

**FOLDER NO.**

**140**

SECRETARIAT DOCUMENTS

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" /34	Financial Report, Jan. 16, 1956
" /35	Financial Report, Jan. 24, 1956
" /36	Memorandum--COmments on Articles of Constitution from Consultants, Feb. 3, 1956 No copies are available. The memorandum was a final review of the whole constitution as it came from the printer on Friday, February 3, 1956.

MEMORANDUM

Subject: Effective Committee Work

This memorandum is designed to serve as a basis for discussion on the organization and handling of committee work. Twenty copies of a pamphlet on "The Mechanics of Committee Work" are available for Committee Chairmen. While the pamphlet deals mainly with the tasks of a Committee Secretary, parts of it can be applied generally to the handling of Convention Committee business.

1. Terms of Reference. It would seem desirable for each committee to prepare at the outset a tentative work program, including a list of the subjects it desires to consider. This would facilitate the orderly conduct and coordination of Committee work. In the event of overlapping in the work programs of two committees, it might be understood that the differences will be resolved by the Committee Chairmen to the satisfaction of Committee members, holding a joint meeting if necessary, or--that failing--by the Convention.

2. Committee Documentation.

a. Agenda. There may be need in some cases for advance circulation to Committee members of agenda. In any case, the Committee should have a clear notion before a meeting is held of the matters to be considered. This will allow the Delegates time for preparation.

b. Reports of Committee Meetings. A summary report of each committee meeting is essential. These reports should record



the actions taken and also explain if necessary the reasons for the action or the meaning of language used. They should be mimeographed, circulated to Committee members, and made available to all Convention Delegates. These reports will provide the basis for the Committees' reports to the Convention.

c. Staff work. The substantive Committees will often find it useful to have staff papers or drafts prepared and circulated before considering a matter. Advance scheduling of such papers or drafts would be desirable.

3. Publicity. An agreed method for informing the public on the progress of committee work is essential. It should be looked upon as the method by which an authoritative account of committee work can be conveyed to the citizenry. For example, one of the Committee Officers might be entrusted with this responsibility with the understanding that the Committee may at any time ask that a press release be prepared for committee approval prior to release.

4. Physical Arrangements. Committee members should be comfortable. The Secretariat should be asked to make such improvements in the meeting room furnishings as can reasonably be made and to change the Committee's meeting room if the one assigned is not big enough or otherwise suitable. The Committee should agree informally on periodic recesses and should recognize the value of recesses as a means of breaking tension or otherwise expediting committee work.

5. Organization For Committee Work. The Committee officers

should consist of a Chairman, a Vice-Chairman, and a Secretary. The Committee should elect a Vice-Chairman. It is suggested that Committee Chairmen be allowed to designate the Committee Secretary. Close working relations between these Committee officers are essential. They should be given freedom to work out the division of labor between them. Committee members also have technical advisers available to them upon request.

6. Numbering and Circulation of Documents. A separate memorandum is being prepared on this subject. It will suffice here to note that the orderly handling of Committee and Convention papers will require that all Committee documents be given a number and processed in the Convention Secretariat.

Constitutional Convention  
Secretariat/2  
November 12, 1955

MEMORANDUM

Subject: Format, Numbering and Distribution of Documents

1. The purpose of this staff memorandum is to set forth a procedure for the orderly handling of Convention documentation. Adherence to this procedure 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) "Constitutional Convention"; (b) a classification number assigned by the Secretariat; (c) Date; (d) Heading, such as Resolution, Memorandum, Proposal, 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 Documents: 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"

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

- I. Committee on Rules (I/Rules/1)
- II. Committee on Administration (II/Adm/1)
- III. Committee on Style and Drafting (III/Style/1)
- IV. Committee on Ordinances and Transitional Measures (IV/Ord/1)
- V. Committee on Preamble and Bill or Rights (V/Rights/1)
- VI. Committee on Suffrage, Elections, and Apportionment (VI/Elections/1)
- VII. Committee on Legislative Branch (VII/Leg/1)
- VIII. Committee on Executive Branch (VIII/Exec/1)
- IX. Committee on Judiciary Branch (IX/Jud/1)
- X. Committee on Resources (X/Resources/1)
- XI. Committee on Finance and Taxation (XI/Finance/1)
- XII. Committee on Local Government (XII/Local Gov't/1)
- XIII. Committee on Direct Legislation, Amendment, and 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/1".

6. 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."

7. 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 and shall be available to any other Delegate.

MEMORANDUM

Subject: Cross-Reference to Committee Membership

The attached table has been prepared in order to avoid unnecessary conflict in the scheduling of Committee meetings. Reading down or across, the spaces marked "X" denote the Committees to which members of a given Committee belong; the blank spaces denote the Committees which could meet while a given Committee is meeting without conflict in scheduling.

The key to Committee numbers follows:

- I. Committee on Rules
- II. Committee on Administration
- III. Committee on Style and Drafting
- IV. Committee on Ordinances and Transitional Measures
- V. Committee on Preamble and Bill of Rights
- VI. Committee on Suffrage, Elections, And Apportionment
- VII. Committee on Legislative Branch
- VIII. Committee on Executive Branch
- IX. Committee on Judiciary Branch
- X. Committee on Resources
- XI. Committee on Finance and Taxation
- XII. Committee on Local Government
- XIII. Committee on Direct Legislation, Amendment, and  
Revision
- XIV. Committee on Resolutions and Recommendations

TABLE  
OF  
CROSS-REFERENCE TO COMMITTEE MEMBERSHIPS

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV
I	X		X			X	X		X	X		X	X	
II		X		X		X	X				X			
III	X		X	X	X			X	X			X		
IV		X	X	X	X			X		X				
V			X	X	X					X	X	X		
VI	X	X				X	X				X		X	X
VII	X	X				X	X					X	X	
VIII			X	X				X	X	X	X	X		
IX	X		X					X	X				X	X
X	X			X	X			X		X	X		X	X
XI		X			X	X		X		X	X			X
XII	X		X		X		X	X				X		X
XIII	X					X	X		X	X			X	
XIV						X			X	X	X	X		X

Constitutional Convention  
Secretariat/4/a  
November 16, 1955

MEMORANDUM

Subject: Organization and Functions of the Administrative Staff

1. The purpose of this memorandum is to define the organizational relationships and duties of clerical, stenographic, and other administrative personnel of the Convention. It supplements the memorandum entitled "Organization For Technical Services"\* which relates to Convention consultants.

2. Organization

The Chief clerk, serving under the direction of the Secretary of the Convention, shall supervise the work of all administrative personnel other than the Librarian, the Sergeant-at-Arms and the Doorkeeper who shall be responsible directly to the Secretary.

3. Duties

The work of the Convention Secretariat is so varied and voluminous that all personnel must be willing to fulfill all reasonable demands upon their services. The principal duties of the administrative staff under the direction of the Secretary follows:

1. Chief Clerk

- a. Drafts the Journal of the Convention
- b. Assigns and records numbers to proposals submitted by Delegates and supervises the reproduction and distribution of all documents.
- c. Supervises all clerical, stenotype, stenographic, filing, and mimeographing work of the Convention.



d. Maintains records of financial transactions, makes out payrolls, makes purchases as authorized by the Secretary, supervises use of official postage, maintains office supplies for Convention use and keeps an inventory of Convention equipment.

e. Supervises the following personnel whose main duties are listed below:

- (1) Assistant Chief Clerk - duties as assigned by the Chief Clerk.
- (2) Stenographers - Taking and transcribing dictation, typing, mimeographing, and such other duties as may be assigned by the Chief Clerk.
- (3) Recording Clerk - Stenotype recording and transcription of Convention sessions.
- (4) Clerk Typists - Clerical and typing work, including assistance in the mimeographing of documents.
- (5) Mimeograph Operator - Mimeographing of documents; deposit of five copies of each document with the Librarian, typing and other duties as assigned.
- (6) Messenger Center Chief - Records and ensures delivery of messages to Delegates and staff, maintains current record of the Fairbanks and home addresses and telephone numbers of Delegates and Staff, types, and performs other functions as requested.
- (7) Messenger -Delivers messages to Delegates and performs other functions as requested.

2. Librarian - Research Assistant

- (a) Maintains Convention library and record of materials issued.
- (b) Obtains library materials upon request of Delegates and technical staff.
- (c) Assigns numbers to official Convention documents other than Proposals and maintains a record of same.
- (d) Maintains five copies of each mimeographed Convention document and one copy of each typed document which is given a document number.
- (e) Provides research assistance to the Delegates and Technical Staff.

(8) →

3. Sergeant-At-Arms

- (a) Maintains order at Convention sessions
- (b) Ensures that physical arrangements for Convention and Committee sessions are in good order before the sessions are held.
- (c) Rearranges office equipment and materials, as may be requested by the Chief Clerk.
- (d) Performs other functions as requested.

4. Doorkeeper

- (a) Keeps guard on personal effects of Delegates left in Convention Hall and cloakroom.
- (b) Provides information to visitors.
- (c) ~~Provides information to visitors.~~
- (d) Performs other functions as directed.

*Provides current information on available transportation.*

MEMORANDUM

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- (d) Maintains five copies of each mimeographed Convention document and one copy of each typed document which is given a document number.
- (e) Provides research assistance to the Delegates and Technical Staff.
- (f) As time permits, maintains convention scrapbook and other records for historical purposes.

3. Sergeant-at-Arms

- (a) Maintains order at Convention sessions.
- (b) Ensures that physical arrangements for Convention and Committee sessions are in good order before the sessions are held.
- (c) Rearranges office equipment and materials as may be requested by the Chief Clerk.
- (d) Performs other functions as requested.

4. Doorkeeper

- (a) Keeps guard on personal effects of Delegates left in Convention Hall and cloakroom.
- (b) Provides information to visitors.
- (c) Provides current information on available transportation.
- (d) Performs other functions as directed.



Constitutional Convention  
Secretariat/4  
November 16, 1955

DRAFT MEMORANDUM

**Subject: Organization and Functions of the Administrative Staff**

1. The purpose of this memorandum is to define the organizational relationships and duties of clerical, stenographic, and other administrative personnel of the Convention. It supplements the memorandum entitled "Organization For Technical Services" which relates to Convention consultants.

