



The Legislative Administrator

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Chair

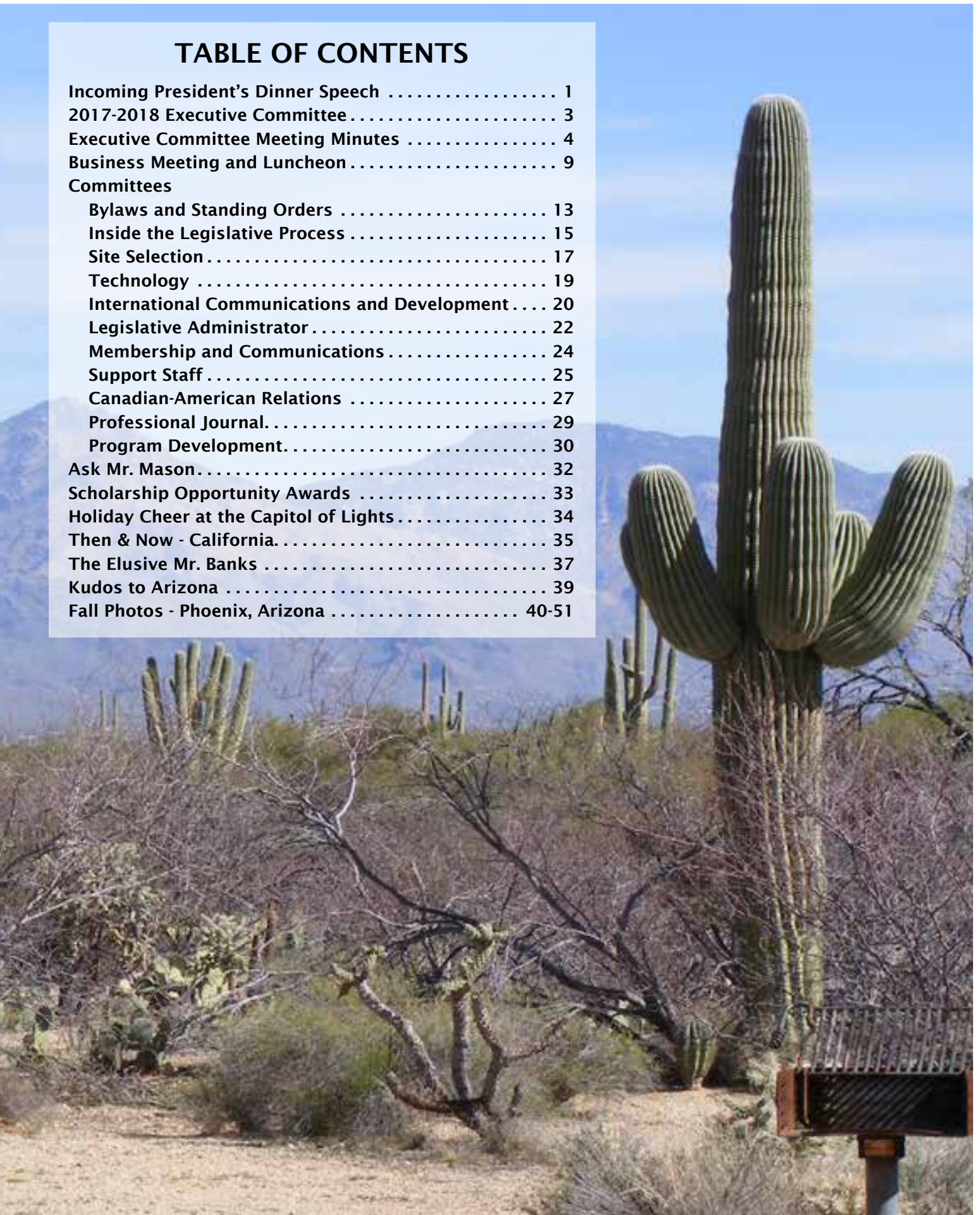
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Vice Chair

Adriane Crouse (MO)
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Incoming President's Dinner Speech



Thank you so much for the honor of leading this esteemed organization.

As I was pondering my path for the coming year, I thought back to veteran Louisiana clerk Butch Speer's remarks about the Society's 70th Anniversary in 2013:

Butch stated - "Few of us are so complete that when first holding our jobs we brim with confidence and know all we need to perform our best." I couldn't agree with Butch more.

We all have things to learn, and as President of ASLCS, I have much to learn and I will be asking for your help. The success of this organization will not depend on any bits of wisdom that I might accidentally dribble out. It will depend on you, the members.

I am very excited to work with the incoming committee leadership team.

As President of ASLCS, I will continue to support the work of our leadership, Society Archivist Steven James, and NCSL staff to inventory, scan, and organize our records of the past, the present, as well as those we create in the future. I believe that access to historical records by our membership will provide a great opportunity for research, reflection, and most of all showcase the pride that many of our members exhibit at every meeting.

Former legendary Texas Lieutenant Governor Bob Bullock said it best, "If we don't know where we have been, then we certainly don't know where we are going." Longtime members of ASLCS, thank you for encouraging others to remember our past and for your valuable mentoring year-in and year-out.

Mark Twain once said..."No man's life, liberty, or property are safe while the legislature is in session." Over the last 25 years with the Texas Legislature I developed some observations that relate to the benefits of ASLCS membership:

First - The legislative process is bigger than all of us. Principal members...10, 20, 30 years from now there will be others who will be serving in our roles; some may be associates in this room, but some may not.

As part of our legacies only a few will ever publicly be recognized in our chamber's history book. But a lack of notoriety doesn't mean that we must not proudly pave the way for future clerks and secretaries, even if this means our successors happen to be former legislators.

Yes, even ASLCS can reform these individuals. Participation in ASLCS will impact how you form your legacy.

Second observation - If I am not making at least one person in the legislative process mad, then I am not doing my job. We know that elected folks and their staff are experts, at least experts at attempting to get their way.

But the simple fact is the clerk or secretary make things happen in the legislative process. Most savvy legislative participants are aware of this fact. YOU are the Chief Administrative Officer (CAO) and it doesn't matter if you employ one person, or 100. YOU run the legislative machine.

So, when others consider this fact, we hope control is not what comes to people's minds, but merely the beloved pride we have for protecting the legislative institution.

And as many of you know, protecting the institution is a battle, and we are on the front lines defending it each day in our chambers. The pride and support I receive with every ASLCS professional development opportunity inspires me to hold that line.

And finally - If I am not open to change, I am performing a disservice to my chamber.

By embracing change, I won't tread on our history. We know that has already happened. For example, when considering changes in technology or process, our *love* of the institution will always guide us to a responsible path of innovation.

As our legislators get younger they will *demand* the technology. They will *expect* the innovation and given enough freedom and time they will *disrupt* the traditions and attempt to create a new history. We as clerks and secretaries must guide them or we risk losing our right to innovate.

We must keep in mind that the role of the clerk or secretary is changing right before our eyes. We are now expected to be computer programmers, universal problems solvers, babysitters, as well as heroes of the daily order of business. Mostly though...we are individuals known as professionals who get things done.

Embracing change at home is vital, but we must also now consider change within ASLCS.

As President of ASLCS...I am appointing a Strategic Planning Committee to develop a ASLCS Technology Initiative that will help society leadership determine how we improve internal communication, retain membership, promote outreach, and ease the burden of managing the society's business processes and records.

Members, participation in ASLCS stimulates new ways of thinking that can be used back home.

Lyndon Baines Johnson said many interesting things - most of them couldn't be repeated in this good company - but I found one quote that could be shared:

LBJ stated..."The noblest search is the search for excellence." My friends and colleagues, ASLCS IS the noble search for excellence.

Thank you again for the opportunity to serve you.



Sincerely,

Robert Haney
Chief Clerk
Texas House of Representatives
ASLCS Incoming President

2017-2018 Executive Committee



Robert Haney (TX)
President



Pat Harris (AL)
President-Elect



Paul Smith (NH)
Secretary-Treasurer



Yolanda Dixon (LA)
Associate Vice-President



Brad Young (OH)
Elected Principal



Bernadette McNulty (CA)
Elected Associate



Bill McGill (VT)
Appointed Principal



Tim Sekerak (OR)
Appointed Principal



Jay Braxton (VA)
Appointed Associate



Sabrina Lewellen (AR)
Appointed Associate



Susan Kannarr (KS)
Immediate Past President



Alan Whittington (TN)
Immediate Past Associate
Vice-President

Executive Committee Meeting Minutes

ASLCS Executive Committee Meeting Renaissance Hotel • Phoenix, Arizona September 24, 2017

The meeting of the ASLCS Executive Committee was called to order by President Susan Kannarr (KS) at 4:00 pm in Phoenix, Arizona.

Members present: Susan Kannarr (KS), President, Robert Haney (TX), President-Elect, Patrick Harris (AL), Secretary-Treasurer, Jay Braxton (VA), Yolanda Dixon (LA), Susan Furlong (NE), Maryann Horch (VA), Bernadette McNulty (CA), Paul Smith (NH), Lindsey Vroegindewey (MT), and Brad Young (OH).

Also present: Angela Andrews, Director of NCSL Legislative Staff Services Program, Holly South, Policy Associate of the NCSL Legislative Staff Services Program, Megan Martin, NCSL Meeting Planner, Jennifer Novak (ID), Ali Sagraves (OH), Joyce Wright (AL), Jeryn Vesperat (WI), Meggan Foesch (WI) and Sarah Burhop (WI).

Approval of the Minutes

A motion to approve the August 9th Executive Committee Meeting Minutes from the Boston, Massachusetts meeting was made by Paul Smith (NH) and seconded by Bernadette McNulty (CA). The motion carried.

A motion to approve the Executive Committee Conference Call Minutes from August 29 was made by Paul Smith (NH) and seconded by Bernadette McNulty (CA). The motion carried.

President Kannarr brought to the Committee's attention an article that is included in the committee agenda packet titled "ASLCS Finances: What Every Member Should Know" that was written by Former ASLCS President Rob Marchant (WI). The article appeared in the 2011 Spring Edition of the Legislative Administrator and is a good explanation of how budgets are put together and may be helpful to members of the Executive Committee to look at.

President Kannarr recognized Jennifer Novak (ID), Chair of the Site Selection Committee, to distribute for review a newly created trifold brochure that outlines the basic fundamentals of hosting a PDS meeting. The information was taken from the ASLCS Host Manual. Once the brochure is reviewed and

approved by the Executive Committee, it will be made available at future meetings and can also be sent out electronically.

Approval of the Treasurer's Report

President Kannarr recognized Patrick Harris (AL), ASLCS Secretary-Treasurer, to present the Treasurer's Report of the ASLCS Dues Account. Pat presented the Treasurer's report with an ending balance of \$48,112.95 as of September 19, 2017. A motion to approve the Treasurer's Report as written and presented was made by Paul Smith (NH) and seconded by Bernadette McNulty (CA). The motion carried.

Old Business

Holly reported on the status of the ASLCS Professional Development Revolving Account (LLCS). This account pays for the professional development expenses of the society. The report (since June 30, 2017) shows one deposit of \$1500 from Thomson Reuters to be used for the Ed Burdick Scholarship. There were five expenditures: \$1487.50 reimbursement for the Betty King Scholarship-NonaSnell(WA); \$750 reimbursement for the Burdick Scholarship - Jessica Rodic (PA); \$9500 Honorarium for PDS Plenary Speaker Christine Cashen; \$3000 Honorarium for Plenary Speaker Paul Chabot; and \$625 Honorarium for Concurrent Session Speaker Marshall Trimble. The report also listed four pending expenditures: \$1487.50 reimbursement for the Betty King Scholarship - Mathew Burns (CA); \$750 reimbursement for the Burdick Scholarship-Jeff Beighley (WI); \$1000 reimbursements to both MacFarland Scholarship recipients, Rob Hunt (ME) and Bernard Dean (WA). President Kannarr noted that this fund is required to have a minimum balance of \$15,000 and that after the pending expenditures are paid, the balance will be \$5350.73. In the past, a transfer has been made from the dues account to restore the LLCS account to the required balance. Pat Harris (AL) made the motion seconded by Bernadette McNulty (CA) to transfer \$10,000 from the dues account to the LLCS account. The motion carried. It was discussed and confirmed that the amount of minimum balance of \$15,000 is stated in the Standing Orders and that the Executive Committee has the authority to transfer money from the Dues account to the LLCS fund. It was also stated that this transfer is routine and that the LLCS fund does frequently go below the \$15,000 minimum especially when the cost of the PDS plenary speakers is higher or if all the available scholarship money is used.

