



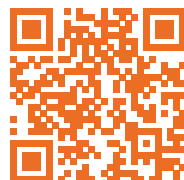
The Legislative Administrator

Summer 2023

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

The logo for the NCSL Legislative Summit Indy 2023. It features a stylized dome icon to the left of the text. The text "NCSL LEGISLATIVE" is in a smaller, black, sans-serif font. Below it, "SUMMIT" is written in a large, bold, teal font. Underneath "SUMMIT", "INDY 2023" is written in a bold, orange font. To the right of the text is a decorative graphic consisting of several overlapping, curved teal shapes that resemble a stylized checkered pattern or a cluster of papers.

 **NCSL** LEGISLATIVE
SUMMIT
INDY 2023



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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 Legislative Support Services,
Washington State Legislature.
A special thank you to all who submitted photographs, articles,
and background material.



President's Message

Greetings legislative colleagues:



Having just concluded a 160-day legislative session in my state of Oregon, I hope this message finds you well and enjoying the variety of joyful events summertime offers. I often feel like emerging from a long legislative session is like a groundhog coming out from hibernation and seeing some things have changed and some have stayed the same. It's a good time for taking stock of things in a new light.

Our Palm Springs gathering in early May was well received by a record number of attendees for an ASLCS Spring Meeting. That alone demonstrates that the interest in productive discussions and collaboration among our members is as strong now as it has ever been.

Similar to the groundhog analogy I mentioned above, there are a few things that are recurring which I believe need to be addressed. First, we need to assess the continuation of a project that has fallen off the priority list for most of us in the Society. Inside the Legislative Process has become a favorite thing for somebody else to do, and consequently it's not meeting its goals outlined in our Standing Orders. This isn't to cast aspersions on good folks currently trying to reinvigorate the project, that's what makes this discussion so hard. Everyone likes the idea and thinks we have the right people for the job. But publication of new material hasn't happened since 2008 and its time to give this situation the attention it deserves.

Second, I believe we need to consider formally recognizing the role the Society members play in supporting civics education in state legislatures. Think about the page programs, internships programs, educational materials and publications, websites, social media, and all the various forms of communication we produce in terms of how it fundamentally teaches people to engage in our democracy. A new committee could serve as a repository of educational materials and instructional programs already ongoing in our legislatures, explore new methods of educating various constituencies of all ages and backgrounds that exist within the legislative branch, and study and develop tools to help build, maintain, and improve communication and educational resources for state legislatures.

As I look forward to the Summit and PDS around the corner, I'm reminded how lucky we are to have the position of stewardship over the crucial aspects of the lawmaking process we carry out. Much is being written about the state of our political environment, but the conscientious work of the members of the Society is helping ensure that the vital and dynamic institution we serve is still in good hands.

With appreciation,

Timothy G. Sekerak
Chief Clerk of the Oregon House
ASLCS President



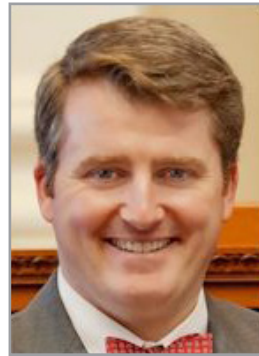
2022-2023 Executive Committee



PRESIDENT-ELECT
TIM SEKERAK
Clerk
Oregon House of
Representatives



PRESIDENT-ELECT
YOLANDA DIXON
Secretary
Louisiana Senate



SECRETARY-TREASURER
ROB HUNT
Clerk
Maine House of
Representatives



ASSOCIATE
VICE-PRESIDENT
RON SMITH, II
Assistant Clerk
Louisiana House of
Representatives



ELECTED
PRINCIPAL MEMBER
DONNA ROBINSON
HOLIDAY
Chief Clerk
of the Kentucky Senate



ELECTED
ASSOCIATE MEMBER
JOSHUA BABEL
Assistant Chief Clerk
Arizona House of
Representatives



APPOINTED
PRINCIPAL MEMBER
LEE CASSIS
West Virginia Senate,
Clerk



APPOINTED
PRINCIPAL MEMBER
JOHN HOLLMAN
Illinois
House of Representatives,
Clerk



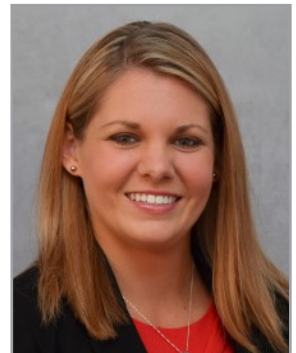
APPOINTED
ASSOCIATE MEMBER
JAMIE OSWALT
Alabama Senate,
Journal Supervisor



APPOINTED
ASSOCIATE MEMBER
MEGGAN FOESCH
Senate Business Opera-
tions Manager, Wisconsin



IMMEDIATE PAST
PRESIDENT
BRAD YOUNG
Clerk
Ohio House of
Representatives



IMMEDIATE PAST
ASSOCIATE
VICE-PRESIDENT
ALI SAGRAVES
Assistant Clerk
/Committee Clerk
Ohio House of
Representatives

Bylaws and Standing Orders Committee

Meeting Minutes

ASLCS Spring Business Meeting
May 6, 2023
Palm Springs, California

Call to Order

Chairman Obie Rutledge (OR) opened the meeting at 9:03 a.m.

Attendance

The following members were present: Obie Rutledge, OR (Chair); Paul Smith, NH (Vice Chair); Brad Young, OH (Vice Chair); Ali Sagraves, OH; Ron Smith, LA; Josh Babel, AZ; Tara Perkinson, VA; Heshani Wijemanne, CA; Jennifer Novak, ID; Bernadette McNulty, CA; Erika Contreras, CA; Susan Furlong, NV; Bo Hoover, WV; Donna Holiday, KY; Yolanda Dixon, LA.

Old Business

Bernadette McNulty moved; Tara Perkinson seconded, the adoption of the meeting minutes from Arkansas. They were ordered approved without objection.

New Business

Chairman Rutledge discussed the proposed language regarding the NCSL Parliamentary language. Tara Perkinson questioned the language binding NCSL; Paul suggested adding the words in A "pursuant to agreement" before the "NCSL shall" statement, and that change was accepted. Question was brought up regarding the principal being the parliamentarian of the body; suggestion was made to strike a segment in section B "who serves as parliamentarian of their chamber." Paul Smith moved, Jen Novak seconded, the amended language regarding the NCSL Parliamentary language. The amendment was approved. Chairman Rutledge will make the changes to present to the ASLCS Executive Committee later today.

Chairman Rutledge discussed the second charge to the committee regarding the duties of the new Associate Vice President Elect. He noted there was not language to discuss today, but mentioned that the intention would be to have that ready for the next meeting at the NCSL Summit in Indianapolis.

Adjournment

There being no further business to come before the committee, Bernadette McNulty moved, Susan Furlong seconded the motion, to adjourn. Approved. The meeting stood adjourned at 9:20 a.m.

Respectfully Submitted, Paul Smith, Vice Chair



Professional Journal Committee

Meeting Minutes

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

2023 Spring Business Meeting
Palm Springs, California
May 6, 2023

Call to Order

The meeting of the Professional Journal Committee was called to order by Chair Heshani Wijemanne (CA) at 11:05 a.m.

Attendance

The following members of the committee were present: Megan Allen (UT), Erika Contreras (CA), Sarah Curry (OR), Bernadette McNulty (CA), and Heshani Wijemanne (CA).

Approval of Minutes

Upon a motion by Bernadette McNulty (CA), seconded by Megan Allen (UT), the minutes from the 2022 Professional Development Seminar in Little Rock, AR, were adopted.

Old Business

The committee discussed the 2022 Professional Journal publication. Chair Heshani Wijemanne (CA) asked for feedback on the process for the 2022 Journal. The committee seemed to like it and thought the editing process went well. Heshani also noted that the 2022 Journal has already been quoted!

New Business

The committee discussed the next volume of the Professional Journal. Chair Heshani shared that there are still a few legal cases available to be summarized. She has received some volunteers for this, including Vice Chair Sarah Curry, but welcomes any further volunteers. Upon brainstorming for new articles, Chair Heshani shared that she may have found a

member to write about their state legislature's process - which does not have a three readings requirement, but does utilize the "Committee of the Whole" process. Bernadette McNulty (CA) said she would consider writing the latter and will look into gathering further information. Bernadette is also interested in memorializing the COVID experience within the Professional Journal. She believes this could take a full issue and the involvement of the entire Journal committee; she will loop back around on these details. Chair Heshani shared that previous outreach to the Society for writers/topics via Facebook was unsuccessful so she will focus on reaching out to potential writers during her time at the Spring Business Meeting. Upcoming deadlines for the committee are: first drafts and follow up of articles in the summer at the Legislative Summit and article submission and edit work to begin in the fall around the Professional Development Seminar.

Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Megan Allen (UT), the meeting was adjourned at 11:30 a.m.

Respectfully submitted, Sarah Curry (OR)



Technology Committee

Meeting Minutes

2023 Spring Meeting
Palm Springs, CA
Saturday, May 6, 2023

Call to Order

The meeting of the Technology Committee was called to order by Chair, Lacy Ramirez (OR) at 9:00 a.m.

Attendance

The following members of the committee were present: Chair, Lacy Ramirez (OR); Vice-Chair Becky King (virtual) (KY), Megan Allen (UT); Brendan Bucy (NV); Bernard Dean (WA); Meggan Foesch (WI); Cheri Lujan (NM) and Mandi McGowan (OR).

Approval of Minutes

Upon a motion by Meggan Foesch (WI), seconded by Megan Allen (UT), the minutes of the last meeting held Thursday, September 22, 2022, at the ASLCS PDS in Little Rock, Arkansas, were approved.

