



The Legislative Administrator Manchester 2024



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

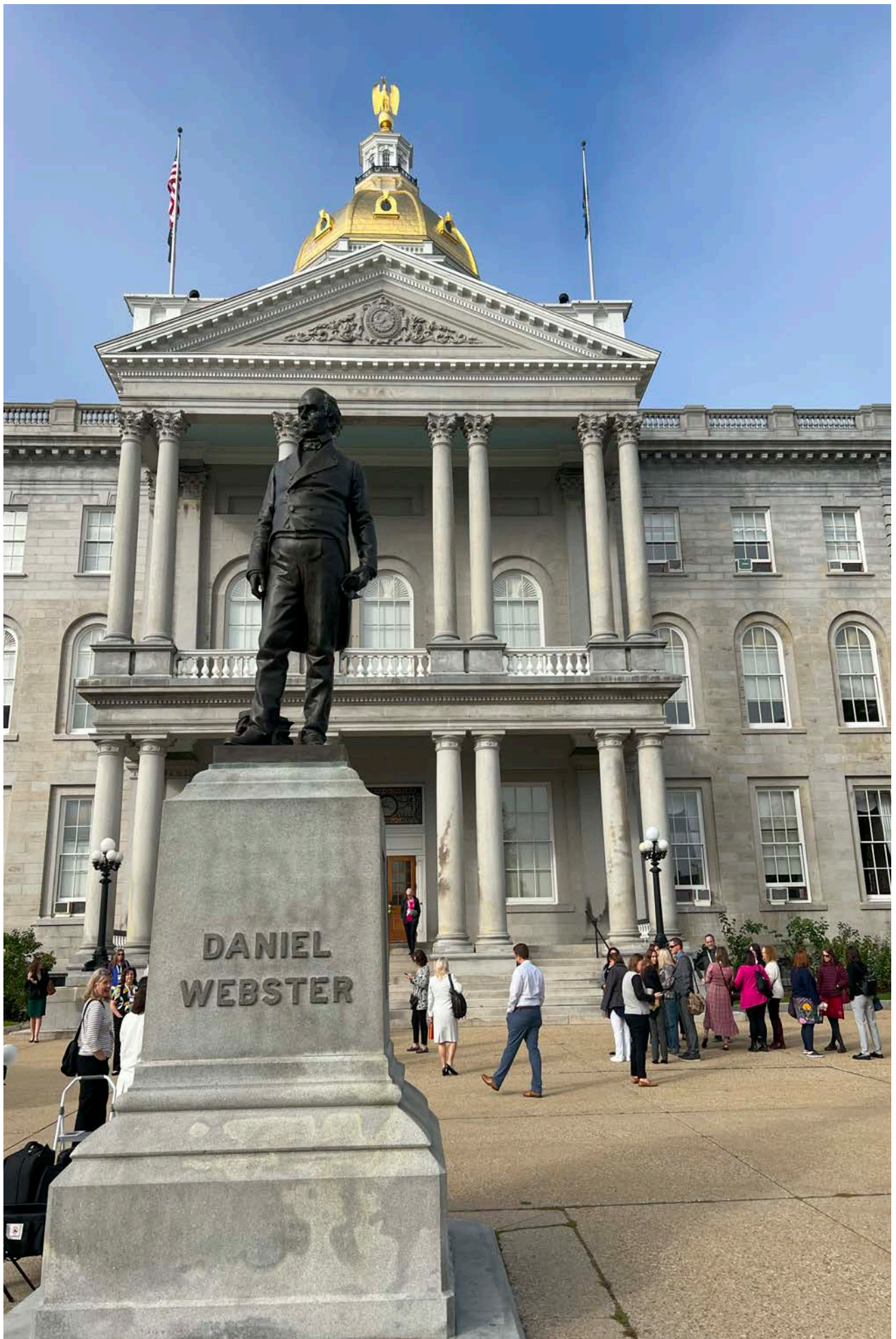
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and background material.



President's Message



Hello ASLCS Colleagues!

It continues to be an honor to serve as President of our Society. I want to begin by thanking our friends from New Hampshire for hosting last fall's PDS in Manchester. A special thanks to Past President Paul Smith, Clerk Tammy Wright, and their staffs for their hospitality. Additional thanks to the programming committee for their well thought out and informative seminar lineup. There's not a single PDS where I don't walk away with new ideas and perspectives on legislative work, and our PDS in New Hampshire was no exception. We were thrilled to have over 300 attendees, a testament to the value of ASLCS seminars.

Throughout the year, NCSL will be celebrating its 50th Anniversary. From the beginning, ASLCS was there, and through the last half decade, ASLCS has continued to be at the forefront of the work of NCSL. Currently, we have one member serving as an officer and three members representing staff on the Executive Committee. We are well represented to say the least. The celebration will continue culminating in the Summit in Boston later this year.

As you may recall, we recently established the Legislative Civics Education Support Committee. As they set out with their initial ideas surrounding this new (at least on paper) area for collaboration, we look forward to seeing their progress as they build the airplane while flying it. A special thanks to Tim Sekerak, Jeff Takacs and Scott Kaiser as they spearhead this initiative.

I recently returned from the ANZACATT conference in Wellington, New Zealand where I was able to give a jurisdictional update from ASLCS. They were impressed with the robust and time-relevant topics of our most recent Seminars. It turns out, they are experiencing many of the same issues we face on a routine basis. It's nice to know that we are not alone. The value of our discussions resonates around the globe.

We are turning our attention to the programming for next year's PDS. If you have ideas, please reach out to the Program Development Committee. Even if it doesn't make it in this year's PDS, it will help the next committee plan for the future.

Thank you to the Legislative Administrator Committee for their work publishing this edition. Your efforts are truly appreciated.

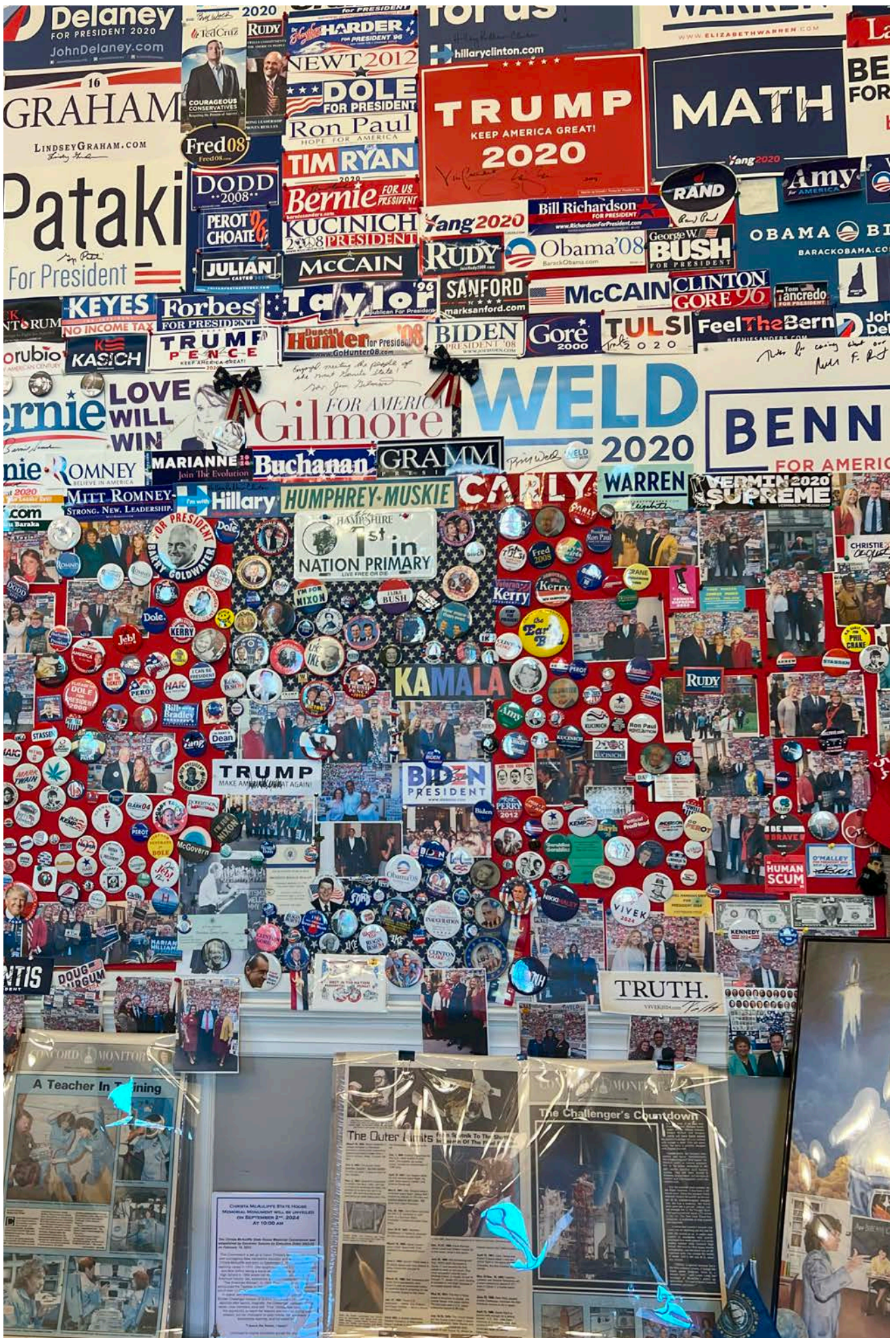
Lastly, we are in the midst of planning this year's Spring Meeting in San Diego, California on May 2-3, 2025. I look forward to seeing you there.

Thank you again for the opportunity to serve as your President.

Sincerely,

Robert B. Hunt
Clerk of the House
Maine House of Representatives
ASLCS President





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For President

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PENCE
LOVE WILL WIN

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DUNCAN HUNTER FOR PRESIDENT
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TRUTH.
VIVEK
2024

A Teacher In Training

The Outer Limits

The Challenger's Countdown

TRUTH.

2024-2025 Executive Committee



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Clerk,
Maine House of
Representatives



PRESIDENT-ELECT:
DONNA ROBINSON
HOLIDAY
Chief Clerk,
Kentucky Senate



SECRETARY-TREASURER:
JOHN HOLLMAN
Clerk,
Illinois House of
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VICE PRESIDENT:
MEGGAN FOESCH
Business Operations
Manager, Office of the
Senate Chief Clerk



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VICE PRESIDENT-ELECT:
JAMIE OSWALT
Journal Supervisor,
Alabama Senate



ELECTED PRINCIPAL
MEMBER:
LEE CASSIS
Clerk of the Senate,
West Virginia Senate



ELECTED ASSOCIATE
MEMBER:
SHERRY RODRIGUEZ
Assistant Secretary,
Nevada Senate



APPOINTED
PRINCIPAL MEMBER:
JENNIFER NOVAK
Secretary,
Idaho Senate



APPOINTED PRINCIPAL
MEMBER:
OBIE RUTLEDGE
Secretary,
Oregon Senate



APPOINTED ASSOCIATE
MEMBER:
JEFFERY BEIGHLY
Bulletin and Calendar
Clerk, Wisconsin
Assembly



APPOINTED ASSOCIATE
MEMBER:
ANGELA SMITH
Assistant Clerk,
Louisiana House of
Representatives



IMMEDIATE PAST
PRESIDENT:
YOLANDA DIXON
Secretary of the Senate,
Louisiana Senate



IMMEDIATE PAST ASSO-
CIATE VICE PRESIDENT:
JOSHUA BABEL
Deputy Chief Clerk,
Arizona House of
Representatives

Bylaws and Standing Orders Committee

Meeting Minutes

2024 ASLCS Fall Professional Development Seminar
Manchester, NH
October 2, 2024

Call to Order

The meeting of the Bylaws Committee was called to order at 9:05 a.m. (CDT) by Patience Worrel (TX), Chair.

Attendance

The following members of the committee were present: Patience Worrel (TX), Chair; Jay Braxton (VA), Vice Chair; Brendan Bucy (NV), Vice Chair; Natalyn Gourdine (AL); Susan Kannarr (KS); Liz Clark (AK); Martha Jarrow (AR); Jeff Takacs (FL); Paul Smith (NH); Patsy Spaw (TX); Margaret O'Brien (MI); Joshua Babel (AZ); C.J. Cavin (OK); Emily White (MO); Melissa Mapes (MN); Mike Linn (MN); Tara Perkinson (VA); Ron Smith (LA); G. Paul Nardo (VA); Paul Groenewegen (AUS); Brad Young (OH)

Approval of Minutes

Upon motion by Susan Kannarr (KS), seconded by Paul Smith (NH), the minutes from the 2024 Legislative Summit in Louisville, Kentucky were approved.

Old Business

Chair Worrel informed the Committee that the new Legislative Civics Education Support Committee language has been added to Section 8A of the Standing Orders and is now available online. Paul Smith (NH) shared that he had moved to change the name of the "Legislative Civics Education and Support Committee" to "Civics Education Committee." Mr. Smith asked if the Executive Committee would be interested in changing the name. Chair Worrel said she would present the topic to the Executive Committee and report back.

Chair Worrel reported that at the last Executive Committee meeting the Bylaws and Standing Orders Committee was asked to review the Bylaws and Standing Orders related to the changes in the mentorship program to see if any updates were needed. Chair Worrel did the review, determined that no changes were needed, and reported that to the Executive Committee.

New Business

Chair Worrel reported that due to the inclusion of an official ASLCS LinkedIn page, the Executive Committee has asked the Committee to draft language similar to the ASLCS Facebook group language to add oversight of the new page to the standing orders. Chair Worrel asked the Technology Committee to share information about the LinkedIn page to be added to the draft language.

Vice Chair Braxton recommended that the Committee consider amending Section 15A, from "ASLCS Website and Facebook Group" to "ASLCS Website and Social Media." This change will give the Executive Committee flexibility in authorizing and adding additional social media platforms to meet the Society's needs. After discussion, the Committee wanted to move forward. Vice Chair Braxton will provide a draft of the new language for further discussion by this Committee and the Executive Committee.

