



Standing Orders

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ASLCS STANDING ORDERS
Changes adopted through September 27, 2023

PREFACE TO THE STANDING ORDERS

Upon becoming President of ASLCS in 1992, I learned many of the business practices and policies of prior Executive Committees had been passed along from year to year only by word of mouth. In most situations, word of mouth would suffice but in hard or ambiguous cases it did not. Faced with a difficult issue, Presidents and Executive Committees often spent valuable time finding someone who remembered how a question had been previously addressed and why. The system of Standing Orders was conceived to solve this problem.

The Bylaws are the Society's constitution. Standing Orders bear the same relationship to our Bylaws as statutory law does to a constitution; i.e., they are a written body of policy continuing in force unless amended or repealed by act of a present or future Executive Committee.

The Standing Orders have the added benefit of fostering a more open and transparent relationship between the Executive Committee and the membership. *John Phelps, Clerk, Florida House of Representatives (July 24, 2003, San Francisco, CA)*

SECTION I. MEMBERSHIP

(See Bylaws, Article I)

- A. **History.** The American Society of Legislative Clerks and Secretaries (ASLCS or Society) was founded in 1943 to improve legislative administration and to establish better communication between clerks and secretaries throughout the United States and its territories. Its membership is composed of Principal Clerks and Secretaries and their designated legislative employees. The Society's purpose, as stated in Article I, ASLCS Bylaws, is "to improve the administrative and parliamentary effectiveness of State Legislatures and to develop better procedures for enhancing the lawmaking function."

In 1974, ASLCS joined with several state legislative groups to form the National Conference of State Legislatures (NCSL) to advance the effectiveness, independence, and integrity of legislatures.

- B. **Principal Members.** Principal members of the Society are the duly elected or appointed Principal Clerks and Secretaries of each of the 50 states and the insular possessions and territories of the United States of America. A Principal Clerk or Secretary is the chief legislative officer of a legislative body.
- C. **Associate Members.** A legislative employee designated by a Principal Clerk or Secretary may become an Associate member of the Society upon payment of annual dues. The names of Associate members shall be submitted in writing by their

Principal Clerk or Secretary to the ASLCS Secretary-Treasurer and shall be officially recorded. An Associate member shall remain a member until such time as the Principal Clerk or Secretary or a successor shall order in writing that the name of the Associate member be removed from the record or annual dues are not paid.

D. Honorary Members

1. The ASLCS Executive Committee may designate an honorary member of the Society. *(January 6, 1990, Denver, CO)*
2. The Clerk of the United States House of Representatives and the Secretary of the United States Senate shall be honorary members of the Society as long as they remain in their respective offices. *(July 28, 1999, Indianapolis, IN)*
3. The ASLCS President shall inform such individuals of their honorary membership upon their designation or appointment. *(July 28, 1999, Indianapolis, IN; September 13, 2007, Burlington, VT)*

E. Former Members

1. Any former member of the Society may maintain membership in the Society by notifying the ASLCS Secretary-Treasurer and paying the required annual dues.
2. Each dues-paying former member shall receive a copy of the *Roster and Reference Guide (Roster)* and *The Legislative Administrator*. A former member may not vote, serve on a committee or commission, receive a scholarship or financial support, or in any other way participate in the official business of the Society.

- F. Retirement Certificates.** Upon retirement, Principal and Associate members shall receive a certificate from the Society in recognition of their retirement. The President is responsible for the issuance of retirement certificates. *(July 25, 1994, New Orleans, LA; April 18, 1999, Chicago, IL; July 28, 1999, Indianapolis, IN)*

SECTION II. VOTING

(See Bylaws, Article I)

- A. Voting Members.** Each legislative body of the 50 states and the insular possessions and territories of the United States of America shall have two votes, which shall be cast by the voting members of that body or a proxy from that body designated by the Principal Clerk or Secretary of the body under Subsection C.

The following are voting members of the Society:

1. The duly elected or appointed Principal Clerk or Secretary of each legislative body of the 50 states and the insular possessions and territories of the United States of America; and
2. One Associate member of each legislative body of the 50 states and the insular possessions and territories of the United States of America, determined by using the following criteria, in the order listed:
 - a. An Associate member of the ASLCS Executive Committee; or
 - b. An Associate member as designated by the appropriate Principal Clerk or Secretary.

- B. **Voting Procedures.** Voting may occur at any Society business meeting, the time and place of which must be designated by the ASLCS Executive Committee.

Among the issues that may be voted on are the election of Society officers and the amendment of Society Bylaws. The following are the voting procedures for those issues:

1. The vote on the election of Society officers is held at the annual business meeting held in conjunction with the ASLCS Professional Development Seminar (PDS). Society officers serve a one-year term. In the event of failure to fill any office at an annual business meeting, the current officeholder continues to perform the duties of their office in a holdover capacity until a successor is elected.
2. The vote on an amendment to Society Bylaws is held at an annual meeting if the proposed amendment has been mailed to the membership with the official notice of the meeting. A majority vote of the members present and voting is required for passage. If prior notice is not given, a two-thirds vote of the members present and voting is required.

- C. **Voting by Proxy.** A Principal member may designate a proxy to vote in the member's absence at the Society's annual business meeting at the PDS. To properly designate a proxy, the Principal member shall complete the ASLCS Proxy Form and submit it to the ASLCS Secretary-Treasurer prior to the meeting. *(See Proxy Form, final page of Standing Orders)*

SECTION III. **OFFICERS AND DUTIES**

(See Bylaws, Article III)

A. **ASLCS President**

1. **Authority.** The ASLCS President shall preside at all meetings of the Society and of the ASLCS Executive Committee and shall have general control over the affairs of the Society, subject to the approval of the Executive Committee. The President shall sign all certificates and other instruments for the Society. *(August 10, 2016, Chicago, IL)*
2. **Special Committees.** The ASLCS President shall appoint a Budget and Financial Review Committee, a Nominating Committee, and a Roster Committee. *(July 23, 2015, Conference Call; August 10, 2016, Chicago, IL; September 18, 2016, Boise, ID)*
3. **ASLCS Meetings.** The ASLCS President shall call either a spring or winter meeting of the Society. This section will remain in effect unless changed by action of the ASLCS Executive Committee. *(September 7, 2003, Scottsdale, AZ; August 10, 2016, Chicago, IL)*
4. **NCSL Legislative Staff Coordinating Committee.** The ASLCS President and President-elect represent the Society on the Legislative Staff Coordinating Committee (LSCC). Should either the ASLCS President or President-elect be unable to attend meetings of the LSCC, the President shall designate a representative to attend meetings. *(August 3, 1993, Conference Call; November 3, 1993, Santa Fe, NM; April 1, 2006, Little Rock, AR; August 10, 2016, Chicago, IL)*
5. **Interparliamentary Meetings.** The ASLCS President shall attend meetings of the Association of Clerks-at-the-Table in Canada (CATTs), the Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico (ANOMAC), and the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT).
6. **Professional Journal Committee.** The ASLCS President serves as an ex officio member, with voting privileges, of the Professional Journal Committee. *(August 18, 2005, Seattle, WA; August 10, 2016, Chicago, IL)*
7. **Retirement Certificates.** The ASLCS President shall issue and mail a retirement certificate to Principal and Associate members upon their retirement. *(August 10, 2016, Chicago, IL)*

8. **Honorary Membership.** The ASLCS President shall inform individuals who receive honorary membership in the Society. *(August 10, 2016, Chicago, IL)*
9. **Facebook Administration.** The ASLCS President, or the President's designee, serves as one of the administrators responsible for monitoring the content and membership of the Society's Facebook group. *(August 5, 2015, Seattle, WA; August 10, 2016, Chicago, IL)*

B. ASLCS President-elect

1. **Authority.** The ASLCS President-elect shall perform such duties as may be assigned by the ASLCS Executive Committee and shall, in case of death, disability, or absence of the ASLCS President, be vested with all the powers and perform all the duties of the President. *(August 10, 2016, Chicago, IL)*
2. **Outreach Efforts.** The ASLCS President-elect shall lead the Society's outreach efforts to new Principal and Associate members and to those who have been active in the Society in the past but no longer participate in the Society. *(August 5, 2015, Seattle, WA)*
3. **Internal Audit Committee.** The ASLCS President-elect shall appoint three members to perform an internal audit of the ASLCS Secretary-Treasurer's records from the previous year. *(August 10, 2016, Chicago, IL)*
4. **NCSL Legislative Staff Coordinating Committee.** The ASLCS President-elect, along with the ASLCS President, represents the Society on the LSCC. *(August 5, 2015, Seattle, WA)*
5. **Committee Membership.** The ASLCS President-elect serves as an ex officio member, with voting privileges, of the Professional Journal Committee and the Membership and Communication Committee. *(August 5, 2015, Seattle, WA; August 10, 2016, Chicago, IL)*
6. **Society Documents.** The ASLCS President-elect shall deposit copies of the current Bylaws and Standing Orders, and their indexes, with the Society Archivist and the NCSL Staff Liaison, unless otherwise ordered by the ASLCS Executive Committee. *(August 10, 2016, Chicago, IL)*

C. ASLCS Secretary-Treasurer

1. **Authority.** The ASLCS Secretary-Treasurer shall keep accounts of all monies of the Society received or disbursed, sign all checks for the payment

of money, and countersign all certificates and other instruments for the Society. *(August 10, 2016, Chicago, IL)*

2. **Recordkeeping.**

a. The ASLCS Secretary-Treasurer shall keep a record of all votes and minutes of the proceedings of all membership and ASLCS Executive Committee meetings and shall maintain the membership records of the Society. The Secretary-Treasurer shall also communicate to the Bylaws and Standing Orders Committee Chair or Co-Chairs all proposed changes referred to it by the Executive Committee. *(August 10, 2016, Chicago, IL; August 9, 2017, Boston, MA)*

b. At the request of the ASLCS Secretary-Treasurer, the ASLCS Associate Vice President-elect may assist in preparing minutes of the proceedings of the membership and ASLCS Executive Committee meetings and any other assigned duties; except that the Secretary-Treasurer may not delegate any financial duties and retains ultimate responsibility for the performance of all duties required of the office by the Society's Bylaws and Standing Orders. *(August 15, 2023, Indianapolis, IN)*

3. **Custody of Records.** The ASLCS Secretary-Treasurer shall have custody of all books, records, and papers of the Society and is responsible for depositing copies of programs and proceedings of all Society meetings with the Society Archivist and the NCSL Staff Liaison, unless otherwise ordered by the ASLCS Executive Committee. *(August 10, 2016, Chicago, IL)*

