AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES



PREFACE

Dear Colleagues,

For the last 14 years, the American Society of Legislative Clerks and Secretaries have presented the International Directory to provide a means of bringing our colleagues closer together. As Chair of the International Communication and Development Committee it is a privilege to present to you the updated version for 2023.

As we continue with the mission to review the Society's relationship with countries other than Canada and the Society's role within NCSL in working with those countries, we encourage our members to use this Directory as a mean to establish connections and to look for partners and friends that understand our job and that do, probably, in a different way, the things that we do every day.

Your friend,

José

José Rodríguez Amorós Deputy Clerk, Puerto Rico Senate Chair, International Communication and Development

MESSAGE FROM THE PRESIDENT

The international relationships ASLCS members have formed by working on similar issues with legislative chambers outside our borders is one of our Society's crown jewels. It is a profound honor to look at the roster of names in the International Directory as colleagues and friends. I know we share so much in common despite our regional, cultural, and sometimes language differences.

The work done by our International Communication and Development Committee is a credit to us all, and I am deeply grateful to the work done by Jose and so many others to bring this year's edition of the Directory to print. Congratulations on a job well done. I'm so happy that we are all able to use this information to strengthen the legislative work being done in our own chambers by drawing from talented partners from across the globe.

Very Truly,

Timothy a. Sekerak

Timothy G. Sekerak Chief Clerk, Oregon House of Representatives 2022–2023 ASLCS President

ANNUAL MEETING SCHEDULE

MEETING

ANZACATT Professional Development Seminar

ASLCS Spring Business Meeting

CATS Meeting

NCSL Legislative Summit

ASLCS Professional Development Seminar

Joint Canadian-American Clerk's Conference

LOCATION

Victoria, Melbourne

Palm Springs, California

Whitehorse, Yukon

Indianapolis, Indiana

Eugene, Oregon

Ottawa, Ontario

DATE

Jan. 25-23, 2023

May 5-7, 2023

July 31-Aug. 4, 2023

August 13-16, 2023

Sept. 24-29, 2023

October 2023



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AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES



A GROWING SOCIETY

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.



AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES

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 counterparts.

2022-2023

International Communication and Development Committee



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2022-2023

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Nicole Albers (Tex.)

Keira Alkema (Alaska)

Robert Altmann (W. Va.)

Karlagreta Cazares Avila (Calif.)

Christian Brown (Alaska)

Ann Cornwell (Ark.)

Bernard Dean (Wa.)

Yolanda Dixon (La.)

Ryan Dunphy (Del.)

Susan Furlong (Nev.)

Leann Gallagher (Calif.)

Greg Glass (Tenn.)

Omari K. Gray (Calif.)

Emily Gruber (Ark.)

Jason Hataway (Nev.)

Donna Holiday (Ky.)

Bo Hoover (W. Va.)

Terry A. Horvat (Nev.)

Krystle Isvoranu (Ariz.)

Jay Jacobs (Ky.)

Crystaline Jones (Alaska)

Tim Kehoe (Conn.)

Dana Rademan Miller (Mo.)

Nanette Mitchell (Tenn.)

Alison Morris (Mass.)

Callie Nobles (Tenn.)

Jennifer Novak (Idaho)

Patrick O'Donnell (Neb.)

Jay Pearson (Va.)

Mike Queensland (Wis.)

Lacy Ramirez (Ore.)

Rose Ramsey (Va.)

Obie Rutledge (Ore.)

Susan Clarke Schaar (Va.)

Jackie Schulz (Alaska)

Pamlir Smith (Ark.)

Patsy Spaw (Tex.)

Jeff Takacs (Fla.)

Alona Tate (Vt.)

Jessica Upadhye (Calif.)

Dr. Tammy Wehrle (Wis.)

Emily White (Mo.)

Kathy White (Mo.)

Heshani Wijemanne (Calif.)

Jeanine Wittenberg (Nev.)

Joyce Wright (Al.)

2022 - 2023 **Fxecutive Committee**

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GATS ASSOCIATION OF CLERKS-AT-THETABLE IN CANADA



THIS HOUSE IS ANYTHING BUT COMMON

On September 13, 1969, the Association of Clerks-at-the Table in Canada (CATS) was established. The first meeting took place in Quebec City and was attended by seven Clerks and six Assistant Clerks. The first item of business was the development and adoption of a constitution. A Table Officer of a Canadian provincial or territorial Legislative Assembly, of the House of Commons and of the Senate of Canada is eligible to become a member of the Association.