Chair Worrel asked the Committee to let her know if they hear of any proposals in other committees that will require changes to the Standing Orders.

Chair Worrel discussed the Statement of Conduct policy that the Executive Committee adopted for the Society and adding it to the Standing Orders. Chair Worrel will get a copy of the policy and find the best place to incorporate it into the Standing Orders.

Adjournment

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

Respectfully submitted,

Jay Braxton (VA), Vice Chair



Professional Journal Committee

Meeting Minutes

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

2024 ASLCS PDS Meeting
Manchester, NH
October 2, 2024

Call to Order

The meeting of the Professional Journal Committee was called to order by Chair Heshani Wijemanne (CA) at 11:00 a.m. EST.

Attendance

The following members of the committee were present: Heshani Wijemanne (CA), Chair; Sarah Curry (OR), Vice Chair; J. W. Wiley (LA), Vice Chair; Rob Hunt (ME), Terry Horvat (NV), Natalia Ravelo (PR), Linda Jackson (MN), Leah Thacker (UT), Tashi Nacario (CA), BetsyAnn Wrask (VT), Nigel Hicks-Tibbles (VT), CJ Cavin (OK), Jeff Hedges (TX), Francisca Zabala (CA), Lourdes Litchfield (TX), Lou Taylor (AK), Joy Engelby (MO), and Angela Candori (PA).

Approval of Minutes

Upon a motion by Lourdes Litchfield (TX), seconded by Natalia Ravelo (PR), the minutes from the August 4, 2024 NCSL Summit meeting were adopted.

2024 Professional Journal Publication

Heshani Wijemanne (CA), Chair, shared that Krystle Isvoranu (AZ) and Josh Babel (AZ) have submitted an article on Arizona's expulsion and censure process, and that Obie Rutledge (OR) and Tim Sekerak (OR) submitted an article on Oregon's first expulsion. She explained that both of these articles were written in response to presentations from the 2023 PDS. She shared that Erick J. Vázquez González (PR) has submitted an article on the minority parties clause in the Constitution of Puerto Rico. Jeff Hedges (TX) shared that he has drafted an article on the impeachment process in Texas and is waiting on final review and approval before submitting the article.

Chair Wijemanne led a discussion among the members regarding the length of the Journal and the number of articles for the Journal. The number of articles being discussed for inclusion in the Journal are three to four articles. The committee expressed that all three articles, Arizona's expulsion and censure process, Oregon's first expulsion, and Puerto Rico's minority parties clause, should be included in the Journal. The article on the impeachment process in Texas should be included if it is submitted in a timely manner. Chair Wijemanne reminded committee members that edits to the submitted articles are due within the next week.

COVID-19 Issue

Nigel Hicks-Tibbles (VT) shared that the COVID-19 subcommittee developed survey questions to elicit information on what state legislatures did during COVID-19 in their chamber and committee operations, and what processes or procedures are still being used by the legislatures. The subcommittee used the Breezio system to send the survey out to members. The subcommittee has received responses from five states. Nigel encouraged committee members to talk to their principals and shared that the Inside

the Legislative Process committee had some success with obtaining further survey responses from cold call outreach. Chair Wijemanne said that she would request the Breezio notice be sent out again. Nigel suggested that we also look at making individual calls and emails to principals, similar to the Inside the Legislative Process committee. Chair Wijemanne suggested that we reassess the publication date of the COVID-19 issue after the beginning of the new year.

2025 Professional Journal Publication

Chair Wijemanne shared that Morgan Tripamer (MO) is working on an article on history and development of legislative journals. Tashi Nacario (CA) shared that he has written an article on the enrolled bill rule in comparison with the extrinsic evidence rule that he will review and may submit for the journal. Chair Wijemanne said that she will be reaching out to Jen Novak (ID) and Josh Babel (AZ) regarding the parliamentary discussions that were shared at the 2024 PDS concurrent session "What Happened in Your Chamber." Natalie Ravelo (PR) discussed an article for the confirmation process of executive department appointments. She does not want it to be just a Puerto Rico view on the process. BetsyAnn Wrask (VT) shared that Vermont is going through litigation regarding an executive appointment that was not confirmed by the Senate but was appointed anyway. Other states said they have had similar problems. CJ Cavin (OK) stated that the Oklahoma Senate, for example, would refuse to confirm and the governor would appoint the person under the title "Chief Advisor." Chair Wijemanne inquired about previous technology interests. Vice Chair Curry shared that there was interest at the Summit regarding closed captioning and artificial intelligence (AI). Committee members shared about the "AI in the Legislature" concurrent session sponsored by the Technology committee and concluded that, while AI is beginning to be used by some legislative staff, it may be too early to include this topic in the Journal. Nigel Hicks-Tibbles (VT) expressed that attorneys are being asked to start using AI as well.

Other Business

There was no other business discussion.

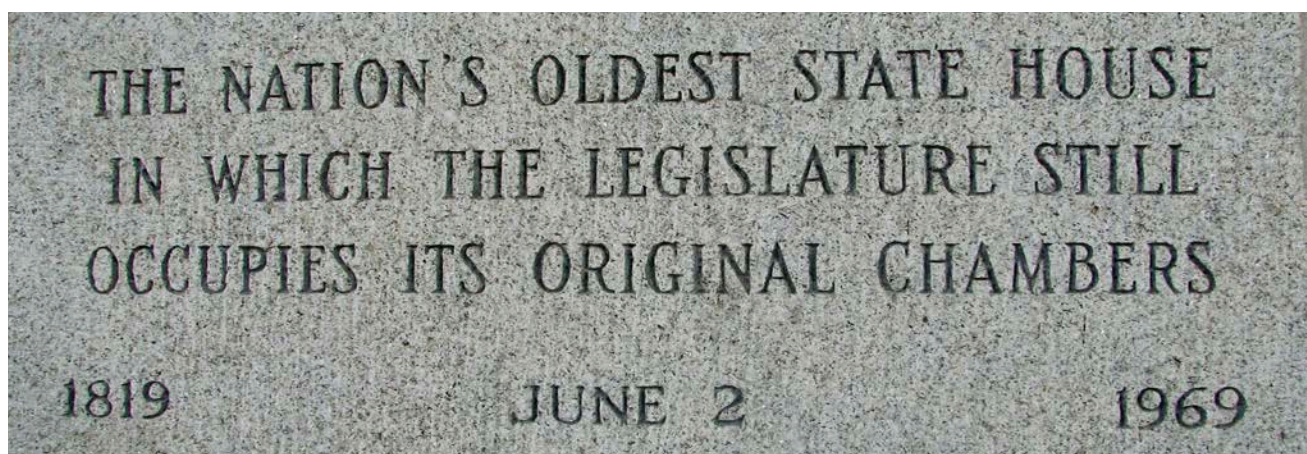
Adjournment

Upon a motion by Tashi Nacario (CA), seconded by Natalia Ravelo (PR), the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Sarah Curry (OR)

J. W. Wiley (LA)



Technology Committee

Meeting Minutes

2024 Professional Development Seminar
Manchester, NH
Wednesday, October 2, 2024

Call to Order

The meeting of the ASLCS Technology Committee was called to order by Chair Lacy Ramirez (Oregon) at 9:00am, EST. Chair Ramirez introduced herself and announced Vice Chairs Michelle Dunphy (Maine) and Bernard Dean (Washington).

Attendance

The following members of the committee were present: Lacy Ramirez (OR), Chair, Bernard Dean (WA), Vice Chair, Michelle Dunphy (ME), Vice Chair, Thomas Antigua (VA), McKenzie Barker (OR), Paul Bryant (NH), Matt Burns (CA), Michael Coe (NH), Sarah Curry (OR), Trevor Day (Ont, Can), Joy Engelby (MO), Natalie Foster (Canada), James Goulding (OR), Christian Gruening (AK), Angela Haskell (UT), Jeff Hedges (TX), Jay Jacobs (KY), Becky King (KY), Tammy Letzler (TN), Cheri Lujan (NM), Erica McGinnis (ID), Melanie Newby (VA), Callie Nobles (TN), Teresa Preston (NH), Scott Radunzel (MN), Jared Roy (ME), Joe Sullivan (MS), Zach Twilla (CA), Brittany Yunker Carlson (WA).

Approval of Minutes

Upon a motion by Jay Jacobs (KY), seconded by Brittany Yunker Carlson (WA), the minutes of the last meeting held on Sunday, August 4, at the 2024 NCSL Legislative Summit in Louisville, Kentucky were approved.

Overview of the Committee

Chair Ramirez gave an overview of what the Committee's responsibilities and operations and how we operate. She put forward the following information:

1. Establish a theme for a future concurrent session
2. Review and monitor our Facebook private group
3. Oversee the ASLCS website
4. Promote the David Ward Educational Scholarship, receive and review the applications and work alongside IRC to award the scholarship.
5. Our latest endeavor was just approved by the Executive Committee on Sunday, September 29th and that is to oversee our LinkedIn account. As with Facebook we will review language to add bylaws and invite members to participate.

Old Business

1. 2024 Concurrent Session Discussion and Feedback
 - Comments were overall very positive and several committee members stated the session was well done and interesting. Specifically mentioned was the diversity of the 3 panelists and their respective points of view complimented each other and while a deeper than surface dive into technology it was well organized and presented.

- It was noted the size of the crowd at our session has been steadily on the increase and noting for next years PDS we should plan accordingly as far as conference space.
 - Additionally, it was noted the timing of the session was perfect. There was an equal balance of time and still time for a Q & A at 1 hour, 15 minutes.
2. Expo Table Feedback
- Feedback on the expo table was positive, particularly regarding the display and the handout of coasters and stickers. A suggestion was made to add a second table for 2025 and to include signage or a banner to distinguish the committee from vendors.
 - An idea was proposed for next year to offer a LinkedIn tutorial or guide, with a computer available to encourage attendees to explore it.
 - Ideas for 2025 booth swag were requested.
 - There was a discussion about using ChatGPT in an interactive way at the expo to “demystify” the technology and reduce any suspicion attendees may have.
3. LinkedIn One-month update.
- Chair Ramirez talked of several articles in the works with a focus on highlighting and “getting to know” our Executive Committee and new members. Suggestions were encouraged.
 - There was a discussion about LinkedIn guidelines for photographs and word limits for articles.

New Business

1. 2025 Concurrent Session Ideas
- Are we ADA ready for 2026? This idea was mentioned several times by committee members with topics ranging from public spaces in our Statehouses and Chambers, our Galleries to what type of equipment is being used in our Chamber and Committee rooms. Additional discussion around access challenges being all over the spectrum and how states are approaching this issue.
 - Other potential topics included Cybersecurity and Phishing information; Systems and Email protection and authentication; and Facial Recognition and Biometrics in voting applications.
 - Chair Ramirez suggested it would be ideal to have a topic finalized by the Spring Business Meeting in May 2025 in San Diego or shortly thereafter which would give us time to fully develop the topic by the NCSL Summit in August 2025, in Boston. Things we need to do once we have a topic include determining panelists and the structure of the session.
 - We could have the option of a paid speaker but we would need advance notice and approval and a budget in order to do this. Generally, our committee tries not to utilize this but rather pull from talent local to the conference or resources in-house.
2. Tech Survey: We could post a survey on Breezio seeking input for topics.
3. The Chair distributed a list of past concurrent sessions going back to 2006 to generate ideas for topics and interest.

Adjournment

A motion to adjourn was made by Jeff Hedges (TX) and seconded by Jared Roy (ME). Without objection, the meeting of the Technology Committee adjourned at 9:41 a.m.

Respectfully submitted by Michelle Dunphy, Vice Chair (ME)

Report of the Budget and Financial Review Committee

(2023-2024)

The Committee, in reviewing the financial statements of the Society over the past year, would like to note that the Society's accounts are fiscally sound and in line with the requirements of our Standing Orders. However, the impact of inflation on seminar costs and the costs of professional development experiences should be considered, moving forward, to maintain and improve the health of the Society as it seeks to fulfill its mission.

2023 Final Professional Development Seminar Budget Summary

- Notable Fixed Expenses: Higher than estimated expenses for NCSL staff travel (\$726.03), audio visual (\$5,011.33), and credit card charges (\$392.07) were reduced by savings in travel expenses for one of our plenary speakers (\$711.45) and no President's PDS site visit expenses (\$300) or international guest room charges (\$2,821.47). These contributed to fixed expenses being \$2,316.91 over budget.
- Notable Variable Expenses: Reduced food and beverage expenses resulted in variable expenses being \$4,944.64 under budget. Combined, fixed and variable expenses netted a budget surplus of \$2,627.73.
- Notable Revenue: Higher than expected PDS registration (Additional registrants: 5 staff, 2 guest/retiree, 3 business/other) contributed to a budget surplus of \$4,350 in revenue.
- Net Gain: A net gain of \$4,499.77 was budgeted for the PDS. However, when the surplus monies from total expenses and total revenue were added to the budgeted net gain, a PDS profit of \$11,047.50 was achieved. The Executive Committee and host state of Oregon should be commended for their responsible budgeting to achieve this profit.

PDS Budget Recommendations

The Committee recommends the following as the Executive Committee prepares future PDS budgets:

1. Audio Visual charges continue to increase significantly. Would it be possible to negotiate hotel contracts where those charges are reduced, or where host states may bring in their own equipment to use? Might sessions be strategically consolidated and scheduled so that those with greater A/V needs are only occurring in one or two conference rooms at the hotel? Might the host state's capitol building be used for more than staff breakout sessions so that A/V presentations may be included in that day's events? In the rare instance that a host state has an existing relationship with a potential conference hotel, the Executive Committee may want to authorize that they negotiate directly with that hotel rather than using ConferenceDirect, as was done in Wisconsin in 2018. A/V expenses were half of the typical cost that year.
2. For the past two years, ANZACATT has not paid for the ASLCS President's hotel room at the ANZACATT PDS. The Executive Committee should consider whether to continue covering the ANZACATT President's room at the ASLCS PDS. Additionally, after many attempts to communicate with ANOMAC after the pandemic and not receiving a response, the Committee may want to consider whether to continue covering the room expense of the ANOMAC President at the ASLCS PDS.
3. Credit card fees continue to increase nationally. As more attendees may wish to pay for registration with a credit card, the Executive Committee may want to budget for those increased credit card fees.
4. While the national rate of inflation has finally begun to recede, the Executive Committee should still pay close attention to food and beverage expenses as they may quickly add up. Thoughtful consideration

should be given to what would be most beneficial to attendees, while also meeting food and beverage minimum expenses as detailed in the hotel contracts.