Old Business

Discussion began by discussing possible topics for the 2023 PDS concurrent session which included social media usage by legislatures, cyber security, and the use of artificial intelligence (AI). Bernard Bucy (NV) opened up a discussion about how other chambers navigate social media platforms, specifically focusing on issues pertaining to ethics violations and exploring the avenues on how to ban usage social media platforms altogether. This is particularly relevant in chambers where some members are using both personal and campaign social media accounts without separation of content. This led to a hearty discussion where various attendees shared specific examples of the issues that social media usage has presented in their respective legislatures.

New Business

It was the committee's consensus that during the committee's focus for the 2023 PDS concurrent session will be related to social media but more specifics will be fine-tuned via email with the whole committee in the following weeks. The committee also discussed whether the concurrent session should be in the form of a panel or something more interactive.

Chair Lacy Ramirez (OR) and Mandi McGowan (OR) talked to the group about how their chamber navigates having to read bills in their entirety through the use of an electronic reader. The group agreed that it might be very informative for others if Oregon displayed how their electronic reader works during the ASLCS PDS in Eugene at the Legislative Expo.

Adjournment

Without objection, the Technology meeting adjourned at 9:53 a.m.

Respectfully submitted by Mandi McGowan (OR)



Inside the Legislative Process Committee

Meeting Minutes

2023 ASLCS Spring Meeting
Palm Springs, Calif.
Saturday, May 6, 2023

Call to Order

The meeting of Inside the Legislative Process Committee was called to order at 9:00 a.m. by Erin Gillitzer (WI), Chair.

Attendance

The following members of the committee were present: Chair, Erin Gillitzer (WI), Sarah Curry (OR), and Buddy Johnson (AR).

Old Business

The Chair gave an update on the survey on remote participation that went out in the fall. About a third of the chambers responded, which was on par with the response for a typical listserv question. The committee had been communicating by email about a potential new survey topic.

New Business

The status of the committee was discussed and how critical our roles will be to keep Inside the Legislative Process a viable committee. The Chair mentioned she had been talking with ASLCS President Tim Sekerak about the role of the committee for the Society and a possible new scope. Sarah Curry (OR) brought up the idea of having the listserv questions listed on the ILP website as a reference on what has been asked in the past for those looking for a specific topic. You would need to still contact Holly for the responses, however. Buddy Johnson (AR) spoke about his time as Chair of Inside the Legislative Process and the ideas they had come up with to digitize the information on the website so that it could be easily searched. The Chair mentioned she was attending the Executive Committee meeting later that day to discuss Inside the Legislative Process.

Adjournment

Upon a motion from Sarah Curry (OR), seconded by Buddy Johnson (AR), the meeting adjourned at 9:30 a.m.

Respectfully submitted, Erin Gillitzer (WI), Chair



Canadian-American Relations Committee

Meeting Minutes

2023 Spring Meeting
Palm Springs, CA
Saturday, May 6, 2023 - 11:00am

Call to Order

The meeting of the Canadian-American Relations Committee was called to order by Yolanda Dixon (LA), Chair, at 11:00 a.m. (PT).

Attendance

The following members of the committee were present: Yolanda Dixon (LA), Chair, Mike Queensland (WI), Vice Chair, Bernard Dean (WA), Susan Furlong (NV), Donna Holiday (KY), Pat Harris (AL), Bo Hoover (WV), Bill Horn (AL), Sabrina Lewellen (AR), Obie Rutledge (OR), Ali Sagraves (OH), Joyce Wright (AL), and Brad Young (OH). Other guests included Tim Sekerak (OR), President, Lee Cassis (WV), Gillian Conway (VA), Susan Kannarr (KS), Brian McKinley (OR), Victoria Robinson (AL), Jared Roy (ME), and Lindley Starzer (VA).

Approval of Minutes

Upon a motion by Pat Harris (AL), seconded by Susan Kannarr (KS), the minutes of the last meeting held Thursday, September 22, 2022 at the ASLCS Professional Development Seminar (PDS) in Little Rock, AR, were unanimously approved.

CATTs Meeting Update

The Chair announced that the meeting of the Clerks-at-the-Table Association in Canada (CATTs) will be held in Whitehorse, Yukon, July 31-August 4, 2023. Typically CATTs will invite the ASLCS President and Associate Vice-President, as well as the Canadian-American Relations Committee Chair, to attend this meeting.

Joint Canadian-American Meeting Update

The Chair announced that the Joint Canadian-American meeting will be held in Ottawa, October 10-13, 2023.

She asked members of the committee to think about programming ideas for this meeting.

Brad Young (OH) provided examples of past Joint-Canadian American meeting sessions presented by ASLCS members, including sessions relating to using technology in the chamber and security. The Chair also noted other successful prior sessions, including ones on the topics of comparing parliamentary manuals, and the manner in which chief legislative officers are selected by their chamber.

Brad Young (OH) relayed feedback he heard while attending the CATTs meeting last summer on Prince Edward Island about topics that may be interesting to our Canadian counterparts. Canadian attendees expressed an interest in learning about the American committee process, including using technology and engaging citizens in the committee process.

Joint Canadian-American Meeting Host State Manual

The Chair announced that she would like to revive the Joint Canadian-American meeting host state manual. The Chair will appoint a committee to update the most recent manual with the goal of completing this task by the 2023 ASLCS PDS.

PDS Session

The Chair announced that the Canadian-American Relations Committee typically organizes a session for the annual ASLCS PDS. In the past, the committee has worked with the International Communication and Development Committee on this session. Frequently international guests at the PDS will provide a session that includes a jurisdictional update. It is difficult to plan this session because the list of international guests typically is not confirmed until shortly before the PDS.

The Chair indicated an interest in continuing to work with ASLCS's Canadian counterparts to identify who will be in attendance and potential topics to be discussed. Obie Rutledge (OR) brought up that jurisdictional updates have been well received in the past, but that ASLCS can also identify ideas ahead of time. Susan Kannarr (KS) raised the idea have having international guests speak about upholding decorum and tradition in legislative chambers. The Chair added that a discussion about changes in decorum with the advent of social media would be a timely topic.

Other Business

Susan Furlong (NV) reminded the committee that the Americans and Canadians typically engage in a volleyball match during the Joint Canadian-American meeting. The Chair identified potential volunteers for this match.

Adjournment

Upon a motion by Pat Harris (AL), seconded by Brad Young (OH), the meeting was adjourned at 11:24 a.m. (PT).

Respectfully submitted, Mike Queensland (WI)



International Communication & Development Committee

Meeting Minutes

2023 ASLCS Spring Meeting
Palm Springs, CA
Saturday, May 6, 2023

Call to Order

The meeting of the International Communication and Development Committee was called to order by the Chair, José Rodríguez-Amorós (P.R.) at 10:00 a.m.

Attendance

The following members of the committee were present: Chair, José Rodríguez-Amorós (P.R.), Vice Chair, Brad Young (Oh.), Vice Chair, Pat Harris (Ala.), Bill Horn (Ala.), Marshall Long (Ala.), Joyce Wright (Ala.), Victoria Robinson (Ala.), Heshani Wijemanne (Cal.), Jennifer Novak (Ida.), Susan Kannarr (Kan.), Donna Holiday (Ky.), Yolanda Dixon (La.), Darek Grant (Maine), Jared Ray (Maine), Susan Furlong (Nev.), Obie Rutledge (OR), Lacy Ramirez (Ore.), Mandi McGowan (Ore.), Gillian Conway (Va.), Bernard Dean (Wash.), Mike Queensland (Wis.), Lee Cassis (WV), Bo Hoover (W.Va.).

Approval of Minutes

Upon a motion by Susan Kannarr (Kan.), seconded by Jennifer Novak (Ida.), the minutes from the 2022 Professional Development Seminar in Little Rock, Arkansas, were approved.

Old Business

Lacy Ramirez (Ore.) provided the committee with the following updates:

The International Directory had been updated and hard copies were provided to the members of the committee; this year the program changed from Publisher to a more user friendly program called Canva; the updated version also included a message at the beginning of the directory from the President regarding why we engage across the

borders; an index was also added to further improve the document; the French version had been reviewed and José Rodríguez-Amorós (P.R.) indicated they would review and update the Spanish version. José also apprised the committee that he made attempts to reach out to the clerks in the Dominican Republic to see if they would be interested in getting involved with our organization.

Lacy suggested taking the “common phrases” out of the directory since they are easily accessible on our devices. Pursuant to 4(a) of the Standing Orders this request will be sent to the Executive Committee for review.

New Business

The Chair, José Rodríguez-Amorós (P.R.) inquired if it would be possible to produce a Spanish version of Mason’s Manual. It was advised that the recommendation would need to go through Mason’s Manual Commission and NCSL since they own the copyright.

The committee had a in depth discussion regarding the topic for the PDS. Yolanda Dixon (La.) suggested “The Good, Bad, and Ugly of International Legislatures”. She also indicated that she would contact our friends in Canada in order to have an idea of how many may be participating.

Susan Furlong (Nev.) advised that she has an employee that previously worked for the Knesset, that can contact our international counterparts to see if they would be interested in participating.

Adjournment

Upon a motion by Jennifer Novak (Ida.), seconded by Marshall Long (Ala.), the meeting was adjourned.

Respectfully submitted, Jennifer Novak (Ida.)

Legislative Administrator Committee

Meeting Minutes

2023 Spring Business Meeting
Palm Springs, California
May 6, 2023

Call to Order

The meeting of the Legislative Administrator Committee was called to order by Chair, Jamie Oswalt (AL) at 10:15 a.m.

Attendance

The following members of the committee were present: Vice-Chair, Sarah Bannister (WA); Vice Chair, John Treadwell (AL); John Hollman (IL); Cheri Lujan (NM); Natalyn Williams (AL); Erika Contreras (CA); Bernadette McNulty (CA); Brendan Bucy (NV); and Megan Allen (UT).

Approval of Minutes

Upon motion by Bernadette McNulty (CA), seconded by Megan Allen (UT) the minutes from the committee meeting held September 22, 2022, at the Professional Development Seminar in Little Rock, Arkansas, were approved.

