

WHAT'S HAPPENING BEHIND THE SCENES DURING THE DAILY FLOOR SESSION?

SENATE SECRETARY'S OFFICE STAFFING DURING FLOOR SESSION*

SENATE SERGEANT-AT-ARMS AND ASSISTANT



SENATE PRESIDENT



SENATE SECRETARY AND JOURNAL CLERKS

LIZ CLARK

Senate Secretary

- Reads messages & communications
- Reads bills & resolutions
- Reads committee reports
- Receives amendments
- Reads daily calendar
- Reads citations
- Advises members on parliamentary procedure



KEIRA ALKEMA

*Deputy Secretary:
(Journal Clerk)*

- Maintains journal
- Runs voting board
- Tracks BASIS
- Assists members



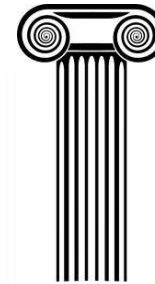
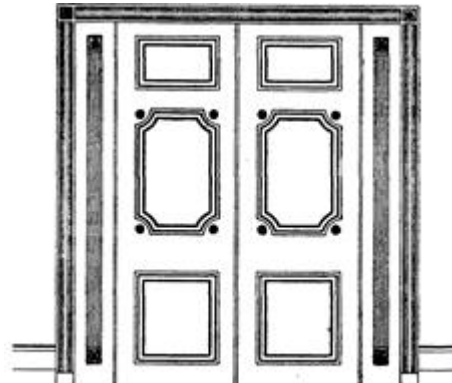
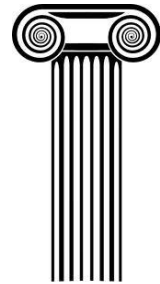
JOHANNA CROSSETT

*Deputy Secretary:
(Journal Clerk)*

- Maintains journal
- Runs voting board
- Tracks BASIS
- Assists members



SENATE MEMBERS



SENATE MEMBERS



SENATE SECRETARY'S OFFICE: ENGROSSING, SCHEDULING AND BASIS ENTRY CLERKS

CATHERINE HATCH

Deputy Secretary: (Engrosser)

- Engrosses bills
- Transmits bills and messages to and from the House
- Processes committee reports
- Incorporates floor amendments
- Monitors floor action



NICHOLE BEARDEN

Deputy Secretary: (Engrosser)

- Engrosses bills
- Transmits bills and messages to and from the House
- Processes committee reports
- Incorporates floor amendments
- Monitors floor action



COLIN PEACOCK

Deputy Secretary: (Front Desk)

- Receives calls and inquiries from staff and the public
- Distributes copies of votes and amendments
- Assists floor staff
- Monitors floor action



MAX GOLDRICH

Deputy Secretary: (BASIS entry)

- Enters online bill action in BASIS as it happens on the floor
- Coordinates availability of amendments online
- Monitors floor action



*This outlines the main tasks for each staff member during floor session, however all staff have other ongoing assignments throughout the legislative session.

SENATE SECRETARY'S OFFICE INFO AND RESOURCE LIST

Capitol Building, Room 211 ~ Phone: (907) 465-3701 ~ Email: Senate.Secretary@akleg.gov

Contact Info - please include (907)

Liz Clark <i>Senate Secretary</i>	465-6800
Colin Peacock <i>Committee Announcements, Citations</i>	465-3701
Nichole Bearden <i>Committee Reports, Bills, FNs, Co-sponsorship</i>	465-2662
Catherine Hatch <i>Committee Reports, Bills, FNs, Co-sponsorship</i>	465-6803
Keira Alkema <i>Journal, Boards and Commissions</i>	465-6801
Johanna Crossett <i>Journal, Reports</i>	465-6802
Max Goldrich <i>BASIS Entry, Special Action Index</i>	465-6805

Important Deadlines

Committee Announcements	4pm Thursday of the preceding week
New Bills	3pm for introduction the following session day
Citations	3pm for introduction the following session day
Committee Reports	At least 10 minutes prior to session
Personal Bill Deadline	35th Legislative Day Second Session

Documents Prepared by the Secretary's Office:

Special Order Citation Forms *Expedites the citation approval process. Requires signatures from leadership.*

Chit Sheets* *Alphabetical list of Senators. Used to tally sponsorship, votes, etc.*

Publications:

Journal* *Official record of Senate floor proceedings; does not include debate. Published daily. (Art. II, Sec. 12)*

Committee Announcements* *Published daily. (UR 23)*

Calendar* *Legislation/citations being considered on Senate floor.*

Special Actions Index* *Index of items not in BASIS such as Governor's appointments, communications, etc.*

Journal Supplements* *Contains ethics disclosures, speeches, confirmation of Governor's appointments & miscellaneous items.*

Weekly Bill Status *Current status of legislation. Available Thursdays on BASIS (UR 38)*
<http://www.akleg.gov/pdf/32/R/WeeklyBillStatus.pdf>

What to Say and When to Say It† *A pocket guide to parliamentary procedure.*

Guide for Senate Committee Aides† *Outlines general responsibilities and procedures for committee aides.*

Definitions for Senate Staffers† *An alphabetical pocket guide to the most commonly used legislative terms.*

Senate Day Calendar *An award-winning daily tear-off calendar. Lists definitions, procedural tips, fun facts, and Alaska history. Available in the Senate Secretary's Office.*

*Available online in BASIS - https://intranet.akleg.gov/misc/docs/leg_forms/Senate-Chit-Sheet.pdf

† Available as a searchable PDF on the Intranet under Legislators & Staff/Senate Secretary's Office Hard copy available in the Senate Secretary's Office.