4. **Notice of Meetings.** The ASLCS Secretary-Treasurer shall give notice as required in the Bylaws of all meetings of the Society or the ASLCS Executive Committee. *(August 10, 2016, Chicago, IL)*

5. **Charitable Contribution.** Upon the death of a Principal member who formerly served as President of the Society, the ASLCS Secretary-Treasurer, at the direction of the ASLCS President, shall send a \$500 memorial contribution to the charity of the decedent's family's choosing. Upon the death of an Associate member who formerly served as Associate Vice President of the Society, the Secretary-Treasurer, at the direction of the President, shall send a \$250 memorial contribution to the charity of the decedent's family's choosing. Upon the death of any other member, the Secretary-Treasurer, at the direction of the President, shall send a \$100 memorial contribution to the charity of the decedent's family's

choosing. *(December 13, 1997, Atlanta, GA; April 1, 2006, Little Rock, AR; September 5, 2013, Conference Call; August 10, 2016, Chicago, IL)*

6. **Committee Membership.** The ASLCS Secretary-Treasurer serves as an ex officio member, with voting privileges, of the Budget and Financial Review Committee. *(September 18, 2016, Boise, ID)*

D. **ASLCS Associate Vice President**

1. **Authority.** The ASLCS Associate Vice President shall represent the interests of all Associate members in the deliberations of the ASLCS Executive Committee and shall promote participation by Associates in the affairs of the Society.
2. **Interparliamentary Meetings.** The ASLCS Associate Vice President shall attend meetings of CATTs and ANOMAC with the ASLCS President. *(August 10, 2016, Chicago, IL)*
3. **Committee Membership.** The ASLCS Associate Vice President serves as an ex officio member, with voting privileges, of the Professional Journal Committee and the Membership and Communication Committee. *(August 18, 2005, Seattle, WA; August 10, 2016, Chicago, IL)*

E. **ASLCS Immediate Past President**

1. **President and Executive Committee Reference Guide.** The ASLCS Immediate Past President shall update the ASLCS *President and Executive Committee Reference Guide* annually. *(September 18, 1998, Madison, WI; August 10, 2016, Chicago, IL)*
2. **Professional Journal Committee.** The ASLCS Immediate Past President serves as an ex officio member, with voting privileges, of the Professional Journal Committee. *(August 18, 2005, Seattle, WA; August 10, 2016, Chicago, IL)*

SECTION IV. **EXECUTIVE COMMITTEE**

(See Bylaws, Articles IV and V)

- A. **Authority and Duties.** The ASLCS Executive Committee is the Society's governing body. Under authority granted in the Society's Bylaws and Standing Orders, the committee supervises and directs the affairs of the Society, its committees, and its publications. It determines annual dues assessments, controls the Society's finances, and supervises the disbursement of Society funds.

- B. **Membership.** The Society's President chairs the 13-member ASLCS Executive Committee. Other committee members include the President-elect, Secretary-Treasurer, Associate Vice President, Associate Vice President-elect, Elected Principal Member, and Elected Associate Member. These seven persons are the Society's officers. The committee also includes two Appointed Principal Members and two Appointed Associate Members. The Immediate Past President and Immediate Past Associate Vice President serve as ex officio members with voting privileges.

A Past President or Past Associate Vice President who is a dues-paying Principal or Associate member is an ex officio member of the ASLCS Executive Committee but is not entitled to vote and is not counted in determining a quorum. Past Presidents and Past Associate Vice Presidents are encouraged to attend Executive Committee meetings and to share their experience and institutional knowledge. *(August 15, 2023, Indianapolis, IN)*

C. **Vacancies**

1. In case of the death, resignation, or inability to serve of any officer or member of the ASLCS Executive Committee, the highest-ranking officer must submit to the remaining committee members a nomination to fill the vacancy for the unexpired term. A majority vote is required to confirm the appointment.
2. A nomination to fill a vacancy for a Principal member who is an officer of the ASLCS Executive Committee other than the ASLCS President must give priority for advancement to the next-highest-ranking elected Principal officer of the committee. A nomination to fill a vacancy for an Associate member who is an officer of the committee must give priority for advancement to the next-highest-ranking elected Associate officer of the committee. *(August 3, 2022, Denver, CO; August 15, 2023, Indianapolis, IN)*

D. **Meetings**

1. **Executive Committee Meetings.** The ASLCS Executive Committee shall hold its meetings upon call by the ASLCS President at such time and place designated by the President. Seven members of the Executive Committee shall constitute a quorum for the transaction of business. If a quorum is not present at any meeting called by the President, a less number may adjourn the meeting, from time to time, without notice other than by announcement at the meeting, until a quorum of the Executive Committee shall attend such adjourned meeting.

2. **Business Meetings.** The time and place of each business meeting held by the Society must be designated by the ASLCS Executive Committee. The Society shall hold an annual business meeting in conjunction with the PDS.

E. **Travel Reimbursement**

1. **Estimates and Approval.** The ASLCS Executive Committee must approve in advance any reimbursement for any travel or lodging costs allowed under these Standing Orders. The ASLCS President, Associate Vice President, and President-elect shall submit estimated costs for any proposed travel or lodging for which reimbursement will be requested to the Executive Committee, as well as a formal request for reimbursement based on the estimate, prior to a vote being taken on the reimbursement. For any travel approved under these Standing Orders, the Society may reimburse an officer or designee for the cost of coach class air travel or travel by alternative means. The amount reimbursed for travel by alternative means may not exceed the amount the officer would have paid for coach class air travel. *(May 1, 2020, Conference Call)*
2. **International Travel.** The ASLCS Executive Committee may authorize coach class air travel or an alternative means of travel and lodging costs for the ASLCS President or the President's designee attending international meetings of a clerks' organization as the official representative of the Society. Such international travel shall include, but is not limited to, the following meetings: CATTs; Joint Canadian-American; ANOMAC; and ANZACATT.

The ASLCS Associate Vice President and the Chair of the respective ASLCS standing committee, or their designees, may receive financial assistance to attend the CATTs; Joint Canadian-American; and ANOMAC meetings upon ASLCS Executive Committee approval. *(September 29, 2017, Phoenix, AZ; May 1, 2020, Conference Call)*

3. **NCSL Legislative Staff Coordinating Committee Travel.** Upon authorization by the ASLCS Executive Committee, the Society may reimburse the ASLCS President and President-elect, or designees, for coach class air travel or an alternative means of travel and lodging costs incurred while representing the Society at LSCC meetings. *(July 23, 1998, Las Vegas, NV; September 24, 2002, Portland, OR; May 1, 2020, Conference Call)*

SECTION V. **DUES**

(See Bylaws, Article I)

- A. **Society Dues.** Annual dues for Principal members are \$130; for Associate members, \$65; and for former members, \$65. *(October 1, 1995, Oklahoma City, OK; September 7, 2003, Scottsdale, AZ)*
- B. **Society Dues Invoices.** All invoices will be mailed by the ASLCS Secretary-Treasurer to the Principal members and to dues-paying former members. Dues shall be payable each calendar year. *(December 15, 1984, Nashville, TN; September 23, 1998, Madison, WI)*
- C. **Dues Deadline.** April 15 is the deadline each year for payment of dues by Associate members and former members wishing to be included in the *Roster*. *(March 21, 1998, Kansas City, MO)*
- D. **Transferability of Dues.** Dues are paid for the individual. Dues are not transferable to another individual. *(April 25, 1981, Annapolis, MD)*

SECTION VI. **ASLCS FINANCIAL ACCOUNTS**

A. **Special Meeting Fund**

- 1. The Special Meeting Fund is the general account for most private contributions to the Society. This includes contributions to the PDS, as well as the winter or spring meeting, and for activities at the NCSL Legislative Summit.
- 2. The account is maintained by NCSL. Funds in the account are to be invested by NCSL as part of its general fund investment activity. The account is to be credited with interest payments during the fiscal year. Balance sheets and fund details are to be reported to the ASLCS Executive Committee at each of its meetings and to the ASLCS President at the President's request.

B. **Professional Development Revolving Account**

- 1. The Professional Development Revolving Account is a non-interest-bearing account that receives any profit from the PDS. This account shall be used for professional development of Society members.
- 2. A Speaker's Fund of \$15,000 shall be established within the account to pay honoraria to speakers presenting at the PDS. In the event the balance in the account is less than \$15,000, the ASLCS Executive Committee may

approve an expenditure from the Dues Account for honoraria at the PDS. (*July 28, 1999, Indianapolis, IN; April 1, 2007, Chicago, IL; October 6, 2008, Reno, NV*)

3. Expenditures from the account include:
 - a. The Betty King Scholarship for the Legislative Staff Management Institute (LSMI);
 - b. The Edward A. Burdick Memorial Scholarship;
 - c. The Jane Richards Scholarship;
 - d. The Millicent (Millie) MacFarland Memorial Scholarship;
 - e. The David A. Ward Technology and Innovation Scholarship;
 - f. Up to \$15,000 from the Speaker's Fund for honoraria to speakers presenting at the PDS;
 - g. Associate Exchange Program (AEP) travel reimbursement; and (*April 1, 2007, Chicago, IL*)
 - h. Any other professional development opportunities as approved by the ASLCS Executive Committee.
4. The account is maintained by NCSL. Balance sheets and fund details are to be reported to the ASLCS Executive Committee at each of its meetings and to the ASLCS President at the President's request.

