



# The Legislative Administrator

## Eugene 2023

An Official Publication of the American Society of Legislative Clerks and Secretaries



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## President's Message



Greetings!

It was an honor and privilege to be elected and installed as President at last fall's PDS in Eugene, Oregon. Our Oregon delegation delivered hospitality at its finest, and the program committee provided exceptional programming that allowed us to develop new skills, gather new ideas from our colleagues in other states, and continue our special brand of networking. On behalf of ASLCS, I want to thank Immediate Past President Tim Sekerak, Obie Rutledge (now Secretary of the Oregon Senate), Lacy Ramirez, Sarah Curry, Mandi McGowan, and Brian McKinley for an enjoyable week.

ASLCS celebrated its 80th year with a special tribute in Oregon, and this year, NCSL begins to celebrate its 50th anniversary. ASLCS was at the table and working to preserve and protect staff in both the formation of the precursor to NCSL, the National Legislative Conference in 1955, and in 1975, with the formation of the new National Conference of State Legislatures. The work of ASLCS in advocating for a prominent role for staff in NCSL has been routinely recognized. Our own Sabrina Llewellyn, staff chair of the NCSL Executive Committee is working on the commemorations for the upcoming year. Be on the lookout for announcements of the plan to celebrate NCSL's 50th!

And speaking of NCSL, the new NCSL communications platform, Breezio is now live. Breezio replaces the Listserve in supporting our Society, other staff sections, and other clients in the NCSL family. Breezio is an online community software with a supportable platform that we all hope will be more reliable and accessible, improve member interaction, and provide a place to store and access information and research data for our Society.

The work of ASLCS is in full force. The Canadian-American Relations committee is working on a pilot program to re-ignite the Canadian-American exchange program. ASLCS exchange programs are so successful that they are being modeled by other staff sections, and I am confident that we will be able to reinvigorate the exchange partnership between the Canadian clerks and American clerks and secretaries. Planning for programming of the PDS has begun, and this issue is the first for this year's Legislative Administrator Committee. In an effort to maximize the time limitations on the Legislative Administrator Committee, going forward, this issue and the issue that follows the PDS will be in paper format. The issue following the NCSL Legislative Summit will be electronically published.

Finally, we are planning our spring meeting in New Orleans, Louisiana on April 5-6, 2024. I look forward to seeing many of you as we continue the work of ASLCS and *laissez les bon temps rouler*!

Sincerely,  
Yolanda J. Dixon

Secretary of the Louisiana Senate  
ASLCS President













# Bylaws and Standing Orders Committee

## Meeting Minutes

2023 ASLCS Bylaws and Standing Orders Committee  
Eugene, Oregon  
September 27, 2023

### Call to Order

The Bylaws and Standing Orders Committee was called to order by Bo Hoover (W.Va.), Chairperson.

### Attendance

The following members were present: Bo Hoover (W. Va), Chairman; Susan Kannarr (Kan.), Vice-Chair; Jeff Beighley (Wis.); Robert Altmann (W. Va.); Sherry Rodriguez (Nev); Brendan Bucy (Nev.); Heshani Wijemanne (Calif.); Bernadette McNulty (Calif.); Ann Cornwell (Ark.); Mary Ann Krol (Ky.); Paul Smith (N.H.); Margaret O'Brien (Mich.); Jeryn Vesperat (Wis.); Susan Furlong (Nev.); Lee Cassis (W.Va.); Tara Perkinson (Va.).

The following other attendees were present: Annette Biamonte (Nev.); Yolanda Dixon (La.); Josh Babel (Ariz.); Cory Strand (Minn.).

### Approval of Minutes

Upon motion by Ann Cornwell (Ark.), seconded by Bernadette McNulty (Calif.), the minutes from the 2022 Legislative Summit in Indianapolis, Ind., were approved.

### Old Business

Chairman Hoover informed the committee that there were two items remaining to be finished from the previous committee. The first is the table of contents and indexing required after the inclusion of provisions regarding the new Associate Vice-President Elect position in the Bylaws and Standing Orders. The Chairman stated that he plans to contact Patience Worrel (Tex.), a vice-chair of the committee, regarding this update because she has access to the electronic version of the documents.

### New Business

Incoming President Yolanda Dixon (La.) addressed the committee regarding potential charges for the committee in the coming year. The Strategic Planning Committee is currently working on a proposal to create a new ASLCS Standing Committee regarding Civics Education. President Dixon advised the committee that if the new committee is approved, the Standing Orders will need to be amended to incorporate the committee. The committee discussed the potential of a charge to the committee regarding amendments to language in the Standing Orders describing the work of the Inside the Legislative Process standing committee. If changes are made to the responsibilities of the committee, updates will be needed to the Standing Orders.

### Adjournment

Upon a motion by Sherry Rodriguez (Nev.), seconded by Jeff Beighley (Wis.), the meeting was adjourned.

Respectfully submitted,  
Susan Kannarr (Kan.), Vice Chairperson





# Professional Journal Committee

## Meeting Minutes

The *Journal of the American Society of Legislative Clerks and Secretaries*, known as the *Journal* or the *Professional Journal*, publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.

2023 ASLCS Professional Journal Committee  
September 28, 2023

### Call to Order

The meeting of the Professional Journal Committee was called to order by Chair Heshani Wijemanne (CA) at 3:00 p.m. PST.

### Attendance

The following members of the committee were present: Heshani Wijemanne (CA), Chair; J. W. Wiley (LA), Vice Chair; Sarah Curry (OR), Vice Chair; Erick Vázquez (PR), Derek Page (IL), Bernadette McNulty (CA), Morgan Tripamer (MO), Kelly Fogleman (LA), Megan Allen (UT), Joshua Babel (AZ), Lou Taylor (AK), Tara Robbins (TN), Morgan Barton (MO), Joy Engelby (MO), Natalia Ravelo (PR), Jen Novak (ID), Elizabeth Eilers (AK), Nigel Hicks-Tibbles (VT), and Sarah Ritter (AK).

### Approval of Minutes

Upon a motion by Bernadette McNulty (CA), seconded by Joshua Babel (AZ), the minutes from the August 18, 2023 Summer Zoom meeting were adopted.

### 2023 Professional Journal Publication

Heshani Wijemanne (CA), Chair, shared that Bernadette McNulty (CA) and Susan Kannarr (KS) are drafting an article on the procedure for committee of the whole. Also, she shared that John Treadwell (AL) has summarized some case law which will constitute one or two articles for the upcoming publication. Sarah Curry (OR), Vice Chair, shared that Obie Rutledge (OR) and herself are working on an article regarding the plain language statute in their state. The Chair plans to receive the drafts of the three articles by the end of November or the first week of December. She will then

send drafts of these articles to the committee for review and editing, before final layout and publication.

### 2024 Professional Journal Publication

Joshua Babel (AZ) shared that Yolanda J. Dixon (LA) and himself are working on an article for the Mason's Manual Commission on expulsions and censures. This article should be ready for the 2024 Professional Journal. Erick Vázquez (PR) shared that he will prepare an article for the 2024 Professional Journal on Article III, Section 7 of the Constitution of Puerto Rico, called the minority clause. Heshani Wijemanne (CA) shared that Jeff Hedges (TX) is working on an article for the 2024 Professional Journal on impeachment.

### Other Business

There was a discussion about how in the past the Professional Journal Committee was organized into three subcommittees: Case Law, Technology, and Parliamentary Procedure. Based on the number of articles that are being drafted, the committee determined there was no need at the present time for subcommittees.

Bernadette McNulty (CA) has offered to lead a COVID-19 themed issue for the 2025 Professional Journal. She is working on a survey to be provided to certain states that will request information on what the state legislatures did during COVID-19 in their chamber and committee operations, and what processes or procedures are still being used by the states. She suggested that she may use the survey conducted by NCSL and contact those states that responded to the NCSL survey. A subcommittee consisting of Kelly Fogelman (LA), Elizabeth Eilers (AK), Nigel Hicks-Tibbles (VT), Morgan Barton (MO), and J. W. Wiley (LA) was created to assist with this effort.



## Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Jen Novak (ID), the meeting was adjourned.

Respectfully submitted,  
J. W. Wiley (LA)



# Technology Committee

## Meeting Minutes

2023 ASLCS Technology Committee, PDS  
Eugene, Oregon  
Wednesday, September 27, 2023

### Call to Order

The meeting of the Technology Committee was called to order by Chair, Lacy Ramirez (OR) at 1:33 p.m.

### Attendance

The following members of the committee were present: Chair, Lacy Ramirez (OR), Vice-Chair, Becky King (KY), Sarah Curry (OR), Jill Reese (UT), Jay Jacobs (KY), Jared Roy (ME), Mike Hall (WV), Mandi McGowan (OR), Scott Radunzel (MN), Theresa Utton-Jerman (VT), Ellen Thompson (WY), Paolo Lanucara (Propylon), Callie Nobles (TN), Zack Griffith (KY), Meagan Walker (KY), Andre Carpenter (TN), Jessica Upadhye (CA), Zach Twilla (CA), Lori Roland (AK), and Natalie Foster (Canada).

### Approval of Minutes

Upon a motion by Mandi McGowan (OR), seconded by Jay Jacobs (KY), the minutes of the last meeting held Sunday, August 13, 2023, at the NCSL Legislative Summit in Indianapolis, Indiana, were approved.

