

MINUTES

Joint Committee on Legislative Services and Facilities

October 2, 1970

A meeting of the Joint Committee on Legislative Services and Facilities was held Friday, October 2, 1970, at 2:00 p.m. in the Senate Ways and Means Room. Chairman Ross Doyen presided and members present were: Senators Harder, Smith, and Warren; and Representatives Bell, Loux, Mankin, and Strowig. Representative Ossmann was absent. Staff members present were: Mr. Bachman, Dr. Drury, Mr. Ryan and Mr. Carman. Guests of the Committee were Mr. Tom Moxham and Mr. Steve Hatfield of the Nyematic Company.

Mr. Moxham described the Nyematic central dictating system to the Committee. This system makes use of the Bell telephone and central recording equipment which utilizes endless loops of magnetic tape which are permanently sealed in the recorders. The system can be wired so that dictation will flow from one recorder directly into the next as each is filled, with one, if desired, for emergency or top priority material that can be transcribed immediately. Mr. Moxham mentioned that the Nyematic Company will train the individuals who will use the system and will furnish printed cards showing the instructions for dictating. The purchase price of a four-channel unit was quoted at \$7,790.00 installed. Rental of the same system would be \$648.95 per month. Mr. Bachman stated that Bell Telephone charged \$11.00 per month per channel for the system. Each channel for rental of one month was quoted at \$95.15 with purchase price of \$1,130.00. This includes all service. Eighty percent of rental price

10/2/70

-2-

can apply to purchase, if desired. Representative Strowig moved that Mr. Bachman be instructed to negotiate with the Nyematic Company to secure on a rental basis a six-unit recording system (with room to add four more channels) for use during the 1971 legislative session. Senator Smith seconded the motion, and the motion passed.

Senator Smith discussed with the Committee the seminar for legislators and staff directors in Carmel, California and then moved that Senator Steineger's tuition fee of \$150.00 be approved for payment from legislative funds. Representative Loux seconded the motion. Motion passed.

Dr. Drury presented the recommendation of the Joint Tax Study Committee that Dr. M. Jarvin Emerson, Chief Economist of the Office of Economic Analysis, make a study of the cost and benefits of industrial revenue bonds to the State of Kansas and to Kansas communities. After Committee discussion, Representative Loux moved that the Legislative Services and Facilities Committee enter into an agreement with the Office of the Chief Economist to conduct a study on cost and effect of industrial revenue bonds as provided in the Memorandum of Understanding and the proposal attached; that it is understood that the agreement calls for transfer of funds from the appropriate legislative expense to the Office of Economic Analysis at the rate of \$2,000 on November 1, 1970; March 1, 1971; and July 1, 1971; with a final payment of \$410 to be made when the study is received and presented to the appropriate legislative committees; and that the chairman be authorized to execute such agreement. Representative Strowig seconded the motion, and the motion passed.

Mr. Bachman reported follow-up on possible purchase from Pitney-Bowes, Inc. of a larger automatic postage machine which runs letters through and also prints tape for package mailing. Representative Bell

moved that Mr. Bachman be authorized to purchase such a postage machine. Senator Smith seconded the motion, and the motion passed.

Mr. Bachman explained to the Committee that Senator Wint Winter, Chairman of the Joint Claims and Accounts Committee, had written to his office requesting that a claims attorney be hired for his Committee. In checking the legislative action, Mr. Bachman had found that the authority for hiring a claims attorney had been deleted from S.B. 465 by the House Ways and Means Committee. Senator Smith explained to the Committee that reference to a claims attorney was deleted from the bill because the Joint Committee on Legislative Services and Facilities already had authority to hire an attorney who could work part-time for the Claims and Accounts Committee and part-time for the Revisor of Statutes. The job description could outline exactly the duties of the attorney. The Committee agreed that under the present system the claims are not always fairly decided because of the great pressure during the session and lack of proper time to research and develop factors involved in the claims. The Committee agreed that Mr. Bachman should write to Senator Winter explaining the Committee's decision to hire a full-time attorney, instead of a part-time attorney who would be paid on an hourly basis. The Committee also agreed that Senator Winter and his choice for the position should appear before the Committee and consult with Mr. John Weeks or Mr. Fred Carman of the Revisor's Office as to employment.