Holly reported on the status of the fundraising account for the Society known as the ASLCS Special Meetings Fund (L190). The Report dated August 31, 2017 showed the 2017 Beginning Balance at \$179,497.98. Holly outlined the contributions that were received since the last report: Those included interest income for October – December 2016 of \$263. An income of \$3992.55 was generated from the 2017 Summit Business Lunch Meeting Sponsorship by IRC. Further revenue shown on the report was generated by Arizona Fundraising in 2017. Those contributions include \$1000 from Arizona Dental Association PAC, \$1,500 from American Federation for Children, \$1000 from Aarons Company LLC, \$500 from Arizona Society of CPAs PAC, \$1500 from PhRMA, \$2000 from CoreCivic, \$500 from Arizona Association of Realtors, \$1000 from Southwest Gas, \$5000 from Salt River Project, \$1000 from Pivotal Policy Consulting, \$1000 from TriAdvocates LLC, \$1000 from Peters, Cannata & Moody PLC, and \$500 from BlueCross BlueShield of Arizona. Virginia Fundraising generated contributions of \$250 from Virginia Cable Telecommunications Association, \$250 from Hancock, Daniel, Johnson, Nagle PC, \$1500 from McGuire Woods, \$2000 from Dominion Energy, and \$500 from Williams, Mullen, Clark Dobbins. A total of \$47,342.55 in revenue was generated in 2017. 2017 expenditures since the last report include \$28.28 for Spring Meeting registration supplies and \$3992.55 for the Business Luncheon at Amhreens in Boston. 2017 Arizona PDS expenditures include \$713.00 for engraved flashlights, \$214.94 for host state polo shirts, \$900 for Heard Museum host state gifts and \$1500 for the Heard Museum catering deposit. There was also an expenditure of \$3.72 in credit card fees from 6/1/2017-7/31/2017.

The current balance of the L190 account as of August 31, 2017 is \$198,818.03. The report showed a total of \$6,500 in pending deposits generated by Arizona Fundraising that include \$500 from Cox Communications, \$1000 from B3 Strategies, \$2500 from Hill Advocacy, \$2000 from Wells Fargo and \$500 from Racy Associates. There was one pending expenditure of \$900 for 50% deposit for the Jake Ryan Band.

The next item on the agenda was the overview of the 2017 PDS Budget. Holly reported that the PDS Budget includes expenses of \$1838.00 for Staff Travel, \$2,117.88 for Faculty and Guest Travel Expenses (including international guests) which is less than the original estimate of \$4135.76. Further expenses include \$435.00 for printing and design, \$193.20 for postage, \$550.00 for shipping and freight, \$8210.98 for Audio Visual (less than the original estimate of

\$10,169.69), \$3,236.84 for miscellaneous items (credit card fees, new member orientation, ribbons, awards, site visit, etc.), \$53,178.48 for the meals that will be provided including the President's reception and the State Dinner, \$190.00 for meeting materials and badges, and lastly, \$7,910.00 for NCSL Overhead Allocation. Budgeted expenses for the 2017 PDS total \$77,860.38. Projected revenue for the PDS is based on 165 full fee attendees totaling \$67,900. There are also commitments from national sponsors (Tallan, Thomson Reuters, Propylon, International Roll-Call, and Lexis Nexis) in the amount of \$22,500 – an increase from the original estimate of \$17,000.00. The total anticipated revenue for the 2017 PDS is \$92,547.89 with a profit of \$14,687.89.

It was noted that it would be beneficial for the final budget report on the Phoenix PDS to have a column added showing the amount that was budgeted for each expense to compare to the amount that was spent.

Holly reported on the PDS registrations and hotel pick-up status. The total number of conference registrations as of September 19, 2017 was 194 (165 full paid registrations, 9 guest registrations, 1 business/other registrations, and 19 complimentary). Complimentary registrations include international guests, contributors, faculty, and NCSL Staff. For the hotel pick-up, Holly reported that ALSCS had exceeded by 170 room nights the contracted attrition threshold of 660.

New Business

2018 PDS Proposal

President Kannarr recognized Jeryn Vesperat from Wisconsin to present a proposal to host the 2018 PDS in Madison. The conference will be held September 23-28, 2018. Planning is underway for receptions and State Night. Hotels being considered are located downtown within walking distance of local restaurants and shopping. It was noted that the Concourse Hotel would be a good choice but that three options (all very good locations) will be sent to Executive Committee for consideration. Madison is convenient to fly into. Milwaukee is approximately 45 min to an hour from Madison and there may be shuttle options available from that airport. Robert Haney (TX) inquired about the time factor for contracting with the hotel in Madison and who will be handling it. Under the agreement with NCSL, the Executive Committee will decide whether to use the meeting planner, Conference Direct, or to have NCSL negotiate directly. Angela Andrews explained that once the Executive Committee approves the site, Holly will work with Megan Martin and the Host State to put together a RFP (meeting rooms needed,

sleeping rooms blocked, concessions needed) that will go out via Conference Direct or NCSL to hotels with preferred dates (1st choice being the last week in September along with a couple of alternative dates). Megan Martin explained that Conference Direct, because of the large volume of business the company does with hotels, has better negotiation power than NCSL and this is financially advantageous to offset the conference costs (food/beverage discounts, AV discounts, additional free sleeping rooms, free WIFI, etc.). There is no cost to ASLCS to use Conference Direct (their commission is paid by the hotel) and it is a huge time saver for NCSL meeting planners to outsource the hotel contracting negotiations to Conference Direct. It was noted that there is some type of a contract arrangement between NCSL and Conference Direct; however, specifics were unknown. It was also noted that there are other companies that are available to handle the hotel contract negotiations. It was further noted to alleviate misunderstanding and confusion, that once the Committee makes the choice to use Conference Direct, Conference Direct will be the sole point of contact and that there can be no additional negotiating between the host state, NCSL, or the Executive Committee and the hotel.

Request to Apply L190 Funds to the 2018 PDS

President Kannarr brought up for discussion \$10,000 in surplus funds raised by the Wisconsin Host State for the 2010 PDS in Milwaukee; the funds are in the L190 account. The Wisconsin Host State proposal includes the request to apply the surplus funds to the fundraising for the 2018 PDS in Madison. It was clarified that Wisconsin would like approval to use the funds; however, their proposal was not contingent on the money being approved.

A motion to approve Madison as the site for the 2018 PDS to be held the last week of September was made by Pat Harris (AL) and seconded by Paul Smith (NH). The motion carried.

A motion to authorize that the \$10,000.00 currently in the L190 account go toward Wisconsin fundraising was made by Pat Harris (AL) and seconded by Paul Smith (NH). Brad Young (OH) recommended it be clarified that the money is not being authorized for use simply because it was left over from previous Wisconsin PDS fundraising. It was agreed that this action is not intended to set a precedent. Seeing no further discussion, President Kannarr called for the yeas and nays. The motion carried. The approval of this motion to transfer the money to help with fundraising technically makes the Madison meeting a Hybrid meeting.

Hotel Contracts

Robert Haney (TX) expressed concern about membership retention and how important it is for ASLCS to be involved in hotel contract negotiations. He stressed the importance of ensuring that the lowest rate possible is obtained so that members can afford to attend the meetings. He further stated that it is important that the ASLCS Executive Committee be able to review the contracts with the hotels during the negotiations. He specifically mentioned that the federal per diem rate for Phoenix is well below the actual hotel room rate for the PDS. Megan Martin stated that the per diem rate does fluctuate but that hotels could be asked up front if they would offer a rate based on the current federal per diem rate. She further stated that the Executive Committee can be involved with the entire process from start to finish when contracting with the hotel. However, there is an NCSL-Conference Direct Agreement where NCSL is acting on behalf of and in the best interest of the Society and so a conversation with the Directors at NCSL would need to take place regarding ASLCS being involved in the contract process if Conference Direct is used.

Pat Harris (AL) suggested that the ASLCS Executive Committee have a conversation with NCSL to get a better understanding of their relationship with Conference Direct as well as ASLCS's relationship with Conference Direct. He suggested it would be better to discuss the use of Conference Direct after the facts are known. Further discussion on the use of Conference Direct will continue at the September 29 Executive Committee Meeting.

Memorial Contribution

The next order of business was to approve a memorial contribution in the amount of \$100 in honor of Herbert Pownall, who served as Clerk of the Wyoming House of Representatives from 1957-1988. A motion to approve the contribution was made by Paul Smith (NH) and seconded by Bernadette McNulty (CA). The motion carried.

Jane Richard Scholarship

The next order of business was discussion about the Jane Richards Scholarship. At this time there are no exchanges set up and there seems to be confusion as to how to find out which Provincial Chambers are interested in participating in the Canadian-American exchange program. Pat Harris (AL) stated that Alabama has participated in this program and that his state will be hosting a Clerk from the Ontario Legislature in January. He stated that he is aware of at least three jurisdictions in Canada that have expressed

interested in participating in the program and that this is an issue that the Canadian-American Relations Committee needs to look at and establish a process for coordinating with those chambers. President Kannarr stated that the process and possibly the responsibility of the Canadian-American Relations Committee should be stated in the Standing Orders. Paul Smith (NH) further commented that it should be in the Standing Orders similar to the Associate Exchange Program.

President Kannarr recognized and thanked the Executive Committee's two outgoing members, Past Associate Vice-President Maryann Horch (VA) and Past President Susan Furlong (NV) for their service, dedication and contributions to the ASLCS Executive Committee.

Seeing no further business, President Kannarr recognized Pat Harris (AL) for a motion to adjourn, which was seconded by Bernadette McNulty (CA). The meeting was adjourned.

Respectfully Submitted,
Patrick Harris (AL), Secretary-Treasurer

ASLCS Executive Committee Meeting September 29, 2017

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Robert Haney at 9:14 a.m.

Attendance

A quorum of the executive committee was present with the following members in attendance Robert Haney (TX), president; Pat Harris (AL), president-elect; Paul Smith (NH), secretary-treasurer; Yolanda Dixon (LA), associate vice-president; Susan Kannarr (KS), Bernadette McNulty (CA), Jay Braxton (VA), William MaGill (VT), Tim Sekerak (OR), Sabrina Lewellen (AR). Also present: Ali Sagraves (OH), Jennifer Novak (ID), Holly South (NCSL), Angela Andrews (NCSL).

Approval of President's Executive Committee Appointments

The executive committee adopted the President's Executive Committee appointments of Principal Members William MaGill and Tim Sekerak, and Jay Braxton and Sabrina Lewellen as Associates. The motion was made by Susan Kannarr, seconded by Yolanda Dixon, and adopted unanimously.

Review of Treasurer's Report from September 24

There was nothing additional to report as to the Treasurer's report, it being the same as that approved by the executive committee the previous Sunday except that there are two pending payments awaiting disbursement by the new Treasurer. The motion to adopt the report was moved by Yolanda Dixon, seconded by Harris, and adopted unanimously.

Old Business

None.

New Business

Financial Accounts Overview

The report presented by Holly South, NCSL Liaison, was the same as that presented at the Sunday executive committee meeting prior with the only change being in terms of audio visual (an increase of \$903.42), and meal functions (an increase of \$964.72).

Publication Budgets

Discussion and approval of publication budgets, printing and distribution by means determined by committee chair in the amounts of \$0 for the International Directory, \$11,000 for the Legislative Administrator, \$10,000 for the Professional Journal, and \$10,000 for the Roster and Reference Guide. Bernadette McNulty suggested that the amount suggested for the Professional Journal was not necessary and suggested the figure of \$3,000 be appropriated; that change was approved without objection. A motion was made by Susan Kannarr to approve the amounts; it was seconded by Bernadette McNulty, and adopted unanimously.

