



The Legislative Administrator

Summer 2018



St. Michael's Church is believed to have the oldest functioning colonial tower clock in the country.

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The Legislative Administrator is the official publication of the American Society of Legislative Clerks and Secretaries, an organization of state legislative administrators and parliamentarians affiliated with the National Conference of State Legislatures.

Publication designed by Sarah Schaben, Missouri House of Representatives,
Dana Rademan Miller, Missouri House of Representatives,
and Adriane Crouse, Missouri Senate.

A special thank you to all who submitted photographs, articles, and background material.

Legislative Administrator Committee:

Sarah Schaben (MO)
Chair

Dana Rademan Miller (MO)
Vice Chair

Adriane Crouse (MO)
Vice Chair

President's Message



Dear Friends,

Many thanks go out to those who attended the spring meeting in Charleston, South Carolina, and a special thank you to Holly South from NCSL for her hard work and organizational skills that contributed to making it an outstanding meeting. Also, a special recognition to our friends in the SC Senate Sergeant-at-Arms office, as well as the South Carolina game wardens that volunteered their time to host us at the low country boil event by the water. It was an outstanding and memorable event!

Thank you as well to those who participated in our recent Strategic Planning Committee's survey. It is our hope that the survey's results will help us to formulate and improve the programs and services that we provide our members. The data collected will certainly help us craft meetings that will increase interest in our society and participation for members of the society.

I truly believe that as current ASLCS members it is one of our great responsibilities to plant the seeds of our future leaders now for ASLCS and this survey will help us develop our path ahead.

The ASLCS Technology Initiative is progressing with deadlines and expectations being met by the NCSL technology team. The initiative will help the society seamlessly transition leadership, improve communication among members, and facilitate leadership duties efficiently. In the coming months, the committee will test and fine tune the application bringing about much needed improvements to our organization when it goes into production. Many thanks to NCSL Chief Information Officer, Feray Baytok, and her capable team for their work so far on the application, for meeting our deadlines, and with helping us transition into the future.

Planning for the 2018 Fall Professional Develop Seminar in Madison, Wisconsin on September 23-28, 2018 is continuing, and I am excited by the programming that is being considered. Jen Novak and the Program Development committee are doing a great job in considering thoughtful content that will stimulate attendance and create great learning opportunities for all of us. Sessions will revolve around workplace environment issues, technology advancements, and coping with change in the workplace.

As many of you end your legislative sessions, I encourage you to spend less time "embracing antiquity" and more time innovating and preserving your institutional traditions and processes in new ways. Make your process more accessible, powerful, and dynamic by starting the process of building infrastructure and innovating with technology. Imagine the possibilities! Attending the ASLCS Professional Development Seminar in Madison, Wisconsin will be a great first step to transform your workplace!

Thank you for giving me the opportunity to serve as your president. I look forward to working with each of you, and would encourage you to find something each day that strengthens your chamber's future, as well as the future of ASLCS.

Sincerely,

A handwritten signature in black ink that reads "Robert Haney". The signature is written in a cursive, flowing style.

Robert Haney
Chief Clerk
Texas House of Representatives
ASLCS 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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Robert Haney at 1:19 p.m. (Eastern).

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; Brad Young (OH); Bernadette McNulty (CA); William MaGill (VT); Tim Sekerak (OR); Jay Braxton (VA); Sabrina Lewellen (AR); Susan Kannarr (KS).

Also present from NCSL were Holly South and Brenda Erickson. ASLCS members in attendance were Lee Cassis, Ali Sagraves, Sarah Burhop, Kay Inabet, and Susan Furlong.

Approval of the Minutes

The minutes of the October 10, 2017 Executive Committee Meeting Conference Call were presented. The minutes of the December 19, 2017 Executive Committee Meeting Conference Call were also presented. Pat Harris moved to approve both sets of minutes, Bernadette McNulty seconded, and they were adopted.

Approval of the Treasurer's Report

President Haney recognized Paul Smith to present the Treasurer's Report for the dues account. The report showed an ending balance, as of April 13, 2018, of \$55,885.42. Susan Kannarr moved the adoption of the report, Bill MaGill seconded, and it was adopted. The Secretary-Treasurer explained a reporting issue earlier this month with NCSL and suggested that he would prefer that NCSL send any checks to be deposited into the ASLCS Dues Account be sent directly to the Secretary-Treasurer to ensure that accurate information be recorded as to members' dues. The President, on behalf of the committee, stated the Secretary-Treasurer may reach out to the CFO of NCSL.

Old Business

Holly South (NCSL) started with a review of the ASLCS financial accounts. She began with L190 and presented numbers as of March 31, 2018. The ending balance in this fund is currently \$185,886.89.

Holly next discussed the LLCS Account: As of March 31, 2018, the ending balance in this fund is currently \$25,837.56.

New Business

Review of 2018 PDS Meeting Budget

Holly next discussed the preliminary 2018 PDS Budget based off a \$400 registration fee that showed a net gain of \$14,645.09.

2018 PDS Registration Fees

Paul Smith moved that we continue with the \$400 registration fee for this year's PDS, it was seconded by Bernadette McNulty and adopted.

Report of Budget and Financial Review Special Committee

Susan Furlong presented a comprehensive report on behalf of the committee which is chaired by Patsy Spaw of Texas. The committee inquired as to how rooms that were previously budgeted for out of state/country guests were reallocated as it was not reported; Holly South reported that those rooms were reallocated for Arizona host state staff. It was suggested that this could be better reported. A review of the 2017 Phoenix PDS budget showed an increase of 1% in the service charge on food and beverage and there were questions about the process.

2018 PDS Update

Sarah Burhop mentioned that contracts for hotels and transportation have been signed. She highlighted some of the functions that we would be able to attend, including a private evening at the Madison Zoo, and an evening at Monona Terrace.

2018 Associate Exchange Program

Ali Sagraves presented that two candidates have been selected and that both have chosen to attend the program in the California Senate.

2018 NCSL Summit Schedule

Holly South mentioned the Summit is scheduled in Los Angeles from July 29 to August 2. Mason's will meet on Monday from 8:00 a.m.-noon. Committee meetings will take place on Monday from 3:00-5:40 p.m. The ASLCS Luncheon will take place Tuesday, offsite. The executive committee will meet on Wednesday from 9:00-11:00 a.m. Holly mentioned that co-sponsoring opportunities are available for three programs at the Summit, and without objection, ASLCS will support all three.