Legislative security during and between sessions was discussed. It ← 10/2/70 was mentioned that the Capitol Area Security Patrol possibly should be responsible for the security of the chambers during the session, rather than the night watchmen, who are legislative employees. The Committee instructed Mr. Bachman to discuss this and other security measures with Mr. Ken Roberts of the Capitol Area Security Patrol and then report their

findings to the Committee at the next meeting.

The Committee discussed the ordering of printing requests which had been handled before by the Sergeants at Arms of both houses. Senator Smith moved that all printing supplies for individual legislators be ordered through Mr. Bachman's office. Senator Warren seconded the motion, and the motion passed. It was mentioned that the Sergeants at Arms could still dispense office supplies as before and that a letter should be written to all legislators and also Sergeants at Arms to explain the new policy for ordering printed supplies.

The Committee discussed the furnishing of the new rooms which have been created from the old light wells. Furniture such as desks, chairs, credenzas and file cabinets will be needed. Methods of procurement, such as: central purchasing, prison industries, and surplus property were discussed. The Chairman appointed a subcommittee, consisting of himself, Representative Loux and Senator Harder, to check on possible sources of supply and to report findings at the next meeting in November so action may be taken as soon after that as possible. ← 10/2/70

Mr. Bachman brought up the subject of page kits to send to prospective pages from the individual legislators. He handed out a draft of a cover letter to the legislators and a draft of the letter to the pages (copies attached). The Committee agreed that the words "with the exception of the Lieutenant Governor's page who may be a girl" be deleted from Paragraph 1. Representative Strowig recommended that Paragraph 8 contain the following: "House pages' workdays vary according to the legislative schedule for that day, and the page supervisor will advise when you may leave." The Committee instructed Mr. Bachman to prepare the letter with revisions above and present it at the next meeting.

Representative Strowig brought up the idea of changing the page buttons to the state colors of blue and yellow and making them more of

a memento for the pages.

The Committee discussed Senator Harder's attendance at an Educational Conference on School Finance held in Arlington, Virginia. Representative Bell moved that Senator Harder's travel expenses be paid from legislative funds. Representative Mankin seconded the motion, and the motion passed.

Chairman Doyen announced that the Committee's next meeting would be held on Thursday, November 5 at 9:30 a.m.

Meeting adjourned.

Respectfully submitted,

Cathy Chamber
Committee secretary

MINUTES APPROVED:

Ross Doyen
Senator Ross Doyen, Chairman

Except as otherwise noted, the individual remarks recorded herein have not been transcribed verbatim and this record has not been approved by the committee or by the individuals making such remarks.

POSSIBLE RULE AMENDMENTS

SENATE AND HOUSE

House Rules

House Rule 27.--Order of Business in Committee of Whole House.--Bills and resolutions shall be considered in the committee of the whole in the following manner,--viz:--They shall be first read through,--unless the committee shall otherwise order.--The questions shall then occur upon the adoption or rejection of the reporting committee amendments,--if any,--and then the bill or resolution shall be considered section by section,--leaving the title to be last considered. The standing committee report shall first be considered, and if it is adopted the bill as amended by the committee report shall be considered section by section, and as each section is considered, amendments from the floor are in order to that section. If the committee has recommended a substitute bill, the standing committee report shall first be considered, and if the standing committee report is adopted, the substitute bill shall be considered section by section, and as each section is considered amendments from the floor are in order to that section. If the committee report is not adopted, the bill, without committee amendments, shall be considered section by section, and as each section is considered amendments from the floor are in order to that section. After a section has been once considered, no amendment thereto shall be in order until the whole bill shall have been read through. After the original bill, together with standing committee amendments, has been considered section by section, the chairman shall announce "Amendments to the bill generally are in order," and amendments not before offered may be made to any part of the bill. The title shall be considered last. A motion to strike the enacting clause will be in order at any stage until the final vote is announced. The motion to strike the enacting clause may be debated upon the merit of the proposition, and shall not be subject to amendment or substitution.