### Old Business

Discussion about Technology Concurrent Session: There was positive discussion and feedback about the concurrent session.

Facebook Group – The Chair asked that if you are not part of the group, please join. She talked about the ways that we are trying to engage more to get more traffic to the page. There was also discussion about auditing members in the Facebook group. Maybe make sure they are dues paying member? The Chair said that she would get with Holly about the process of cleaning it up and look at by-laws.

LinkedIn/Social Media – The Chair started the discussion with the question of whether ASLCS should

have a LinkedIn page. The Chair made the point that it is social, but leans more professional. One of the concerns with LinkedIn would be that we would have to change by-laws to add LinkedIn.

Words from ASLCS President Yolanda Dixon – She spoke about NCSL's 50th anniversary. She would like the Technology Committee to be involved. She will give more details to the Technology Chair.

### New Business

Subcommittees – The Chair spoke about making subcommittees for projects like working with the Roster Committee to introduce new members. Maybe one to help with the NCSL 50th anniversary.

2024 Concurrent Session – The chair gave topics that had been discussed before and asked for everyone's input. Topics include AI, Cybersecurity and Remote Voting. Jay Jacobs (KY) suggested maybe a discussion on the technology behind Remote Voting like facial recognition and other biometric options. Theresa Utton-Jerman (VT) said that Vermont used Everbridge for remote voting during the Covid-19 pandemic. The Chair said that maybe the topic could be tied into an Expo component.

Any Other Business - Mandi McGowan (OR) reminded the Chair to mention Expo table that Oregon IT staff would have. The Chair then talked about RITA, the electronic reader that they use in the Oregon House to read bills.

### Adjournment

Motion to adjourn was made by Lori Roland (AK) and seconded by Mandi McGowan (OR). Without objection, the Technology Committee meeting adjourned at 2:19 p.m.

Respectfully submitted by  
Vice-Chair, Becky King (KY)



# Budget and Financial Review Committee

## Meeting Minutes

2023 ASLCS Budget and Financial Review Committee  
Eugene, Oregon  
September 28, 2023

### Call to Order

The meeting of the Budget and Financial Review Committee was called to order by Brad Young (Ohio), Chair, at 3:50pm (PDT).

### Attendance

The following members of the committee were present: Brad Young (Ohio), Ann Cornwell (Arkansas), Michelle Fontenot (Louisiana), and Ali Sagraves (Ohio). Yolanda Dixon (Louisiana), ASLCS President, was also present.

### New Business

Chair Young explained the committee's task of keeping an eye on the Society's finances and reviewing the PDS budget. He mentioned the committee would await the final budget report from Holly South, NCSL Liaison, then review and issue a report to the Executive Committee and Society. Chair Young further explained that the 2016-2018 Budget and Financial Review Committee, previously chaired by Patsy Spaw, developed a helpful "ASLCS Finances 101" guide for new members of the Executive Committee that explains the Society's finances. He planned to obtain copies to distribute to committee members who do not already possess the guide.

Chair Young explained that the previous Chair, Paul Smith made suggestions for the Society to consider in his reports from the previous two years, which the committee will want to review and consider in its recommendations but will defer to President Dixon and the Executive Committee on actionable items.

As the final order of business, Chair Young directed committee members to be on the lookout for Holly's final budget for the 2023 PDS for the committee to begin its review. Members discussed being hopeful that there will be a profit made on this year's PDS as there was for the 2022 PDS in Little Rock. Such profits

are deposited into the Professional Development Revolving Account (LLCS) so they may be made available to assist with future fall meetings.

### Adjournment

Upon a motion by Ann Cornwell (Arkansas), seconded by Michelle Fontenot (Louisiana), the meeting was adjourned at 4:15pm (PDT).

Respectfully submitted,  
Ali Sagraves (Ohio)



# Inside the Legislative Process Committee

## Meeting Minutes

2023 ASLCS Inside the Legislative Process Committee. PDS

Eugene, Oregon

September 27, 2023

### Call to Order

The meeting was called to order at 1:30 pm by Michelle Fontenot (LA), Chair.

### Attendance

The following members of the committee were present: Michelle Fontenot (LA), Chair; Kristin Jones (WV), Vice-chair; Felisha Sutherland (WV); Donna Holiday (KY); John Treadwell (AL); Jamie Oswalt (AL); José Herrero-Acevedo (PR); Natalia Ravelo (PR); Erick J. Vázquez (PR); Ross Andrews (AZ); Lynn Eitelman (VA); Nigel Hicks-Tibbles (VT); Charles May (CA); Gretchen Overbey (LA); Kelly Fogleman (LA); Phyllis Prenger (MO); Jen Novak (ID); Terry A. Horvat (NV); Lydia Kline (AK); Heshani Wijemanne (CA); Jake Rose (TN); Morgan Barton (MO); Dayna Bujold (MN); Cathy Carlson (MN); Cyndi LaTour (NV); Nashary Ovillo (MN); Frances Canavan (VA); Tom Bottern (MN).

### Approval of Minutes

Donna Holiday (KY) moved the approval of the minutes from the August 13, 2023, committee meeting at the NCSL Summit in Indianapolis, IN, and John Treadwell (AL) seconded. There being no objection, the minutes were approved.

### Old Business

Michelle Fontenot, Chair (LA), gave an overview of the purpose of the Inside the Legislative Process Committee. Donna Holliday (KY) spoke of her experience as a previous Chair of the committee and noted the purpose of the survey has value, but the use of the email list serv is burdensome.

### New Business

Discussion centered mainly around the surveys themselves and how to bolster more broad

participation. Charles May (CA) asked about the use of modern survey software, such as Survey Monkey. General discussion indicated it had been used before. Frances Canavan (VA) initiated a discussion as to who in each state's chambers can answer the survey. Several members indicated only the principal clerks and secretaries received the survey in the past and if they didn't want to answer it, some delegated to other staff to fill out and some may have ignored the survey entirely. As the surveys evolved into questions sent out on the list serv, it was discussed how that medium created confusion with a barrage of emails and not knowing whether to answer a question or let another staff member answer, all of which can lead to less participation.

Charles May (CA) suggested several things, including establishing a list of specific contacts in each state's chambers to narrow the surveys' target audience and updating already existing information from previous surveys instead of soliciting information on brand new topics. Lydia Kline (AK) suggested that chambers which have created internal manuals could upload those to a drop box that could be used as a resource for information for members to access. Michelle Fontenot, Chair (LA), stated that the committee must have the support and assistance from NCSL in both compiling and posting the information on the website. Bernadette McNulty (CA) gave some background on the work of the committee years ago when it was a published resource. The former NCSL point person at that time took on most of the responsibility in compiling the information. Since her departure, NCSL has been less involved. Bernadette also suggested creating a virtual 3-ring binder of the information, similar to the hard copy version of the past, as an easier way for society members to process the information gathered from the surveys.



ASLCS President Yolanda Dixon (LA) stopped in to thank the members of the committee for their work. She stated she finds the Inside the Legislative Process committee useful and wants it revived/updated. She tasked the committee with finding a way to ask and receive answers to questions in the most efficient way possible.

Michelle Fontenot, Chair (LA), suggested one way to distribute the survey to members would be using a QR code, possibly published in the Legislative Administrator.

A general discussion concerned committee members volunteering their time to conduct follow-up phone calls to state chambers that haven't answered the surveys and to help compile information gathered.

## Adjournment

Upon motion by Jen Novak (ID) and seconded by Charles May (CA), without objection the committee meeting was adjourned at 2:10 pm.

Respectfully submitted,  
Kristin Jones (WV)  
Vice-chair



# Canadian-American Relations Committee

## Meeting Minutes

2023 ASLCS Canadian-American Relations Committee  
Eugene, Oregon  
Thursday, September 28, 2023

### Call to Order

The meeting of the Canadian-American Relations Committee was called to order at 3:02 p.m. by Nanette Mitchell (TN), Chair.

### Attendance

The following members of the committee were present: Nanette Mitchell (TN), Ross Andrews (AZ), Mary Ann Krol (KY), José Rodríguez Amorós (PR), Susan Kannarr (KS), Brendan Bucy (NV), Philip Massolin (AB, CAN), Lori Roland (AK), Dayna Bujold (MN), Jill Reese (UT), Ron Puff (OH), Callie Nobles (TN), Ali Sagraves (OH), Scott Radunzel (MN), Ann Cornwell (AR), Jared Roy (ME), Rhonda Schierer (KY), Christian Gruening (AK), Natalie Foster (ON, CAN), Paolo Lanucara (NC), Kristin Jones (WV), Brad Young (OH), Jackie Schulz (AK), Merigwen Kawakami (AK), Jeanine Wittenberg (NV), Jason Hataway (NV), Susan Furlong (NV), Lacy Ramirez (OR), Theresa Utton Jerman (VT), Jessica Tupper (MN), Michelle Dunphy (ME), Benjamin Daggett (ME), and John Hollman (IL).

### Approval of Minutes

Upon a motion by Ann Cornwell (AR), seconded by Susan Kannarr (KS), the minutes from the last meeting held Sunday, August 13, 2023, at the NCLS Summit in Indianapolis, IN, were unanimously approved.

