note by A. D. Nordalo: -Thre issuances came out as Secretariat 1/2 snemely, (2) The memo listed on the appoint page, dated November 21, 1955 (2) First of Committee memberships, dated November 18, 1955-(3) Agenda-Meeting of Committee Chairman, November 22, 1955 (2) Above slows cross-referencing to other membership of each deligate, and the vice chairman and secretaries. (see also summended of Committee Assument 1 Mon 15, 1955) (see also unnumbered Convention document of Nov. 15, 1955)

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V	y Effective Committee Work	1	Onv
12	2/ Format, Numbering of Document	2	en/
3	3/ Cross Reference of Committees	3	
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5	5/ Library Rules	5	1
6	6/ Memo to Comm. Chrisen me Changes		١.
	In Schedule	6	
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	7/ George Rogars Report Physical Georgraphy	7	
8	8/ Memo on 263. HR 2535	8	1
9	of Memo: +V Schedules and Schedule		0
	Revision	9	
10	10/ Nemo: Organization of technical Statt	10	
11	111 Agenda Nov. 18	11	
/2	12/ Memo: Suggestions re televised Meetings	12	
1	13/ Agenda Meeting Comm. Chanen Nov. 21	13	-
14	14/ Memo: Phasing Committee Work	14	
15	15/ Suggested Committee Room Assignments	15	
16	16/ Agenda Luncheau Meeting Comm. Socre Veries Nov. 27	K	-
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18	18 Agenda, Nov. Zz (numbered by mistake Secretariat/12)	18	
	Secretariat/12)		
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19	19/ Agend - Mesting Comm. Chomen. Nov. 26	19	
× 20	20/ Financial Report	20	4
21	20) Financial Report 21, tolevision Schedule	21	-
22	22 Suggestions to Comm. on Admin		188
	regarding Outside Distribution	22	
23	23/ Agendal Lyncheon Meeting, Comm. Chr.	23	
24	24/ Juggested Revision of Convention Schodule	24	- AND
25	25 Agenda - Lun cheon Meeting Comm. Chr. Noi. 30	25	9335
26	26/ Biographical Statches of Consultants	26	-
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Secretariat Documents

Convention Doac ments

7.5	Convention Of deciments		-
1	1/ Report of Gomm. on Admin. (Budget)		
2	2/ Draft Rules (Report of Rules Comm.)	2.	
3	3 Convention Schedule	3	Ī
	red List of Committee Membership		9
4	4/ Report of Comm. on Admin.		O. P.
	(technical Assustants)	4	
5	5/ Report of Com m. on Res. and Rec.		
	(Intent to produce Fund. Consti.)	5	
6	6/ Summary Progress Report No.1		1
	Convention Committees	6	1
7	7/ Rules Committee Report on a		
	Substitute for Resolution 6 by Mr. Hite		
	He lobbyists and public hearings	7	
8	8/ Lages lative Como, He = report		
	the Capital not Legislative Marter	8	8
9	9 Report of Committee XIV on		
>	Proposal 10 on Integovernmental Relations	9	
10	10/ Proposed Resolution !: Convention Recess	10	
"	if Administration Comm. Report on		
	autside Distribution	4	
12	12/ Report to Convention by Comm. Chamen	12	
13	13/ Report From Rules Comm. on Proposed		33
	Kules Changes	13	
14	14/ Summary Progress Report	14	
15	10/ Committee Work Hemarander	15	
16	16/ Report of the Committee on Executive		100
	Branch on Valegate Proposals 44, 45		130
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17	17/ Manorandem on the Adminest to tion of		20
,	Education	7	
10	18/ Rules Committee Report on Speed-Up	F	120
19	19/ Parille Terr + State Election Rehabule	17	
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I Committee on Resources