House Rule 40.--Amendments.--1.--No subject different from that under consideration shall be admitted under color of amendment. 1. Amendments to bills shall be germane to the subject of the bill being amended.

2. Amendments to bills shall specify the section page and line number as shown on printed bills, and shall be in writing on a form provided by the House or a form substantially similar. In the case of amendment by substitute bill, motion shall be made to substitute a written bill for the bill under consideration.

3. When a bill or resolution has been amended, it shall be necessary to engross only the section or sections amended, but such section or sections shall be clearly marked on the original bill to show that they have been engrossed and the time of such engrossment. Engrossed sections shall be attached to the original bill and shall be used in place of the original sections when the bill is printed or enrolled. Notation shall be made on the bill jacket to indicate the pages engrossed.

House Rule 56.--Showing Committee Amendments.--(1) All bills reported favorably by committee shall be reprinted if amended, be-reprinted and all bills so reported shall go upon the Calendar as a part of the "General Orders." All committee amendments are to be incorporated in their proper place and printed in accordance with provisions of Rule 51. ~~if the committee reports an entire bill, or proposes to strike all after the enacting clause and insert a new bill, the new bill, or the bill so amended, shall be read a first and second time on separate days, printed, and take its place upon the Calendar under "General Orders,"~~ except in cases when a substitute bill is recommended.

(2) Whenever any committee report recommends a substitute bill, such bill shall be printed as in the case of bills introduced, and go upon the Calendar as a part of "General Orders."

SECTION XIX--SUBSTITUTE BILLS

New House Rule 80.--Number Designation.--Whenever a substitute bill is recommended by a committee report, and whenever a substitute bill is approved by amendment from the floor, the substitute bill shall be printed as provided by Rule 51 for bills introduced, and the bill number designation shall be substantially as follows:

(1) In the case of bills substituted for House bills, "Substitute for House Bill No. _____," and the blank shall be filled with the number of the bill for which substitution is made or recommended.

(2) In the case of bills substituted for Senate bills, "House Substitute for Senate Bill No. _____," and the blank shall be filled with the number of the bill for which substitution is made or recommended.

New House Rule 81.--When Prohibited.--No conference committee shall recommend amendment by substitute bill.

SECTION XX---READING OF AMENDMENTS

New House Rule 82.--General Rule.--Amendments to bills shall not require readings as for bills introduced, except as otherwise provided in this Section XX.

New House Rule 83.--Subject Change by House.--Whenever an amendment adopted by the House has materially changed the subject of a bill, the bill so amended, shall be read a first and second time on separate days, and take its place upon the Calendar under "Third Reading."

New House Rule 84.--Subject Change by Senate.--Whenever the Senate adopts amendments to a House Bill which materially changes its subject, upon return of such bill to the House, it shall be read a first and second time and be referred as provided in Rule 54.

[New House Rule 85.--Determination of When Subject of Bill Materially Changed.--The speaker may determine when a bill is subject to the Rules of this Section XX.

Senate Rules

Senate Rule 10. Care of Bills by Committee--Substitute-Bills.
No committee shall be allowed to mutilate any bill referred to it for consideration, by making interlineations, erasures, or marginal notes thereon. If the committee desires to recommend amendments to the bill, these shall be so indicated in the report as to be easily identified. ~~When-it-becomes-necessary-to-rewrite any-bill-the-Committee-may-substitute-a-new-bill-and-shall-designate the-bill-so-rewritten-as-"Substitute-for-Senate-Bill-No.-----7"-and each-substitute-shall-be-printed-as-reported-and-take-the-place-of the-original-bill-on-the-Calendar,-and-the-original-bill-shall-be preserved-and-filed-by-the-bill-clerk;--Provided,-No-substitute shall-be-made-for-any-bill-which-changes-the-subject-matter-of-the bill-under-consideration;~~

Senate Rule 42. How Bills Considered--Committee of the Whole.
Bills shall be considered in Committee of the Whole in the following manner: ~~Unless-the-committee-shall-order-that-the-bill-be first-read-through-or-shall-recommend-that-the-enacting-clause-be stricken-out,-it-shall-be-read-by-sections,-leaving-the-title-to-be~~