The Association meets annually and provides a Professional Development Seminar to members during the Association's General Annual meeting. On a rotational basis the Parliament of Canada and each provincial and territorial legislative assembly hosts the conference.



The Professional Development Seminar enhances procedural knowledge among Clerks by sharing experiences and knowledge as well as discussing 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 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 four standing committees.

- The Education Committee identifies events to be held at teaching institutions in Canada at which a member of the Association, by making a presentation, can contribute to a fuller understanding of the institution of Parliament and thereby distinguish the Association in this field.
- The Professional Development Committee prepares the order of business for the Association's Professional Development Seminar as well as recommends topics for the Commonwealth Parliamentary Association (Canadian Region) annual seminar and conference and presiding officer conference.
- The Technology Committee fosters discussion among Canadian legislatures on how information technology impacts legislative assemblies both procedurally and in general.
- The International Relations Committee maintains ties with ASLCS, ANZACATT and ANOMAC as well as with other organizations invited to its annual Professional Development Seminar including the parliaments of the United Kingdom and others and encourages professional exchanges.

CATS

2022 -2023 Executive Committee

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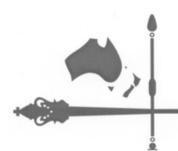
ANZACATT

AUSTRALIA AND NEW ZEALAND ASSOCIATION OF CLERKS-AT-THE-TABLE



PARLIAMENTARY PROFESSIONALS

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.



ANZACATT

AUSTRALIA AND NEW ZEALAND ASSOCIATION OF CLERKS-AT-THE-TABLE

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.

ANZACATT 2023 Executive Committee

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FORUM OF SECRETARIES OF SOUTH AFRICA



NEW NAME, SAME MISSION

The Forum of Secretaries of South Africa (formerly The Secretaries' Association of the Legislatures of South Africa) 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 Forum consists of Secretaries of all legislatures within the Republic of South Africa.

The Forum 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.



FORUM OF SECRETARIES OF SOUTH AFRICA

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

The Executive Committee of the Forum consists of the President, Secretary, and Treasurer. A new Executive Committee is elected at the last meeting of the Forum 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 Forum meeting, determining the venues and times of meetings, ensuring the implementation of decisions of the Forum, 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 Forum.

FORUM OF SECRETARIES 2023 Executive **OF SOUTH AFRICA**

Committee

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NATIONAL ASSOCIATION OF CHIEF CLERKS OF MEXICO'S STATE LEGISLATURES AND THE FEDERAL DISTRICT OF MEXICO



THREE DECADES OF COLLABORATION

In August 1996, the State Legislative Clerks of Mexico and Mexico City met in the city of San Luis Potosi and they agreed to organize an association of Legislative Clerks which is called the National 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. 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.



NATIONAL ASSOCIATION OF CHIEF CLERKS OF MEXICO'S STATE LEGISLATURES AND THE FEDERAL DISTRICT OF MEXICO

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, would be a challenge in order to overcome obstacles, establish ties, and make our fraternal relationship the focus of support for our legislative work.



ANOMAC MEETING, 2018 TOLUCA, MEXICO

2023 Executive Committee

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2023 Executive Committee

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COMMON PHRASES

-	_	п	•	_	L
n	g			S	n
	J				

You (singular, formal)

You (plural)

They

What is your name?

Nice to meet you.

How are you?

Good

Bad

So so

Wife

Husband

Daughter/Son

Mother/Father

Friend

Where is the bathroom?

Where are you from?

How much is this?

Español

Usted

Ustedes

Ellos (m), Ellas (f)

¿Como se llama usted?

Encantado/a (m/f) de

conocerle

¿Como estás? Que pasa?

Bien

Mal

Mas o menos. Asi, asi

La esposa

El esposo, el marido

La hija/El hijo

La madre/El padre

El amigo (m), la amiga (f)

¿Dónde está el baño?

¿De dónde es usted?

¿Cuánto cuesta esto?

Français

Vous

Vous

II (m), elles (f)

Comment vous appelez-vous?

Enchanté (de faire votre

connaissance)

Comment allez-vous? Ça va?

Bien, bon

Mal, mauvais

Comme ci comme ça

La femme, l'épouse

Le mari

La fille/ Le fils

La mère, maman/Le père, papa

Un ami (m), une amie (f)

Où sont les toilettes?

Vous êtes originaire d'où?

Combien?