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- (e) Provides research assistance to the Delegates and Technical Staff.

3. Sergeant-At-Arms

- (a) Maintains order at Convention sessions
- (b) Ensures that physical arrangements for Convention and Committee sessions are in good order before the sessions are held.
- (c) Performs other functions as requested.

(c) Rearranges office equipment <sup>and</sup> materials ~~as~~ as requested by the Chief Clerk.

RULES FOR THE USE OF THE CONVENTION LIBRARY

1. The Library has been established for the convenience of the Delegates to the Constitutional Convention, and the minimum restrictions will be placed on their use of Library materials. However, in order that all Delegates may make full use of its facilities, adherence to the following rules is requested:

a. Since the Delegates will use the Library for research and study, reasonable quiet should be maintained. Those who wish to discuss problems should use unoccupied committee rooms, and Delegates should use the telephones located in other offices.

b. There is no excess of reference material. In all but a few cases there is only one copy of each book and pamphlet, and much of the material is borrowed. Therefore, Delegates are requested to use the publications, whenever possible, in the Library. If Library material must be taken out, it should be signed for and returned in accordance with procedures set by the Librarian. If a Delegate passes along a publication to another Delegate, the Librarian should be notified. In cases where there is only one copy, it should be returned within twenty-four hours.

2. If a Delegate needs something which is not available in the Convention Library, please notify the Librarian, who will try to obtain it for you at the earliest possible date.

There is no record that Secretariat/6, a memorandum to Committee Chairmen regarding changes in schedule, was ever mimeographed. (*See Convention/3 + /3a*)



Constitutional Convention  
Secretariat/7  
November 16, 1955

PROPOSED RESEARCH PROJECT ON REGIONALIZATION OF ALASKA'S PHYSICAL,  
ECONOMIC AND SOCIAL CHARACTERISTICS

Prepared by George Rogers

Purpose: The general purpose of this research is to produce a monograph which will compile and analyze geographic, economic and social data which will contribute toward the task of defining relatively homogenous and basic regional units for use in determining systems of apportionment, local government, natural resource management and public administration by the delegates to the Alaska Constitutional Convention.

Scope and Form: This research project will not go beyond the assembling and organization of the basic data required to serve the above purpose. The final monograph will be a compilation of the data in the form of maps drawn to the same scale, statistical series and brief explanatory narrative in the same format as other research and staff papers being prepared for use by delegates.

Outline of Data to be Presented: The following classes of data will be gathered and processed to the extent which time and available sources permit. .

1. Geographic and natural resources characteristics.
  - a. Generally recognized division of Alaska into geographic provinces and regions.
  - b. River basin boundaries as drawn by the Bureau of Reclamation and the Corps of Engineers.
  - c. Federal reservations and other withdrawals.

- d. Principal natural resources distribution.
  - e. Geographic presentation of general climatologic characteristics.
2. Cultural features.
    - a. Geographic distribution of population by numbers and general characteristics (1939 and 1950 census and current estimates).
    - b. Various transportation and communication systems.
    - c. Geographic distribution of economic activities.
  3. Administrative areas and units.
    - a. Distribution of administrative units and boundaries of administrative areas of control of Federal and Territorial agencies.

Responsibility for preparation: The Economist on the Governor's staff shall be primarily responsible for the preparation and presentation of this research monograph. The staffs of the Statehood Committee, the Public Administration Service, the Constitutional Convention and other regular Territorial and Federal agencies will contribute to the project wherever possible.

Secretary of State  
Case on  
~~XII / Local Government~~  
Nov 16.

PROPOSED RESEARCH PROJECT ON REGIONALISM OF ALASKA'S PHYSICAL, ECONOMIC  
AND SOCIAL CHARACTERISTICS

Purpose: The general purpose of this research is to produce a *Prepared by George Rogers*  
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Constitutional Convention  
Secretariat/8  
November 17, 1955

MEMORANDUM

Subject: Requirements of Constitution included in Statehood enabling bills

Section 203 of H.R. 2535, as amended, 84th Congress, and earlier statehood bills contain certain requirements for inclusion in the Constitution. Such requirements are not necessarily binding upon this Convention but are supplied for your information:

\* \* \* \* \*

The constitution shall be republican in form, shall make no distinction in civil or political rights on account of race or color, shall not be repugnant to the Constitution of the United States and the principles of the Declaration of Independence, and shall provide that no person who advocates, or who aids or belongs to any party, organization, or association which advocates, the overthrow by force or violence of the Government of the State of Alaska or of the United States shall be qualified to hold any public office of trust or profit under the State constitution. Said convention shall provide in said constitution:

First. That no law shall be enacted respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the government for the a redress of grievances.

Second. That said State and its people do agree and declare that they forever disclaim all right and title to any lands or other property not granted or confirmed to the State or its political subdivisions by or under the authority of this Act, the right or title to which is held by the United States or is subject to disposition by the United States, and to any lands or other property (including fishing rights), the right or title to which may be held by any Indians, Eskimos, or Aleuts (hereinafter called natives) or is held by the United States in trust for said natives; that all such lands or other property, belonging to the United States or which may belong to said natives, shall be and remain under the absolute jurisdiction and control of the United States until disposed of under its authority, except to such extent as the Congress has prescribed or may hereafter prescribe, and except when held by individual natives in fee without restrictions on alienation; and that: Provided, That nothing contained in this Act shall recognize, deny, enlarge, impair, or otherwise affect any claim against the United States, and any such claim shall be governed by the laws of the United States applicable thereto; and nothing in this Act is intended or shall be construed as a finding, interpretation, or construction by the Congress that any law applicable thereto authorizes, establishes, recognizes,



or confirms the validity or invalidity of any such claim, and the determination of the applicability or effect of any such claim shall be unaffected by anything in this Act: And provided further, That no taxes shall be imposed by said State upon any lands or other property now owned or hereafter acquired by the United States or which, as hereinabove set forth, may belong to said natives, except to such extent as the Congress has prescribed or may hereafter prescribe, and except when held by individual natives in fee without restrictions on alienation.

Third. That the debts and liabilities of said Territory of Alaska shall be assumed and paid by said State and a debts owed to said Territory of Alaska shall be collected by said State.

Fourth. That provision shall be made for the establishment and maintenance of a system of public schools which shall be open to all children of said State and free from sectarian control.

Fifth. That all provisions of this Act reserving rights or powers to the United States, as well as those prescribing the terms or conditions of the grants of lands or other property herein made to said State, are consented to fully by said State and its people.

Sixth. That the lands and other property belonging to citizens of the United States residing without said State shall never be taxed at a higher rate than the lands and other property belonging to residents thereof.

Constitutional Convention  
Secretariat/9  
November 18, 1955

MEMORANDUM

SUBJECT: SUGGESTED SCHEDULE FOR FIRST WEEK OF TELEVISION MEETINGS  
AND REVISION OF COMMITTEE MEETING SCHEDULE, ASSUMING TV  
PROGRAMS AT 4:00 P. M.

- MONDAY \*\* TV Meeting, Committee IX (Judiciary)  
Schedule Revision - Committee XIII (Amendment) does not  
meet, or delegates Metcalf and Taylor excused.
- TUESDAY -- TV Meeting - Committee VIII (Executive)  
Schedule Revision - Committee IV (Ordinance) does not  
meet, or Delegate Vanderleest excused.
- WEDNESDAY - TV Meeting - Committee VII (Legislative)  
Schedule Revision - Committee XII (Local Government)  
meets at 2:00 P. M.  
Committee XIII (Amendment) does not meet or Delegate  
Hinckle excused.
- THURSDAY - TV Meeting - Committee VI (Elections)  
Schedule Revision - Committee XIII (Amendment) does  
not meet or Delegate Marston excused.
- FRIDAY -- TV Meeting - Committee V (Rights)  
Schedule Revision - Committee IV (Ordinance) does not  
meet or Delegates McNealy (Chairman) and Buckalew ex-  
cused.
- SATURDAY -- TV Meeting - Committee XI (Finance)  
Schedule Revision - none

NOTE: Where committee meetings conflict with TV  
schedules, the Committees concerned should decide  
whether to call off their meeting or excuse the  
delegates, who will appear on television, from at-  
tendance.

100

Constitutional Convention  
Secretariat/9  
November 18, 1955

~~SECRET~~ MEMORANDUM

*First Week 2*

SUBJECT: SUGGESTED SCHEDULE FOR TELEVISION MEETINGS AND REVISION OF COMMITTEE MEETING SCHEDULE, ASSUMING TV PROGRAMS AT 4:00 P. M.

- MONDAY -- TV Meeting, Committee IX ~~+~~ (Judiciary) ~~is~~  
Schedule Revision - Committee XIII (Amendment) does not meet, ~~and~~ delegates Metcalf and Taylor excused.
- TUESDAY - TV Meeting - Committee VIII ~~+~~ (Executive) ~~is~~  
Schedule Revision - Committee IV (Ordinance) does not meet. Delegate Vanderleest excused.
- WEDNESDAY - TV Meeting - Committee VII ~~+~~ (Legislative)  
Schedule Revision - Committee XII ~~+~~ (Local Government) meets at 2:00 P. M. ~~+~~ Committee XIII (Amendment) does not meet or Delegate Hinckle excused.
- THURSDAY - TV Meeting - Committee VI (Elections)  
Schedule Revision - Committee XIII = (Amendment) does not meet or Delegate Marston excused.
- FRIDAY - TV Meeting - Committee V (Rights)  
Schedule Revision - Committee IV ~~+~~ (Ordinance) does not meet or Delegates McNealy (Chairman) and Buckalew excused.
- SATURDAY - TV Meeting - Committee XI ~~+~~ (Finance)  
Schedule Revision - none

*Committee meetings conflict with TV schedules, the  
Note: ~~the~~ Committees concerned should decide  
whether to call off their meeting or excuse the  
delegates ~~from attending~~ attendance.  
who will appear on television*

Constitutional Convention  
Secretariat/9/a  
November 22, 1955

MEMORANDUM

SUBJECT: REVISED TELEVISION SCHEDULE AND REVISION OF COMMITTEE MEETING SCHEDULE.

TUESDAY -- TV Meeting, - Committee VIII (Executive)  
Nov. 22 Schedule Revision - Committee IV (Ordinance) does not meet, or Delegate Vanderleest excused.