Inflation Impact on Financial Items for ASLCS and Recommended Action

The Committee has studied the impact that inflation has had on various dollar amounts listed in the Society's Standing Orders. This includes dues, scholarships, the Associate Exchange Program, memorial charitable contributions, and the President's fund for giving gifts to committee chairs and Executive Committee members. The Committee examined the year in which the items were last reviewed or amended, according to dates listed in the Standing Orders, and used online inflation calculators to determine what those dollar amounts would be equal to now based on the inflationary increases.

The Committee recommends that the Executive Committee consider increasing Society membership dues to generate greater revenue to subsequently increase program reimbursement rates and potentially supplement scholarships. This would help the Society fulfill its mission to provide professional development opportunities and increase participation in those opportunities.

For instance, the last time dues were considered was 2003. If the current rates for Principals and Associates were adjusted for inflation, respectively, they would increase from \$130 to \$225 for Principal members and from \$65 to \$112 for Associates. Considering that Principal dues are currently double that of Associates' dues, the Committee recommends that dues be modestly increased to \$200 for Principals (extra \$70 per member) and \$100 for Associates (extra \$35 per member). *As Former Member dues are most often paid by retirees on a fixed income, the Committee does not recommend increasing their dues.* Based on the approximate number of dues paying members from the previous year (102 Principals and 339 Associates), the recommended increase would generate an additional \$7,140 and \$11,865, respectively, in revenue for a total of just over \$19,000 in additional revenue for the Dues Account.

The Committee has received feedback that the reimbursement of the Associate Exchange Program is too low. Often, the selected participants must rely on their own state to cover the difference or pay out of their pocket to attend. Would more Associates apply for the program if they didn't have to rely on their own state or themselves to cover the expenses? Currently, \$2,000 is allocated with a maximum reimbursement of \$500 per participant. It is recommended that this amount be increased to \$1,250 per person (a \$3,000 increase).

For similar reasons, it is recommended that the Edward Burdick, Jane Richards, and Millie MacFarland scholarships be increased by \$500 each for a total per participant of \$1,250, \$1,500, and \$1,500, respectively (a \$2,500 increase). The Committee also recommends that the President's Fund for gifts/PDS expenses be increased from a maximum of \$1,000 to \$1,500 as this amount hasn't been adjusted since 1997 (a \$500 increase).

While these increases account for only \$6,000 in additional expenses, the remaining \$13,000 in estimated additional revenue is justified considering that there are various reimbursements that the Society has been making, which are not capped at a specific dollar amount. All have increased in cost since 2003. Examples would be for Presidents, Presidents-elect, and Associate Vice Presidents to travel to international conferences and LSCC meetings, printing costs, awards, and the Betty King scholarship which covers 50% of the LSMI tuition. When the Society is paying more for these expenses, without bringing in new revenue, it decreases opportunities to transfer funds to the L190 account, which is "interest" bearing and helps fund

our meetings and supplements our PDS expenses when we have the meeting in a hybrid or no-host state.

Additionally, new revenue might provide for new scholarships designed to increase participation of members. As we try to increase international participation in our PDS, would it make sense to create a scholarship for one of our members to participate in an exchange with one of those international legislative bodies? Or, if the Society is no longer sending Presidents and Associate Vice Presidents to the ANOMAC meeting, might we consider permitting the Associate Vice President to attend the ANZACATT meeting with the President?

Considering all of this, the Committee believes it would be both fiscally prudent and forward looking to modestly increase our annual membership dues to meet the needs of the Society and to provide for enhanced professional development opportunities for its members.

The Committee appreciates the leadership of President Dixon and her willingness to empower the Committee to make these recommendations. It is our hope that incoming President Hunt and the Executive Committee will give thoughtful consideration to these suggestions. We stand ready to provide additional information and assistance, should it be helpful.

Respectfully Submitted,
 Brad Young (OH), Chair
 Donna Robinson Holiday (KY), ex officio

Ann Cornwell (AR)
 Michelle Fontenot (LA)
 Ali Sagraves (OH)
 Tim Sekerak (OR)
 Ron Smith (LA)

Inflation Impact on Financial Items for ASLCS

Please note this chart only details specific amounts set forth in the Standing Orders.

Charitable Contributions

Standing Orders, Section III (C)(5)

Item	Year of last review	Current Amount	Inflation-adjusted estimate	Recommendation
Death of a former President (<i>Dues Account</i>)	2016	\$500	\$663	No change
Death of a former AVP (<i>Dues Account</i>)	2016	\$250	\$332	No change
Death of any other member (<i>Dues Account</i>)	2016	\$100	\$133	No change

Dues

Standing Orders, Section V (A)

Item	Year of last review	Current Amount	Inflation-adjusted estimate	Recommendation
Annual Dues-Principal	2003	\$130	\$225	\$200
Annual Dues-Associate	2003	\$65	\$112	\$100
Annual Dues-Former Member	2003	\$65	\$112	No change

President's Fund

Standing Orders, Section VII (E)

Item	Year of last review	Current Amount	Inflation-adjusted estimate	Recommendation
President's allowable PDS expenses (<i>Dues Account</i>)	1997	\$1000	\$1975	\$1500

Scholarships

Standing Orders, Section XI (G) through (J)

Item	Year of last review	Current Amount	Inflation-adjusted estimate	Recommendation
Edward A. Burdick Memorial Scholarship (<i>2 recipients</i>) (<i>Donation or LLS</i>)	2012	\$750 each	\$1040	\$1250
Jane Richards Scholarship (<i>1 recipient</i>) (<i>LLCS</i>)	2013	\$1000	\$1364	\$1500
Millie McFarland Memorial Scholarship (<i>2 recipients</i>) (<i>LLCS</i>)	2015	\$1000 each	\$1344	\$1500 each

Associate Exchange Program

Standing Orders, Section XII (F)

Item	Year of last review	Current Amount	Inflation-adjusted estimate	Recommendation
Expense Reimbursements (<i>LLCS</i>)	2009	\$2000 total \$500 max per participant	\$2976 total \$744 max per participant	\$5000 total \$1250 max per participant

Inside the Legislative Process Committee

Meeting Minutes

2024 Professional Development Seminar
Manchester, NH
October 2, 2024

Call to Order

The meeting was called to order at 9:02 am by Michelle Fontenot (LA), Chair.

Attendance

The following members of the committee were present: Michelle Fontenot (LA), Chair; Kristin Jones (WV), Vice Chair; Erin Gillitzer (WI), Vice Chair; Bonnie Allen (OR); Tom Bottern (MN); Ryan Breitweiser (CO); Dayna Bujold (MN); Becky Calegan (LA); Frances Canavan (VA); Cathy Carlson (MN); Justin Davis (ME); Casey Gilmartin (UT); Arielle Gulley (UT); Patricia Hanson (CA); Nigel Hicks-Tibbles (VT); Terry Horvat (NV); Scott Kaiser (IL); Logan Klepzig (IL); Daniel Loyd (AR); Charles May (CA); Julie McDowell (AK); Tashi Nacario (CA); Helen Phillips (AK); Phyllis Prenger (MO); Natalia Ravelo (PR); Jake Rose (TN); Nate Sanko (PA); Tim Sekerak (OR); Lou Taylor (AK); Zen Taylor (OH); Sofia Tenney (AK); John Treadwell (AL); Jessica Tupper (MN); Jessica Upadhye; Megan Witherow (VA); BetsyAnn Wrask (VT); President Yolanda Dixon (LA) was also in attendance.

Approval of Minutes

John Treadwell (AL) moved to approve the minutes from the August 4, 2024, committee meeting at the NCSL Summit in Louisville, KY, and Tom Bottern (MN) seconded. There being no objection, the minutes were approved.

Old Business

Michelle Fontenot, Chair (LA) gave a brief overview of the committee, previous surveys and where to find them. Michelle Fontenot, Chair (LA), went through the plan for the committee to update other sections of the old survey and gave a recap of the committee's work over the past year. The committee is finishing up the Legislative Organization survey. There was a 67% response rate. There were some lessons learned regarding formatting the survey, types of questions asked, and outreach to solicit responses. A few committee members had volunteered to cold call chambers that hadn't responded. Tim Sekerak (OR) and John Treadwell (AL) both said people were happy to fill out the survey as it had gotten over looked. It was a great opportunity to talk to colleagues and those who may not really participate or know much about the Society. Cold calling brought in about 20 additional responses.

There was discussion about timing of the surveys and if they could be done during less busy times. Michelle Fontenot, Chair (LA) said that is something to keep in mind but chambers have different schedules and are in at different times. Scott Kaiser (IL) mentioned that chambers may use different terms for different things, so trying to be mindful of what words are used in questions is important. The committee is continuing to work on summarizing the results of the first survey.

New Business

Tom Bottern (MN) and Natalia Ravelo (PR) had volunteered at the Summit to look at the next section the committee will work on, New Member Orientation. They both shared their lists of questions each had come up with. Tom Bottern (MN) noted that a few questions dealing with technology would work well. Michelle Fontenot, Chair (LA) and Kristin Jones, Vice Chair (WV) talked about combining a couple

of questions into one could keep it simple and would be easier to analyze those answers.

Casey Gilmartin (UT) asked what the end goal of what the committee is trying to do. Michelle Fontenot, Chair (LA) gave an overview of the publication and purpose of it. President Yolanda Dixon gave examples of ways the publication can be useful. This resource can be used to provide members with answers back in your chambers. Scott Kaiser (IL) talked about how people can go back to the publication and see what other states are doing that may be different and call those states for more information.

Michelle Fontenot, Chair (LA) will formulate the questions for the next survey and send them out to the committee for input. The committee's goal for a timeline for the survey to open and end is 30 days. John Treadwell (AL) asked how many surveys the committee wanted to complete. Michelle Fontenot, Chair (LA) would like to get 5-6 surveys done in the next year to finish the Legislative Organization section. It was discussed about putting the finished, analyzed survey results in the Administrator. Michelle Fontenot, Chair (LA) asked for volunteers to be the cold callers for the next survey. Daniel Loyd (AR), Charles May (CA) and Patricia Hanson (CA) volunteered.

Adjournment

Upon motion by Scott Kaiser (IL) and seconded by Tashi Nacario (CA), without objection the committee meeting was adjourned.

Respectfully submitted,
Erin Gillitzer (WI)
Vice Chair



Canadian-American Relations Committee

Meeting Minutes

2024 ASLCS Fall Meeting
Manchester, NH
Wednesday, October 2, 2024

Call to Order

The meeting was called to order at 11:00 a.m. by Nanette Mitchell (TN), Chair.

Attendance

The following members of the committee were present: Nanette Mitchell (TN), Chair; Ron Smith (LA), Vice Chair; Joyce Wright (AL), Vice Chair; Keira Alkema (AK), Bonnie Allen (OR), McKenzie Barker (OR), Frances Canavan (VA), Lee Cassis (WV), Ann Cornwell (AR), Wendy Cortes (OR), Yolanda Dixon (LA), Michelle Dunphy (ME), Elizabeth Eilers (AK), Heather Fahey (AZ), James Goulding (OR), Natalyn Gourdine (AL), Christian Gruening (AK), Bill Horn (AL), Martha Jarrow (AR), Kristin Jones (WV), Mary Ann Krol (KY), Sabrina Lewellen (AR), Melissa Mapes (MN), Helen Phillips (AK), Scott Radunzel (MN), Lacy Ramirez (OR), Jared Roy (ME), Obie Rutledge (OR), Patsy Spaw (TX), Sherri Stacks (AR), Jessica Tupper (MN), Jessica Upadhye (CA), Jennifer Welch (VA), Brad Young (OH), Liz Clark (AK), Obie Rutledge (OR), Jackie Schulz (AK).

Approval of Minutes

Ann Cornwell (AR) moved to adopt the committee minutes from the 2024 NCSL Summit in Louisville, Kentucky, seconded by Christian Gruening (AK). The motion carried.

Old Business

Nanette Mitchell (TN) was pleased to report that the Canadian/American exchange program is officially relaunching with Nancy Robert (Alberta) being hosted by the Alabama Legislature. Oregon is next up to host, with Alaska also expressing a desire to participate. Ron Smith (LA) related his own experiences with hosting associates in Louisiana and the importance of creating a blueprint for a rewarding work exchange experience. He emphasized creating a positive and engaging environment with a planned itinerary for downtime activities. As the exchange program gets fully back up and running, it will be available to ASLCS principals and associates. Exchanges typically last 3 to 5 days and participants pay their own expenses. ASLCS members can apply for the Jane Richards Scholarship which, if awarded, could help cover some of their expenses.

New Business

Nanette Mitchell (TN) provided an update on the Nashville Canadian-American meeting, with dates now set for October 14 - 18, 2025. She appointed two subcommittees to begin creating a proposed list of topics and sessions for the meeting. Vice Chair Ron Smith's subcommittee includes Keira Alkema (AK), James Goulding (OR), and Kristin Jones (WV). Vice Chair Joyce Wright's subcommittee includes Lee Cassis (WV), Melissa Mapes (MN), and Obie Rutledge (OR).

Topics discussed in previous meetings were distributed to members and they were encouraged to offer feedback on revisiting previous topics and brainstorming new ideas.

Canadian Presentation

Natalie Foster, Clerk Assistant at the House of Commons of Canada, and Trevor Day, Clerk of the Legislative Assembly of Ontario, were welcomed at the meeting and gave brief overviews on their respective assemblies.

Adjournment

A motion to adjourn was made by Ann Cornwell (AR) and seconded by Yolanda Dixon (LA). The meeting was adjourned at 11:45 a.m.

Respectfully submitted,
James Goulding (OR)



International Communication & Development Committee

Meeting Minutes

2024 ASLCS Professional Development Seminar
Manchester, NH
Thursday, October 2, 2024

Call to Order

The meeting of the International Communication and Development Committee was called to order at 10:00 a.m. by Liz Clark (AK), Chair.

