



# The Legislative Administrator

Spring 2021

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



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## ASLCS

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.

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# President's Message

Greetings ASLCS Colleagues,

Wow, what a year.

Words cannot begin to do justice to the situation we have been immersed in over this last year, nor can they begin to do justice to the amazing work that has been done in the offices of Clerks and Secretaries around the country this year.

We have adapted technologies, upended precedents, become risk mitigators, worked longer hours than even before the pandemic, and done so in a time where the safety of us and others in our profession has been a higher risk than ever before. Protestors storming our capitols, insurgents causing wanton destruction in our Nation's Capitol...these aren't just attacks on buildings, but on our places of work – places where some of us have spent our entire adult lives serving others. I am sorry this has happened my friends. All I can say for me, is that it strengthens my resolve to be a guardian of our institutions, and from the many of you I've talked to, I know the same is true in your case.



Despite the challenges of the last year, I am eager for the work of this year for our Society. We will have our Spring Meeting in Boston, Massachusetts on June 4th and 5th, and we will be holding our Professional Development Seminar in Portland, Maine from October 3rd to the 7th. I am so excited for our PDS this year. While 2020 set us back in terms of all our meetings, we were able to produce some online content for our membership, and it was very well received. That being said, there truly is nothing better than being able to take some time and pull aside another member you've become friendly with to discuss issues at length over a bite or beverage. I know many agree, and I look forward to seeing you in person.

We're getting to that time of year where many chambers are beginning to slow down, or wrap entirely soon, and I hope that you and your coworkers get some much-needed downtime. I am optimistic that with increased vaccinations and hard work, we will be able to enjoy seeing each other in the coming months-with handshakes or hugs as appropriate!

I'd like to conclude with a special shout out and thank you to Bill MaGill, former Clerk of the House in Vermont, and my new attendee sponsor a decade ago. Bill previously served ASLCS as an Associate Vice President when he was Assistant Clerk and was serving as our Secretary-Treasurer when circumstances led to his departure from legislative service. Bill chaired or vice chaired many committees in ASLCS and served as a Mason's Commissioner this past decade as well. He was a friend to all of us in the society, especially me, and he will be missed.

Keep up the fantastic work you're all doing – I know we don't get many "thanks" in our silent service, but please accept my thanks for what you do, and the professionalism you exude.

Sincerely,



Paul C. Smith  
Clerk of the House, NH House of Representatives  
ASLCS President



## 2020-2021 Executive Committee



**President**  
**Paul Smith**  
Clerk  
New Hampshire House of  
Representatives



**President-Elect**  
**Brad Young**  
Clerk  
Ohio House of  
Representatives



**Secretary-Treasurer**  
**Brad Hendrickson**  
Secretary  
Washington  
Senate



**Associate Vice-President**  
**Jay Braxton**  
Assistant Clerk  
Virginia House of  
Delegates



**Elected**  
**Principal Member**  
**Tim Sekerak**  
Chief Clerk  
Oregon House of  
Representatives



**Elected**  
**Associate Member**  
**Ali Segraves**  
Assistant Clerk/Committee Clerk  
Ohio House of  
Representatives



**Appointed**  
**Principal Member**  
**Carrie Maulin**  
Chief Clerk  
Idaho House of  
Representatives



**Appointed**  
**Principal Member**  
**Jim Drake**  
Chief Clerk  
Arizona House of  
Representatives



**Appointed**  
**Associate Member**  
**Ron Smith, II**  
Assistant Clerk  
Louisiana House of  
Representatives



**Appointed**  
**Associate Member**  
**Joyce Wright**  
Chief Clerk to the Secretary  
Alabama Senate



**Immediate**  
**Past President**  
**D. Patrick Harris**  
Secretary  
Alabama Senate



**Immediate Past Associate**  
**Vice-President**  
**Bernadette McNulty**  
Chief Assistant Secretary  
California Senate



# ASLCS Executive Committee Meeting Minutes December 19, 2019 Conference Call

## Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Paul Smith at 1:00 p.m. ASLCS Conference Call Thursday, December 19, 2019 Call to Order The meeting of the ASLCS Executive Committee was called to order by President Paul Smith at 1:00 p.m.

## Attendance

A quorum of the Executive Committee was present with the following members in attendance: President Paul Smith (N.H.); President-Elect Brad Young (Ohio); Secretary-Treasurer William MaGill (Vt.); Elected Principal Member Brad Hendrickson (Wash.); Elected Associate Member Ali Sagraves (Ohio); Appointed Principal Member Tim Sekerak (Ore.); Appointed Principal Member Carrie Maulin (Idaho); Appointed Associate Member Ron Smith, II (La.); Appointed Associate Member Joyce Wright (Ala.); Immediate Past President D. Patrick Harris (Ala.); Immediate Past Associate Vice-President Bernadette McNulty (Calif.). Others in attendance: NCSL Liaison Holly South; Susan Furlong (Nev.); Russell Humphrey (Tenn.); Claire Clift (Nev.). Excused absence: Associate Vice-President Jay Braxton (Va.).

## Approval of Minutes

The minutes of the September 22, 2019 Executive Committee in Seattle, Washington were presented. Tim Sekerak moved to approve the minutes, the motion was seconded by Carrie Maulin, and the motion was unanimously adopted. The minutes from September 27, 2019 - with the mention of deposits to the LLCs account being corrected to read expenditures - were approved on a motion by Pat Harris, which was seconded by Carrie Maulin and unanimously adopted.

## Approval of Treasurer's Report

President Smith recognized William MaGill to present the Treasurer's Report for the dues account. Starting balance was \$50,211.74 and there are several old disbursements detailed in the previous Treasurer's Report that have not cleared and a deposit that has still not cleared as well. There are new disbursements for President's gifts for the PDS in Seattle and for travel for Tim Sekerak and Brad Young for LSCC Meeting travel. The ending balance is \$42,046.53. In addition, Society Archivist Steve

James purchased fireproof storage bags for materials. The Executive Committee approved reimbursement of one bag on Sept. 27 and President Paul Smith moved to approve to reimburse Steve James for the additional storage bags purchased. Bernadette McNulty seconded and the motion was unanimously adopted. Ali Sagraves moved to approve the Treasurer's Report and Pat Harris seconded.