ASLCS Technology Initiative

President Haney presented a draft memo written to Bill Pound at NCSL with a request for technology-based services for the ASLCS technology initiative. It details the basics of what we're looking for in terms of what we can accomplish between our Strategic Planning Committee and NCSL's IT department, with benefits to the many different groups within ASLCS that benefit from updated membership information. The chair of the strategic planning committee is on board with this endeavor. After discussion that included remarks from NCSL's representative that there would be positive movement in this area, Yolanda Dixon moved to accept the proposed memo to send to NCSL, Bernadette McNulty seconded, and it was adopted unanimously.

2019 Joint Canadian-American Meeting

Presentation by Paul Smith, Chair of the Canadian American Relations Committee, to host the Joint

Meeting in Concord, New Hampshire in 2019. Tentative dates of October 1-5, 2019 were suggested. Yolanda Dixon moved to approve the request of New Hampshire to host, Bernadette McNulty seconded, and the motion was adopted unanimously.

Standing Orders Revisions

Presentation by Tim Sekerak, vice chair of Bylaws and Standing Orders, to offer three changes to the standing orders. The committee met the day previous and recommended that a new item C be added to Article II, Section I of the standing orders, regarding ASLCS/NCSL hotel arrangements—specifically that the NCSL would not utilize a third party to seek proposals or negotiate any contracts without prior approval of the executive committee of ASLCS. This would re-letter that section of the standing orders. The second piece would affect (new) item D, regarding fees for the PDS; taking out the fixed dollar amount that had been approved in 2003, and leaving the fee setting open to the executive committee. Lastly, amending Section XVIII, B. to include travel reimbursement for the Associate Vice President and Chair of the respective committees (or their designees) regarding the travel of additional peoples to the Joint Canadian-American meeting. There was little discussion on the first proposed change with the committee understanding the issue. Discussion ensued regarding the second proposal whereby people would like to know as soon as possible what the fees would be for the upcoming PDS. An amendment to that proposal was made by Yolanda Dixon to include the words “at the spring meeting,” at the end of the sentence. It was seconded by Bernadette McNulty and adopted without opposition. Susan Kannarr moved to adopt three amendments, Bernadette McNulty seconded the motion, and the amendments to the standing orders were adopted.

Other Business

2017 PDS Feedback

Jennifer Novak (ID) was recognized and presented the following feedback: The Program Development Committee recommends getting rid of one plenary and adding another program opportunity (most likely two concurrent sessions). They also recommended having one local program as a stand-alone time; discussion seemed to basically follow that the Executive Committee shouldn't really be that deeply involved in the programming level. Ms. Novak confirmed that she will be working with her committee over the coming months to make suggestions for the next PDS.

2018 PDS Hotel Contract

The president started the discussion regarding giving Wisconsin the ability to negotiate the 2018 PDS costs at this time or proceed with NCSL's choice of conference third party planner. Questions arose regarding the planning procedure and whether NCSL would participate in signatures if Wisconsin negotiated solely. It was clarified that Wisconsin would like to work with NCSL to determine best rates for the upcoming PDS. Suggestions arose regarding appointing a subcommittee, allowing them to proceed with finding more information. Pat Harris moved to create a subcommittee to meet with NCSL to determine information, and not allow to Wisconsin to proceed until results are known. Bernadette McNulty moved to amend that motion to include a two-week timeframe so that we could proceed in a timely fashion; it was seconded by Yolanda Dixon and adopted. Without objection, the subcommittee was appointed and the President appointed the following members of the executive committee to said subcommittee: Harris, Braxton, and McNulty.

Announcements

There were no announcements to come before the committee.

Adjournment

Bernadette McNulty moved to adjourn, Pat Harris seconded, adopted unanimously. The meeting stood adjourned at 10:16 a.m.

Respectfully Submitted,

Paul C. Smith (NH), Secretary-Treasurer



Business Meeting and Luncheon

ASLCS Professional Development Seminar Renaissance Hotel • Phoenix, Arizona September 26, 2017

Call to order

ASLCS President Susan Kannarr, chief clerk of the Kansas House of Representatives, called the meeting of the American Society of Legislative Clerks and Secretaries (ASLCS) to order. President Kannarr welcomed everyone to the meeting in Phoenix and recognized and thanked International Roll-Call for sponsoring the Luncheon and for their continued support of ASLCS.

Roll Call of the States

The first order of business was the Roll Call of States. A motion was made and seconded to dispense with the roll call of the states. The motion carried.

President Kannarr introduced and welcomed the international guests in attendance.

Committee Reports

Bylaws and Standing Orders

Buddy Johnson (AR) reported that the committee considered several items during the year and have a couple of recommendations that will be forwarded to the Executive Committee.

Inside the Legislative Process

Corey Carnahan (KS) reported that the committee focus was on the survey that dealt with job titles and duties. Topics to be included on the next survey will be determined by the new chair and committee.

Site Selection

Jennifer Novak (ID) reported that the 2018 PDS will be held in Madison, Wisconsin. The committee also created a "Quick Facts" trifold brochure that tells what is involved with hosting a meeting. The brochure will be available for distribution in the near future.

Technology

Scott Kaiser (IL) reported that the committee is continuing to look at ways they can better serve the society in terms of technology with ASLCS. He reminded everyone about the Technology concurrent session happening the next day and encouraged all to attend.

International Communication and Development

Liz Clark (AK) reported that the committee is continuing its work on the 2017 International Directory and should have it complete and available soon.

Legislative Administrator

Paul Campos (WA) reported that the committee has completed the final issue for the year and it has been mailed out. The committee worked on indexing the articles that were received from the various states and the plan is to reach out to states who haven't submitted articles. He thanked the people who have submitted articles and reiterated that the magazine is only as good as the articles that are received. The committee presented President Kannarr with the traditional gift of the framed Legislative Administrator covers published during her year as president.

Membership and Communication

Bill McGill (VT) reported that the Committee had a great year. He recognized and thanked Brad Young (OH) and Ali Segraves (OH) and Holly South (NCSL) for their help and guidance. He reminded the new attendees to continue to collecting pins and that the winner will be announced at the State Dinner.

Support Staff

Sarah Armistead (VA) thanked all the members of the Society who agreed to serve as moderators for the break-out sessions. She also recognized Ali Segraves to speak about her participation in the Associate Exchange Program. Sarah also recognized and thanked Holly South for her help. She thanked the exhibitors who were participating in the Legislative Expo scheduled for the following day and encouraged everyone to attend.

Canadian American Relations

Ann Cornwell (AR) reported that the committee will be making the recommendation to the Executive Committee at their next meeting to have the 2019 Joint Canadian American meeting in New Hampshire. The 2017 meeting held in Regina, Saskatchewan was very successful, with a wide variety of interesting program topics that were discussed.

Professional Journal

Bernadette McNulty (CA) reported that the 2017 Journal is complete and will be out by the end of the year.

She stated that the committee has begun gathering articles for the 2018 edition and it is in good shape. She is soliciting articles from the international guests that are present at the meeting. Bernadette reiterated that the Professional Journal is the Society's legacy.

Program Development

Tim Sekerak (OR) reported that the committee has been hard at work and that being part of putting together the program for the PDS was exciting. The committee worked hard to ensure that the programs and sessions were energizing as well as entertaining for the membership. He also expressed his appreciation of those members who stepped up to be panelists or moderators for the sessions. He reiterated how important and helpful it is for the members to let the Program Development Committee know what they would like to see at the PDS and to please support the incoming chair, Jen Novak.

Strategic Planning Special Committee

Michael Adams (VA) reported that the committee has worked on a number of tasks and will recommend that they be continued into 2018. The biggest technical project that they've been working on with the NCSL staff is creating a centrally hosted electronic roster of the ASLCS membership data. This will help the Roster Committee, the secretary-treasurer, and ultimately, the Executive Committee. The other major endeavor they have been working on is compiling a strategic questionnaire addressing long-term planning for the purpose of making sure the Society stays relevant.

Budget and Financial Review Special Committee

Patsy Spaw (TX) reported that the committee is dealing with several ongoing tasks. The main purpose of the committee is to develop training for Executive Committee members on how the finances of the Society work. The Society has four different accounts and the Bylaws and Standing Orders details where the money comes from and where it can go and who can authorize expenditures of the money. The committee obtained the PDS budget reports back to 2004 and took a close look at the history of the how the Society spends the money, how it is managed and reported, etc. All of the data was compiled into one report so recommendations can be made about the consolidation of funds, consistency in reporting, and better recordkeeping within ASLCS. The committee was also charged with reviewing the PDS budget to make sure the money was spent appropriately. Because understanding a PDS budget is complicated, the committee was also charged with creating a document (still in progress) titled "ASLCS Finances 101." This document will outline and explain using

charts all the accounts with the citations showing where the money comes from, the spending authority, etc. The document also explains the financial responsibilities of the Executive Committee, what the president can approve, what the Executive Committee must approve, etc. This manual is designed to aid the Executive Committee when working on the budget and it should be finalized by the 2018 PDS.

Internal Audit Committee

Paul Smith (NH) reported that the committee met Sunday with outgoing Secretary-Treasurer Patrick Harris (AK) to review his records. The records through August were reconciled and the September balances are fully expected to match the September bank statement when it becomes available in the next two weeks. There are pending disbursements that need to be made, and will be at the conclusion of the PDS.

Approval of the Minutes

A motion to approve the minutes from the Sept. 20, 2016 Business Meeting in Boise, Idaho was made by Paul Smith (NH) and seconded by Ann Cornwell (AR). The motion carried.

Treasurer's Report

President Kannarr recognized ASLCS Secretary-Treasurer Patrick Harris (AL) to present the Treasurer's Report of the ASLCS dues account. Pat presented the Treasurer's Report with an ending balance as of August 28, 2017 of \$55,588.35. A motion to approve the Treasurer's Report as written and presented was made by Paul Smith (NH) and seconded by Bernadette McNulty (CA). The motion carried.

President Kannarr recognized and thanked International Roll-Call, Lexis Nexis, Propylon, Tallan, and Thomson Reuters for their contributions and continued support of ASLCS.

President Kannarr also recognized and thanked the Arizona staff and the host state planning committee for all of their hard work before and during this very successful meeting. She further thanked the many fundraising contributors from Arizona and Virginia. President Kannarr recognized and thanked the NCSL Staff - Holly, Angela and Megan - for all of their help and support throughout the past year.

Other Business

President Kannarr recognized the chair of this year's nominating committee, Ann Cornwell (AR). Chair Cornwell announced the following recommended ASLCS officers for 2017-2018:

- Robert Haney, chief clerk of the Texas House of Representatives, as ASLCS president
- D. Patrick Harris, secretary of the Alabama Senate, as president-elect
- Paul Smith, clerk of the New Hampshire House of Representatives, as secretary-treasurer
- Yolanda Dixon, first assistant secretary of the Louisiana Senate, as associate vice president
- Brad Young, clerk of the Ohio House of Representatives, as elected principal
- Bernadette McNulty, chief assistant secretary of the California Senate, as elected associate

Scott Kaiser (IL) moved, seconded by Mary Andrus (UT), to accept the Nominating Committee's recommendations. The motion was unanimously approved.

President Kannarr recognized ASLCS Legislative Staff Achievement Award recipients Maryann Horch, senior systems analyst of the Virginia Senate, and Steven James, clerk of the Massachusetts House of Representatives. Congratulations to both recipients. President Kannarr recognized Thomson Reuters for its sponsorship contribution toward the Edward A. Burdick Memorial Scholarship. The recipients (two associate members) each received a \$750 stipend towards travel expenses to attend the Phoenix PDS. The 2017 Burdick Scholarship recipients are Jessica Rodic, assistant secretary of the Pennsylvania Senate, and Jeffrey Beighley, staff clerk of the Wisconsin Senate.