Technology Initiative

We met with NCSL Technology group to enhance communication and information sharing with the Secretary-Treasurer, Roster, and Legislative Administrator committees. The timeline is on schedule, with possible implementation of December. This will be tight with dues notices being sent in January, but President Haney is confident we can make this work. He highlighted some of the obstacles in terms of using the MS Access file that Secretary-Treasurers have been using for the last several years. There is a lot of information that is gone; the goal is to retain and not delete information. Susan Kannarr asked for a demonstration at the Summit; Holly suggested this could happen.

Review of Inside the Legislative Process

Angela Andrews approached Robert Haney about examining Inside the Legislative Process; its publication process, and how the online use of it can be utilized. He has tasked the committee with making some suggestions and proposed changes. Members would like to have an updated document that is not static, and the President thinks it will be valuable if we do update it on a timelier basis. It is at the blueprint stage, but the hope is that it can elevate ASLCS.

Strategic Planning Survey for Principals

Holly South presented the draft survey of a Principal questionnaire that the Strategic Planning Committee had drafted after working on it since Immediate Past President Kannarr's direction to the committee the year prior. The

question arose as to how often this questionnaire may be presented. President Haney suggested an initial offering might be sufficient for now. The goal ultimately is to get good feedback from the Principal memberships in a fact finding. Bernadette suggested it should be sent to Principals and their Deputies. Holly South said the target send date is May 3.

Travel Approval

Bernadette McNulty moved and Susan Kannarr seconded the travel plans of Robert Haney and Pat Harris (or their designees) for LSCC Meetings in Denver and Los Angeles; as well as Robert Haney, Yolanda Dixon, and Liz Clark (or their designees) to attend ANOMAC. The motion was adopted.

Memorial Contribution

Tim Massanelli, former Parliamentarian of the Arkansas House, passed away in February. Bernadette McNulty moved and Bill McGill seconded a donation of \$100 to a charity in his honor.

Adjournment

Pat Harris moved, and Bernadette McNulty seconded, that the meeting stand adjourned; hearing no objection, the President declared the meeting adjourned at 2:39 p.m. (Eastern)

Respectfully submitted,

Paul C. Smith

ASLCS Secretary-Treasurer

Business Meeting and Luncheon

**ASLCS Spring Business Meeting
Charleston, South Carolina
Saturday, April 21, 2018**

Call to Order

President Robert Haney called the meeting to order at 12:41 p.m. He thanked International Roll Call for their sponsorship of the business lunch and asked everyone to wish Joyce Wright (AL) a very happy birthday. The President then called for committee reports.

Committee Reports

"A" Committees

Bylaws and Standing Orders

Chair Buddy Johnson (AR) reported that the committee met and had a productive and concise meeting and eagerly await any orders from the Executive Committee.

Inside the Legislative Process

Vice Chair Donna Robinson Holiday (KY) reported that the committee will meet between this meeting and July to determine what to do with surveys and their compilations.

Site Selection

Jay Braxton (VA) reported that the meeting included discussions of multi-state hosting, and the 2019 and 2020 professional development seminars. Washington State has considered hosting the 2019 PDS and will present further plans.

Technology

Carrie Maulin (ID) reported that the committee did not have many attendees and therefore had nothing to report.

"B" Committees

International Communication and Development

Jen Novak (ID) announced that the 2017 directories were available upon request. ANOMAC has not determined a location and date for its meeting at this time.

Legislative Administrator

Chair Sarah Schaben (MO) reported that the spring issue had been mailed Wednesday and that she had some copies available. She asked for members to consider contributing articles and was questioning the idea of a combined spring/summer issue.

Membership and Communication

Chair Bill MaGill (VT) reported that the committee had a good meeting. Among the topics of discussion were ways to enhance the pin contest, contributing to concurrent sessions, and reaching out to principals for attendance, as well as feedback at large.

Support Staff

Chair Ali Sagraves (OH) reported that the associates participating in the exchange program were heading to the California Senate. The committee is thinking about hosting three concurrent sessions at the PDS. Staff breakout sessions will be longer to enhance discussions; there will also be a Legislative Expo.

"C" Committees

Canadian-American Relations

Chair Paul Smith (NH) reported a date change for the 2019 Joint Meeting in Concord, New Hampshire. The meeting will be held September 3-7, 2019. The committee briefly discussed the Jane Richards scholarship and is looking for more direction from the Executive Committee.

Professional Journal

Chair Bernadette McNulty (CA) reported that this year's journal is on track and will feature initiatives in law and technology. She mentioned the change in printing and that the 2017 edition is linked on the ASLCS staff page through NCSL.

Program Development

Chair Jennifer Novak (ID) reported that the committee had a busy meeting and is considering removing one plenary session in favor of additional concurrent sessions.

Special Committees

Roster Committee

Chair Erica Manson (VA) reported that the Roster is coming soon.

Strategic Planning

Chair Claire Clift (NV) announced the committee would be meeting later in the afternoon; a prototype of a database was presented briefly that morning which may likely benefit the next officers and Roster Committee.

Other Business

The President mentioned that the Legislative Staff Achievement Award nomination deadline had been extended to April 27 and encouraged nominations. The President also mentioned the scholarships available to society members.

Announcements

The President announced the following: the dinner would be at Fort Johnson that evening; the NCSL Summit would be in Los Angeles from July 30-August 2; and the 2018 PDS is September 23-28 in Madison, Wisconsin.

Adjournment

With no other business to come before the Society, Jen Novak (ID) moved to adjourn. The motion was seconded by Susan Kannarr (KS) and adopted without debate. The meeting stood adjourned at 1:02 p.m.

Respectfully submitted,

Paul C. Smith

ASLCS 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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the Bylaws and Standing Orders Committees was called to order by Chair Buddy Johnson (AR) at 9:12 a.m.

Attendance

The following members of the committee were present: Buddy Johnson, chair (AR), Tim Sekerak, vice chair (OR), Lori Brocker (OR), Janice Gadd (UT), Maryann Horch (VA), Sabrina Lewellen (AR), Paul Nardo (VA), Paul Smith (NH), William MaGill (VT), Alfred Speer (LA), Susan Furlong (NV), Claire Clift (NV), Susan Kannarr (KS).

Approval of Minutes

Upon motion of Paul Smith (NH), seconded by Bill MaGill (VT), the minutes of the committee meeting held at the PDS in Phoenix, Arizona, on Thursday, September 28, 2017 were approved by unanimous voice vote.

Upon motion of Claire Clift (NV), seconded by Paul Smith (NH), the minutes of the E-Meeting held Monday November 6-Monday, November 20, 2017 were approved by unanimous voice vote.

New Business

There was no new business for the committee to consider.