### Introduction

The Chair explained the purpose of this committee is to foster good relations and communications with our neighbors in Canada, and introduced Philip Massolin, Clerk Assistant and Director of House Services of the Assembly of Alberta, Canada, current President of the Clerks-at-the-Table (CATTs). Philip thanked the PDS host state for the hospitality and for the influence to take back to future CATTs meetings.

He gave a presentation on CATTs organization and structure including their history, annual General Assembly meeting, intercommunication, and committees were discussed. Their committees are: International Committee for relations with U.S., U.K., and ANZACATTs; Professional Development Committee for planning meetings; Education Committee for outreach with universities; Technology Committee for their website and initiatives. Site Selection simply rotates through their provinces and cities.

### Joint Canadian-American Meeting Update

The Chair announced that the Joint Canadian-American meeting, which takes place biennially and trades host nations, will be held next at the Parliament of Canada in Ottawa, Ontario on October 10-13, 2023. ASLCS President-Elect Yolanda Dixon (LA), shared that the U.S. delegation will have 18 members and a volleyball team, and she has been working on the program with Natalie Foster of The House of Commons in Ottawa. It was noted two presenters listed who are unable to attend will be replaced by Pat Harris (AL). Members were encouraged to attend this meeting and to participate in the volleyball match.

### Introduction

Natalie Foster, Clerk Assistant of the Parliament of Canada in Ottawa, was introduced. Natalie thanked ASLCS for the welcome and thanked Tim Sekerak (OR), and President Yolanda Dixon (LA), for their work on the Joint Meeting program. Natalie noted that she was a first-time attendee and host. Since the meeting will occur during renovation of their Parliament building, the program will include a tour of the renovations. As Canadian Federal Jurisdiction requires meetings be conducted in both French and English, bilingual presentations with co-panel perspectives will be given



on topics such as jurisdictional updates, decorum, and dress codes. There will be 20 attendees from their House, Senate, Federal government, and many provinces, including their volleyball team. Natalie offered that the city has accessible transportation and walkability, and that the hotel is very nice.

## New Business

Nanette Mitchell (TN), Chair, announced the next joint meeting will be held in Nashville, TN, and they have received a commitment for a substantial donation from their legislature.

**PDS Session:** The Chair remarked that this year's presentation went very well and invited suggestions on planning for topics for the next PDS. Various suggestions were: follow-up on this year's presentation on decorum, comparison of how technology is leveraged in our work, differences in civics education, handling varying temperaments, regional and cultural differences. The Chair asked members to reach out by email or phone with any questions, requests or new ideas in moving forward.

## Adjournment

Upon a motion by José Rodríguez Amorós (PR), seconded by Rhonda Schierer (KY), the meeting was adjourned at 3:24 p.m.

Respectfully submitted,  
Jackie Schulz (AK)



# International Communication & Development Committee

## Meeting Minutes

2023 ASLCS International Communication & Development Committee, PDS  
Eugene, Oregon  
Wednesday, September 27, 2023

### Call to Order

The meeting of the International Communication and Development Committee was called to order by Chair José Rodríguez-Amorós (PR) at 9:23a.m. PST.

### Attendance

The following members of the committee were present: José Rodríguez-Amorós (PR), Chair; Brad Young (OH), Vice Chair; Christian Gruening (AK), Merigwen Kawakami (AK), Lydia Kline (AK), Julie McDowell (AK), Lori Roland (AK), Jackie Schulz (AK), Ann Cornwell (AR), Jessica Upadhye (CA), Shannon Sun (CO), Susan Kannarr (KS), Yolanda Dixon – President Elect (LA), Benjamin Daggett (ME), Jared T. Roy (ME), Dayna Bujold (MN), Melissa Mapes (MN), Nashary Ovillo (MN), Jessica Tupper (MN), Max Frank (MO), Morgan Tripamer (MO), Brendan Bucy (NV), Susan Furlong (NV), Paolo Lanucara (NC), Natalia Ravelo (PR), Erick Vázquez (PR), Nanette Mitchell (TN), Lynn Eitelman (VA), Suchi Sharma (WA), Robert Altmann (WV), Bo Hoover (WV); Kristin Jones (WV), Natalie Foster (CAN), Philip Massolin (CAN).

### Approval of Minutes

Upon a motion by Susan Kannarr (KS), seconded by Bo Hoover (WV), the minutes from the August 13, 2023, NCSL Legislative Summit meeting were adopted.

### Old Business

- The Chair welcomed the new members and briefly established the scope of the work of the Committee reminding everybody that the International Communication and Development Committee reviews ASLCS relationship with countries other

than Canada and the society's role within NCSL in working with those countries. The committee is responsible of receiving reports from the Legislative Staff Coordinating Committee and works with other NCSL staff sections involved in international relations. The committee annually publishes the International Directory, which includes the objectives and goals of the society and its foreign partner associations. The chair of the committee, along with the president and associate vice president, represent the society at the annual meeting of ANOMAC.

#### • Concurrent Session Participation

Natalie Foster (CAN), Philip Massolin (CAN) and Natalia Ravelo (PR) gave their impression on the Session held earlier during PDS 23.

The Chair recognized Natalie Foster (CAN) and Philip Massolin (CAN), our International guests present and make an invitation to all committee members to welcome and assist all international guests including delegates from Canada, the US Virgin Islands and from Palau that made their way to Eugene.

#### • International Directory 2023.

The Chair reported that the International Directory was sent to CATS Executive Committee, ANZACATT executive Committee and the Forum of Secretaries of South Africa Executive Committee in English, and ANOMAC Executive Committee in Spanish, pursuant Standing Order Section XIV (C) (5). A copy of the 3 versions of the Directory was also hand delivered to the Secretary of the Senate in Brazil to establish a first contact, as recommended in NCSL Summit.



- International Directory for 2024.

Tha Chair informed that Vice Chair Crystalline Jones (AK) has taken the responsibility of editing the International Directory for 2024. With the help of all Alaskan delegates of ASLCS. The Chair will contact CATS, ANZACATT, the Forum of Secretaries of South Africa, and ANOMAC in order to update their information.

## New Business

ASLCS President Elect Yolanda Dixon attended the meeting, expressing the importance of this committee integrating staff from other international legislatures. She reminded that the International Directory must be sent to archives, pursuant Section XVII (A) and XVII (D) (3) of the Standing Orders.

In the past, this committee discussed the possibility of requesting professional translators that might improve the experience of international Attendees. There is no guidance or information on this issue if we can communicate with non-English speaking countries to invite them to participate in PDS, knowing that they may fully understand, at least the concurrent sessions, the plenary sessions, and the Presidents dinner. Of all the delegates who signed the Attendance Sheet for this meeting, 5 speak Spanish, 3 speak French, 2 speak Italian, and one speak Japanese and Hindi.

As part of the discussion, Natalie Foster (CAN) brought up the possibility to consider an application that provides translation services to facilitate communication. This technology was issued by her in other events and said that the use of it was great in those events. She was left to verify the name of the application to provide it to the committee.

The Committee Chair hopes that more people who speak languages such as Spanish, French and Portuguese will participate in future events.

Participation in CANAM 23.

An update on the meeting was provided by Natalie Foster (CAN) and Phillip Massolin (CAN). More information on the meeting will be provided in the Spring Meeting.

ANOMAC.

The Chair recognized that we have lost the continued participation in their meetings but is trying to change that this year. In the past, Liz Clark (AK), Susan Kannar (KS), Robert Haney (TX) and Steve Arias (NM) participated in this meeting. Susan Kannar (KS) volunteered to check her contacts to find information about their next meeting.

## Adjournment

Upon a motion by Susan Kannarr (KS), seconded by Susan Furlong (NV), the meeting was adjourned.

Respectfully submitted,  
Erick Vázquez-González (PR)



# Legislative Administrator Committee

## Meeting Minutes

2023 ASLCS Legislative Administrator Committee

Eugene, Oregon

September 27, 2023

### Call to Order

The meeting was called to order at 9:16 am by John Treadwell (AL), Chair.

### Attendance

The following members of the committee were present: John Treadwell (AL), Chair; Malisha Straw (AR), Vice-chair; Heshani Wijemanne (CA); Patricia Hanson (CA); Bernadette McNulty (CA); Ross Andrews (AZ); Gretchen Overbey (LA); Donna Holiday (KY); Cheri Lujan (NM); John Hollman (IL); Sarah Schaben (MO).

### Approval of Minutes

Bernadette McNulty (CA) moved the approval of the minutes from the August 13, 2023, committee meeting at the NCSL Summit in Indianapolis, Indiana, and Gretchen Overbey (LA) seconded. There being no objection, the minutes were approved.

### Old Business

Discussion that Washington print shop will continue to print and mail the Administrator for the committee. The committee revisited providing an electronic version of the Administrator. Bernadette McNulty (CA) and John Treadwell (AL) discussed the quick turnaround time for the edition following the Summer meeting. Discussion ensued regarding providing both electronic and paper copies initially so that members may experience the electronic version. Suggestions were made to collaborate with Washington on how digital copy would work and the timeline. A decision was made to submit a proposal with two options for the executive committee to review and consider.

### New Business

John Treadwell (AL) discussed potential collaboration with the Inside the Legislative Process Committee to assist with member surveys. Topics were discussed for the upcoming edition of the Administrator. Malisha Straw (AR) suggested including a section on ASLCS "firsts" – for example, President Yolanda Dixon (LA) and Sabrina Lewellen (AR) in the President and NCSL Staff Chair roles. Malisha Straw (AR) and Heshani Wijemanne (CA) will gather information from those individuals identified.

