

Misc.

TRANSFORMATION

ALASKA STATE SENATE

SENATOR TIM KELLY, CHAIRMAN
SENATOR ED DANKWORTH, VICE-CHAIRMAN
SENATOR JALMAR KERTTULA
SENATOR ROBERT ZIEGLER
SENATOR FRANK FERGUSON



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(907) 465-3770
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RULES COMMITTEE

January 11, 1982
Juneau, Alaska

To: Sen. Bob Mulcahy, Chair
Senate Labor and Commerce Committee

From: Sen. Tim Kelly, Chair
Senate Rules Committee

JKL

Re: Committee Records

Attached is a copy of the Committee Minutes form adopted by the Joint House and Senate Rules Committees. In addition, I have attached a copy of the Committee Records Office Manual. The manual sets out the responsibilities of committee chairpersons and procedures for record keeping.

In order to facilitate the effects of the new Uniform Rules it is imperative that the procedures be followed from the first days of the session.

If you have any questions concerning records procedures please contact the Committee Records staff.

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- C. Alaska Statutes and Uniform Rules references.

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 - 1. Overview;
 - 2. Staff Identification form;
 - 3. Committee Minutes form;
 - 4. Committee Minutes Request form;
 - 5. Public Hearing and Committee Meeting Announcement form.

STATEMENT OF COMMITTEE RESPONSIBILITIES

Each chairperson of a standing, special and joint committee of the Alaska State Legislature is responsible for preparation of the following pursuant to Rule 23 of the Uniform Rules:

- A. an electronic recording of committee meetings with a log of the recording adequate to locate specific testimony;
- B. minutes of each meeting of the committee on a standard form prescribed jointly by the Rules Committees of the house and senate;
- C. announcements of public hearings and committee meetings pursuant to Rule 23, section (a) of the Uniform Rules;
- D. a chronological file of minutes, copies of which shall be made available upon request to committee members and the public; committee minutes, tapes and other materials of research value shall be delivered by the committee at the end of each session or each legislature to the legislative library for appropriate disposition;
- E. In addition may make available to the Legislative Affairs Agency a copy of all minutes of committee meetings during the session for entry of the minutes as a data base on the legislative computer system.

Committee Records Staff

Purpose: The purpose of Committee Records Staff is to facilitate and insure committee compliance with the Uniform Rules by maintaining computer files for all standing, special and joint committees of the Alaska State Legislature.

The office staff will gather, collate and disseminate information required to be made upon request by committee members and the public pursuant to Rule 23 of Uniform Rules.

Procedures

1. Prepare and disseminate to person responsible the following forms;
 - A. Staff Identification form;
 - B. Committee Minutes form;
 - C. Committee Minutes Request form;
 - D. Public Hearing and Committee Meeting Announcement form;
2. Gather and collate completed forms.
3. Enter data on computer.
4. Assist in data retrieval as requested.
5. Present a bi-weekly compliance report to the Rules Committee.

COMMITTEE MINUTES FORM

This form is to be prepared and submitted to the Committee Records Staff within the next legislative day following the public hearing or committee meeting. Please submit this form completed with the following information pursuant to Rule 23 of the Uniform Rules.

Committee Name:
Members Present:

Date:

Public hearing or committee meeting on:

COMMITTEE CALENDAR

| | |
|-------------|------------|
| _____ | _____ |
| bill number | bill title |
| _____ | _____ |
| bill number | bill title |

WITNESS REGISTER

Witness Name:
Affiliation:
Address:
Phone:
Summarized Position Statement:

PREVIOUS ACTION

Reference Number:
Statutory Reference:
Amendments Formally Considered:

Member Moving Adoption:
Action: Passed or Failed
Voting Record:

ACTION NARRATIVE

Tape Recording
Number 0000

Chair opens at _____ with members _____ present
etc.

COMMITTEE MINUTES REQUEST FORM

This form is to be filled out in duplicate to the chairperson who chairs the committee of which the minutes are requested. One copy is to be retained by the chairperson, the duplicate copy sent to Committee Records Staff within the day of the request. Please complete the form with the following information.

Committee Name:

Date of meeting minutes requested:

Subject of meeting or hearing requested:

Requested by:

Affiliation:

Address:

Contact Phone:

Date of Request:

ALASKA STATUTORY REFERENCE

A.S. 24.05.135(b) The Legislature shall provide by uniform joint rule for the recording or reporting of committee session proceedings.