Old Business

Chair Oswalt (AL) shared that the most recent edition from the PDS Arkansas has been mailed. California did not get enough copies mailed to them, among others. It was discussed that the mailing list will need to be reviewed before the next issue goes out to ensure everyone is on the receiving list.

New Business

Ideas were discussed on content for the next upcoming issues. Vice Chair John Treadwell (AL) suggested featuring new Principals. Bernadette McNulty (CA) suggested doing a Mason's Manual Q&A for the spring or fall issue and will work on ideas for that piece. Other ideas for the upcoming issues include recognizing anniversaries, adding the NCSL

featured members to our issues, putting together an executive committee proposal to make one of the three Legislative Administrator (the summer issue) online only. As always, it was reiterated that we need the Society members and attendees to send in as many pictures from each conference as possible.

Adjournment

Upon motion by Vice Chair John Treadwell (AL), seconded by Bernadette McNulty (CA), the meeting was adjourned at 10:45 a.m.

Respectfully submitted, Jamie Oswalt, Chair



Membership & Communications Committee

Meeting Minutes

2022 ASLCS Spring Meeting
Palm Springs, CA
Saturday, May 6, 2023

Call to Order

The meeting of the Membership and Communications Committee was called to order by Angela Smith, Chair (LA), at 10:03AM PST.

Attendance

The following members of the committee were present: Angela Smith, Chair (LA), Colleen Rust, Vice Chair (WA), Sarah Curry (OR), Michelle Fontenot (LA), Paul Smith (NH), Rob Hunt (ME), Brian McKinley (OR). The committee was joined by Tim Sekerak, President (OR).

Approval of Minutes

Upon a motion by Michelle Fontenot (LA), seconded by Brian McKinley (OR), the minutes from the 2022 ASLCS PDS, held on Thursday, September 22, 2022, in Little Rock, AR, were approved.

Old Business

Angela Smith, Chair (LA) gave an update on providing blank ASLCS notecards to society members to use in writing welcome notes to new attendees. Angela is checking with Tim Sekerak, President (OR) to find if the notecards which were purchased last year by the committee have been delivered to him.

New Business

The committee discussed the time frame for the New Attendee Mixer. It is currently set for 4:15-5:45PM and committee members discussed whether that allowed enough time for attendees to travel and make it in time for the mixer, especially those on the east coast. Discussion ensued about shifting the time to 4:30-6:00PM. Tim Sekerak, President (OR)

shared that the goal is to have the New Attendee Mixer and the opening reception in the same location but that has not been confirmed. Paul Smith (NH) shared that the agenda should be minimized to allow for more time to make connections, suggesting the New Attendee Mixer be held from 4:15-5:45PM to allow for a break in between the events as catering staff would likely need time to prepare. Rob Hunt (ME) shared that the events blending would not be detrimental and may provide an opportunity for society members to trickle in as the event transitions to the opening reception as opposed to overwhelming the New Attendee Mixer participants all at once. The committee members agreed that the time frame for the New Attendee Mixer will be determined once the location is confirmed.

Discussion on the New Attendee mixer continued with a focus on minimizing the agenda so there is more time for conversation amongst attendees. Paul Smith (NH) suggested limiting the program to a welcome, message from the president, and overview of the sponsors and pin contest, removing the history of ASLCS and scholarship overview that was included in 2022. Angela Smith, Chair (LA) recommended the programming still include some coverage of the history of ASLCS and scholarships as not all new attendee sponsors are well versed in the details of ASLCS. Committee members agreed that more information could be provided to sponsors to ensure they are prepared to inform their new attendees about ASLCS and scholarships but that a brief mention in the mixer programming was appropriate.

Tim Sekerak, President (OR) and Angela Smith, Chair (LA) both shared an interest in including ice breaker games. Sarah Curry (OR), Brian McKinley (OR), and Michelle Fontenot (LA) suggested a bingo style game with facts about new attendees, state trivia, and asking mixer attendees to go to different sides of the room based on how they align with presented fun facts.

Colleen Rust, Vice Chair (WA) suggested a game where mixer attendees would stand up/step forward/raise hand if they identified with certain questions. Questions could begin as lighthearted and move into deeper questions about how long you have been in your role, if you are feeling nervous about being a new attendee, etc. Angela Smith, Chair (LA) suggested incorporating fun facts into name tags. Those fun facts could be shared aloud and those who identify could clap/cheer. Michelle Fontenot (LA) and Sarah Curry (OR) suggested moving forward with an option that allows for those who may feel intimidated or uncomfortable being put on the spot to participate.

The committee began discussing the Quick Guide, Holly South (NCSL) provided a hard copy of the version used in 2022. Angela Smith, Chair (LA) shared that it went over well in 2022 and the committee agreed we should provide the Quick Guide again in 2023. Colleen Rust, Vice Chair (WA) suggested adding a QR code so it could easily be accessed in a PDF as well. The committee agreed.

Angela Smith, Chair (LA) shared that the Lasting Impressions Award was well received in Little Rock but that there was some confusion using the NCSL pin as the special pin. Paul Smith (NH) suggested using a gavel pin as it is symbolic and would represent those new attendees who made noise and left an impression. This idea was supported by committee members. Gavel pins can be found online for about \$0.67 each purchased in quantities of 25-99. Brian McKinley (OR) offered to create a custom pin and will report back to the committee. Angela Smith, Chair (LA) offered the idea of reducing the number of Lasting Impression Awards from 10 to 5.

Angela Smith, Chair (LA) led a discussion on adding awards for existing members of the society to be recognized. There was discussion on different types of awards, but the committee settled on Impact Statements. PDS attendees would be encouraged to write down impactful statements they heard from fellow attendees on sticky notes and place them on an Impact Statements board at the registration desk. Holly South (NCSL) said that this would be easy to facilitate. This would serve as a way to recognize PDS attendees and encourage PDS attendees to listen and make note of what they hear throughout the week.

The committee members agreed on adding a suggestion for sponsors to take their new attendees to lunch during Lunch on Your Own. Sarah Curry (OR), suggested adding to the agenda a meeting point for those who are looking for a group to attend lunch with. The committee supported this idea.

Angela Smith, Chair (LA) provided an overview of the meeting discussion:

- The start time of the New Attendee Mixer will be confirmed when the location is confirmed.
- We will shorten the program to allow for more conversation amongst attendees, program will include a brief mention of history and scholarships while pointing new attendees to the Quick Guide for more information.
- The Quick Guide will include a QR code.
- The ice breaker activity will be fun facts submitted on note cards. The program will include announcing those facts aloud and those who agree/identify with the fun fact will clap and cheer to demonstrate all we have in common.
- We will move forward with the gavel pin for the Lasting Impression Award. Price and available budget will be vetted by the Executive Committee.
- Impactful Statements will be included in the 2023 PDS, attendees can note those statements and place them on the Impactful Statements wall at the registration desk.
- The agenda will include a suggestion for sponsors to take their new attendees out to lunch during Lunch on Your Own and note that anyone looking for a group to attend lunch with may meet at the registration desk.

Adjournment

Upon a motion by Paul Smith (NH), seconded by Sarah Curry (OR), The meeting was adjourned at 10:53AM PST by Angela Smith, Chair (LA).

Respectfully submitted, Colleen Rust, Vice-Chair (WA)

Program Development Committee

Meeting Minutes

2023 ASLCS Spring Meeting
Palm Springs, California
Saturday, May 6, 2023

Call to Order

The meeting was of the Program Development Committee was called to order at 11am by Sarah Bannister (Wash.).

Attendance

The following members of the committee were present:

Sarah Bannister (Wash.), Chair; Jen Novak (Idaho), Vice Chair; Michelle Fontenot (La.), Vice Chair; Josh Babel (Ariz.); Brendan Bucy (Nevada); Cheri Lujan (N.M.); Mandi McGowan (Ore.); Jamie Oswald (Ala.); Tara Perkinson (Va.); Lacy Ramirez (Ore.); Jose Rodriguez-Amoros (Puerto Rico); Colleen Rust (Wash.); Paul Smith (N.H.); Ron Smith (La.); Jennifer Welch (Va.); J.W. Wiley (La.); and Natalyn Williams (Ala.).

Others in attendance: President Tim Sekerak (Ore.) and Holly South (NCSL)

Approval of Minutes

Upon a motion by Paul Smith (N.H.), and seconded by Jose Rodriguez-Amoros, the minutes of the last meeting held on September 22, 2022, at the ASLCS PDS in Little Rock, Arkansas, were approved.

Discussion

Following introductions of all committee members present, Chair Bannister reported that the committee is responsible for three plenary sessions and eight concurrent sessions for the fall Professional Development Seminar (PDS), and she presented the preliminary schedule.

The committee discussed the tentative schedule for Days 1 and 2 of the PDS, specifically adjusting the times for the New Attendee Mixer and the Committee Chair Transition meeting. Chair Bannister (Wash.) stated that Eric Bailey is

confirmed to present a plenary session on Change Management on Day 2 of the PDS.

Tim Sekerak (Ore.), President, spoke briefly about the upcoming PDS to be held in Eugene, Oregon, and described the location as a "sports town". He also discussed the theme of teaching and always learning as appropriate for this year's PDS.

Regarding Day 3 of the PDS, Colleen Rust (Wash.), Paul Smith (N.H.) and Tara Perkinson (Va.) provided an update on the new leadership series aimed at attracting members of the society to become active again. Colleen mentioned two potential guest speakers: (1) Mark Quiner to present on a solutions-oriented session, challenging things that occur in your chamber, or civil discourse; and (2) Amy Leneker, a former legislative staffer and current consultant, to present on change in the workplace or courageous conversations. Additional details to come on those options. Lacy Ramirez (Ore.) provided an update on the technology concurrent session focusing on social media issues, and Michelle Fontenot (La.) updated the committee on a panel discussion of current and retired members of ASLCS to discuss what's new in our roles and what remains the same. Chair Bannister (Wash.) reported that Jeff Takacs (Fla.) is planning the concurrent session on protests in the legislative environment and Jeff Beighley is organizing a support staff session focusing on the reputation of your office. Jen Novak (Idaho) informed the committee that there is one concurrent session still open on Day 3 and she has reached out to US House Clerk Cheryl Johnson and her assistant Clerk to gauge their interest and availability in participating. More details to come on those conversations. Paul Smith (N.H.) suggested inviting the US Senate Parliamentarian but Holly South informed the committee that she is not available.