WEDNESDAY -- TV Meeting - Committee VII (Legislative)  
Nov. 23 Schedule Revision - Committee XII (Local Government) meets at 2:00 P. M.  
Committee XIII (Amendment) does not meet or Delegate Hinckle excused.

THURSDAY -- Thanksgiving Day. No TV Meetings.  
Nov. 24

FRIDAY -- TV Meeting - Committee VI (Elections)  
Nov. 25 Schedule Revision - Committee XIII (Amendment) does not meet or Delegate Marston excused.

SATURDAY -- TV Meeting - Committee V (Rights)  
Nov. 26 Schedule Revision - Committee IV (Ordinance) does not meet or Delegates McNealy (Chairman) and Buckalew excused.

MONDAY -- TV Meeting - Committee XI (Finance)  
Nov. 28 Schedule Revision - none

TUESDAY -- TV Meeting - Committee XII (Local Government)  
Nov. 29 Schedule Revision - none

WEDNESDAY -- TV Meeting - Committee X (Resources)  
Nov. 30 Schedule Revision - Committee IV does not meet or Delegate Stewart excused. Committee XIII does not meet or Delegates King and Smith excused.

THURSDAY -- TV Meeting - Committee IV (Ordinance)  
Dec. 1 Schedule Revision - none

FRIDAY -- TV Meeting - Committee XIII (Amendment)  
Dec. 2 Schedule Revision - none

SATURDAY -- TV Meeting - Committee XIV (Resolutions)  
Dec. 3 Schedule Revision - Committee XII does not meet or Delegate Cross excused.

- NOTES: 1. All Television Meetings are scheduled to begin at 4:00 P. M.
2. Where committee meetings conflict with TV schedules, the Committees concerned should decide whether to call off their meeting or excuse the delegates, who will appear on television, from attendance.



MEMORANDUM

SUBJECT: Organization for Technical Services

1. The Convention Committees and Delegates will have need for the services of professional consultants during the Convention. The problem is to set forth an orderly procedure for selecting consultants to fill the varied needs at the times desired by the Convention and then to make the most effective use of the consultants' services once they are on hand. The following procedure is suggested for consideration.

2. Employment of Consultants

(a) A request for the services of a consultant should be addressed to the President of the Convention and should normally come from a Convention Committee. The request can specify the name of the person desired or only the qualifications desired.

(b) The President of the Convention should have authority to select consultants to the Convention. Before exercising this authority he should consult with the Chairmen of the Convention Committees to ensure coordination and fulfillment of

their need for technical specialists. The Convention as a body would, of course, have authority to direct the President to employ a consultant.

(c) The terms for employing consultants should be prepared by the Secretary and be approved by the President and by the Committee on Administration.

(d) Arrangements for the services of a consultant who is regularly employed by a governmental or private agency or institution in Alaska should be made directly by the Secretary of the Convention, acting under the direction of the President.

(e) Arrangements for the services of a consultant from outside of Alaska should be made by the Secretary acting under the direction of the President, utilizing for that purpose the arrangements afforded by the existing contract between the Statehood Committee and Public Administration Service.

### 3. Organizational Relationships

(a) The consultants should serve under the direction of the President of the Convention. On technical matters, the relationships of the consultants with the President of the Convention and with the Chairmen of the Committees to which the President assigns

them should be a direct one. On administrative matters, the relationship should be through the Secretary of the Convention. The President should look to the Secretary for such assistance as he may require in spreading the workload of consultants, in avoiding overlapping or conflict in the work of consultants and otherwise in coordinating the services of consultants. Should any differences arise between a consultant and the Secretary or between consultants which the Secretary cannot resolve to the satisfaction of the parties concerned, the differences should be resolved by the President of the Convention.

(b) To the extent consistent with their assigned responsibilities, consultants should be free to provide advice upon the request of individual delegates, provided that requests by Delegates for proposals or for information requiring research should be made to the Secretary for assignment to one or more consultants.

(c) Committees should feel free to request the President or the Secretary of the Convention to obtain through correspondence technical information and advice from the Public Administration Service in Chicago or from other technical organizations on any matter on which expert help is needed in addition to that locally available.

November 13, 1955

DRAFT MEMORANDUM

Subject: Organization for Technical Services

1. The Convention Committees and Delegates will have need for the services of professional consultants during the Convention. The problem is to set forth an orderly procedure for selecting consultants to fill the varied needs at the times desired by the Convention and then to make the most effective use of the consultants' services once they are on hand. The following procedure is suggested for consideration.

2. Employment of Consultants

(a) <sup>A</sup>The request for the services of a consultant should be addressed to the President of the Convention and should normally come from a Convention Committee. The request can specify the name of the person desired <sup>or</sup> only the qualifications desired.

(b) The President of the Convention should have authority to select consultants to the Convention, ~~but~~ <sup>he</sup> before exercising this authority should consult with the Chairmen of the Convention Committees <sup>to</sup> to ensure coordination and fulfillment of their need for technical specialists. The Convention as a body would, of course, have authority to direct the President to employ a consultant.

(c) The terms for employing consultants should be prepared by the Secretary and be approved by the President and by the Committee on Administration.



(d) Arrangements for the services of a consultant who is regularly employed by a governmental or private agency or institution in Alaska should be made directly by the Secretary of the Convention, acting under the direction of the President.

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the parties concerned, the differences should be resolved by the President of the Convention.

(b) To the extent consistent with their assigned responsibilities, consultants should be free to provide advice upon the request of individual delegates.

(c) Committees should feel free to request the President or the Secretary of the Convention to obtain through correspondence technical information and advice from the Public Administration Service in Chicago or from other technical organizations on any matter on which expert help in addition to that locally available is needed.

Constitutional Convention  
Secretariat/11  
November 18, 1955

AGENDA  
MEETING OF COMMITTEE CHAIRMEN  
1:00 P. M., NOVEMBER 18, 1955

1. Memo on "Organization for Technical Services"
2. Need for meeting of Committee Secretaries to discuss details regarding typing, form, and reproduction of Committee Agenda, Minutes, Reports and Proposals — *ok'd*
3. Proposed Schedule for first week of Television Meetings.
4. Room assignments.
5. Proposal from Committee on Style and Drafting on Work Schedule and Progress Chart.

= Use of questionnaire in *Parven*.

For Monday —

— ~~Body~~ *Beess* in *December* ?

COMMITTEE MEMBERSHIP

I. Committee on Rules

Burke Riley, Chairman (X)  
Mildred Hermann, V. C. (III)  
John H. Rosswog, Sec. (XII)  
E. B. Collins (XIII)  
Edward V. Davis (III)  
Steve McCutcheon (VII)  
Ralph Rivers (IX)  
George Sundborg (III)  
M. J. Walsh (VI)

II. Committee on Administration

John B. Coghill, Chairman (VI)  
Herb Hilscher, V. C. (IV)  
Dora Sweeney, Sec. (VII)  
Helen Fischer (VII)  
Yule F. Kilcher (IV)  
William Knight (IV)  
W. W. Laws (IV)  
John A. McNees (VII)  
James Nolan (XI)

III Committee on Style and  
Drafting

George Sundborg, Chairman (I)  
Edward V. Davis, V. C. (I)  
Katherine Nordale, Sec. (VIII)  
R. Rolland Armstrong (V)  
Victor Fischer (XII)  
Mildred Hermann (I)  
James Hurley (IV)  
Maurice Johnson (IX)  
George McLaughlin (IX)

IV Committee on Ordinances and  
Transitional Measures

Robert J. McNealy, Chairman (V)  
James Hurley, V. C. (III)  
Herb Hilscher, Sec. (II)  
Seaborn J. Buckalew (V)  
Yule F. Kilcher (II)  
William W. Knight (II)  
W. W. Laws (II)  
B. D. Stewart (X)  
H. R. VanderLeest (VIII)

V. Committee on Preamble and  
Bill of Rights

Dorothy Awes, Chairman (XI)  
Ada B. Wien, V. C. (X)  
R. Rolland Armstrong, Sec. (III)  
Seaborn J. Buckalew (IV)  
James P. Doogan (XII)  
John Hellenthal (VI)  
Robert J. McNealy (IV)

VI. Committee on Suffrage, Elec-  
tions, and Apportionment

John S. Hellenthal, Chairman V  
George D. Cooper, V. C. (VII)  
Douglas Gray, Sec. (XIV)  
John B. Coghill (II)  
M. R. Marston (XIII)  
Frank Peratrovich (XI)  
M. J. Walsh (I)

VII. Committee on Legislative  
Branch

Steve McCutcheon, Chairman (I)  
Dora Sweeney, V. C. (II)  
John McNees, Sec. (II)  
George D. Cooper (VI)  
Helen Fischer (II)  
Jack Hinckel (XIII)  
Eldor Lee (XII)

VIII Committee on Executive  
Branch

Victor Rivers, Chairman (XII)  
John C. Boswell, V. C. (X)  
Thomas C. Harris, Sec. (IX)  
Frank Barr (XI)  
Maynard D. Londborg (XII)  
Katherine Nordale (III)  
H. R. VanderLeest (IV)

IX. Committee on Judiciary  
Branch

George McLaughlin, Chairman (III)  
R. E. Robertson, V.C., (XIV)  
Maurice Johnson, Sec. (III)  
Irwin L. Metcalf (XIII)  
Ralph Rivers (I)  
Warren A. Taylor (XIII)  
Thomas C. Harris (VIII)

X. Committee on Resources

W. O. Smith, Chairman (XIII)  
John C. Boswell, V.C. (VIII)  
Burke Riley, Sec. (I)  
Truman C. Emberg (XIV)  
Leonard King (XIII)  
Peter L. Reader (XIV)  
B. D. Stewart (IV)  
Barrie M. White (XI)  
Ada B. Wien (V)

XI. Committee on Finance and  
Taxation

Leslie Nerland, Chairman (XIV)  
James Nolan, V. C. (II)  
Barrie M. White, Sec. (X)  
Dorothy Awes (V)  
Frank Barr (VIII)  
Frank Peratrovich (VI)  
Chris Poulsen (XIV)

XII. Committee on Local Government

John Rosswog, Chairman (I)  
Maynard D. Londborg, V.C. (VIII)  
Victor Fischer, Sec. (III)  
John Cross (XIV)  
James P. Doogan (V)  
Eldor Lee (VII)  
Victor Rivers (VIII)

XIII. Committee on Direct Legis-  
lation, Amendment, and  
Revision

W. B. Collins, Chairman (I)  
Warren A. Taylor, V.C. (IX)  
Irwin L. Metcalf, Sec. (IX)  
Jack Hinckel (VII)  
Leonard King (X)  
M. R. Marston (VI)  
W. O. Smith (X)

XIV. Committee on Resolutions  
and Recommendations

John Cross, Chairman (XII)  
Douglas Gray, V.C. (VI)  
R. E. Robertson, Sec. (IX)  
Truman Emberg (X)  
Leslie Nerland (XI)  
Chris Poulsen (XI)  
Peter L. Reader (X)

Advisory Committee on Committees

Frank Barr  
Douglas Gray  
Maynard D. Londborg  
George McLaughlin  
James Nolan  
Katherine Nordale  
Victor Rivers  
Barrie White  
Ada B. Wien

RE COMMITTEE ASSIGNMENTS

An amendment to the Convention Rules (Convention/13) provides for a Committee on Engrossment and Enrollment. (Adopted December 8, 1955)

The Journal of the 35th day, Monday, December 12, 1955, shows appointment of the following as members of the committee:

Mrs. Sweeney  
Mr. R. Rivers  
Mr. Kilcher

Mrs. Sweeney was chairman of the committee.