UNIFORM RULES REFERENCES

Rule 23. COMMITTEE MEETINGS. (a) Written notice of the time, place and subject matter of all meetings of standing, special, and joint committees during a week shall be provided by the person who chairs the committee to the chief clerk or secretary by 4:00 p.m. on the preceding Thursday. The person who chairs the committee to which a bill or resolution is first referred shall provide to the chief clerk or secretary written notice of the time and place of the first public hearing on the bill or resolution at least five days before the hearing. However, this requirement may be waived by motion of the person who chairs the committee to which a bill or resolution is first referred if concurred in by majority vote of the full membership of the house. The chief clerk or secretary shall publish and distribute copies of the weekly schedule of committee meetings and of the five-day notice of hearing.

(b) The person who chairs a standing, special or joint committee shall provide the chief clerk or secretary written notice of the change in time, place, or subject matter of a meeting. At the next daily legislative session, notice of the schedule change shall be announced by the chief clerk or secretary and published as a notice in the journal of the house.

(c) A scheduled meeting of a standing, special, or joint committee may be cancelled at any time. If possible, notice of the cancellation shall be given in the same manner as provided for notice of change in (b) of this rule.

(d) The provisions of (a) and (b) of this rule do not apply to a standing, special, or joint committee meeting scheduled after the date a conference committee has been chosen to consider amendments to or differences between versions of the general appropriation act. However, a person who chairs a standing, special, or joint committee shall post written notice of the time, place, and subject matter of a meeting at least 24 hours before the meeting.

(e) The provisions of (a) - (d) of this rule do not apply to meetings of

(1) the Rules Committee when it meets for the purpose of preparing the daily calendar;

(2) the Committee on Committees referred to in Rule 1(e);
or

(3) standing, special, and joint committees when the committee meets during the interim between sessions.

(f) Each standing, special, and joint committee

(1) shall record its meetings electronically and prepare a log of the recording adequate to locate specific testimony;

(2) shall prepare minutes of each meeting of the committee on a standard form prescribed jointly by the Rules Committees of the house and senate; the minutes shall include

(A) a list of the names of each member present during the meeting;

(B) a list of the name and affiliation of each witness testifying before the committee;

(C) a brief statement of the position of the witness on the subject testified upon; and

(D) each amendment formally considered by the committee, the name of the member moving adoption of the amendment, the action taken on the amendment, and the yeas and nays if a committee member has requested a roll call vote on adoption of an amendment;

(3) shall maintain a chronological file of minutes, copies of which shall be made available upon request to committee members and the public; committee minutes, tapes and other materials of research value shall be delivered by the committee at the end of each session or each legislature to the legislative reference library for appropriate disposition;

(4) may make available to the Legislative Affairs Agency a copy of all minutes as a data base on the legislative computer system.

COMMITTEE RECORDS FORMS

Overview

The Committee Records Staff will gather, collate and disseminate information based on the return of the following completed forms to the Committee Records Office within the schedule provided.

Please submit to the Committee Records Staff the following completed forms:

1. a Committee Staff Identification form to be prepared and submitted to the C.R.O. the first (2) days upon the convening of the Alaska State Legislative session. This form will identify committee staff responsible for preparation and submission of committee minutes pursuant to Rule 23 of the Uniform Rules;
2. a Committee Minutes form to be completed and submitted to the C.R.O. within the next legislative day following the public hearing or committee meeting. A person who chairs a standing, special or joint committee is responsible for an electronic recording of committee proceedings pursuant to Rule 23 of the Uniform Rules;
3. a Committee Minutes Request form to be filled out in duplicate to the person who chairs the committee of which the meeting minutes are requested. One copy is to be retained by the chairperson with the duplicate copy to be sent to the C.R.O. the day in which the request was made.
4. a Public Hearing and Committee Meeting form to be used by committees of first referral for announcement of public hearings within the (5) days prior requirement and for announcement of committee meetings by 4:00 p.m. on the Thursday preceding the week in which the meeting is to be held pursuant to Rule 23, section (a) of the Rules.

* * * * *
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BILL ACTION & STATUS INQUIRY SYSTEM (BASIS)

ENTER:

BILL IDENTIFICATION...

SPONSOR NAME.....

HOUSE ? SENATE ?

COMMITTEE NAME..... labor&comm

HOUSE x SENATE ?

