

FOLDER NO.

202

Documents issued by the Committee on Administration
will be found among the numbered Convention documents,
financial reports, resolutions, etc.

PROGRAM

1. "Star Spangled Banner" Band
2. Convention called to order
3. Invocation - (who?) Gordon, Bishop
Roll call.
4. ~~Brief remarks by two or three delegates.~~
5. Signing by delegates.
6. (Possible) prayer of dedication. Stockeering
7. Statement by President
8. Statement of Governor
9. Benediction - (who?) Kleason, Bishop
10. ~~Alaska's Flag~~ "Alaska's Flag" choir
11. Adjournment

Note: Possible schedule, but needs consideration
as to order of events, additional items, etc.

Administration - Miscellaneous
Committee on

PROPOSED RESOLUTION (No. 10)

CONVENTION RECESS

WHEREAS the Act providing for this Constitutional Convention permits the Convention to recess for a period of not to exceed fifteen days for the purpose of holding public hearings in Alaska;

WHEREAS, all substantive committees of the Convention plan to recommend articles for inclusion in the Constitution prior to December 19;

WHEREAS, the holding of public hearings by as many delegates as practicable in communities throughout Alaska after December 19 will permit delegates to gain valuable insights into public reaction to the Committee proposals and to enable ^{them} ~~us~~ to act more wisely on these proposals prior to their final adoption by the Convention;

THEREFORE BE IT RESOLVED:

1. That the Convention recess from December 19, 1955 to January ²⁴ ~~2~~, 195⁶, inclusive, for the purpose of holding public hearings in Alaska on proposed provisions of the Constitution;
2. That hearings be held by such delegates at such times and places as the Convention shall approve;
3. 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. _{lost}

Administration - Miscellaneous
Committee on

4. 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.

5. 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.

6. That the rate of compensation and per diem shall be those established in the Convention Enabling Act.

8/12/2000
3/20/01

Administration - Miscellaneous
Committee on

ADMINISTRATIVE COMMITTEE REPORT NO. 3

Mr. President:

Your committee on administration respectfully submits the following report for the week of November 14 to 18, 1955.

The officers of the Administrative Committee consist of John Coghill, Chairman, Herb Hilscher, Vice Chairman, and Dora M. Sweeney, Secretary.

The committee felt that it would be advisable to dress up the Convention Hall and therefore has ordered additional American flags and Alaskan flags.

The Administrative Committee will make a weekly report to the convention on finances, personnel, et cetera.

The committee wishes to report that the secretariat is completely organized, job descriptions have been care of by the committee and Mr. Tom Stewart is in charge of the mechanics of operating the secretariat.

Memos have been distributed to the delegates concerning the use of the library and securing of consultants.

The administrative committee wishes to advise the delegates that a clip file of items from territorial newspapers is being kept in the library.

The Administrative Committee has worked out with the Secretary a method of supervision of official business long distance calls and telegrams, and a memo to that effect is forthcoming.

John Coghill
Chairman

Administration - Miscellaneous

PROPOSALS FOR RECORDING PLENARY SESSIONS
OF THE ALASKA CONSTITUTIONAL
CONVENTION

A. 1. Basic Installation Charge -(Equipment would be purchased and owned by the Convention)

High Level Mixing Recording Amplifier	\$ 485.00
Recorder Mechanisms (2)	730.00
Throw Over Switch	49.00
Adapter Panels (3 sets)	30.00
Microphones (7)	595.00
Floor stands (5)	82.50
Goosenecks (5)	15.00
Gooseneck Adapters (5)	2.50
4 Channel Mixer	385.00
Miscellaneous - cords, plugs	<u>75.00</u>
	\$2,449.00

In addition to Air Transportation, long distance calls, etc.

2. Hourly Rate - \$31.20

B. KFAR would assume cost of equipment and would retain ownership of equipment for a guarantee of 150 recording hours at \$31.20 an hour, in addition to \$6.00 rental charge per hour, or \$37.20 per hour.

Total charge to Convention for minimum period would then be \$5,580.00.

Dupes (\$1800) labor & tapes
~~2~~
~~36~~
~~36~~
 180
 202
 2700

2700
\$ 8,380.00

Committee on Administration - Miscellaneous

7

100 copies

Constitutional
Report 1
Comm. on Admin.
Convention

REPORT
OF THE
COMMITTEE ON ADMINISTRATION

November 12, 1955

Mr. President: Your committee on Convention Administration, respectfully submits the following report:

For purposes of planning the balanced and coordinated use of the Convention appropriations so as to carry out the intent of Chapter 46, SLA 1955, your committee has prepared a tentative allocation of the funds available to the Convention. This allocation is predicated on the possibility of the Convention's lasting the full period of 75 days and therefore indicates the maximum liabilities which might be incurred. The budget is not intended to restrict the later adjustment of particular items, should necessities demand changes, and does not by this allocation authorize any expenditure of funds, without the approval of the Convention. The tentative allocation is as follows:

TENTATIVE ESTIMATE OF COSTS

<u>APPROPRIATION FOR CONVENTION</u>	\$ 300,000.
Less: Estimated election expenses	38,000.
	<hr/>
	\$ 262,000.

