

R U L E S  
THE 1973-1975 LEGISLATIVE COUNCIL

1. Eleven members shall constitute a quorum.
2. Majority vote of those present is necessary to carry any action, but not less than eleven votes in any instance shall be considered a majority except on adjournment or recess.
3. Whenever Mason's Manual of Legislative Procedure does not conflict with the rules specifically adopted by the Council, Mason's Manual of Legislative Procedure shall govern the deliberations of the Council.
4. Meetings shall be set by motion before adjournment, or by call of the Chairman of the Council with the approval of the Vice Chairman if meetings are necessary before the date set in the motion.
5. Rules may be changed by a majority vote of the Council as provided in Rule 2.
6. The Council upon its motion may create committees in addition to those provided by statute to carry out its duties and shall designate the members of such committees. The committees shall include members of both political parties. The actions of the committees shall be reported to the Council at each meeting.

In addition, the Chairman and Vice Chairman may suggest to the Council the membership and chairman of study committees authorized.

The chairmen of standing committees shall recommend to the Legislative Council the membership of joint subcommittees of their standing committees.

All appointments suggested to the Council under this Rule shall be approved as provided in Rule 2.

Adopted July 10, 1973

R E P O R T

TO: Legislative Council  
FROM: William H. Harbor  
Chief Clerk of the House  
RE: House Facility Needs  
DATE: July 11, 1973

In relating to the Council the facility needs of the House, I will break down such needs into two (2) categories; No. 1 - Current needs and No. 2 - Prospective needs.

No. 1 - Current needs. Under this category are the following:

A. -- New Audio Hook-Ups: During the recently adjourned Session, we were confronted with the ever-present refusal of certain microphones to operate. In consultation with experts in this field, it has been decided that new hook-ups in our console are needed to, hopefully, preclude such break downs in the next Session. As a result we have told the VanderLinden Company to proceed, the cost of which will be approximately \$750.00.

B. -- Air Conditioning House Chamber and Lounge: You have been presented the current status of this operation by Mr. Frank Pulley concerning air conditioning of Legislative facilities and the need for expediting any action contemplated and approved by the Council. It is respectfully submitted that, from the experience of all you present, you will acknowledge the need of immediate action being taken if the over-all plan is to be activated by the convening of the Second Regular Session of the 65th General Assembly.

C. -- Carpeting and Renovation of Lounge Area (including possibility of new furniture): An inspection of the carpeting in the Lounge Area by

anyone cannot help but confirm what has been known throughout the entire Session and that is that the carpet is worn out and, of necessity, must be replaced. Patch work of several spots during the Session was necessitated in order to prevent accidents although we did experience two (2) such situations which, possibly, were the fault of the threaded carpet.

While the purchasing of new furniture might not be absolutely necessary, it generally is advisable to give thought to such an undertaking when installing new carpeting.

While we are an austere state and watch the spending of tax money, I am sure the general public would approve of facilities commensurate with the dignity of the House.

D. -- Air Conditioning Room 1: In order to utilize our present space to a greater degree of efficiency, it seems advisable that consideration be given to "window air conditioning" of Committee Room 1. There have been no studies or research conducted as to what size would be necessary in window units or whether the installation of an up-right unit in the northwest alcove might be more efficient and, consequently, less costly. This is probably something that could be done in the immediate future so this room can be utilized for interim study purposes.

No. 2 - Prospective needs. Consideration might be given to the following:

A. -- Double-Decking: Always being in need of additional space for offices, as well as storage, consideration might be advisable in double-decking the following areas:

a. Speaker's office and committee room with the thought in mind being that if the north wall of the committee room is not a supporting wall, double-decking could provide one big room which could be used for committee purposes. Otherwise, double-decking of just the Speaker's office could provide him with a private office or other additional office space.

b. Chief clerk's offices, both the reception room as well as the private office. Here again with the possibility of the wall between the two rooms not being a supporting wall, this could provide one larger space or two separate offices with access to be gained through use of a spiral staircase.

c. Journal room and legal counsel office. Here, again, we could investigate the possibility of one large or two small rooms with access by way of a spiral stairway or the outside stairway which goes to the gallery.

With the permission of the Speaker, we have talked with Mr. Frank Bunker to get his educated ideas as to the feasibility of pursuing such double-decking and will instruct him to provide, at the earliest possible time, the feasibility of such projects, so if it is the desire of the Council, work could proceed immediately.

B. -- Public Information Office: As one who has long felt the approval of the Legislature and it's action by the general public has been too low, it would seem the time might be right for changing these attitudes both by the public as well as the media. Ideas for such an office were gained in visiting with my friend Speaker George Smith of Georgia and what they did to upgrade the attitude of the State of Georgia toward their House.

Before initiating their public information office, they found the degree of approval of the Legislature and its actions to be quite similar to the latest one I have seen here in Iowa - about nine (9) to eleven (11) percent of the people approved. After having had approximately two (2) years of activity by the public information office, the Georgia House, in a current survey, found an approval of about 35 to 40% of an informed public.

The turn around in this image was brought about by the implementation of several different things. The intention was first established as being one which would provide the public and news media with easy access to information about the activities of the Georgia House; the office was first divided into three (3) areas -- serving the public, serving the news media, and serving the members of the House. Here I might interject that although this was used just by the Georgia House, there is no reason but what this could not be a bi-partisan effort on the part of both the House and the Senate.