## Old Business

### Review of ASLCS Financial Accounts

Holly South reported the expenditures for the ASLCS. In the Revolving Account (LLCS) there were new expenditures for the Speakers, Melissa Furman and Dave Weber, also the Ed Burdick Scholarship to Heather Fahey resulting in total 2019 expenditures to date of \$12,804.35. The account has a current balance of \$36,414.47. There are two pending expenditures: a \$15,000 transfer to the L190 account and the Ed Burdick Scholarship to Francisca Zabala in the amount of \$750.

The Special Meeting Fund (L190) had several deposits, including interest of \$451, International Roll Call Sponsorship of the Business Lunch of \$8,191.50, Joint Canadian-American Meeting registration payments of \$5,7400, PDS Fundraising from Washington from the Washington House of Representatives, Western States Petroleum Association, Tulalip Tribe, Alaska Airlines, Mike Hoover and Amazon. Additional revenues were reimbursement to the Host State Committee (out of the meeting budget, P019) for the New Attendee Mixer, the transfer from the LLCs of \$15,000, and membership pin and map sales at the PDS. Expenditures were signage from the NCSL Legislative Summit, Host State reimbursement for the Joint Canadian-American Meeting expenses, and PDS expenses. The PDS expenditures were broken up into categories within the report. The current balance of the L190 is \$180,854.69 and a year-end report will be sent to the Executive Committee in January of 2020. In the PDS 2019 Working Budget, the comps will cover all the international guest rooms. There was an issue of the comps covering an additional night for the CATTs guest that Holly is working to correct. Copying, shipping, audio visual, and award expenses were higher than anticipated. Also, meal functions were higher because attendance was more than expected. Legisla-

## December 19, 2019 ASLCS Conference Call *(continued)*

tive Staff and Guest registrations were higher and International Roll Call increased their contribution to this PDS from \$7,000 to \$10,000.00. This resulted in a profit - to date - of \$1,702.43 for the PDS.

### **Budget and Financial Review Committee Report**

Susan Furlong reported that the finances of the Society are in good shape. The PDS in Wisconsin saw a benefit from the NCSL Tax Exempt status. The Wisconsin PDS saw a transfer that was approved by the Executive Committee in the amount of \$10,000 and the host state used a total of \$7,962.00 for the PDS expenses. In the past year expenses exceeded revenues in the dues account.

The report contained several recommendations: The first was a transfer from LLCS to L190 which the Executive Committee approved (in the amount of \$15,000) at the last meeting. The second was a directive from the Executive Committee regarding profits being transferred to appropriate accounts. The third was the creation of a separate accounting for the PDS fundraising and expenses as they can cover two years. Brad Hendrickson provided a report that detailed the financials for the PDS in Seattle. Holly stated that she would be able to provide an ongoing report to the Executive Committee detailing the financials for the upcoming PDS. The fourth was documenting the financial decisions by the Secretary-Treasurer and President Smith indicated that these decisions would be made via conference call, which the minutes would record. The fifth was including the Dues Account report in each edition of the Legislative Administrator. The sixth was a year-end report containing the number of dues-paying members and the amount of dues collected. The seventh was regarding Professional Development Seminar account reporting changes. The eighth was to survey Principals to determine who is able to fundraise on behalf of the Society. Recommendations will be discussed at the Spring meeting.

### **2022 PDS Site Selection Committee Report**

Russell Humphrey, Chair of the Site Selection Committee, reported that in order to secure the hotel and other functions that the organizers of the 2022 PDS would need the approval of the Executive Committee to hold the meeting in Little Rock, Arkansas. Bernadette McNulty moved to approve Arkansas as the host for the 2022 PDS and Carrie Maulin seconded; this was unanimously approved. Discussion ensued as to whether Conference Direct or NCSL should negoti-

ate the hotel contract. Hotel negotiations through Conference Direct for this PDS would be beneficial, in part because the hotel in question - a Marriott - is part of a large chain. An example of the negotiation authority of Conference Direct was when the hotel for the 2018 Spring Meeting held in Charleston, South Carolina wanted to move the group to a different hotel and Conference Direct was able to prevent that change. Bernadette McNulty moved to approve the use of Conference Direct and Carrie Maulin seconded; the motion was unanimously approved.

### **2019 PDS Evaluations**

The responses to the PDS were positive and a new report format for the results was presented.

### **Strategic Planning 2020 Survey**

Claire Clift presented a review of the survey to Principals and recommended that the follow-up survey be sent out in March. Bernadette McNulty moved to send the survey out in March and Carrie Maulin seconded.

### **Associate Exchange Program Candidates**

Three candidates for the Associate Exchange Program were presented. Sarah Curry from Oregon, Misty Greene from North Carolina, and Geneva Tulasz from Virginia. (The Executive Committee can approve up to four candidates.) Bernadette McNulty moved to approve the three candidates and Carrie Maulin seconded; the candidates were unanimously approved.

### **Other Business**

President Paul Smith discussed the mentorship program and that the program will be developed and those who responded will be contacted. The Spring Meeting will be held in Cleveland, Ohio, May 1-3 and the Executive Committee will take up the recommendations of the Budget and Financial Review Committee at that time.

### **Adjournment**

There being no further business, Bernadette McNulty moved to adjourn the meeting; Pat Harris seconded.

The meeting stood adjourned at 2:05 p.m. (Eastern).

Respectfully submitted,

William MaGill  
Secretary-Treasurer



# ASLCS Executive Committee Meeting

## Minutes May 1, 2020 Via Zoom

### Call to Order

The meeting was called to order by President Paul Smith (N.H.).