Regarding Day 4 of the PDS, the committee discussed the Mason's plenary session and Josh Babel (Ariz.) questioned the reason behind breaking up the A, B,

and C committees over a two-day period. The discussion centered around the hope that this new committee schedule might increase participation. Jennifer Welch (Va.) reported positive feedback on the new format for the Legislative Expo and Reception. Last year's PDS saw great participation and she invited any states who has something to showcase to sign up for the expo.

Chair Bannister (Wash.) reported that Curt Stedron is the guest speaker for Day 5's plenary session, and his presentation will focus on negotiation as a way to solve problems. Angela Andrews will lead one of the concurrent sessions on managing up. Paul Smith (N.H.) and Tara Perkinson (Va.) discussed the leadership series/concurrent session for that day and whether Natalie Wood, NCSL, would be available to discuss findings from her latest staffing project.

Chair Bannister (Wash.) presented information on the types of presentations (session formats) that could be useful to those planning concurrent sessions. The information would be emailed to the committee members.

Adjournment

There being no further business, upon a motion by Jen Novak (Idaho), and seconded by Paul Smith (N.H.), the meeting adjourned at 12:00 pm.



Site Selection Committee

Meeting Minutes

2023 Spring Meeting
Palm, Springs, CA
Saturday, May 6, 2023

Call to Order and Welcome

The meeting of the Site Selection Committee was called to order by Vice Chair Sabrina Lewellen (Ark.), at 9:04 a.m. PDT. She welcomed the committee meeting attendees.

Attendance

Sabrina Lewellen(AR), Colleen Rust (WA), Joyce Wright (AL), Victoria Robinson (AL), Bill Horn (AL), Marshall Long (AL), Michelle Fontenot (LA), Rob Hunt (ME), Jared Roy (ME), José Rodríguez Amorós (PR), Angela Smith (LA), J.W. Wiley (LA), Lindley Starzer (VA), Gillian Conway (VA), Jennifer Welch (VA), Lee Cassis (WV), Jamie Oswalt (AL), Brian McKinley (OR), Susan Kannarr (KS), Darek M. Grant (ME), John Hollman (IL), Sarah Bannister (WA)

Approval of Minutes

The minutes from the October 2022 virtual meeting were reviewed. Upon a motion by Joyce Wright (Ala.) and seconded by José Rodríguez Amorós (P.R.), the minutes from the October 2022 meeting were unanimously approved.

Oregon Update – 2023 PDS

Brian McKinley (Ore.) read an update from Lacy Ramirez Gruss (Ore.) who was leading another committee meeting. Events for the 2023 PDS are finalized, but a Capitol tour in Salem, Ore., will not be available due to construction. The host committee has built in more free time for attendees, which was a common request from the surveys after the 2022 PDS. The host committee has finalized the hospitality suite issue which will be a little different from prior year suites based on hotel restrictions.

New Hampshire Update – 2024 PDS

Vice Chair Lewellen (Ark.) provided a brief update on New Hampshire on behalf of Paul Smith (N.H.) who was busy with another meeting. Fundraising is starting for the 2024 PDS and the host committee will provide further updates in the fall on its progress.

Next PDS Site – 2025

The committee is still looking for a potential host for the 2025 PDS. Pennsylvania had been considering it, though that changed after its Clerk recently left. New Mexico is still considering it.

A discussion was held on overcoming the fears of hosting a PDS, particularly since fundraising seems to be the barrier for many potential hosts. Sabrina Lewellen (Ark.) and Rob Hunt (Maine) offered to talk to any state who may be worried about the logistics of hosting a PDS to alleviate any concerns.

The committee also discussed a potential of a regional or joint-state PDS in case fundraising might be the biggest concern.

Host State Manual Update

A working group has been established by Chair Nanette Mitchell (Tenn.) to update the Host State Manual by incorporating the updates from the 2021 PDS in Portland, Maine; the 2022 PDS in Little Rock, Ark.; and to update information related to a hybrid or no-host PDS. The working group plans to have its work done by 2023 PDS in Eugene, Ore. Members of the working group are Sabrina Lewellen (Ark.), Jackie Scott (Va.), and John Hollman (Ill.).

Hotels Project

At the request of the Executive Committee, Chair Mitchell (Tenn.) has also established a working group to review the past PDS hotel contracts to compare and contrast contractual provisions to better inform the Executive Committee on hotel trends when it is reviewing upcoming hotel contracts. The working group is reviewing hotel contracts from 2019 forward. Members of the working group are Nanette Mitchell (Tenn.), José Rodríguez Amorós (P.R.), Kristen Jones (W.Va.), Anne Landgrebe (W.Va.), and Heather Fahey (Ariz.).

Other business from members

No other business from members was raised.

Adjournment

Upon motion by Susan Kannarr (Kan.) and seconded by Sarah Bannister (Wash.), the meeting was adjourned at 9:23 a.m. PDT by Vice Chair Lewellen (Ark.).

Respectfully submitted, John Hollman (Ill.)



Support Staff Committee

Meeting Minutes

ASLCS Spring Business Meeting
Palm Springs, California
Saturday, May 6, 2023

Call to Order

The meeting of the Support Staff Committee was called to order by Jennifer Welch (VA), Vice-Chair, at 10:00 a.m. (PST). Jennifer Welch welcomed the Committee members, and Martha Jarrow (Vice-Chair), who participated virtually.

Attendance

The following members of the Committee were present:

Tara Perkinson (VA), Jennifer Welch (VA), Lindley Starzer (VA), Martha Jarrow (virtual) (AR), Ali Sagraves (OH), Sabrina Lewellen (AR), Ron Smith (LA), Josh Babel (AZ), Buddy Johnson (AR), J.W. Wiley (LA), Tim Sekerak (OR)

The following NCSL Staff was present: Catherine Chrobak (NCSL)

Approval of Minutes

Upon a motion by Ron Smith (LA) seconded by Josh Babel (AZ), the minutes from the 2022 ASLCS PDS, held in Little Rock, Arkansas, were unanimously approved.

Old Business

The Vice-Chair updated the Committee on two staff members who had completed the Associate Exchange Program in 2023. Lacy Ramirez (OR) completed her AEP in Virginia and Frances Canavan (VA) completed her AEP in Wisconsin. The fourth participant is expected to complete their AEP in June 2023.

The Vice-Chair recognized Josh Babel (AZ), who updated the Committee that Robert Altmann (WV) also completed the Associate Exchange Program in Arizona in 2023.

The Vice-Chair then discussed the expansion of staff breakouts for the 2023 PDS in Eugene, Oregon. This expansion would create two additional breakouts. The breakouts would be the following: Principals, Assistants, Journal, Technology, Enrolling & Engrossing, Voting Systems & Calendar Staff, Bill Status & Committee Staff, Fiscal Administration & Civics Education, and Support Services (PR, Facilities, Safety & Security). The Executive Committee approved this expansion for the 2023 PDS.

The Vice-Chair recognized Sabrina Lewellen (AR) who inquired about the need for an expansion of breakouts. The Vice-Chair explained that more breakouts would allow a more intimate and robust discussion focusing on specific topics.

The Vice-Chair moved on to discussing the legislative expo which takes place at the PDS.

Further, the Vice-Chair explained how this PDS should be the same format as the 2022 PDS in Little Rock, AR which took place later in the day/evening. Additionally, the Vice-Chair requested maximum involvement due to it being the 80th anniversary of the organization. The Vice-Chair recognized Sabrina Lewellen (AR) who inquired about the light snacks offered at the 2022 expo. The Vice-Chair and other members commented that legislative expo in Little Rock, AR was a success. Sabrina Lewellen then requested the Vice Chair speak with Oregon staff about planning for the 2023 expo.

Lastly, the Vice-Chair updated members on the concurrent session ideas for the 2023 PDS. Josh Babel (AZ) inquired about what the topics would include and what to expect as far as the setup goes. The Vice-Chair responded with describing the session as a panel with Principals and topic suggestions which would include reputations and how that affects members/staff/etc.

New Business

Sabrina Lewellen (AR) was recognized by the Vice-Chair who then requested that the Vice-Chair follow up with Oregon staff to make sure pictures are taken at the 2023 PDS especially since this is the 80th anniversary of organization. Pictures are especially important so it can be included in the Administrator. Sabrina Lewellen (AR) then commented that Little Rock, AR expo was a big success and the format used is a good model for future PDS.

The following other topics were suggested by committee members:

How can you be a good steward of your reputation? How can it be damaged?

How to gain trust with members and staff? What is the public's perception of staff?

Adjournment

Upon a motion by Sabrina (AR), seconded by Tara Perkinson (VA), the meeting was adjourned at 10:09 a.m. (PST).





Canada Recognition

On June 7, 2023, Mr. Claude DesRosiers and Mrs. Deborah Deller returned to Queens Park, the Ontario Legislative Building, to attend an honorific ceremony. The Honorable Elizabeth Dowdeswell, Lieutenant Governor of Ontario, with advice and consent of the Executive Council and in the name of His Majesty the King, made Orders to grant Mr. DesRosiers and Mrs. Deller the honorific title of "The Honorable" as former Clerks of the Legislative Assembly of Ontario. Mr. DesRosier served as Clerk 1986 -2006 and Mrs. Deller 2007 - 2016. Along with the title the former clerks they may now "sit at the table" at their pleasure.



The Honorable.... Speaker of the House hosted a luncheon for family, friends and colleagues of the honorees. At which time it was noted the current Clerk, the Honorable Todd Decker will be retiring and Deputy Clerk Trevor Day has been selected as the next Clerk of the Assembly.