C. Professional Development Seminar Account

1. The Professional Development Seminar Account is the budget for the PDS. It is created each year and contains the projected revenue and expenditures for the PDS. The budget shall be developed by working with the NCSL Meeting and Seminar Department. Revenue for the budget is derived from seminar registration fees. Expenses for the PDS shall be paid from this account.
2. The account is maintained by NCSL. Balance sheets and fund details are to be reported to the ASLCS Executive Committee at each of its meetings and, on request, to the ASLCS President and the Chair of the ASLCS Budget and Financial Review Committee. (*September 18, 2016, Boise, ID*)

D. Dues Account

1. The Dues Account contains all funds received from membership dues for the Society. The account is maintained jointly by the ASLCS Secretary-Treasurer and NCSL in a non-interest-bearing account established in Denver, Colorado. Balance sheets and fund details are to be reported to the ASLCS Executive Committee at each of its meetings and, on request, to the ASLCS President and the Chair of the ASLCS Budget and Financial Review Committee. The Secretary-Treasurer maintains an electronic copy of the register of deposits, expenditures, and charges to the Dues Account, which shall be shared with the Chair of the Budget and Financial Review Committee and updated as changes are made to the register. The Secretary-Treasurer also maintains an up-to-date list of paid members. The ASLCS Executive Committee, pursuant to Subsection D.3 of this section, may approve a transfer of money from the Dues Account to NCSL to be invested in an interest-bearing account. *(July 12, 2021, Conference Call)*
2. Expenditures from the account must be approved by the ASLCS Executive Committee and may include:
 - a. Reimbursement for travel for the ASLCS President and President-elect, or designees, for coach class travel and lodging to attend meetings of the LSCC;
 - b. Reimbursement for travel for the ASLCS President, Associate Vice President, and Chair of the respective committees, or designees, for coach class travel and lodging when necessary to represent the Society at the annual meetings of CATTs and ANOMAC and at Joint Canadian-American meetings;
 - c. Reimbursement for travel for the ASLCS President, or designee, for coach class travel and lodging expenses to attend the annual meeting of ANZACATT;
 - d. Society group photo, if one is taken at the PDS;
 - e. Logo items;
 - f. Membership certificates, membership pins, and copies of the Society's Code of Ethics;
 - g. Retirement certificates;

- h. Memorial contributions of \$500 upon the death of a Principal member who formerly served as President of the Society, \$250 upon the death of an Associate member who formerly served as Associate Vice President of the Society, and \$100 upon the death of any other member; (*December 13, 1997, Atlanta, GA; April 1, 2006, Little Rock, AR; August 10, 2016, Chicago, IL*)
 - i. Awards and plaques;
 - j. Publications of the Society including the *Roster*, *The Legislative Administrator*, *Journal of the American Society of Legislative Clerks and Secretaries* (*Journal or Professional Journal*), and *International Directory*, as well as mailing expenses; and
 - k. Other expenses as determined by the ASLCS Executive Committee. (*April 1, 2007, Chicago, IL*)
3. The ASLCS Executive Committee may direct the ASLCS Secretary-Treasurer to transfer money from the account to NCSL to be invested in an interest-bearing account. NCSL agrees to provide ASLCS with a quarterly accounting of the transferred funds. The interest rate to be credited to ASLCS shall be the interest rate paid to NCSL for ASLCS funds. NCSL further agrees that, upon the request of the ASLCS Executive Committee, NCSL will transfer any portion or all of ASLCS funds, plus interest, back to the Secretary-Treasurer or ASLCS President. (*September 18, 1998, Madison, WI*)

SECTION VII. PROFESSIONAL DEVELOPMENT SEMINAR

(*See Bylaws, Article II*)

- A. **Requirement and Purpose.** The Society shall hold an annual meeting, to be known as the Professional Development Seminar, to provide professional training for legislative staff, create a forum for information sharing among legislative bodies, strengthen the legislative institution, and hold an annual business meeting to address the business affairs of the Society.
- B. **Site Approval.** The site selected for the PDS shall be approved by the ASLCS Executive Committee. (*January 21, 1995, Tallahassee, FL*)
- C. **Conference Hotel.** NCSL will not utilize a third-party to seek proposals for or negotiate the contract with the conference hotel without the prior approval of the ASLCS Executive Committee. (*September 29, 2017, Phoenix, AZ*)

- D. **Registration Fees.** Registration fees for the PDS shall be established by the ASLCS Executive Committee at the spring meeting. *(September 7, 2003, Scottsdale, AZ; September 29, 2017, Phoenix, AZ)*
- E. **President's Fund.** The ASLCS President may expend up to \$1,000 for expenses associated with the PDS. *(January 6, 1990, Denver, CO; December 13, 1997, Atlanta, GA)*
- F. **Speaker's Fund.** A Speaker's Fund of \$15,000 shall be established within the Professional Development Revolving Account. *(July 28, 1999, Indianapolis, IN; April 1, 2007, Chicago, IL; October 6, 2008, Reno, NV)*
- G. **Annual Business Meeting**
1. The ASLCS Executive Committee shall designate the time and place for the annual business meeting and shall notify each member of the Society of such information at least 30 days prior to the meeting.
 2. The ASLCS President shall call the meeting to order and a quorum of members eligible to vote shall be established. If a quorum is not present, the meeting shall be adjourned until the next day at a time designated by the voting members present and registered. At the designated time, the voting members present and registered shall constitute a quorum.
 3. Society business to be considered includes approval of the minutes of the previous business meeting, election of officers, consideration of amendments to the Bylaws, approval of the Secretary-Treasurer's report, reports of committees, and any other matter deemed necessary to come before the Society.
- H. **Society Group Photo.** Each year that a Society group photo is taken at the PDS, the NCSL Staff Liaison shall purchase a copy to keep with the Society Archives. The photo shall be paid for from the Society's Dues Account. *(December 10, 2000, Memphis, TN)*

SECTION VIII. STANDING COMMITTEES

- A. **Standing Committees**
1. **Bylaws and Standing Orders.** The Bylaws and Standing Orders Committee is charged with reviewing all suggested changes to the Society's Bylaws and Standing Orders. The committee recommends for adoption only those changes that are absolutely necessary to improve the function of the Society. The ASLCS Secretary-Treasurer shall communicate to the

Bylaws and Standing Orders Committee Chair or Co-Chairs all proposed changes referred to it by the ASLCS Executive Committee. (*August 9, 2017, Boston, MA*)

2. **Canadian-American Relations.** The Canadian-American Relations Committee was established to encourage and maintain a good working relationship with our friends in Canada. The committee works with CATTs in coordinating the biennial Joint Canadian-American Meeting, held in odd-numbered years and hosted alternately by Canada and the United States. The committee shall develop, review, and publish a host state manual that provides a guideline of expectations and costs to states that consider or accept the responsibility of hosting the joint meeting. The Chair of the committee, along with the ASLCS President and Associate Vice President, represent the Society at the annual meeting of CATTs. (*August 10, 2016, Chicago, IL*)
3. **Inside the Legislative Process.** The Inside the Legislative Process Committee reviews and produces *Inside the Legislative Process*, an online research tool that is published biennially to the Society's website. This informational reference document is based on comprehensive surveys of legislative clerks and secretaries. The committee works closely with NCSL to develop the survey questions and to record responses to the survey in an easily usable format that reflects current legislative process.
4. **International Communication and Development.** The International Communication and Development Committee reviews the Society's relationship with countries other than Canada and the Society's role within NCSL in working with those countries. The committee receives reports from the LSCC and works with other NCSL professional staff associations involved in international relations. The committee annually publishes the *International Directory*, which includes the objectives and goals of the Society and its foreign partner associations. The Chair of the committee, along with the ASLCS President and Associate Vice President, represent the Society at the annual meeting of ANOMAC. (*August 8, 2019, Nashville, TN*)
5. **Legislative Administrator.** The Legislative Administrator Committee publishes *The Legislative Administrator*, the official Society newsletter, up to three times annually. This publication gives all members an opportunity to share the news of the Society. It contains the minutes from meetings of the ASLCS Executive Committee, standing committees, and other business meetings, as well as news articles about members and their states. The Chair or Co-Chairs of the committee have final authority over the content of the newsletter.

6. **Membership and Communication.** The Membership and Communication Committee works to strengthen the Society's membership and to improve the Society's ability to share information with its members. The ASLCS President-elect and Associate Vice President serve as ex officio members of the committee with voting privileges. (*August 10, 2016, Chicago, IL*)
7. **Professional Journal.** The Professional Journal Committee annually publishes the *Journal of the American Society of Legislative Clerks and Secretaries*. The *Journal* solicits articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff and provides Society members with an opportunity for further professional development by having their work published in a professional journal. The Chair of the committee serves as editor of the *Journal* and appoints members of the editorial board from among committee membership. The ASLCS President, Associate Vice President, Immediate Past President, Immediate Past Associate Vice President, and all Society members who serve on the LSCC serve as ex officio members of the committee with voting privileges.
8. **Program Development.** The Program Development Committee plans the agenda for the Society's portion of the NCSL Legislative Summit and develops the program for the PDS.
9. **Site Selection.** The Site Selection Committee investigates and selects a host city for the PDS. The committee submits a formal recommendation to the ASLCS Executive Committee, which has final authority over the selection of the host city. The committee shall develop, review, and publish a host state manual that provides a guideline of expectations and costs to states that consider or accept the responsibility of hosting the PDS. (*August 10, 2016, Chicago, IL*)
10. **Support Staff.** The Support Staff Committee represents the Society's Associate members and works to strengthen their participation in the Society and to ensure that Society meetings include programs addressing their interests. The committee administers the AEP, including its nomination process. The committee submits formal recommendations to the ASLCS Executive Committee, which has final authority over the selection of program participants.
11. **Technology.** The Technology Committee explores new technology and examines its adaptation to state legislative operations. The committee shares information with Society members through reports and programs presented at the NCSL Legislative Summit and the PDS. The committee, in accordance with publication standards and subject to ASLCS Executive

Committee approval, provides guidance to the NCSL regarding the design, content, and maintenance of the Society's website. The Chair of the committee, or the Chair's designee, serves as one of the administrators responsible for monitoring the content and membership of the Society's Facebook group. Each year, the committee reviews the Facebook group and the overall design of the Society's website and recommends changes to the Executive Committee. *(July 23, 2015, Conference Call; August 5, 2015, Seattle, WA)*

B. Committee Chairs, Co-Chairs, Vice Chairs, and Term of Office

1. Appointment and Term of Office

- a. Committee Chairs, Co-Chairs, and Vice Chairs are appointed by the ASLCS President. The term for the Chairs of the Bylaws and Standing Orders, International Communication and Development, Legislative Administrator, Membership and Communication, Program Development, Site Selection, Support Staff, and Technology Committees is one year. *(August 18, 2005, Seattle, WA)*
- b. The term for the Chairs of the Inside the Legislative Process, Canadian-American Relations, and Professional Journal Committees is two years. *(July 23, 1998, Las Vegas, NV; July 28, 1999, Indianapolis, IN; March 19, 2000, Santa Fe, NM; August 18, 2005, Seattle, WA)*

2. Committee Leadership

- a. The ASLCS President has the flexibility to appoint up to three members as Chair, Co-Chairs, or Vice Chairs, or any combination thereof, at least one of whom shall be an Associate member. The Chair of the committee shall appoint one member of the committee to make a record of committee proceedings.
- b. The incoming ASLCS President shall consult with the ASLCS Associate Vice President to seek recommendations for Associate leadership positions. *(August 18, 2005, Seattle, WA)*

C. Committee Transitions

Matters before a standing committee of the Society shall no longer be active upon the appointment of a new committee with the same jurisdiction but may be resubmitted to the newly appointed committee. *(January 21, 1995, Tallahassee, FL)*