Administration - Miscellaneous
Committee on

2

ESTIMATED CONVENTION COSTS

A. DELEGATES

- 1. Salary @ \$15.00 per day for 79 days \$ 65,175.
- 2. Per Diem @ \$20.00 per day for 79 days 86,900.
- 3. Travel of Delegates (1 round trip) 6,000.
- 4. Social Security contribution 1,304.

Estimated Total Expenses of Delegates \$159,379.

B. SECRETARIAT (80 days)

- 1. Personal Services of Administrative Staff
 - 1 Chief Clerk @ \$30.00 per day \$ 2,400.
 - 1 Assistant Chief Clerk @ \$24.00 per day 1,920.
 - 1 Sergeant-at-Arms @ \$21.00 per day 1,680.
 - 4 Stenographers @ \$22.00 per day 7,040.
 - 3 Clerk Typists @ \$21.00 per day 3,360.
 - 1 Mimeograph Operator @ \$21.00 per day 1,680.
 - 1 Doorkeeper @ \$18.00 per day 1,440.
 - 1 Messenger @ \$18.00 per day 1,440.
 - 1 Message Center Chief @ \$21.00 per day 1,680.
 - 1 Recording Clerk @ \$25.00 per day 2,000.
 - 1 Librarian - Research Assistant @ \$25.00 per day 2,000.
- 2. Salary of Secretary @ \$31.66 per day plus \$12.00 per diem 3,493.

TOTAL Personal Services \$30,153.

- 3. Other Staff expenses, including travel and Social Security \$ 3,500.
- 4. Technical and Consulting Services 25,000.
- 5. Equipment 1,500.
- 6. Supplies and Postage 3,500.
- 7. Recording 8,000.
- 8. Postage for Delegates 1,375.

TOTAL Secretariat Expenses \$73,026.

C. OTHER CONVENTION COSTS

- 1. Printing of Constitution \$ 6,000.
- 2. Miscellaneous ~~23,593~~

24,613

GRAND TOTAL:
Estimated Convention ~~Cost~~ #262,000

Committee on Administration - Miscellaneous

3

EXPLANATION OF ALLOCATIONS

APPROPRIATIONS FOR CONVENTIONS. The appropriation of \$300,000 ^{was} initially diminished ^{approximately} \$38,000 by the expenses of the election of Delegates, and there is now available to the Convention \$262,000.

ESTIMATED CONVENTION COSTS:

A. DELEGATES: The costs indicated in this item are fixed by the terms of Chapter 46, SLA 1955. 79 days are shown to include four extra days for travel to and from the Convention.

B. SECRETARIAT:

This item is recommended as the table of organization of permanently ~~assigned~~ assigned staff personnel, with salary figures as shown. The salary scale is based on the schedule used by the 1955 Alaska Legislature for similar positions, plus a 15% increase. This increased scale is recommended because of the temporary and specialized nature of the work, and the increase is commensurate with that allowed to teachers in the Second and Fourth Divisions of the Territory as compared to teachers in the First Division. The Committee recommends that the employment and discharge of staff employees be placed in the discretion of the Secretary. It is contemplated that some ^{of the} positions indicated may not be filled until the work load increases, and recommendations for additional part-time personnel may be later made. The salaries indicated would be paid for each calendar day during the full session of the Convention except for any recess called pursuant to Section 1 of Chapter 46, SLA 1955. No overtime salaries

Administration
Committee on

(4)

will be paid, but the personnel will be engaged with the understanding that overtime work necessary is ~~expended~~ compensated for by the regular salary.

2. Salary of the Secretary. The Committee recommends that ~~in~~ the salary of the Secretary, as stated in the estimate of costs, which is the same amount received in his capacity as Executive Officer of the Alaska ~~Statehood~~ Statehood Committee be continued together with the regular Territorial per diem of \$12.00; and it further recommends that this salary be paid by reimbursing the Statehood Committee for such salary and per diem for the period commencing November 8, 1955, to the time of final adjournment of the Convention.

3. The item for other staff expenses is intended to cover any contingent expenses that may arise and be authorized for payment by the Committee on Administration.

4. The item tentatively allocated for technical and consulting services is shown in the same amount as was budgeted in the report of the Statehood and Federal Relations Committees of the 1955 Legislature to the full Legislature in recommending the appropriation of \$300,000. When technical and consulting services may be requested by the Convention, this amount will be available.