Associate Exchange Program

by Morgan Tripamer



Selfie in the rotunda of the Old State Capitol Building

After five years as a Journal Clerk in the Missouri House, it still surprises me how similar, yet completely different legislative chambers are from one another. I applied for the Associate Exchange Program after attending the PDS in Little Rock last year. During those breakouts, I realized that the cross-training in the Missouri House is not typical for most legislative staff. My co-workers and I rotate between three different jobs almost every day: the Journal, the Calendar, and the Message Board. After hearing that other chambers give sole jurisdiction of a job to one person, I knew I wanted to visit another chamber to better understand their internal operations.

I visited the Louisiana House of Representatives during the last week of May, after Missouri's legislative session had ended but before the Louisiana legislature adjourned. The most immediate difference between Louisiana and Missouri is the capitol building. Towering 450 feet above Baton Rouge, it resembles the art deco style of the Empire State Building. The grounds are no less impressive, and I spent an hour exploring the sprawling gardens before even entering the building itself.

Michelle Fontenot, the Chief Clerk, met me on the steps outside the capitol on my first day. She greeted me with a hug which, as I soon came to find out, is how most people in Louisiana say hello. We had very little time before session started, so we quickly made our way to the House chamber. After a whirlwind of introductions, she sat me down at the front desk where I was able to watch session unfold.



The Capitol building

Front Desk Shadowing

Journal Clerk

I began by observing Angela Smith. As the primary journal clerk, Angela takes the minutes from the front desk using various forms that correspond to the action occurring on the floor. Once she accrues a pile of forms, Angela sends the minutes downstairs to René Williams in the Clerk's office. René then takes the forms and builds the Journal using the corresponding macros in WordPerfect. Their process of building a Journal intrigued me as I am not used to having multiple people create a Journal. In the Missouri House, if I take the minutes on the dais, I also build the Journal in our in-house computer program. Angela's process for taking the minutes both fascinated and overwhelmed me. After watching her use multiple different forms for floor action, I showed her my notebook where I take handwritten minutes. I think she had a similar reaction to my process as I did to hers. It was a nice reminder that what we are used to doing isn't the only way, or even the right way, of doing something.

Bill Status Clerk

Marsha Jabour showed me her computer program that allows her to update the status of each bill online as action occurs. I really liked its “Choose Your Own Adventure” interface. For each action Marsha enters, a new list of possible actions populates. Instead of memorizing hundreds of codes that correspond to different actions, like the docket clerk in the Missouri House has to, Marsha has all the next options on one screen.

Chief Clerk

The chief clerk in Louisiana has a prominent role during session. Michelle is responsible for directing session. She acts as the reader, calls bills up from the calendar, and runs the voting board. Comparatively, the chief clerk in Missouri has no specific responsibility on the dais, although she is typically around to help out during busier moments.

Bill Clerk

During my second day, I had not just the opportunity to shadow Ron Smith, the bill clerk, but the chance to help him out during session. Ron is responsible for preparing the messages to the Senate, stamping bill jackets with House action, and recording vote changes. I had so much fun observing Ron; his interactions with the members and his gentle teasing kept me smiling. Ron even had me stamp jacketed bills for him (under his guidance, of course). But what surprised me the most was just how many members requested to change their vote. In Missouri, members are not allowed to change their vote once the board is closed. In Louisiana, members may change their vote as long as it doesn't affect the outcome of the bill. Members consistently came up to Ron for such changes. Oftentimes, I wouldn't even hear them say what bill they referenced. After getting his attention, they would mime writing and Ron just automatically knew what they wanted.

Senate Front Desk

Michelle made sure I had a chance to shadow the Senate for a day. I was curious if the Senate operated similarly to the House, or if there were major differences between the chambers. In Missouri, the House and Senate have very distinct proceedings, technology, and journals. But in Louisiana, at least from an outsider's perspective, I was impressed by the similarities between the two chambers, especially their journals. The formatting is incredibly consistent and their journal creation processes are near-identical to one another.

Procedural Differences

Two significant procedural differences between Louisiana and Missouri require comment: the lack of a floor leader and the reliance on informal motions. In the Missouri House, the Speaker places bills on the calendar while the Floor Leader calls bills up for debate. This means the calendar for the House can grow quite large as bills languish for weeks, months, sometimes an entire session. In contrast, the Louisiana House does not have a Majority Floor Leader to call bills up from the calendar. The House debates the bills in the order they appear on the Order of the Day, which depends entirely on when they are reported from committee. Sponsors may return their bill to the calendar if they are not ready for debate, unlike Missouri's leadership-led debate schedule.

Furthermore, the Louisiana House operates less formally in comparison to the Missouri House. Sponsors rarely make formal motions to third read and pass a bill, adopt an amendment, etc. Rather, members rely on the Clerk and the Speaker to understand the process and state the motion before the body. The House adopts amendments via unanimous consent, only taking a recorded vote if someone objects. Because it is so different from what I'm used to in the Missouri House, where all motions are stated and restated before opening or closing debate, I was initially confused about the proceedings before I learned the flow of session.

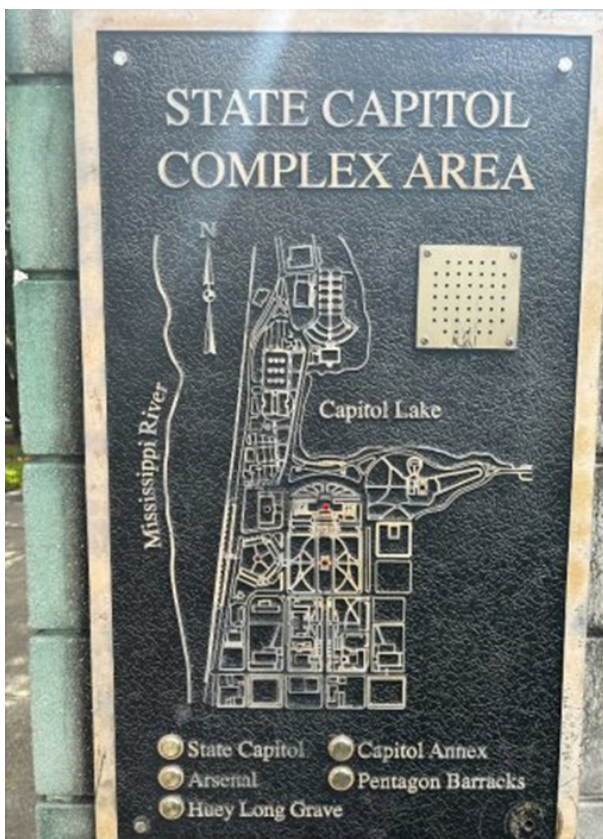
Although the procedural differences surprised me the most, I quickly grew familiar with the way floor debate ran during my week in Louisiana. Debate flowed smoothly and quickly, only getting bogged down because of a bill's content, unlike the Missouri House where debate slows because leadership and rank-and-file members are often on different pages. I especially liked that members knew when bills were up for debate, as representatives could prepare ahead of time for a meaningful discussion.

Conclusion

I had a fabulous time visiting Baton Rouge. Everyone was so incredibly welcoming and the food was absolutely amazing. Michelle introduced me to a place called Elsie's Plate & Pie that was so good I went there twice: once with Michelle, and once with my friends before we headed down to New Orleans for the weekend. This was my first time visiting Louisiana, and I am so glad I was able to go. I want to say thanks again to Michelle, Angela, Ron, René, and the rest of the staff for hosting me. It was a great experience and I'm looking forward to the next time I get to see everyone!



Old clock I found when exploring Baton Rouge



State Capitol map grounds of Mississippi



Lafitte, LA: I went on a swamp tour outside of New Orleans with friends of mine and thought it was absolutely gorgeous.

Associate Exchange Program

WILD AND WONDERFUL WEST VIRGINIA MEETS THE WILD WILD WEST ARIZONA

*A Report on my participation in the ASLCS Associate Exchange Program
April 24-29, 2023 - by Robert Altmann*

The expected became the unexpected and far exceeded my expectations during my time visiting the Arizona Legislature! I relate the clerk's staff to buoys and lighthouses positioned hopefully to keep the ship on course, and not shipwrecked. In my experience our line of work frequently leads to conversation that centers around the commonalities of our respective state legislative process; we nod our heads in agreement, smirk, smile, and make gestures of mutual understanding. BUT! How do you make a motion to get a cow to move? You say: MOO-VE COW!



As I listened, observed, and attempted to get a compass heading on the floor session of the Arizona House, I kept hearing "Cow 1, 2 3... Add Cow" ??? I first think to myself, these must be "Farm Bills." I guess I was not hiding my confusion very well and my puzzled facial expressions must have resonated with the staff. Josh Babel, the House Deputy Chief Clerk, worked hard to shed some light on the COW, that is, the Committee of the Whole. This was a first for me. I have not seen a COW before in the West Virginia House Chamber! I had questions! The first two days I sat in floor session seemed like a different world. I could not imagine how differently things could be done. I had not seen anything like it; and if COW was mind blowing, just wait for the vote! Literally.

Thankfully, as each of the staff members took their turns showing me their individual responsibilities and tasks, I started to get some sense of floor session... or so I thought. That's when I witnessed third read and passage. How could voting on a bill spin me around? I have never seen a roll call vote done like Arizona! We vote on bills very fast in West Virginia, members present push red or green from their seat in less than 20 seconds! And on to the next item in equal fashion. It's routine, like a NASCAR race. However, hold your horses, that's not so much the process out west! As a matter of fact, when I flew over the Arizona State Capitol Saturday on my way back home, a week from my arrival, I



wondered if the vote was still open from last Wednesday's floor session?? Seriously, I exaggerate, but the point being that the voting process is at a slower pace and very much laid back in comparison. The Speaker Pro Tempore, in the Chair, with grace and courtesy, patience, politeness, and in some cases pleading, held open the voting machine for members to push their button or cast their thumb in air, for what seemed an eternity. How unusual and foreign a practice to me. Certainly not the intensity and speed I was used to when the WV House votes on a bill.