\* \* \* \* \*



Constitutional Convention

Secretariat/12

November 21, 1955

MEMORANDUM

**SUBJECT:** Suggestions to Committees Regarding Televised Meetings

1. Block out in advance items to be discussed, such as:
  - a. What is the situation at present in the Committees' field of interest?
  - b. What is wrong with the present situation? Give practical examples and note violations of basic principles of government.
  - c. What are the issues or alternative solutions to be decided upon? These should be clearly stated without attempting to reach a Committee decision.
2. Advise the Secretary of the Convention of maps, blackboard, charts, or other props required for visual presentation of information or ideas.
3. The Televised meeting should be informal. Committees should feel free to bring in locally available specialists, such as Dr. Moberg of the University, and to make the meeting a round-table discussion of the respective Committee's subject.

Constitutional Convention

Secretariat/13

November 21, 1955

AGENDA

Meeting of Committee Chairmen

1:00 P.M., Monday, November 21,

1. Arrangements for televised meetings and memo containing suggestions on subject matter coverage. Thanksgiving program?
2. Memo on "Phasing of Committee Work".  
Need for committees to set target dates for holding public hearings and for recommending committee proposals or ordinances to the Convention.
3. Committee Room Assignments.

Constitutional Convention

Secretariat/14

November 21, 1955

MEMORANDUM

TO: Chairmen of Committees

FROM: President of the Convention

SUBJECT: Phasing Committee Work

1. For planning purposes, I would appreciate your discussing the points below with members of your committees and letting me have the committee decision on each by 5:00 P.M. on Tuesday, November 22.

a. Does the committee wish to hold public hearings and if so, when?

b. Please describe in a word or phrase the subject of each Constitutional proposal or ordinance which the committee plans to recommend and set a target date for recommending each to the Convention.

2. Upon receipt of the above information, a tentative schedule will be drawn up for public hearings and for Convention consideration of committee proposals and recommended ordinances. In setting target dates, consideration should be given to the desirability of having tentative or alternative Committee proposals prepared before the hearings in order for the Committee to derive the greatest value from the testimony of witnesses, and of reporting out Committee proposals and ordinances as soon as possible after the public hearings. Ideally, all Committee proposals and ordinances should be recommended to the Convention and second reading thereof by the Convention should be completed by December 20 so that the Convention may, if it desires, recess and, through special committees of Delegates, hold public hearings in the principal centers of population in Alaska before the Convention takes final action on any proposal.

November 21, 1955

MEMORANDUM

SUBJECT: Suggested Committee Room Assignments

The proposed Committee Room Assignments attached herewith has been drawn up with the following points in mind:

1. There are only three rooms suitable for Committee meetings on the second floor of Constitution Hall, the inside rooms which do not have windows being unsuitable for that purpose. Only three Committees meet at three of the four sessions. Only at the first session will it be necessary for Committees to use the Plenary Session Hall and the Gallery of the Convention, but the Committee on Style has been assigned the Gallery for the convenience of one of its members. The Committee on Rules has been assigned the Plenary Session Hall because the Rules Committee will meet infrequently. The Resolutions Committee has been assigned the Gallery because it has met in one of the inside rooms and the Gallery would be more comfortable.
2. The Committee on Local Government is the only Committee which requested a work room, so it is suggested that one of the inside rooms be assigned for its use.
3. It is suggested that the files for Committee Chairmen be moved into Room 206, next to the Message Center, and the room be used as a general workshop.

Convention Schedule and Room Assignments

Monday through Saturday

9:00 A. M. to 9:20 A. M. Plenary Session

9:30 A. M. to 10:50 A. M.

I Rules - Plenary Session Hall  
II Administration - Room 208  
V Rights - Room 210  
VIII Executive Branch - Room 207  
XIV Resolutions - Gallery

11:00 A. M. to 12:20 P.M.

III Style - Gallery  
VI Elections - Room 210  
X Resources - Room 208

2:00 P. M. to 3:20 P.M.

VII Legislative Branch - Room 210  
IX Judiciary - Room 208  
XI Finance - Room 207

3:30 P. M. to 4:50 P. M.

IV Ordinance - Room 208  
XII Local Government - Room 210  
XIII Amendment - Room 207

Room 206 - Files for Committee Chairmen and Workshop

Room 209 - Assigned to Local Government Committee for  
use at any time.



Constitutional Convention  
Secretariat/16

November 21, 1955

AGENDA

Luncheon Meeting of Committee Secretaries

Time: 1:00 p.m., Wednesday, November 23, 1955

Place: Room 210, Constitution Hall

This meeting is called with the approval of Committee Chairmen in order to discuss the following points:

1. Details regarding Committee Agenda, Minutes, Reports, and Proposals.
  - a. Procedure for giving dictation and getting things typed.
  - b. Minutes of Committee meetings.
  - c. Form, numbering and distribution of Committee documents.
2. Summary record of Committee progress at the end of each week.

Constitutional Convention  
 Secretariat/17  
 November 22, 1955

MEMORANDUM

SUBJECT: Financial Report

There is set forth below an estimate of the financial obligations incurred by the Constitutional Convention during the period November 8 to 19, 1955.

	Amount Budgeted	Estimate of Amount Obligated	Balance Available
<b>A. Delegates</b>			
1. Salaries	\$61,325.00	\$ 8,937.30	\$52,387.70
2. Per Diem	86,900.00	14,400.00	72,500.00
3. Travel	6,000.00	6,000.00	.00
4. Social Security	<u>1,247.00</u>	<u>186.80</u>	<u>1,060.20</u>
<b>Total</b>	<u>155,472.00</u>	<u>29,534.10</u>	<u>125,937.90</u>
<b>B. Secretariat</b>			
1. Salaries	30,133.00	2,728.92	27,404.08
2. Other Staff Expenses	3,500.00	44.10*	3,455.90
3. Technical & Consulting Services	25,000.00	1,800.00	23,200.00
4. Equipment	1,500.00	195.50	1,304.50
5. Supplies & Postage	3,500.00	979.58	2,520.42
6. Recording	8,000.00	2,120.00	5,880.00
7. Postage for Delegates	<u>1,375.00</u>	<u>216.00**</u>	<u>1,159.00</u>
<b>Total</b>	<u>71,008.00</u>	<u>8,084.10</u>	<u>62,923.90</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution	6,000.00	.00	6,000.00
2. Miscellaneous	<u>27,170.00</u>	<u>150.00***</u>	<u>27,020.00</u>
<b>Total</b>	<u>11,520.00</u>	<u>150.00</u>	<u>11,370.00</u>
<b>GRAND TOTAL</b>	<u>262,000.00</u>	<u>37,768.20</u>	<u>224,231.80</u>

37,768.20

\* Social Security

\*\* This is a partial obligation of \$25.00 postage allocated per Delegate.

\*\*\* Bus transportation @ \$30.00 per day for 5 days.

Constitutional Convention  
Secretariat/~~12~~ 18  
November 22, 1955

*(Ledger says numbered  
Sec 12 by mistake)*

AGENDA  
MEETING OF COMMITTEE CHAIRMEN  
1:00 P. M., NOVEMBER 22, 1955

1. Phasing Committee Work. Need for information from Committees regarding target dates for public hearings if Committees desire to hold them, subject matter of each proposal, and target date for reporting each proposal to the Convention.
2. Room Assignments.
3. TV Schedule.
4. Meetings of Committee Chairmen:
  - a. Monday, Wednesday, and Friday beginning next Monday, November 28. Each Wednesday Meeting to be a Luncheon Meeting?
  - b. Meeting of Committee Secretaries, Wednesday, November 23.

Constitutional Convention  
Secretariat/18  
November 25, 1955

AGENDA

MEETING OF COMMITTEE CHAIRMEN

1:00 P.M., Friday, November 25, 1955

1. Weekly summary of Committee work.
2. TV Channel 2, KFAR desires to telecast committee meetings.
3. Public Hearings - Full use of Saturdays.
4. Information needed regarding subject matter of each committee proposal and target date for reporting each proposal to the Convention.

Constitutional Convention  
Secretariat/19  
November 26, 1955

AGENDA

Meeting of Committee Chairmen 1:00 P.M. Saturday, November 26, 1955

1. Desire of TV Channel 2 (KFAR) to telecast Committee Meetings.
2. Additional information re schedule of public hearings and target date for committee proposals.

<u>Committee</u>	<u>Dates For Public Hearings</u>	<u>Reporting Committee Proposals</u>
IV Ordinance		
V Rights	Nov. 26	
VI Elections	Nov. 26	
VII Legislative		
VIII Executive	9:30 a.m. Dec. 3	Dec. 10
IX Judiciary		Dec. 7
X Resources	3:00 p.m. Dec. 3	Dec. 15
XI Finance	2:00 p.m. Dec. 3	
XII Local Government		
XIII Amendment		
XIV Resolutions		
3. Revision of Committee Schedule		
a. Night Meetings		
b. Length of sessions		
c. Joint Meetings and use of luncheon meeting room.		