	Committee on tresources		
1	y Minutes, Nov. 16, 17, 18, 21	1	
_	Unnumbed Minutes For Note 22 and Ress Release of same		
2	2) Minuter, Novaz	2	
3	3/ Minutes, Nov. 23	3	
7	4/ Minutes, Nov. 25	*	
5	5/ Minutes, Nov. 26	5	700
6	6/ Slaughter Memorandum on Resource Provisions		Propo
	of enabling acts for Westen states and		pol.
	Aleska	6	200
7	7/ James Grawtords Statement	7	
8	8/ Hinutes Nov. 25	8	
9	9/ Minutes, Nov. 29	9	
10	10/ Minutes, NOV. 30	10	
11	W Minutes, Dec. 1	1	
12	12/ M. nutes, Dec. 2, 3, 4	R	
12	By Bartlett Telegram From Heintzleman	73	
		1	Appell
			K/Re
		1	8
			Tax
		A SHAPE OF	
			IIX
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			IIX
			I/Re
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			XI V/RR
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	taxation	
,	1/ Memo from JM Me Organic	
	Act Limitations on Alaska	1
2	2/ Minutes, First Macting	z
3	3/ Minutes, Second Metry	3
4	4/ Minutes, third Meeting	9
5	5/ Minutes, Nov. 18	5
6	6/ Minutes, Nov. 3	6
CONTRACTOR OF THE PARTY OF THE	7 Minutes, Nov. 22	7
78	8/ Minutes, Nov. 23	8
9	9 Minutes, Nov. 24	9
10	19 Minutes, NOV. 25	10
4	11/ Minutes, Nov. 28	1
12	12/Minutes, Nov. 30	/2
13	13/ tentative draft of section on	
	Dabt Limitation	13
14	14/ Minutes, Dec. 1	14
15	15/ Minutes, Dac. 2	
7	17/ Hearing Minutes, Dec. 3	17
18	18/ Minutes Dec 5	18
19	19/ Minutes Dec. 6	9
20	20 Herntes, Dec.7	->>
21	21/ Minutes, Dec. 8	21
22	22/ Minutes, Dec. 9	20
23	23/ Minutes, Dec. 10	थ
24	24/ Minutes, Dec. 11	24
25	25/ Minutes, Dec. 13	25
26	26/ Memorandem or Draft	2
27	27/ Memo randum: PAS comments on	
200	Finance Article	29
8	24 Minutes, Jan-13	
29	Minutes, Van. 15	
0	30/ Minutes, Van. 26, 27	

1	Minutes, First Meeting	1
2	2/ Agenda for Nov. 16/	2
3	3/ Grenaral Work Program	3
4	4/ Agenda For Now 17	4
5	5/ Minutes, Second Meeting	5
6	6/ Mario: Local Gov. in Fixland	6
7	7/ Minutes, third Meeting	7
8	8 Agenda For Nov. 17	8
9	9/ Minutes, Fourth Meeting	9
11	10/ Minutes Fith Macking	10
"	y Agenda, Nov. 21	"
12	12/ Minutes, Sixth Meeting - see 116	12
13	13/ Minutes, Seventh Meding -so-16	13
14	14/ Minutes, Eighth Meeting	14
15	15/ Minutes, North Meeting - see 16	15
16	16/ Minutes, Henry Meeting	16
	All minutes todate as one document	
17	17/ Minutes , Eleventh through Eighteanth	17
18	18 Minutes, De Fourth through Dec. 10	18
19	10, 10 and - De 10-17 [19]	19
	14/ 1411-100	
20	2016 an of monter offer Paces	20
20	19/ M. mutes Dec. 10-17 [19] 20/ Summary of minutes atter Reces	20
20	201 Summary of minutes attentaces	2.
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	XIII. Direct Legislation, Amend	
2	3/ M . I	
2	2/ Minutes, November 22	2.
*	3/ Minates	3
	4/ Minutes, November 28	¥
6	5/ Minutes, November 29	5
7	1/ Minutes, November 30	7
9	9/ Minutes, December 5	9
10	19 Minutes, December 6	D
11	4 Minutes December 7	"
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12 12/ Minutes 12 th		XIX		on Resolution	
3 3/ Minutes 3rd 4 4/ Minutes 4rh 5 5/ Minutes 5rh 6 6/ Minutes 6rh 7 7/ Minutes 7rh 8 8/ Minutes 8rh 9 9/ Minutes 9rh 10/ Minutes 10rh 11 11/ Minutes 11rh 12 12/ Minutes 12rh	1	y Minutes	1st Meetings		,
4 4 Minutes 4th 5 5/ Minutes 5th 6 6/ Minutes 6th 7 7/ Minutes 7th 8 8/ Minutes 8th 9 9/ Minutes 9th 10 10/ Minutes 10th 11 1/ Minutes 11th 12 12/ Minutes 12th					
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13 /3/ Minutes 132	12	12/ Minutes	12 12		/2
	13	13/ Minutes	132		1 3