Attendance

The following committee members were present: Liz Clark (AK), Chair, Jackie Schulz (AK), Vice Chair, Tom Bottern (MN), Vice Chair, Ron Smith (LA), Susan Kannarr (KS), Patsy Spaw (TX), Ann Cornwell (AR), Keira Alkema (AK), Angela Candori (PA), Brad Young (OH), Paul Groenewegen (AUS), Sabrina Lewellen (AR), Trevor Day (ON, CAN), Natalie Foster (ON, CAN), Emily White (MO), Heshani Wijemanne (CA), Jack Edwards (OR), James Goulding (OR), Obie Rutledge (OR), Angela Smith (LA), Callie Nobles (TN), Michelle Dunphy (ME), McKenzie Barker (OR), Wendy Cortes (OR), Dayna Bujold (MN), José Rodríguez-Amorós (PR), Jessica Upadhye (CA), Sherry Rodriguez (NV), Bonnie Allen (OR), Lee Cassis (WV), Nanette Mitchell (TN), Andrew Horton (VA), Christian Gruening (AK), Zen Taylor (OH), Ali Sagraves (OH), Betsy Ann Wrask (VT).

Approval of Minutes

Upon a motion by Susan Kannarr (KS), seconded by Ann Cornwell (AR), the minutes from the August 2024 NCSL Legislative Summit committee meeting in Louisville, KY, were approved.

Old Business

Chair, Liz Clark (AK) welcomed new attendees and members, noting the opportunity and duty this committee has in making international guests feel welcome. Our members go out of their way to do so, and she suggested everyone meet at least one new international attendee. She shared the amazing legacy we have building relations with our Mexican counterparts (ANOMAC). The late, great Steve Arias of Arizona was instrumental in building these relationships with Mexico's officials. Liz was also interested in any new goals or ideas from the members. She reflected on how much professional and personal development can come from this, even tangible benefits like paid travel experiences to Mexico or Canada. She described great opportunities and results from putting energy into the work we want to do and fostering these friendships and bonds.

The 2024 International Directory was published by José Rodríguez-Amorós (PR), past Chair, with past Vice Chairs Crystaline Jones (AK) and Brad Young (OH). This resource is online and covers our established connections.

New Business

Chair Liz stated her mission to reinvigorate our relations with ANOMAC in Mexico. This alliance began with Steve Arias's quest to establish this partnership in the 1980's and it developed over many years. But it was disrupted by COVID – ANOMAC has not met since, nor responded to our communications or invitations to meetings. She spoke about her past experiences in ANOMAC, the unpredictable agenda, and the connections that were made through such a warm, fun, and valuable

conference. Zen Taylor (OH) later asked about any relations with Italy. Jackie Schulz (AK) stated Italy participates in ANOMAC and Liz explained that they have amazing hospitality and outreach.

Chair Liz and Vice Chair, Jackie Schulz (AK) shared their willingness to travel in person to Mexico to restore these worthwhile connections. Obie Rutledge (OR) seconded the enthusiasm and offered assistance, along with improving relationships with the British Isles and Westminster. He will spearhead this effort with the Chair's support. He mentioned attending CATTS to continue those important relationships.

Angela Candori (PA) stated she appreciated the opportunities Liz described and asked for strategies as a new attendee in encouraging supervisors to get more involvement. She suggested principals even reaching out to other principals, while José (PR) explained his principal gets an in-depth report to understand attendees' participation, ideas, and take-aways from the work done here. Yolanda Dixon (LA), past President, added emphasis on signing up for tasks and roles within the committee and ASLCS, and showing others how to get more involved. Chair Liz discussed how some principals, even with ASLCS positions, cannot always travel to meetings, but others can go and do the work – so, an attendee can ask what their principal wants them to work on, learn, or develop.

Susan Kannarr (KS) commented that SALSA had delegates that used to attend the PDS, and their information is included in the Directory. Unfortunately, they have not participated in years and have since changed their Association's name, so our information on them is limited. Chair Liz stated that with several ASLCS meetings each year, focus can be difficult, so ANOMAC can be a priority at this time. Obie (OR) was travelling to Jalisco, and asked if there was any other business to do there.

Obie also asked about the Directory's next publication date. Since timing of the publication can vary by session cycles, staff changes, and NCSL schedules, Liz was open to the will of the committee. José (PR) thanked everyone for their help in the last year. He and Liz thanked the participants in the International Clerks' Presentation of "The Good, the Bad, the Ugly," which was great. He mentioned that the 2025 Spring meeting will be in San Diego, which is close to the Mexican border and could yield ANOMAC connections there.

Sabrina Lewellen (AR), explained some history of ASLCS, formed 81 years ago. Moving forward, she suggested we should capture the history of ASLCS, and the relationships that have been developed. She encouraged the committee to record the history and stories since it is our purpose to capture information from the legends and legacies here before they leave us. Patsy Spaw (TX) and Tom Bottern (MN) talked about the beginning of Canadian relations with former ASLCS members George McMinn and Pat Flavin, and Obie Rutledge (OR) advised memorializing these histories in an article series. They discussed Steve Arias' legendary standard of hospitality, outreach and diplomacy.

Adjournment

Upon a motion by Sherry Rodriguez (NV), seconded by José Rodríguez-Amorós (PR), the meeting was adjourned.

Respectfully submitted,

Jackie Schulz (AK), Vice Chair

Legislative Administrator Committee

Meeting Minutes

2024 ASLCS Professional Development Seminar
Manchester, NH
October 2, 2024

Call to Order

The meeting was called to order at 10:00 am by John Treadwell (AL), Chair.

Attendance

The following members of the committee were present: John Treadwell (AL), Chair; Daniel Lloyd (AR), Vice Chair; Donna Holiday (KY); Cheri Lujan (NM); John Hollman (IL); Sarah Bannister (WA); Scott Kaiser (IL); Jeff Takacs (FL); Brooke Mason (NC); Ryan Breitweiser (CO); Lou Taylor (AK); Terry Horvat (NV); Carthy Carlson (MN); Patricia Hanson (CA); Lisa McCutcheon (NM); Natalyn Gourdine (AL); Sofia Tenny (AK); Melisaa Bybee-Fields (KY); Teresa Preston (NH); Paul Bryant (NH); Scott Radunzel (MN); Charles May (CA) .

Approval of Minutes

Daniel Lloyd (AR) moved the approval of the minutes from the August 4, 2024, committee meeting at the NCSL Summit in Louisville, KY, and they were seconded. There being no objection, the minutes were approved.

Old Business

Discussion ensued regarding possibilities to assist the Inside the Legislative Process Committee with legislative information surveys.

The committee discussed continued opportunities to improve the electronic version and distribution of the electronic version to ASLCS members. Committee members discussed checking with NCSL to determine the number of "clicks" that the publication receives online.

The committee discussed archiving of prior versions of the Legislative Administrator for future use and reference.

New Business

Discussion ensued regarding ideas for the upcoming edition. Ideas and potential articles for the magazine included the following:

- Committee members were encouraged to solicit articles from first-time attendees regarding their experience with the PDS. Additionally, the committee discussed considering an article from one of the international attendees regarding their experience with the PDS.
- John Treadwell (AL) is working with Sabrina Lewellen to finalize an article recognizing her services as Staff Chair in NCSL.
- Kristin Jones (WV) volunteered to solicit "Staff Shout Outs" from members to recognize staff contributions and achievement.
- Committee members discussed inclusion of new "Ask Mr. Mason" questions and answers and will consult with the Education Subcommittee of the Mason's Manual Commission.

- Committee members discussed recognition of retiring members. Kristin Jones (WV) advised that she would explore the possibility of including an article about Bo Hoover's (WV) retirement.
- Committee members discussed additional articles regarding construction projects and Donna Holiday (KY) advised that Kentucky is currently undergoing renovations and will be housed in a "temporary" chamber.
- The Committee discussed the timeline for publication of the next edition of the magazine and the possibility of embedding videos in the publication.
- Inclusion of a write-up by individuals who participated in the Legislative Staff Exchange Program.

The committee discussed working with Inside the Legislative Process for a QR code to facilitate some of the surveys administered by the Inside the Legislative Process Committee.

Adjournment

Motion to adjourn by Scott Kaiser (IL) and second by Daniel Lloyd (AR). Without objection, the committee meeting was adjourned.

Respectfully submitted,

Daniel Lloyd, Vice Chair (AR)



Site Selection Committee

Meeting Minutes

2024 ASLCS Professional Development Seminar
Manchester, NH
Wednesday, October 2, 2024

Call to Order

The meeting of the Site Selection Committee was called to order at 9:05 a.m. by Chair Sarah Bannister (WA) with Co-Vice Chair Jenny Manning (AR) assisting.

Attendance

The following members of the committee were present: Sarah Bannister (WA), Chair; Jenny Manning (AR), Co-Vice Chair; Adam Bryant (TN); Andrew Horton (VA); Angela Smith (LA); Ann Cornwell (AR); Annette Biamonte (NV); Bill Horn (AL); Cathy Hooe (VA); Colleen Pehar (WA); Daniel Hicks (TN); Darek Grant (ME); Denise King (KY); Donna Holiday (KY); Erica McGinnis (ID); Franny Zabala (CA); Greg Glass (TN); Ian Gahner (NV); J.W. Wiley (LA); Jackie Schulz (AK); Jackie Scott (VA); Jeanine Wittenberg (NV); Jennifer Welch (VA); Jenny Manning (AR); Joe Rodriguez Amaros (PR); Joyce Wright (AL); Keira Alkema (AK); Keri Wolters (MO); Krisztina Bury (AK); Lauren Heggen (NV); Lee Cassis (WV); Lisa M. Ortiz McCutcheon (NM); Lourdes Litchfield (TX); Marlene Rutherford (KY); Mary Ann Krol (KY); Meggan Foesch (WI); Melissa Bybee Fields (KY); Michelle Hill (TX); Monica Partida (TX); Nanci Longoria (TX); Nathan Hatfield (VA); Nicole Albers (TX); Rhonda Schierer (KY); Rob Hunt (ME); Sabrina Lewellen (AR); Sarah Armistead (VA); Sarai Stansberry (LA); Scott Caffey (TX); Sherri Stacks (AR); Sherry Rodriguez (NV); Sue Morain (LA); Susan Aceves (AZ); Tara Robbins (TN); Wendy Cortes (OR); Yolanda Dixon (LA).

Approval of Minutes

Upon motion by a member of the committee, the minutes from the previous meeting were approved.

New Business

Future Site Selections

The committee discussed possible locations for future Professional Development Seminars. The Executive Committee recommended the committee explore a hybrid model. The committee discussed a hybrid option in New Mexico for 2025. Santa Fe and Albuquerque were discussed as possible host cities. The committee also considered Washington, D.C. as a no-host location for the 2026 PDS. West Virginia is seeking to host in 2027, and Alabama is pursuing options of hosting in 2027 or 2028. Nevada expressed interest in hosting again at some point.

Adjournment

With no further business a motion to adjourn was made by Chair Bannister (WA). The motion was seconded. The meeting was adjourned at 9:40 a.m.

Respectfully submitted,
Jenny Manning (AR)
Co-Vice Chair

Membership & Communications Committee

Meeting Minutes

2024 ASLCS Professional Development Seminar

Manchester, NH

October 2, 2024

Call to Order

The meeting of the Membership and Communications Committee was called to order by Martha Jarrow, Chair (AR), at 10:00 AM.

Attendance

The following members of the committee were present: Martha Jarrow, Chair (AR), Mandi McGowan, Vice Chair (OR), Colleen Pehar, Vice Chair (WA), Lacy Ramirez (OR), Frances Canavan (VA), Cathy Hooe (VA), Meggan Foesch (WI), Paul Smith (NH), Marlene Rutherford (KY), Rhonda Schierer (KY), Tashi Nacario (CA), Keri Wolters (MO), Sarai Stansberry (LA), G. Paul Nardo (VA), Sherri Stacks (AR), Jenny Manning (AR), Melanie Newby (VA), Eica McGinnis (ID), Mary Ann Krol (KY), Phyllis Prenger (MO), Susan Aceves (AZ), Sarah Curry (OR), CJ Cavin (OK), Annette Biamonte (NV), Lauren Heggen (NV), Justin Davis (ME), Rob Hunt (ME), Michelle Fontenot (LA), Emily Hebert (LA), Tammy Letzler (TN), Nigel Hicks-Tibbles (VT), Erin Gillitzer (WI), Carly Wells (OK), Amy Morris (NC), Zach Twilla (CA).

Approval of Minutes

Upon motion by Paul Smith (NH), seconded by Meggan Foesch (WI), the minutes from the August 4, 2024, meeting at the NCSL Summit in Louisville, Kentucky, were approved.

Committee Business

Martha Jarrow, Chair (AR), discussed what worked well last year. This included working with Lacy Ramirez (OR) on technology components of the work of the committee and the QR code set up by Erin Gillitzer (WI) and Meggan Foesch (WI) for the surveys for the new attendees. The chair shared that the expo table was a great addition to the work of the committee this year, so new attendees and society members could stop by and go over the information available, like the scholarship resources and the handbook. Next year, the committee will consider updating the handbook. Significant work was done last year, but there is still room for updates and suggestions.

The committee discussed the new attendee breakfast, which was well attended. The Q&A portion was quiet, but that was not unusual with a group of new attendees. Discussion included clarity on who the breakfast was for, as some society members attended with their new attendees. The committee will consider whether to continue with breakfast next year. However, there should still be an opportunity for new attendees to receive more information as a follow-up after the mixer. Paul and Tim had their attention with the information on the history of the society, Mason's Manual Commission, and scholarships.

Mentor matching went well, but the committee discussed how contacting members to be mentors could start earlier next year, in July. Matching did begin early for the Manchester PDS, but some cancellations created complications. The chair intends to continue matching regionally when possible.