Constitutional Convention  
 Secretariat/20  
 November 26, 1955

MEMORANDUM

**SUBJECT: Financial Report**

There is set forth below an estimate of the financial obligations incurred by the Constitutional Convention to date.

	Amount Budgeted	Estimate of Amount Obligated	Balance Available
<b>A. Delegates</b>			
1. Salaries	61,325.00	15,615.00	45,710.00
2. Per Diem	86,900.00	22,651.72	64,248.28
3. Travel	6,000.00	6,000.00	.00
4. Social Security	<u>1,247.00</u>	<u>312.30</u>	<u>934.70</u>
Total	<u>155,472.00</u>	<u>44,579.02</u>	<u>110,892.98</u>
<b>B. Secretariat</b>			
1. Salaries	30,133.00	5,071.54	25,061.46
2. Other Staff Expenses	3,500.00	84.84*	3,415.16
3. Technical & Consulting Services	25,000.00	2,700.00	22,300.00
4. Equipment	1,500.00	196.50	1,303.50
5. Supplies & Postage	3,500.00	2,403.21	1,096.79
6. Recording	8,000.00	2,561.60	5,438.40
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
Total	<u>73,008.00</u>	<u>14,392.69</u>	<u>58,615.31</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution	6,000.00	.00	6,000.00
2. Miscellaneous	<u>27,520.00</u>	<u>200.00</u>	<u>27,320.00</u>
Total	<u>33,520.00</u>	<u>200.00</u>	<u>33,320.00</u>
<b>GRAND TOTAL</b>	<u><u>262,000.00</u></u>	<u><u>59,171.71</u></u>	<u><u>202,828.29</u></u>

\* Social Security

Constitutional Convention  
Secretariat/21  
November 26, 1955

ALASKA CONSTITUTIONAL CONVENTION

MEMORANDUM

Subject: Schedule for Television Meetings,  
November 28 to December 3, 1955

4:00 P.M. KTVF CHANNEL 11      10:30 P.M. KFAR CHANNEL 2  
(Also simultaneous radio  
broadcast on KFRB)

MONDAY  
Nov. 28

Committee on Finance  
and Taxation (XI)

Committee on Rules (I)

TUESDAY  
Nov. 29

Committee on Local Gov-  
ernment (XII)

Committee on the Judiciary  
Branch (IX)

WEDNESDAY  
Nov. 30

Committee on Resources (X)

Committee on Executive  
Branch (VIII)

THURSDAY  
Dec. 1

Committee on Ordinances  
and Transitional Measures  
(IV)

Committee on Legislative  
Branch (VII)

FRIDAY  
Dec. 2

Committee on Direct Legis-  
lation, Amendment, and Re-  
vision (XIII)

Committee on Suffrage,  
Elections, and Apportion-  
ment (VI)

SATURDAY  
Dec. 3

Committee on Resolutions  
and Recommendations (XIV)

Committee on Preamble and  
Bill of Rights (V)

Constitutional Convention  
Secretariat/21/a  
November 29, 1955

ALASKA CONSTITUTIONAL CONVENTION

MEMORANDUM

Subject: Revised Schedule for Television Meetings,  
November 28 to December 3, 1955

4:00 P.M. KTVF CHANNEL 11  
(Simultaneous radio  
broadcast on KFRB)

10:30 P.M. KFAR CHANNEL 2  
(Simultaneous radio  
broadcast on KFAR)

MONDAY  
Nov. 28

Committee on Finance  
and Taxation (XI)

Committee on the Judiciary  
Branch (IX)

TUESDAY  
Nov. 29

Committee on Local  
Government (XII)

Committee on Executive  
Branch (VIII)

WEDNESDAY  
Nov. 30

Committee on Resources (X)

No TV program scheduled.

THURSDAY  
Dec. 1

Committee on Ordinances  
and Transitional  
Measures (IV)

Committee on Legislative  
Branch (VII)

FRIDAY  
Dec. 2

Committee on Direct Legis-  
lation, Amendment, and  
Revision (XIII)

Committee on Suffrage,  
Elections, and  
Apportionment (VI)

SATURDAY  
Dec. 3

Committee on Resolutions  
and Recommendations (XIV)

Committee on Preamble and  
Bill of Rights (V)

Recommendations to the Committee on Administration

OUTSIDE DISTRIBUTION OF CONVENTION DOCUMENTS

In view of the very limited number of extra copies of convention documents, a uniform policy should be established regarding the distribution of Convention documents to persons not connected with the Convention. The following policy is suggested:

1. As a general rule, documents typed or mimeographed for Convention use should be automatically distributed to Delegates and to members of the Staff who require them.

2. Documents distributed to all Delegates on the Convention floor should also be given to the members of the press <sup>who</sup> are present on the floor. A limited number of extra copies should be available for the use of interested parties of the public at the Sergeant-at-Arms' desk. *All out copies of materials, released to the press and public should be labeled "Preliminary."*

3. Persons or institutions desiring copies of all Convention documents which are issued should address their request to the Committee on Administration. Those desiring individual copies should request them from the Librarian.

4. Press releases should be deposited in the Press Room and mailed to all newspapers and radio and television stations in the Territory.

It is the wish of the Convention to allow the public to have access to as much of the material as possible. However, the limited staff does not have the time to interrupt its work to assemble or search for large numbers of documents for visitors.

*Notations are by the Secretary.*

Constitutional Convention  
Secretariat/23  
November 28, 1955

AGENDA

Luncheon Meeting of Committee Chairmen

12:30 P.M. Constitution Hall Cafeteria

Note: Bring your tray to the dining  
room at left of cafeteria entrance.

1. T. V. Schedule and simultaneous radio broadcast.
2. Revision of Committee Schedule
  - a. Night sessions?
  - b. Lengthening sessions?
  - c. Suspending morning plenary?
  - d. Joint meetings and scheduling use of luncheon meeting room for that purpose?
3. Target dates needed from Legislative, Amendment, and Resolutions Committees on public hearings, if any, and on reporting out committee proposals.
4. Soundscribing remarks made on Convention floor under personal privilege.



Constitutional Convention  
Secretariat/24  
November 29, 1955

MEMORANDUM

SUBJECT: Suggested Revision of Convention Schedule

The Convention's work has reached the stage where the Committees on Rules (I), on Administration (II), and on Style and Drafting (III) feel they need not meet regularly. Moreover, until Committee proposals are reported to the Convention, consideration should be given to holding only one plenary session daily in order to allow more time for Committee work.

The schedule below is suggested for consideration. Insofar as possible previous room assignments have been retained:

9:00 AM to 9:20 AM - Plenary Session

9:30 AM to 12:20 PM

V - Rights	Room 210
VIII - Executive Branch	Room 207
XIII - Amendment	Room 208
XIV - Resolutions	Gallery

1:30 PM to 3:20 PM

VI - Elections	Room 207
IX - Judiciary	Room 208
X - Resources	Gallery
XII - Local Government	Room 210

3:30 PM to 5:20 PM

IV - Ordinance	Room 208
VII - Legislative Branch	Room 210
XI - Finance	Room 207

Constitutional Convention  
Secretariat/24/a  
December 1, 1955

MEMORANDUM

SUBJECT: Suggested Revision of Convention Schedule

It has been suggested that Committee sessions should be lengthened if practicable. The Convention's work has reached the stage where the Committees on Rules (I), on Administration (II), and on Style and Drafting (III) feel they need not meet regularly. If regular meetings are not scheduled for these three Committees, the rest of the Committees can divide into three groups without conflict in Committee membership.

Alternative schedules are attached herewith, for consideration. Under both alternatives, existing room assignments are retained insofar as practicable and only a morning plenary session is scheduled. Alternative A provides for a long morning session which could be rotated among the three groups according to the needs of the respective committees and could later be shortened as the needs for longer plenary sessions develop. The afternoon sessions are slightly longer than at present while shortening the work day by 10 minutes. Alternative B provides for a split session, with the three sessions of equal length--about one-half hour longer than at present.

Alternative A

9:00 AM to 9:20 AM - Plenary Session

9:30 AM to 12:20 PM

V - Rights	Room 210
VIII - Executive Branch	Room 207
XIII - Amendment	Room 208
XIV - Resolutions	Gallery

12:30 PM to 1:20 PM - Lunch

1:30 PM to 3:00 PM

VI - Elections	Room 207
IX - Judiciary	Room 208
X - Resources	Gallery
XII - Local Government	Room 210

3:10 PM to 4:40 PM

IV - Ordinance	Room 208
VII - Legislative Branch	Room 210
XI - Finance	Room 207

Alternative B

9:00 AM to 9:20 AM - Plenary Session

9:30 AM to 11:20 AM

V - Rights	Room 210
VIII - Executive Branch	Room 207
XIII - Amendment	Room 208
XIV - Resolutions	Gallery

11:30 AM to 12:20 PM

and

1:30 PM to 2:20 PM

(12:30 PM to 1:20 PM - Lunch)

VI - Elections	Room 207
IX - Judiciary	Room 208
X - Resources	Gallery
XII - Local Government	Room 210

2:30 PM to 4:20 PM

IV - Ordinance	Room 208
VII - Legislative Branch	Room 210
XI - Finance	Room 207

Constitutional Convention  
Secretariat/25  
November 30, 1955

AGENDA

Luncheon Meeting of Committee Chairmen

12:30 PM, November 30, 1955, Constitution  
Hall Cafeteria

NOTE: Bring your tray to the dining room at  
left of Cafeteria entrance.

1. Revision of Committee Schedule (see memo).
2. Joint meetings of Committees and scheduling the use of the luncheon meeting room for that purpose.
3. Information needed from Legislative and Amendment Committees on dates of public hearings, if any planned, and of reporting out Committee proposals.
4. Use of Committee of Whole for the second reading of Committee proposals; the function of the Committee of the Whole's Report to the Convention; and soundscribing the discussion of Committee proposals in the Committee of the Whole.
5. Soundscribing remarks made under personal privilege.