SECTION IX. SPECIAL COMMITTEES

The ASLCS President may appoint special committees and Chairs as needed, including a Strategic Planning Committee and committees to select recipients of the Joseph A. Beek Distinguished Service Award, Distinguished Service Award for Associates, Innovation Award, NCSL Legislative Staff Achievement Award, and Life Membership Award. (*October 17, 1997, Vail, CO; July 28, 1999, Indianapolis, IN; September 18, 2016, Boise, ID*)

A. **Budget and Financial Review Committee**

1. The ASLCS President shall appoint a Budget and Financial Review Committee to review, monitor, and make recommendations regarding all Society financial accounts and expenditures and to review all budgeting related to the PDS. Members of the committee serve two-year terms, except as provided in Paragraph 2.c. (*September 18, 2016, Boise, ID*)
2. The committee shall be composed of seven members, as follows:
 - a. a former ASLCS President, who shall serve as Chair of the committee;
 - b. a former ASLCS Associate Vice President;
 - c. the ASLCS Secretary-Treasurer, who shall serve a one-year term as an ex officio member of the committee with voting privileges; and
 - d. four additional members, two of whom must be former members of the ASLCS Executive Committee. (*September 18, 2016, Boise, ID*)
3. The committee shall:
 - a. review the development of the PDS budget and any budget reports related to the PDS, complete a post-PDS financial review of the PDS budget, and, as soon as practicable, provide a report to the ASLCS Executive Committee;
 - b. promptly review the reports of the ASLCS Secretary-Treasurer submitted to the Executive Committee at each meeting on the balance sheets and fund details of the Dues Account; (*July 12, 2021, Conference Call*)
 - c. evaluate all Society financial accounting practices and Society accounts, including expenditures from the accounts, for accuracy,

consistency, and appropriateness and for clarity of purpose and process;

- d. consider and recommend changes to the Society's financial accounting and reporting, including the possibility of creating, eliminating, or consolidating accounts; and
- e. prepare an annual financial review report for the ASLCS Executive Committee that details all Society financial accounts, describes the purpose and authorized uses of each account, and explains the PDS budget and all information included in PDS budget reports, due before the spring meeting. *(September 18, 2016, Boise, ID)*

4. The Chair of the Budget and Financial Review Committee, in consultation with the ASLCS President, may direct the ASLCS Secretary-Treasurer or NCSL to provide information on the ASLCS financial accounts and expenditures as necessary to carry out the responsibilities of the committee. *(July 12, 2021, Conference Call)*

B. Internal Audit Committee

The incoming ASLCS President shall appoint three members to perform an internal audit of the ASLCS Secretary-Treasurer's records from the previous year. *(September 14, 2000, Wilmington, NC)*

C. Nominating Committee

(See Bylaws, Article VI)

1. The ASLCS President shall appoint a Nominating Committee. All candidates seeking an elective office of the Society shall declare their candidacy for office to the Chair of the Nominating Committee at least two weeks prior to the first day of the PDS in order that a time may be arranged to appear before the Nominating Committee. *(July 26, 2002, Denver, CO)*
2. No later than 10 days prior to the first day of the PDS, the Chair of the Nominating Committee shall notify the membership of the Society of those individuals who have declared their candidacy. Failure to declare candidacy does not preclude being nominated from the floor at the time of the election. *(July 26, 2002, Denver, CO)*
3. If a person serving on the Nominating Committee is from the same state as a declared candidate, the ASLCS President shall replace the member of the Nominating Committee with a member from another state. *(July 26, 2002, Denver, CO)*

D. Roster Committee

1. The ASLCS President shall appoint a Roster Committee to prepare the *Roster* for annual publication. The committee serves a two-year term, with one state responsible for production of the *Roster*.
2. The purpose of the *Roster* is to provide a current listing of Society members from the 50 states and United States insular possessions and territories. The *Roster* shall also include the Society's Bylaws and Standing Orders, a listing of committees and committee assignments, and information pertinent to the Society's elected officers, Past Presidents, honorary members, and special award recipients. *(July 23, 2015, Conference Call)*

SECTION X. MASON'S MANUAL COMMISSION

- A. **Appointments; Organization.** Coinciding with each revision cycle, the ASLCS President shall notify the Society that a new Mason's Manual Commission (Commission) will be appointed. A Principal or Associate member of the Society who wishes to be considered for appointment to the Commission must submit a letter of interest to the President by the announced date. The President shall appoint the new Commission and shall announce the appointments to the Society within 30 days. The organizational meeting of the Commission shall be called by the President. The Commission shall be dissolved with the publication of each succeeding edition. *(September 21, 2002, Portland, OR; September 26, 2005, Springfield, IL)*
- B. **Mission Statement.** The Commission shall:
 1. Promote the proper application of the rules of procedure in the legislative process;
 2. Preserve the integrity and historic perspective of the legislative manual developed by Paul Mason;
 3. Periodically review *Mason's Manual of Legislative Procedure (Manual)*; and
 4. Serve as a resource in American legislative parliamentary procedure. *(September 21, 2002, Portland, OR)*
- C. **Duties and Responsibilities.** The Commission shall make a comprehensive review of the *Manual* and, by a predetermined time established by NCSL and the Commission, deliver a draft edition for technical editing and publishing by NCSL as the next edition. In furtherance of this mission, the Commission shall:

1. Perform a comprehensive review of the index and cross-references;
2. Conduct an item analysis comparing the *Manual* with other parliamentary authorities;
3. Maintain a continual review of the citations within the *Manual* with special attention to be paid to updating the citations from current editions of generally accepted parliamentary authorities;
4. Examine the *Manual* for outdated, incomplete, or inappropriate material for an authority on parliamentary law;
5. Draft new material for the *Manual* that reflects emerging patterns of practice in state legislatures;
6. Maintain a database of key case law citations of the *Manual* and provide access to these databases through the ASLCS website;
7. Notify the ASLCS membership of parliamentary issues of interest to them; and
8. Provide summaries of procedural questions and responses generated through the ASLCS Listserv. (*September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX*)

D. Other Responsibilities of the Commission

1. The Commission shall serve as a resource to conduct parliamentary procedure training to both NCSL and ASLCS membership.
2. The Commission shall publish on the ASLCS website Internet links, where available, to parliamentary authorities cited in the *Manual*.
3. At the request of the ASLCS President, the Commission shall submit an annual report at the PDS and to the ASLCS Executive Committee. The report shall be on file with the NCSL Staff Liaison at NCSL Headquarters and shall be posted on the ASLCS website. (*September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX*)

- E. Membership.** The Commission shall consist of up to 16 members who are legislative employees. At least three commissioners shall be Associate members. The members shall be appointed by the ASLCS President from a list of dues-paying Principal and Associate members of the Society who submit a letter of interest to serve on the Commission. Associate members of the Society should obtain a letter of recommendation and support from their Principal Clerk or Secretary in order to

be eligible for consideration as a member of the Commission. Legislative staff experience with parliamentary procedure is necessary to be considered for appointment as a member of the Commission. At least two of the appointed members shall have prior Commission experience. Staff officers of NCSL shall not serve on the Commission. *(September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX; September 22, 2019, Seattle, WA)*

- F. **Leadership of the Commission.** The members of the Commission shall elect a Chair and Vice Chair from among its members who shall each serve at the pleasure of the Commission. The Chair and the Vice Chair shall have Commission experience prior to their election. Chairs, other officers, and members of any subcommittees of the Commission shall be appointed by the Commission Chair and serve terms concurrent with the Commission Chair. The Commission Chair and Vice Chair shall develop work guidelines, in accordance with these Standing Orders, to govern the work of the Commission. *(September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX)*
- G. **Vacancies on the Commission.** Any Commission member who is physically absent from three consecutive meetings or three meetings in any 24-month period shall have the member's name submitted to the ASLCS Executive Committee along with the Commission's report on the reason or reasons for the absences and the Commission's recommendation as to the member's continued service. Absent the affirmative vote of the Executive Committee to allow the member's continued service, the member shall cease to be a member of the Commission upon the adjournment of the Executive Committee meeting at which the Commission's report was received and read. If an Associate member of the Commission becomes a Principal member, reducing the number of Associate members to fewer than three, an Associate member shall be appointed to fill the next vacancy. Notice of vacancies on the Commission shall be advertised openly to all members of the Society. *(September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX)*
- H. **Commission Meetings.** There shall be at least three meetings each calendar year: one at the PDS, one at the NCSL Legislative Summit, and at least one additional meeting. At the discretion of the Chair, the third annual meeting may be conducted electronically, or, upon the affirmative vote of four-fifths of the current members of the Commission, the third annual meeting may be cancelled. All meetings of the Commission shall be duly advertised to the members of the Society and are open to all interested persons. *(September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX)*
- I. **Report.** In 1984 NCSL requested that the Society create the first Mason's Manual Commission to review and update the *Manual*. Since that time successive commissions have continued to update and revise the *Manual* before its republication. In 2001, the ASLCS Executive Committee adopted a Standing Order

that led to the appointment of a Mason's Manual Study Commission (Study Commission) to review the mission, role, process, and membership of the Mason's Manual Commission. The study focused on three areas: the appointment of membership, substantive issues, and mission and process. The Study Commission submitted a comprehensive report of their findings and recommendations to the Executive Committee in 2002. This comprehensive September 2002 Report of the Study Commission, as adopted by the Executive Committee, is on file with the NCSL Staff Liaison at NCSL Headquarters and shall be posted on the ASLCS website. *(September 21, 2002, Portland, OR; August 9, 2011, San Antonio, TX)*

SECTION XI. AWARDS AND SCHOLARSHIPS

A. Innovation Award

1. The Innovation Award was established to recognize creative ideas and programs implemented by a member. There are two award categories: one for process and one for technology. The awards shall be announced at the PDS.
2. The Innovation Award is a special award that is presented infrequently. Recipients are selected by a special committee appointed by the ASLCS President for this purpose. *(September 16, 1992, Albany, NY; October 17, 1997, Vail, CO; December 13, 1997, Atlanta, GA; July 27, 1999, Indianapolis, IN)*
3. Plaques for recipients of the Innovation Award may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*

B. NCSL Legislative Staff Achievement Award

1. The NCSL Legislative Staff Achievement Award will be awarded annually at the NCSL Legislative Summit to designated individuals or offices who have demonstrated excellence in supporting the work of a state legislature and strengthening the legislative institution. ASLCS may nominate up to two dues-paying members of the Society. *(October 17, 1997, Vail, CO; July 27, 1999, Indianapolis, IN; August 8, 2019, Nashville, TN)*

The recipients are to be selected by a special committee appointed by the ASLCS President for this purpose.