Paul Smith (NH) remarked on the good work of the chair and shared he is pleased she is continuing in her role. Paul Smith (NH) shared the approach with new attendees prior to the addition of the mixer. As the committee looks to next year's program, there is an opportunity to play with the schedule and see what works well for the PDS. Since it was an early breakfast, attendance was not as high as anticipated. Perhaps next year, the committee could consider a more concurrent style session to talk about the history of society with a Q&A. Lunch may be livelier than

a breakfast session. Martha Jarrow, Chair (AR), shared that the new attendees paid lots of attention, and it was valuable time.

Meggan Foesch (WI) shared that as Roster Chair, she is working with future President Rob Hunt (ME) to send a welcome email. This will help them have information from the beginning and an opportunity to answer questions.

Susan Aceves (AZ) shared that there needs to be more clarity among new attendees about the charge of the Membership and Communications Committee. She also shared that on the registration form, there is a box that can be checked indicating interest in being a mentor, but an email also comes out. The committee suspects there may be a gap in information sharing between NCSL and the committee. Colleen Pehar, Vice Chair (WA), shared that Washington has one staff member complete registration for everyone, so society members may not know there is a box to check. The committee agreed to check in with Holly South to ensure registration information indicating interest in mentorship was shared with the committee.

Lacy Ramirez (OR) shared that the mixer's layout was great and welcomed new attendees. Tashi Nacario (CA) shared that as a new attendee, he agreed that the mixer was welcoming and had a great layout. He found value in the deep dive breakfast as well. Michelle Fontenot (LA) shared that the layout was an asset. It helped capture the attendees' attention, which could be used as an example for next year. Rhonda Schierer (KY) shared that folks staying at other hotels may have impacted breakfast attendance. Perhaps new attendees could be reminded about registering early so they are in the primary hotel. Annette Biamonte (NV) shared that she really liked the introductions at the mixer.

Tashi Nacario (CA) asked if mentors were informed about expectations. A discussion ensued about clarifying mentor expectations, whether they should be at the breakfast, how they communicate with the mentee, etc. Martha Jarrow, Chair (AR), reminded the committee we would have a survey for the 55 new attendees to glean feedback on the program this year.

Frances Canavan (VA), as a new member of this committee, how can we support its work outside of meeting times? Martha Jarrow, Chair (AR), shared that sharing with colleagues is important and encouraged new attendees to complete the survey.

Erica McGinnis (ID) asked if there had been any thought about grouping people regionally for an event. Maybe there could be a lunch with the western and southern regions, etc.? Similar ways of doing business, like smaller staff, etc. Martha Jarrow, Chair (AR), shared that she began matching the mentors/mentees in neighboring states but could not continue due to registration cancellations at the end.

Phyllis Prenger (MO) asked if a letter is sent to mentees after the PDS. The more we can do to make them feel welcome, the better.

Martha Jarrow, Chair (AR), shared that a thank you card goes out but that a follow-up email may be a helpful supplement. She agreed that adding links to websites, scholarships, ways to be involved, etc., would be a useful follow-up message to engage new attendees between meeting times.

Adjournment

Upon a motion by Meggan Foesch (WI), seconded by Sarai Stansberry (LA), the meeting was adjourned at 10:26 AM.

Respectfully submitted,

Colleen Pehar, Vice Chair (WA)

Program Development Committee

Meeting Minutes

2024 Professional Development Seminar
Manchester, NH
October 2, 2024

Call to Order

The meeting of the Program Development Committee was called to order by Chair, Josh Babel (AZ) at 11:00 A.M.

Attendance

The following members of the committee were present: Chair, Josh Babel (AZ), Vice Chair, Jamie Oswalt (AL), Susan Kannarr (KS), Lisa Ortiz McCutcheon (NM), Cheri Lujan (NM), Sarah Armistead (VA), Jackie Scott (VA), Sofia Tenney (AK), Krisztina Bury (AK), Patricia Hanson (CA), Keri Wolters (MO), Phyllis Prenger (MO), Jay Jacobs (KY), Brooke Mason (NC), Patience Worrel (TX), Scott Caffey (TX), Nanci Longoria (TX), Greg Gaitan (TX), Mark Garcia (TX), Sarai Stansberry (LA), Mandi McGowan (OR), Ryan Breitweiser (CO), Mike Linn (MN), Michelle McLaughlin (MA), Susan Aceves (AZ), Nicole Albers (TX), Michelle Hill (TX), Sherry Rodriguez (NV), Greg Glass (TN), Adam Bryant (TN), Rara Robbins (TN), Daniel Hicks (TN), Tammy Letzler (TN), Callie Nobles (TN), Angela Smith (LA), Denise King (KY), Jose Rodriguez Amoros (PR), Tom Bottern (MN), Paul Nardo (VA), Cathy Hooe (VA), Tara Perkinson (VA) and Holly South (NCSL).

Approval of Minutes

Upon motion by Mandi McGowan (OR), seconded by Jackie Scott (VA), the minutes from the committee meeting held August 4, 2024, at the NCSL Summit in Louisville, KY, were approved.

Old Business

Updates and feedback from the 2024 PDS program were discussed. Jose Rodriguez Amoros (PR) wanted to hear of expectations met or unmet from new attendees so that we can adjust the program accordingly. Patience Worrel (TX) informed the committee that a survey will be sent out via the membership committee gathering that information following the current PDS. We received positive feedback on the A.I. session and look forward to another technology session next year. Jose Rodrigues Amoros (PR) noted that time ran out on the international session and requested keeping it before the Expo to give people time to stay if they choose for follow-up questions.

New Business

Chair Babel explained the tentative plan for 2025 PDS; it will be the 4-day, condensed conference and will have 4 concurrent sessions, 2 plenary sessions, 1 breakout, 1 expo, and 1 new attendee orientation. The new Civics committee is being solicited for a concurrent and Mason's session is being weighed between a plenary or concurrent, TBD as we have mixed feedback.

Adjournment

Upon motion by Susan Kannarr (KS), seconded by Jose Rodriguez Amoros (PR), the meeting was adjourned at 11:25 A.M.

ASLCS Business Meeting

Meeting Minutes

2024 Professional Development Seminar

Manchester, NH

October 3, 2024

Call to Order

The ASLCS business meeting was called to order by President Rob Hunt (Maine) at 9:00 a.m. EDT.

Standing Committee Reports

Bylaws and Standing Orders: Patience Worrell (Texas), Chair, reported the task assigned by the Executive Committee: to come up with language to add to the standing orders regarding the ASLCS LinkedIn page and for the new statement of conduct that was adopted by the Executive Committee regarding responses to problems that come up in the society with harassment or other behavioral things.

Inside the Legislative Process: Michelle Fontenot (La.), Chair, reported that the committee worked on guidelines they plan to incorporate in surveys that are produced, such as how long it should take a participant to fill it out, how long the survey should be open and timeline for analyzing results, and staying consistent.

Site Selection: Lee Cassis (W.Va.), Chair, reported that the committee discussed potential sites for the next 3 years. They are still looking for a 2026 host, West Virginia will likely host in 2027, and Alabama will host in 2028 as long as the construction of their new State House has finished on time. President Hunt emphasized the important of locking in a 2026 site and mentioned the circling idea of 2026 being in D.C. and encouraged further discussions with that or preparing the possibility of another hybrid. President Hunt also announced that 2025 will be hosted in New Mexico.

Technology: Lacy Ramirez (Ore.), Chair, reported discussion on their concurrent session, Artificial Intelligence, and overall the feedback was positive. The LinkedIn page will continue to be worked on, getting content for posts and working with Bylaws to assist in language for the standing orders. They also discussed ideas for next year's concurrent session.

International Communication and Development: Jackie Schulz (Alaska) reported that Liz Clark (Alaska), Chair, emphasized the importance of reconnecting with ANOMAC and ways to find those connections to find out what is going on with that Society and how to rebuild those relations. They were pleased to report the relations with the British Isles and members there. ANOMAC includes members from Europe, Italy, Portugal and Spain the committee would like to make those contacts happen again. And of course, build on what the Society already has, as its strong with international relations. They are happy with the strong relations to Canada but would love to see the same relations with Mexico as well.

Membership and Communication: Martha Jarrow (Ark.), Chair, reported the committee discussed feedback from new members and possible things to improve for the next PDS. She reported the mixer and new member breakfast went very well. There were reminders to follow-up with new members, sending out the thank you notes and hearing from their mentors again.

Canadian-American Relations: Nanette Mitchell (Tenn.), Chair, reported discussions about the new Canadian American Exchange Program and encouraged any states that would like to volunteer to host

a Canadian for three or five days, please let the committee know. They are currently working on the agenda and ideas for the Nashville meeting and would love any suggestions for that.

Professional Journal: Sarah Curry (Ore.), Vice Chair, reported that they are in the final review of the 2024 issue and will be ready to publish soon. They are putting together a COVID volume and looking for pieces for that memorial edition. They sent out a survey for that and encouraged everyone to finish that survey. The committee has several 2025 ideas already in motion and feel good about where they stand for next year's edition.

Program Development: Josh Babel (Ariz.), Chair, reported the committee discussed feedback for the current PDS, announced sticking to a similar agenda with the shorter week and encouraged the surveys to be completed so that the committee could make more informed decisions based off of the survey results.

Legislative Civics Education Support: Tim Sekerak (Ore.), Chair, reported that the group was electric with energy. The first job of the committee will be to collect information and they are already off to a great start to provide that information within. There is already talk of an Expo table and a concurrent. The committee is excited to fulfill those requests and have a productive first year.

Special Committee Reports

Budget and Revenue: Brad Young (Ohio), Chair, reported that the committee met to discuss early feedback regarding the proposal to increase membership dues. Some of the feedback we received was just that if dues were going to be increased due to the number of folks that pay out of pocket and their state doesn't pay their dues, they just want to know what they're getting for the increase and what's the value to that. Alternatives to find revenue were also discussed and places to cut costs. The Executive Committee has reduced costs in other ways by printing one less Legislative Administrator each year. We have professional journals online now. The committee is just concerned pinning ourselves into a corner with costs because there will be a point we cannot cut anymore. They were informed by the Roster Committee that they were able to get a good deal this year with printing the roster, but generally that's going to be continuing to increase even by as much as one or two thousand dollars. So things like that that have changed due to inflation, and we need to be aware of that and make sure that our accounts are where they need to be so that we can be prepared to fund the things that we need to, whether it be, future hybrid or no-host state PDS, or increasing the amounts that may be reimbursed or scholarships for folks for professional development. The committee will continue gathering information and provide suggestions to the Executive Committee as requested.

Roster: Meggan Foesch (Wis.), Chair, reported that the rosters are in the mail.

Strategic Planning: Lee Cassis (W.Va.), Chair, reported the committee is going to continue the recruitment and retention of those members that haven't participated or the ones that we want to come back that have not been in a while. The committee will send to the Executive Committee the agreement for our parliamentarians with NCSL, due to some things that happened in Louisville that we want to revisit and possibly rewrite that agreement.

The committee decided to look into documenting the history of our relationships with our international folks. They think that history is out there, but maybe it's not documented properly.

Committee Reports

President Hunt closed with a special thank you to Immediate Past President Dixon and her year as our President, and also expressed his gratitude for the opportunity to serve as our new President. He hopes to see everyone in San Diego.

Adjournment

Upon motion by Susan Kannarr (Kan.), seconded by Ann Cornwell (Ark.), the meeting was adjourned at 9:15 a.m. EDT.

Respectfully submitted,

Jamie Oswald (Ala.)
ASLCS Vice President-Elect

John Hollman (Ill.)
ASLCS Secretary-Treasurer



Support Staff Committee

Meeting Minutes

2024 ASLCS Fall Meeting
Manchester, NH
October 2, 2024

Call to Order

The meeting was called to order by Chair, Jay Jacobs (KY) at 10:00 a.m. EST. Chair Jacobs introduced himself and Vice Chairs Jennifer Welch (VA) and Becky King (KY) and welcomed the committee members.

Attendance

The following members of the Committee were present: Jay Jacobs (KY), Chair; Jennifer Welch (VA), Vice Chair; Becky King (KY), Vice Chair; Nate Sanko (PA); Franny Zabala (CA); Matt Burns (CA); Claudia Fuentes (CA); Tara Robbins (TN); Daniel Hicks (TN); Krisztina Bury (AK); Myra Hernandez (WA); Louis Lindstrom (WA); Max Goldrich (AK); Patience Worrel (TX); Mike Linn (MN); Josh Babel (AZ); Cory Strand (MN); Tara Perkinson (VA); Nicole Albers (TX); Greg Gaitan (TX); Lourdes Litchfield (TX); Michelle Hill (TX); Monica Partida (TX); Nanci Longoria (TX); Scott Caffey (TX); Sue Morain (LA); Becky Calegan (LA); Greg Glass (TN); Jeanine Wittenberg (NV); Ian Gahner (NV); J.W. Wiley (LA); Logan Klepzig (IL); Jackie Scott (VA); Sarah Armistead (VA); Nathan Hatfield (VA); Margaret O'Brien (MI); Jake Rose (TN); Adam Bryant (TN); and Denise King (KY).

Also present: Angela Haskell (UT); Jill Reese (UT); Jonathan Brown (CO); Thomas Antigha (VA); Holly South (NCSL).

Approval of Minutes

Upon a motion by Scott Caffey (TX) and seconded by Greg Glass (TN), the minutes from the 2024 NCSL Summit in Louisville, Kentucky, were unanimously approved.

Old Business

Chair Jacobs gave an overview of the committee and what the responsibilities are: facilitating the Associate Exchange Program, obtaining moderators for the staff breakouts, coordinating the Legislative Expo and one or two concurrent sessions at the 2025 PDS in New Mexico.

Chair Jacobs gave an update of the 2024 Associate Exchange program. There were four approved last year. One person could not participate in the program because of a Special Legislative Session. They will be carried over to participate in the 2025 program.

Chair Jacobs asked for a review of the Staff Breakouts and it was suggested to move Fiscal back to Support Services and Tara Perkinson (VA) suggested that we encourage moderators to break the group into smaller groups to avoid changing the current format.