The committee discussed the 80th Anniversary of the Society, additional Associate Exchange Program participant interviews, and including additional renovation/construction updates from other states. Additional topics discussed included discussion about security issues (with sensitivity to what information may be included). Committee members also discussed including articles on policy changes in other states relating to safety and security.

President Yolanda Dixon (LA) discussed the 50th anniversary of NCSL kickoff for next year's summit and suggested an article featuring NCSL, ASLCS' role in the genesis of NCSL, and the 80-year history of NCSL. President Dixon also discussed an upcoming theme of disruptions in the legislative proceedings.

### Adjournment

Upon motion by Bernadette McNulty (CA) and seconded by Donna Holiday (KY), without objection the committee meeting was adjourned at 10:00 am

Respectfully submitted,  
Malisha Straw (AR)  
Vice-chair





# Membership & Communications Committee

## Meeting Minutes

2023 ASLCS Membership & Communications Committee  
Eugene, Oregon  
September 28, 2023

### Call to Order

The Membership and Communication Committee meeting was called to order by Ali Sagraves (Ohio), Vice-Chair, at 9:19 a.m. (PDT).

### Attendance

The following members of the committee were present: Jamie Oswalt (Alabama), Vice-Chair, Ali Sagraves (Ohio), Vice-Chair, Susan Aceves (Arizona), Josh Babel (Arizona), Morgan Barton (Missouri), Annette Biamonte (Nevada), Meghan Burke (Nevada), Melissa Bybee-Fields (Kentucky), Sarah Curry (Oregon), Heather Fahey (Arizona), Michelle Fontenot (Louisiana), Jason Hataway (Nevada), Daniel Hicks (Tennessee), Nigel Hicks-Tibbles (Vermont), Adanna Hydes (Kentucky), Mary Ann Krol (Kentucky), Cyndi Latour (Nevada), Callie Nobles (Tennessee), Phyllis Prenger (Missouri), Lacy Ramirez (Oregon), Sherry Rodriguez (Nevada), Rhonda Schierer (Kentucky), Paul Smith (New Hampshire), Angela Smith (Louisiana), Sarai Stansberry (Louisiana), Lou Taylor (Alaska), Ellen Thompson (Wyoming), Jeryn Vesperat (Wisconsin), and Keri Wolters (Missouri). Yolanda Dixon (Louisiana), ASLCS President, was also present, along with Holly South, NCSL Liaison.

### Approval of Minutes

Upon motion by Paul Smith (New Hampshire), seconded by Josh Babel (Arizona), the minutes from the August 13, 2023, committee meeting at the NCSL Summit were approved.

### Old Business

#### *New Attendee Orientation & Sponsor Matching*

Vice-Chair Sagraves asked meeting attendees for feedback on this year's New Attendee Orientation and

the matching of sponsors with new attendees. The previous committee leadership team emphasized that more participation was needed from the Society to serve as sponsors for many new attendees. It was indicated that there may have been a glitch in selecting the option to volunteer as a sponsor upon registration for the PDS, as some members volunteered through that tool but were never contacted to be a sponsor.

An idea was discussed to pair new attendees who already know each other from the same state or chamber with the same sponsor; this may facilitate more comfortable, less awkward interactions. Members indicated that including a picture of themselves in their initial email to new attendees assists with finding each other at the orientation. It was further discussed to encourage additional points of contact at the PDS next year, such as grabbing meals together for "on your own" times, maintaining communication throughout the year, etc.

Despite previous Chair Angela Smith's (Louisiana) best, enthusiastic, and persistent efforts to quiet the crowd, committee members discussed the challenges of the space in which New Attendee Orientation was held. Rain forced the orientation event indoors in the same space as the opening reception was to be saved, and most attendees – new and returning, whether sponsors or not – ended up being there to see and meet everyone. The noise became overwhelming and detracted from orientation. One of the 2024 PDS hosts, Paul Smith (New Hampshire), confirmed they will have a separate, designated area for New Attendee Orientation on the opening evening of the PDS next year.

#### *Pin Contest*

The committee discussed that friendly competition among new attendees continues to increase yearly and encourages fellowship among new and returning PDS



attendees. Members discussed the merits of continuing the lasting impressions pins. Ten individuals were identified this year to hold a gavel pin to hand out if – and only if – a new attendee made a lasting impression. It was unknown at the committee meeting time if all of them had been handed out. Members discussed the need to enhance messaging next year to new attendees at orientation that these pins are not to be solicited, as this happened earlier in the week during the “amped up” friendly competition.

## **New Business**

### ***Survey to New Attendees***

Though the committee received positive feedback from new attendees during the committee meeting – they were pleased with interactions with their sponsors and other new and returning attendees, felt comfortable participating in sessions, and enjoyed the pin contest – the committee discussed the idea of developing and asking Holly South to send out a satisfaction survey to the incredible plethora of new attendees at this year’s PDS to assess their experience and identify further areas of potential improvement.

### ***Notecard Project***

Colleen Pehar (Washington) explained what she and the previous year’s committee hoped to accomplish by having members send new attendees notes after the PDS. She explained that scheduling and logistics were challenging this year with getting all the notecards filled out and ready to mail. This year’s committee leadership team indicated their desire to work with the previous team on making it happen at next year’s PDS.

### ***Partnership with the Technology Committee***

Technology Committee Chair Lacy Ramirez (Oregon) discussed that the Technology Committee would like to do regular features on new members of the Society on the ASLCS Facebook page, and this will involve some assistance from this committee, which was a welcomed idea.

### ***Photo for the ASLCS Facebook Page***

Vice-Chair Jamie Oswalt (Alabama) brought forth the idea of having someone snap a picture of all new attendees at next year’s orientation to post to the Facebook page as something for them to look back on and remember those with whom they began their time at the Society. This was also a welcomed idea.

### ***Chair’s Vision***

Vice-Chair Oswalt then shared Chair Martha Jarrow’s (Arkansas) vision points for the upcoming year, given to the Vice-Chairs to communicate with the committee, including:

1. Increased engagement with new attendees to increase participation in the Society.
2. Promoting the benefits of the Society via a roadmap of sorts to clarify the Society’s purpose and functions to aid in strengthening membership.
3. Encouraging sponsors to follow up and follow through with contact points with new attendees throughout the year.
4. Creating a “Tip Day” featuring excellent practices from members, considering how this is shared with new attendees who are not social media users and perhaps utilizing the Society’s member-accessed website.
5. Doing a “New Attendee Satisfaction Questionnaire” at the end of the PDS next year to give new attendees something to discuss and look forward to the next meeting, further strengthening Society membership. (The committee was pleased to be already eager to complete this task.)
6. Asking new attendees to complete a “Tell Your Story” notecard on the final evening could be given to new attendees as they enter a scheduled session or upon registration at the PDS.

Vice Chair Sagraves mentioned that Chair Jarrow intends to enhance what is already done well in the committee. This year's leadership team is grateful that the previous team handed off the committee to them from such a strong position. The committee also looks forward to learning more about the Chair's goals and her ideas to reach them.

## Adjournment

With no further business, upon a motion by Paul Smith (New Hampshire), seconded by Michelle Fontenot (Louisiana), the meeting was adjourned at 9:51 a.m. (PDT).

Respectfully submitted,  
Ali Sagraves (Ohio),  
Vice-Chair

Membership & Communications Committee - *continued*









# Program Development Committee

## Meeting Minutes

2023 ASLCS Professional Development Seminar  
Eugene, Oregon  
September 28, 2023

### Call to Order

The meeting of the Program Development Committee was called to order by Angela Smith (LA), Chair at 3:00PM.

### Attendance

The following members of the committee were present: Angela Smith, Chair (LA), Colleen Pehar, Vice Chair (WA), Jeff Beighley (WI), Annette Biamonte (NV), Michelle Fontenot (LA), Patty Hanson (CA), Daniel Hicks (TN), Doug Himes (TN), Donna Holiday (KY), Mandi McGowan (OR), Jamie Oswalt (AL), Tara Perkinson (VA), Sherry Rodriguez (NV), Jackie Scott (VA), Paul Smith (NH), Malisha Straw (AR), Jeryn Vesperat (WI), Adanna Hydes (KY), Phyllis Prenger (MO), Keri Wolters (MO), Jan Waldrop (VA), Max Frank (MO), Susan Aceves (AZ), Jake Rose (TN), Greg Glass (TN), Sarah Schaben (MO), Saraia Stansberry (LA), Louis Lindstrom (WA), Ellen Thompson (WY), Kristina Bury (AK), Gretchen Overbey (LA), Jennifer Welch (VA), Lisa Ortiz McCutcheon (NM), Kimberly Cox (TN), Sue Morain (LA), and Felisha Sutherland (WV).

### Approval of Minutes

Upon motion by Michelle Fontenot (LA), seconded by Jackie Scott (VA), the minutes from the August 13, 2023 meeting at the NCSL Summit in Indianapolis, Indiana were approved.

### Old Business

Michelle Fontenot (LA) provided an update on the Eugene PDS program, the Leadership Series sessions, and the approach of having committee meetings split across two days. She shared that the survey following the conference would provide feedback on that approach. She noted that attendance seemed strong.