SUBJECT SUMMARY.....

AWAITING ACTION..... ?

USE ARROW KEY (ADJACENT TO 'Q') TO POSITION CURSOR...

*FOR HELP PF1 OR PF13 : *FOR A VALID SPONSOR LIST PF2 OR PF14

HOUSE LABOR&COMM COMMITTEE SUMMARY 08:08 1/18/82 PAGE 1 OF 3
BILL # ABBREVIATED TITLE SPONSOR DATE REFERRALS

| BILL # | ABBREVIATED TITLE | SPONSOR | DATE | REFERRALS |
|--------|--|------------|---------|-----------|
| HB 56 | RE/PAYMENT OF WAGES | RULES | 2/04/81 | JUDICIARY |
| HB 123 | RE/LIMITS MORTGAGE LOANS/AK HOUSING FIN C | DUNCAN | 2/05/81 | FINANCE |
| HB 146 | RE/PMT PROCEDURES/PUBLIC CONTRACTS | BROWN | 3/11/81 | ---- |
| HB 159 | RE/WORKERS' COMPENSATION; ED | RULES | 2/13/81 | FINANCE |
| HB 169 | RE/MOTOR CARRIERS | RANDOLPH | 2/17/81 | ---- |
| HB 178 | AUTH LICENSED GROCERY STORES/SELL BEER/WI | RANDOLPH | 2/18/81 | HESS |
| HB 230 | RE/REIMBURSEMENT/HOLDERS OF PERMITS & LIC | RANDOLPH | 2/26/81 | FINANCE |
| HB 303 | RE/EMPLOY PREF/RESIDENTS/DEPRESSED AREAS | LABOR&COMM | 3/10/81 | FINANCE |
| HB 308 | PROV ASSIST/BUSINESS/PMT INTEREST/INVT & O | MALONE | 3/10/81 | FINANCE |
| HB 309 | SPEC APPROP/DEPT COM&ECON DEV/INT ASSIST/ | MALONE | 3/10/81 | FINANCE |
| HB 323 | RE/RURAL MORTGAGE LNS/AK HOUSING FINANCE | DUNCAN | 3/11/81 | FINANCE |
| HB 324 | SPEC APPROP/AK HSNQ FIN CORP/REG HSNQ AU | DUNCAN | 3/11/81 | FINANCE |
| HB 346 | REQ/EVIDENCE/VEHICLE INS/FURNISHED/REGIS. | ANDERSON | 3/17/81 | JUDICIARY |
| HB 355 | RE/SP MORTGAGE LOAN PURCHASE PRGM/AK HOUS | MILLER | 3/18/81 | FINANCE |
| HB 387 | RE/ESTAB/RENT REG/CONTROL/EMERGENCY SITUA | MALONE | 3/24/81 | JUDICIARY |
| HB 430 | ESTAB/AK RESIDENT LOAN PRGM; ED | LABOR&COMM | 3/31/81 | FINANCE |
| HB 431 | SPEC APPROP/AK RESIDENT LOAN PRGM; ED | LABOR&COMM | 3/31/81 | FINANCE |
| HB 477 | RE/ACTIVITIES/LABOR UNIONS IN THE STATE | LABOR&COMM | 4/06/81 | ---- |
| HB 506 | SPEC APPROP/AK POWER AUTHORITY/TELECOMMUN | LABOR&COMM | 4/16/81 | FINANCE |
| HB 557 | RE/TELEPHONE COOPERATIVES | CARNEY | 5/07/81 | ---- |