Old Business

Paul Smith (NH) reported to the committee that the recent work of the committee was well-received by the Executive Committee. In particular, the amendments to the bylaws that allows the Executive Committee latitude to set PDS registration fees should not be cause for unreasonable delay in adopting those final numbers (to the detriment of those members needing to plan their office budgets). In consideration of that concern, the Executive Committee will be setting the PDS registration fees during the Spring Meeting.

Chair Johnson thanked Claire Clift (NV) for her assistance in conducting the November E-meeting. Although the preference of the chair is for face-to-face meetings about most business, the nature of those drafting matters and the tight timeline of publication of ASLCS materials lent itself to circulating the material and soliciting feedback via electronic form. Claire's work was vital and much appreciated.

Adjournment

Having conducted all business, upon motion of Paul Nardo (VA), seconded by Paul Smith (NH) the chair declared the meeting adjourned at 9:15am.

Respectfully submitted,
Buddy Johnson (AR), Chair

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of Inside the Legislative Process was called to order by Donna Robinson Holiday (KY), chair.

Attendance

The following members of the committee were present: Lisa Davis, vice chair (MS), Barrett Dudley, vice chair (AR), Bernadette McNulty (CA), and Sarah Burhop (WI).

Other members/guests in attendance were: Robert Haney, President, ASLCS (TX), Holly South (NCSL), and Brenda Erickson (NCSL).

Approval of Minutes

Upon a motion by Bernadette McNulty (CA), seconded by Lisa Davis (MS), the minutes of the last meeting held Thursday, September 28, 2017 at the ASLCS Professional Development Seminar in Phoenix, Arizona, were approved.

Old Business

The chair discussed topics that were discussed at the previous meeting for the Inside the Legislative Process survey, but acknowledged that President was in attendance to discuss the future direction of the surveys and the committee.

New Business

President Haney requests that the committee members decide if the committee and the survey are tools that serve a purpose. Although surveys from the committee went online in 2002, due to only 50% response rate, is the tool useful? Should we continue to produce this information? Brenda Erickson gave some historic knowledge of the committee and the online data. She also discussed putting information into a blog.

Committee members discussed keeping basic information online, but keep it updated, along with special information and charts. They also discussed visual changes to the website. Bernadette McNulty suggested we continue with historical information, state legislative processes, veto process, etc.

President Haney would like a basic road plan for the future of this committee and its information for the upcoming NCSL Legislative Summit in Los Angeles in July and a report for the committee by the Fall Professional Development Seminar in Madison, Wisconsin.

Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Lisa Davis (MS), the meeting was adjourned.

Respectfully submitted,
Donna Robinson Holiday (KY), Chair

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

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

Attendance

Dave Avant (AL), Sarah Bannister (WA), Lee Cassis (WV), Ann Cornwell (AR), Pat Harris (AL), Brad Hendrickson (WA), Kay Inabnet (WI), Erica Manson (VA), Rose Ramsey (VA), Tara Perkinson (VA), Ali Sagraves (OH), Joyce Wright (AL), Brad Young (OH).

Other members/guests in attendance: Jay Braxton (VA).

Approval of Minutes

Upon a motion by Ann Cornwell (AR), seconded by Joyce Wright (AL), the minutes of the last meeting held Thursday, September 28, 2017 during the Professional Development Seminar, in Phoenix, Arizona were approved.

Old Business

The committee discussed the multistate host guidelines. Jay Braxton discussed the background of multistate hosting guidelines and shared the directive from the Executive Committee for the Site Selection Committee to develop guidelines (fundraising

responsibilities, staffing, Executive Committee Appointing the Host Committee) for this proposed additional way to host a PDS. Jay Braxton asked the committee members to email Chair Armistead any recommendations and suggestions to assist in developing these guidelines.

Jay Braxton told the committee that Chair Armistead has sent an email with the trifold quick guide and Host Manual attachments to all states requesting their consideration in hosting either the 2019 or 2020 PDS.

New Business

Jay Braxton told the committee that Maine has been approached about hosting the 2019 PDS and that Oregon has expressed interest in hosting in 2020.

The committee learned from Brad Hendrickson (WA) that Washington is interested in hosting either the 2019 or 2020 PDS in Seattle, and asked that Chair Armistead send him the trifold guide and Host Manual.

The Committee received an update on the 2018 PDS in Madison, Wisconsin from Kay Inabnet (WI).

Adjournment

Upon a motion by Joyce Wright (AL), seconded by Sarah Bannister (WA), the meeting was adjourned.

Respectfully submitted,
Jay Braxton (VA)

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the Technology Committee was called to order by Joy Engelby, vice chair (MO).

Attendance

The following members of the committee were present: Joy Engelby (MO) and Carrie Maulin (ID).

Old Business

There was no old business to discuss.

New Business

The Technology Committee discussed potential topics for the PDS in Madison this fall. A decision was made to email the entire committee with the following list of topics for discussion and to prepare to make a final selection at the NCSL meeting in Los Angeles this summer:

- Remote / Electronic Testimony
- Disaster Recovery Plans
- Innovative Websites / New Additions to our Websites
- IT Training for Members, Staff, and Clerks
- Mobile Technology in the Chambers

After a decision is finalized at NCSL, potential panelists will be contacted for the PDS.

Adjournment

Upon a motion by Joy Engelby (MO), seconded by Carrie Maulin (ID), the meeting was adjourned.

Respectfully submitted,
Joy Engelby (MO), Vice Chair



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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the International Communication and Development Committee was called to order at 10:00 a.m. on Saturday, April 21, 2018 by Jennifer Novak (ID).

Attendance

The following members of the committee were present: Dave Avant (AL), Lori Brocker (OR), Claire Clift (NV), Ann Cornwell (AR), Susan Furlong (NV), Janice Gadd (UT), Pat Harris (AL.), Susan Kannarr (KS), Jennifer Novak (ID), Alfred W. Speer (LA), Joyce Wright (AL).

Jennifer Novak (ID) welcomed everyone to the meeting and explained that she was conducting the meeting at the request of the chair, Liz Clark (AK), who was unable to attend the Spring Meeting due to the Alaska Legislature being in Session.

Jennifer noted that there were no international guests in attendance at the 2018 Spring Meeting.

Approval of the Minutes

A motion was made by Ann Cornwell (AR) and seconded by Lori Brocker (OR) to approve the Committee meeting minutes from the Phoenix PDS. The motion was approved.