Tara Perkinson (VA) spoke to the strong content of the PDS and noted the high quality of speakers and society panelists. She encouraged attendees to fill out the survey to help with planning for the 2024 PDS in New Hampshire.

### New Business

Angela Smith (LA) shared that she spoke with Paul Smith (NH) and he has a head start on planning for the 2024 PDS. Paul Smith (NH) shared the following overview (as provided in the proposal to the Executive Committee) for the schedule in New Hampshire for the dates of September 29-October 2:

- Sunday: Mason's Manual Meeting in the morning, followed by the Nominating Committee. New Attendee Mixer and opening reception in the evening.
- Monday: Visit the Capitol in Concord with a plenary session in the afternoon in representative's hall follow by concurrent sessions. Evening bus to Meredith for the train and dinner.
- Tuesday: Concurrent sessions, business lunch, evening on our own.
- Wednesday: Breakfast with the expo, committee meetings, state dinner.

Paul Smith (NH) shared a goal of trying to balance the time with three sets of concurrent sessions while experiencing New Hampshire and getting the most out of the program. He shared that there was flexibility in the schedule to swap afternoon concurrent sessions with the morning expo but there is a goal to be cost conscious with snacks and refreshments for afternoon events. Tara Perkinson (VA) shared that the expo is better attended in the afternoon, snacks and sodas as opposed to alcoholic beverages could be provided to mitigate costs. It was also suggested that a cash



bar could be provided. Sherry Rodriguez (NV) shared that she appreciated the morning expo as attendees are already there enjoying breakfast. Paul Smith (NH) reiterated the goal to find a balance in the agenda that did not sacrifice programming. Holly South (NCSL) shared that the expo has a sponsor, so cost is not a concern, and they prefer the afternoon. The committee will revisit the timing of the expo as planning continues.

Angela Smith, Chair (LA) shared that we currently have 6 concurrent sessions and 2 plenary sessions, plus an international session. Yolanda Dixon, President (LA) spoke about her interest in a theme and building sessions around "maintaining legislatures in a time of disruption". Angela Smith (LA) supported President Dixon's remarks, noting that we are all experiencing disruptive behavior and can develop content ideas to be responsive to that theme, including:

- Mental health and how we maintain stability, wellness, and mental fitness.
- US House Clerk on what they expect and how they manage behavior.
- Member expectations of staff.

Colleen Pehar, Vice Chair (WA) spoke about supporting that theme with sessions focused on the tools we need to achieve the goals of managing disruption, mental health, and a work/life balance. She shared the need to build team skills and trust to lean on during times of disruption. Patty Hanson (CA) suggested having Sergeant at Arms on a panel to talk about security measures. Michelle Fontenot (LA) suggested a session on maintaining staff and preventing disruptions from within. Paul Smith (NH) suggested we continue working on the leadership/management track as all society members should feel supported by our programming. He shared that security varies from state to state and we want to meet the needs of all of our members. He also reminded the group that the Technology Committee can plan a session. Tara Perkinson (VA) shared that Mason's would appreciate having a plenary again. Michelle Fontenot (LA) asked Paul Smith (NH) about the role of Sergeant in New Hampshire, he shared that it was largely ceremonial, and they took direction from the Chief Clerk. Michelle suggested a session on understanding the different roles of security in our chambers as a concurrent session.

Colleen Pehar, Vice Chair (WA) referenced the Assistant/Deputy breakout and a discussion on member's urging the changing of rules, sharing that could be an interesting topic for a concurrent session.

Kristina Bury (AK) asked if any sessions could be recorded. Angela Smith, Chair (LA) shared that idea had been discussed previously but was not acted upon, it could be a discussion topic for a future meeting.

Angela Smith, Chair (LA) made a call to the committee for speaker suggestions. Paul Smith (NH) noted that with the shortened agenda it was assumed there would be one breakout session but that the agenda would be responsive to surveys. Kristina Bury (AK) suggested that if we cannot do two breakouts, we could do one longer breakout. Discussion ensued about using the survey to impact the agenda for the 2024 program.

## Adjournment

Upon a motion by Jeff Beighley (WI), seconded by Jennifer Welch (VA), the meeting was adjourned at 3:36PM.

Respectfully submitted,  
Colleen Pehar (WA),  
Vice Chair



# Support Staff Committee

## Meeting Minutes

2023 ASLCS Support Staff Committee  
Eugene, Oregon  
Thursday, September 28, 2023

### Call to Order

The meeting was called to order by Chair, Jennifer Welch (VA) at 9:15 a.m. PST. Chair Welch introduced herself and Vice Chair Jay Jacobs (KY) and welcomed the committee members.

### Attendance

The following members of the Committee were present:

Jay Jacobs (KY), Vice Chair; Jan Waldrop (VA); Joe Sullivan (MS); Ian Gahner (NV); Lauren Heggen (NV); Jeanine Wittenberg (NV); Jeff Beighley (WI); Terry Horvat (NV); Ron Puff (OH); Krisztina Bury (AK); Theresa Utton-Jerman (VT); Kelly Fogleman (LA); J.W. Wiley (LA); Jill Reese (UT); Becky King (KY); Jake Rose (TN); Cory Strand (MN); Cathy Carlson (MN); Greg Glass, (TN); Tara Robbins (TN); Colleen Pehak (WA); Doug Himes (TN); Jose Herrero-Acevedo (PR); Felisha Sutherland (WV); Jackie Scott (VA); Rhamsees Savage (VA); Tara Perkinson (VA) and Jennifer Welch (VA).

### Approval of Minutes

Upon a motion by Jeff Beighley (WI) and seconded by J.W. Wiley (LA), the minutes from the 2023 NCSL Summit in Indianapolis, IN, were unanimously approved.

### Old Business

Chair Welch gave an overview of the committee and what the responsibilities are: facilitating the Associate Exchange Program, obtaining moderators for the staff breakouts, coordinating the Legislative Expo and one or two concurrent sessions at the 2024 PDS in New Hampshire.

She explained to new members what the Associate Exchange Program involved and asked if anyone would like to host and if anyone was interesting in applying.

She next shared that the committee would rely on the survey responses to determine if the expanded breakouts format should continue or revert back to having seven.

The expo has done very well with attendance since it has been held in late afternoon; therefore, the committee would like it to remain at that time.

Chair Welch mentioned that the PDS in New Hampshire would be reduced by one day. With the shorter schedule, the committee felt we should do one concurrent. Chair Welch asked if anyone had any ideas for the concurrent session. She shared the three topics that were suggested by committee members who couldn't attend the PDS: ways to deal with maintaining staff moral, stress relief tools, and differences in how chambers are structured. Tara Perkinson (VA) suggested comparing a large chamber with a small one. It was also suggested that the presentations should be shorter to allow more time for questions since session times were reduced for this PDS.

### Adjournment

Upon a motion by Jackie Scott (VA), and seconded by Tara Robbins (TN), the meeting was adjourned at 9:32 a.m.

Respectfully submitted,  
Jennifer Jones Welch, Chair







# Executive Committee

## Meeting Minutes

2023 ASLCS Executive Committee Meeting Minutes

Eugene, Oregon

Friday, September 29, 2023

### Call to Order

Yolanda Dixon called the meeting to order at 9:31 a.m. Pacific.

### Attendees

The following members of the Executive Committee were in attendance: Yolanda Dixon (La.), Donna Holiday (Ky.), Obie Rutledge (Ore.), Rob Hunt (Maine), Sherry Rodriguez (Nev.), Tim Sekerak (Ore.), Josh Babel (Ariz.), Meggan Foesch (Wis.), John Hollman (Ill.), Jamie Oswalt (AL.), and Lee Cassis (W.Va.).

Also in attendance: Jen Novak (Idaho), Michelle Fontenot (La.), Brad Young (Ohio), Ali Sagrares (Ohio), Lacy Ramirez (Ore.), and Holly South (NCSL).

### Approval of Executive Committee Appointments

John Hollman motioned to approve the appointments of Appointed Principals Lee Cassis and Liz Clark and Appointed Associates Obie Rutledge and Sherry Rodriguez. Josh Babel seconded. All approved.

### Review of ASLCS Financial Accounts

#### *Treasurer's report*

Rob Hunt presented the report in lieu of Donna Holiday, being this is her first Executive Committee meeting as Treasurer. Twenty states have not paid yet, but Rob will work with Donna Holiday on this. Rob will give Yolanda Dixon a list of all paid states. The balance of the account as of September 19, 2023 was \$86,108.51.

#### *LLCS account*

Holly South presented a summary. The current balance is \$15,335.15 but a number of expenses (e.g., PDS plenary speaker Eric Bailey) will be paid out in the next month or so. In order to maintain a healthy balance,

Josh Babel made a motion to transfer \$10,000 into the account and Rob Hunt seconded. It was approved.

#### *L190 account*

Holly South highlighted new transactions, most for this year's PDS and the Spring Meeting in Palm Springs. Balance as of July 31 is \$151,401.08. Yolanda Dixon thanked Tim Sekerak for a fantastic event. Tim Sekerak said the next L190 report will be eye-opening regarding how much was raised and spent by the Oregon Host State Committee, and the Host State will be in the black. Pending expenditures totaled \$8,233.48 and pending revenues totaled \$5,288.98.