2. Following the selection of award recipients, the ASLCS President shall send letters of notification to each recipient with a copy to the recipient's leadership and, if the recipient is an Associate member, a copy to the recipient's Principal Clerk or Secretary.

3. In addition, the ASLCS President shall send thank you letters, along with a listing of the recipients, to the persons who submitted nominations for this award. *(April 22, 2001, Salt Lake City, UT)*
4. Plaques for recipients of the NCSL Legislative Staff Achievement Award may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison.

C. Joseph A. Beek Distinguished Service Award

1. The Joseph A. Beek Distinguished Service Award was established in 1983 to honor and recognize Mr. Beek's service to Clerks and Secretaries. Joe Beek, then Secretary of the California Senate, played an important role in organizing Clerks and Secretaries into a national organization. He was elected as the first President of ASLCS and held that position for the first 25 years of the Society's existence. He was named President Emeritus in 1969.
2. The Joseph A. Beek Distinguished Service Award is a special award that is presented infrequently. The recipient is selected by a special committee appointed by the ASLCS President for this purpose.
3. Plaques for recipients of the Joseph A. Beek Distinguished Service Award may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*

D. Distinguished Service Award for Associates

1. The Distinguished Service Award for Associates was established in 1991 to honor a current Associate member of ASLCS who has provided a long record of service in leadership roles and displayed a commitment to the legislative institution.
2. The Distinguished Service Award for Associates is a special award that is presented infrequently. The recipient is selected by a special committee appointed by the ASLCS President for this purpose.
3. Plaques for recipients of the Distinguished Service Award for Associates may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*

E. Life Membership Award

1. The Life Membership Award was established by the ASLCS Executive Committee on March 10, 1990, in Santa Fe, New Mexico.
2. The Life Membership Award is a special award that is presented infrequently. The recipient is selected by a special committee appointed by the ASLCS President for this purpose. A recipient maintains the same membership status and benefits of a former member but is not required to pay annual dues.
3. Plaques for recipients of the Life Membership Award may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*

F. Betty King Scholarship for the Legislative Staff Management Institute

1. The Betty King Scholarship was established to assist ASLCS members with tuition costs in attending the Legislative Staff Management Institute. *(August 13, 2001, San Antonio, TX)*
2. An active member of ASLCS for 24 years, Betty King (1925-2014) served as President of the Society from 1984-1985, was the NCSL Staff Chair from 1987-1988, received the Joseph A. Beek Distinguished Service Award in 1993, and received the NCSL Legislative Staff Achievement Award in 2000. Betty King became the 37th Texas Secretary of the Senate on January 11, 1977, after being a Senate staff member for 28 years. She went on to become the longest-serving Secretary of the Senate in Texas history before her retirement on June 1, 2001.
3. The Betty King Scholarship is awarded to both Principal and Associate members of the Society and is funded from the Professional Development Revolving Account. Associate members must secure a letter of endorsement from their Principal Clerk or Secretary. The award amount shall be for no more than 50 percent of the tuition. The ASLCS Executive Committee will set an aggregate total amount each year to be shared equally among the recipients.
4. Once a Society member has been chosen by the Institute to attend the LSMI, ASLCS scholarship awards must be approved by the ASLCS Executive Committee before funds are disbursed. *(March 21, 1998, Kansas City, MO; July 23, 1998, Las Vegas, NV)*

G. Edward A. Burdick Memorial Scholarship

1. The Edward A. Burdick Memorial Scholarship was established to assist ASLCS Associate members with costs associated with attending the PDS.
2. Edward A. Burdick (1921-2011) was Chief Clerk and Parliamentarian of the Minnesota House of Representatives from 1966 to 2005. During his membership in ASLCS, he served as President from 1971-1972, was the first recipient of the Joseph A. Beek Distinguished Service Award in 1983, and received the NCSL Legislative Staff Achievement Award in 2002. It is in recognition and honor of Mr. Burdick's many years of nonpartisan public service and dedication to the Society that this Associate member scholarship is established.
3. The Edward A. Burdick Memorial Scholarship will be awarded annually to two Associate members of the Society in the amount of \$750 for each recipient. In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.
4. An Associate member interested in the scholarship shall submit a letter, endorsed by the member's Principal Clerk or Secretary, outlining why the member hopes to be selected for the scholarship and how attending the PDS will enrich the member's professional knowledge. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison by July 1. The liaison shall forward all applications to the ASLCS President for review by the Executive Committee or an appropriate subcommittee. Associate members will be notified by the ASLCS Associate Vice President by August 1.
5. The scholarships are funded by a nationally recognized corporate sponsor or by the Society from the Professional Development Revolving Account. For scholarships funded by a corporate sponsor, the Society will appropriately recognize the sponsor when promoting and awarding those scholarships. Sponsor funding is deposited in the Professional Development Revolving Account.
6. Scholarship awards must be approved by the ASLCS Executive Committee before funds are disbursed. (*April 21, 2012, Phoenix, AZ*)

H. Jane Richards Scholarship

1. The Jane Richards Scholarship is established to assist Principal and Associate members with costs associated with participation in the Canadian-American Exchange Program.

2. Jane Richards, a former 32-year employee of the Arizona House of Representatives, was elected Chief Clerk in November 1979 and retired in October 1992. She served as President of ASLCS from 1985-1986 and was granted Life Membership in 2008. In 1992, Jane became the first non-Canadian to be awarded honorary membership in CATTs. This scholarship is in recognition of Mrs. Richards' many years of nonpartisan public service and her long-standing dedication to ASLCS and to the advancement of American-Canadian relations. *(December 18, 2013, Conference Call)*
3. The Jane Richards Scholarship will be awarded biennially to one Principal or Associate member of the Society and is funded from the Professional Development Revolving Account in the amount of \$1,000. Scholarship recipients agree to pay all remaining travel, lodging, and personal expenses to participate in the Canadian-American Exchange Program. In order to afford an opportunity for as many as possible to receive the scholarship, those awarded a scholarship will not be eligible in future years.
4. The scholarship will be funded by ASLCS.
5. A Principal or Associate member interested in the scholarship shall submit a letter outlining why the member desires to be selected and how participating in the Canadian-American Exchange Program will enrich the member's professional development.

Associate members making application shall include a letter of endorsement from their Principal Clerk or Secretary. Letters of interest shall be submitted to the NCSL Staff Liaison, who will forward the letters of application to the ASLCS Executive Committee no later than July 1.

The ASLCS Executive Committee shall review applications and choose one scholarship recipient no later than September 1. The ASLCS President will notify the scholarship recipient at the PDS.

6. Recipients of the Jane Richards Scholarship will be required to abide by guidelines for the Canadian-American Exchange Program. *(June 11, 2013, Conference Call)*

I. Millicent (Millie) MacFarland Memorial Scholarship

1. The Millicent (Millie) MacFarland Memorial Scholarship was established to assist Principal members with costs associated with attending the PDS.
2. Millicent (Millie) MacFarland (1956-2014) was Chief Clerk and Parliamentarian of the Maine House of Representatives from 2000-2010

and 2013-2014; from 1978-2000, she served as Calendar Clerk, Chief Calendar Clerk, and Assistant Clerk. During her membership in ASLCS, she served as Associate Vice President from 1995-1996 and as President from 2008-2009, and she received the NCSL Legislative Staff Achievement Award in 1997. It is in recognition and honor of Ms. MacFarland's many years of nonpartisan service and dedication to the Society that this Principal member scholarship is established.

3. The Millicent (Millie) MacFarland Memorial Scholarship will be awarded annually to no more than two Principal members of the Society and funded from the Professional Development Revolving Account in the amount of \$1,000 per scholarship. In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.
4. A Principal member interested in the scholarship shall submit a letter outlining why the member hopes to be awarded the scholarship. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison by July 1. The liaison shall forward all applications to the ASLCS President for review by the Executive Committee or an appropriate subcommittee. Principal members will be notified by the President by August 1. The letters of application shall be valid only for the calendar year in which they are submitted. *(July 23, 2015, Conference Call)*

J. David A. Ward Technology and Innovation Scholarship

1. The David A. Ward Technology and Innovation Scholarship is established to assist Associate members with costs associated with attending the PDS.
2. David A. Ward (1935-2008) 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. It is in recognition and honor of Mr. Ward's many contributions to the advancement of the legislative institution and to the Society that this Associate member scholarship is established.
3. The David A. Ward Technology and Innovation Scholarship will be awarded annually to no more than two Associate members of the Society and funded from the Professional Development Revolving Account. The scholarship will be in the amount of \$1,500 for a single recipient or \$750 for each of two recipients. In order to afford an opportunity for as many as

possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.

4. An Associate member interested in the scholarship shall submit a letter, endorsed by the member's Principal Clerk or Secretary, outlining why the member hopes to be selected for the scholarship and how attending the PDS will enrich the member's professional knowledge of legislative technology. Letters are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison by July 1. The liaison shall forward all applications to the ASLCS President. The Technology Committee shall review the application and recommend an applicant or applicants to the Executive Committee. The ASLCS Associate Vice President shall notify the approved Associate member or members no later than August 1, unless the Executive Committee determines that the date of the PDS requires a different deadline.
5. The David A. Ward Technology and Innovation Scholarship is funded by the International Roll-Call Corporation. The funds shall be deposited in the Professional Development Revolving Account.
6. Scholarship awards must be approved by the ASLCS Executive Committee and accepted by the Associate member before funds are disbursed. If an Associate member selected for the scholarship is unable to attend the PDS, the Technology Committee may recommend, and the Executive Committee may approve, another Associate member for the scholarship. *(December 15, 2020, Conference Call)*

SECTION XII. ASSOCIATE EXCHANGE PROGRAM

A. Program Administration

1. The Associate Exchange Program provides Associate members of the Society an opportunity to enhance their professional knowledge and capabilities by participating in an exchange program with legislative chambers in other states.
2. The administration of the program shall be the responsibility of the Support Staff Committee. The Support Staff Committee shall be charged with reviewing Associate applications for participation in the AEP and making recommendations to the ASLCS Executive Committee for final approval.

B. Application Procedure and Review Process

1. Associates interested in participating in the program shall complete and submit a comprehensive application, endorsed by their Principal Clerk or

Secretary, to the Support Staff Committee through the NCSL Staff Liaison. The liaison shall forward all applications to the Support Staff Committee Chair for review by that committee or an appropriate subcommittee.

2. The Support Staff Committee Chair shall recommend a maximum of four participants and two alternates to the ASLCS Executive Committee, which has final authority over the selection of program participants.