5. The item tentatively allocated for equipment is to cover the obtaining of typewriters, mimeograph machines and such other equipment and furniture as may be necessary.

Sec. II. Committee on Administration - Miscellaneous

(5)

6. The item tentatively allocated for supplies and postages is to cover the purchase of stationery supplies of all kinds, including letterhead stationery for the Convention for the use of Delegates bearing the names of all Delegates on a margin, postage for official mail of the Convention, and other necessary supplies.
7. The recording item is allocated for the possibility of the making of a tape recording of the plenary sessions.
8. The item for postage is allocated as an allowance for postage of \$25 for each Delegate.

C. OTHER CONVENTION COSTS:

1. The item for printing of the Constitution is intended to provide for the printing of copies of the Constitution as finally adopted.
2. The item for miscellaneous expenses is the otherwise unallocated balance of available convention funds.

OTHER MATTERS

It was further determined to recommend as follows:

1. Weekly Pay: That all employees ^{and Delegates} be paid weekly.
2. Committee Rooms: That the recommendations of the Secretary as to committee room locations be accepted and the Secretary asked to report said room assignments to committee Chairman.
3. Lockers for Delegates: That lockers be provided for each delegate without cost to the body except for damage.
4. Bus Transportation: That the secretary make recommendation

Committee on Administration - Miscellaneous

6
to the committee as to daily bus transportation for delegates and for administrative and technical staff, at the expense of the delegates or staff.

5. Privacy of Convention Floor: That the floor of the Convention Hall be appropriately designated by ropes across posts.
6. Expenditure of Funds: That the secretary be authorized to incur obligations for purposes budgeted, for the period November, 8, 1955 to date of final adjournment, provided that approval of the Committee on Administration is first obtained as to any one item exceeding one hundred dollars in cost.
7. Reports and Records: That the Secretary maintain such records and render such reports on financial matters as may be requested by the Committee.
8. Flags: That suitable Alaskan and American flags be procured for the Convention Hall.
9. Desks and Chairs: That the matter of desks and larger chairs for delegates be explored.
10. Daily Prayers: That henceforth prayers imploring the assistance of Almighty God and His blessings on our deliberations be held in the Assembly every morning before undertaking the daily business of the body, and that one or more of the clergy of the area be invited to officiate in that service and that the Secretary be requested to make the necessary arrangements.

EXPLANATION OF ALLOCATIONS

APPROPRIATIONS FOR CONVENTION: The appropriation of \$300,000 approximately was initially diminished ~~by~~ \$38,000 by the expenses of the election of Delegates, and there is now available to the Convention \$262,000.

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Administration - Miscellaneous

will be paid, but the personnel will be engaged with the understanding that overtime work necessary is ~~REVENUE~~ compensated for by the regular salary.

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Committee on Administration - Miscellaneous

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4. Bus Transportation: That the secretary make recommendation

to the committee as to daily bus transportation for delegates and for administrative and technical staff, at the expense of the delegates or staff.

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Committee on Administration - Miscellaneous

ESTIMATED CONVENTION COSTS

A. DELEGATES

1. Salary @ \$15.00 per day for 79 days	\$ 65,175. ^{61,325}
2. Per Diem @ \$20.00 per day for 79 days	86,900.
3. Travel of Delegates (1 round trip)	6,000.
4. Social Security contribution	1,304. ^{1,247}

Estimated Total Expenses of Delegates ~~\$159,379.~~

B. SECRETARIAT (80 days)

1. Personal Services of Administrative Staff	
1 Chief Clerk @ \$30.00 per day	\$ 2,400.
1 Assistant Chief Clerk @ \$24.00 per day	1,920.
1 Sergeant-at-Arms @ \$21.00 per day	1,680.
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1 Doorkeeper @ \$18.00 per day	1,440.
1 Messenger @ \$18.00 per day	1,440.
1 Message Center Chief @ \$21.00 per day	1,680.
1 Recording Clerk @ \$25.00 per day	2,000.
1 Librarian - Research Assistant @ \$25.00 per day	2,000.
2. Salary of Secretary @ \$31.66 per day plus \$12.00 per diem	3,493.

TOTAL Personal Services \$30,133.

3. Other Staff expenses, including travel and Social Security \$ 3,500.

4. Technical and Consulting Services 25,000.

5. Equipment 1,500.

6. Supplies and Postage 3,500.

7. Recording 8,000.

8. Postage for Delegates 1,375.

TOTAL Secretariat Expenses \$73,008.

C. OTHER CONVENTION COSTS

1. Printing of Constitution	\$ 6,000.
2. Miscellaneous	23,593.

GRAND TOTAL:
Estimated Convention Costs \$262,000.