~~considered last. As each section is read, standing committee amendments thereto, if any, shall be considered and then amendments from the floor are in order to that section.~~ The standing committee report shall first be considered, and if it is adopted the bill as amended by the committee report shall be considered section by section, and as each section is considered, amendments from the floor are in order to that section. If the committee has recommended a substitute bill, the standing committee report shall first be considered, and if the standing committee report is adopted, the substitute bill shall be considered section by section, and as each section is considered amendments from the floor are in order to that section. If the committee report is not adopted, the bill, without committee amendments, shall be considered section by section, and as each section is considered amendments from the floor are in order to that section. After a section has been once passed, no amendment thereto shall be in order until the whole bill shall have been read through. After the original bill, together with standing committee amendments, has been ~~read and~~ considered section by section, the chairman shall announce "Amendments to the bill generally are in order," and amendments not before offered may be made to any part of the bill. The title shall be considered last. A motion to amend the bill shall not be in order while the motion to strike out the enacting clause is pending.

Senate Rule 43. Amendments to Bills. (1) Amendments to bills shall be germane to the subject of the bill being amended.

(2) All amendments to bills shall refer to section page and line numbers as shown on the printed bill and the Secretary of the Senate shall place amendments adopted in the typed bill so that the wording will be as indicated by the amendment to the printed bill. If a bill has not been printed, amendments must refer to the typed bill. All amendments offered, whether adopted or rejected, shall be recorded in the Journal: Provided, That by unanimous consent, the author of any defeated amendments may have the same stricken from the record.

(3) In the case of amendment by substitute bill, motion shall be made to substitute a written bill for the bill under consideration.

Senate Rule 47. Bills and Resolutions--Inclusion of Amendments. When a bill or resolution is amended, it shall be the duty of the Secretary of the Senate to attach to the original copy, in the order of their adoption, the standing committee amendments, Committee of the Whole amendments and any other amendments made in the Senate except for conference committee reports as provided in

Rule 54. Substitute bills shall accompany the bill for which each is substituted. Upon passage, Senate bills or resolutions, including the original copy and amendments, shall be transmitted to the House. When a bill or resolution is ready for final engrossment, the original copy, together with all amendments thereto, shall be sent to the Secretary of State for such engrossment. Engrossed sections shall be attached to the original copy and shall be used in the place of the original sections when enrolled.

New Senate Rule 80. Number Designation of Substitute Bills. Whenever a substitute bill is recommended by a committee report, and whenever a substitute bill is approved by amendment from the floor, the substitute bill shall be printed as provided by Rule 49 for bills introduced, and the bill number designation shall be substantially as follows:

(1) In the case of bills substituted for Senate bills, "Substitute for Senate Bill No. __," and the blank shall be filled with the number of the bill for which substitution is made or recommended.

(2) In the case of bills substituted for House bills, "Senate Substitute for House Bill No. __," and the blank shall be filled with the number of the bill for which substitution is made or recommended.

New Senate Rule 81. When Substitute Bill Prohibited. No conference committee shall recommend amendment by substitute bill.

New Senate Rule 82. General Rule Not to Read Amendments. Amendments to bills shall not require readings as for bills introduced, except as otherwise provided in Rule 83 or 84.

New Senate Rule 83. Subject Change by Senate. Whenever an amendment adopted by the Senate has materially changed the subject of a bill, the bill so amended, shall be read a first and second time on separate days, and take its place upon the Calendar under "Third Reading."

New Senate Rule 84. Subject Change by Senate. Whenever the House adopts amendments to a Senate Bill which materially changes its subject, upon return of such bill to the Senate, it shall be read a first and second time and be referred as provided in Rule 31.

[New Senate Rule 85. Determination of When Subject of Bill Materially Changed. The president pro tem may determine when a bill is subject to Rule 83 or 84.