C. **Eligibility.** In order to participate in the AEP, an Associate:

1. Must be a member of the Society;
2. Must have: (1) attended an ASLCS meeting or NCSL Legislative Summit, or (2) worked for the legislature for a minimum of two years; (*July 22, 2009, Philadelphia, PA*)
3. Must have the application endorsed by the Associate's Principal Clerk or Secretary;
4. Must have demonstrated and documented outstanding job performance and exhibited leadership abilities in the Associate's current position;
5. Must have demonstrated the potential for continued contributions to the Associate's legislature and the Society; and
6. Must complete a written application, including a brief description of why the Associate hopes to be selected and what the Associate hopes to gain from participating in the AEP.

D. **Program Content**

1. It is the intent of the AEP that the selected Associates spend between three and five days working with a chamber in another state. Participants are encouraged to conduct the exchange while the host state's legislature is in session. Interim exchanges are also encouraged, given the diversity of schedules and varying lengths of legislative sessions. (*August 18, 2005, Seattle, WA*)
2. During the exchange, the Associate should be given the opportunity to work, visit, and learn about all aspects of the host chamber's process and procedures with special emphasis given to those areas that most closely relate to the Associate's job responsibilities in the Associate's home state.

- E. **Host Chamber Participation and Rotation.** Chambers interested in hosting a participant in the AEP shall submit a letter of intent to the Support Staff Committee Chair. The letter of intent shall include areas of the host chamber's and other legislative offices' operations that the participant would visit. There is no limit on the number of host chambers available to the AEP. Host chambers may roll over to the next year if not selected to host during the year for which they volunteered. *(August 18, 2005, Seattle, WA)*
- F. **Expense Reimbursements.** There shall be budgeted annually by the ASLCS Executive Committee a maximum of \$2,000, to be provided from the Society's Professional Development Revolving Account, to defray the expenses for Associates participating in the AEP who request financial assistance. Each participant is eligible to receive a maximum of \$500 toward expenses. The remainder of a participant's travel, lodging, and personal expenses, if any, are the responsibility of the participant. Participants shall submit a request for reimbursement, if needed, to the President of the Society. *(April 1, 2007, Chicago, IL; July 22, 2009, Philadelphia, PA)*
- Annual appropriation of these funds will continue unless changed by action of the ASLCS Executive Committee. *(September 27, 2004, Baltimore, MD)*
- G. **Reports of Participants.** Upon the completion of an exchange, both the participating Associate and the host chamber are required to make a report to the Support Staff Committee and the ASLCS Executive Committee.
- H. **Continuation of Program.** The AEP will continue indefinitely unless changed by action of the ASLCS Executive Committee. *(September 27, 2004, Baltimore, MD)*

SECTION XIII. NCSL PARLIAMENTARIANS

- A. **NCSL Parliamentarians.** The Society shall provide from its membership two parliamentarians to preside at the NCSL Annual Business Meeting held during the Annual Summit and at any other meetings held at the summit, as requested by NCSL. Pursuant to agreement, NCSL shall recognize each member who serves as parliamentarian and shall waive their summit registration fees. The Society shall coordinate with NCSL regarding the procedures to be followed by the parliamentarians.
- B. **Selection Process.** To be selected to serve as an NCSL parliamentarian, a member must be a Principal member of ASLCS. A Principal member interested in being selected for the position shall submit a letter of interest outlining why the member hopes to be selected and detailing the person's experience with parliamentary procedure. Letters of interest are to be submitted to the ASLCS Executive Committee through the NCSL Staff Liaison by May 1. The liaison shall forward

all applications to the ASLCS President. The Mason's Manual Commission shall review the applications and recommend applicants to the Executive Committee, which will review the recommendations and choose two finalists. The ASLCS Associate Vice President shall notify the finalist Principal members no later than July 1, unless the Executive Committee determines that the date of the NCSL Annual Meeting requires a different deadline. *(August 15, 2023, Indianapolis, IN)*

SECTION XIV. INTERPARLIAMENTARY RELATIONS

A. **Joint Canadian-American Meeting**

1. The Joint Canadian-American Meeting shall be held in odd-numbered years. Attendance at joint meetings is open to all Principal and Associate members. *(September 11, 1983, Portland, ME; July 28, 1999, Indianapolis, IN; August 13, 2001, San Antonio, TX; October 1, 2008, Reno, NV; April 23, 2016, Alexandria, VA)*
2. Joint meeting site proposals shall be approved by the ASLCS Executive Committee. *(January 21, 1995, Tallahassee, FL)*

B. **Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico**

1. **Attendance at the ANOMAC Meeting.** The ASLCS President, Associate Vice President, and Chair of the International Communication and Development Committee are designated to represent the Society at the annual meeting of ANOMAC. In the event one or more of these members are unable to attend, the ASLCS President may designate a replacement. *(July 28, 1999, Indianapolis, IN)*
2. **Attendance at the ASLCS Professional Development Seminar.** Three representatives from ANOMAC shall be invited to the PDS and their registration fees will be waived. The cost of a room for one attendee shall be paid by the Society. *(July 23, 1998, Las Vegas, NV)*

C. **Association of Clerks-at-the-Table in Canada**

1. **Attendance at the CATTs Meeting.** The ASLCS President, Associate Vice President, and Chair of the Canadian-American Relations Committee are designated to represent the Society at the annual meeting of CATTs. In the event one or more of these members are unable to attend, the ASLCS President may designate a replacement. *(January 8, 1994, Denver, CO; September 25, 2006, Austin, TX; December 11, 2006, Conference Call; April 23, 2016, Alexandria, VA)*

2. **Attendance at the ASLCS Professional Development Seminar.** The Society shall waive the registration fee and shall pay the cost of a room for the CATTs President or representative attending the PDS. The Society will waive the registration fee for two additional Canadian guests at the PDS. *(September 11, 1983, Portland, ME; March 21, 1998, Kansas City, MO)*

D. Australia and New Zealand Association of Clerks-at-the-Table

1. **Attendance at the ANZACATT Meeting.** The ASLCS President is designated to represent the Society at the annual meeting of ANZACATT. In the event the President is unable to attend, the President may designate a replacement.
2. **Attendance at the ASLCS Professional Development Seminar.** Three representatives from ANZACATT shall be invited to the PDS and their registration fees will be waived. The cost of a room for one attendee shall be paid by the Society. *(December 10, 2000, Memphis, TN)*

E. Forum of Secretaries of South Africa

Attendance at the ASLCS Professional Development Seminar. Three representatives from the Forum of Secretaries of South Africa shall be invited to the PDS and their registration fees will be waived. The cost of a room for one attendee shall be paid by the Society. *(July 24, 2008, New Orleans, LA)*

SECTION XV. PUBLICATION STANDARDS

ASLCS Committee Chairs shall file two copies of all Society publications with the Society Archives and one copy with the NCSL Staff Liaison. *(October 27, 1999, Coeur d'Alene, ID; August 13, 2001, San Antonio, TX; September 27, 2004, Baltimore, MD)*

A. ASLCS Website and Facebook Group

1. The ASLCS website provides information about the Society's history, meetings, committees, and membership. All information and publications posted to the ASLCS website are available to the public, except the ASLCS Listserv, which is reserved for the exclusive use of legislators and legislative staff.
2. The maintenance of the website is an ongoing effort. If possible, all information submitted by Society members to be posted on the ASLCS website should be submitted to NCSL in PDF format. Updates to the site should occur on the following schedule:

- a. ASLCS Executive Committee and Committee Membership – within three weeks of the annual PDS or any other change in membership that occurs during the year;
 - b. New Member Information – as soon as available;
 - c. Meeting Information – as soon as available;
 - d. Committee Reports – within three weeks of the conclusion of each Society meeting;
 - e. *The Legislative Administrator* – within three weeks of publication of the printed version;
 - f. *Professional Journal* – within three weeks of publication of the printed version; and
 - g. *International Directory* – within three weeks of publication of the printed version.
3. The Society's website shall be consistent with the design of the NCSL website. The overall design of the site and the content and membership of the Society's Facebook group shall be reviewed annually by the Technology Committee, with recommendations of any changes submitted for approval to the ASLCS Executive Committee. (*August 13, 2001, San Antonio, TX; August 18, 2005, Seattle, WA; August 5, 2015, Seattle, WA*)
4. The Society's website shall contain the following main elements:
- a. Society overview, to include a history of the Society and a description of the Society's purpose and primary functions;
 - b. ASLCS Executive Committee and NCSL Staff Liaison information;
 - c. Society Bylaws, Standing Orders, and Code of Ethics;
 - d. Membership information, to include the membership database, new member introductions, and the position description database;
 - e. Committee information, to include committee descriptions, membership, and reports;
 - f. Meeting information, to include schedules and agendas for upcoming meetings and meetings held during the current year and previous year;

- g. Publications, to include *The Legislative Administrator*, the *Professional Journal*, the *International Directory* in English, French, and Spanish, and *Inside the Legislative Process*;
 - h. Information regarding the ASLCS Listserv;
 - i. Access to the Rules and Procedures Database;
 - j. Links to websites of state legislatures; and
 - k. An inventory of the contents of the Society Archives.
5. Items listed above are the core content of the Society's website. Other information and items may be added at the recommendation of any standing or special committee with the approval of the ASLCS Executive Committee. The content required to be displayed on the website shall be organized and displayed in a useful manner and consistent format by the webmaster under the direction of the Technology Committee and subject to approval by the Executive Committee. (*August 18, 2005, Seattle, WA*)
6. The ASLCS Executive Committee shall be the governing entity of the website and the Society's Facebook group. The Technology Committee shall make recommendations to the Executive Committee on design changes. The NCSL Staff Liaison shall serve as webmaster for the site with the assistance of Committee Chairs. (*August 18, 2005, Seattle, WA; August 5, 2015, Seattle, WA*)
7. The website should conform to current Internet standards. The majority of the information and features available on the website should be accessible to all browser versions at various connection speeds. This should not preclude the use of advanced features to enhance the site's aesthetics and functionality. To the extent technologically possible, all pages will be accessible to individuals with disabilities.
8. The Society's Facebook group provides a forum for sharing pictures, announcements, and other information relevant to the Society. The group is open only to Society members, and any group member may contribute content to the group's message board. The content and membership of the group are monitored by three group administrators: the ASLCS President or the President's designee, the Chair of the Technology Committee or the Chair's designee, and the NCSL Staff Liaison. (*August 5, 2015, Seattle, WA*)

B. *Inside the Legislative Process*

1. **Description.** *Inside the Legislative Process* is an online research tool providing information on current state legislative processes and procedures. The Inside the Legislative Process Committee is responsible for reviewing and producing this publication on the ASLCS website. The committee works closely with NCSL staff to develop survey questions and record the responses in an electronic format that is user-friendly.
2. **Frequency of Publication.** *Inside the Legislative Process* shall be published to the ASLCS website biennially by adding new material or updating existing charts. Two printed copies shall be sent to the Society Archives by the Inside the Legislative Process Committee Chair.
3. **Notification.** The NCSL Staff Liaison shall e-mail ASLCS members notifying them when the online publication is placed on the ASLCS website.
4. **Internet Edition.** All components of the Internet edition of *Inside the Legislative Process* shall be formatted in a manner to allow quick and complete loading of pages.

