

9/2/65

Memorandum 65-62

Subject: Out-of-state travel by Executive Secretary

At the 1965 National Legislative Conference the Executive Secretary was elected a member of the Executive Committee of the National Legislative Conference. The Executive Committee is meeting in Tampa, Florida, on December 1, 1965. Because this trip was not included in our budget for 1965-66, the approval of the Department of Finance must be obtained before the trip can be made.

Since the discussion of this matter with our budget examiner and with the other appropriate persons in the Department of Finance and the processing of the necessary document through the Department of Finance will take considerable time, the Chairman has approved the trip so that the document could be submitted as soon as possible. He asked that this be reported to the members of the Commission for their information and ratification.

The function of the National Legislative Conference and its Executive Committee is briefly described on attached Exhibit I which was submitted to the Department of Finance to justify the request for authority to make the trip to Tampa, Florida.

The staff suggests that the following paragraph be added to subdivision (c) of the policy statement set out in Memorandum 65-61 to cover future similar cases:

The Chairman, and the Vice Chairman in case of the unavailability of the Chairman, is authorized to approve requests for authorization by the Department of Finance of unbudgeted out-of-state travel by members of the Commission or its staff. (Requests for budgeted out-of-state travel are given blanket approval by the Department of Finance upon submission of the necessary document by the Executive Secretary.)

Respectfully submitted,

John H. DeMouilly  
Executive Secretary

## EXHIBIT I

At the August 1965 meeting of the National Legislative Conference in Portland, Oregon, the Executive Secretary of the Law Revision Commission was elected as a member of the Executive Committee of the National Legislative Conference. Because his election to this position was not contemplated at the time the budget for the 1965-66 fiscal year was prepared, the budget does not contain authorization for attendance of the two meetings held by the Executive Committee.

The Executive Committee of the National Legislative Conference has the responsibility of planning the program for the next National Legislative Conference and for determining other policy questions concerning the business of the conference that arise during the interim between conferences.

The National Legislative Conference is an organization consisting of the key members of the legislatures of various states and the heads of legislative service agencies of the various states. The Conference is held once each year primarily for the purpose of presenting recent developments throughout the country and providing a forum for the discussion of problems of mutual interest. The proper planning of the program of the Conference is, of course, the key to its continued success. The Conference has resulted in substantial improvements in procedure, facilities, and practices of legislative bodies and their service agencies over a period of more than 18 years.

The importance of the National Legislative Conference to California is indicated by the fact that the following persons from California were listed in a preliminary attendance list as planning to attend the August 1965 National Legislative Conference:

Angelo, Lou, - Coordinator, Assembly Ways and Means Committee  
Ashcraft, Hale - Assemblyman  
Bee, Carlos, - Assemblyman  
Beek, J.A. - Secretary of the Senate  
Carrell, Tom C. - Assemblyman  
Conrad, Charles J. - Assemblyman  
Cory, J. Kenneth - Chief Administrative Officer of the Assembly  
Dalton, Phyllis I. - Assistant State Librarian  
DeMouilly, John H. - Executive Secretary, Law Revision Commission  
Dymally, Marvyn M. - Assemblyman  
Harris, Joseph P. - Professor Emeritus, University of California  
Leuth, Wesley A. - Assistant Auditor General  
Mason, Paul - Attorney at Law  
Margolis, Larry - Administrative Assistant to Speaker  
Marrifield, William H. - Auditor General  
Markle, James Theodore - Junior Counsel, Department of Water Resources  
Milias, George W. - Assemblyman  
Mills, James R. - Assemblyman  
Mulford, Don - Assemblyman  
Nichols, Lee - Chief Consultant to the Assembly  
Dost, A. Alan - Legislative Analyst

Silverman, Sol - Member, Commission on Interstate Cooperation  
Semarne, Henri - Senior Consultant to the Assembly  
Stevens, Robert S. - Assemblyman  
Thomas, Vincent - Assemblyman  
Unruh, Jesse M. - Speaker  
Waldie, Jerome R. - Assemblyman  
Williamson, James C. - Assemblyman  
McCarthy, John F. - Senator

If further justification of this request is required, please advise.