### Attendance

A quorum of the Executive Committee was present with the following members in attendance: President Paul Smith (N.H.), President-Elect Brad Young (Ohio), Associate Vice-President Jay Braxton (Va.), Tim Sekerak (Ore.), Brad Hendrickson (Wash.), Carrie Maulin (Idaho), Ali Sagraves (Ohio), Bernadette McNulty (Calif.), Ron Smith (La), Joyce Wright (Ala.) and Pat Harris (Ala.).

Also present were Ann Marie Walp (Tenn.), Russell Humphrey (Tenn.), Susan Kannarr (Kan.), Buddy Johnson (Ark.), Jennifer Novak (Idaho), Melissa Bybee-Fields (Ky.), Morgan Speer (Colo.), Yolanda Dixon (La.), Heshani Wijemanne (Calif.), Neva Parker (Calif.), Maryann Horch (Va.), Joshua Babel (Ariz.), Holly South (NSCL) and Angela Andrews (NCSL).

### Approval of Minutes

Adoption of minutes from the December 19, 2019 meeting as moved by Carrie Maulin (Idaho) and seconded by Jay Braxton (Va.).

### Committee Reports

Ann Marie Walp (Tenn.), chair of the Legislative Administrator Committee, stated the printing office that was used was damaged by a tornado and the issue for Seattle will get out as soon as possible and this meeting would be rolled into the next issue.

Bernadette McNulty (Calif.), chair of the Professional Journal Committee, reported the committee is on track putting articles together and will have an issue out in October.

Neva Parker (Calif.), chair of the Support Staff Committee, discussed the Associate Exchange Program, suggesting that maybe participants could be delayed until next year without affecting the 2021 program. PDS planning is going forward.

Melissa Bybee-Fields (Ky.), Membership and Communication chair, reported on feedback for the committee's PDS concurrent session. The committee will move away from the Escape Room format and instead provide more information about the Society,

with panelists for the Associate Exchange program and membership. There will be a conference call to get other ideas.

Buddy Johnson (Ark.), Inside the Legislative Process chair, reported that the committee has made progress and authorized Brad Hendrickson to look into developing a searchable and accessible product available on the web. Brad will be working with his IT department in Washington to provide a sample proof of concept product.

Carrie Maulin (Idaho), vice chair of the Bylaws and Standing Orders committee, reported that a subcommittee is working on updates to the Standing Orders and will provide a report to the full committee for adoption, which will then be brought to the Executive Committee.

Josh Babel (Ariz.), Technology Committee chair, said the committee is moving forward on providing a concurrent session for the PDS about remote sessions. He also discussed the committee's recommendation to record video of select PDS sessions - one session was recorded at the 2019 PDS - for the purpose of making these sessions available only to members of ASLCS. The committee is discussing a review of the videos in order to make sure appropriate steps are taken so sensitive information is not made public, as well as where to make videos available (e.g., Youtube) and drafting a release for people who will be recorded.

Darek Grant (Maine), reported on behalf of the 2020 PDS Host State Committee that the governor of Maine is discussing the opening of the State beyond essential employees and not sure what that will look like. They will have more information and more details in June and there should be more guidance from the governor about gathering size. Need to consider the vendors who will be used for the PDS, which could also affect the numbers for buses. The committee is halfway to their fundraising goal and feels confident that they could still get the necessary funding.

Susan Furlong (Nev.), chair of the Budget and Financial Review Committee, stated that the committee members are reviewing the various ASLCS accounts and will have a report for the Executive Committee this summer at the NCSL Legislative Summit in

## May 1, 2020 Via Zoom *(continued)*

Indianapolis, Indiana.

Russell Humphrey, Site Selection chair, reported the committee's progress in revising the Host State Manual as well as that the committee has received Oregon's proposal to host the 2021 PDS. Tim Sekerak (Ore.), elaborated on the proposal.

### Old Business

#### ASLCS Account Review

Holly South reviewed the ASLCS accounts housed at NCSL. LLCs shows one deposit, profit from the 2019 PDS of \$2185.87, leaving a balance of \$22,350.34.

L190 had little activity: a reimbursement from the host state for hospitality items of \$858.27 and a \$2,000 contribution from International Roll Call, originally intended for the (now-cancelled) Spring Business Meeting, that will instead be applied to the business lunch in Indianapolis this summer. Expenditures of \$10,430.00 result in a balance of \$173,267.96. There are also pending revenues in the amount of \$15,700.00 for the PDS in Maine.

#### Budget and Financial Review Committee

Next followed a discussion of proposals from the Budget and Financial Review Committee: a report of dues-paying members and the amount of dues collected from the Secretary Treasurer so the Executive Committee can see how many are paying dues and if the amount charged for dues is adequate. There was also discussion about sending a survey about who would be willing to do fundraising for ASLCS. President Paul Smith appointed a sub-committee of Carrie Maulin, Susan Furlong and Jay Braxton to review the idea about fundraising from national companies.

### New Business

#### Roster Committee Mailing Account

The Roster Committee submitted a proposal about setting up a mailing account (e.g., through USPS or Stamps.com) for postage and mailing, which would also benefit the Legislative Administrator. The proposal was adopted as moved by Bernadette McNulty and seconded by Carrie Maulin.

#### Mileage Reimbursement

Next was a discussion about mileage reimbursement for officers who drive to a meeting rather than fly if the reimbursement would be less than the amount of airfare. Brad Young moved and Ali Sagraves sec-

onded that mileage should be included into Bylaws with the understanding that it is to save the Society money. The motion was approved unanimously. This decision of the Executive Committee will be transmitted to the Bylaws and Standing Orders committee, which will consider which mileage reimbursement rate to be used.

### 2020 PDS

Holly South, NCSL Liaison, presented three proposals based on attendance of 175, 125 and 100, stating that the hotel was willing to be flexible with the attrition rate. There was discussion about whether members would be able to travel to a PDS in Maine in order to determine if there should be a cancellation or a postponement. The Executive Committee will send out a survey about attendance for the PDS and then will meet again in June to discuss the information gained from the survey.