Old Business

Compilation of the 2018 International Directory is underway! The 2017 Directory is available in hard copy. If you would like a hard copy, Liz Clark is happy to mail one to you. Please email her with your request at Liz.Clark@akleg.gov. The Committee hopes to complete the 2018 International Directory in advance of the ASLCS PDS in Madison, Wisconsin. The plan is to have the directory available in electronic form and have a few hard copies available at the Fall Meeting.

New Business

It was noted that there is no firm date set for the 2018 ANOMAC meeting and locations are currently being considered. Susan Kannarr (KS) was recognized to talk about her recent trip to the ANOMAC meeting that was held in Mexico City. While she was there, she talked to them about having members of their Society attend the ASLCS PDS. Steve Arias (NM) still actively attends the ANOMAC meetings and also vocally supports having them attend our meetings. It was noted that if we do have attendees from ANOMAC that the Society would have to have interpreter services available.

Adjournment

There being no other new business to discuss, a motion to adjourn was made by Ann Cornwell (AR) and seconded by Susan Kannarr (KS). The meeting was adjourned.

Respectfully submitted,
Joyce Wright (AL)

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

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, Carrie Maulin (ID), Bernadette McNulty (CA), Paul Nardo (VA), and Donna Holiday (KY).

Approval of Minutes

Upon motion by Bernadette McNulty (CA), seconded by Paul Nardo (VA), the minutes from the meeting held Thursday, September 28 at the 2017 ASLCS Professional Development Seminar in Phoenix, Arizona, were approved.

Old Business

The Chair shared that the Spring issue of the Administrator has been completed and was printed by an outside vendor. This issue was distributed to attendees at the Spring Business Meeting. All other copies have been mailed to Society members.

New Business

The committee discussed possible cost saving options for future issues. Carrie Maulin (ID) asked if it would be feasible to consolidate the Spring and Summer issues of the Administrator to reduce the number of annual printings.

The printing and mailing costs for the Spring 2018 issue was \$3,991. The Chair will present a written proposal to the Executive Committee at the Legislative Summit in Los Angeles, CA requesting an increase to the annual budget. This will cover all printing and mailing costs for future issues.

The committee also discussed providing a shared place that would be available to all members for submitting photos taken during meetings.

Adjournment

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

Respectfully submitted,
Sarah Schaben (MO), Chair

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the Membership and Communication Committee was called to order by William MaGill (VT), chair.

Attendance

The following members of the committee were present: William MaGill (Vt.), chair, Maryann Horch (VA), vice chair, Lee Cassis (WV), vice chair, Erica Manson (VA), Rose Ramsey (VA), Finos "Buddy" Johnson (AR), Tim Sekerak (OR), Paul Smith (NH), Brad Young (OH), Robert Haney (TX), and Barrett Dudley (AR).

Approval of Minutes

Upon a motion by Paul Smith, seconded by Brad Young, the minutes of the last meeting held at the 2017 PDS in Arizona were approved.

Old Business

Chair MaGill mentioned discussion at the prior meeting included opening the hospitality suite earlier to allow members to convene earlier. He also noted that he was not sure if the Membership and Communication Committee was expected to run a concurrent session at the 2018 PDS. He was going to speak with the chair of the Program Development Committee to confirm.

New Business

Maryann Horch suggested expanding the pin contest to include giving new attendees a card containing questions and tasks. Maryann suggested that new attendees could earn points for each question answered or task completed. This would be in addition to collecting pins. She noted this would be beneficial to new attendees, because they would learn about ASLCS and its history and mission as they met the members. Maryann mentioned that some of the questions could come from a previously used NCSL trivia game. She also mentioned that Sabrina Lewellen had some good ideas for expanding the pin contest and for exposing new attendees to the rest of the ASLCS members. She suggested the committee follow up with Sabrina for her ideas. Maryann also suggested announcing the pin contest winner earlier than has been done in the past.

The committee then focused on the goals of the Membership and Communication Committee. Paul Smith stated that he believed the committee should focus on sustaining programs for all ASLCS members, not just new attendees. Additionally, it was mentioned that the committee should reach out to members from states who haven't actively participated in ASLCS and encourage them to get involved. Tim Sekerak offered to develop a document which would guide committee members in advocating for participation in ASLCS by inactive members.

The committee then discussed the process for matching members with their new attendees. The current method is archaic and could be streamlined. Chair MaGill asked committee members to think of potential ways this could be done.

Adjournment

Upon a motion by Paul Smith, seconded by Finos “Buddy” Johnson, the meeting was adjourned.

Respectfully submitted,
Lee Casis (WV), Vice Chair



A HISTORY OF COURTENAY SQUARE

Firefighting in Charleston

Fires, earthquakes, tornados, hurricanes, and epidemics... although Charleston has faced many kinds of disasters over its long history, fire has had the greatest impact on the city.

In 1698 a great fire swept through the fledging settlement of Charles Town. Although the government established a night watch, taxed property owners to purchase firefighting equipment, and required chimneys to be built from brick or stone, devastating fires ravaged the city in 1700, 1740, and the 1770s.

Volunteer fire companies organized during the first half of the 19th century.

Property owners purchased a membership to receive firefighting services. By 1870 over 1600 volunteer firefighters worked in a dozen companies.

It was the great fire of 1861 that prompted the city to establish a permanent firefighting organization. A small fire on Hasell Street became a great conflagration that roared across the peninsula burning 575 private homes and numerous public buildings and businesses.

As a result of the fire, in 1877 Charleston became the first American city to install Gamewell outdoor fire alarm boxes. In January 1882, Mayor William A. Courtenay

established the city's first paid fire department. This commemorative bell was donated to the City to honor this achievement.

In August 1886, a disastrous earthquake struck Charleston. Fires broke out across the city. Debris obstructed the engine houses and the fire alarm system was rendered useless. Afterward, Mayor Courtenay built three new fire houses at strategic locations across the city: a central house here at Meeting and Wentworth streets, an upper house on Cannon Street near King Street, and a lower house on Meeting Street near Queen Street.

A Park for Mayor Courtenay

In 1885, the City of Charleston decided to honor Mayor William A. Courtenay with a park here on the corner of Meeting and Wentworth streets. The cast iron pavilion was erected as part of the park plan. It is a typical Victorian-era shelter used in parks and gardens throughout the United States. After the earthquake of 1886, Charleston City Council decided to build a new firehouse here instead. Perhaps they kept the pavilion since it was Mayor Courtenay who helped establish the first paid fire department.

Artesian Well

Originally, the fountain in this courtyard was fed by an artesian well. It was one of several wells installed around the city to provide clean water to residents in the 19th century. This well was a challenge to dig. It took three attempts, three decades, and \$150,000.00 before a sufficient amount of water was reached nearly 2,000 feet below the surface in 1877.