A hat tip to the exchange program. I shared and answered questions about the WV House process regarding calendar(s), readings, amendments, passage, voting...etc. I will be taking a lot back to Dubya V, and who knows, we may have a COW sometime.

The wild wild west is the best! A huge thanks to the super cool House Chief Clerk Krystle Isvoranu and staff, Josh, Justin, Daniel, Vincent, Michelle, Ross, Darci, Norma, Tim, Jennifer... for being such gracious and amazing hosts. Also, a big thanks to Secretary of the Senate Susan Aceves and crew for sharing the process in the Senate with me. One more line, the Arizona House has a treasure in the voice of the House, the incomparable Steve Matt! I would make a bet he is the best reader in the country! Or I'm not Robert Altmann!

In conclusion, Hot Tamale, More Cow Bell, Holy Cow, and Thumbs Up to the amazing experience I had being a participant in the exchange program, and please vote! Please

With sincere appreciation,
Robert Altmann, Assistant Clerk, WV



Associate Exchange Program

Virginia House of Delegates

Lacy Ramirez, Reading Clerk of the Oregon House

Why Virginia?

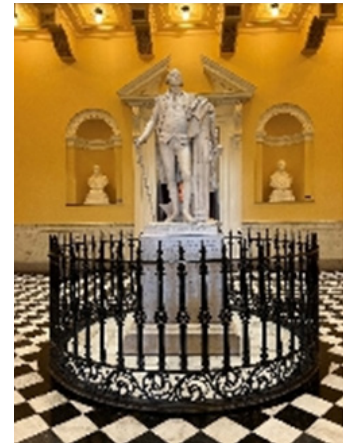
I was sitting in a conference room mid-bite into a rather delicious salad when Nathan Hatfield, the Assistant Clerk of the Virginia Senate, suddenly rushed in. "The Lieutenant Governor is here," he said, "and I would like to introduce you to her." My eyes widened in panic. I hurriedly finished my bite, wiped my hands with a towelette and swiftly checked my teeth in a small mirror as I walked out of the room. Nathan led us into the Lounge where the Lieutenant Governor of Virginia, Winsome Earle-Sears, sat elegantly perched on a sofa arm. The introductions were normal - standard. But when she asked, "why did you choose Virginia for your program?" I froze. After approximately three seconds, I stuttered out, "I didn't have any other choice." I saw her take pause and I didn't dare look at Nathan. I quickly attempted to remedy my answer, "I knew I wanted to come to Virginia so, for me, it was my only choice." Did I say enough to salvage my initial answer? I do not know and, frankly, she probably never gave it a second thought, but it still haunts me to this day.

I did, of course, have an endless list of reasons for selecting Virginia - specifically, the Virginia House of Delegates - as my host for the Associate Exchange Program. That list included the state's rich history, the southern charm, and the fact that it boasts of having the oldest legislative assembly in the country! But if those reasons were not enough, one video chat with a Mr. G. Paul Nardo was all it took to fully cement Virginia as my choice. It was important for me that the Clerk at the host state be one that I felt would be involved in my exchange, was passionate about their role and the legislature, and that they would be someone I would feel comfortable enough around to ask questions, bond with, and get to know. Paul ended up being all of that. But more on this later.

A Train to D.C.

I made the 2,900-mile trip from Portland, Oregon to Richmond, Virginia on a chilly January night. I had the amazing good fortune to bring along my mother and my two-year-old daughter. As a parent, going on week-long work trips are always difficult, so I was grateful for this accommodation which gave me great ease of mind as I knew my daughter would be close and well taken care of. We had an entire day to explore the area before the first day of my Exchange Program began so, being the extensive planner that I am, I had every second of that day accounted for and it started with a 6:00 am train ride to Washington D.C.

It was our first time ever in D.C. and it was amazing. Even though it was a Sunday, I was struck by how quiet it was but, as a local informed me, apparently everyone goes away from the city on the weekends. Makes sense. It was to our advantage, as we comfortably took photos on the Capitol steps, and leisurely made our way around the National Mall. We stopped for breakfast at Lincoln's Waffle Shop, waved to the White House, visited the Smithsonian Museum of Natural History, and stopped by several little shops. It was a full day, but a lovely one, and I was more than ready for the week ahead in Richmond!



The Virginia State Capitol is the home of this life-sized statue of George Washington -the only statue that he ever posed for!

Welcome to the House of Delegates

I wish I could breakdown my summary day by day but, I've been advised that due to my incessant need to include as many details as possible, it would be far too long. Instead, I'll summarize my experience by noting what was most impactful for me during the week. Coming in at number one: the floor session.

To give a better perspective on how awestruck I was by the floor session of the Virginia House of Delegates, I need to explain something about how we do things in Oregon. Now, don't get me wrong, I love my state and I respect our dear Oregon Representatives, but speed isn't exactly a factor when it comes to our daily floor sessions. It's just the Oregon way and we still get our work done, of course. But Virginia was on a whole different level.



Speaker Todd Glibert presiding. Clerk Paul Nardo in the middle with Emily and I to his left and Frances and Tricia to his right. The illustrious Mace at the forefront.

On my first day, I was kindly escorted to my seat for the floor session at the end of the dais where I would be seated to the left of Emily, the Journal Clerk. Next to her stood the Clerk, Paul, and to his right sat the Calendar Clerk and the Journal and Records Director. (The set-up of the floor staff always intrigues me.) As I sat awaiting the start of floor, I observed the Delegates as they sauntered into the Chamber, and I was immediately floored. To my bewilderment, most of them were carrying in plates stacked with hot food and were – shocked gasp – eating at their desks! Still in disbelief, I questioned this act to Emily. “Oh yeah, they eat at their desks,” she responded. “Half of them probably wouldn't show up if they couldn't.” (Emily's quiet dry humor and quick wit had me muffling laughter the whole week.) In the Oregon House, eating in the Chamber is a huge no-no. Although I swear sometimes, I see Tim turn a blind eye to a few Representatives sneaking almonds every now and then. He'll deny that allegation... as he should.

The floor began with the grand entrance of the Sergeant at Arms, Jay Pearson, who donned white gloves and carried the Mace of the House of Delegates - a mace with a 24 karat gold finish made in England and gifted to the Virginia House by the Jamestown Foundation in 1974. The Sergeant at Arms ceremoniously proceeded down the center aisle of the Chamber, turned around when he reached the dais, and loudly proclaimed, “The House is now in Session, all persons not entitled to the privileges of the floor shall please retire to the gallery.” He then placed the Mace on a display in front of the Speaker's podium and walked out. It was all very ceremonious and dignified and gave me chills. I loved every second of it.

Next was a prayer, followed by the Pledge of Allegiance, and then the quorum roll call. Very similar to our Oregon session thus far (apart from the Mace), so I was following along quite easily. Then came the Morning Hours.

Now, the first part of our Oregon House session does include an order of business called ‘Courtesies’ in which members have 1 minute to acknowledge guests in attendance, show gratitude for their communities, sing ‘Happy Birthday’ to other Representatives, or for anything else that may occur to them at that moment.

But the way the Virginia House has organized their floor to consist of 4 Morning Hour Orders of Business is very efficient and I was a huge fan. During the 1st Morning Hour, members took turns introducing guests while those guests rotated in and out accordingly in the upstairs gallery. A hundred Delegates do take up much of the space on the actual Chamber floor and the gallery area is not large enough for all visiting guests to be present at once (and, considering the building's historical elements and its proximity to D.C., the Capitol was always a bustling place). On my first day, the 1st Morning Hour also included a very kind introduction for me given by Majority Leader Delegate Terry Kilgore. I appreciated the Clerk's office for making that happen and for sending me that video afterward.

While most of the 1st Morning Hour was taken up with such introductions, time was also allotted for motions to be made to dispense with constitutional readings of certain legislation, motions for reconsideration, motions to take up certain memorial or commending resolutions, and announcements by the Speaker of any leaves of absences.

The floor continued with the 2nd Morning Hour. The Virginia House of Delegates compiles a daily physical Calendar booklet which is distributed to staff and available to members as they walk into the Chamber. This Calendar is vital to keep track of the legislation that is on the agenda, and I observed that every person in that Chamber treated it as such. People followed along with it closely, marking off items as the session proceeded, and I attempted to do the same. All bills on third, second, and first reading were listed in this Calendar. But those bills were categorized as either being on an 'Uncontested Calendar' or 'Regular Calendar'. I had to learn quite fast what the differences between the two were as, if it was not obvious by now, we do not have such distinctions between bills in Oregon. During that first floor session (and throughout the rest of the week), I perused the Rules of the House of Delegates booklet that Paul had given me and used it as a guide. I did my best not to bombard Emily with questions while we were in floor, although she never hesitated to answer any I did ask and did so with great detail. On the Uncontested Calendar were bills or resolutions that did not receive any dissenting votes or abstentions in committees, objections, nor any floor amendments. During the 2nd Morning Hour, members had the opportunity to request to move any legislation from the Uncontested Calendar to the Regular Calendar. These requests did not require any votes.

The 3rd Morning Hour was dedicated to taking up requests by members for certain legislation to go 'By for the Day'. Essentially, this was postponing the vote for the bills until the next floor. Oregon has a similar request, which is simply a carry-over motion. So, this hour I understood well.