C. *International Directory*

1. **Description.** The *International Directory* is a publication that provides an English, French, and Spanish version of the objectives and goals of ASLCS, ANOMAC, CATTs, the Forum of Secretaries of South Africa, and ANZACATT. The booklet also contains the names, addresses, telephone numbers, fax numbers, and e-mail addresses of the executive committee members of the respective organizations.
2. **Intent.** The intent of the *International Directory* is to provide members with a quick reference resource that will provide a better understanding of the associations. It will also serve as a means of building stronger bonds among the associations and bringing the members closer together.
3. **Printing.** The *International Directory* shall be printed annually, updating the executive committee membership of the respective associations and their addresses, telephone numbers, fax numbers, and e-mail addresses.

4. **Content and Size of Directory**

- a. The *International Directory* shall contain each association's full name, acronym, and logo. It will have an English, French, and Spanish version of the associations' descriptions and respective executive committee members' addresses, telephone numbers, fax numbers, and e-mail addresses. Conference dates for ASLCS, ANOMAC, CATTs, the Forum of Secretaries of South Africa, and ANZACATT will be listed at the back of the directory. The English, French, and Spanish translation of common phrases will be printed at the end of the directory.
- b. The contact information for the Chair and Vice Chairs of the International Communication and Development Committee will be printed in the directory.
- c. The directory shall contain an English, French, and Spanish table of contents and preface.
- d. Each edition shall be printed in booklet format on standard 8½ x 11-inch paper. It will be folded and stapled. The paper shall be of high quality bond with card stock for the cover.

5. **Circulation.** A copy of each edition of the *International Directory* shall be mailed to each member of the ASLCS Executive Committee and to the officials of the international organizations listed in the directory. It will also be mailed to the Chair and Vice Chairs of the International Communication and Development Committee, to the Chair and Vice Chairs of the Canadian-American Relations Committee, and to any contributor or translator who has submitted work on the publication. A sufficient number of copies shall be kept on file at NCSL. The current edition of the *International Directory* shall be made available on the ASLCS website.

6. **Budget.** The *International Directory* will be produced within the budget pre-authorized annually by the ASLCS Executive Committee. Any costs in excess of the approved budget must be authorized in advance by the Executive Committee.

D. ***The Legislative Administrator***

1. **Title.** The ASLCS newsletter shall be known as *The Legislative Administrator*.

2. **Frequency of Publication and Content.** The newsletter shall be published

up to three times annually. In addition to being published, each issue shall be made available on the ASLCS website.

- a. The first issue should be published as soon as practical following the PDS.

The content of this issue shall include, but is not limited to: a review of the PDS; reports and membership rosters of the several committees which met during the PDS; a report by the ASLCS President; any pertinent news about members of the Society, including new members, and the profession of legislative staff; and information about future meetings of the Society.

- b. The second issue should be published as soon as practical following the winter or spring meeting of the Society and before the NCSL Legislative Summit.

The content of this issue shall include, but is not limited to: a review of the winter or spring meeting; reports of the several committees which met during the meeting; a report by the ASLCS President; any pertinent news about members of the Society, including new members, and the profession of legislative staff; and information about Society activities scheduled for the NCSL Legislative Summit.

- c. The third issue of the year should be published as soon as possible after the NCSL Legislative Summit and before the PDS.

The content of this issue shall include, but is not limited to: a review of Society activities during the NCSL Legislative Summit; reports of the several committees which met during the Legislative Summit; a report by the ASLCS President; any pertinent news about members of the Society, including new members, and the profession of legislative staff; and information, including a tentative agenda, about the upcoming PDS.

3. **Miscellaneous Information**

- a. Society members are encouraged to submit articles and information to the Chair or Co-Chairs of the Legislative Administrator Committee that would be of professional or personal interest to other Society members.

- b. The Chair or Co-Chairs of the Legislative Administrator Committee shall forward to the NCSL Staff Liaison all photographs and digital images generated by the Legislative Administrator Committee for the publication of the newsletter. The photographs and digital images shall be kept on file in the Society Archives. The NCSL Staff Liaison shall arrange to make the photographs and digital images available to the members of the Society at various times throughout the year.
- c. The Chair or Co-Chairs of the Legislative Administrator Committee shall have the final authority, pursuant to these standards, as to the content of each edition of the newsletter.

4. **Specifications**

- a. The paper on which the newsletter is to be published shall be of high quality bond with card stock for the cover.
- b. The newsletter is to be printed on 8½ x 11-inch paper with portrait-style formatting.
- c. All components of the Internet editions of the newsletter shall be formatted in a manner to allow quick and complete loading of the pages.

5. **Circulation**

- a. A copy of each edition of the newsletter shall be mailed to each dues-paying Principal and Associate member of the Society and each dues-paying former member. (*January 6, 1990, Denver, CO*)
- b. Other interested parties may receive the newsletter. A complimentary copy of the newsletter shall be mailed to contributors and sponsors of ASLCS and other interested parties as directed by the ASLCS Executive Committee.

6. **Budget.** Up to three issues of *The Legislative Administrator* will be produced within the budget pre-authorized annually by the ASLCS Executive Committee. Any costs in excess of the approved budget must be authorized in advance by the Executive Committee.

E. ***Professional Journal***

1. **Title.** The *Journal of the American Society of Legislative Clerks and Secretaries* publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.
2. **Frequency of Publication.** The *Journal* shall have one edition published annually no later than September 1. (*August 9, 2011, San Antonio, TX*)
3. **Content and Size.** Each edition of the *Journal* should have a maximum of 50 pages and a collection of four to six articles. Contributors should be encouraged to submit writings that will attract a general audience of readers. If printed, the paper used to publish the *Journal* is to be of high quality bond with card stock for the cover. If printed, the *Journal* is to be printed on 8½ x 11-inch paper with portrait-style formatting. It is desirable to print photos of all contributors. Two printed copies of the *Journal* shall be filed with the Society Archivist. (*August 9, 2017, Boston, MA*)
4. **Editorial Board.** The Chair or Co-Chairs of the Professional Journal Committee shall serve as editor or co-editors. The editorial board shall consist of Principal members and Associate members of the Society. The members of the editorial board shall be appointed by the Chair or Co-Chairs of the committee from among its membership. It is recommended that the editor or co-editors serve a two-year term. The editorial board is responsible for review of articles and for making recommendations for acceptance, rejection, or request for revisions. The editorial policy should be reviewed annually and revised as necessary.
5. **Circulation**
 - a. An electronic copy of each edition of the *Journal* shall be sent to each dues-paying Principal member of the Society, to each legislative library, and to each dues-paying Associate member. A complimentary copy of the *Journal*, along with a thank you letter from the editor, shall be mailed to each contributor. (*September 21, 2005, Springfield, IL; August 9, 2017, Boston, MA*)
 - b. Each edition of the *Journal* shall be made available on the ASLCS website, at which time electronic notification of its availability shall be sent to each dues-paying member of the Society, key staff in the other NCSL professional staff associations, and other interested parties upon request. All components of the Internet editions of the *Journal* shall be formatted in a manner to allow quick and complete loading of the pages. (*August 8, 2019, Nashville, TN*)

6. **Ex Officio Members.** All ASLCS members who serve on the LSCC shall serve as ex officio members, with voting privileges, of the Professional Journal Committee. The ASLCS Immediate Past President, Immediate Past Associate Vice President, and Associate Vice President shall also serve as ex officio members with voting privileges. (*August 18, 2005, Seattle, WA*)
7. **Budget.** The *Journal* will be produced within the budget pre-authorized annually by the ASLCS Executive Committee. Any costs in excess of the approved budget must be authorized in advance by the Executive Committee.

F. ***Roster and Reference Guide***

1. **Title.** The ASLCS *Roster and Reference Guide* contains information about the Society's dues-paying members, their legislative bodies, and the Society itself.
2. **Frequency of Publication.** The *Roster* shall be published as soon as practical following the PDS each year.
3. **Content.** The *Roster* shall contain the following sections after its title and table of contents:
 - a. **Quick Reference Directory**
 - i. Principal Clerks and Secretaries listed alphabetically with name, state, chamber, telephone number, and e-mail address
 - ii. Associates listed alphabetically with name, state, chamber, telephone number, and e-mail address
 - iii. NCSL support staff names, addresses, telephone numbers, and e-mail addresses
 - b. **Session Dates.** A quick reference directory of session dates for each legislature.
 - c. **Executive Committee.** Entries shall include picture, ASLCS Executive Committee position, name, and title of each Executive Committee member.
 - d. **Award Recipients.** Entries shall include picture, name, title, and year received; note deceased if applicable.

- i. Joseph A. Beek Distinguished Service Award
- ii. Distinguished Service Award for Associates
- iii. Innovation Award
- iv. NCSL Legislative Staff Achievement Award
- e. **Honorary Members.** Entries shall include picture, name, title, state, and biographical information; note deceased if applicable.
- f. **Life Members.** Entries shall include picture, name, year granted, address, and biographical information; note deceased if applicable.
- g. **Past Presidents.** Entries shall include picture, name, title, state, and years served as ASLCS President; note deceased if applicable.
- h. **Past Associate Vice Presidents.** Entries shall include picture, name, title, state, and years served as ASLCS Associate Vice President; note deceased if applicable.
- i. **Principal Clerks and Secretaries.** Entries shall be listed alphabetically by state, then territory, with the Senate first. Each entry for Principal members shall contain the following information, if provided, on one-half page:

Picture; name; title; year appointed or elected; capitol address and telephone number; e-mail address; residence address and telephone numbers; preferred interim address noted by an asterisk; legislative and professional experience; day and month of birth; spouse's name; number of members in the legislative body and party distribution; frequency of sessions; parliamentary manual used; and key staff members.
- j. **Associates.** Entries shall be listed alphabetically by state, then territory, with the Senate first. Each entry shall contain the following information, if provided: picture; name; title; state; house; capitol address and telephone numbers; e-mail address; year appointed or elected to current position; day and month of birth; spouse's name; residence address and telephone numbers; and preferred interim address noted by an asterisk.
- k. **Former Members.** Entries shall be listed alphabetically by last name. Each entry shall contain the following information, if

provided: picture; name; former title; state; house; home address and telephone numbers; and e-mail address.