#### *2023 PDS budget (P023)*

Holly South highlighted current numbers. The working budget for the Eugene, Oregon PDS showed total revenue of \$125,930.00, including \$30,480 in sponsorships. Estimated expenses are \$113,675.11, with a current balance of \$12,254.89.

Guest and faculty travel was less than anticipated. AV costs are in line with what was expected. Current net gain stands at \$3,871.09. Josh Babel stated, "It blows my mind how much hotels charge for AV equipment even though it is usually poor quality." Holly stated that at the 2019 PDS in Seattle, then-Secretary of the Senate Brad Hendrickson brought in a couple of screens and projectors for concurrent sessions, which saved money. Yolanda Dixon stated this PDS had the most registered attendees since Holly South started working with ASLCS. Holly stated that ASLCS got 20 room comps for staff at this PDS.



## New Business

### ***2024 New Hampshire PDS Update***

According to Holly South, there will be one day at Capitol, including all breakout sessions. We will be having a dinner train ride, and the PDS will be one day shorter, with the State Dinner on Wednesday. The dates are Sunday, September 29 through Thursday, October 3.

### ***Approval of budget for ASLCS publications***

- International Directories: \$300
- Legislative Administrator: \$15,000
- Professional Journal: \$300
- Roster and Reference Guide: \$10,000

Tim Sekerak made the motion to approve, with Meggan Foesch seconding the motion. Motion was approved.

The Membership and Communication Committee would like to take a New Attendee photo. No budget for it yet; this will need to be in the 2024 PDS budget..

### ***Memorial Contribution***

In honor of former Hawaii House Chief Clerk Patricia Mai-Shimizu. Rob Hunt made the motion, Josh Babel seconded. Motion approved.

### ***Pat O'Donnell Lifetime Membership***

A Lifetime Membership to be awarded to Pat O'Donnell was added to the agenda per the recommendation of a special committee appointed by 2022-2023 President Tim Sekerak. Josh Babel made the motion. Sherry Rodriguez seconded. Motion was approved.

## Announcements

The 2024 Spring Business Meeting is scheduled to be held in New Orleans, Louisiana. Yolanda Dixon is still trying to find a hotel. April 19, 2024 is a possible date.

Past President Tim Sekerak thanked the Executive Committee. Yolanda Dixon congratulated Tim on the PDS, noting that hosting a PDS is especially difficult when you are the president as well. Tim did a great job with record attendance at this event.

## Adjournment

Yolanda Dixon asked for a motion for adjournment Tim Sekerak made the motion, John Hollman seconded. The meeting adjourned at 9:55 a.m.

Respectfully submitted,  
Donna Holiday (Ky.)  
ASLCS Secretary-Treasurer



## American Society of Legislative Clerks and Secretaries

The NCSL Legislative Staff Coordinating Committee created the Legislative Staff Achievement Award in 1997. The award is presented annually to individuals or offices who have demonstrated excellence in supporting the work of a state legislature and strengthening the legislative institution.

ASLCS's Selection Committee will soon be seeking nominations for the Legislative Staff Achievement Awards. All members of ASLCS are eligible for this award. Nominations may be submitted by any member of the Society; members may also nominate themselves. The criteria for consideration are:

- Helping to improve the effectiveness of the legislative institution;
- Supporting the legislative process and the mission of the legislature;
- Exhibiting a high degree of professionalism, competence and integrity in serving the legislature and the public;
- Contributing to the work of the National Conference of State Legislatures;
- Demonstrating expertise in a particular field;
- Contributing to existing knowledge; and
- Contributing to the American Society of Legislative Clerks and Secretaries.

NCSL will announce the recipients of the 2024 Legislative Staff Achievement Awards this summer. ASLCS honorees will be recognized at the NCSL "Salute to Legislative Staff" event and at the ASLCS Luncheon and Business Meeting during the NCSL Legislative Summit (Aug. 5-7 in Louisville).



# ASLCS Administrator

## *Article on Florida Historic Capitol Session*

As each new year begins, it offers a chance to look ahead to the hopes and promises before us. As we welcomed 2024 in Florida's Capital City, however, we had a wonderful opportunity to reflect on our past. We looked back 200 years to January 11, 1824, when the Legislative Council of the Territory of Florida passed legislation moving state government to Tallahassee, due to its position halfway between the populated ports of Pensacola and St. Augustine. House Speaker Paul Renner agreed that the bicentennial called for a special celebration and felt that convening a session in the chamber of Florida's Historic Capitol would be a meaningful gesture to mark the occasion.

On Thursday, January 11, 2024, the Members of the Florida House of Representatives gathered in the very building where Florida laws had been made and debated starting in 1902. The Historic Capitol now serves as a museum and its House Chamber includes replica desks, wooden chairs with cane webbing, and even some of the original décor, such as a large portrait of George Washington at the Speaker's Rostrum. The sole item of business for this unique floor session was adopting House Resolution 8001, a resolution recognizing Tallahassee's bicentennial. Though the Daily Order of Business was lighter than a typical day during a Regular Session, this was the first time that the House had conducted official business in this space since leaving it for the new modern-day Capitol in December of 1977. In order to make this event a success, planning for all of the unique logistical challenges started months before the day of the floor session.

For us, a successful floor session meant that our conducted business was in accordance with the Florida Constitution, as well as proper legislative rules and protocol. Success also meant that we had to create a comfortable and safe environment that was conducive to our current day membership. We wanted to conduct a typical 2024 session day but make it feel like 1902.



To make this happen, we had to find solutions for how to make the space work for its first floor action in over 45 years. For starters, we had to account for the working space for our 119 members (1 vacancy) with only 68 desks available in the Historic Capitol's House Chamber. We quickly determined we could add rows of chairs in between the Speaker's Rostrum and existing member desks, but then the next concern became how to determine who sits where. Should we mimic our current Chamber seating assignments? Should members be seated by seniority, regardless of party affiliation? Though both seemed to be workable solutions, we knew that they were not plausible because it would require us to send out seating charts or to escort all 119 members to their seats. Speaker Renner agreed that the best way was to let members choose their own seats, reserving only a select few seats for members in leadership positions and speaking roles during this floor session.



The next challenge that became abundantly evident during our planning was that something had to be done with the acoustics in the Historic Capitol House Chamber. The pastel-colored high ceilings of the room are visually spectacular, but are terrible for carrying sound. In 1902, microphones weren't an option, but in 2024 with 119 members, we had to find a solution. With the help of a hired local production company and the House team of audio-visual experts, we were able to install sound curtains along the back of the chamber and connect three microphones (one each for the Speaker, myself, and speaking members) to discreet, yet powerful, column speakers. These decisions allowed us to maintain the aesthetic of the room while ensuring that everyone would be able to hear and follow along with the proceedings.

As we planned for our members to travel across the courtyard from the modern Capitol to the Historic Capitol, a top priority of ours was ensuring that security protocols were in place. Working with Capitol Police and the Florida Department of Law Enforcement (FDLE), the Historic Capitol Museum was closed to the public during the morning of the floor session. The House Sergeant at Arms coordinated with FDLE to conduct a full sweep of the building with bomb sniffing dogs early that morning prior to anyone entering. Once the sweep was complete, Sergeant's Office personnel were stationed at two selected entrances of the building to allow the Representatives in (similar to their task in the modern-day Capitol) and check for specially-designed passes of attending staff, members of the press, and a small number of invited guests. A coat check was also offered, as Tallahassee's temperature routinely hovers around freezing on January mornings.

We had seemingly thought of every detail relating to our staff and members, but we had another group that we wanted to account for during the Historic Capitol floor session – the public. Due to security and space restrictions, we knew that we would not be able to host the public in the Historic Capitol House Chamber. Pursuant to the Florida Constitution, however, no session can be held outside of the public's view. Working with our talented and dedicated colleagues from the Florida Channel, we were able to broadcast the session live online as well as on TV stations across the state that broadcast legislative proceedings. We also reserved a spacious committee room in our current Capitol for members of public to view the proceedings in real time. To work with the tight workspace in the Historic Capitol House Chamber, the Florida Channel set up four small robotic cameras that were able to effectively follow the action, without having a staff member inside the chamber.



Knowing that we had tackled the logistical concerns of holding a session in the Historic Capitol, our attention then turned to our typical legislative duties and how to perform them in this setting. To do this, we had to go “old-school,” which meant no digital vote system, no computers, etc. Since we couldn’t rely on technology to assist us with our opening quorum vote, that only meant one thing – an oral roll call. As a nod to our counterparts in the United States House of Representatives and their diligence during the numerous oral roll call votes they experienced this past year, I had my roll call sheet and tiny No. 2 pencil at the ready. After the opening prayer was offered, Speaker Renner instructed me to record the members’ presence. There was a stillness in the room and some of the members were clearly puzzled as to how we were going to do this. However, once I started calling the roll, members appeared giddy. Currently, when we start a floor session with an opening quorum vote, that vote is reflected in the Journal by the electronic vote sequence number and a listing of the members that were recorded present by pushing the “Yea” button from their member desk. To honor this historic occasion, we recorded the opening quorum vote in the Journal just as we would have in the olden days, using a Journal from 1945 as our guide. The Journal read, “The roll was called and the following 112 members answered to their names...”