Constitutional Convention  
Secretariat/26  
November 30, 1955

Alaska Constitutional Convention

BIOGRAPHICAL SKETCHES OF CONSULTANTS

Bartley, Ernest R., Professor of Political Science, University of Florida; Director of Research, Florida Board of Constitutional Revision Committee; Author of several staff papers for PAS Alaska constitutional project: "The State Constitution Within the American Political System", "The Constitution and Natural Resources", and "The Judicial Department". Co-Author: American National Government and Administration. Special interest in judiciary, natural resources, and executive branch.

Cooper, Weldon. Associate Director, Bureau of Public Administration and faculty member, University of Virginia. Formerly Executive Assistant to the Governor of Virginia; faculty member at the Universities of Alabama and Texas; official of the U. S. Bureau of the Budget; and conducted research for various bureaus and organizations concerned with local government matter. Author of many articles and several books on the executive branch and on local government including co-author of State and Local Finance in Virginia, and author of Municipal Government in Alabama, and Metropolitan County.

Elliott, Sheldon D. Lawyer and dean of law New York University and Director, Institute of Judicial Administration. Formerly a member of the faculty at the University of Michigan and University of Southern California. Formerly associated with the Los Angeles Legal Aid Foundation; Los Angeles Committee on Reorganization of City Government; California State Constitutional Revision Committee; New York Institute of Judicial Administration; and California State Legislative Council Bureau. Author of California Administrative Law and Cases and Materials on Legislation, and articles in legal journals.

Ostrom, Vincent. Staff, Center for Advanced Study in the Behavioral Sciences, Stanford, California. Formerly associated with various organizations including the Northwest Regional Project in Educational Administration, Social Science Research Council, Wyoming Legislative Interim Committee, Oregon Bureau of Municipal Research and Services, and the Haynes Foundation of Los Angeles. Also formerly a member of the faculty at the University of Wyoming and at Oregon State College. Author: Water and Politics, Water Supply, and articles and studies on natural resource policy and administration, local government, and State and local finance and taxation.



Constitutional Convention  
Secretariat/27  
December 3, 1955

MEMORANDUM

SUBJECT: Financial Report

There is set forth below an estimate of the financial obligations incurred by the Constitutional Convention to date.

	Amount Budgeted	Estimate of Amount Obligated	Balance Available
<b>A. Delegates</b>			
1. Salaries	61,325.00	21,285.00	40,040.00
2. Per Diem	86,900.00	30,211.72	56,688.28
3. Travel	6,000.00	6,000.00	.00
4. Social Security	<u>1,247.00</u>	<u>425.70</u>	<u>821.30</u>
Total	<u>155,472.00</u>	<u>57,922.42</u>	<u>97,549.58</u>
<b>B. Secretariat</b>			
1. Salaries	30,133.00	7,144.54	22,988.46
2. Other Staff Expenses	3,500.00	126.30	3,373.70
3. Technical & Consulting Services	25,000.00	5,871.00	19,129.00
4. Equipment	1,500.00	214.00	1,286.00
5. Supplies & Postage	3,500.00	1,826.52	1,673.48
6. Recording	8,000.00	2,760.00	5,240.00
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
Total	<u>73,008.00</u>	<u>19,317.36</u>	<u>53,690.64</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution	6,000.00	.00	6,000.00
2. Miscellaneous	<u>27,520.00</u>	<u>428.30</u>	<u>27,091.70</u>
Total	<u>33,520.00</u>	<u>428.30</u>	<u>33,091.70</u>
GRAND TOTAL	<u>262,000.00</u>	<u>77,668.08</u>	<u>184,331.92</u>

Constitutional Convention  
Secretariat/ 28  
December 6, 1955

AGENDA

Meeting of Committee Chairmen, 1:00 P.M., Tuesday December 6, 1955  
Room 208, Constitution Hall

1. Budgeting time of temporary consultants.
2. Draft Resolution on Recess.
3. Schedule of public hearings on Saturday, December 10:

	<u>COMMITTEE</u>	<u>TIME</u>
XII	Local Government	(?)
XI	Finance and Taxation	1:30
	Others (?)	

4. Revision of target dates for reporting Committee proposals:

	<u>COMMITTEE</u>	<u>NO. OF PROPOSAL</u>	<u>DATE OR DATES</u>
IV	Ordinance	1	Dec. 5
V	Rights	1	Dec. 5
VI	Elections	2	Dec. 1
VII	<b>Legislative</b>	1	Dec. 10
VIII	Executive	1	Dec. 10
IX	Judiciary	1	Dec. 7
X	Resources	1	Dec. 15
XI	Finance	1	Dec. 12
XII	Local Government	1	Dec. 15
XIII	Amendment	?	?
XIV	Resolutions	?	?

Constitutional Convention  
Secretariat/29  
December 7, 1955

AGENDA

Meeting of Committee Chairmen, 1:00 P.M., Monday, December 7, 1955  
Room 208, Constitution Hall

1. Holding Committee Proposals in Second Reading until after Recess.
2. Public Hearings on Saturday, December 10:

COMMITTEE

TIME

Local Government

9:30 A.M.

Others

?

3. Revision of target dates for reporting Committee Proposals.

Constitutional Convention  
Secretariat/30  
December 10, 1955

CONCLUSIONS OF OPINION AS TELEPHONED TO PRESIDENT WM. A. EGAN  
BY HENRY CAHAROT OF THE TERRITORIAL ATTORNEY GENERAL'S OFFICE  
JUNEAU, ALASKA ON SATURDAY, DECEMBER 10, 1955\*\*

1. "I conclude that the members and delegates of the Constitutional Convention, regarding remarks made by them on the Convention floor and in the discharge of their duties of office at any public hearing, should be afforded the same absolute privileges and immunities allowed legislators of the territory.

2. I am of the opinion that under Section 1 the Convention is authorized to meet for a period not exceeding 75 days, exclusive of that time allowed for recess. As the word "meet" is used in the context of the statute it suggests the full gathering as a deliberating body engaged in the function of drafting the Constitution. It is the Convention that shall meet for not more than 75 days. The conducting of public hearings is not a meet of the Convention.

(a) As I interpret Chapter 46, the act setting up the drafting of the Constitution for the State of Alaska, a recess is authorized "for the purpose of holding public hearings." However, it is readily recognized that all members will not be engaged in such a function. Therefore, several delegates may be faced with the alternative of remaining in

\*\* Written opinion will be delivered on December 11 or 12.

Fairbanks or returning to their place of residence. Under these circumstances and recognizing the absence of any intentional avoidance of the duties of office, I am of the opinion that the delegates are entitled to be reimbursed for the actual travel costs while going to and returning from their homes during the recess together with a per diem of twenty dollars (\$20.00) for each day involved in such travel. However, as I read the act, they are not entitled to receive any compensation for that time spent in travel; nor may they be given any per diem while at their place of residence.

(b) If during the recess a delegate participates in a public hearing scheduled by the Convention, he is entitled to receive compensation and per diem for the actual days devoted to such hearings. I feel it is implied that a delegate has a right to be paid for services rendered in the furtherance of his official duties, which by statute specifically includes the holding of such public hearings.

Furthermore, I interpret Section 19 as authorizing the reimbursement to delegates of the actual cost of travel, together with the allowance of a per diem during such time as they are going to a hearing and returning to their homes or to the Convention. However, once again, I conclude they are not permitted to be paid any compensation during such travel.

(c) In sub-section (a) above a delegate not scheduled to take part in a hearing is faced with the alternative of remaining



in the Fairbanks area or returning to his place of residence. Consistent with the discussion in sub-section (a) I am of the opinion that those delegates whose normal place of residence is outside the Fairbanks area, are entitled to per diem for those days spent in that city.

(d) As a matter of law, the rate of compensation for per diem must be twenty dollars (\$20.00) per day and fifteen dollars (\$15.00) a day compensation. Use of the word "shall" in the act makes this mandatory and does not permit deviation therefrom."

C C  
Secret  
Date 1/60

CONCLUSIONS OF OPINION AS TELEPHONED TO PRESIDENT WM. A. EGAN BY HENRY CAMAROT OF THE TERRITORIAL ATTORNEY GENERAL'S OFFICE, JUNEAU, ALASKA ON SATURDAY, DECEMBER 10, 1955 \*

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\* Written opinion will be delivered on December 11 or

12, at

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TERRITORY OF ALASKA  
Office of  
ATTORNEY GENERAL  
JUNEAU

J. Gerald Williams  
Attorney General

David J. Pree  
Assistant Attorney General

Henry J. Camarot  
Assistant Attorney General

Edward A. Merdes  
Assistant Attorney General

December 9, 1955

Honorable William A. Egan, President  
Alaska Constitutional Convention  
University of Alaska  
College, Alaska

Re: Interpretation of Chapter 46, SLA 1955

Dear Mr. Egan:

This is in reply to your letters of December 3 and  
December 5, 1955, wherein you ask the following questions:

1. "Are the remarks made by delegates of the Alaska Constitutional Convention on the Convention floor and at public hearings of Convention Committees entitled to privileges and immunities similar to the remarks of members of the territorial legislature made on the floor of the legislature and at public hearings of legislative committees?
2. "Assuming that the Convention adopts a program to recess for a period of fifteen (15) days for the purpose of holding public hearings in various parts of Alaska, are we correct in assuming that the period of recess does not count as a part of the seventy-five (75) days which the Convention is authorized to meet? If the following arrangements for compensation, per diem, and costs of travel during the recess period are approved by the convention, would there be, in your opinion, any legal objection thereto?
  - a. That the delegates shall be entitled to reimbursement for their actual travel costs going to and returning from their homes for the recess and to compensation and per diem for the days involved in such travel.



Honorable William A. Egan  
December 9, 1955  
Page 2

b. That the delegates who participate in public hearings scheduled by the convention will be entitled to compensation and per diem for the actual days devoted to such hearings which shall not exceed the number of days approved in advance by the convention. If the site of the hearings is away from their homes, they shall also be entitled to reimbursement for the actual cost of travel going to the hearings and returning to their homes or to the convention.

c. That those delegates whose normal residence is outside the Fairbanks area and who are unable to return thereto during the recess period, shall be entitled to per diem for the days of convention recess spent in the Fairbanks area.

d. That the rate of compensation and per diem shall be those established in the convention enabling act."

Answering each question in the same order as they are set forth in your letters, you are advised as follows:

I.