- l. **NCSL Support Staff.** Entries shall include picture; name; title; section; business address; e-mail address; and telephone number.

- m. **Committee Descriptions and Appointments**

- i. Each standing and special committee listed with its purpose, the duties and responsibilities of the Chair, and additional information as needed
- ii. Each Committee Chair or Co-Chair, by name and state abbreviation
- iii. The membership of each standing and special committee, by name and state abbreviation

- n. **Mason's Manual Commission**

- i. Description of the Commission
- ii. Commission officers and state abbreviation
- iii. Listing of Commission members and state abbreviation

- o. **Bylaws.** Publication of the official Bylaws of ASLCS, as approved in its meeting before publication of the *Roster*, including the date of last revision.

- p. **Standing Orders.** Publication of the Standing Orders of ASLCS, including appendices and date of last revision.

- q. **Conference Dates and Locations.** Conference dates and locations shall be listed for the following organizations and events:

- i. NCSL
- ii. ASLCS
- iii. CATTs
- iv. ANOMAC

- v. Joint Canadian-American Meetings
 - vi. ANZACATT
4. **Submission of Information.** Society members shall be asked to return the information for the *Roster*, along with an updated photograph if desired, as soon as possible after the request is received.
 5. **Specifications**
 - a. The paper on which the *Roster* is to be published shall be of high quality bond with card stock for the cover.
 - b. Printing shall be on 8½ x 11-inch paper with portrait-style formatting.
 - c. Cover and pages are to be 8½ x 11 inches, bound.
 6. **Circulation.** A copy of each edition of the *Roster* shall be mailed to each Principal member of the Society and to each dues-paying Associate member and dues-paying former member.
 7. **Budget.** The *Roster* will be produced within the budget pre-authorized annually by the ASLCS Executive Committee. Any costs in excess of the approved budget must be authorized in advance by the Executive Committee.

SECTION XVI. GENERAL ADMINISTRATION

A. Mailings

1. **Mailing List.** All Principal Clerks and Secretaries shall be retained on the NCSL mail system. Only Associate members and former members who have paid their dues during the current calendar year shall be so retained. (*January 9, 1993, Denver, CO*)
2. **Meeting Notices and Society Mailings.** Associate members in whose name dues have been paid shall be entitled to receive mailings directly from the Society. (*December 17, 1983, Washington, DC; July 23, 1998, Las Vegas, NV*)

B. Purchases

1. **Logo Items.** Society logo items (golf caps, ceramic mugs, men's and ladies' watches, pin maps, and sweatshirts) may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison.

2. **Printed Material.** The NCSL Staff Liaison, with the written approval of the ASLCS President, may purchase regularly printed Society materials, such as stationery and tri-fold brochures, up to \$300 per order. *(September 9, 2000, Wilmington, NC)*

C. **Logo Pin Policy, Plaques, Certificates, Code of Ethics, Pins & Gavels**

1. **Logo Pin.** The primary purpose of the ASLCS Logo Pin is for use as a small gift by the ASLCS President, or designee, when attending a meeting on behalf of the Society in another country. It may also be given to international delegates attending a PDS. Other uses shall be at the discretion of the President. While it is not a substitute for the official ASLCS Membership Pin, members may purchase the logo pin from the ASLCS Secretary-Treasurer for \$3. *(July 26, 2002, Denver, CO)*
2. **Plaques and Gavels.** Plaques for the outgoing ASLCS President and Associate Vice President and the gavel for the incoming President may be purchased when authorized by the outgoing President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*
3. **Honorary Membership Certificates; Retirement Certificates.** Honorary membership certificates and retirement certificates are printed when authorized by the ASLCS President through the NCSL Staff Liaison. *(July 28, 1999, Indianapolis, IN; September 20, 2006, Austin, TX)*
4. **Membership and Retirement Certificates; Membership Pins; Society Code of Ethics.** Membership and retirement certificates shall be signed by the ASLCS President and countersigned by the ASLCS Secretary-Treasurer. A signed membership certificate, a membership pin, and a copy of the Society's Code of Ethics shall be distributed by the Secretary-Treasurer to all members joining the Society for the first time. *(January 8, 1994, Denver, CO; April 18, 1999, Chicago, IL; July 23, 2015, Conference Call)*
5. **Membership, Past President, and Past Associate Vice President Pins.** Pins may be purchased when authorized by the ASLCS President through the NCSL Staff Liaison. *(September 20, 2006, Austin, TX)*

SECTION XVII. **VIDEO RECORDING**

A. **Guidelines**

1. Video recording of Society meetings is authorized except when the ASLCS President directs otherwise prior to or during the meeting in question.

2. Video recording equipment and its operator shall be positioned only in a location designated by the ASLCS President or the Chair of the meeting. The equipment shall be positioned so as to not unduly interfere with the meeting.
 3. Video recording equipment operators shall not move from the area assigned to them and shall not move about so as to call attention to themselves. Equipment shall not be placed in or removed from the room except prior to commencement or after adjournment of the meeting, or during a recess. Such activity must not be disruptive to the meeting as a whole.
 4. Nothing in these guidelines shall restrict the authority or responsibility of the ASLCS President or a Committee Chair to control the conduct of a meeting.
 5. Approval from Society faculty and outside faculty shall be required prior to video recording.
 6. The film or other media used in the video recording process shall at all times be the exclusive property of the Society and any reproduction thereof, in whole or in part, without the express written consent of the ASLCS President is strictly prohibited. All recordings shall be the property of the Society and, once produced, shall be filed with and maintained by both the NCSL Staff Liaison and the Society Archivist. Recordings shall be made available on a loan basis to Society members upon request. *(July 23, 2015, Conference Call)*
 7. Any costs involved in the video recording process shall be borne by the equipment operator and not by the Society except that the Society may, at its discretion, reimburse the operator for the cost of the film or other media used in the video recording.
 8. Nothing in these guidelines shall prevent the Society or the ASLCS Executive Committee from terminating at any time the authority granted by these guidelines. *(October 11, 1987, Lansing, MI; March 12, 1988, Fort Lauderdale, FL; July 17, 2000, Chicago, IL)*
- B. **State Dinner.** A video recording of the state dinner, in a digital medium, shall be made and presented to the outgoing ASLCS President, the incoming ASLCS President, the outgoing ASLCS Associate Vice President, the incoming ASLCS Associate Vice President, the host state, and any recipients of special awards presented at that state dinner. The recording shall be the property of the Society and, once produced, shall be filed with and maintained by both the NCSL Staff Liaison and the Society Archivist. The Society is responsible for the cost of

producing the video recording of the state dinner. *(December 1, 2001, Las Vegas, NV; September 20, 2006, Austin, TX; September 20, 2009, Seattle, WA; July 23, 2015, Conference Call)*

SECTION XVIII. SOCIETY ARCHIVES

- A. **Society Archives.** The Society Archivist and Society Photo Archivist are responsible for the organization and preservation of the Society Archives. NCSL shall maintain duplicate records of certain Society documents in coordination with the Society Archivist and the ASLCS Executive Committee. ASLCS Committee Chairs shall file two copies of all Society publications with the Society Archivist and one copy with the NCSL Staff Liaison. *(August 5, 1993, Conference Call; August 13, 2001, San Antonio, TX; September 27, 2004, Baltimore, MD; August 10, 2016, Chicago, IL)*
- B. **Society Archivist**
1. **Appointment and Term of Office.** The Society Archivist is appointed by the ASLCS President, with the consent of the ASLCS Executive Committee. The Archivist shall continue in office until resignation or the appointment of a successor in the same manner as the initial appointment. *(August 10, 2016, Chicago, IL)*
 2. **Duties.** The Society Archivist shall collect, organize, preserve, and maintain the permanent records and historically valuable documents and materials of the Society, except for Society photographs, which are to be maintained by the Society Photo Archivist. *(August 10, 2016, Chicago, IL)*
- C. **Society Photo Archivist**
1. **Appointment and Term of Office.** The Society Photo Archivist is appointed by the ASLCS President, with the consent of the ASLCS Executive Committee. The Photo Archivist shall continue in office until resignation or the appointment of a successor in the same manner as the initial appointment. *(August 10, 2016, Chicago, IL)*
 2. **Duties.** The Society Photo Archivist shall collect, digitize, organize, preserve, and maintain photographs of Society events, including those taken by Society members. The Photo Archivist shall retain possession of all Society photographs. *(May 2, 2015, Clearwater, FL; August 10, 2016, Chicago, IL)*

- D. **Contents of Society Archives.** The Society Archives shall include the following:
1. Two copies each of the Society Bylaws, Standing Orders, and Code of Ethics; *(August 10, 2016, Chicago, IL)*
 2. All financial records of the ASLCS Secretary-Treasurer; *(August 10, 2016, Chicago, IL)*
 3. Two copies each of the following Society publications: the *Roster*, *The Legislative Administrator*, the *Professional Journal*, and the *International Directory*; *(August 10, 2016, Chicago, IL)*
 4. A copy of the *ASLCS President and Executive Committee Reference Guide*; *(August 10, 2016, Chicago, IL)*
 5. Video recordings of the ASLCS state dinner; *(August 10, 2016, Chicago, IL)*
 6. Photographs; and *(August 10, 2016, Chicago, IL)*
 7. Any other miscellaneous items of interest, as directed by the ASLCS Executive Committee or as determined by the Society Archivist. *(August 10, 2016, Chicago, IL)*
- E. **Permanent Retention.** All records, documents, and materials in the Society Archives shall be permanently retained. *(August 10, 2016, Chicago, IL)*
- F. **Storage.** The ASLCS Executive Committee must authorize, in advance, the purchase of filing cabinets or other items necessary to organize and store the records, documents, and materials in the Society Archives. *(August 10, 2016, Chicago, IL)*

**AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
VOTING PROXY
PRINCIPAL MEMBER**

Name: _____

Chamber: _____

State or Territory: _____

This is to certify that, as a Principal member of the American Society of Legislative Clerks and Secretaries, I do hereby designate (Name) _____ to cast my vote at the ASLCS Annual Business Meeting to be held _____ / _____ / _____, in (Location) _____.

(Principal)

(Date)

The completed proxy must be returned to the ASLCS Secretary-Treasurer prior to the ASLCS Annual Business Meeting. *(July 24, 2003, San Francisco, CA)*

Proxy Form Revised 10/1/08

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