### 2021 PDS Host State Proposal - Oregon

If the Maine meeting is delayed for a year, then Oregon would be agreeable to delaying hosting the PDS to 2023 as Arkansas is set for 2022. Discussion will be postponed until June.

### NCSL 2020 Legislative Summit

Holly South presented the schedule of ASLCS meetings and co-sponsored sessions at the Legislative Summit in Indianapolis, Indiana. The Executive Committee agreed to the schedule.

### Travel Approvals

Reimbursements for LSCC, CATTs and ANOMAC travel for ASLCS members slated to attend these meetings was approved as moved by Bernadette McNulty and seconded by Carrie Maulin. Memorial Contribution for Carole Peterson, former Chief Clerk for the Utah House

A \$500 memorial contribution will be sent in her name as moved by Bernadette McNulty and seconded by Jay Braxton.

### Adjournment

Bernadette McNulty moved and Carrie Maulin seconded; the meeting was adjourned at 2:45

p.m. Eastern.

Respectfully submitted, William McGill

ASLCS Secretary-Treasurer



# ASLCS Executive Committee Meeting

## Minutes June 22, 2020 Via Zoom

### Call to Order

The meeting was called to order by President Paul Smith (N.H.) at 2:00 p.m. Eastern.

### Attendance

A quorum of the Executive Committee was present with the following members in attendance: President Paul Smith (N.H.), President-Elect Brad Young (Ohio), Associate Vice-President Jay Braxton (Va.), Secretary-Treasurer William MaGill (Vt.), Brad Hendrickson (Wash.), Tim Sekerak (Ore.), Ali Sagraves (Ohio), Pat Harris (Ala.), Bernadette McNulty (Calif.) and Joyce Wright (Ala.).

Also present were: Holly South (NCSL), Angela Andrews (NCSL), Darek Grant (Maine), Rob Hunt (Maine), Jennifer McGowan (Maine), Susan Furlong (Nev.), Pat O'Donnell (Neb.) and Susan Kannarr (Kan.).

### New Business

The first item of business was discussion of postponing the PDS. Holly South read an email regarding Maine's quarantine requirements for visitors. Rob Hunt added that the quarantine order by the governor is in effect until August 31. The budget was discussed, as was the timing of next year's meeting, which because of hotel availability would be early October. In response to the proposal to delay this year's PDS in Portland, Maine to next year, Bernadette McNulty moved and Tim Sekerak seconded. President Paul Smith stated that it would be beneficial to still hold some sessions virtually. The motion passed unanimously.

President Smith mentioned that the Executive Committee would need to address whether ASLCS officers should continue in the same positions for an additional year versus having an electronic annual meeting for the election of officers for the next year. Pat Harris (Ala.) stated that it would be good to have time to think about the issue and have a meeting later regarding a decision on this. Bernadette McNulty (Calif.) and Joyce Wright (Ala.) also expressed some concerns and asked to defer to another date. Further discussion and a decision will happen at a later date as this was not an item on the agenda.

Back to the issue of holding sessions virtually in lieu of this year's PDS, there was discussion of speaker fees for programming that would be open to all members. The cost would be about

\$2500 for basically the same content that would have been presented at the PDS. The speaker would be scheduled for September.

President Paul Smith appointed a subcommittee to explore ideas about a fall meeting and to make a recommendation as to whether executive committee members' terms should continue into next year. Members appointed were Jay Braxton, Tim Sekerak, William MaGill, Brad Young, ex officio and Paul Smith, ex officio.

Holly will send out a survey to coordinate the next Executive Committee meeting date.

Pat Harris moved to adjourn at 2:52 p.m. Eastern.

Respectfully submitted,

William MaGill  
ASLCS Secretary-Treasurer

# ASLCS Executive Committee Meeting Minutes July 23, 2020 Via Zoom

## Call to Order

The meeting was called to order by President Paul Smith (N.H.) at 1:37 p.m. Eastern.

## Attendance

A quorum of the Executive Committee was present with the following members in attendance: Paul Smith (N.H.), Brad Young (Ohio), William McGill (Vt.), Brad Hendrickson (Wash.), Tim Sekerak (Ore.), Jay Braxton (Va.), Ali Sagraves (Ohio), Pat Harris (Ala.), Bernadette McNulty (Calif.), Joyce Wright (Ala.), and Ron Smith (La.).

Also present were: Holly South (NCSL), Tammy Wright (N.H.), Susan Kannarr (Kan.), Neva Parker (Calif.), Russell Humphrey (Tenn.), Ann Cornwell (Ark.), Patsy Spaw (Texas), Claire Clift (Nev.), and Sabrina Lewellen (Ark.).

## Old Business

Approval of minutes for May 1, 2020 and June 22, 2020 meetings as moved by Bernadette McNulty and seconded by Carrie Maulin.

Review of financial accounts by Holly South, NCSL and there has been no activity since May. In the L190 there is interest in the amount of \$59 for the second quarter. PDS revenue just under

\$16,000 for Maine and those will be held until next year. Third installment for fundraising consultant will not be paid until next year.

## New Business

Selection of Betty King Scholarships for Melissa Palmer of the Washington House and Leann Gallagher of the California Senate approved as moved by Bernadette McNulty and seconded by Brad Hendrickson.

Claire Clift for the Strategic Planning Committee presented the e-membership proposal which would allow access to resources available on the web. This would be a path to a full membership as the e-members would see the benefit of involvement and would move forward to a full membership. This would allow for involvement where economics would not allow for a full membership. Paul Smith asked Claire Clift, Ali Sagraves and Joyce Wright to discuss further with NCSL. Sabrina Lewellen sug-

gested that there needs to be a consideration about the information and the branding of information. Paul Smith asked that any questions can be emailed to Holly South and Claire Clift.