Image courtesy of The Charleston Museum, Charleston, SC.

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the Support Staff Committee was called to order at 10:09 a.m. by Ali Sagraves (OH), chair.

Attendance

The following members of the committee were present: Ali Sagraves (OH), Sarah Burhop (WI), Jay Braxton (VA), Kay Inabnet (WI), Tara Perkinson (VA), Sabrina Lewellen (AR), Sarah Bannister (WA), and Lisa Davis (MS).

Approval of Minutes

Upon a motion by Lisa Davis (MS), and seconded by Jay Braxton (VA), the minutes of the last meeting held during the 2018 PDS in Phoenix, Arizona, were approved.

Old Business

Chair Ali Sagraves (OH) updated the committee on this year's Associate Exchange Program, announcing that Barrett Dudley (Arkansas House) and Brittany Yunker Carlson (Washington Senate) were selected by the Support Staff Committee and approved by the Executive Committee to participate. Both selected the California Senate as their first choice,

and the California Senate is graciously hosting both participants. Barrett's exchange will be the week of May 7, and Brittany will be participating the week of May 14. Kay Inabnet (WI) mentioned that odd years would work best for the Wisconsin Assembly to host an Exchange Program participant. They are very interested in hosting in the future.

Ali Sagraves (OH) was pleased with the great suggestions everyone submitted for concurrent session ideas. The committee will likely be responsible for 2-3 sessions. Building on the discussion from the 2017 PDS committee meeting, the committee discussed the working list and narrowed potential concurrent session topics to:

1) Civic education – Sarah Burhop (WI) shared with the committee about the Civic Education Program that is run by Professor Tammy Wehrle that focuses on what the students take away, giving them inspiration to someday get involved in some aspect of the legislative process (the committee also decided this would be a good booth for the Expo);

2) Innovation – this would entail a panel discussion on changing technology, its impact on methods of voting in session and committee and how to control it, live streaming or not live streaming legislative proceedings, and how to balance legislators' demand to be able to use updated technology while still maintaining a respect for the institution;

3) Transfer of institutional knowledge, the importance of cross-training, and the process of making manuals; and

4) Business etiquette and effectively dealing with differing types of personalities and stresses. Lisa Davis (MS) suggested that skits could be incorporated as an interesting way to discuss this topic. Sabrina Lewellen (AR) also has experience with a specific type of personality test that members could take at this session.

The committee decided that many other topics discussed, such as sexual harassment training, e-filing, and reflections on legislative service would not be covered by the committee this year.

New Business

The committee discussed the fact that we should keep the same Expo layout from last year by merging the Expo with a breakfast. The chair mentioned that members of the Society will soon receive a flyer asking states to volunteer to have a booth at the Expo to share any new, innovative practices they have implemented. Tara Perkinson (VA) and Jay Braxton (VA) suggested doing a themed "How To" Expo this year.

The chair suggested an idea to the committee to incorporate the Expo and Staff Breakout Sessions by possibly adding booths at the Expo for the various breakout groups. The Expo is scheduled to happen

after the breakouts, and there seems to be a desire each year for the ability to have more time in staff breakout sessions or the option of attending multiple staff breakout sessions for those whose duties fall into more than one of the established breakout groups. Tara Perkinson (VA) and Sarah Bannister (WA) mentioned that having dedicated tables at a breakfast for a second staff breakout session time has been used before and could be an option this year.

The chair discussed the several staff breakout groups for which the committee will be responsible for identifying moderators and helping to provide questions or topics to discuss at the sessions. She mentioned that much of the committee's work will need to take place via email and phone calls from now until the Summit this summer.

The committee also discussed the possibility of sharing past and present photos of PDS meetings, along with videos created of Principal and Associate interviews in the hospitality room.

Adjournment

There being no further business, upon a motion by Tara Perkinson (VA), and seconded by Sarah Bannister (WA), the meeting was adjourned at 10:50 a.m.

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



Rainbow Row is the name for a series of thirteen colorful historic houses in Charleston, South Carolina. It represents the longest cluster of Georgian row houses in the United States. The name "Rainbow Row" came about when they were restored in the 1930s and 1940s.

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

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

Attendance

The following members of the committee were present: Paul Smith (NH), chair, Dave Avant (AL), Lori Brocker (OR), Lee Cassis (WV.), Ann Cornwell (AR), Janice Gadd (UT), Pat Harris (AL), Brad Hendrickson (WA) Susan Kannarr (KS), Andrew Ketchings (MS), William MaGill (VT), Alfred "Butch" Speer (LA), Joyce Wright (AL), Brad Young (OH).

Approval of Minutes

Upon motion by Alfred "Butch" Speer (LA), seconded by Janice Gadd (UT), the minutes from the previous meeting were approved.

New Business

The Joint Canadian-American Meeting will take place in Concord, New Hampshire from September 3 through September 7, 2019. Alfred "Butch" Speer (LA) and Francois Arsenault (Quebec) were working on programming regarding renovations

and modernizations of buildings while keeping the historical nature of the building. A small working group of Alfred "Butch" Speer (LA), Susan Kannarr (KS), and Joyce Wright (AL) will get together to discuss getting more visibility for the Jane Richards scholarship and if there should be some requirements for eligibility for the scholarship. A second small working group consisting of Susan Kannarr (KS), William MaGill (VT), Brad Hendrickson (WA), and Paul Smith (NH), was formed to work on a pamphlet about parliamentary processes.

Adjournment

Upon a motion by Ann Cornwell (AR), seconded by Susan Kannarr (KS), the meeting was adjourned at 11:20 a.m.

Respectfully submitted,
Paul C. Smith (NH), Chair

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

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: Kay Inabnet (WI), Sarah Burhop (WI), Tim Sekerak (OR), Donna Holiday (KY), and Bernadette McNulty (CA).

Approval of Minutes

Without objection, the minutes from the committee meeting held September 28, 2017 at the ASLCS PDS in Phoenix, Arizona were approved.

Old Business

The 2017 volume of the Professional Journal was successfully completed and sent as a link. Several copies were printed and distributed as necessary. The 2018 volume is in the works as far as articles being submitted and drafted.

New Business

The chair followed up with Tim Sekerak (OR), chair of the Case Law subcommittee, as to the progress of their committee. The subcommittee chair is confident we will produce an appropriate article for this volume on social media.

Adjournment

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

Respectfully submitted,

Bernadette McNulty (CA), Chair



The Angel Oak Tree is estimated to be in excess of 400-500 years old, stands 66.5 ft tall, measures 28 ft in circumference, and produces shade that covers 17,200 square feet. From tip to tip its longest branch distance is 187 ft.