Initially, it is noted that Chapter 46, Session Laws of Alaska, 1955, the Constitutional enabling act, does not extend any privilege or immunities to the delegates for any words uttered in the discharge of their official duties.<sup>1/</sup> For this reason, the common law, which is applicable within the Territory, must be examined to determine if such privilege or immunity exists. Section 2-1-2 ACLA 1949 makes the common law applicable to Alaska.

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<sup>1/</sup> Compare Section 12 of the Organic Act for the Territory of Alaska, which states:

"That no member of the legislature shall be held to answer before any other tribunal for any words uttered in the exercise of his legislative functions.\*\*\*"

Also, see Article I, Section 6 of the United States Constitution, which provides:

"\*\*\*for any Speech or Debate in either house, (the Senators and Representatives) they shall not be questioned in any other Place."

I believe it hardly subject to argument that the privilege or immunity sought is primarily to allow delegates to the Convention to speak their minds freely and exercise their respective functions in drafting a Constitution for the State of Alaska without incurring the risk of an action for the recovery of damages. This freedom from libelous or slanderous legal action will contribute greatly to freedom of expression.

The statements and communications by members of any public governing or deliberative body are divided into two main general classes, namely:

- (1) Those that are absolutely privileged, and
- (2) Those that are qualifiedly or conditionally privileged.

An absolute privilege affords a complete defense to a libel or slander lawsuit and even the existence of malice will not destroy such an absolute privilege. Ryan v. Wilson, 300 N.W. 707, 712; Robinson v. Home Fire and Marine Ins. Co., 59 N.W. 2d 776.

It may be generally stated that the occasion and the office afford the test as to whether an alleged slanderous or libelous statement may be absolutely privileged, conditionally privileged, or not at all privileged. Ryan v. Wilson, supra.

The doctrine of privileged communication is based upon public policy. This is especially true in cases of absolute privilege, where the interests and the necessities of society require that on certain occasions, utterances or publications of individuals, even though they are both false and maliciously made, shall protect the defamer from all liability to prosecution. Ryan v. Wilson, supra; Newell on Slander and Libel, 4th Ed., Section 349; Tanner v. Stevenson, 128 S.W. 878.

It is usually held that the public welfare alone justifies the privilege and on occasions some persons who are members of such public bodies, should be allowed to express their sentiments fully and fearlessly upon all questions and subjects. Mills v. Denny, 63 N.W. 2d 222, 48 A.L.F. 2d 933.

Honorable William A. Egan  
December 9, 1955  
Page 4

This rule should be and usually is confined strictly to cases in which the public service requires complete immunity to legislatures in debate. Ryan v. Wilson, supra. Most courts as well as textbook writers agree that this privilege is and must be restricted to narrow limits. Absolute immunity, it seems, should be confined to cases where there is supervision and control by other authorities, such as courts of justice, where proceedings are under the able and controlling influence of a learned judge, who may reprimand, fine and punish as well as expunge from records statements of those who exceed proper bounds, and who may themselves be disciplined when necessary. The same is true in federal and state legislatures, and their committees, where the decorum is under the watchful eye of presiding officers and records may be stricken and the offending member punished. Mills v. Denny, supra.

The rule is quite well settled that in final analysis the question as to whether or not there is a privilege, absolute or qualified, under the circumstances or occasion involved is for the court to decide. Robinson v. Home Fire and Marine Ins. Co., supra; Ryan v. Wilson, supra; Mills v. Denny, supra.

The general rule is that that defamatory statements uttered by members of Congress or of state or territorial legislatures in the performance of their legislative function is absolutely privileged. Tenney et al. v. Brandhove, 341 U.S. 367; 3 Restatement of the Law of Torts, Sec. 590, p. 236; 40 A.L.R. 2d 941 (Arno.).

The reason for the privilege is clear. It was well summarized by James Wilson, an influential member of the Committee of Detail which was responsible for the provision in the Federal Constitution. "In order to enable and encourage a representative of the public to discharge his public trust with firmness and success, it is indispensably necessary, that he should enjoy the fullest liberty of speech, and that he should be protected from the resentment of every one, however, powerful, to whom the exercise of that liberty may occasion offense." II Works of James Wilson, (Andrews Ed 1896) 38; Tenney v. Brandhove, supra.

In the time allowed, no case was found extending such common law privileges and immunities to delegates of a Constitutional Convention. However, in analyzing the nature of such a body, it is inescapable that, at the very minimum

Honorable William A. Egan  
December 9, 1955  
Page 5

it has the very basic and fundamental powers and rights within its jurisdiction as are likewise vested in the Congress of the United States and the Legislature for the Territory of Alaska.

In Goodrich v. Moore, 72 Am. Dec. 74, the Supreme Court of Minnesota declared that a constitutional convention is the "highest legislative assembly recognized in law." In Frantz v. Autry, 91 P. 193, 202, the Court held that:

"In a Territory, the source of all power is Congress. But in the formation of a Constitution and state government the power emanates from the people."

The Court further held that the delegates to the convention were the immediate representatives of the people of the "two Territories" (Territory of Oklahoma and the Indian Territory) and that the convention "was created by the direct action of the people, and in the discharge of its powers, duties and obligations it performs one of the highest and most important acts of popular sovereignty." In Sproule v. Fredericks, 11 S. 472, the Supreme Court of Mississippi, in discussing the powers of the convention said:

"It is the highest legislative body known to freemen in a representative government. It is supreme in its sphere, It wields the powers of sovereignty, specially delegated to it, for the purpose and the occasion, by the whole electoral body, for the good of the whole commonwealth."

Based on the above premise, that the delegates to the convention are serving, by any interpretation, in at least an equal or comparable capacity as members of the Congress and the legislature, I am of the opinion that remarks made by them on the convention floor and in the discharge of their duties of office at any public hearing should be afforded an absolute privilege. This conclusion is also supported by Judge Jameson, quoted by you in your letter, wherein he fully endorses granting members of a convention the same immunities and privileges allowed jurors, witnesses and legislators.

## II.

The questions under Paragraph 2 of your letter are primarily a matter of statutory construction. The following



Honorable William A. Egan  
December 9, 1955  
Page 6

provisions of Chapter 46, SLA 1955, are pertinent to the discussion herein:

"Section 1. \*\*\* The convention shall meet for not more than seventy-five days but may, at its discretion, recess for a period of not to exceed fifteen days for the purpose of holding public hearings in Alaska on proposed provisions of the constitution."

"Section 18. The convention shall have power to incur such expenses as may be necessary, including but not limited to expenses for employment of such clerical, technical, and professional personnel as it may require, in order to exercise the powers conferred and to perform the duties imposed by this Act."

"Section 19. The delegates shall receive a per diem of twenty dollars for each day in attendance at, including time spent going to and returning from, the convention; and they shall be reimbursed for their actual travel costs incurred in attending upon their duties as delegates. In addition they shall receive for their services the sum of fifteen dollars per day as compensation for each day's attendance while the convention is in session."

The primary rule of construction is to ascertain and declare the intention of the legislature and carry such intention into effect to the fullest degree. 50 Am. Jur. 200, Statutes, Section 223. The legislative will is the all-important factor. Juneau Spruce Corporation v. International Longshoremen's and warehousemen's Union, 12 A. 200, 83 F. Supp. 224.

All laws are to be given a sensible construction. United States v. Katz, 271 U.S. 354. Where the language of a statute leads to an absurdity or hardship presumably not intended, it may be construed by modifying its words so as to carry out the real intention. Cf. Tolsom v. United States, 160 U.S. 121. Interpretational inconsistencies must be avoided and all parts of the statute must be harmonized to reach the real



Honorable William A. Egan  
December 9, 1955  
Page 7

intent of the legislature. Iglehart v. Iglehart, 204 U.S. 473, 51 L. Ed. 525.

I am of the opinion that under Section 1, quoted above, the Convention is authorized to meet for a period not exceeding seventy-five days, exclusive of the time allowed for a recess. As the word "meet" is used in the context of the statute, it suggests the full gathering of the delegates as a deliberating body engaged in the function of drafting a Constitution. It is the Convention that "shall meet for not more than seventy-five days"; the conducting of public hearings is not a meeting of the Convention.

(a) As I interpret Chapter 46, a recess is authorized "for the purpose of holding public hearings." However, it is readily recognized that all members will not be engaged in such a function. Therefore, several delegates may be faced with the alternative of remaining in Fairbanks or returning to their place of residence. <sup>2/</sup> Under these circumstances, and recognizing the absence of any intentional avoidance of the duties of office, I am of the opinion that the delegates are entitled to be reimbursed for the actual travel costs incurred while going to and returning from their homes during the recess together with a per diem of \$20.00 for each day involved in such travel. However, as I read the Act, they are not entitled to receive any compensation for that time spent in travel; nor may they be given any per diem while at their place of residence.

(b) If, during the recess, a delegate participates in a public hearing scheduled by the Convention, he is entitled to receive compensation and per diem for the actual days devoted to such hearings. I feel it is implied that a delegate has the right to be paid for services rendered in the furtherance of his official duties, which by statute specifically includes the holding of such public hearings. Consider Section 18.

Furthermore, I interpret Section 19 as authorizing

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<sup>2/</sup> If a delegate remains in Fairbanks, he is entitled to receive a per diem allowance of \$20.00; however, no travel expenses are charged against the Convention's appropriation. On the other hand, if he returns to his place of residence travel expenses will be incurred, while a certain portion of the per diem otherwise allowed, will be saved.

Honorable William A. Egan  
December 9, 1955  
Page 8

the reimbursement to delegates of the actual cost of travel, together with the allowance of a per diem during such times as they are going to a hearing and returning to their homes or to the Convention. However, once again, I conclude they are not permitted to be paid any compensation during such travel.

(c) As discussed in subsection (a) above, a delegate not scheduled to take part in a hearing is faced with the alternative of remaining in the Fairbanks area or returning to his place of residence. Consistent with the discussion in subsection (a), I am of the opinion that those delegates whose normal place of residence is outside the Fairbanks area are entitled to per diem for those days spent in that city.

(d) As a matter of law, the rate of compensation and per diem must be \$20.00 a day per diem and \$15.00 a day compensation. Use of the word "shall" in the Act makes this mandatory and does not permit deviations therefrom.