Tabulation of bids received for Remodel of House of Representatives,
Statehouse, Topeka, Kansas

No. A-1853

Bids Taken August 20, 1960

(General Construction)

Base Bid

Completion

J. A. Lundgren & Son
Topeka, Kansas

\$333,300.00

Dressler & Co.
Topeka, Kansas

\$347,640.00

Chas. R. Bennett
Topeka, Kansas

\$354,275.00

(Light Fixtures)

Graybar Electric Co.
Kansas City, Missouri

\$32,927.20

\$32,854.50

Renssen House of Lights
Kansas City, Kansas

\$33,075.00

General Electric
Topeka, Kansas

\$33,816.00

Kriz-Davis of Kansas, Inc.
Topeka, Kansas

\$34,000.00

Dictaphone

New Telecord
Telephone Dictating Systems





New ease of use for dictation central—The new Telecord recorder is a model of the famous Time-Master dictating machine line. It requires little attention and is remarkably easy to operate. In just three seconds, an attendant may load the Dictabelt, turn the recorder on, and have the system ready to receive dictation. Audible and visual signals assure proper operation. And, automatic marking devices accurately register instructions and letter lengths sharply and clearly.

New, finest recording ever—The new Telecord System, when equipped with optional voice operated relay, has a unique circuit which is non-sensitive to outside, extraneous noises such as typewriters and background conversation. Only the dictator's voice can trigger the recorder; typewriter and other background sounds are screened out. Although the Telecord recorder receives dictation from a variety of voices, each one comes through with the same constant clarity. This automatic volume control means pleasant, unhindered, speedy transcription.

New cost saving—For less than \$200 per dictating location, you can supply automatic dictation facilities to everyone who needs them, with new Telecord. The cost of the average business letter continues to rise (currently more than \$2.50). That's why a Telecord survey can make sense for any business.

New especially designed for secretarial convenience—The new Telecord's modern, space-saving design using solid state circuits makes it the easiest to use system ever developed for secretaries. Through proper use, secretarial headaches such as double-work shorthand; hard-to-read, time consuming longhand; direct typing—all are eliminated by this instant availability. Secretaries working for several dictators can space their work throughout the day. They have more time to assist in other necessary office functions such as filing and research. Written communications speed along at an even flow because work doesn't pile up.