As the session continued, the House adopted the Resolution and Speaker Renner gave personal remarks. On each of the members’ chairs or desks, he had placed a small white box wrapped in a gold ribbon. As he was closing out the session, Speaker Renner told the members the story of the gift inside. The box contained a custom lapel pin, inspired by the current pin members wear indicating their membership to the House. The new pin displayed a graphic of the Historic Capitol dome inside a ribbon that read “Florida House of Representatives.” As special as that was, it had an even deeper meaning. The Historic Capitol Museum had saved some of the original copper that was placed on the Capitol dome in 1945 before being removed in 2011 due to heavy oxidation. When we discovered that this was a resource that could become available to us, we acquired two pounds of the copper and sent it to a Florida-based company, who melted it down and forged it into the commemorative pin. It was an incredibly meaningful way to signify how the members would carry a piece of our past, which is rooted in the strong foundation that Florida is built upon today.

With the motion to adjourn agreed to and the gavel striking down, there was an overwhelming sense of pride and relief. Everyone in attendance enjoyed the floor session and the opportunity to connect with Florida’s history. Tallahassee’s bicentennial called for a special celebration and it was an honor and a pleasure to assist the House in commemorating the occasion.



## ASLCS PDS First-Time Attendees



**Derek Page**, Illinois State Senate, Bill Status Clerk, As a first-time attendee to the ASLCS Fall Conference in Eugene Oregon I will say I was very impressed with everything. I was impressed with the different sessions that dealt with an array of issues from “Change vs. The Brain”, “Look into the Clerk of the US House of Representatives”, and “Reputation Matters”. ASLCS is a great networking tool that allows you to network with various individuals that do your job in their respect state. Also seeing the great things that Oregon was able to offer was great to experience. I really liked the different perspectives

given by the Speakers on various issues that all legislative staff have to encounter in their daily work. Whether that is how to deal with burn out from the job, hostile members, or just how to put your best foot forward when dealing with yourself and the reputation of the legislature that you work for. Another thing that I loved about the fall conference was the breakout sessions where I got to network and learn from other Bill Status Clerks. It was great listening and discussing how each state handles Bill Status. Some of the great things that I learned is the connectivity of the job and how it makes each legislative body operate. It was great learning about the dedication and focus that is needed for the job and bringing that into my daily work.



**Brandi Bowden**, Alabama House of Representatives, Journal Clerk, Recently, I had the opportunity to attend the ASLCS Conference in Oregon, an experience that was both professionally enriching and personally rewarding. The conference was a hub of brilliant minds, with speakers who are experts in their respective fields offering sessions that covered a wide range of topics, from the latest development trends to practical skills and techniques. The atmosphere was incredibly welcoming, filled with friendly faces from diverse backgrounds, making it an ideal platform for both learning and collaboration. The networking opportunities were invaluable, providing delightful

conversations with fellow attendees eager to share their experiences and insights. Adding a dash of fun to the event was the pin challenge, a unique activity that fostered a sense of camaraderie and friendly competition.

Beyond the conference, the beauty of Oregon was a sight to behold. The state’s stunning landscapes, including the iconic Oregon Stadium, provided a refreshing backdrop to the event. A personal highlight of my trip was an opportunity to visit the remarkable Crater Lake. Its breathtaking beauty and serene atmosphere were awe-inspiring, adding a unique and memorable dimension to my overall experience. In conclusion, attending this conference was not just about professional growth, but also about experiencing the natural beauty and warm hospitality that the host state of Oregon had to offer. This experience was a testament to the fact that professional development and personal exploration can go hand in hand, creating memories that last a lifetime.



**Patricia Hanson**, California Senate, Senate Committee Coordinator, It was with a bit of nervous trepidation but complete excitement that I accepted the opportunity to attend my first ASLCS professional development seminar. Questions crowded my mind; Will I know my stuff? Will I be brave enough to meet so many new people? Can I contribute something important to the society? I quickly realized there was no need for any nervousness or apprehension.

From the beginning conversations with mentors who reached out to provide guidance throughout the week to the President’s dinner, I was supported, engaged in new friendships, experienced eye-opening differences in how we all do our jobs and wrote down rich nuggets of wisdom that will stay with me forever. There were many highlights, but to name a few there was the state pin exchange, professional development sessions, and collaboration with others who understand what I do for a living. The state pin exchange encouraged new personal connections that will last beyond the week.



The professional development sessions had me looking within and showed me where I have new space to grow and learn. I enjoyed sharing with others my work procedures and gaining insight from others to the possibilities of implementing new work strategies within my own office.

Overall, my first-time experience was more than I had hoped for and left me feeling very proud of the important work our legislatures do, how unique our professions are, and looking forward to becoming a more engaged member of this society.

First-Time Attendees - *continued*

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# NEW ORLEANS SPRING 2024

The **2024 ASLCS Spring Business Meeting** will be held April 5-6 at the Hotel Monteleone in New Orleans. The ASLCS Executive Committee, standing committees and special committees will meet to continue their work for the year, including program planning for the Legislative Summit in Louisville, Kentucky and the Professional Development Seminar in Manchester, New Hampshire. All ASLCS members are welcome to attend.



# 2023 Joint Canadian-American Clerks' Conference

The 2023 Joint Canadian-American Clerks' Conference was held on October 10-13, 2023, in Ottawa, Canada. Conference attendees were treated to the hospitality of the Parliament of Canada and the rich history of Canada's capital city.

Some of the insightful seminars and discussions during the event included the following:

- Comparison of legislative systems, including basic terms, procedures and issues in each jurisdiction;
- Mental health and wellbeing of legislative staff;
- Technology in the legislature;
- Renovations of legislative buildings, including discussion of recent renovation projects at the Canadian House of Commons and Senate;
- Remote Participation of legislators and staff;
- Artificial intelligence at the legislature; and
- legislative decorum in the modern context.

Participants were invited into the House of Commons and the Senate Chambers and were able to capitalize on numerous networking opportunities with legislative staff across the United States and Canada.

In addition to the professional development and networking opportunities, Ottawa offered opportunities to view grand Victorian architecture, parks, and museums, such as the National Gallery of Canada, Gatineau Park, and Mackenzie Estate, in addition to opportunities to take in all that Parliament Hill had to offer.

Another highlight of this wonderful event is the opportunity for a friendly, yet highly competitive game of volleyball featuring the American attendees versus the Canadian attendees. The Americans sadly had to give up the trophy as the Canadian team emerged victorious in this year's match—although it appears that the Americans are already practicing for the next match.

Thank you to our Canadian colleagues who invested considerable time, energy, and resources into this incredible opportunity to collaborate and identify opportunities to encourage and enrich participation in and facilitation of democracy throughout all legislative jurisdictions represented.









# Legislative Announcements

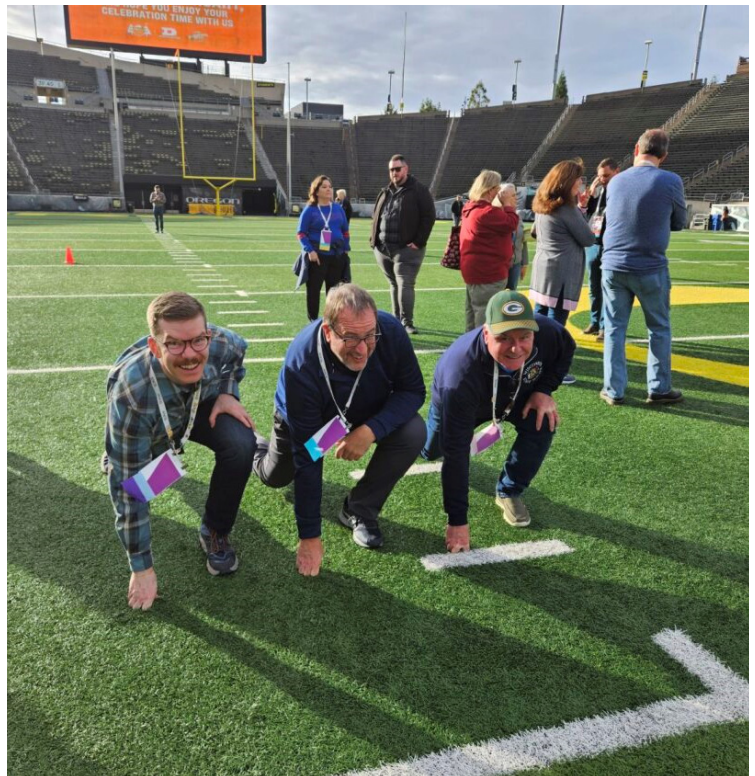
Janice Gadd, Legislative Services Manager at the Utah State Legislature is retiring after many years of dedicated service.

## Message from Janice to ASLCS:

My last day working for the Utah State Legislature is Friday, December 29, 2023. I am reaching out to say what a wonderful association I've had with ASLCS! I could not have imagined all the places I've had the opportunity to travel to and all the wonderful people I've been able to meet through the society. I am so grateful for the friends I've made (many of them lifelong!) and the many things I've learned about legislative process in other states and countries. The annual PDS has always been such a welcome event, a chance to meet up with colleagues, learn how to cope in our unique environments, and see beautiful capitols and states. I hope to continue attending when I can as a retired member!