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 Spring Business Meeting Charleston, South Carolina Saturday, April 21, 2018

Call to Order

The meeting of the Program Development Committee was called to order at 11:00 a.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, Sarah Bannister (WA), Jay Braxton (VA), Lisa Davis (MS), Barrett Dudley (AR), Maryann Horch (VA), Buddy Johnson (AR), Sabrina Nekay Lewellen (AR), Carrie Maulin (ID), G. Paul Nardo (VA), Ali Sagraves (OH), Tara Perkinson (VA), Erica Manson (VA), Rose Ramsey (VA).

Approval of Minutes

Upon motion by Jay Braxton (VA), seconded by Buddy Johnson (AR), the minutes of the last meeting held Thursday, September 28, 2017, at the 2017 Professional Development Seminar in Phoenix, Arizona, were approved.

New Business

Discussion on Plenary Speakers

Chair Jennifer Novak (ID) welcomed everyone to the meeting and opened up discussion regarding the idea of having one plenary speaker vs. competing sessions

at the 2018 PDS in Madison, Wisconsin. Maryann Horch (VA) noted that if we went with only one plenary speaker we needed to make sure they were very strong and something that wide audience would be excited about. Chair Jennifer Novak (ID) asked for feedback on the idea of using sexual harassment as a plenary topic. Tara Perkins (VA) added that it would be beneficial to have both a serious speaker and a light-hearted option to keep people engaged.

Discussion on Concurrent Sessions

Ali Sagraves (OH) offered several concurrent session ideas that were discussed in the Support Staff Committee meeting. Those ideas included (1) Civic education, (2) Innovation and incorporating technology, and (3) Institutional knowledge. She generously committed the Support Staff to "bing" out three concrete sessions for the 2018 PDS. She also mentioned the idea of breakout breakfast tables so that groups could continue discussion. Carrie Maulin (Idaho) suggested a session about remote testimony by citizens in committee. Maryann Horch (VA) volunteered the Membership Committee to also put together an idea for a concurrent session.

Adjournment

Upon a motion by Barrett Dudley (AR), seconded by Paul Nardo (VA), the meeting was adjourned at 12:00 p.m.

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

States at a Glance

VIRGINIA HOUSE OF DELEGATES

Even more than a year before any votes were counted and the House's makeup determined, it was clear that the 2018 Session of the Virginia General Assembly would be like none other. There were logistical hurdles to overcome – the General Assembly Building (where member offices are located, their aides and other legislative staff) was closing for a multi-year renovation, meaning over 300 had to move to a new temporary legislative building. Concomitant with the move and associated technology changes was finding – and fashioning – sufficient space for everyone and the 100 meetings per week, and the challenges attendant with webcasting full committee meetings for the first time during the 2018 Session. But 2017 also was an election year for all 100 members of the House of Delegates, who serve two-year terms. Moreover, our long-time Speaker of the House, William J. Howell, had announced his retirement at the end of the 2017 Session. In preparation, the Republican caucus, which in 2017 held a nearly veto proof 66-34 majority, elected M. Kirkland “Kirk” Cox as Speaker-Designee to succeed Speaker Howell. While planning for the logistical move and various transitions always was going to be challenging, another major variable was added to this already complicated equation because of the 2017 elections.

More House incumbents faced opposition in 2017 than at any time in recent memory. Pundits predicted Republicans might lose six or seven seats and Democrats believed they had a good chance at picking up that many or maybe a couple more. But few, if any, observers projected that Democrats would either garner enough seats to regain the majority outright or control of the House might verge on the edge of 50-50 power sharing. Yet those outcomes became realistic possibilities because of the dramatic and unexpected ways in which two delegates became certified by the courts as the winners.

One very close race was in House District 28 vacated by the retiring Speaker Howell. Following the election, Bob Thomas (R) was certified as the victor by 82 votes. However, questions arose regarding precinct boundaries and ballots possibly assigned to voters in the wrong district, and the candidates had to wait for a panel of judges to decide that the November election was valid. Questions were ultimately resolved in Thomas' favor, bringing the totals in the House to 49 Democrats and 50 Republicans, with one race still undecided. Who would win would determine who was in control.

In House District 94, another riveting election drama was unfolding since election night. The race between incumbent Republican David Yancey and his Democrat opponent Shelly Simonds came down to just 10 votes, in Yancey's favor, once the results were certified. Because of the close margin, an automatic recount was triggered. The official recount subsequently brought the two candidates to within one vote of each other, this time with Simonds ahead. But, there was a challenge over one of the ballots, which was at first determined by a panel of judges to be void, but who then reconsidered and the next day counted it in Yancey's favor. So, the election outcome that would determine who would command a majority in the Virginia House of Delegates ended in a tie.

Pursuant to the Code of Virginia, the Virginia Board of Elections had a long-standing policy, rarely used, that calls for drawing lots to resolve a tie vote. Accordingly, in early January 2018, both candidates' names were printed on slips of paper and placed into a beautiful bowl provided ceremoniously by the Virginia Museum of Fine Arts. The press and public gathered in person or tuned in to the live video

stream of the proceedings, which received national media attention. The first name drawn would be declared the winner, although the second name would still be pulled to evidence that both names were, in fact, in the bowl. In a truly historic moment for this institution, David Yancey's name was drawn first and he, therefore, was elected to another term, giving the Republicans a 51-49 majority. On opening day January 10, Speaker Cox was formally elected our new leader and the legislative business of the 2018 Session began.

The Virginia House of Delegates, which will mark its 400th anniversary in 2019 and is the oldest representative and English-speaking legislative assembly in the new world, welcomed one of its largest freshmen classes in 2018. Comprising 19 new members, this year's freshman class added greater youth and diversity to the body: the first Latinas, lesbian, transgender and Asian-American women, taking the total number of delegates who are women from 16 to 28. We also are now led by our 55th Speaker Kirk Cox who, continuing a string of firsts, is the first public school teacher (now retired) to lead the House.

As Virginia continues her ongoing experiment in representative self-government, the November 2017 elections showed that, even with the introduction of a new leader, more new members, and with nearly half of the body's 100 representatives now having served four years or less, the Virginia House of Delegates remains a vibrant, dynamic, increasingly diverse and remarkably durable institution.

Submitted by: G. Paul Nardo, Clerk of the House and Keeper of the Rolls of the Commonwealth.