Professional Development Plans for Fall 2020: Tim Sekerak presented the subcommittee report about some of the plenary topics being presented virtually and that the staff sections could meet virtually and a session about the adaptations that chambers have had to make because of the COVID-19 pandemic. There would not be a fee but there would need to be a registration for the presentation through NCSL. Paul Smith suggested a staff breakout day and then a round robin discussion a couple days later and will work with Neva Parker about some details. All meetings would be the week of September 21.

## Announcements

Legislative Staff Achievement Award winners are Susan Kannarr and Bernadette McNulty.

A survey will be sent out about the Executive Committee Officers continuing in their roles. Bernadette McNulty moved and Pat Harris seconded to adjourn at 2:29 p.m.

Respectfully submitted, William McGill

ASLCS Secretary-Treasurer



# ASLCS Executive Committee Meeting Minutes August 3, 2020 Via Zoom

## Call to Order

The meeting was called to order by President Paul Smith (N.H.) at 2:38 p.m. Eastern.

## Attendance

A quorum of the Executive Committee was present with the following members in attendance: Paul Smith (N.H.), Brad Young (Ohio), William MaGill (Vt.), Brad Hendrickson (Wash.), Tim Sekerak (Ore.), Carrie Maulin (Idaho), Jay Braxton (Va.), Ali Sagraves (Ohio), Pat Harris (Ala.), Bernadette McNulty (Calif.), Joyce Wright (Ala.), and Ron Smith (La.).

Also present were: Holly South (NCSL), Tammy Wright (N.H.), Susan Kannarr (Kan.), Joshua Babel (Ariz.), Russell Humphrey (Tenn.), Diane Bell (Ret.), Susan Furlong (Nev.), Patsy Spaw (Texas), Ann Cornwell (Ark.), and Susan Schaar (Va.).

## New Business

Tim Sekerak presented the report of the subcommittee that was appointed by President Paul Smith. Three options discussed were the virtual option, physical annual meeting, and continuation of roles until 2021 PDS. The group favored continuation of the roles until 2021. Committee Vice Chair Patsy Spaw offered the recommendation from the Bylaws and Standing Orders Committee, which was that they found that the holdover position was the proper decision because the transition of officers would happen at the annual meeting and because there would be no annual meeting there could not be a proper transition.

Also addressed were the results of a survey Holly South sent on July 23 to principal members and associate members of the Executive Committee, which was accompanied by the advisory opinion from the Bylaws and Standing Orders Committee and the report of the above-mentioned subcommittee. Of the 80 members who responded, 68.8% voted to continue the terms of the 2019-2020 Executive Committee until next year's annual meeting in October 2021. 22.5% voted to hold a virtual annual meeting in order to select new officers for 2020-2021 and 8.8% voted for an in-person annual meeting in 2020.

Discussion from Executive Committee members: Pat Harris raised concerns stated that he wanted the membership to weigh in by adopting a resolution. Paul Smith stated that the subcommittee weighed in with suggestions provided to them, including the suggestion from Pat Harris regarding an in-person meeting. He further stated that if a meeting were to be held there would need to be a 30-day notice provided. In addition, the issue of how to constitute a quorum has not been resolved and states interpret quorum differently. Bernadette McNulty raised concerns that members from the Society have not weighed in on the possibilities. Patsy Spaw stated that this would need to be a Bylaw change and Bylaw changes have to be approved by the membership. Carrie Maulin stated that she would be in favor of a resolution that would include the holdover for the officers, which would follow the NCSL model.

Carrie Maulin then moved to have a resolution drafted about the continuation of officers, including chairs and vice chairs, for a year and review by Bylaws and Standing Orders review for voting and for meetings and make recommendations. President Smith appointed Pat Harris (chair), Patsy Spaw, Carrie Maulin, Brad Hendrickson, and Ali Sagraves to a subcommittee, which was approved by unanimous roll call. The subcommittee will submit the resolution for executive committee review as soon as possible.

Pat Harris moved to adjourn at 3:27 p.m., seconded by Bernadette McNulty. Respectfully submitted,

William MaGill  
ASLCS Secretary-Treasurer

## Jeff Renk Retirement Tributes

Jeff Renk recently retired after serving a 40-year career in the Wisconsin Legislature. His journey started on Inauguration Day in 1981, when he was a 20-year old college student working as an Assembly Messenger. From there, Jeff would hold several roles with increasing responsibility. Jeff was a member of the Assembly Chief Clerk's staff and worked as a computer programmer for the Legislative Technology Services Bureau before joining the Senate as its Assistant Chief Clerk. Finally, Jeff cemented his legacy in the Wisconsin Legislature by serving as the Senate Chief Clerk for the past eight years. He was elected unanimously to the position each time he stood for election and took great pleasure in the opportunity to provide non-partisan and professional services to senators, staff, and the public, as the Senate's chief administrative officer and parliamentarian.

While Jeff's work in the Capitol is complete, he is only just beginning to enjoy his retirement. Jeff and his wife, Paula, plan to travel frequently and work towards finishing more home projects. Jeff also has a love for music, and his home recording studio will keep him busy. Jeff will be greatly missed by the entire Legislature and, most of all, by the Senate Chief Clerk's office.



## Patrick Fuller Retirement Tributes

Patrick Fuller has retired after a long and successful career in public service as Chief Clerk of the Wisconsin Assembly. His background included a distinguished 25-year military career prior to starting with the Assembly in 2001 as Assistant Chief Clerk. He was elected Assembly Chief Clerk in 2003, and served a total of 10 legislative sessions under both Republican and Democratic speakers. He will be missed, not only by his staff, but from legislators on both sides of the aisle.

For those of you who attended either of the Professional Development Seminars held in Wisconsin and met Patrick in Milwaukee 2010 or in Madison 2018, you may remember his booming voice, commanding presence and interesting conversations. He had a practical approach to state government, always keeping a healthy perspective on work and on life. Pat will spend a well-deserved retirement enjoying time with his family, and looks forward to attending his grandson's numerous hockey games.