And then came the 4th Morning Hour. Folks, this is where the Virginia House of Delegates simultaneously lost me and wildly impressed me. After a brief time of recognitions for any Points of Personal Privilege, the Clerk called the Calendar. Essentially, the Clerk went through the entire Calendar (save for those bills which had already been removed) and proceeded with the third reading and second reading of the bills, giving a summary of each bill, taking up recorded votes, and announcing the votes. They would complete all this in under an hour. And to understand how impressive this was to me, it is important to know that every day that week I was there, they had approximately 50-80 bills on their second and third reading calendars. During the second or third readings, Delegates also introduced any floor amendments and/or agreed to the amendments presented. Floor amendments are a concept completely unfamiliar to Oregon as all our amendment work happens in committees. Another thing to note was that Delegates were able to record 'Abstentions' during votes (also known as the Rule 69 vote). In the Oregon House, if a member was on the floor during a vote, they must vote. If they fail to voice a vote, their vote is then recorded as a 'yea'.

Now, as I alluded to previously, what was most shocking of all during this Hour was the speed at which they voted on the Third Readings. From the moment the Speaker asks, "Shall the bill pass?" to the moment the Clerk read the vote, no more than 20-30 seconds pass. By contrast, our members in the Oregon House get 60 seconds just to get into the Chamber for the vote, and then have three different options for voting: via the voting buttons on their desks, three electronic fingerprint voting stations located around the chamber, or simply giving us a thumbs up or down. The biggest difference was that the Virginia Delegates rarely left their desks during the floor proceedings, whilst our Oregon Representatives can hardly sit still (maybe allowing them to eat at their desks would help?)

When the floor session concluded, I let out a huge breath. What a whirlwind. And what a joy it was to experience.

The Staff Behind the Dais

The first three days with the Virginia House was packed with activities. Kathryn Pond, the Special Assistant to the Clerk and one of the sweetest people I have ever met, did an incredible job organizing my schedule for the week. She made sure I was introduced to the entire Clerk's staff, which encompassed not only the roles I have typically associated with the Clerk's office, such as Journal, Engrossing, Indexing, Calendar, but also the departments of IT, Committee Staff, HR/Payroll, and Support Services. The Clerk was constantly running about checking in with

each department head, and ensuring the ship was running smoothly. It was really fascinating to learn how all the various departments worked with the Clerk's office both independently and interdependently. While our Oregon Chief Clerk's office certainly collaborates and works with the other departments in our legislature, none of those other offices fall under the umbrella of the Clerk. Our full-time staff consists of only 6 roles, including the Clerk and the Sergeant at Arms.

Everyone I met in the Clerk's office was fabulous and so welcoming, and I wish I had space to write about them all! Instead, I will just highlight those I worked with most closely throughout my week.

Journal Clerk Emily, as I previously mentioned, was who I shadowed during floor. Emily was tenured in her role and worked with a precision I could only describe as meticulous and graceful. She had this way of organizing her insanely huge piles of Journal documents that I started emulating upon my return, so much so, that my co-workers noticed! During floor, Emily kept precise notes (in that way only Journal clerks can do) and took live minutes on their in-house minute system. Their minutes fed into their Journal database at the same time, and I found that function incredibly clean and efficient. In Oregon, we have a separate session-only staff member who inputs the minutes on our Tape Log via Invintus (similar to Granicus). Neither our Tape Log staffer nor our Journal Clerk are in the Chamber during floor session. Simultaneously, Emily was consistently updating the Clerk on changes in Announcements and other relevant time-sensitive information. Delegates were also continuously coming up to Emily to request Co-Patron Forms (we call them Sponsorships in Oregon) or to grab a Statement of Intent Vote Form. One of my tasks during the week was to assist Emily with receiving those vote forms; a small but meaningful task to me as it gave the Delegates an opportunity to greet me and even introduce themselves. A Statement of Intent Form is a form members fill out when they did not change their vote in the time allotted (before the vote closed) and they wish their desired vote be reflected in the Journal. Even though I have not yet been responsible for compiling our House Journal, it was very enlightening and important for me to see all the work that went behind Emily's role. I thank her for her patience and all the knowledge she bestowed on to me!

I also spent time with the lovely Frances Canavan, the House's Calendar Clerk, and Tricia Vaughan, the Journal and Records Director. Those daily Calendar booklets I mentioned were all developed by Frances. As soon as floor concluded for the day, Frances promptly began the work on the next day's Calendar. She aimed to send it to print before she left work for the day but, as we could probably all relate, there are days during session when the printers would not receive the final draft until closer to midnight. In the Oregon House, we do not have a Calendar. Instead, we have various documents and booklets that – in a way – make up a Calendar. We have a daily agenda that we use internally to follow along with proceedings, a script that goes to the Speaker, a Third Reading Alert and a Joint Legislative Schedule which includes Third Reading Notices and details of all committees for the week. Frances and Tricia also gave me a tour of their Journal and Records Office (housed separately from the Chief Clerk's office) and showed me their room full of original documents and Journals! I greatly admired how resourceful both were at their respective roles and I have to give Frances a particular shoutout to say how much I adored her enthusiasm for the job. It was contagious and she adds a fire to the Clerk Team there!

I, of course, also need to give a huge thanks to the Indexing and Enrolling Team: Sarah Armistead, Jackie Scott, and Jeannine Layell. These ladies were not only so warm and inviting, but they had me cracking up until my sides were sore! The work they do is so precise and vital to the work of the House of Delegates. I was blown away by their workload, particularly with the constant proofing and revising of amendments. (This work is done by a completely different department in Oregon). But they completed all their work accurately, and with the kindest smiles on their faces.



The House Clerk ladies hard at work prepping for the day's floor.

I would be remiss if I did not also boast about the wonderful Clerk of the Virginia House of Delegates G. Paul Nardo. Paul truly treated me as one of his own staff, even bringing me some delicious homemade pastries on two separate occasions and continually made sure to check in on me to ensure that my expectations were being met throughout the week (a resounding yes). All Clerks are busy, this I know, but the amount of work Paul has on his plate was truly a feat. Even during floor alone, he rarely had a breather! As I think is common in many other states, the Clerk in Virginia also does the reading of the bills. In my state, the Reading Clerk is its own position (which is mine). When I first informed Paul that I was the one who read the bills, Paul chuckled that he was unaware he could have had someone else doing the reading all along! But in all seriousness, Paul did a great job effortlessly communicating and keeping track of the moving parts during session (with the help of his staff too, of course). In Oregon, our Chief Clerk does not do any Reading whatsoever and is mainly focused on communicating with the Speaker and the members of the body who consistently come up to him with questions on rules, decorum, debate, and so on. Like the Virginia Clerk, he too opens the Roll Call for voting but does not announce any votes himself. Our Speaker does that.

Another huge task that falls under the Virginia Clerk is that of managing their truly enviable Page Program. The Virginia House of Delegates' Page Program, spearheaded by the Sergeant at Arms Jay Pearson, consists of a very selective process that includes combing through dozens and dozens of applications from schools across Virginia to select the thirty or so Pages for the Session. These Pages are housed in hotels within a short walking distance to the Capitol and follow a very rigid and educational curriculum. The Pages are assigned roles throughout the entire Capitol (and adjacent Pocahontas Building) serving committees, welcome/reception desks, various offices, the Chambers, and the Clerk's office. The Page role within the Clerk's office is apparently the most coveted (not surprised there!). In Oregon, we have been working on growing our Civics Education program and spending time observing Virginia's Page Program provided me with very insightful knowledge to bring back to my team.

A Day in the Senate

My report would not be complete without mentioning by day spent with the Virginia Senate and their Clerk's office. The floor session itself did not deviate too much from the Virginia House. Their systems were the main difference, and the session pace, I have to say, was just a tad bit faster (which I honestly thought impossible). Nathan Hatfield, who I mentioned at the beginning of this novel, was one of the first Senate staff members I had the privilege of meeting. Anyone who has met Nathan already knows what an absolute delight and consummate professional he is. Nathan, along with being the Assistant Clerk, also oversaw Communications during floor and used an earpiece to coordinate with other staff during the proceedings. He worked closely with the Sergeant at Arms during the 1st Morning Hour of introductions, seamlessly communicating when a new group of guests had entered the Gallery.



The Senate Clerk staff proofing after floor.

Also on the dais was Corinne Sloan, the Assistant Journal Clerk, Tara Perkinson, Chief Deputy Clerk, Lindley Starzer, Deputy Director of Committee Operations and Calendar Clerk, Michael Adams, Communications and Human Resources, and, of course, in the middle was the esteemed Senate Clerk, Ms. Susan Clarke Schaar.

Upon the conclusion of the Senate floor session, the staff immediately gathered at the dais to proceed with proofing all their documents and notes to ensure accuracy. The proofing was delayed a bit when Clerk Schaar took some time out of her immensely busy schedule to talk to me about my impressions of the floor and to answer any questions I had. She also entertained us all with roarily hilarious historical anecdotes. She was exceedingly delightful, and I appreciated these insightful moments with her greatly. I had a truly wonderful time with the Virginia Senate and thank them for accommodating me!

Conclusion

My mind was reeling with knowledge upon my departure from Richmond and the education I received was inspiring. This once-in-a-lifetime experience with the Virginia General Assembly would not have been what it was without the individuals that run that remarkable well-oiled machine. Every single member of both Clerk's offices were immaculate professionals who are experts in what they do, extraordinarily efficient, and the most hospitable group of people I could have met. I chose Virginia for its rich U.S. history that, to me, was nearly incomparable to anywhere else in our country. But what I learned is that in Virginia, the people don't just know their history, they treasure and value it.

I was worried I was not qualified enough to apply for the Associate Exchange Program. I had seen the titles and resumes of others who had gone before me, and I felt inadequate. But, from the moment I first found out about the program three years ago, my Deputy Clerk Obie Rutledge never stopped encouraging me to apply. What a missed opportunity it would have been had I followed my initial instincts. So, I share with you, who may be debating the very same: if you're in this field and in this Society, then you already have the knowledge and the passion required to both give and receive in this program. Take a chance on yourself. You'll regret it if you don't.





Legislative Announcements

Arkansas House Parliamentarian Buddy Johnson retired this year after 24 years of service with the Arkansas House.

He began his career at the Arkansas State Capitol in May of 1985 as the Arkansas House Information Director. In 1999, he was promoted to the position of Coordinator of Legislative Services. In July of 2012, he was promoted again to the position of House Parliamentarian.

