



NATIONAL CONFERENCE OF STATE LEGISLATURES

## The Legislative Staff Coordinating Committee

### *2020-2021 Orientation Booklet*

#### What does it all mean?

NCSL, LSCC, ASLCS, NLSSA, LSS, RELACS, LESN, Legislative Summit, professional staff associations ... What does it all mean?

The National Conference of State Legislatures (NCSL) is a bipartisan organization of both legislators and legislative staff from all 50 states and territories. NCSL was founded to improve the quality and effectiveness of state legislatures, promote policy innovation and communication among state legislatures, and ensure state legislatures have a strong, cohesive voice in the federal system. As one of the nation's more than 25,000 legislative staff, you're a member of NCSL.

The Executive Committee is the overall governing body of NCSL. The Executive Committee is composed of 63 members: seven officers, 30 at-large legislator members, four regional legislators from the Council of State Governments, six ex-officio members, and 16 legislative staff members.

The Legislative Staff Coordinating Committee (LSCC) is the body within NCSL that promotes, oversees and coordinates NCSL legislative staff associations, activities and services. In addition, the LSCC advises the Executive Committee.

Legislative staff usually travel one of two paths to become members of the LSCC—through involvement in the NCSL standing committees or professional staff associations. As a member of NCSL, you are encouraged to participate in both.

No matter the path that brought you here, welcome to the LSCC! May your tenure be rewarding and productive as you represent legislative staff throughout the country.

## LSCC Frequently Asked Questions

### What is the purpose of the LSCC?

The purposes of the Legislative Staff Coordinating Committee are to oversee the legislative staff division of NCSL, coordinate the work of the nine professional staff associations, promote professional development of legislative staff, and review and evaluate NCSL services to legislative staff. LSCC serves in an advisory capacity to the NCSL Executive Committee.

### Who are the members of the LSCC?

The LSCC is made up of the following legislative staff members:

- The three NCSL staff officers (staff chair, staff vice chair, immediate past staff chair).
- The 16 legislative staff members who are elected to the NCSL Executive Committee.
- Two officers from each of the nine professional staff associations.
- Six discretionary appointments made by the NCSL staff chair.
- Six ex-officio members appointed by the NCSL staff chair as overall staff co-chairs and staff vice chairs of the standing committees.

### Who are the overall NCSL Standing Committee staff officers?

The NCSL staff chair appoints the overall staff co-chairs and staff vice chairs of the [NCSL Standing Committees](#). These staff officers work with legislator officers to set the agenda and focus for the NCSL Standing Committees for the year. They work with NCSL staff to establish and support programming at the Capitol Forum and the annual Legislative Summit. These appointments are full voting members of the LSCC and are usually assigned to LSCC work groups and subcommittees to work on the LSCC's annual agenda. The overall staff co-chairs of the Standing Committees are ex-officio members of the Executive Committee.

### Who are the discretionary appointments?

The NCSL staff chair appoints six discretionary members to the LSCC to further his or her agenda and/or to create opportunities for involvement of individuals, states, regions, professional staff associations or other participation considerations. These discretionary appointments are full voting members of the LSCC and are also assigned to work groups and subcommittees to work on the LSCC's annual agenda.

### When does the LSCC meet?

The LSCC typically meets in person four times per year, usually in conjunction with the NCSL Executive Committee. Due to the COVID-19 pandemic, the LSCC will be meeting virtually unless an in-person meeting is announced. At this point, the final 2020-2021 LSCC meeting will take place at the 2021 Legislative Summit in Chicago (Aug. 2-5, 2021).

### What about the agenda book?

The agenda book contains information about the LSCC meeting, including the LSCC membership roster and agendas for work groups and subcommittees and the full LSCC meeting. It is posted online. In the event an in-person LSCC meeting is held in conjunction with NCSL's Executive Committee, the LSCC information will be included in the Executive Committee agenda book. At in-person meetings, you will be able to pick up a copy of the agenda book on-site and it is posted online as well. Reviewing the book before you arrive at the meeting will make your trip much more productive. This may initially look like a daunting task, but most of the materials provided are for your reference.

### What is discussed at the LSCC?

The NCSL staff chair serves as chair of the LSCC. At the beginning of the conference year, which typically begins in August, members of the LSCC are assigned to a work group and a subcommittee or may be asked by the staff chair to work on a special project. Mainly, you will discuss the issues within the jurisdiction of the work group or subcommittee to which you are assigned. Each LSCC meeting includes meetings of the work groups and subcommittees and at least one meeting of the entire LSCC. The full LSCC meeting includes reports from NCSL's executive director, the work groups and subcommittees, and any other special groups or project leaders that may want an audience with the full LSCC. The NCSL staff chair gives a report describing LSCC activities to the NCSL Executive Committee.

### Will my input be valued?

Yes! Everyone serving on the LSCC will have experience interacting with NCSL in some capacity—no one is a complete newbie. Your perspective and ideas based on those experiences, and the experiences you live every day working in your home state, are valuable and you should feel comfortable sharing them with your LSCC colleagues. There will be opportunities to do so formally during meetings of your work group, subcommittee and the full LSCC, or informally with your LSCC colleagues at networking events or between meetings. Your input is welcomed as part of the LSCC conversation regardless of your number of years of service.

### How do I know which work group or subcommittee meeting to attend?

There are three work groups and three subcommittees of the LSCC.

- Professional Staff Association Officers Work Group.
- Standing Committee Work Group.
- Strategic Planning Work Group.
- Legislative Institution Subcommittee.
- Programs and Professional Development Subcommittee.
- Information Technology, Social Media, E-Learning and Outreach Subcommittee.

\*\*For the 2020-2021 conference year, there is an additional work group called the Certificate and Career Development Work Group.

The NCSL staff chair appoints every LSCC member to a work group and a subcommittee before the first Executive Committee/LSCC meeting of the conference year. Each work group and subcommittee has a specific jurisdiction, which is outlined in the [LSCC bylaws](#). The staff chair may also set specific goals for each work group and subcommittee.

Will there be a way to ask questions I'm too embarrassed to ask publicly?

Yes. The LSCC has a mentor program, where new members can learn from members who have served on the LSCC for a year or two. Take advantage of this relationship to ask questions, find your way around, better understand the LSCC's norms and cultures, and learn what is (and isn't) expected of your time as a member.

What should I wear?

Dress for in-person LSCC meetings is business casual, but you probably should wear professional business attire if you attend the Executive Committee meeting. The meeting rooms may be a little too cool or warm, so layers are useful. Occasionally, the Executive Committee sponsors a charity fundraiser that encourages meeting participants to wear more casual clothes. When this happens, LSCC members are welcome, but not required, to participate as well.

Where can I get more information about the LSCC?

You can learn more about the LSCC—and upcoming activities—at [www.ncsl.org/lsccl](http://www.ncsl.org/lsccl), where you will also find information about the staff officers, LSCC membership, meeting schedules, the LSCC's background and history, NCSL staff contacts and more. Martha Wigton is the 2020-2021 staff chair and can be reached at [martha.wigton@house.ga.gov](mailto:martha.wigton@house.ga.gov) or 404-656-5050. The NCSL staff contact to the LSCC is Angela Andrews; she can be reached at [angela.andrews@ncsl.org](mailto:angela.andrews@ncsl.org) or 303-856-1349.