Very truly yours,

J. GERALD WILLIAMS  
Attorney General

By:

*Henry J. Camarot*  
Henry J. Camarot  
Assistant Attorney General

HJC:mez

Constitutional Convention  
 Secretariat/31  
 December 12, 1955

SUBJECT: Financial Report

There is set forth below an estimate of the actual financial obligations of the Constitutional Convention to date plus the estimated obligations to be incurred through the recess period.

	<u>Amount Budgeted</u>	<u>Estimate of Amount Obligated</u>	<u>Balance Available</u>
<b>A. Delegates</b>			
1. Salaries	61,325.00	34,440.00	26,885.00
2. Per Diem	86,900.00		
(Transferred from Miscellaneous Fund)	1,720.00	47,751.72	40,868.28
3. Travel	6,000.00		
(Transferred from Miscellaneous Fund)	3,182.98	9,182.98	.00
4. Social Security	<u>1,247.00</u>	<u>688.80</u>	<u>558.20</u>
Total	<u>160,374.98</u>	<u>92,063.50</u>	<u>68,311.48</u>
<b>B. Secretariat</b>			
1. Salaries	30,133.00		
(Transferred from Miscellaneous Fund)	1,606.00	14,166.50	17,572.50
2. Other Staff Expenses	3,500.00		
(Transferred from Miscellaneous Fund)	32.12	261.50	3,270.62
3. Technical & Consulting Services	25,000.00	12,853.00	12,147.00
4. Equipment	1,500.00	414.00	1,086.00
5. Supplies & Postage	3,500.00	2,126.52	1,373.48
6. Recording	8,000.00	2,760.00	5,240.00
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
Total	<u>74,646.12</u>	<u>33,956.52</u>	<u>40,689.60</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution & Election on Ratification	6,000.00		
(Transferred from Miscellaneous Fund)	3,000.00	.00	9,000.00
2. Miscellaneous	27,520.00		
(Less transfer for recess expenses)	- 6,541.10		
(Less transfer for Election on Ratifica- tion)	<u>- 3,000.00</u>	<u>525.30</u>	<u>17,453.60</u>
Total	<u>26,978.90</u>	<u>525.30</u>	<u>26,453.60</u>
<b>GRAND TOTAL</b>	<u>262,000.00</u>	<u>126,545.32</u>	<u>135,454.68</u>

Constitutional Convention  
Secretariat/32  
December 13, 1955

AGENDA

MEETING OF COMMITTEE CHAIRMEN

1:00 PM, Tuesday, December 13, 1955  
Room 208, Constitution Hall

1. Check list of Constitutional provisions.
2. Plans for hearings during recess.

ASSIGNMENT OF 8TH GRADE LUNCHEON GUESTS

December 15, 1955

Armstrong, R. Rolland Awes, Dorothy J.	}	Charles Ash
Barr, Frank Boswell, John C.	}	Fred Brown
Buckalew, Seaborn J. Coghill, John B.	}	Raymond Flennaugh
Collins, E. B. Cooper, George D.	}	Jerry Hinkle
Cross, John M. Davis, Edward V.	}	Jesse Jefferson
Doogan, James P. Emberg, Truman C.	}	Arthur Mayo
Fischer, Helen Fischer, Victor	}	Michael Narkiewicz
Gray, Hugh Douglas Harris, Thomas C.	}	Joseph Smith
Hellenthal, John S. Hermann, Mildred R.	}	Victor Tegoseak
Hilscher, Herb Hinckel, Jack	}	Ronald Hinkle
Hurley, James Johnson, Maurice T.	}	Andrew Whelchel
Kilcher, Yule F. King, Leonard H.	}	Patricia Beagle
Knight, William W. Laws, W. W.	}	Norma Bewley
Lee, Eldor R. Londborg, Maynard D.	}	Ruth Butler



ASSIGNMENT OF 8TH GRADE LUNCHEON GUESTS

December 15, 1955

McCutcheon; Steve McLaughlin, George	)	Marie Clement
McNealy, Robert J. McNees, John A.	)	Barbara Fritsch
Marston; M. R. Metcalf, Irwin L.	)	Carita Hartwell
Nerland, Leslie Nolan, James	)	Anita Harwood
Nordale, Katherine Peratrovich, Frank	D.)	Charlotte Kokrine
Poulsen, Chris Reader, Peter L.	)	Judith Lawrence
Riley, Burke Rivers, Ralph J.	)	Sharon Ledingham
Rivers, Victor C. Robertson, R. E.	)	Sandra McDaniels
Rosswog, John H. Smith, W. O.	)	Harriet McGahey
Stewart, B. D. Sundborg, George	)	Sheila McKeag
Sweeney, Dora M. Taylor, Warren A.	)	Judy Neff
VanderLeest, H. R. Walsh, M. J.	)	Marjorie Smith
White, Barrie M. Wien, Ada B.	)	Janet Strand
Mr. President	)	Mrs. Jones and Marjorie Thomas

**SUBJECT: Financial Report**

There is set forth below an estimate of the actual financial obligations of the Constitutional Convention through January 7, 1956.

	<u>AMOUNT BUDGETED</u>	<u>ESTIMATE OF AMOUNT OBLIGATED</u>	<u>BALANCE AVAILABLE</u>
<b>A. Delegates</b>			
1. Salaries	61,325.00	37,806.00	23,519.00
2. Per Diem	88,620.00	52,071.72	36,548.28
3. Travel	9,182.98	9,182.98	.00
4. Social Security	<u>1,247.00</u>	<u>754.80</u>	<u>492.20</u>
<b>Total</b>	<u>160,374.98</u>	<u>99,815.50</u>	<u>60,559.48</u>
<b>B. Secretariat</b>			
1. Salaries	31,739.00	15,648.80	16,090.40
2. Other Staff Expenses	3,532.12	289.90	3,242.22
3. Technical and Consulting Services	25,000.00	14,448.00	10,552.00
4. Equipment	1,500.00	464.00	1,036.00
5. Supplies and Postage	3,500.00	2,781.68	718.12
6. Recording	8,000.00	4,362.14	3,637.86
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
<b>Total</b>	<u>74,646.12</u>	<u>39,369.52</u>	<u>35,276.60</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution and Election on Ratification	9,000.00	.00	9,000.00
2. Miscellaneous	<u>17,978.90</u>	<u>944.30</u>	<u>17,034.60</u>
<b>Total</b>	<u>26,978.90</u>	<u>944.30</u>	<u>26,034.60</u>
<b>Grand Total</b>	<u>262,000.00</u>	<u>140,129.32</u>	<u>121,870.68</u>

SUBJECT: Financial Report

There is set forth below an estimate of the actual financial obligations of the Constitutional Convention through January 14, 1956.

	<u>Amount Budgeted</u>	<u>Estimate of Amount Obligated</u>	<u>Balance Available</u>
<b>A. Delegates</b>			
1. Salaries	61,325.00	43,581.00	17,744.00
2. Per Diem	88,620.00	61,671.72	26,948.28
3. Travel	9,182.98	9,182.98	.00
4. Social Security	<u>1,247.00</u>	<u>870.30</u>	<u>376.70</u>
Total	<u>160,374.98</u>	<u>115,306.00</u>	<u>45,068.98</u>
<b>B. Secretariat</b>			
1. Salaries	31,739.00	17,821.60	13,917.40
2. Other Staff Expenses	3,532.12	333.36	3,198.76
3. Technical & Consulting Expenses	25,000.00	16,488.00	8,512.00
4. Equipment	1,500.00	638.00	862.00
5. Supplies & Postage	3,500.00	2,625.48	874.52
6. Recording	8,000.00	6,867.74	1,132.26
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
Total	<u>74,646.12</u>	<u>46,149.18</u>	<u>28,496.94</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution & Election on Ratification	9,000.00	.00	9,000.00
2. Miscellaneous	<u>17,978.90</u>	<u>956.30</u>	<u>17,022.60</u>
Total	<u>26,978.90</u>	<u>956.30</u>	<u>26,022.60</u>
<b>GRAND TOTAL</b>	<b>262,000.00</b>	<b>162,411.48</b>	<b>99,588.52</b>

Constitutional Convention  
 Secretariat/35  
 January 24, 1956

**SUBJECT: Financial Report**

There is set forth below an estimate of the actual financial obligations of the Constitutional Convention through January 21, 1956.

	<u>Amount Budgeted</u>	<u>Estimate Amount Obligated</u>	<u>Balance Available</u>
<b>A. Delegates</b>			
1. Salaries	61,325.00	49,356.00	11,969.00
2. Per Diem	88,620.00	69,371.72	19,248.28
3. Travel	9,182.98	9,182.98	.00
4. Social Security	<u>1,247.00</u>	<u>985.80</u>	<u>261.20</u>
Total	<u>160,374.98</u>	<u>128,896.50</u>	<u>31,478.48</u>
<b>B. Secretariat</b>			
1. Salaries	31,739.00	20,088.60	11,650.40
2. Other Staff Expenses	3,532.12	378.70	3,153.42
3. Technical & Consulting Services	25,000.00	18,773.00	6,227.00
4. Equipment	1,500.00	720.00	780.00
5. Supplies & Postage	3,500.00	3,027.13	472.87
6. Recording	8,000.00	5,216.74	2,783.26
7. Postage for Delegates	<u>1,375.00</u>	<u>1,375.00</u>	<u>.00</u>
Total	<u>74,646.12</u>	<u>49,579.17</u>	<u>25,066.95</u>
<b>C. Other Convention Costs</b>			
1. Printing of Constitution & Election on Ratification	9,000.00	.00	9,000.00
2. Miscellaneous	<u>17,978.00</u>	<u>5,201.72</u>	<u>12,777.18</u>
Total	<u>26,978.90</u>	<u>5,201.72</u>	<u>21,777.18</u>
<b>GRAND TOTAL</b>	<u><u>262,000.00</u></u>	<u><u>183,677.39</u></u>	<u><u>78,322.61</u></u>

To the best of my knowledge, all copies of Secretariat/36, a memorandum to committee chairmen from the technical staff, dealing with criticisms and comment on the entire constitution, as received from the printer ~~xxxxxxxxxxxx~~ Friday, February 3, were destroyed.