# Newhouse replacement project Capitol Campus - Olympia, WA 2024

The citizens of Washington, statewide elected officials, legislators, and staff who visit and use the Capitol Campus have always been justifiably proud of their Legislative Building. Designed by New York architects Walter Robb Wilder and Harry Keith White in 1910, the Legislative Building is the focal point of their unique, multi-building neo-classical “capitol group.” The State, through several fits and starts over the last 110 years, has completed five of the six buildings included in the original plan that focuses on monumentality, complementary façades, and coordinated alignment. While the Wilder & White designed buildings never fail to impress occupants and visitors alike, it is little wonder then that one nearby office building received much less acclaim over the course of its nearly ninety-year life span.

In 1934, the state, in the throes of the Great Depression, sought to take advantage of a new Civil Works Administration (CWA) program designed to provide work relief during the winter of 1933/34. Using the CWA program, a small, temporary building was erected in less than four months to house state offices as funding was slated to end in June of 1934. Named the “Highway Building”, it was the first in what became a series of federally supported work relief projects providing suitable quarters for state government and completing Wilder & White’s Capitol Campus plan. The new structure sat just east of the planned capitol group. While not part of the Wilder & White vision, it soon became an integral part of campus.

During its original occupancy, the two-story, 25,000 square foot building housed the Highway Department (later renamed the Department of Transportation) whose Olympia staff had been spread across several buildings on and around the capitol campus. Stone carvers chiseled the department’s name in the Wilkeson sandstone panels over the main, north entrance. By the 1950s and into 1954, the building was known as the Labor & Industries (L&I) Building with a sign covering the carved sandstone at the entrance. In the early 1960s the Department of Institutions — forerunner of the Departments of Enterprise Services (DES), Corrections

(DOC), and Social and Health Services (DSHS) which managed the state’s office buildings, reform schools, prisons, and mental-health institutions — needed a stronger presence on the Capitol Campus and took over the space vacated by L&I. The building was renamed the Institutions Building. By 1974, what was by then DSHS moved to new quarters and the Institutions Building began to house several state boards, commissions, and agency operations.

In 1976, some Senate offices and the Office of the Lieutenant Governor temporarily moved into the building during ongoing seismic structural repairs and updates to the Legislative Building. Since that time, the Senate continued to occupy the entire building, using the building for a variety of functions, including senator and staff offices, hearing rooms, Senate Page Room, the Page School, press offices, the Legislature’s 1-800 telephone “Hotline” offices, and technology operations.

In honor of former State Senator Irv Newhouse’s contributions and outstanding service to the people of Washington State, the building was formally dedicated as the Irv Newhouse Building on September 17, 1998. Senator Newhouse had maintained an office on the east side of the building’s second floor.

While useful to the Senate and beloved by the occupants, by the late 1980s the building was showing its age and flaws of a hastily built structure. Windows were replaced to assist with heating issues, HVAC systems were regularly adjusted and replaced. The constant maintenance projects and costs were cited by local media as an example of “government waste” on a building that was slated for replacement . . . in 1995. More than 30 years after that report, following ongoing heating and cooling problems, never-ending water leaks into offices, and, most recently, impacts to the staff health and safety of the occupants, the “temporary” Newhouse Building met its end and was finally demolished in May of 2023, after 89 years, to make way for a new, expanded Senate office building.

Planning for the replacement Irving R. Newhouse Building began in 2021 as part of DES’s Legislative



Campus Modernization (LCM) initiative which includes the expansion and renovation of other buildings on campus. The “new Newhouse,” as the design and building team refer to it, will stand four stories high and have 59,000 square feet of space. It will continue to house Senators and Senate staff while adding a much-needed public meeting room, office space for expanded Senate administrative functions, as well as spaces for some joint legislative operations. This iteration of the Newhouse Building is designed to stand alongside the historic capitol group as a defining building of its own, complementing but not competing with the Wilder & White designed buildings. Throughout the building one can find nods to the past, seamlessly woven into the space with modern building techniques and contemporary amenities.

When it comes to the features, interiors, and materials, Newhouse represents Washington and the former building throughout. Parts and pieces of the old Newhouse secured through significant salvage efforts will be found throughout the new building. The building boasts an open, central stairwell illuminated by a large skylight, binds the four floor lobbies together and features a timber wall inscribed with landscapes found throughout Washington. The boards and beams used in the feature wall are Douglas fir reclaimed from two small early 1900’s houses that sat on the site near the old Newhouse Building. Historic glass from office doors in the original building are being incorporated into senator offices waiting areas. Token marble salvaged from the entryway of the Newhouse building and previous renovations of other campus buildings will be re-used in the lobby area on all four floors. The original, carved “Highway Building” sandstone panels are planned to be repurposed as seating installed into the landscape. These reused and reclaimed materials will work in tandem with resource-efficient operations to reduce the carbon footprint of new Newhouse for the benefit of the users and the environment.

The building not only honors the past but considers the future. On track to meet a LEED Gold energy rating, the building will be “net-zero ready” with photovoltaic panels on the roof to offset the energy use of the building. Efforts are focused on achieving carbon neutral reduction in greenhouse gas, reusing salvaged materials, and maintaining local sources. Resource stewardship is a priority in the design and the

construction is using Washington sourced materials, like dowel-laminated timber (DLT), sourced from Yakama tribal lands, and precast concrete façade custom mixed from a quarry in Chewela and poured in Puyallup, to support an ecologically sound footprint.



Slated to open in November of 2024, the Senate, DES, Miller Hull, the architect of record, and Hoffman Construction are hard at work bringing this vision to fruition so that the new Newhouse Building not only creates a more efficient Senate working environment, better experiences for senators, staff, and the public but offers a nod to the future while honoring the state and its past.





## Photo Gallery



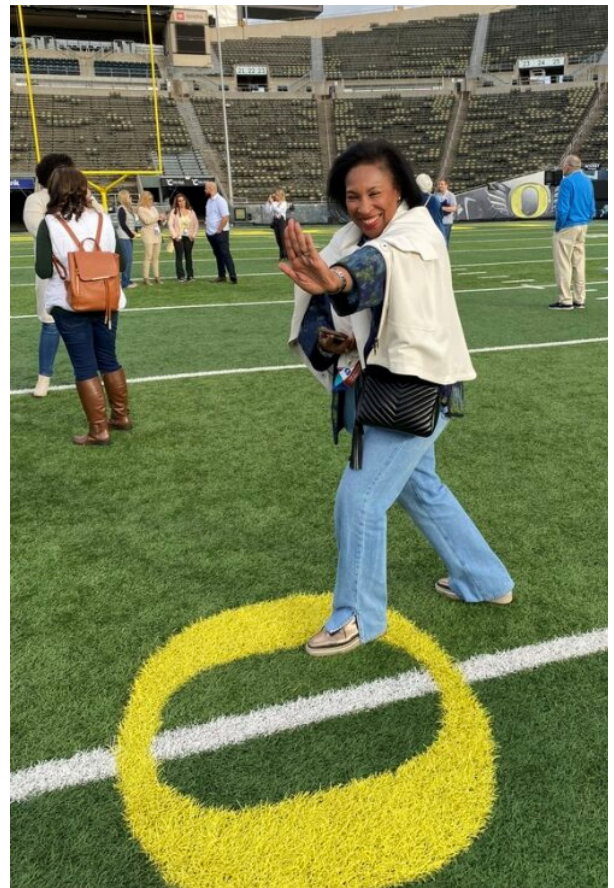












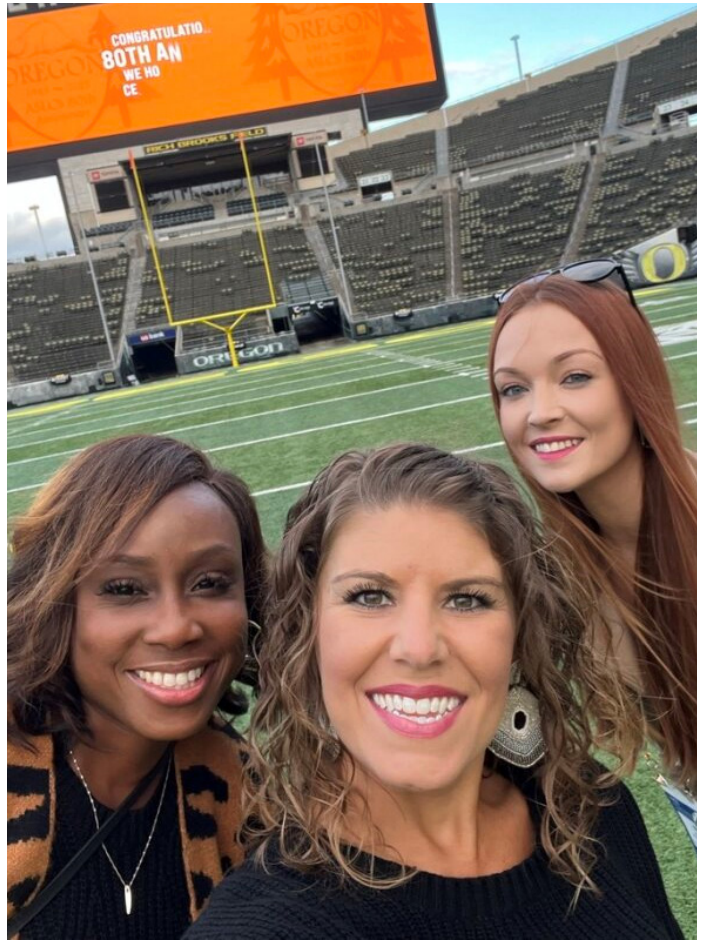
















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