Vice Chair Welch gave an update on vendor and state participation from the Legislative Expo. The consensus was that it felt like there were more vendors than states participating and Chair Jacobs encouraged members of the committee to be thinking now on how to get their state to participate at next year's PDS. It was suggested that a list of ideas be sent out to states of what they could showcase. It was also suggested that we could give a theme to help jumpstart ideas to help with participation from more states. Some ideas such as displaying performance manuals for various legislative jobs and for more committees to participate, including the new Civics Committee to educate members about the newest committee.

Chair Jacobs explained that the committee is responsible for planning a concurrent session every year at the PDS. This year's topic is "Maintaining Order in Legislative Chambers" from the perspective of the Sergeant at Arms. Paul Groenewegen (Australia), Sven Lindquist (Minnesota), and Rick Fansler (Pennsylvania) will be the panelists and it will be moderated by Heshani Wijemanne (California).

NEW BUSINESS

Chair Jacobs announced that the committee's first item of business will be announcing and taking applications for the 2025 Associate Exchange Program. He encouraged members to apply and participate and asked principals to consider hosting.

Chair Jacobs asked the committee to begin thinking about ideas for a concurrent session for the 2025 PDS. A few topics were discussed such as inter-chamber relationships and how states work through construction projects.

Chair Jacobs reminded members of the upcoming concurrent session that would take place at 1:15 p.m. EST and that he would like to see all committee members attend to support the panelists and committee.

ADJOURNMENT

Upon a motion by Monica Partida (TX), and seconded by Jackie Scott (VA), the meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Jay Jacobs, Chair



Executive Committee

Meeting Minutes

ASLCS Professional Development Seminar

Manchester, NH

Sunday, September 29, 2024

Call to Order

The meeting was called to order at 2:03 PM by President Yolanda Dixon (La.).

Attendance/Quorum

The following members of the ASLCS Executive Committee were in attendance: Yolanda Dixon (La.), Rob Hunt (Maine), Donna Holiday (Ky.), Ron Smith (La.), Josh Babel (Ariz.), Meggan Foesch (Wis.), Lee Cassis (W.Va.), Liz Clark (Alaska), Heshani Wijemanne (Calif.), Jamie Oswalt (Ala.), Sherry Rodriguez (Nev.), John Hollman (Ill.) and Tim Sekerak (Ore.).

Also in attendance: Paul Smith (N.H.), Past President; Susan Kannarr (Kan.), Past President; Matt Burns (Calif.), Terry Horvat (Nev.), Lauren Heggen (Nev.), Obie Rutledge (Ore.), Lacy Ramirez (Ore.), Scott Caffey (Texas), Patience Worrel (Texas), Lisa Ortiz McCutcheon (N.M.), Cheri Lujan (N.M.), Angela Smith (La.), Jennifer Welch (Va.), Nanette Mitchell (Tenn.), Jennifer Novak (Idaho) and Holly South (NCSL).

Secretary-Treasurer Donna Robinson Holiday presented the minutes from the last meeting at the NCSL Summit in Louisville, Ky. Approval of motion by John Holman, second by Rob Hunt.

Donna Holiday presented the Treasurer's Report. Rob Hunt made a motion to approve, seconded by Jamie Oswalt.

Old Business

ASLCS professional development revolving account (LLCS)

Holly South noted the \$11,000 profit from last year PDS as well as \$9,500 in new expenses related to the PDS plenary speaker and scholarship reimbursements. The LLCS has a current balance of \$17,376.69.

ASLCS special meetings fund (L190)

Holly South presented and highlighted new PDS contributions amounting to \$250.

Other host state donations are being collected and managed in-house by the N.H. Clerk's Office and do not appear in L190. Those total about \$66,000. About \$9,500 in contributions will remain in L190.

The total for the L190 fund is \$139,319.51.

2024 PDS Budget

Holly South presented. EY (Ernst and Young) just committed to a \$1,500 sponsorship. Currently registration stands at 290. AV expenses are currently under budget and the meeting will show a profit. Approximately 24 room comps will be earned for NCSL staff, speakers and international guests.

Technology Committee report

Committee Chair Lacy Ramirez provided an update on the new ASLCS LinkedIn page. In 30 days it has gained 76 followers and page views indicate it is reaching a large audience. Yolanda Dixon stated that the Executive Committee approved this as a pilot program and it is doing well. She asked if the committee was ready to approve it. Jamie Oswalt made the motion to approve with a second by John Hollman. It will now be sent to the Bylaws and Standing Orders committee. It will likely be described

the same way in the Standing Orders as the Facebook page.

ASLCS meeting policy

Tim Sekerak presented the results of the special committee's discussion. The new guidelines are designed to provide a meeting code of conduct and incident reporting process. Liz Clark moved to adopt the policy. It does not need a second since it comes from committee.

New Business

Budget and Financial Review Committee report

Committee Chair Brad Young reported that the 2023 PDS made a profit of more than \$11,000. The expense overages were mainly from ASLCS members requesting additional AV equipment onsite. The committee offered these observations:

- ANZACATT has not covered ASLCS president's accommodations, but we have covered theirs and they have not responded in kind.
- Inflationary impact on food and beverage expenses and credit card fees have increased.
- We have not looked at dues amounts or scholarships in many years.

Are we where we need to be? This report is a starting point for discussion. We haven't looked at dues since 2003. Would we have more people apply for scholarships if more of the costs of attending the PDS were covered and would they also participate in the exchange program? Yolanda Dixon noted that the NCSL Foundation is providing additional funds this year for the Associate Exchange Program (approximately \$1600). She would like to have more discussion on the scholarship and dues rates. President-Elect Rob Hunt agreed. Tim Sekerak raised the fact that increased registration amounts in recent years did not decrease PDS attendance. Yolanda Dixon recommended making a decision before dues invoices go out next year. Patsy Spaw expressed a concern that some people pay out-of-pocket and we don't want to discourage anyone from attending or paying dues.

2025 PDS update

Yolanda Dixon reminded the group that a hybrid host PDS committee for New Mexico was approved at the Executive Committee meeting in August. The hybrid host committee will meet Tuesday with hosts from New Mexico in attendance and hopes to have something to report at the Thursday Executive Committee meeting.

NCSL Profiles in Service

NCSL is celebrating its 50th year. They hope to do profiles of staff before they retire, Sabrina Lewellen explained. Yolanda Dixon said NCSL asked for two nominees for profiles. The criteria would be innovation, efficiency, ability and constructive dialogue. The Executive Committee would recommend a few nominees. NCSL has already picked two from ASLCS.

Associate Exchange Program participant report

Jamie Oswalt reported on her visit to Puerto Rico. Her report will be in the next Legislative Administrator.

Legislative Expo booth schedule

The Executive Committee members will be manning a booth during Tuesday's Legislative Expo.

Announcements

Sabrina Lewellen asked the group to take note for posterity of the events that will be sure to occur after the election in the coming months so that we can have a database of situations and responses to help

other states deal with similar situations.

Yolanda Dixon offered the example of COVID: Mason's had inserted a remote policy section previously so we had that. We need to figure out how to best gather information for future events. Heshani Wijemanne announced that the Professional Journal Committee is trying to gather the COVID information via survey.

Paul Smith distributed gifts to the Executive Committee from New Hampshire.

Yolanda Dixon reported that Tom Bottern was appointed to the NCSL's Executive Committee; he is one of five ASLCS members serving on this year's committee.

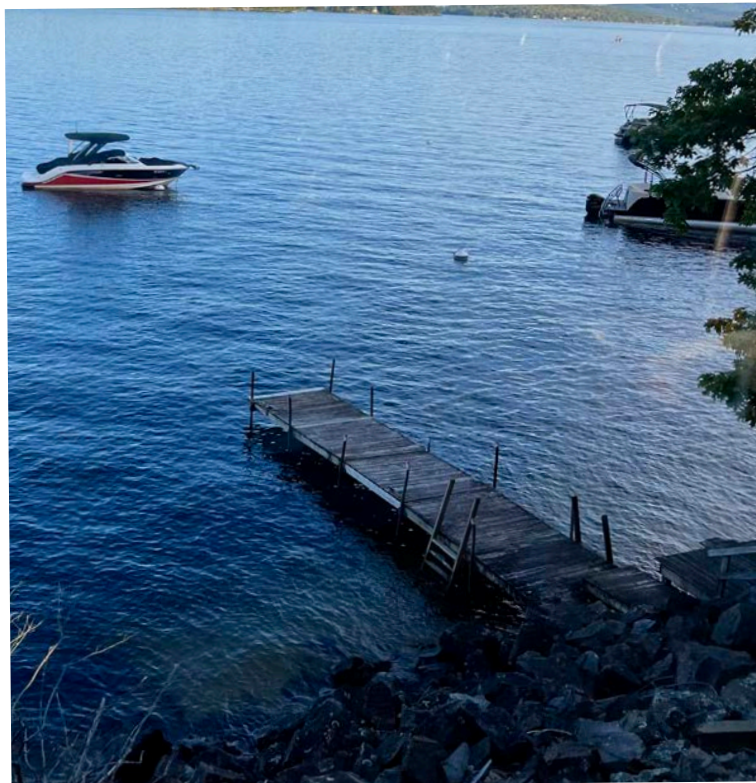
Patience Worrel, Chair of the Bylaws and Standing Orders Committee, reported that the committee was tasked with determining whether any changes need to be made to the Standing Orders regarding the mentorship program. The committee determined that no changes needed.

Rob Hunt thanked Yolanda Dixon for her leadership.

Adjournment

Yolanda Dixon requested a motion for adjournment. Rob Hunt moved and Sherry Rodriguez seconded. The meeting was adjourned at 2:57 PM.

Respectfully Submitted,
Donna Holiday
ASLCS Secretary-Treasurer



Executive Committee

Meeting Minutes

ASLCS Professional Development Seminar
Manchester, NH
October 3, 2024

Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Rob Hunt (Maine) at 9:25 a.m. EDT.

Attendance

The following members of ASLCS were in attendance: President Rob Hunt (Maine), President-Elect Donna Holiday (Ky.), Secretary-Treasurer John Hollman (Ill.), Associate Vice President Meggan Foesch (Wis.), Associate Vice President-Elect Jamie Oswalt (Ala.), Elected Principal Lee Cassis (WVa.), Appointed Principal Jennifer Novak (Idaho), Appointed Principal Obie Rutledge (Ore.), Immediate Past President Yolanda Dixon (La.), and Immediate Past Associate Vice President Joshua Babel. Also in attendance were Ann Cornwell (Ark.), Martha Jarrow (Ark.), Sabrina Lewellen (Ark.), Lisa Ortiz McCutcheon (N.M.), Ali Sagraves (Ohio), Brad Young (Ohio), Bonnie Allen (Ore.), McKenzie Barker (Ore.), Wendy Cortes (Ore.), Sarah Curry (Ore.), Lacy Ramirez (Ore.), Tim Sekerak (Ore.), Nanette Mitchell (Tenn.), Patience Worrel (Texas), and Carrie Maulin (NCSL).

Approval of Executive Committee Appointments

Upon motion by Yolanda Dixon (La.), seconded by Josh Babel (Ariz.), the appointments of Obie Rutledge-Appointed Principal (Ore.), Jennifer Novak-Appointed Principal (Idaho), Jeff Beighley-Appointed Associate (Wis.) and Angela Smith-Appointed Associate (La.) were approved.

ASLCS Financial Accounts

President Hunt explained that there were not any changes made since the Executive Committee meeting three days prior except in Part D where there was a total of 304 registrants at the PDS, an increase since the last summary given.

New Business

2025 PDS updates. President Hunt said they met and had a good discussion with New Mexico on a hybrid host meeting. There is a potential the state will provide an appropriation for it (each chamber is requesting \$50,000), but that is not guaranteed, and we will not know the answer until January 2025. If that is unsuccessful in January, there is still another opportunity, but we would not know until July 2025, which is cutting things close in our planning. Today's request is to provide an allocation for the hybrid meeting to start the planning. Obie Rutledge (Ore.) recapped the New Mexico Hybrid PDS special committee's meeting from Tuesday. The committee discussed the pros and cons of hosting the PDS in either Albuquerque or Santa Fe with helpful insights from Cheri Lujan and Lisa Ortiz McCutcheon. The committee also talked about other ways to help, like host-state fundraising since New Mexico is not as free as other states to fundraise. The allocations set aside by ASLCS would be an insurance policy in the event New Mexico does not have enough funds to cover the event. For context, when Boise hosted on a hybrid status, \$30,000 was set aside for it by the society and Tim Sekerak (Ore.) reminded the committee that after the final reconciliation, the Boise PDS returned approximately \$16,000 back to the society. The special committee focused on Santa Fe due to the availability of the State Capitol to minimize meeting costs and transportation costs. The New Mexico clerks are hopeful that they will be successful in securing the necessary funds to host the meeting.

Obie Rutledge (Ore.), on behalf of the special committee, moved to approve Santa Fe, N.M., as the site for the 2025 PDS, dates to be determined but likely either September 14 to 18 or September 21 to 25 depending on hotel availability, and that up to \$40,000 from the society's resources be approved to assist the host state in its preparations. Upon motion of Obie Rutledge (Ore.), seconded by Josh Babel (Ariz.), the recommendations of the special committee were approved.

2025 Associate Exchange Program

President Hunt announced that NCSL is giving each professional staff association \$1,660 for the 2025 Associate Exchange Program.

Appointment of Life Membership Award Special Committee

President Hunt is seeking authorization to appoint a Lifetime Membership Award Special Committee to discuss a potential recipient, following her retirement, for Bernadette McNulty (Calif.). Upon motion of John Hollman (Ill.), seconded by Yolanda Dixon (La.), the appointment of the special committee was approved.

ASLCS Publications

Discussion and approval of budgets for ASLCS publications. Upon motion of Josh Babel (Ariz.), seconded by Jamie Oswald (Ala.), the following budgets were approved: International Directory (\$300), Legislative Administrator (\$15,000), Professional Journal (\$300), and the Roster and Reference Guide (\$15,000).

Travel Reimbursements

Approval for travel reimbursements for President Rob Hunt and President-Elect Donna Holiday to attend the fall LSCC Meeting in Denver on October 18-19. Upon motion of John Hollman (Ill.), seconded by Meggan Foesch (Wis.), the travel reimbursements were approved.