~~Report 1~~
~~Comm. on Admin.~~

Constitutional Con-
Convention

REPORT
OF THE
COMMITTEE ON ADMINISTRATION

November 12, 1955

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Committee on Administration - Miscellaneous

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Committee on Administration - Miscellaneous

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1 Recording Clerk @ \$25.00 per day	2,000.
1 Librarian - Research Assistant @ \$25.00 per day	2,000.

2. Salary of Secretary @ \$31.66 per day plus \$12.00 per diem	3,493.
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TOTAL Personal Services ¹³³ ~~\$30,173.~~ \$30,173.

3. Other Staff expenses, including travel and Social Security	\$ 3,500.
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4. Technical and Consulting Services	25,000.
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5. Equipment	1,500.
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6. Supplies and Postage	3,500.
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7. Recording	8,000.
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8. Postage for Delegates	1,375.
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TOTAL Secretariat Expenses ⁰ ~~\$73,028.~~ \$73,028.

C. OTHER CONVENTION COSTS

1. Printing of Constitution	\$ 6,000.
2. Miscellaneous	23,593 24,613

GRAND TOTAL:
Estimated Convention Costs #262,000.

Administration - Miscellaneous
Committee on

EXPLANATION OF ALLOCATIONS

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Committee on Administration - Miscellaneous

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Committee on Administration - Miscellaneous

B. SECP TARIAT (80 days)

<i>Personnel Services of administrative staff</i>		
1	Chief Clerk @ \$30.00 per day	2,400.
1	Sgt-at-arms @ \$21.00 per day	1,680.
4	Stenographers @ \$22.00 per day	7,040.
3	Clerk Typists & Mimeograph Operator @ \$21.00	5,040.
1	Messenger @ \$18.00 per day	1,440.
1	Librarian - Research Ass't @ \$25.00	2,000.
1	Doorkeeper @ \$18.00 per day	1,440.
1	Recording Clerk @ \$25.00 per day	2,000.
1	Receptionist and Mail Clerk @ \$21.00	1,680.

2. *Message Center Chief*
Salary of Secretary (approx. \$1.66 plus 47 per diem)
 TOTAL Personal Services

3275

26,720

30,035

~~24,715~~

2.

Committee on Administration - Miscellaneous

3.	Other Staff expenses, including Travel and Social Security		\$	3,500.
4.	Technical and Consulting Services			25,000.
5.	Equipment			1,500.
6.	Supplies and Postage			3,500.
7.	Recording			8,000.
8.	Postage @ 2500	1375.-		
	Total Secretariat Expenses	65795	\$	66,220.

C.	Other Convention Costs			
1.	Printing of Constitution	6,000	\$	3,000.
2.	Miscellaneous	23,713		33,401.
	Total other Convention Costs	29,713	\$	36,401.
				31,088.

GRAND TOTAL: Estimated Convention Costs \$ 262,000.

Committee on Administration - Miscellaneous

- 05
6. The item tentatively allocated for supplies and postages is to cover the purchase of stationery supplies of all kinds, including letterhead stationery for the Convention for the use of Delegates bearing the names of all Delegates on a margin, postage for official mail of the Convention, and other necessary supplies.
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1. The item for printing of the Constitution is intended to provide for the printing of copies of the Constitution as finally adopted.
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OTHER MATTERS

It was further determined to recommend as follows:

1. Weekly Pay: That all employees be paid weekly.
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4. Bus Transportation: That the secretary make recommendation

Committee on Administration - Miscellaneous

Office of Administration - Miscellaneous

Hellerthol: read pages 1-2-3 (to Coghill)

→ p r 55- 27 10 2 4 (, 5 2 9 r

1:45

P.M.

11-12-55

Coghil
Hellerthol
Knight
McNees
Laws
Kilcher
Fischer
Sweeney

of 26, Fischer

→ p r 55 of 5 2 → 8 1 2

1 nay
1 abstain
1 absent Helcher

Helcher - Absent.

Pages 4- 6 1 5 r

Knight → 1 5 2 4 2 1

Helcher or _____, Carried

1:45 P.M. Nov 12th 1955
p r 55 27 10 2 4 (, 5 2 9 r
p 1-2-3 5 12 9 → 8 1 2
see 10 9 (5 2 9 1 7 1 2 5 . p r 5 5 1 7 1
2 → 8 1 2, 5 2 9 1 7 1 2 5 . p r 5 5 1 7 1
1 not voting and 1 absent (Helcher), p 4 5 2 9 r
5 2 9 1 7 1 → 8 1 2 Knight, p r 5 5 1 7 1
2 1, 5 2 9 1 7 1 → Kilcher, → 8 1 2
1 5 2 9 r