# State of Vermont House of Representatives



## Montpelier, Vermont Concurrent House Resolution

H.C.R. 17

House concurrent resolution honoring former Vermont House Clerk William M. MaGill for his notable contributions to the State legislative process

Offered by: All Members of the House

Whereas, Bill MaGill graduated from Mississippi State University and Vermont Law School, and in 2003 he was appointed Second Assistant Clerk of the Vermont House of Representatives, and

Whereas, he quickly mastered Mason's Manual of Legislative Procedure and the customs and traditions unique to this legislative body, he was promoted to the office of First Assistant Clerk in 2004, and he was elected Clerk of the House in May 2015, and

Whereas, beyond Vermont's borders, Bill MaGill was a respected leader in the American Society of Legislative Clerks and Secretaries, serving with distinction as a member of the Mason's Manual Commission, and on the society's executive committee as its associate vice president, and most recently as the organization's attentive secretary-treasurer, now therefore be it

Resolved by the Senate and House of Representatives:

That the General Assembly honors former Vermont House Clerk William

M. MaGill for his notable contributions to the State legislative process, and be it further

Resolved: That the Secretary of State be directed to send a copy of this resolution to Bill MaGill.

## New Member Profiles



### Rhode Island Senate

John E. Fleming, Jr. was elected in January as Secretary of the Rhode Island Senate. He previously served as Chief of Staff to the Rhode Island Secretary of State for 8 years and before that was the Chief of Staff to the Mayor of a local Municipality in the State of Rhode Island for 10 years. Additionally, John has served as an elected member of the Town Council in his hometown of North Providence, RI and has served on various Boards and Commissions including Housing Authority Board of Directors and Senior Center Board of Directors.

John is a graduate of LaSalle Academy in Providence Rhode Island and attended the University of Rhode Island. He can be reached at: [jfleming@rilegislature.gov](mailto:jfleming@rilegislature.gov)



### Wisconsin Assembly

Ted Blazel was sworn in on March 16 as the Chief Clerk of the Wisconsin Assembly. Prior to that he had served since 2003 as the Senate Sergeant at Arms. A member of both ASLCS and NLSSA, Ted was a recipient of ASLCS's 2019 Legislative Staff Achievement Award and served on NLSSA's executive committee. He's also been part of the PDS host committee for both organizations. Ted replaces Patrick Fuller, who retired after 18 years as Chief Clerk.

He can be reached at: [Ted.Blazel@legis.wisconsin.gov](mailto:Ted.Blazel@legis.wisconsin.gov)



### Ryan Dunphy, Delaware Senate

Prior to his election on Jan. 12, Delaware native and Villanova University alumnus Dunphy served as both a Senate staffer and an attache in office of the secretary of the Senate.

Dunphy, 24, is the youngest principal clerk or secretary currently serving, but he's not the youngest in recent memory. Ed Smith was just 20 when he was elected clerk in Montana for the 1973 session. Dunphy succeeds Joy Bower, who retired after 32 years with the Delaware Senate.



### Michael Queensland, Wisconsin Senate

Michael Queensland was elected Jan. 4 to replace the retiring Jeff Renk, who served 40 years in both houses of the legislature. Queensland has been with the legislature for nearly a decade as an attorney for Wisconsin Legislative Council, where he advised on issues relating to agriculture, criminal law, drug policy and the judiciary as well as on matters of legislative procedure and operations.

He's familiar to many at NCSL through his work on the Law, Criminal Justice and Public Safety Standing Committee and the Research, Editorial, Legal and Committee Staff (RELACS) professional association.

Queensland grew up on a farm in southeastern Minnesota and was a three-time All-American for the national champion UW-La Crosse track and field team. He continues to coach youth athletes and runs around after his two sons, ages 5 and 2.