President Kannarr then announced the recipients of the Millicent (Millie) MacFarland Memorial Scholarship. The recipients (two principal members) each received a \$1000 stipend towards travel expenses to attend the Phoenix PDS. The 2017 MacFarland Scholarship recipients are Rob Hunt, clerk of the Maine House of Representatives, and Bernard Dean, chief clerk of the Washington House of Representatives.

Seeing no further business or announcements, President Kannarr recognized Paul Smith (NH) for a motion to adjourn, which was seconded by Steve Marshall (Vt.). The motion carried.

Respectfully Submitted,
Patrick Harris (AL), Secretary-Treasurer

**ASLCS Professional Development Seminar
Breakfast Business Meeting
Renaissance Hotel • Phoenix, Arizona
September 29, 2017**

Call to order

President Robert Haney called the meeting to order at 8:33 a.m. and called for committee reports.

Committee Reports

A Committees

Bylaws and Standing Orders

Chair Buddy Johnson (AR) reported that the committee met and took care of business that had been assigned to the committee over the past year, including three changes to the standing orders. All changes were approved and will be submitted to the Executive Committee today at their meeting.

Inside the Legislative Process

Bernadette McNulty (CA) reported that last year's survey was completed successfully and the question that would be forthcoming this year would revolve around how chambers handle their open records requests.

Site Selection

Obie Rutledge (OR) reported that the meeting went well with topics including multi-state participation in holding conferences due to fundraising issues; they would like to try for an east coast PDS in the near future, with the possibility of Kentucky in 2019 and Oregon in 2020, potentially.

Technology

Carrie Maulin (ID) reported that the committee discussed the future use of the YouTube page; the possibility of meetings being held virtually, with obvious upsides and downsides; and what ideas should have firm deadlines vs ongoing measures.

B Committees

International Communication and Development

Vice Chair Jackie Schulz (AK) reported that Chair Liz Clark had reached out to ANOMAC regarding participation at our meetings but that with the recent earthquakes, they weren't anticipating attendance; the committee also felt that the International speakers who attended the PDS did an outstanding job during their session.

Legislative Administrator

Robert Haney (TX) reported that Sarah and the entire Missouri team are excited to tackle the challenge of

the Administrator. There was discussion as to bids for printing, and whether another state may print and mail after they are put together.

Membership and Communication

Chair Bill McGill (VT) reported that the committee had a good meeting. There are always ways to improve the orientation; looking for ways to offer better guidance to new attendees; outreach to principal members who have not attended in some time or never; a discussion about drafting a FAQ sheet with bullet points for recruitment was suggested with a good deal of thought put into it.

Support Staff

Chair Ali Sgraves (OH) reported that the breakouts went well and were especially enjoyed by the new attendees. The discussion about the expo was that it went great; all of the timing was pretty good, but they are looking forward to the results from the survey. They discussed the Associate Exchange Program and encouraged folks not only to apply, but also offer up their chambers to host. Some ideas for next year's PDS already made their way forward with ideas about transition of institutional knowledge, changeover in terms of leadership and make up, creating a manual for your position, and being innovative in your jobs.

C Committees

Canadian-American Relations

Chair Paul Smith (NH) reported that the 2017 Joint Canadian American meeting was a success, as reported by everyone who attended. Earlier in the

year, New Hampshire had offered to serve as host for the 2019 meeting and that would be presented to the Executive Committee at its meeting later in the morning. A few members of the committee had already volunteered to work on programming for the meeting and Paul is predicting a brilliant foliage season for the attendees.

Professional Journal

Chair Bernadette McNulty (CA) reported that this year's journal will be sent shortly and that she had cornered our international guests for the 2018 edition and that she's eagerly looking forward to getting started with the 2019 edition as well. Additionally, subcommittees have been formed to work on tasks for future editions.

Program Development

Chair Jennifer Novak (ID) reported that we had a successful PDS and is very pleased by the attendance at all of our sessions by the attendees. She has received tremendous feedback, all of it being positive. Additionally, the programming for the Wisconsin PDS is already underway and we are in store for a great meeting.

Adjournment

With no other business to come before the meeting, Bernadette McNulty (CA) moved to adjourn, the motion was seconded by Susan Kannarr (KS) and adopted without debate. The meeting stood adjourned at 8:53 a.m.

Respectfully Submitted,

Paul C. Smith (NH), Secretary-Treasurer



Bylaws and Standing Orders Committee Meeting Minutes



Tim Sekerak (OR)
Vice Chair



Buddy Johnson (AR)
Chair



Corey Carnahan (KS)
Vice Chair

The Bylaws and Standing Orders Committee is charged with reviewing all suggested changes to the Society's Bylaws and Standing Orders. The committee recommends for adoption only those changes that are absolutely necessary to improve the function of the Society.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Bylaws and Standing Orders Committee* was called to order by Buddy Johnson (AR), chair.

Attendance

The following members of the committee were present: Buddy Johnson (AR), chair, Tim Sekerak (OR), vice chair, Corey Carnahan (KS), vice chair, Michael Adams (VA), Effie Ameen (CO), Judy Barrows (ME), Liz Clark (AK), Claire Clift (NV), Janice Gadd (UT), Maryann Horch (VA), Martha Jarrow (AR), Sabrina Lewellen (AR), Bill McGill (VT), Paul Nardo (VA), Neva Parker (CA), Sherry Rodriguez (NV), Paul Smith (NH), Alfred Speer (LA).

Approval of Minutes

Upon a motion by Paul Smith (NH), seconded by Bill McGill (VT), the minutes of the last meeting held Sunday, August 6, 2017 at the NCSL Summit in Boston, Massachusetts, were approved.

Old Business

Review of Proposed Amendment to Section 1, Professional Development Seminar, Standing Order

The Chair recognized Alfred Speer (LA) to review the proposed amendments. The first proposal adds a new

subsection (C) that "NCSL will not utilize a third-party to seek proposals for or negotiate the contract with the conference hotel without the prior approval of the ASLCS Executive Committee." Following a question on whether the proposal should reference NCSL when this an ASLCS order, Mr. Speer stated this language was agreed to by NCSL officials. Upon a motion by Paul Smith (NH), seconded by Judy Barrows (ME), the proposal was approved by the committee and submitted to the Executive Committee.

The committee then reviewed the proposed change to new subsection (D) regarding registration fees. The proposal would strike "\$325 unless changed by action of" and insert "established by." Under the existing language, the Executive Committee did not have the ability to set registration fees without suspending the rule. Mr. Speer noted that the ASLCS bylaws were the only staff section bylaws to set a specific registration fee. Committee members discussed the timing for informing states of the registration price so the states could set their travel budgets. Upon a motion by Paul Nardo (VA), seconded by Paul Smith (N.H.), the proposal was approved by the committee and submitted to the Executive Committee.

Review of Standing Orders Table of Contents and Index

The Chair recognized Claire Clift (Nev.) to review the updated table of contents and index and the committee

was given a copy. The Executive Committee recently acted on several proposals and the table of contents and index need to be updated to reflect the new and deleted language. Upon a motion by Paul Smith (NH), seconded by Bill McGill (VT), the proposed changes to the table of contents and index were approved and submitted to the Executive Committee.

New Business

Review of proposed amendment to Section XVIII, Travel Reimbursement, Standing Order

The Chair explained the proposed change to Section XVIII, subsection (B), regarding travel reimbursements for international travel. The change would add “or their designees” and “; Joint Canadian-American;” to the subsection thus allowing designees attending the Joint Canadian-American meetings to receive financial assistance. The proposal comes at the request of the Executive Committee following its meeting at the

2017 Legislative Summit. Upon a motion by Alfred Speer (LA), seconded by Claire Clift (NV), the proposed change was approved and submitted to the Executive Committee.

Announcements

The chair announced the proposals discussed during this meeting will be presented to the Executive Committee. After received addition direction from the Executive Committee, the Chair will assign subcommittees at the next meeting.

Adjournment

Upon a motion by Paul Smith (NH), seconded by Liz Clark (AK), the meeting was adjourned.

Respectfully submitted,
Buddy Johnson (AR), Chair



Saguaro Cactus, Desert Botanical Garden

Inside the Legislative Process Committee Meeting Minutes



Lisa Davis (MS)
Vice Chair



Donna Holiday Robinson (KY)
Chair



Barrett Dudley (AR)
Vice Chair

The Inside the Legislative Process Committee reviews and produces *Inside the Legislative Process*, an online research tool that is published biennially to the Society's website. This informational reference document is based on comprehensive surveys of legislative clerks and secretaries. The committee works closely with NCSL to develop the survey questions and to record responses to the survey in an easily usable format that reflects current legislative process.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting was called to order by Donna Robinson Holiday (KY), chair.

Attendance

The following members of the committee were present: Donna Robinson Holiday (KY), chair, Lisa Davis (MS), 1st vice chair, Barrett Dudley (AR), 2nd vice chair, Heshani Wijemanne (CA), Ruby Johnson (LA), Lisa M. Ortiz McCutcheon (NM), John T. Vines (AR), Kathy Jackson (UT), Chad Starzer (VA), Jeff Beighley (WI), Lindsey Vroegindewey (MT), Mollie Melton (NC), Jay Braxton (VA), Maria Acerra (MA), Bernadette McNulty (CA), Lenore Naranjo (NM). Glenn Koepp (LA), Morgan Speer (CO), Heather Fahey (AZ), Brittany Yunker Carlson (WA), Adriane Crouse (MO), Felisha Brown (MS), Sarah Burhop (WI), Jeff Woodard (AL). Also in attendance: Ramona Nelson (Navajo Nation), Idah Burnside (Navajo Nation).

Approval of Minutes

Upon a motion by Bernadette McNulty (CA), seconded by Jay Braxton (Va.), the minutes of the last meeting held Sunday, August 2, 2017 at the NCSL Legislative Summit in Boston, Massachusetts, were approved.

Old Business

The chair gave the committee an update from the meeting in Boston whereas the 2016-2017 survey regarding job titles and job duties was closed out by the committee. ASLCS received a response from 50 chambers, which is considered a good response by ASLCS. New survey topics were discussed and it was suggested we consider open records requests for a topic in 2017-2018.

New Business

The committee discussed the open records topic suggestion, along with the following new suggestions:

- How the press is credentialed to get access to the floor and how they are sectioned off in the chamber;
- Duties of the clerks (which was the topic in 2016-2017);

The committee also discussed...

- Obtaining a list of topics by year from ASLCS;
- Social media policy for staff and legislators;
- Which chambers have a social media account and what are they used for? (Angela said ASLCS already tracks this)
- Asking ASLCS to send old survey results, including who responded to committee members;
- Using a service such as Survey Monkey; and
- Yes and no answers to survey questions.

Upon the motion by Bernadette McNulty (CA), seconded by Lindsey Vroegindewey (MT), the committee decided the next survey will focus on the open records topic.

Adjournment

Upon a motion by Barrett Dudley (AR), seconded by Jay Braxton (VA), the meeting was adjourned.

Respectfully submitted,
Donna Robinson Holiday (KY), Chair



Prickly Pear Cactus, Desert Botanical Garden

Site Selection Committee Meeting Minutes



Ron L. Smith II (LA)
Vice Chair



Sarah Armistead (VA)
Chair



Melissa Bybee-Fields (KY)
Vice Chair

The Site Selection Committee investigates and selects a host city for the ASLCS Professional Development Seminar. The committee submits a formal recommendation to the Executive Committee, which has final authority over the selection of the host city.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Site Selection Committee* was called to order by Sarah Armistead (VA), chair, Site Selection Committee.