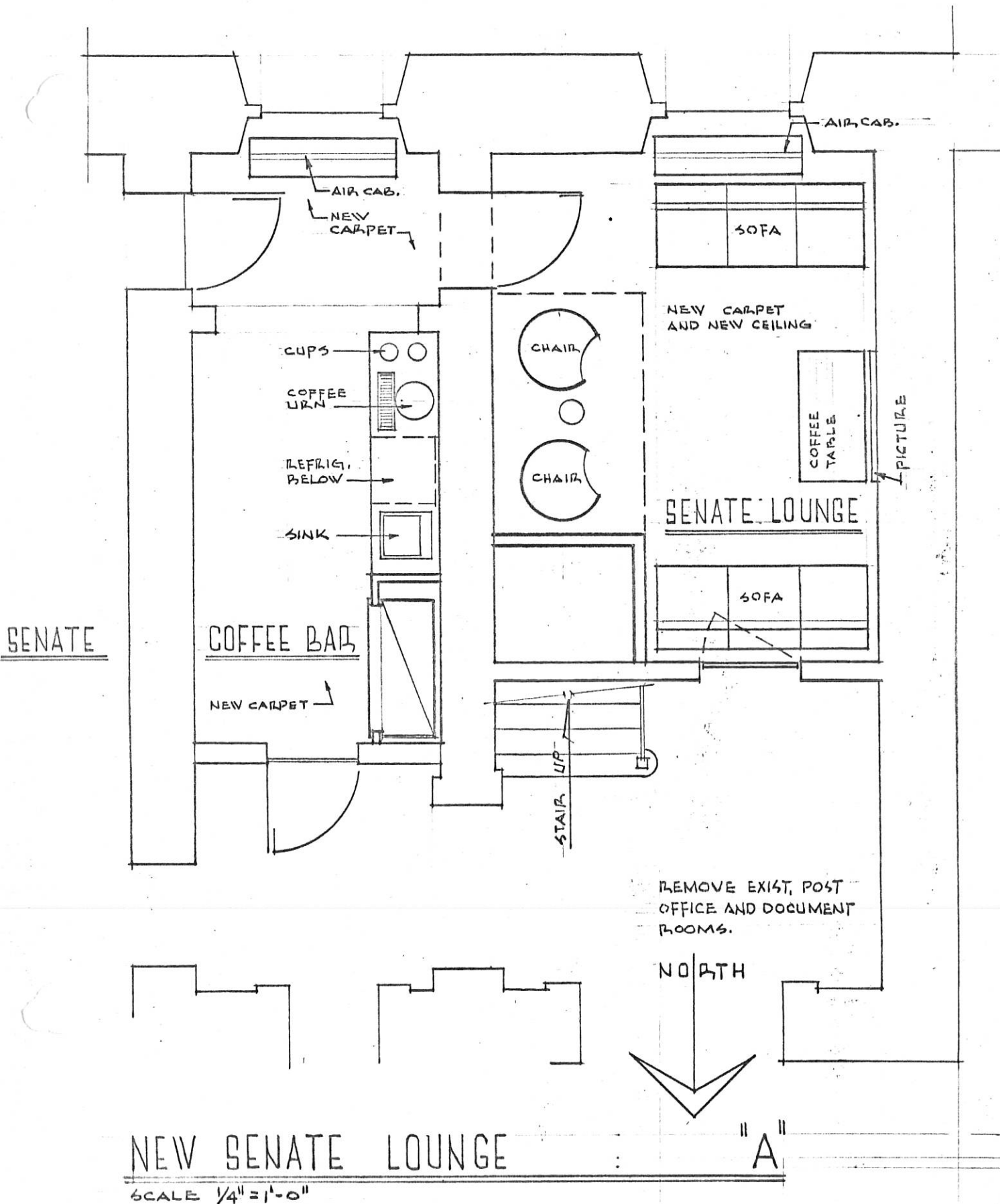
Telecord Specifications

Telecord Machine, complete with control unit using regular phone	Telecord Machine, complete with control unit using Telecord phone
Weight: 41 pounds	Weight: 33 pounds
Width: 18 $\frac{5}{8}$ "	Width: 12 $\frac{5}{8}$ "
Depth: 13 $\frac{5}{8}$ "	Depth: 13 $\frac{5}{8}$ "
Height: 9 $\frac{1}{8}$ "	Height: 8 $\frac{1}{8}$ "
Power consumption: 90 watts maximum at 115V AC	Power consumption: 200 watts maximum at 115V AC



The name that started the whole business

Dictaphone, Dictabelt and Time-Master are registered trademarks of Dictaphone Corporation, Rye, New York 10580



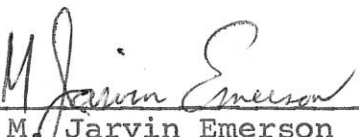
AUGUST 11, 1970

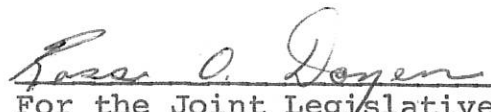
PLH

10/30/70

The last word in the 6th line and first word in the 7th line of the Memorandum of Understanding have been changed from "transfer funds" to "pay sums" at the request of the attorney for the Department of Administration in order to comply with the authority granted to the Finance Council.

It is understood that the study will be conducted under the direction of the Attorney General and will conduct a study of the costs and benefits of industrial revenue bonds to the State of Kansas and to Kansas communities. Details of the study are described in the attached memorandum. The Legislative Services and Facilities Committee will pay sums to the Office of Economic Analysis at the rate of \$2,000 on November 1, 1970; March 1, 1971; and July 1, 1971. A final payment of \$410 will be made when the study is received and presented to the appropriate legislative committees.

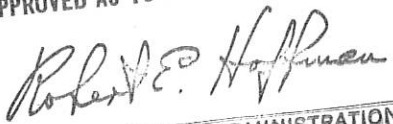

Dr. M. Jarvin Emerson
Office of Economic Analysis


For the Joint Legislative
Services and Facilities
Committee

October 13, 1970

Dated

APPROVED AS TO FORM AND EXECUTION


ATTORNEY DEPT. OF ADMINISTRATION

Every person, party to this agreement, is notified that the State of Kansas, its Boards, Commissions, Departments, Agencies, Bureaus and institutions are released from liability and suit on any implied contract, or for negligence or any other tort, as provided by Senate Bill 465, 1970 Legislative session.