Strategic Planning Update

The parliamentarians at the Legislative Summit had some concerns about the scope of their responsibilities and the committee would like further discussion potentially work with NCSL to redefine the role of the parliamentarians. The reality of the experience at the Legislative Summit did not match the expectation going into the event. It was suggested that the discussion should focus on boundaries of the responsibilities, or another agreement on how this relationship functions. The request to the Executive Committee was to begin thinking about what role the parliamentarians should have at the Legislative Summit, what expectations NCSL has for the parliamentarians, and if boundaries should be placed. NCSL also wants a committee to review its own committee rules.

Announcements

The ASLCS Spring Business Meeting will be held at Mission Bay Resort in San Diego, Calif., on May 2-3, 2025. There will also be a December Executive Committee Meeting by Zoom, date and time to be determined.

Adjournment

Upon motion by John Hollman (Ill.), seconded by Yolanda Dixon (La.), the meeting was adjourned at 9:50 a.m. EDT.

Respectfully submitted,

Jamie Oswald, Associate Vice President-Elect

John Hollman, Secretary-Treasurer

ASLCS First-Time Attendees

Adam Zerkle- Chief Journal Clerk, Illinois Senate

First off, I am writing this from a position of gratitude as a recipient of the 2024 Edward A. Burdick scholarship to attend ASLCS PDS New Hampshire and for that I am very grateful. As a first-time attendee I must say, not knowing what to expect, I was very impressed! Each and every person I met were warm and welcoming from the moment that I arrived. Melissa Mapes, my sponsor, and her cohorts from Minnesota were amazing! I think everyone can agree that our hosts in New Hampshire did an outstanding job in showcasing what Manchester, Concord and New Hampshire have to offer, what an eye opener! My experience from start to finish at the PDS was great; from the captivating presentation by Charles Clark, or the fun and mind-bending presentation on what AI is becoming capable of, to the breakout sessions that allowed for networking and problem solving with colleagues and peers with a deep understanding of legislative process. To say that I tried to soak it all in would be an understatement so I am personally looking forward to attending future ASLCS PDS seminars. I would like to leave everyone with one final thought; I would encourage anyone that is "on the fence" about attending a PDS event to go ahead and sign up as you will not regret attending. Thank you for the hospitality, experiences, knowledge and camaraderie; hope to see everyone at future ASLCS events!



Emily Hebert- Administrative Assistant to the Clerk, Louisiana House



In a Louisiana Clerk's Office retelling of ASLCS seminars of the past, I was encouraged to join my colleagues at the fall PDS in Manchester, New Hampshire. I am happy to report the stories I'd heard of kindred spirits, sincere encounters and loads of laughter held true. Once I made it to Manchester, their accounts immediately made sense—members of the society have a deep understanding of the unique position that legislative staff members find themselves in because they too live it.

The purpose of the society was effortlessly illuminated throughout the program and was expressed in a fine balance between lively networking events and educational events. The social events laid the foundation for effective collaborative efforts as the seminar progressed, allowing for New-Attendees to feel comfortable sharing their perspectives with other members

of the organization. With the assistance of the pin exchange, an expectation of new attendees approaching other members was set, and it made the process all the more interesting.

I met other members of the society—old and new—almost immediately upon my arrival who spoke to me with ease as if we'd known each other for years. I found myself with crews from across the map discussing differences in how our state institutions operate with fascination and curiosity. Each day I looked forward to attending the next meeting without any social discomfort or hesitation, but instead with excitement.

At the New Attendee Mixer, I was able to meet my mentor, John Treadwell, in person where we had the opportunity to learn about each other, our work and the society. Eventually, we made our way to the Welcome Reception at the Currier Museum of Art.

On Monday, we made our way to New Hampshire's capitol city, Concord, and spent the day at the State House for various plenary and staff breakout sessions. For the plenary session "Those Were the Days," we had the unique opportunity to sit in their 400-seated chamber where their members normally preside and listened to ASLCS legends share words of wisdom and guidance from their years of experience in their state legislatures.

During the Legislative Staff Breakout Sessions, I attended a session for Legislative Operations: Journal Staff, and had the opportunity to learn how other states effectively produce their journal.

Legislative Announcements



Family & Colleagues

Bo Hoover Retires as Senior Assistant Clerk and Parliamentarian for the West Virginia House of Delegates



Born in Charleston, South Carolina, but raised in Charleston, West Virginia, Bo Hoover's legislative story started when he decided to stay close to home after high school graduation and graduated from West Virginia State University. He majored in Communications and toward the end of his senior year, he was offered an internship with public tv.

"I worked as a cameraman in 1991 in the House Chamber. 1992, I worked in the Senate Chamber, and in 1993 and 1994 I was back in the House."

Hoover's innate ability to pick up on the legislative process just through observation was something that then-Assistant Clerk of the House Greg Gray noticed early on.

"I realized that there was a procedure that you had to follow," Hoover said. "Even as a cameraman for public

television, I was reading the Rules of the House, just because I wanted to know where should I turn the camera next. If I knew somebody made this motion, then the response was going to be over here."

When a position opened up in the Clerk's Office, Gray approached Hoover to see if he was interested.

"I had always shown interest in the process, the pageantry, I loved it all. So I quit public tv and went to work for the House."

In September 1994, Hoover signed on as the Assistant Journal Clerk. His first session as a House employee was January 1995.

"There were 11 people in the Clerk's Office then. I filed bills, I did short titles, but then I sat beside the Journal Clerk for two years."

Hoover's career was almost over before it started. At one point early on, he was asked by the Clerk at the time to be the Reader in the House Chamber during floor sessions. This did not sit well with a former delegate.

"He hated my voice. Demanded that I be fired. And he came pretty close. [The Clerk] was on board with it because he had no connection to me. Greg stood up for me. [He] had seen the potential in me... you either get the legislative process or you don't. I was always enamored by the whole legislative process."

After a few years as Assistant Journal Clerk, Hoover went on to take the position of Journal Clerk, which he held for eight years, writing Journal by himself without an assistant.

"You pick up so much, being the Journal Clerk. It worked out for me."

In 2004, Hoover was appointed Assistant Clerk of the House. That meant going into the House Chamber, every day for every session.

"Suddenly, it was my notes that [confirmed] what happened. If my notes said it was read a second time, it

was read a second time."

The work environment changed quite a bit in 2014 when leadership shifted from Democrat to Republican and Gray retired. Up until his retirement, Gray served as both Clerk of the House and Parliamentarian. There was now a vacancy in the latter role. After interviewing with incoming Leadership members, Hoover was appointed the Parliamentarian for the House of Delegates, in addition to retaining his role as Assistant Clerk.

When asked if he could name the craziest thing the membership tried to do parliamentary-wise, Hoover was hard pressed to come up with just one.

"There were lots of times that I came home and just screamed at the top of my lungs. Just blatant disregard for the rules where it said, 'You can't amend a bill to the 3rd degree.' I was constantly going in and saying, 'You can't do this.'"

After an impressive 30-plus years of legislative service under six different Speakers and three Clerks, and holding the distinction of being the shortest-tenured Clerk of the House when he was appointed as Clerk for six days in-between terms, Hoover decided to retire in November 2023. Despite all the challenges, Hoover loved his time with the House of Delegates.

"I have no regrets with my legislative career. I've loved every minute of it, even the rough times."

One of the regrets Hoover does have is giving up his membership with the American Society of Legislative Clerks and Secretaries when he retired.

"The one thing I really miss is my friends with ASLCS. They were always so professional and I wanted that," he said. "Just the level of expertise these people have and I appreciated it. It's a rare breed, the people who get it, get it. I always felt like I got it."

Hoover attended his first ASLCS conference in 1996 when the Society visited Williamsburg, Virginia. It was his first of 19 Professional Development Seminars. He also attended five NCSL conferences, the first being in 2003 in San Francisco, and four Spring Business Meetings for ASLCS. He always served on the By-Laws and Standing Orders and Canadian-American Relations committees, and rotated his choices for the third committee. In 2023, he attended the Joint Canadian-American Meeting in Ottawa, Canada.

One of the capacities in which Hoover served ASLCS was as a member of the Mason's Manual Commission. At the time of his retirement, Hoover was serving on the 2030 Mason's Manual Commission. In West Virginia, Hoover was instrumental in the House of Delegates switching from Jefferson's to Mason's Manual for parliamentary procedure.

"We always had Jefferson's. The biggest difference is Mason's is written in a way you can understand it and it addresses aspects like absentee voting, that Jefferson could never conceive of. Mason's, to me, made more sense because it addressed modern-day situations. Jefferson's is so out-of-date. I think some parliamentarians like Jefferson's because it is hard to comprehend. It is hard to interpret."

Putting the Legislature behind him, Hoover is looking forward to the next chapter in his life, which he hopes will include traveling with his long-time partner, Chris.

"I've had a bucket list since I can remember. I like tennis. I'm not a big fan, but I want to go to Wimbledon, I want to go to the Australian Open, I want to go to the US Open, I want to go to the French Open. I want the four majors, the Grand Slams."

A key takeaway for Hoover over all these years is the importance of the work being done by Clerks' and Secretaries' offices across the country.

"We are making a difference," he said. "I was aware that this is bigger than myself. I tried to never lose track of that."



Donna Robinson Holiday: Longest Serving Legislative Clerk in Kentucky History

On January 7, 2025, Donna Robinson Holiday was sworn in as Chief Clerk of the Kentucky Senate for her 18th year, making her the longest serving legislative clerk in the Kentucky General Assembly. Donna began her career in 1995 as a policy analyst for the Senate Minority. Over the next ten years Donna served in many different positions which included a front row seat to the infamous coup of 1997 where the KY Senate GOP gained control of the Senate with the help of 5 maverick Democrats. In 2000, the minority and majority leadership officially switched in the Kentucky Senate. During this pivotal transition, Donna took on more prominent roles with the majority such as Communications Director for the Senate President and Majority Caucus.

In preparation for becoming Chief Clerk, in 2006 Donna served as Deputy Clerk of the Senate under Jay Hartz, current Director of the Kentucky Legislative Research Commission. Jay had the following to say about working with Donna over the years. "Donna Holiday is an institution unto herself in the Kentucky State Senate based on a comprehensive knowledge of the legislative process and ability to anticipate the needs of her members. Her time with the State Senate has spanned not just the turning of a century, but fundamental improvements to the way the Clerk's Office operates. Under her leadership the Senate Clerk's Office transitioned from its primary tools being pen & paper to bar codes & real-time minutes in a staff computer application. Perhaps more importantly, her calm demeanor and sound judgement has guided the proceedings in the Senate Chamber under multiple Senate Presidents - on both the easy days and the more challenging ones.

On a more personal note: Donna has been my steady supporter as I've navigated my career with the Legislative Research Commission. She's a better Clerk than I ever was, and I'm a better person because of her friendship."

In 2007, Donna began her tenure as Chief Clerk. As the supervisor for the House Enrolling and Engrossing Office, I was fortunate enough to work closely with Donna coordinating messages between the House and Senate Clerk's Offices. I believe the great working relationship I had with Donna helped strengthen the communications between our two offices. As Jay mentioned, Donna has been an integral part of helping to modernize the Clerks Offices in Kentucky. Promoting the use of more

technology and updating processes that helped both Chambers improve the way we handle the Legislative Process. I would be remiss not to mention the role Donna played in my own career. She was one of my biggest advocates when the new Majority in the House was looking for clerk staff. Becoming Clerk was not something I ever thought was in my career trajectory but Donna encouraged me and recommended me for the job.

Donna was not the only one in the Kentucky Senate to hit a milestone this year. Senate President Robert Stivers became the longest serving Senate President in Kentucky History after his election and swearing in for the 2025 Regular Session. Having worked with Donna as a minority member, then Floor Leader, and now as Senate President, he had this to say about her:

"Donna has seen it all, including the historic shift of the Senate from the Republican minority to the majority, and she has helped me navigate those changes. Her leadership keeps operations on the Senate floor running as smoothly and tightly as a well-tuned drum. Donna mentors pages, session-only staff, and other part-time employees, ensuring the chamber operates efficiently. Like the director of a dramatic play, Donna works tirelessly behind the scenes to keep the Senate running smoothly, and her contributions are invaluable to me and our entire caucus."

-Senate President Robert Stivers, R-Manchester

Donna has been an active member in ASLCS by chairing multiple committees, serving on the Executive Committee, and is now the current President Elect. I am proud to know and work with Donna as she accomplishes so much here in Kentucky and nationally in our Society. Congratulations Donna, on an amazing career. We look forward to see the next milestone in your journey!



Sabrina Lewellen: An Ardent Advocate for Legislative Staff



The National Conference of State Legislatures (NCSL) has been profoundly enriched by the dedicated leadership and service of Sabrina N. Lewellen, who served as NCSL Staff Chair for the 2023-2024 term. She is the first African American woman to serve in this role. With a distinguished career in legislative service and an unwavering commitment to professional development, Lewellen has left an indelible mark on the organization and its members.

Lewellen's journey in legislative service began with the Arkansas State Senate, where she currently serves as the Deputy Director/Assistant Secretary of the Senate, a position she has held since 2013. Her extensive experience in legislative processes, research, and constituency services has provided her with the insight and expertise necessary to lead with excellence. Throughout her career, she has demonstrated a passion for legislative operations, fostering professional growth among staff and ensuring that legislative institutions and their staff are equipped to meet the challenges of the 21st century.

During her tenure as NCSL Staff Chair, Sabrina played a pivotal role in guiding the organization through a period of significant transformation. She focused on enhancing professional development opportunities, improving communication among legislative staff, and fostering a culture of inclusivity and collaboration. In addition to her service as Staff Chair, Sabrina has held numerous leadership positions within NCSL, including serving on the Executive Committee, the Legislative Staff Coordinating Committee (LSCC), and the NCSL Foundation Board of Directors. Her extensive involvement in these roles has allowed her to advocate for legislative staff at the highest levels and contribute to the strategic direction of the organization.