Attendance

The following members of the committee were present: Susan Aceves (AZ), Nicole Albers (TX), Mary Andrus (UT), Sarah Bannister (WA), Scott Caffey (TX), Ann Cornwell (AR), Yolanda Dixon (LA), Londi Ensor (AK), Meggan Foesch (WI), Greg Glass (TN), Jason Hataway (NV), Lucy Hepburn-Darris (MO), Daniel Hicks (TN), Cathy Hooe (VA), Tara Jenkins (TN), Mary Ann Krol (KY), Jeannine Layell (VA), Lourdes Litchfield (TX), Elaine Logan (MO), Nanci Longoria (TX), Steven Marshall (VT), Julie Martyn (WI), Jim McElroy (NC), Jennifer McGowan (ME), Nanette Mitchell (TN), Jennifer Novak (ID), Tracy Ortiz (TX), Tara Perkinson (VA), Jay Pearson (VA), Gena Plummer (NV), Lori Roland (AK), Obie Rutledge (OR), Ali Sagraves (OH), Donna Schulte (MO), Jackie Schulz (AK), Jackie Scott (VA), Gayle Smith (KY), Kathryn Steveline (OH), Anabel Urbina (CA), Jeryn Vesperat (WI), Brad Young (OH). Special guest: ASLCS President Robert Haney (TX).

Other members/guests in attendance included: ASLCS President Robert Haney (TX), Leslie Gonye (Australia), Judy Barrows (ME), and James White (NC).

Approval of Minutes

Upon a motion by Cathy Hooe (VA), seconded by Jennifer Novak (ID) the minutes of the last meeting held Sunday, August 6, 2017, during the NCSL Legislative Summit in Boston, Massachusetts, were approved.

Welcome from ASLCS President Robert Haney

ASLCS President Robert Haney addressed the committee and welcomed new members. President Haney spoke about what the charge of the committee is and asked the committee to plan a few years ahead.

Old Business

The Committee reviewed the tri-fold "Your Quick Guide to Hosting a Professional Development Seminar" that was put together by the committee last year. It was approved by the Committee and is ready to be sent on to the Executive Committee for final approval.

New Business

Chair Armistead said we need to find a host for the 2019 PDS. It was discussed that Maine, New Hampshire, and Vermont together would host, and pick one place for the PDS to be held. The three states would raise the funds.

Since this has not been done before, the Chair will contact the Executive Committee and get their approval to approach the three states.

Oregon has expressed an interest to host in 2020. Brad Young (OH) mentioned that Kentucky was interested as well at some point. There was a brief discussion on giving host states more time for fundraising.

Ann Cornwell (AR) suggested sending out letters, along with the tri-fold to all the states to see if they are interested in hosting in the future.

Jennifer Novak (ID) discussed updating the Host Manual with examples of letters of support and thank-you letters that Arizona used. Arizona will review the manual and share any suggestions that might be helpful to future states. Jennifer Novak offered to tweak the examples. The examples that are currently in the manual date back to 2010.

2018 ASLCS PDS will be in Madison, Wisconsin on the last of week of September (Sunday the 23rd through Friday the 28th). So far \$25,000 has been raised for the meeting. They don't do their own fundraising; the Department of Tourism does the fundraising for them.

Arizona was just shy of having raised \$50,000, but money was still coming in. Leadership does their fundraising. Their first letters went out in January 2017. Someone asked if this was early enough and they said yes.

Adjournment

Upon a motion by Steve Marshall (Vt.), seconded by Mary Andrus (Utah), the meeting was adjourned.

Respectfully submitted,
Jackie Scott (VA)



Desert Botanical Garden

Technology Committee Meeting Minutes



Joy Engelby (MO)
Vice Chair



John Hollman (IL)
Vice Chair

The Technology Committee explores new technology and examines its adaptation to state legislative operations. The committee shares information with Society members through reports and programs presented at the NCSL Legislative Summit and the ASLCS Professional Development Seminar. The committee, in accordance with publication standards and subject to Executive Committee approval, provides guidance to the NCSL regarding the design, content, and maintenance of the Society's website. The chair of the committee, or the chair's designee, serves as one of the administrators responsible for monitoring the content and membership of the Society's Facebook group. Each year, the committee reviews the Facebook group and the overall design of the Society's website and recommends changes to the Executive Committee.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Technology Committee* was called to order by Brad Metcalf (KY), Chair.

Attendance

Unavailable.

Old Business

No old business to discuss.

New Business

The Chair led discussions in how to integrate technology within the Society. Some of the topics included how to make meetings available for those who can't attend and live streaming was discussed as a possible option as long there weren't fees associated with it. The society does have a YouTube page and suggestions were made to utilize this channel to record and livestream meetings in the future.

Discussions were made on how to integrate technology to augment the society's website by offering more content and forming video teams to come in from different states to record podcasts and video clips.

The committee's strategic plan was discussed on innovations with technology.

Adjournment

The meeting was adjourned by Brad Metcalf, Chair (KY).

Respectfully submitted,
Jay Jacobs (KY)



International Communications and Development Committee Meeting Minutes



Jackie Schulz (AK)
Vice Chair



Liz Clark (AK)
Chair



Obie Rutledge (OR)
Vice Chair

The International Communication and Development Committee reviews the Society's relationship with countries other than Canada and the Society's role within NCSL in working with those countries. The committee receives 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.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *International Communication and Development Committee* was called to order at 2:28 p.m. by Liz Clark (AK), chair.

Attendance

The following members of the committee and guests were present: Vice Chair Jackie Schulz (AK), Vice Chair Obie Rutledge (OR), Michael Adams (VA), Effie Ameen (CO), Corey Carnahan (KS), Claire Clift (NV), Ann Cornwell (AR), Yolanda Dixon (LA), Londi Ensor (AK), Janice Gadd (UT), Pat Harris (AL), Crystalline Jones (AK), Steven Marshall (VT), Brad Metcalf (KY), Nanette Mitchell (TN), Jennifer Novak (ID), Sherry Rodriguez (NV), Lori Roland (AK), Alfred Speer (LA), Lindsey Vroegindewey (MT), Heshani Wijemanne (CA), Joyce Wright (AL), Bernard Dean (WA), Polly Emerson (TX), Ruby Johnson (LA), Mollie Melton (NC), Jeremy Weiss (VT), John Foster (OH), Glenn Koepp (LA), Leslie Gonye (New South Wales, Australia), Francois Arsenault (Quebec, Canada), Beverley Isles (Ontario, Canada).

Approval of Minutes

Lori Roland (AK), moved approval of the prior meeting's minutes with a small correction. There being no objection, the minutes from the 2017 NCSL

Legislative Summit committee meeting in Boston were approved.

Old Business

Chair Liz Clark (AK) spoke about her experience in ANOMAC this year and shared a new magazine publication of their conference from last year. A card was also passed around for members to sign out of concern and solidarity with the victims of Mexico's recent earthquakes.

New Business

Incoming President Robert Haney (TX) was recognized. He thanked the group for their participation in the committee and discussed the importance of its role. He discussed the International Directory as a great and vital resource, but asked us to consider its problematic distribution in how to deliver it to our membership in a useful way. Chair Clark reminded members if they desire a printed copy of the Directory she would be happy to mail them out. She asked the group to consider if we still need to do printed copies at all.

Chair Clark noted that an important duty of all committee members is to be welcoming to all International Attendees. Leslie Gonye (New South Wales, Australia), spoke about his valuable experience in attending this PDS meeting and made a comparison to the Australian contingent in size and organization. Members were requested to note if they have a

foreign language proficiency. Chair Clark relayed that in ANOMAC meetings, interpreters are provided for International guests. Our Executive Committee has been presented with this idea to provide translation services for International guests to this PDS, but without confirmation of attendance the interpreters are hard to secure. This idea may be available for future meetings, and we could pair up guests with ASLCS fluent speakers attending. Ann Cornwell (AR) gave an idea to survey all Society members for any foreign language speakers. Claire Clift (NV) asked how many members are in ANOMAC. Chair Clark explained that they also are represented by most of their states, but they also include several other Latin American and European nations.

Vice Chair Obie Rutledge (OR), asked if anyone can attend ANOMAC with their Principal's approval. Chair Liz Clark explained ANOMAC is very welcoming and encourages more participation; she further explained the organization of their meetings. Janice Gadd (UT) shared that she attended this year's meeting in place of ASLCS Associate Vice-President Alan Whittington, describing the honor and great opportunity. Chair Clark said that photos are available of the impressive and beautiful locations of the meetings and noted the warm hospitality.

Vice Chair Rutledge discussed the committee's mission with the Chair and asked if we had thought of engaging with any new International entities other than our current relations. Chair Clark said we are very open to initiating new relationships. Vice Chair Jackie Schulz, Ann Cornwell and Pat Harris all mentioned prior attendance of representatives from Africa, South Pacific, and other regions. Jeremy Weiss (VT) asked about existing relations and Liz explained our connections through ANZACATT, CATTs, and how those with SALSA and ATELCA have waned. It was asked if the Directory was sent to International contacts, as it could be a good resource for them. Chair Clark and Leslie Gonye expressed the difficulty in getting physical addresses for delivery. Pat Harris (AL) volunteered to initiate communication with the British Isles, and Obie volunteered to research establishing contact with Germany. Vice Chair Schulz said she would contact SALSA to reach out to other possible contacts in Africa.

Adjournment

Upon a motion by Ann Cornwell (AR), seconded by Jennifer Novak (ID), the meeting was adjourned at 2:50 p.m.

Respectfully submitted,
Jackie Schulz (AK), Vice Chair



Legislative Administrator Committee Meeting Minutes



Dana Rademan Miller (MO)
Vice Chair



Sarah Schaben (MO)
Chair



Adriane Crouse (MO)
Vice Chair

The Legislative Administrator Committee publishes *The Legislative Administrator*, the official Society newsletter, up to three times annually. This publication gives all members an opportunity to share the news of the Society. It contains the minutes from meetings of the Executive Committee, standing committees, and other business meetings, as well as news articles about members and their states. The chair or co-chairs of the committee have final authority over the content of the newsletter.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Legislative Administrator Committee* was called to order by Sarah Schaben (MO), Chair.

Attendance

The following members of the committee were present: Sarah Schaben (MO), Chair, Adriane Crouse (MO), Vice Chair, Dana Rademan Miller (MO), Vice Chair, Scott Caffey (TX), Brittany Yunker Carlson (WA), Robert Haney (TX), Jason Hataway (NV), Carrie Maulin (ID), Lisa M. Ortiz McCutcheon (NM), Bernadette McNulty (CA), Paul Nardo (VA), John T. Vines (AR), and Jeff Woodard (AL). Others in attendance included: Paul Campos (WA) and Morgan Speer (CO).

Approval of Minutes

Upon motion by Bernadette McNulty (CA), seconded by Paul Nardo (VA), the minutes from the meeting held Sunday, August 6 at the 2017 NCSL Summit in Boston, MA, were approved.

Old Business

Chair Sarah Schaben thanked outgoing Chair Paul Campos for his work publishing the *Legislative Administrator* in 2016 and 2017, and for his assistance and insight during the transition of the committee.

Paul provided a recap of the items that are generally included as regular features in the publication, including the committee meeting minutes, "Ask Mr. Mason" parliamentary Q&A column, "States-at-a-Glance" feature, and a listing of upcoming meetings and important dates. The Fall issue will also include a listing of new Principal Clerks and Secretaries and a summary of the features available on the ASLCS website. It is expected to be mailed the first week of October.

New Business

The Chair shared that the in-house printing capabilities of the Missouri General Assembly most likely would not accommodate printing the *Administrator*, and that some initial bids from printing companies had been secured. Several in attendance indicated that their state may be able to assist in printing as an alternative to outsourcing the work. The Society allots a budget for the publication and could reimburse for printing costs.

Suggestions were entertained concerning how to improve or enhance future editions of the *Administrator*. Bernadette McNulty indicated that the ASLCS Standing Orders outline the current publication standards. Morgan Speer (CO) indicated that it might be helpful to provide a brief statement of purpose of each committee as part of the header on the committee minutes section. Scott Caffey (TX) asked if it would be feasible to consolidate the Spring/Summer

editions of the Administrator to reduce the number of annual printings. The committee agreed that it would request “Legislative Now & Then” submissions that compare and contrast historic legislative operations with current practice. Reports from those who have participated in the Associate Legislative Exchange program will continue to be printed as received. It was also suggested that the text of the speeches from the outgoing and incoming ASLCS presidents be included in the next issue. The committee also discussed the possibility of establishing a community drop box that would be available to all members to submit photos that could be shared and stored in one central repository.