PROPOSAL FOR STUDYING THE COSTS AND
BENEFITS OF INDUSTRIAL REVENUE
BONDS ON THE STATE OF KANSAS
AND KANSAS COMMUNITIES

prepared by

M. Jarvin Emerson
Chief Economist,
Office of Economic Analysis

September, 1970

The advantages and disadvantages of industrial revenue bonds have been widely debated. Many of these pro and con arguments might appear to be plausible but without information and analysis of the experience of communities and the state with firms supported by industrial revenue bonds the impact of industrial revenue bonds appears to be uncertain.

The purpose of this proposed study is to examine the measurable costs and benefits of industrial revenue bonds at both the community and state level.

Sampling Procedure

In order to insure a representative study of IRB's two types of sampling schemes will be employed in a joint manner. First, six communities of different size will be selected for a complete study of the IRB benefits and costs. Second, an additional sample of IRB financial firms will be selected to insure a better representation of the types of firms that have been aided by IRB's.

Benefit-Cost Criteria

A customary procedure employed in evaluating public investment projects is the benefit-cost technique. Such an approach is proposed for this study of IRB's.

Benefits and costs will be computed for measurable factors. However, there are certain potential benefits and costs which cannot be measured. These include such factors as an improved community image or increased

pollution.

For the state impact evaluation the primary vehicle which will be used will be the Kansas input-output study. This model of the state economy enables the rapid calculation of direct and indirect income, output, and employment benefits from new firms.

For communities the evaluation procedure is necessarily more complex. In the six community case studies the increased business activity resulting from IRB firms will be quantified. Both direct and indirect benefits will be estimated in terms of income and employment. Expanded business activity will then be related to an increase in the tax base and additional taxes received from the new firms (if any) and its employees. Both direct and indirect costs to the community will be determined including costs of additional public services which are provided to the new firm and its employees and families.

Incidence of IRB Costs

The benefits of IRB's may not be distributed in the same manner as the costs. Within the community all of the residents may share the increased tax level (or reduced services) if the new taxes are inadequate to cover the new costs. Also, the state as a whole may receive benefits above those received by the community. To the extent that the data permit, the incidence of IRB benefits and costs will be assessed.

Time Span of Study

Because of the volume of data which must be assembled, it does not seem feasible to complete the study prior to the end of the 1971 Legislative

Session. The completion date of the study is set for August 31, 1971.

However, it is anticipated progress reports to the committee on the early findings will be possible and useful prior to the end of the session.

BUDGET

Salaries

Chief Economist [*] - 7 months @ \$400/mo. (December, 1970 thru June, 1971)	\$2,800 **
Research Assistant - 6 months @ \$300/mo.	1,800

Other Expenses

Travel: 3,000 miles @ \$.09/mile	270
20 days @ \$12/day	240
Computer and data processing	900
Publication	<u>400</u>
	\$6,410

*The salary of the Chief Economist is currently \$200/month. The request is for an increase to \$600/month for the seven months indicated. This will require finance council approval and approval of Kansas State University, since Emerson is employed primarily as Professor of Economics at KSU.

*** By agreement with Dr. Emerson, the monthly payments will be \$200 in November and December, 1970, and \$300 in January through August, 1971, for a total of \$2,800. This amount will be in addition to his present salary.*

CHAIRMAN
BOYEN, CONCORDIA

STATE OF KANSAS

SENATORS

GLEE S. SMITH, LARNED
JOSEPH C. HARDER, MOUNDRIDGE
JOE WARREN, MAPLE CITY

REPRESENTATIVES

CALVIN A. STROWIG, ABILENE
DONALD A. BELL, WICHITA
RICHARD C. (PETE) LOUX, WICHITA
RICHARD MANKIN, EMPORIA
CARL G. OSSMANN, TOPEKA

SECRETARY
WILLIAM R. BACHMAN
ROOM 534—STATEHOUSE
TOPEKA, KANSAS 66614
PHONE: 296-3970



TOPEKA

JOINT COMMITTEE ON
LEGISLATIVE SERVICES AND FACILITIES

To: Members of the Kansas State Legislature

Subject: Notification of Pages

The Joint Committee on Legislative Services and Facilities has been asked to provide a means of notifying pages of their appointment which will relieve the individual Senator or Representative of this time-consuming task.