Sabrina's contributions and advocacy within NCSL have also translated to benefit the American Society of Legislative Clerks and Secretaries (ASLCS). She is currently a member of the 2030 Mason's Manual Commission and has served on various ASLCS committees throughout her legislative career including: Bylaws and Standing Orders Committee (serving as Chair); Support Staff Committee; Program Development Committee; Strategic Planning Committee; Membership and Communication Committee (serving as Vice-Chair); and Executive Committee Member (appointed by President Robert Haney). She is a constant source of encouragement, experience, inspiration, and expertise to her peers and friends within ASLCS.



Sabrina's legislative contributions have not gone unnoticed. She has been recognized with several prestigious awards, including the Legislative Staff Achievement Award, and has been named one of NCSL's 10 Emerging Legislative Staff Leaders. These accolades are a testament to her unwavering dedication to excellence and her profound impact on the legislative community.

As Sabrina Lewellen has concluded her tenure as NCSL Staff Chair, her legacy of leadership, innovation, and commitment to professional development will continue to inspire legislative staff across the nation. Her efforts have not only strengthened NCSL but have also laid the groundwork for future generations of legislative professionals to thrive. We are excited to see her continued contributions and accomplishments as she continues down the path of legislative service and leadership. Thank you, Sabrina, for your contributions to the legislative process and for your ardent advocacy for legislative staff across the nation.

ASLCS Shout-Outs

**From Krystle Isvoranu
Chief Clerk Counsel
Arizona House of Representatives**

"A HUGE thanks to Jeff Takacs from Florida! He has been such a great resource in sharing information regarding a new position we were hiring here in Arizona. From sharing ideas to proposing solutions, I can't thank him enough for being a great friend and colleague!"

**From José Rodríguez Amorós
Deputy Secretary
Puerto Rico Senate**

"This shout-out is for Lacy Ramírez (OR-House). The session presented by the Technology Committee, which she leads, was outstanding and deserves special recognition. Likewise, to Martha L. Jarrow (AR-House) and her team from the Membership and Communications Committee for the detailed and timely organization of the new attendees' mixer. It was different, entertaining, and informative, and deserves our applause. And of course, to the entire NH Organizing Committee, who made our days truly unique, thank you."

**From John Treadwell
Clerk
Alabama House of Representatives**

"Thank you to Dildred Bass and Brandi Bowden (AL-House) for a job well done in preparation of the Alabama display at the ASLCS Expo in Manchester. You both did an outstanding job in preparing the content for presentation, as well as securing great Alabama items for the giveaway. Thank you for your representation of the Alabama Legislature and for your many contributions to the Alabama House of Representatives and ASLCS. "





Opening Day- How and When a State Legislature Organizes

At the beginning of every new legislative term, state legislative chambers across the country begin to “organize”. Central to the activities of this “first day” are elections and formalities, which are crucial for establishing the leadership structure that will guide the legislative body throughout the legislative term. Newly elected members take their oaths of office and elect key positions such as the Presiding Officer, Pro Tempore, and Chief Clerical Officer. Legislative chambers either adopt temporary rules or carry over rules from previous sessions, providing a procedural framework that supports legislative activities while new rules are carefully deliberated and formalized.

The convergence of ceremonial roles, unique state traditions, and the foundational work of organizing a body readies it for the term ahead.

Depending upon the chamber, how and when that work takes place reflects the time-honored traditions of each chamber as well as the procedurally diverse practices. The following is a summary and compilation of sixty-seven (67) responses collected by various legislative chambers as to how and when legislative chambers organize themselves.

A Time to Organize

Before a legislative chamber can conduct business, it must “organize”. The majority of legislative chambers responding to this survey, thirty-nine (39) chambers, reported that they organize as a body on the opening day of a regular legislative session, while twenty-three (23) chambers reported having an organizational session separate and apart from the regular legislative session. Some states impose precise time limits to organize, like Oklahoma’s 5-hour limit provided for in its constitution and Louisiana’s limit of three (3) days, also found in its constitution. Overall, the diversity in session lengths illustrates how each chamber balances its ceremonial tradition, operational needs, and constitutional or procedural requirements.

Examples of chambers whose organizational sessions last anywhere from a few hours to a full day: Florida House, Idaho Senate (although the one day has stretched into two before), Indiana Senate, Kansas House, New Hampshire Senate and House, North Carolina Senate and House, Oklahoma

Senate, Oregon House and Senate (however the usual one day can extend up to three days), and Puerto Rico House and Senate.

Chambers that may hold organizational sessions for two days or more include Arkansas Senate (1-2 days), Idaho House, Kentucky Senate, Louisiana House and Senate (up to 3 days), and North Dakota House and Senate.

The longest time period reported to hold an organizational session is the Alabama House and Senate's maximum of ten consecutive days.

Swearing-In

There's a wide array of individuals who swear in newly elected members of the legislature. Of the chambers surveyed, twenty-eight chambers report that a member of the judiciary is responsible for swearing in new members, four chambers report that the clerical officer swears members in, and a total of twenty-seven chambers report that this duty falls to other public officials or persons, including governors, lieutenant governors, secretaries of state, appointees of the presiding officer, and notaries.

Presiding

Until a presiding officer is elected, there must be one person who serves in that role on Opening Day. Those persons include the Lt. Governor, Secretary of State, the presiding officer from the previous term, the member serving with the most seniority in that chamber (sometimes referred to as the "dean"), the chief clerical officer, just to name a few. For examples, the Lt. Governor presides over at least sixteen chambers in states, such as Alaska, Connecticut, Delaware, and Pennsylvania, while the Secretary of State presides in at least one chamber in states including Kansas, Maryland, Missouri, and Vermont. In seven chambers (Arizona House, Louisiana House, Massachusetts House, Oregon House and Senate, and West Virginia House and Senate), the most senior member presides, a nod to the respect and authority accorded to experience within the legislative hierarchy.

Serving in the Role of Chief Clerical Officer

Who serves as the clerical officer of the day is less varied, with over 41 chambers in 25 states and territories, including Oregon, Idaho, and Wyoming, choosing to retain the Clerk or Secretary from the previous term on the first day. This practice ensures administrative continuity, helping to manage the seamless flow of legislative activities during the transition. A few chambers reported that an assistant clerk or secretary, a legislator, or an appointee fills that role on opening day until a Chief Clerical Officer is appointed or elected.

List of chambers in which the clerical officer from the previous term serves as Clerk or Secretary on Opening Day: Alaska House and Senate, Alabama House and Senate, Arizona House, California Assembly and Senate, Florida House and Senate, Georgia Senate, Idaho House and Senate, Kansas House, Kentucky Senate, Louisiana House and Senate, Massachusetts Senate, Maryland House and Senate, Michigan Senate, Missouri House and Senate, Mississippi Senate, North Carolina House and Senate, North Dakota House and Senate, New Hampshire House and Senate, Oregon House and Senate, Pennsylvania House and Senate, Puerto Rico House, Tennessee Senate, Texas House, Utah House, Vermont House, Wisconsin Senate, West Virginia House and Senate, and Wyoming Senate.

Other Business

Other notable activities that occur in some chambers on Opening Day include the election or appointment of a security officer, the selection of chamber seating through adoption of a "seating"

resolution, the establishment of committees, the determination of “seniority” of all members, and listening to a “state of the judiciary” address from a chief judge.

Governor’s Address

Fourteen of the chambers that responded report that the governor delivers a speech to the legislature on opening day. Of those, the invitation is either required by the state constitution or is founded upon tradition. State constitutions mandate the governor’s address in chambers including the Arizona House, Florida House and Senate, Idaho House, South Dakota House and Senate, and West Virginia Senate. While where there is no formal legal requirement, custom and practice drive the governor’s address in chambers like the Alabama House, Connecticut Senate, Louisiana House, Oregon Senate, and Puerto Rico House. This practice has become a symbolic norm as a way in which the governor can inform the body of his or her legislative agenda and priorities.

Forty-six chambers, a majority of those reporting, do not invite the governor to speak on opening day.

Uniquely Yours

As legislative chambers across the United States usher in new terms, they do so by weaving tradition with pragmatism, ensuring that the first day serves not only as a procedural cornerstone but also as a vibrant celebration of state heritage. Each state infuses the proceedings with its distinctive cultural and administrative practices, creating a diverse mosaic that enriches the legislative landscape. This section delves into these unique traditions and the essential formalities such as elections and rule adoptions that are pivotal in establishing the governance structure for the term ahead, highlighting how each state’s individual approach shapes its legislative identity and effectiveness.

Unique state-specific customs play a significant role in enriching the opening day. North Dakota’s House, for example, integrates practical orientation directly into the day’s agenda, offering new members training on legislative processes and essential logistics like payroll and parking. Wyoming’s Senate adds a touch of cultural celebration to its opening session with elements like color guard and musical entertainment, fostering a sense of community and state pride alongside formal legislative activities.

Other states also contribute their distinct traditions. In Ohio, the House adopts a number of procedural/administrative resolutions which delegate certain responsibilities to the Speaker and officers of the House, underscoring the structured nature of their governance. The Idaho House sees the Secretary of State preside over the proceedings until a Speaker is elected by the body and sworn-in, highlighting the blend of tradition and statutory requirements. In Kentucky, the session is opened by the playing of the National Anthem and “My Old Kentucky Home,” performed by the Fort Knox 100th Army Band, displaying a deep connection to state culture and history.

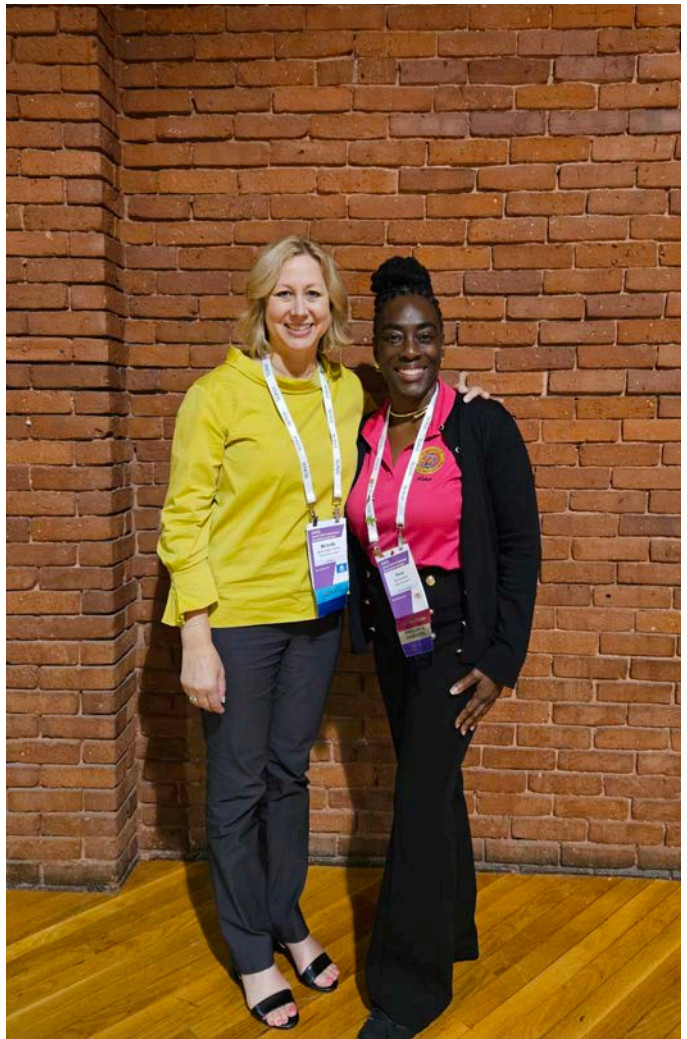
More to Come

This information was compiled from survey results submitted by you! *The Inside the Legislative Process Committee* requests the help of each chamber in completing our newest survey focusing on legislative orientation programs. That survey can be found using this [link](https://www.surveymonkey.com/r/G2V2FQY) (https://www.surveymonkey.com/r/G2V2FQY). Please limit your responses to only one per state’s chamber.

Photo Gallery















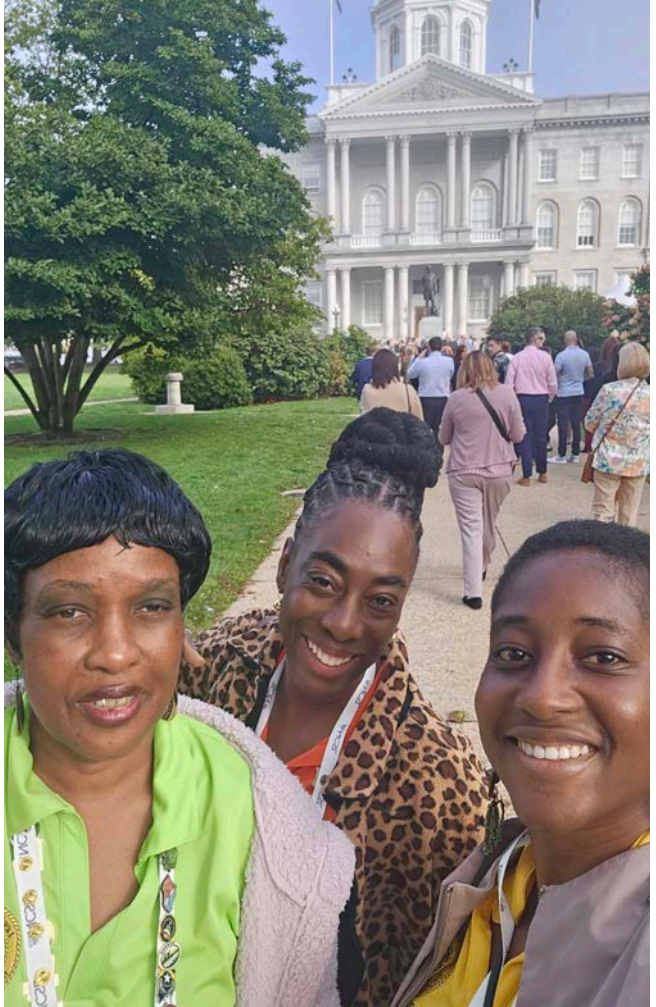
















Greetings from

MANCHESTER

ASLCS

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