A Life Well Lived

PHILIP EDWARD "FLIP" RICHARDS

4/26/1929 - 4/29/2018

Written by: Denise Weeks & Deb Deller



The retired Clerk of the Arizona House, Jane Richards lost the love of her life in April when her husband of 66 years, Philip Edward Richards, known to most of us as 'Flip' passed away. Flip and Jane were regular attendees at ASLCS meetings and anyone who hadn't met them, once graced by their presence, quickly developed a deep affection for them. They married in 1952 and in Jane's words, they were "joined at the hip" from that moment on. They shared a love of travel, good food, friends and family and most of all each other.

Flip was one of those larger than life personalities...even at birth on April 26, 1929, weighing in at a whopping 12 pounds! He served in the Navy and continued to acknowledge the courage and sacrifice of those in military service throughout his life. Not long after they were married, Flip and Jane started a family, which eventually grew to include 5 children - 2 girls and 3 boys. Flip described his brood as a Full House, Kings over Queens! They moved from Pennsylvania to Arizona where Flip attended ASU and earned his BS and Master's Degrees. He had a successful career as a teacher and a coach. His love of sports and skills learned on the stats crew for ASU football and later the Phoenix Suns made him eminently qualified to referee the once annual ASLCS Volleyball games as well as the bi-annual Canadian American joint conference games. In this role, he was a firm and fair adjudicator... although there was that one time in Texas...



Flip and Jane's celebrity spanned across the borders of the United States. Jane was made an Honorary Member of the Canadian Association of Clerks at the Table and not long after, Flip organized the significant others of the Members of that organization into the SOSOCATTs. He proclaimed himself, without a dissenting voice, as the President in Perpetuity and outfitted that spousal cabal with t-shirts with their own logo designed by Flip and Jane's son Rob. Not to be outdone, the ASLCS spouses & partners were soon outfitted with fingerless drinking gloves, all the better to share an occasional brewed libation with Flip.

There is not likely a State in America or a Province in Canada where Jane and Flip didn't have friends. They could very probably have crisscrossed the entire continent several times over and had a place to stay or at least a share beer or two everywhere they stopped.

Not content with exploring the confines of North America, Flip and Jane visited Europe 14 times and traveled all over the world once their kids were grown. Some ASLCS members, might recall a memorable presentation they did called 'Enlightened Travel', providing valuable information for everything from packing light to eating right. They also explained Flip's philosophy of travel: "Never run when you can walk, never walk when you can sit, never sit when you can lie down and never pass up the opportunity to use a restroom!"

They forged special friendships with Clerks and Secretaries throughout the U.S., Canada, across the pond and down under. Their love of life, each other and everyone they met was evident. There was always an open invitation to visit them in Arizona, and Flip and Jane were generous in their hospitality. Just about every visit included Flip's legendary spaghetti sauce made with a secret ingredient shared only with those who swore never to reveal it. (alas, even those who are lucky enough to possess this vital information have not managed to duplicate the delicious sauce). Ice cream before bed, fresh fruit salad every morning and an unlimited supply of beer made complete an always enjoyable visit to Surprise, Arizona for anyone who crossed their threshold.

We were lucky enough to visit Flip and Jane this past February. Even though he was in failing health, Flip rose to the occasion, making that spaghetti dinner for us and a couple of tasty martini's as well! We had lots of laughs and good conversation during that visit and the memory of it is one that we will always cherish.

His celebration of life on June 2, 2018 was attended by many family and friends. We had the opportunity to meet most of the family which now includes 9 grandchildren, 13 great-grandchildren and 3 great-great-grandchildren. He left quite a legacy in that sprawling family and he lives on in their love and laughter.

The obituary that accompanied the service program said that, "Flip had a wonderful and fulfilling life – a uniquely close and well-recognized loving and faithful union with his devoted Jane for 66 years – children who respected and adored him – family and friends who enjoyed his company and his great sense of humor and warm and welcoming smile." It went on to say, "We have lost a good man!!"

Indeed we have.



Associate Exchange PROGRAM

By Brittany Yunker Carlson
Status and Minute Clerk
Washington State Senate



I have worked for the Washington State Senate for seven years, first as a Committee Assistant and most recently as a Status and Minute Clerk. I attended my first ASLCS Professional Development Seminar last year in Phoenix. It was fascinating to meet others who know the wacky and unique legislative world. During the seminar, several people encouraged me to apply for the ASLCS Associate Exchange Program. It sounded like a great opportunity. I applied, and was chosen to visit the California Senate, hosted by Bernadette McNulty, Chief Assistant Secretary, in May of 2018.

I had a whirlwind visit to Sacramento: three and a half days packed with shadowing Bernadette and her team of Senate Desk staff, and meeting many other department leaders. I met so many great people. Everyone was welcoming and overly willing to share their roles and contributions to the legislative process. I am so grateful for such a warm welcome from Bernadette and all the California Senate Staff.

Insights into a Full-Time Legislature

California has a full-time legislature, with session running from December through August. I immediately noticed a different pace. I sensed a steady hum of legislative happenings, as opposed to the urgent, deadline-driven nature of our 60 or 105-day sessions. Floor sessions were structured and rhythmical. The overall mood on the floor was not rushed, though I was assured that was not the case during budget cutoff and the last days of session. There is plenty of time to review bills, amendments, committee testimony, etc. For example, in California a bill is required to be in print for a minimum of 30 days before action can be taken on it. An eternity! In Washington that would be roughly a half or third of our session.

All the staff I met were experts in their fields. They are year-round employees and deal with the legislative process day in and day out. Everyone worked together like a well-oiled machine. There was a routine. Deadlines were clear. I did not perceive any bottlenecks or backlog (albeit, with staff's disclaimer that it still gets crazy during cutoffs!).

This is all a sharp contrast to the atmosphere of Washington's part-time legislature, where we have brief, intense sessions. Bills are often run quickly through the process. Our staff list nearly doubles during session from hiring temporary, session-only staff who often have no legislative experience. This leads to a heavy lift at the beginning of session for interviewing, hiring, and training. Just when our temporary staff are feeling confident, session is over!

The Daily File

The Senate Daily File is a one-stop-shop for daily legislative information. I was impressed at all the material contained in this succinct, compact little six by nine inch booklet, which is re-printed each night. It contains Senate rosters with contact info, committee membership and meeting schedules, a session calendar, bill histories for bills on second and third reading, appointments and inactive bills.

I watched as Bernadette went through the Daily File and prepped for floor session. There were about 50 bills on the Daily File, which seemed like a lot to run through in a brief afternoon session. But I soon realized that not every bill on the Daily File would be taken up that day. Bills are run through in file order, yes, but many senators simply say “Pass on file” when their bill is up. Each session day, a few bills were taken up for a vote, but the majority of bills on the Daily File are retained for future deliberation.