Incoming President Robert Haney (TX) indicated that the Executive Committee would welcome input for

adjustments to the Legislative Administrator. Since an electronic version of each edition is placed on the ASLCS website, Robert indicated that it might be beneficial to survey ASLCS members to determine how many want to continue to receive the print (paper) edition. Brittany Yunker Carlson (WA) suggested including a survey postcard in the next mailing of the publication, which might help increase the response rate. Robert added that the results of the survey could be used to develop a proposal that could be presented to the Executive Committee.

Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Paul Nardo (VA), the meeting was adjourned.

Respectfully submitted,
Dana Rademan Miller (MO), Vice Chair



Downtown Phoenix Skyline

Membership and Communication Committee Meeting Minutes



Maryann Horch (VA)
Vice Chair



William "Bill" MaGill (VT)
Chair



Lee Cassis (WV)
Vice Chair

The Membership and Communication Committee works to strengthen the Society's membership and to improve the Society's ability to share information with its members.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Membership and Communication Committee* was called to order by Chair William (Bill) MaGill (VT).

Attendance

The following members of the committee were present: Maria Acerra (MA), Nicole Albers (TX), Mary Andrus (UT), Judy Barrows (ME), Heather Fahey (AZ), Greg Glass (TN), Daniel Hicks (TN), Maryann Horch (VA), vice chair, Jay Jacobs (KY), Tara Jenkins (TN), Buddy Johnson (AR), William MaGill (VT), chair, Jay Pearson (VA), Mary Ann Krol (KY), Gena Plummer (NV), Tim Sekerak (OR), Paul Smith (NH), Sara Thomas (UT), Betsy Thompson (MA), James White (NC).

Old Business

None.

New Business

The Chair opened the floor to discussion on the current Professional Development Seminar (PDS) in regard to the committee's agenda. The following suggestions were discussed: a "to-do" check list provided to the Sponsors of New Members, attendees obtaining pins or state gifts from local tourism

agencies, having the pre-conference meet up of the New Members distinctly separate from the opening reception and the continuation of the event in the future based on this year's success, more clarification of the Society during New Member Orientation, better publication of the ASLCS Trivia Concurrent Session in the future and the continuation of a similar event based on this year's success, broadening the trivia and educational game culture in order to bolster knowledge and connections within the Society, and the continuation of this year's endeavor to match Sponsors and New Members with similar roles in their respective legislatures based on this year's success.

Approval of Minutes

Upon motion of Paul Smith (NH), seconded by Buddy Johnson (AR), the minutes from the Sunday, August 6, 2017 meeting were approved.

Adjournment

Upon a motion of Buddy Johnson (AR), seconded by Paul Smith (NH), the meeting was adjourned.

Respectfully submitted,
William (Bill) MaGill (VT), Chair

Support Staff Committee Meeting Minutes



Sarah Burhop (WI)
Vice Chair



Ali Sagraves (OH)
Chair



Ann-Marie Sweeney (PA)
Vice Chair

The Support Staff Committee represents the Society's Associate members and works to strengthen their participation in the Society and to ensure that Society meetings include programs addressing their interests. The committee administers the Associate Exchange Program, including its nomination process. The committee submits formal recommendations to the Executive Committee, which has final authority over the selection of program participants.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Support Staff Committee* was called to order at 2:32 p.m. by Ali Sagraves (OH), chair.

Attendance

The following members of the committee were present: Ali Sagraves, chair (OH), Sarah Burhop, vice chair (WI), Sarah Armistead (VA), Joshua Babel (AZ), Sarah Bannister (WA), Jeffrey Beighley (WI), Julie Bochat (MO), Sarah Curry (OR), Lisa Davis (MS), Nancy Ellison (UT), Stephanie Hall (AK), Lucy Hepburn-Darris (MO), John Hollman (IL), Cathy Hooe (VA), Kathy Jackson (UT), Martha Jarrow (AR), Sabrina NeKay Lewellen (AR), Nanci Longoria (TX), Tyler Peavler (KY), Donna Schulte (MO), Jeanine Wittenberg (NV), Patience Worrel (TX), Felisha Brown (MS), Lourdes Litchfield (TX), Tara Perkinson (VA), Jackie Scott (VA), Chad Starzer (VA), Kathryn Steveline (OH), Anabel Urbina (CA), Ramona Nelson (Navajo Nation), Idah Burnside (Navajo Nation), and Charmane Yazzie (Navajo Nation).

Other members/guests in attendance included Robert Haney (TX), ASLCS president, and Holly South (NCSL).

Approval of Minutes

Upon a motion by Sarah Armistead (VA), and seconded by Jeffrey Beighley (WI), the minutes of the

last meeting held during the 2017 NCSL Legislative Summit, Boston, Massachusetts, were approved.

Old Business

After explaining the purpose and functions of the Support Staff Committee and a brief discussion from ASLCS President Robert Haney (TX) thanking the committee for its work in carrying out those functions, the chair asked the committee for feedback on this year's Legislative Expo. It was agreed upon that holding the Expo consecutively with the morning breakfast, in the same room, was a success. The committee will plan to continue the same format next year. The chair asked members to start thinking about how their clerk's office teams may be able to participate and sign up for a booth at next year's PDS.

The staff breakout sessions were also discussed. It was agreed upon that the current groupings work well, along with having them occur earlier in the week.

The chair asked members of the committee who have participated in the Associate Exchange Program to briefly share their experiences with the rest of the committee and explained the application process, selection process, and how the program works. Members were encouraged to also look back at previous Legislative Administrator issues to read reports from participants. The chair asked members to discuss with their principals the possibility of volunteering to host

an associate, in addition to potentially applying for the program as a participant. Chair Sagraves and the previous chair, Sarah Armistead (VA), explained that emails would be forthcoming requesting responses on both items.

New Business

The chair asked the committee to start brainstorming ideas for a concurrent session at next year's PDS. Members discussed several topics related to 1) the transition of institutional knowledge, cross-training, and the process of making manuals, 2) being innovative in how we serve in our various support staff roles, while still respecting the institution, as culture, technology, and other aspects of our chambers change, 3) reflections on legislative service for associates, 4) voting in a new age, and 5) e-filing aspects. It was mentioned that the Technology

Committee may be discussing doing an e-filing topic and will keep our committee posted. The chair stated that this was a productive start, and discussions on this matter will continue. She reminded the committee that she would periodically send email updates to keep members informed throughout the year and would be asking for feedback. The chair also asked members to remember to fill out the PDS survey that Holly South (NCSL) would be sending out after the conclusion of the seminar.

Adjournment

There being no further business, upon a motion by Julie Bochat (MO), seconded by Jeanine Wittenberg (NV), the meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Ali Sagraves (OH), Chair
Sarah Burhop (WI), Vice Chair



Organ Pipe Cactus, Desert Botanical Garden

Canadian-American Relations Committee Meeting Minutes



Brad Young (OH)
Vice Chair



Paul Smith (NH)
Chair



Emily White (MO)
Vice Chair

The Canadian-American Relations Committee was established to encourage and maintain a good working relationship with our friends in Canada. The committee works with the Canadian Association of Clerks-at-the-Table (CATTs) in coordinating the biennial Joint Canadian-American Clerks' Conference, held in odd-numbered years and hosted alternately by Canada and the United States. The chair of the committee, along with the President and Associate Vice President, represent the Society at the annual meeting of CATTs.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Canadian-American Relations Committee* was called to order by Paul Smith (NH), chair.

Attendance

The following members of the committee were present: Paul Smith (NH), chair, Brad Young (OH), vice chair, Jeremy Weiss (VT), Bill MaGill (VT), Sarah Curry (OR), Obie Rutledge (OR), Jackie Schulz (AK), Corey Carnahan (KS), Chad Starzer (VA), Michael Adams (VA), Effie Ameen (CO), Crystaline Jones (AK), Lindsey Vroegindewey (MT), Paul Campos (WA), Mollie Melton (NC), John Foster (OH), Lenore Naranjo (NM), Brittany Yunker Carlson (WA), Polly Emerson (TX), Ann Cornwell (AR), Yolanda Dixon (LA), Bernard Dean (WA), Liz Clark (AK), Steve Marshall (VT), Stephanie Hall (AK), Alfred Speer (LA), Lori Roland (AK), Londi Ensor (AK), Janice Gadd (UT), Sara Thomas (UT), Dana Rademan Miller (MO), Pat Harris (AL) and Joyce Wright (AL).

Others in attendance included: Francois Arsenault (Quebec, Canada) and Bev Isles (Ottawa, Canada).

Approval of Minutes

Upon motion by Steve Marshall (VT), seconded by

Liz Clark (AK), the minutes from the meeting held Sunday, August 6 at the 2017 NCSL Summit in Boston, Massachusetts, were approved.

Old Business

The chair acknowledged outgoing Chair Ann Cornwell for her leadership throughout 2016-2017. The Canadian delegates in attendance were also welcomed to the committee meeting.

Butch Speer provided a summary of the 2017 Joint Canadian-American Clerks Conference, which was held September 5-9, in Regina, Saskatchewan. ASLCS attendees participated in panel discussions relating to extraordinary/special sessions and the independence of the legislative branch. Other issues such as statehouse security and the selection of legislative clerks were also discussed. Obie Rutledge added that the meeting served as an excellent learning experience and encouraged all Associate members to attend a future meeting.

New Business

The committee discussed the next Canadian-American joint meeting, which will be held in Concord, New Hampshire in 2019. Tentative dates have been set for October 1-5. The chair indicated that a programming subcommittee would be formed and requested suggestions for meeting content. Generally, two-thirds of the agenda is set by the host, with the

remaining one-third developed by the guest country. A host state is needed for the next joint meeting to be held in the United States, which will be in 2023. Attendees were asked to consider the possibility of hosting the meeting.

Chair Smith provided an overview of the Jane Richards Scholarship, which provides assistance to ASLCS Principal and Associate members to participate in the Canadian-American Exchange Program. The Executive Committee is seeking input into how the scholarship is administered, and has expressed interest in utilizing

the Canadian-American Relations committee to serve as a selection committee.

Adjournment

Upon a motion by Lori Rowland (AK), seconded by Steve Marshall (VT), the meeting was adjourned.

Respectfully submitted,
Dana Rademan Miller (MO)



Professional Journal Committee Meeting Minutes



Tammy Wright (NH)
Vice Chair



Bernadette McNulty (CA)
Chair



Kay Inabnet (WI)
Vice Chair

The Professional Journal Committee annually publishes the *Journal of the American Society of Legislative Clerks and Secretaries*. The Journal solicits articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff and provides Society members with an opportunity for further professional development by having their work published in a professional journal. The chair of the committee serves as editor of the Journal and appoints members of the editorial board from among committee membership. The President, Associate Vice President, Immediate Past President, Immediate Past Associate Vice President, and all Society members who serve on the LSCC serve as ex officio members of the committee with voting privileges.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Professional Journal Committee* was called to order by Bernadette McNulty, (CA), Chair.

Attendance

The following members of the committee were present: Kathy Jackson (UT), Sarah Burhop (WI), Jeff Beighley (WI), Heshani Wijemanne (CA), Adriane Crouse (MO), Tim Sekerak (OR), Lelah Burnside (Navajo Nation, AZ), Ramona Nelson (Navajo Nation, AZ), Joy Engelby (MO), Ethan Strutton (MO), Tammy Wright (NH) and Bernadette McNulty (CA).

Approval of Minutes

Without objection, the minutes from the committee meeting held August 8, 2017 at the NCSL Summit in Boston, MA were approved.

Old Business

The 2017 volume of the Professional Journal is underway and will be completed before the end of the year. The printing of the publication will be limited to a few copies and distributed to the NCSL liaison and our archivist. The PDF of the Professional Journal will be emailed to society members.

New Business

The chair requested volunteers to assist with editing and formatting of the 2018 volume. Adriane Crouse volunteered to assist. The chair shared with the committee members that our 2018 publication is well on its way with commitments of article submissions from Wisconsin, Canada, Australia, and the Navajo Nation.