## New Member Profiles *(continued)*



### **Carolyn Tschida, Montana House of Representatives**

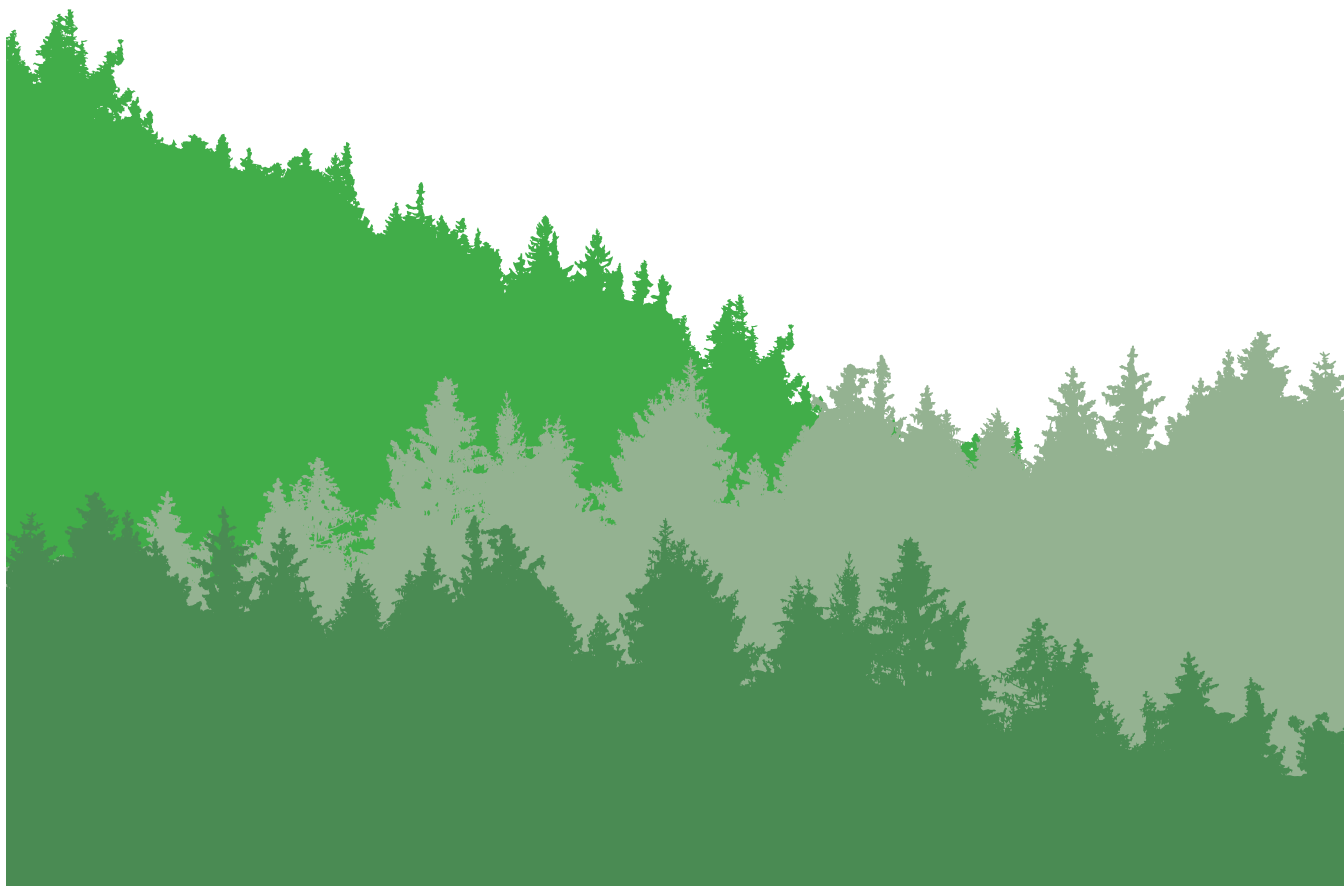
Tschida, who is married with two grown sons, joined the House of Representatives in 2017 and served as deputy chief clerk for the 2019 legislative session. A native Midwesterner and long-term resident of Montana, she embarked on her career in the legislature after 25 years in the telecommunications industry and a lot of travel; she has visited all 50 states.

As she looks forward to her first session as chief clerk, she notes, “I love helping 100 hardworking legislators ... the variety of work and the fast pace!”



### **BetsyAnn Wrask, Vermont House of Representatives**

Wrask began her legal career as second assistant clerk of the House for the 2006-08 sessions. After a two-year stint as a prosecutor in Vermont’s Office of Professional Regulation, she returned to the General Assembly as a nonpartisan legislative counsel, handling issues relating to government operations (general government structure, elections, public safety, municipal law and professional regulation). Wrask is happy to return to her roots in the House, and on Jan. 6 became the first woman to serve as clerk of the House since the position was created in the original 1777 state Constitution.





## David A. Ward ASLCS Technology and Innovation Scholarship



*David Ward receiving an ASLCS Certificate of Recognition, in 2002, presented to International Roll-Call® Corporation from ASLCS President Judy Hall.*

International Roll-Call® Corporation (IRC) is proud to announce that the American Society of Legislative Clerks and Secretaries (ASLCS) Executive Committee has agreed to the creation of the David A. Ward Technology and Innovation Scholarship. The scholarship, funded by IRC, is provided to assist Associate members with the cost associated with attending the annual ASLCS Professional Development Seminar.

It is in recognition and honor of David's many contributions to the advancement of the legislative institution and to the Society that this Associate member scholarship is established. Per the ASLCS Standing Orders, the David A. Ward Technology and Innovation Scholarship will be awarded annually to no more than two Associate members of the Society. The scholarship will be in the amount of \$1,500 for a single recipient or \$750 for each of two recipients. Please refer to the ASLCS Standing Orders for the specific requirements to apply for consideration of the scholarship.

David, who passed away in 2008, was the president of International Roll-Call Corporation and a dedicated contributor to the work and programs of ASLCS. His experience in the legislative voting system industry improved the operations not only of the Society but also of 73 state legislative chambers and six international parliaments.

David's wife Deborah "Debbie" Ward, is the former Clerk of the Maine House of Representatives. David's son David A. Ward, Jr. works for IRC in Client Relations and Operation Support. Other family members are children, Karen Scapellato and her husband, Dan, Pamela Renfrow and her husband, James, David A. Ward Jr.'s wife, Sharon, Amanda Stancheck, and Sam Wood; and five grandchildren, Dylan and Emily Renfrow, Gina Scapellato, Kate Stancheck and Abby Ward.

In addition to his service to the legislative voting system industry and state legislatures, David was president of Ward and Stancil Construction Company, DLD and Associates and former owner of Stillmeadows Farm. He was a U.S. Army veteran with the 101st Airborne Screaming Eagles; a member of the Richmond Area Municipal Contractors Association; and served as treasurer, secretary and chair and received the Contractor of the Year and Lifetime Achievement Award. He was on the Advisory Committee for the State Corporation Commission. He was appointed by Virginia Governor James Gilmore to the State Board of Contractors, and member and chair of the Board of Directors of Virginia Utility Protection Service. He was a member of the National Board of Directors of the National Utility Contractors Association and the member of the Ut Prosim Society of Virginia Tech. He was the chief financial officer of the non-profit organization, TLC Global, which benefits children; past president of the Capital Horse Show Association; and a partner in the Brandermill Country Club.

As President of International Roll-Call® Corporation, David forged relationships with legislatures and legislative clerks and secretaries across the country and internationally, reaching a high water-mark of working with 73 state legislative chambers and six international parliaments prior to his death. He was instrumental in the implementation of state-of-the-art legislative solutions both for voting systems and complete legislative process management solutions. David continually advocated for the growth of the legislative technologies to help spread the advancement of democracy throughout the world in both established and developing legislative institutions

IRC is extremely grateful to ASLCS for consideration and agreement of making this scholarship available in David's memory.