The parliamentarian for the House assists the speaker in deciding all points of order, and also assists the speaker in the preparation of the daily House calendar and assigning bills to their appropriate committee.



Finos “Buddy” Johnson Resolution

Regular Session, 2023 - State of Arkansas

1 State of Arkansas
 2 94th General Assembly
 3 Regular Session, 2023 HR 1080
 4
 5 By: Representative M. Shepherd
 6
 7 **HOUSE RESOLUTION**
 8 CONGRATULATING FINOS B. “BUDDY” JOHNSON, HOUSE OF
 9 REPRESENTATIVES PARLIAMENTARIAN, UPON HIS RETIREMENT
 10 AND COMMENDING HIM FOR HIS THIRTY-EIGHT YEARS OF
 11 CONTRIBUTIONS TO THE HOUSE OF REPRESENTATIVES AND TO
 12 THE STATE OF ARKANSAS.
 13
 14 **Subtitle**
 15 CONGRATULATING FINOS B. “BUDDY” JOHNSON,
 16 HOUSE OF REPRESENTATIVES PARLIAMENTARIAN,
 17 UPON HIS RETIREMENT AND COMMENDING HIM
 18 FOR HIS THIRTY-EIGHT YEARS OF
 19 CONTRIBUTIONS TO THE STATE OF ARKANSAS.
 20
 21
 22 WHEREAS, Mr. Finos B. “Buddy” Johnson, a native of Ashdown, Arkansas,
 23 began his career with the House of Representatives on May 30, 1985, and after
 24 thirty-eight (38) years will retire on June 30, 2023; and
 25
 26 WHEREAS, Buddy Johnson graduated from the University of Arkansas at
 27 Fayetteville with a Bachelor’s degree in Journalism and worked at several
 28 news organizations in the State of Arkansas prior to starting his tenure with
 29 the House of Representatives; and
 30
 31 WHEREAS, Buddy Johnson’s first position with the House of
 32 Representatives was as the Information Director, and then in 1999, Buddy was
 33 promoted to the position of Coordinator of Legislative Services; and
 34
 35 WHEREAS, during his tenure as the Coordinator of Legislative Services,
 36 Buddy Johnson became well versed in parliamentary procedures and the Rules of

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HR1080

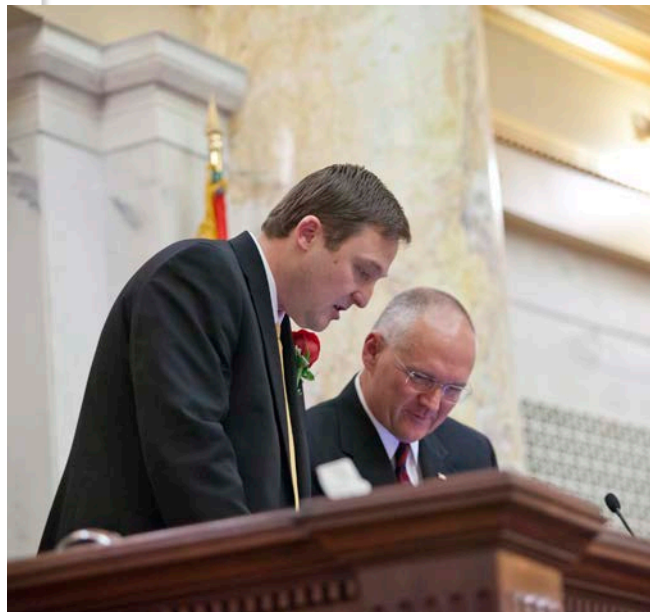
1 the House of Representatives and became a member of the National Association
 2 of Parliamentarians and the American Institute of Parliamentarians; and
 3
 4 WHEREAS, in July of 2012, Buddy Johnson was promoted to the position of
 5 House of Representatives Parliamentarian; and
 6
 7 WHEREAS, since 2014 Buddy Johnson has been an active member of the
 8 American Society of Legislative Clerks and Secretaries (ASLCS) of the
 9 National Conference of State Legislatures; and
 10
 11 WHEREAS, during his tenure with the ASLCS, Buddy served as the Chair of
 12 the Bylaws and Standing Orders Committee and the Chair of the Inside the
 13 Legislative Process Committee and was instrumental in hosting the successful
 14 2022 Annual ASLCS Conference in Little Rock, Arkansas; and
 15
 16 WHEREAS, Buddy Johnson has an extensive resume, but what makes Buddy
 17 excel in his role are the intangible qualities that come so naturally to him,
 18 such as his willingness to collaborate, thoughtful responses, measured
 19 approach to crises that arise, impartiality, and utmost professionalism; and
 20
 21 WHEREAS, during Buddy Johnson’s tenure as parliamentarian, he has
 22 worked with four (4) different Speakers of the House of Representatives and
 23 six (6) General Assemblies and served each member during these past eleven
 24 (11) years in a manner that exemplifies his commitment to public service; and
 25
 26 WHEREAS, Buddy Johnson has forged strong relationships and friendships
 27 with not only his House of Representatives colleagues, but also with
 28 colleagues from the Senate and the Bureau of Legislative Research; and
 29
 30 WHEREAS, while Buddy Johnson will be greatly missed by the General
 31 Assembly, his retirement will allow him to spend more time with his wife
 32 Elizabeth and his two (2) sons Findley and Layet; and
 33
 34 WHEREAS, Steve Cook, the Arkansas Senate Parliamentarian stated “I
 35 greatly appreciate the working relationship I have experienced with Buddy
 36 Johnson. He restored a collaborative spirit of working together with the

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HR1080

1 Senate and the Bureau of Legislative Research that benefitted the legislative
 2 process. The House of Representatives is a better place thanks to Buddy’s
 3 humility and professionalism.”; and
 4
 5 WHEREAS, Speaker of the House of Representatives Matthew Shepherd
 6 stated “Buddy Johnson has been an invaluable part of the House staff. In
 7 addition to assisting in the orderly operation of the House during regular,
 8 special, and fiscal sessions, he has provided counsel in navigating
 9 Constitutional questions, procedural issues, and in the House conducting
 10 business during the midst of a global pandemic. His impact on the House is
 11 tremendous and he will be greatly missed.”.
 12
 13 NOW THEREFORE,
 14 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE NINETY-FOURTH GENERAL
 15 ASSEMBLY OF THE STATE OF ARKANSAS:
 16
 17 THAT the House of Representatives commend Finos B. “Buddy” Johnson for
 18 his distinguished service to the State of Arkansas and the legislative branch
 19 of government, thank him for his countless contributions, and wish him all
 20 the best in his retirement.
 21
 22 BE IT FURTHER RESOLVED THAT, upon adoption, the Chief Clerk of the House of
 23 Representatives provide a copy of this resolution to Buddy Johnson.
 24
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Kay Inabnet, Assistant Chief Clerk of the Wisconsin Assembly

To retire on March 23 after 34 years of dedicated service. She began her career with the Assembly working for the Sergeant at Arms office in 1989, and moved into the Office of the Assembly Chief Clerk in 1995. During that time she has worked for 4 different chief clerks throughout 15 legislative sessions, under both Republican and Democrat Speakers of the Assembly.



Kay has held several legislative positions throughout the years, but they have always included being in the Assembly Chambers at the front desk during session. A number of those session days lasted more than 24 hours, along with a record-breaking 61 hours and 15 minute "session day" in 2011. There were approximately 100,000 protesters in and around the Capitol grounds during that week, and she was there until the final vote on passage occurred.

Kay was instrumental in helping implement the very first virtual session in Wisconsin's history during Extraordinary Session, April 2020. She worked closely with our Legislative Technology Services Bureau to ensure Assembly rules were followed for the virtual session proceedings, and was in the Assembly Chambers at the front desk recording roll call votes for both virtual and physically present members.

Kay has processed thousands of bills and clearinghouse rules over the course of her career, and has helped hundreds of committee clerks. She has an extensive understanding of the legislative process and parliamentary procedure, and her institutional knowledge will surely be missed in the Assembly.

She has been an active member of ASLCS, served as a committee vice-chair and has contributed articles that were published in the Legislative Administrator. Kay enjoyed attending the PDS conferences, and also attended the Summit several times. She told us that she never realized how much the Summit offered for legislative staff, and appreciated the time she was able to spend with a smaller group of ASLCS attendees.

Kay's well-deserved retirement will include spending time with her family, especially her granddaughter, Olivia, helping plan her daughter's wedding, boating on the Madison lakes and enjoying trips to northern Wisconsin this summer. She will be missed, but we all wish her sincere happiness in her retirement.

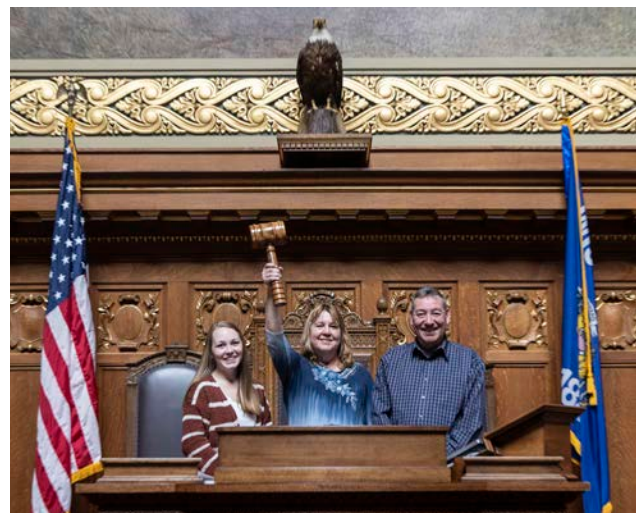


Photo Gallery





























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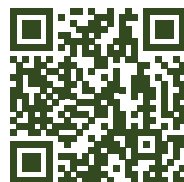
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Published by The Washington State Legislature