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|--------|---|------------|---------|------------|
| HB 559 | RE/LOANS/AK HOUSING FINANCE CORP | METCALFE | 5/07/81 | FINANCE |
| HB 567 | ESTAB/AK STATE SUPPL EMPLOYMENT & TRAININ | MALONE | 5/11/81 | FINANCE |
| HB 586 | RE/PERMITS/OVERWEIGHT VEHICLES | ROGERS | 5/20/81 | ---- |
| HB 592 | ESTAB AK HORSE RACING CMSN/PARI-MUTUEL WA | CARNEY | 5/25/81 | JUDICIARY |
| HB 595 | CONTINUE EXISTENCE/BD OF WELDING EXAMINER | BROWN | 5/26/81 | FINANCE |
| HB 597 | RE/SALE OF BREAD | HAUGEN | 5/29/81 | ---- |
| HB 600 | RE/CIVIL LIABILITY/ARCHITECTS/ENGINEERS | LABOR&COMM | 6/03/81 | JUDICIARY |
| HB 612 | RE/PUBLIC CONTRACTS/ARCHITECTURAL & ENGIN | LABOR&COMM | 6/18/81 | ---- |
| HB 614 | RE/EMPLOYEE CONTRIBUTIONS/AK EMPLOYMENT S | CUDDY | 6/18/81 | ---- |
| HB 619 | RE/LABOR RELATIONS/TEACHERS/SCHOOL DISTRI | METCALFE | 6/24/81 | FINANCE |
| HB 623 | RE/GAMES OF CHANCE & CONTESTS OF SKILL; E | GRUSSENDOR | 1/11/82 | JUDICIARY |
| HB 630 | RE/STATE LOAN PROGRAMS; ED | METCALFE | 1/11/82 | STATE AFFA |
| HB 634 | LIMIT DAMAGES/INJURY/DEATH/ATC-REGISTER A | FULLER | 1/11/82 | JUDICIARY |
| HB 639 | RE/SUPPLEMENTAL EMPLOYEE BENEFITS; ED | RANDOLPH | 1/11/82 | FINANCE |
| HB 640 | RE/STATE OF CHANCE/CONTESTS OF SKILL; ED | RANDOLPH | 1/11/82 | JUDICIARY |
| HB 641 | ESTAB PERSONAL LOAN PROGRAM/AK RESIDENTS; | RANDOLPH | 1/11/82 | JUDICIARY |
| HB 642 | ESTAB AK NATURAL RESOURCE TRUST; ED | RANDOLPH | 1/12/82 | JUDICIARY |
| HB 659 | RE/WORKERS COMP; ED | RULES | 1/12/82 | FINANCE |
| HB 662 | RE/OCCUPATIONAL LICENSING FEES; ED | RULES | 1/12/82 | FINANCE |
| HB 3 | RE/DOMESTIC SHORT-WAVE RADIO BROADCASTING | MOSS | 5/18/81 | ---- |

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BILL # ABBREVIATED TITLE SPONSOR DATE REFERRALS

SB 84 RE/PROCESSING OF PERMITS/STATE AGENCIES; BENNETT 1/11/82 ----
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| HB 146 | RE/PMT PROCEDURES/PUBLIC CONTRACTS | BROWN | 3/11/81 | ---- |
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| HB 662 | RE/OCCUPATIONAL LICENSING FEES; ED | RULES | 1/12/82 | FINANCE |
| HR 3 | RE/DOMESTIC SHORT-WAVE RADIO BROADCASTING | MOSS | 5/18/81 | ---- |
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| SB 84 | RE/PROCESSING OF PERMITS/STATE AGENCIES; | BENNETT | 1/11/82 | ---- |
| *** | *** | *** | *** | *** |

February 4, 1982

Dear Constituents:

At the last minute, I had to cancel my trip to Anchorage. I am most sorry to not be with you today. Because of conditions beyond my control, I suddenly find myself chairman of two major standing committees--House Labor & Commerce, and House Health, Education and Social Services. Both committees have many bills to consider in this (hopefully) short session; thus weekends are fully used for research and scheduling.

By way of this letter, I introduce Mr. Jeff Barry, who is my administrative assistant. He has, on short notice, flown up at my expense to represent me. You can be most assured that Mr. Barry will forward your concerns to me, and proper follow-up action will be taken. I look forward to talking with you at our District 8 teleconference on Tuesday, February 10, at 8 PM.

Yours very truly,

Representative Terry Martin

jfm

COMMITTEE MINUTES

COMMITTEE _____

HEARING DATE _____

TAPE NO. _____

The meeting was called to order by Chairman _____ at _____ o'clock .. _____ .M., in Room _____, _____ Building, Juneau, Alaska. Committee members present in addition to the Chairman were _____. Committee staff in attendance were: _____

The committee schedule called for the consideration of the following items: _____. Testifying before the committee regarding _____ were _____

(Here insert paragraphs containing information on who testified regarding what matter, whether the testimony was in favor or against the measure, any motions, etc.)

As there were no further items to come before the committee at this time, the Chairman adjourned the meeting at _____ o'clock ____ .M.

MINUTES REVIEWED AND APPROVED:

Committee Chairman

Minutes

This form must be approved by joint House + Senate Rules.

DRAFT ONLY