Committee Proposals

	in the regions	
1	Suttinge, Election	1
2	Indiciary	2
3	Direct Legislation, Amendmentand	3
	Resisson	
4	Location of State Capital and	
	Procedure for Change thereof	7
5	Lagislative Branch	5
6	Local Government	6
7	Bill of Rights	7
8	Resources	8
9	taxation and Finance	9
10	Executive Anticla	10
1/	Irdinance - 1st Election of the Gavernon	\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
12	beneral and mis cellaneous Provisions	/2
16	Apportionment	14
15	Miscellaneous Professions from	
	Style and Dratting	15
16	transi honal	
	ardanances	16
17	tennessee Man	n
6046		
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Constitutional Convention Secretariat/2 November 12, 1955

MEMORANDUM

Subject: Format, Numbering and Distribution of Documents

- 1. The purpose of this staff memorandum is to suggest an orderly procedure for the handling of Convention documentation.

 Adherence to an agreed procedure such as suggested will expedite the work of the Committees and the Convention and will ensure proper classification of records for historical purposes.
- 2. Format: Every paper, memorandum, or other document reproduced for Convention or Committee use should bear the following identification: (a) "Alaska Constitutional Convention" (b) a classification number assigned by the Secretariat; (c) Date; (d) Heading, such as Resolution, Memorandum, Draft Article, or Committee Report; and (e) Title. Proposals offered by Delegates should bear the name of the originator on the initial draft only.
- 3. Paragraphs of Committee reports, memoranda, etc. should be numbered to expedite discussion.
- 4. Numbering of <u>Documents</u>: The Secretariat will supply a number for all Secretariat, Committee, and Convention documents which are intended for Committee or Convention use.
- 5. Documents will be classified and consecutively numbered as follows:
 - a. Documents presented to the Convention as a body, including reports from Committees -- "Convention /1"
 - b. Documents originating in the Secretariat and intended for general use of the Delegates -- "Secretariat /1"

Committee documents will bear the number and abbreviation of the respective committees for which a document is prepared as shown in parenthesis below:

Committee on Rules (I/Rules/1) I.

II. Committee on Administration (II/Adm/1)

III. Committee on Style and Drafting (III/Style/1)

IV. Committee on Ordinances and Transitional Measures

- V. Committee on Preamble and Bill of Rights (V/Rights/1)
- VI. Committee on Suffrage, Elections, and Apportionment
- (VI/Elections/1) VII. Committee on Legislative Branch (VII/Leg/1
- Committee on Executive Branch (VIII/Exec/1) VIII.
 - Committee on Judiciary Branch (IX/Jud/1)
 Committee on Resources (X/Resources/1) IX.
- X. XI. Committee on Finance and Taxation (XI/Finance/1)
- Committee on Local Government (XII/Local Gov't/1) XII.
- Committee on Direct Legislation, Amendment, and XIII. Revision (XIII/Amendment/1)
 - XIV. Committee on Resolutions and Recommendations (XIV/ Resolutions/1)
 - d. The Journal of the Convention will bear the title "Journal", the number of the Journal, the date of the session reported in the journal, and the date on which the journal is issued.
 - e. Convention documents drawn up during the temporary organization of the Convention are labeled "Temp/l".
- Successive drafts of the same document will retain the same number and be distinguished by alphabetical lettering as follows: (I/Rules/1/b). The final version of a document will also bear the words "As Approved."
- Record and Custody of Documents. The Secretariat will maintain a log of the documents which are given numbers and will set aside for historical purposes at least five copies of each mimeographed document and at least one copy of each typed document.

8. Distribution of Documents. A copy of each Convention and Secretariat document and of each Journal shall be distributed to each Delegate. A copy of each Committee document shall be distributed to each member of the respective committee and to each Committee Chairman.