I appreciated how organized and centering the Daily File is for the legislative process. The Daily File is the “agenda” for the day – no more, no less – and it is all contained in one pocket-sized booklet. In Washington, we have a variety of calendars on any given day, and we often jump from one calendar to the other, which is challenging senators and the public who wish to follow along.

Senate Desk Staff Shadowing

I really enjoyed shadowing Senate Desk Staff. It was great to see how each position is set up in California, since my role in Washington touches a small portion of what each of them do.

I first shadowed Neva Marie Parker, the Minute Clerk, as she created the Journal during session. In contrast to the hand-written minutes I take on the floor, Neva enters in a draft journal framework in real time as floor session occurs. Much of it gets edited after session, but she deftly navigates the journal program to enter in the most pertinent information as bills are brought up.

Jamie Taylor and Holly Hummelt, Daily File Clerks, work in tandem to create the Daily File. The program they use to manage the daily file is robust and well-built. I watched as committee staff turned in meeting updates to Jaime, and learned how he pulls in the info into the Daily File. Holly showed me her process for maintaining and organizing bills the Daily File. For example, Bills on Second Reading then move to Third Reading, or a bill that was voted on is removed entirely. At the end of the day, I giggled as Holly and Bernadette donned James Bond-style earpieces to communicate with each other from opposite sides of the chamber in order to proof the bills on the next day’s Daily File, prior to sending to print.

Mathew Burns, History Clerk, showed me the bill history system. Bill history updates are pushed out to the website each night, rather than in real time. While this creates a delay in getting information to the public, it allows time for review prior to making bill action public. Additionally, after each floor session, all Desk Staff huddle to review any motions made on the floor. This needs to be accurately recorded in the Journal, Daily File and bill history, so all Desk Staff note any motions made and check each other’s work after session.

Zach Twilla, the Reading Clerk, ran me through this pre-session routine, which includes reading through the Daily File and highlighting bills that are ineligible to be brought up on the floor. He uses this to prompt the Presiding Officer, and also to double check that a bill isn’t brought up for action before its holding period is over (again, a luxury of a year-round legislature!). Zach is a skilled Reader. He stands below the Presiding Officer, with a good view of the entire floor, and watches and listens for members like a hawk. He also leads roll calls, and repeats votes back to members as he records them. Calling the votes back to members seemed an effective way to reduce vote recording errors.

Paperless Systems

I was extremely interested in the members’ floor bill information system, accessible from a laptop on each floor desk. The program mimics the paper Daily File, but with more in-depth information on each bill. Each bill on the Daily File displays on the screen in file order, and automatically bumps down as each bill is taken up. Within each bill item, members can click to browse a variety of documents relating to that bill, some created by non-partisan staff, others created by their caucus or office staff. Documents in the system include:

- Bill history
- Bill digest
- Committee analysis
- Floor analysis (including support or opposition submitted to committees)
- Amendment analysis
 - Caucus analysis (only visible to that caucus)
 - Staff notes (may be input by the Legislative Assistant)
- Roll call votes taken in committee and the Assembly

It seems highly efficient to have all this information automatically displayed on member desks in an easy to browse format. Staff reported that it has hugely reduced the amount of paper waste, and also helped members stay informed on the bills before them.

The Pro Tempore

I was amazed at the responsibility vested in the role of the President Pro Tempore in California, currently held by Toni Atkins. She is not only the leader of the Senate, but also the Chair of the Rules Committee, which determines committee membership, to which committee(s) bills are referred, etc. There are several separate departments which report to the President Pro Tempore as well.

Presiding Officers of the Senate are chosen by the President Pro Tempore. The role rotates through a handful of senators who are trained in parliamentary process and floor management by Bernadette. I observed two different senators acting as Presiding Officer, both very poised and deliberate in their moderation of the floor. By California tradition, the Lieutenant Governor does not preside over the California Senate, but may vote to break a tie if necessary. This is very unlike Washington, where the Lieutenant Governor is our regular Presiding Officer, who plays an active role on the floor on most session days.

International Focus

California is a very international state. Not only is it a diverse state, but its sheer size makes it a global leader in international trade. California's GDP is only surpassed by 4 countries on the globe! In order to highlight its international assets, the California Senate has its own Department of International Relations.

Staff in the International Relations Department work as liaisons between visiting international dignitaries and the Senate. They help arrange meetings with members and recognition on the Senate floor. Members may also request research on other countries' statutes or policies on emerging issues. Each year, they also organize an international trip for senators to visit another country, with the goal of strengthening international ties, increasing knowledge of other countries' policies and legislative processes. Most staff are multi-lingual and are also able to provide support for translation, or can assist in procuring other translation services.

Appointments

In California, the Office of Appointments and its handful of staff are tasked with managing all the appointments passing through the Senate. In the Washington Senate, I am the primary manager of appointments, so it was intriguing to see what more can be done when an entire office is devoted to the appointments process. In California, there is a much more exhaustive confirmation process, which includes background checks, employment and education verification, resume analysis, and much more. In addition, appointees are required to be confirmed within one year of their appointment date or their appointment is invalid. In Washington, we do not have confirmation deadlines. In fact, we have some appointees that sit on a commission for years without being confirmed!

It was fascinating to get a comprehensive view into the robust systems used to manage appointment information. It was easy to track appointees' confirmation deadlines, requirements to appear before the Rules Committee, salary info, etc.

There is also a paperless system for sharing information with Rules Committee members during appointment hearings. Staff upload appointee documentation onto iPads so the Rules Committee Members can review it digitally during the hearing. No paper!

Exchange Success

The Associate Exchange Program was an excellent experience. I would highly recommend the program to anyone who is interested in a deep dive into legislative process and procedure. A huge thank you again to Bernadette and her entire staff for making my visit so memorable. I'm also grateful to the ASLCS Executive Committee, and the Support Staff Committee for selecting me! After my visit to Sacramento, I spent some time on my own visiting Yosemite National Park and taking in some of California's beautiful wilderness. It was an amazing trip all around.



Charleston

SOUTH CAROLINA

ASLCS Spring Business Meeting
April 20-22, 2018









2018–2019 ASLCS Meeting Schedule

Please mark your calendars!

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



ARTHUR J. RAVENEL, JR. BRIDGE
Charleston, South Carolina



ASLCS Spring Business Meeting
Charleston, South Carolina
April 20-22, 2018

Published by The Missouri State Legislature