The chair recommended the committee work a year in advance to gather submissions because it takes time to find subject matter and people willing to write them. The chair further suggested forming two subcommittees and charging the subcommittees with subject matter assignments to ensure a successful cache of articles for the future. Tim Sekerak suggested we look at case law for subject matter that is relevant and noteworthy. This idea was well received and subcommittee #1 was formed. Subcommittee #1 consists of Tim Sekerak (OR), Adriane Crouse (MO) and Heshani Wijemanne (CA).

Adjournment

With no further business to discuss, the committee was adjourned.

Respectfully submitted,
Bernadette McNulty (CA), Chair

Program Development Committee Meeting Minutes



Ann Marie Walp (TN)
Vice Chair



Jennifer Novak (ID)
Chair



Angela Smith (LA)
Vice Chair

The Program Development Committee plans the agenda for the Society's portion of the NCSL Legislative Summit and develops the program for the ASLCS Professional Development Seminar.

ASLCS Professional Development Seminar Phoenix, Arizona Thursday, September 28, 2017

Call to Order

The meeting of the *Program Development Committee* was called to order at 3:30 p.m., by Jennifer Novak (ID), chair.

Attendance

The following members of the committee were present: Jennifer Novak (ID), chair, Ann Marie Walp (TN), vice chair, Jeff Woodard (AL), Susan Aceves (AZ), Joshua Babel (AZ), Heather Fahey (AZ), Barrett Dudley (AR), Martha Jarrow (AR), Sabrina Lewellen (AR), Anabel Urbina (CA), Morgan Speer (CO), Carrie Maulin (ID), John Hollman (IL), Jay Jacobs (KY), Mary Ann Krol (KY), Gayle Smith (KY), Ruby Johnson (LA), Glenn Koepp (LA), Maria Acerra (MA), Elizabeth Thompson (MA), Felisha Brown (MS), Lisa Davis (MS), Julie Bochat (MO), Lucy Darris (MO), Elaine Logan (MO), Sarah Schaben (MO), Donna Schulte (MO), Jason Hataway (NV), Gena Plummer (NV), Jeannie Wittenberg (NV), Sherry Rodriguez (NV), Liza Ortiz McCutcheon (NM), Ali Sagraves (OH), Kathryn Steveline (OH), Greg Class (TN), Nanette Mitchell (TN), Nicole Albers (TX), Scott Caffey (TX), Lourdes Litchfield (TX), Nanci Longoria (TX), Tracy Ortiz (TX), Patience Worrel (TX), Mary Andrus (UT), Nancy Ellison (UT), Sarah Armistead (VA), Jay Braxton (VA), Catherine Hooe (VA), Maryann

Horch (VA), Jeannine Layell (VA), Paul Nardo (VA), Jay Pearson (VA.), Tara Perkinson (VA), and Jacqueline Scott (VA).

Other members/guests in attendance included: ASLCS President Robert Haney (TX), Leslie Gonye (Australia), Judy Barrows (ME), James White (NC).

Approval of Minutes

Upon motion by Barrett Dudley (AR), seconded by Jay Braxton (VA), the minutes of the last meeting held Sunday, August 6, 2017, at the 2017 NCSL Legislative Summit in Boston, Massachusetts, were approved.

Old Business

Chair Jennifer Novak (ID) welcomed everyone to the meeting and opened up discussion regarding thoughts on the Phoenix, Arizona professional development seminar. Mary Ann Horch (VA) and Jay Braxton (VA) both made comments on the plenary sessions saying that they preferred the first session to the second due to it being more engaging and enjoying that the speaker was funny and energetic. Mary Ann commented that she appreciated the variety of choices in the concurrent sessions. The chair noted that we are responsible for 8 concurrent sessions at the 2018 PDS.

Ali Sagraves (OH) offered several concurrent session ideas that were discussed in the Support

Staff Committee meeting. Those ideas included: (1) Transition of institutional knowledge and the creation of a manual; (2) Innovation in your own position; (3) How states allow members names to be added to a bill; and (4) Voting in a new age.

Mary Ann discussed how much she enjoyed the international presentation and noted that she preferred that it not be a concurrent session. Several other members also commented that they enjoyed having the Legislative Expo in combination with breakfast.

The chair introduced ASLCS President Robert Haney (TX) who made brief remarks welcoming everyone to the committee.

New Business

The chair asked for anyone on the Technology committee to report on their discussion regarding concurrent sessions. John Hollman (IL) said that they would have ideas ready for presentation at the Spring Meeting. The chair asked if there was any type of session that members would like to see at the 2018 PDS. Glenn Koepp (LA) spoke on behalf of Butch Speer (LA) and said he would like to see a storytelling session where members tell how they got to their

current position. Jay Braxton said he would like to see a session about where to find the next generation of legislative staff. Ruby Johnson (LA) would like to see a group exercise session and more information on health and wellness. Glenn Koepp suggested that a local storyteller such as a Lieutenant Governor or Attorney General would be an interesting option for a separate session.

The chair encouraged everyone to please fill out the evaluation form for the 2017 PDS and asked for any other ideas. Lisa Davis (MS) suggested a concurrent session about investing retirement money and how to still be involved in the society after retirement. James White (NC) said he would also like to see something geared towards young professionals. The chair added that principals who have been involved for a long time could share what they wish they had known in the beginning (shared wisdom).

Adjournment

Upon a motion by John Hollman (IL), seconded by Jennifer Novak (ID), the meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Ann Marie Walp (TN), Vice Chair



Ask Mr. Mason

Dear Mr. Mason,

Can you explain, in layman's terms the phrase "under color of amendment"?

s/ Under color

Dear Under color:

The concept you inquire about is similar to the legal precept of "under the color of law"; which, in layman's terms, means: appearance to do or perform an act (the amendment) that may be in violation of the law or rules.

By way of example, non-germane changes to a bill are proposed under color of amendment. Offering an amendment is legal; however, a non-germane amendment is not legal and does not become legal merely because the amendment process is a legal process.

Look to Sec. 310, par. 1 for guidance on the matter of single subject (object) within a bill; and Sec. 402 discussing germane amendments.

s/ Mr. Mason

Dear Mr. Mason,

How do I call a tabled item off the table?

s/ Mr. Table

Dear Mr. Table:

As explained in Sec. 337, par. 1 of the Manual, the motion to table is one of temporary postponement. Sec. 341 of the Manual explains the motion to call from the table. Therefore, the motion to call from the table is in order whenever the house is considering the order of business within which the proposal was tabled. Since the motion is one of temporary postponement the house should be considering the order of business once the intervening business has been resolved. If not, the first and only proper motion after resolving the intervening business is to take up the order of business within which the proposal was tabled.

As explained in Sec. 337, par. 2, some legislatures use the motion to table to permanently postpone proposals. In those chambers the house must be considering proposals in the same order of business in which the proposal was tabled before a motion to call from the table may be made.

In either case, a motion to call from the table cannot interrupt other business, the motion being a procedural main motion.

s/ Mr. Mason

Dear Mr. Mason,

Is there a procedure by which a member can rise from the floor to request another member be admonished/disciplined etc. for social media content which is detrimental to the house as a whole?

Dear concerned legislator:

Points of Order are discussed in sec. 240 and 242 of the Manual. These sections clearly state that a point of order made to the chair is inappropriate to regulate a member's behavior outside the legislative body.

However, as is explained in Section 561, pars. 1 and 2 of the Manual, each legislative body has a direct or indirect (inherent) constitutional right to protect itself and to insure that no one brings disrepute on to the house. This power is not limited to words spoken in the house.

This power is exercised, relative to a Member, through disciplinary procedures. Each house has the freedom, within the limits of minimal due process, to determine the process by which it will exercise that power.

s/ Mr. Mason

AWARDS, PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP OPPORTUNITIES AVAILABLE TO ASLCS MEMBERS

NCSL Legislative Staff Achievement Award

This award is given annually at the NCSL Legislative Summit to designated individuals or offices who have demonstrated excellence in supporting the work of a state legislature and strengthening the legislative institution. ASLCS may nominate up to two individuals from its staff section.

Betty King Scholarship for the Legislative Staff Management Institute (LSMI)

The Betty King Scholarship was established to assist ASLCS members with tuition costs in attending the Legislative Staff Management Institute.

The Betty King Scholarship, which covers half of the tuition, will be awarded to both Principal and Associate members of the Society and funded from the Professional Development Revolving Account.

Edward A. Burdick Memorial Scholarship

The Edward A. Burdick Memorial Scholarship was established to assist ASLCS Associate members with costs associated with attending the Society's Annual Professional Development Seminar. The Ed Burdick Scholarship provides a stipend of \$750 each for two associate members to attend the ASLCS PDS each year.

Jane Richards Scholarship

This scholarship is established to assist both Principal and Associate members with costs associated with participation in the Canadian-American Exchange Program.

The Jane Richards Scholarship of \$1,000 will be awarded biennially to one member of the Society.

Millicent (Millie) MacFarland Memorial Scholarship

The Millicent (Millie) MacFarland Memorial Scholarship of \$1,000 will be awarded annually to no more than two Principal members of the Society. The purpose of this scholarship is to help ASLCS Principal Members defray the costs associated with attending the Society's Annual Professional Development Seminar (PDS). A Principal member interested in the scholarship shall submit a letter outlining why he or she hopes to be awarded the scholarship. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison.

Associate Exchange Program

The Associate Exchange Program (AEP) provides Associate members of the Society an opportunity to enhance their professional knowledge and capabilities by participating in an exchange program with legislative chambers in other states. Selected participants will spend between three and five days working with their host chamber.

Each participant is eligible to receive a minimum of \$500 toward expenses.



Winners of the Millicent (Millie) MacFarland Memorial Scholarship

Bernard Dean, Chief Clerk (WA)

Rob Hunt, Clerk (ME)

Holiday Cheer at the Capitol of Lights

Submitted by
Carrie Maulin (ID)
Chief Clerk, Idaho House of Representatives



When you first approach the Idaho State Capitol you see the 80-foot-tall state Christmas tree covered with multi-colored lights and a brightly lit star. Upon entering the building you'll see the rotunda adorned with red bows and greenery to mark the holiday season. On the lower level is a Christmas tree made up of poinsettias and as you proceed up the floors there is a single six-foot-wide wreath hanging in the center of the space.

Families mill about and the sounds of children and teachers getting ready fill the space. Very soon you hear Christmas carols being sung by school groups who come each year to serenade the public. Idaho's Capitol has become a concert hall and meeting area for those celebrating the holidays.



Christmas and Chanukah festivities are hosted in the Capitol throughout the month of December. Over 40 local schools, elementary through high school, perform for the public with several concerts being held each day. In addition, the local Jewish community hosts a Chanukah celebration in the rotunda each year. These traditions have been in place for many years now and are a draw for families who come to hear their loved ones, tourists visiting the Capitol city, and downtown workers who can be found taking a break from their work days to stop in for a concert here and there.

As the month draws to a close, 35,000 people gather in the park in front of the Capitol to watch a four hundred-pound "Glow-tato," on scaffolding, descend during the countdown to the new year. There are fireworks, live music and ice sculptures for the "SpecTaters" to enjoy as well. All in all, a great way to finish off a festive month at the Capitol.

THEN & NOW

CALIFORNIA

Submitted by
Bernadette McNulty (CA)
ASLCS Legislative Administrator committee member

Pursuant to the Constitution of 1849, the First Session of California's State Legislature met at Pueblo de San José. The decision to make Sacramento the permanent seat as the Capital occurred in 1860. Prior to 1860, four other locations were considered but failed to be adequate for housing the legislature: Monterey September 9 – October 13, 1849; Pueblo de San Jose December 15, 1849 – May 1, 1851;

Vallejo January 5-12, 1852 and January 3 – February 4, 1853; Benicia February 11, 1853 – February 25, 1854 and ultimately Sacramento January 16, 1852 – November 2, 1853 and February 28, 1854 – present.