Enclosed is a sample form letter which will be completed by the page supervisor at the request of a member. It will be necessary to arrange page dates with the appropriate page supervisor and to furnish her with the names and addresses of the pages. The letter will be mailed together with an application form, the pamphlet "A Look at Your Legislature" and the colored brochure entitled "The Kansas Capitol Building." Other informational material can be sent at the request of a member. When the pages report, they will be given additional material which will assist them in the performance of their duties.

It is recognized that use of this form letter will not be appropriate in all cases nor will it satisfy the requirements of some legislators; we hope however that it will help to facilitate the notification of some 2500 pages which will serve the legislature during the next session.

WILLIAM R. BACHMAN
Secretary

WRB/c

Enclosure

Dear

Congratulations. has
appointed you to serve as a page in the

You have been selected to serve on
You will have a very rewarding and educational experience as you observe, first-hand, the processes involved in the enactment of laws which govern our State. As a page you will contribute by relieving the legislators of many routine duties which require their time and effort.

If you have never served as a page before you will have some questions concerning your duties. Listed below are some rules and other information which should give you a better understanding of what will be expected of you and what you can expect in return.

1. You must be of Junior High or High School age. Only boys may serve as pages in the Senate, with the exception of the Lieutenant Governor's page, who may be a girl. Both boys and girls may serve as pages in the House of Representatives.
2. There is no prescribed dress for pages, but you should remember that you will be working in a business and professional atmosphere where you will be seen by many people. Boys usually wear suits, or dress slacks and sport coats, with a white shirt and tie. Girls usually wear dresses, or skirts and blouses, suitable for office work. Be sure to wear comfortable shoes.
3. Your parents or guardian will be responsible for your transportation, meals and lodging expenses while you are in Topeka. They will also be responsible for your supervision when you are not on duty.
4. The legislative chambers are located on the third floor of the Capitol. The Senate Chamber is in the East wing of the building. The House Chamber occupies the West wing. If you have been selected as a Senate page you should report to Room 11 (northeast corner of the Senate Chamber) not later than 9:00 a.m. on the date specified. If you have been selected to serve as a page in the House of Representatives, you should report to the Page Supervisor not later than 8:30 a.m. on the date specified. You will find the House Page Supervisor at the page desk in the southeast hallway just outside the House Chamber.

5. Once you have reported to the appropriate supervisor, the activity begins. If you have not already done so, you will be asked to complete the enclosed application form. This form is used to enter your name on the legislative payroll so you will want to be sure it is filled out correctly and legibly. You must list your full first, middle and last names, and the address to which your paycheck is to be mailed.
6. After enrollment you will be sworn in as a legislative employee and will be given instructions on your duties. At that time you will be given your page button and necessary supplies.
7. At sometime during the day you will have an opportunity to contact your Senator or Representative to thank him for sponsoring you. In some cases this is done as part of the enrolling procedure, since your sponsoring Senator or Representative must sign your application form.
8. Ordinarily the pages' work day ends around 4:00 p.m.; however, this will depend upon the day's schedule and will vary from day to day. The Page Supervisor will advise you when you can leave.
9. Pages are paid \$2.00 per day. You should receive your paycheck in approximately two weeks after you return home. You will also receive a Certificate of Recognition signed by your Senator or Representative as a memento of your service to the Legislature.

If you have any other questions, or if your school officials require a formal excuse for your absence, you may write me at Room 534, The Statehouse, Topeka, Kansas 66612, or phone A.C. 913 296-3970.

Sincerely yours,

WILLIAM R. BACHMAN, Secretary
Joint Committee on Legislative
Services and Facilities

WRB/c

Enclosure