## When Procedural Questions Arise, Turn to Mason's Manual

**By Brenda Erickson | Feb. 18, 2021 | State Legislatures Magazine**

What happens when a legislature has an unusual conflict? Or something unforeseen happens? Or there's procedural ambiguity? Legislative life can be unpredictable. And when questions arise, more than 75% of the nation's legislative chambers turn to Mason's Manual of Legislative Procedure.

Ten years in the making, the 2020 edition of the manual is available now.

Mason's is written specifically to meet the needs of state legislatures, addressing concepts in the context that legislators and legislative staff must deal with—that is, within the legislative environment.

### Who Decides What to Update?

Mason's is compiled by people who work in or with legislatures and has evolved from an exhaustive study of parliamentary procedure, legislative precedents and judicial decisions. The process started in the 1930s and has been repeated 10 times.

Members of the American Society of Legislative Clerks and Secretaries served on the 2020 Mason's Manual Commission. Formed in June 2011, the commission held 27 meetings and members contributed countless hours revising and updating the content.

#### *During its review, the commission:*

- Added sections about remote participation.
- Rewrote the section about legislative privilege and immunity.
- Reorganized the section about the enrolled bill rule versus the journal entry rule.
- Added more internal cross-references.
- Reviewed case law from 2009 to 2019 and updated case citations as needed.

For the first time, the National Conference of State Legislatures is offering the manual in both print and digital formats. Order your copy today.

Brenda Erickson is a program principal in NCSL's Legislative Staff Services Program.



### The Man Behind the Manual

Paul Mason, a chief assistant secretary and parliamentarian of the California Senate in the first half of the 20th century, was fascinated by the legislative process. He wrote his master's thesis at Stanford University on the topic, published a book on the California Constitution and developed a guide for presiding officers before making his mark on state legislatures in 1935 when he wrote the first version of the Manual of Legislative Procedure.

Before his death in 1985, he assigned the manual's copyright to NCSL and requested that it be regularly updated and reprinted, which is done roughly every 10 years by the Mason's Manual Commission.

#### **Mason's is the standard resource on:**

- Parliamentary laws and rules.
- Debating procedure.
- Rules governing motions.
- Quorum, voting and elections.
- Committees.
- Sessions and meetings.
- Relations between chambers.
- Relations with other branches of government.
- Investigations and public order.

## Know Your Mason's? Try Our Quiz.

Think you're a pro when it comes to knowing our chamber's rules? Take this quiz—and brush up on a few legislative procedures in the process. Answers and where to find them in Mason's Manual are below.

### 1. A substitute bill is a:

- A. New, original introduction.
- B. Form of an amendment.
- C. Temporary replacement.

### 2. A legislative body may discipline members:

- A. Never—that power lies solely with the executive branch.
- B. As it deems it appropriate.
- C. Only when there's trouble in paradise.

### 3. The enacting clause:

- A. Is located above the signature line for the governor.
- B. Is added to legislation once approved by both chambers.
- C. Is required for a new law to be valid.

### 4. The motion to adjourn:

- A. Can be made only when there is a quorum.
- B. Is always in order.
- C. Cannot be reconsidered.

### 5. A joint session:

- A. Requires the senate and house to merge into one body.
- B. Can be convened only by the governor.
- C. Cannot meet longer than one week.

### 6. The motion to reconsider:

- A. Requires a minute of silent reflection.
- B. Can be amended.
- C. Cannot be amended.

### 7. If a committee chair resigns, the vacancy typically is filled by:

- A. The chief legislative officer.
- B. The committee itself.
- C. The body's appointing authority.

### 8. Debate on a question must:

- A. Be confined to the merits of the pending question.
- B. Be confined to the merits of the pending question and any amendments.
- C. Last no longer than ten minutes.

### 9. A matter withdrawn from a committee:

- A. Is lost for the session.
- B. May be acted upon by the body.
- C. May not be referred to another committee.

### 10. In a general order of business, unfinished business is presented:

- A. Immediately before first reading of bills.
- B. Only as time allows.
- C. Immediately after approval of the journal.

**Answers**  
 1. B; Section 415-2  
 2. B; Section 561-1  
 3. C; Section 729  
 4. C; Section 207-5  
 5. A; Section 782-2  
 6. C; Section 472  
 7. C; Section 610  
 8. A; Section 101  
 9. B; Section 390  
 10. A; Section 710

### How many did you answer correctly?

9-10: Congrats! You're a parliamentary whiz.

7-8: Pat yourself on the back.

6 or fewer: Order a copy of Mason's today!

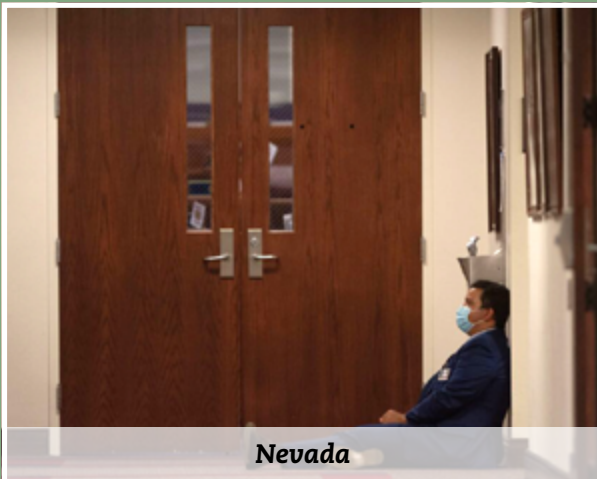
### Additional Resources

- Mason's Manual 2020 Edition
- Video: "10 Principles of Parliamentary Procedure"

*This article was originally published in the January 2021 issue of State Legislatures Magazine.*



# ASLCS







Tennessee



New Hampshire

# ASLCS



Washington



Utah



Arizona



Tennessee



**Tennessee**



**New Hampshire**



**Nevada**



**Arizona**

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**New Hampshireate**



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Nebraska



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