The newly elected members, 16 Senators and 36 Assemblymen, convened on December 15, 1849, adjourning sine die April 22, 1850. The two houses actually sat 103 out of 129 calendar days.



California State Capitol, 1865

Without having territorial status or federal sanction, California was without a treasury nor laws to govern it. Laboring diligently, the fledgling lawmakers fashioned the machinery of government from scratch. Their work resulted in 146 measures that were signed into law by Governor Peter Burnett. Of these, 12 had been sent to the Governor in January, 17 in February, 38 in March, and 98 in April (22 on the last day of the session). California was admitted to the Union as the 31st state, September 9, 1850.

Nicknamed “The Legislature of a Thousand Drinks,” because a member of the first Legislature, Senator Thomas Jefferson Green, would consistently invite his colleagues, “to have a drink---a thousand drinks” upon adjournment of session, was in fact a remarkably steady and able body of men. In little more than four months time, they produced a code of laws, established a system of courts, and provided for state revenue. Founded on personal experience and tempered with good sense, the laws they passed proved to be both workable and durable. Years later, historian Hubert Howe Bancroft would write, — “it was the best Legislature that California ever had.”

California's State Legislature is still composed of two houses, Senate and Assembly, but today as stated in the Constitution and as amended by initiative in 1990 and 2012;



“The Senate has a membership of 40 Senators elected for 4-year terms, 20 to begin every 2 years. No Senator may serve more than 2 terms if they fall under the provisions of the 1990 initiative and no more than 3 terms under the 2012 initiative.

The Assembly has a membership of 80 members elected for 2-year terms. No member of the Assembly may serve more than 3 terms under the 1990 initiative and no more than 6 terms under the 2012 initiative.”

The Legislature meets in Sacramento, with the Regular Session commencing at noon on the first Monday in December of every even-numbered year, and by Constitutional provision automatically adjourns sine die on November 30 of the following even-numbered year. For example, the 2017-18 Regular Session convened December 4, 2016 and will adjourn sine die November 30, 2018. During the biennial session, members enact annual State Budgets and legislate on any other subject within their authority. In case of emergency the Governor may call the Legislature into an Extraordinary Session, at which only bills pertaining to the crisis may be considered. In 2009-10, the Governor called eight Extraordinary Sessions and these sessions ran concurrently with the 2009-10 Regular Session.

During a biennial session, the members will have roughly an average of 246 legislative days out of 728 calendar days, and will have disposed of approximately 2,0715 measures with 1700 measures signed by the Governor.

As California’s population and wealth have grown, so has the complexity of issues requiring the legislature’s attention. Sound government today requires much more information and analysis than in the past. An effective law is born from a hard-fought atmosphere of give and take, after long weeks, months, or even years of detailed scrutiny. While it is important that government be efficient, it is paramount that the laws of the state are just, fair and effective.

California’s Legislature is often held up as a model for other states and nations. It has been acclaimed for being a highly informed and independent lawmaking body. Californians can take pride in the fact that its official proceedings are open, with up-to-date records available to all, in print or on the Internet.

THE ELUSIVE MR. BANKS

By Michele Burke



As you enter Nevada's Legislative Building, photos of the men and women who have served as Speaker of the Nevada Assembly line the wall, from 2018 all the way back to the inaugural 1864 session. The one exception - James A. Banks, Speaker of the Assembly in 1866 - is represented with a silhouette. Despite his many accomplishments, we have yet to find a photo of our second speaker, murdered at the age of 39. It is our hope that one of you knows someone or something that will help us locate a photograph of our Mr. Banks.

James Andrew Banks was born in Fermanagh Township, Juniata County, Pennsylvania, on January 17, 1828. He was the eldest son of David and Jane McAllister Banks, affluent estate owners. His maternal grandfather went from camp to camp to help George Washington rally the disheartened troops in the Revolutionary War. Two of his brothers became doctors, one a lawyer, and the youngest remained to help his father run the estate. With a desire to make his own way in the world, James left home at the age of 21. After living for short periods in various places and teaching school or working as a carpenter, he caught gold fever and headed for California. An early California newspaper reported:

THE EXCITEMENT WHICH FOLLOWED THE DISCOVERY OF GOLD IN CALIFORNIA FOUND HIM AMONG THE EARLY IMMIGRANTS TO THESE SHORES. UPON LANDING HERE HE ENGAGED IN BUSINESS AT HIS TRADE WHICH HE FOLLOWED FOR SEVERAL YEARS UNTIL HE WON THE CONFIDENCE NOT ONLY OF HIS FELLOW MECHANICS BUT OF HIS FELLOW CITIZENS.

San Francisco's population grew from 1,000 to 25,000 between the years 1848 and 1849, and continued to rise rapidly throughout the 1850s. Recognizing a need among his fellow tradesmen, in 1854 James helped to found the Mechanics Institute of San Francisco to serve the educational and social needs of mechanics, artisans, craftsmen, and inventors and their families. While not still solely dedicated to mechanical arts, this institute is still in existence today. For this achievement, there are no pictures of our Mr. Banks.

While in San Francisco, Banks continued membership in the Presbyterian Church and was elected president of the Young Men's Christian Association [YMCA] in 1858. Accounts of the time report that during his tenure, he did much to bring the society to notice and put the group on firm financial ground. None of the accounts, however, includes a picture of Banks.

While serving in the California Legislature, Banks was known as a strong advocate of education and helped draft legislation establishing a California university.

MR. BANKS WAS ELECTED A MEMBER OF THE [CALIFORNIA] STATE LEGISLATURE IN WHICH HE DISTINGUISHED HIMSELF BY A STRICT ADHERENCE TO THE INTEREST OF HIS CONSTITUENTS AND THE HONEST DISCHARGE OF HIS DUTY.

A great story of his dedication appears in the legislative report from *The Sacramento Daily Union*, April 27, 1861. After a particularly heated debate during a floor session over an appropriation for the Reform School, ". . . some expressions were used in consequence of which a member was ordered under arrest by the chair." Some witness accounts say that Banks had stopped at the chief clerk's desk at the end of the floor session and was intently studying something when Mr. Hahn came from behind and struck him severely over the head with his cane. Others argued that the bruising on Mr. Banks' forehead clearly demonstrated the blow had been leveled from the front when he was in deep concentration and did not see it coming. While Banks' supporters called for Mr. Hahn's expulsion from the Assembly, they were overridden, citing precedence of a similar occurrence in the United States Congress that resulted in all charges being dropped.

After serving four sessions in the California Assembly and one in the California Senate, still no picture of James Banks.

Shortly after the caning incident, Banks left California to join the mining ventures of friends in Paradise Valley, Nevada, where he worked as a mine supervisor. Voters in the territory had turned down the proposed 1863 *Constitution*, in large part because it provided that all mines and mining claims - producing or not - be taxed. As a delegate to Nevada's Second Constitutional Convention, Banks helped write the change to the 1864 *Constitution* that led to its eventual approval, limiting taxation to the *proceeds* of mines and mining claims. The constitution was sent by telegraph to Washington D.C., and President Lincoln declared Nevada a state on October 31.

His continuing advocacy on behalf of the citizens of Humboldt County gained Banks the reputation as a leader, and he was elected to represent them in the Second Session of the Nevada Legislature, where he was elected Speaker. The June 1866 edition of the *Harrisburg Telegraph*, a newspaper from his home state, reported that Banks planned to run against James Nye for the United States Senate, a dream never realized.

Local Native Americans, who at first had been tolerant of the large influx of settlers into the region, were beginning to push back against the widespread takeover of their lands. Banks, believing military authorities were escalating the situation rather than calming it down, wrote letters to the governor criticizing the military's handling of the matter. In August of 1867, Banks met some friends who were staying at Camp Winfield Scott - the same camp whose commander he had criticized in letters to the governor. The *Marysville Daily Appeal* reported:

BANKS AND TWO OTHERS WERE FISHING ABOUT ONE MILE FROM CAMP WINFIELD SCOTT. BANKS STARTED UP THE CREEK AND AS HE DID NOT RETURN SEARCH WAS MADE FOR HIM. HE WAS FOUND ABOUT THREE HUNDRED YARDS ABOVE THE FISHING GROUNDS, WITH A BULLET HOLE THROUGH HIS BREAST AND HIS BOWELS CUT OUT.

His body was taken back to camp and buried in the cemetery. *Marysville Daily Appeal* September 1867.

THE SACRAMENTO UNION OF AUGUST 31 CONTAINS A SERIES OF RESOLUTIONS ADOPTED BY THE CITIZENS OF UNIONVILLE, HUMBOLDT COUNTY, NEVADA CALLING UPON THE CIVIL AND MILITARY AUTHORITIES . . . TO AVENGE THE DEATH OF JAMES A. BANKS WHO IT IS SAID WAS SHOT BY AN INDIAN . . . THERE IS THE POSSIBILITY THAT JAMES A. BANKS WAS NOT SHOT BY AN INDIAN, AS IT IS QUITE COMMON FOR ROBBERIES AND MURDERS TO BE COMMITTED BY WHITE SAVAGES DRESSED AS INDIANS FOR WHICH INDIANS HAVE BEEN BUTCHERED WHOLESALE

The identity of the person or persons who actually killed James Banks was never determined or further investigated. In 1869, the Young Men's Christian Association brought his body back to San Francisco and buried him in the Masonic Cemetery, where they erected a monument to honor him. At his funeral, his dear friend Judge Sawyer said, "In the workshop he was a gentleman, in the parlor a companion, and in the legislative halls he was more than a politician."

The story of Mr. Banks was not quite over. In 1901, the growing city of San Francisco needed more land. The city passed an ordinance outlawing cemeteries inside city limits, and the bodies from the Masonic Cemetery were moved to cemeteries in Colma, California. Sadly, the tombstones and monuments were ground up and used as fill on the approaches of the Golden Gate Bridge.

For all of James Andrew Banks' accomplishments, we have yet to put a face to this important figure in Nevada's history.

If anyone has information that may lead to a photo or other image of our Mr. Banks, please contact Susan Furlong at susan.furlong@asm.state.nv.us





Kudos to **ARIZONA**

Submitted by
Susan Kannarr (KS)
ASLCS Immediate Past President

It is hard to believe that it has been almost 6 months since we visited the Valley of the Sun in Phoenix, Arizona for the 2017 Fall Professional Development Seminar. I know I speak for all the attendees when I say THANK YOU to Arizona for hosting. The host state staff, lead by House Chief Clerk Jim Drake and Senate Secretary Susan Aceves, spent countless hours making sure we had a great visit to their state. My work as President to pull this meeting together was made so much easier because of the efforts of the host state staff. After we finished with our days of plenaries, committee meetings and concurrent sessions we were treated to first class evening activities. We started with a beautiful 'Sunset Over Phoenix' on the hotel terrace and then spent a 'Night at the Museum' exploring the historic Capitol with flashlights. The group was hosted to a 'Homerun at Chase Field' and then journeyed through Native American history while 'Celebrating the Southwest' at the renowned Heard Museum. We capped off the week dancing the night away to 80's tunes at the State Dinner. Thank you to the members of the Arizona Host State committee: Norma Chastain, Norm Moore, Jim Drake, Susan Aceves, Heather Fahey and Josh Babel. Another thank you to the other Arizona staff who gave their time to welcome us and make sure everything ran seamlessly. From sun up to sundown, attendees were treated to warm hospitality and lively entertainment for which we are forever thankful.



























State Capitol Executive Tower • Phoenix, Arizona



2018-2019 ASLCS Meeting Schedule

Please mark your calendars!

2018 ASLCS Spring Business Meeting

April 20-22, 2018

Renaissance Charleston Historic District
Charleston, South Carolina

2018 NCSL Legislative Summit

July 30-August 2, 2018

Los Angeles, California

2018 ASLCS Professional Development Seminar

September 23-28, 2018

Madison Concourse Hotel
Madison, Wisconsin

2019 NCSL Legislative Summit

August 5-8, 2019

Nashville, Tennessee



ASLCS
Professional Development Seminar
Phoenix, Arizona
September 24-29, 2017

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