Among the many innovations used were the following:

a. An In-WATS information line for use by the general public and which is maintained on a year round basis, enabling citizens to call toll-free to get basic legislative information such as a Legislators name, how he voted on specific bills, what bills he introduced, copies of bills desired, etc. The use of the telephone in Georgia has grown from under 30 calls per day during the Session to over 130 calls per day at this time. During the interim the office handles approximately 25 calls per day.

b. Several steps have been taken to give the media better access to

the activities of the House by providing a room for television and radio interviews, etc. Additional wall receptacles for telephones and audio hook ups were provided at each press desk.

The public information office is allotted space in the Chamber press box and from this position is equipped to provide broadcast media around the state with a telephone hook up when their local Representative is speaking on legislation. Tape recording equipment is also kept at the desk so tapes can be made of individual speeches for later distribution.

In the information office itself telephone answering devices have installed with automatically answered phones which provide three minute summary tapes of each days Session for use by media calling in. Weekly summaries of House activities are distributed to all media during the Session; this package of material is sent to all radio and television stations, newspapers, magazines, civic organizations and any local governmental agency requesting the service. Such a packet of material is indicated as Exhibit 1 in the material I am providing you this morning. A copy of local bills, provided to the area of the State effected, is provided without a cover release.

When a member introduces a general bill, the public information office prepares short media releases for distribution, especially to the media in the Legislators district. These releases are done on a daily basis during the Session as per Exhibit 2.

The information office is considered as a service to House members as well as to the public and news media so in this light this office maintains

a newspaper clipping file for each House member. They subscribe to a clipping service at a cost of approximately \$1,100.00 per year. When the clippings come into the public information office they are sorted, filed in each members file; these files are maintained for the Representative and are not open to the public or the news media without his permission.

In trying to bring the Georgia House to the public during a Session, the educational television network tapes House action daily and replays excerpts at 10:00 p.m. Monday through Friday. On Sunday a press conference format is used with House leadership and members discussing pending legislation or recent House action on major legislation. Surveys show this program is well received and has enhanced the image of the Legislature in the eyes of the public.

At the outset the cost of the public information office to the Georgia House was \$35,900; it now maintained on an annual budget of \$44,000. In this is included a contract with a public relations firm which provides technical service during the interim and one fulltime man during Sessions. The public information office has one fulltime employee and hire one typist during the Session at \$125 per week. The telephone equipment costs (both incoming and outgoing WATS, canned tapes, etc) is approximately \$12,800 per year. These expenses might seem high, but when evaluated in terms of up grading the image of the Legislature, it would seem the cost is minimal.

I feel if the Legislature is to ever regain the stature and prestige due it under a three-separation of power concept, this might be an excellent way to procede.

House Facility Needs Report  
Page - 7 -  
July 11, 1973

I thank you for your time and attention. If you have any questions now or at a later date, I will be most happy to answer them for you or discuss further any of the ideas I have presented to you today.

WILLIAM H. HARBOR  
Chief Clerk of the House

REPORT OF STUDIES COMMITTEE  
OF  
LEGISLATIVE COUNCIL  
July 11, 1973

The Studies Committee of the Legislative Council recommends the establishment of eleven interim study committees and also recommends that resolutions encompassing nine separate areas be referred to the chairmen of the appropriate standing committees for their consideration as studies by joint subcommittees of the appropriate joint standing committees.

The Studies Committee recommends the establishment of the following interim study committees:

1. Study of the Iowa Crime Commission (Mandated by Senate File 581).
2. Study of the Iowa Civil Rights Commission (Mandated by House File 785) to include the problems of minority groups in Iowa (Includes SCR 58 and HCR 73 relating to problems of Spanish-speaking people)..
3. Study of Higher Education in Iowa (Continuation of 1972 interim study) with the addition of a study of the best manner of funding post-secondary education (HCR 60) and a study of funding and educational programs of area vocational schools and community colleges (SCR 55).
4. Study of mental health and juvenile institutions (SCR 33 and HCR 37 request continuation of 1972 interim study) and study of mental health delivery systems in Iowa (Mandated by House File 784) with the addition of a study of statutory procedure for the commitment of persons to mental health institutions (HR 12) and a study of the juvenile justice system, including probation programs and the operation of state juvenile institutions and juvenile delinquency (HCR 35).
5. Development of a state land use policy (HCR 66 requests a continuation of 1972 interim study).
6. Study of penal and correctional systems (SCR 26 and HCR 26 request a continuation of 1972 interim study).
7. Study of regulation of consumer credit (SCR 30 and HCR 32 request a continuation of 1972 interim study).

8. Study of local funding and budgeting by political subdivisions (Include HCR 29, study of county funds; SJR 5, study of county statutes; SCR 50 and HCR 68, compensation paid to county officers; and SCR 56, sources available to fund local governmental operations and a study of budget processes of municipalities).
9. Study of problem of highway fatalities and ways to reduce them (Broadened study to include alcohol-related highway fatalities and means to reduce them, SCR 47).
10. Study of the energy crisis, to include development of a state energy policy (HCR 48), energy policy positions (SCR 54), availability of petroleum supplies and methods of distribution in Iowa (HCR 46), coordination of executive study of the use of fuel, coordination with Iowa Development Commission in its study of the development of a grain alcohol motor fuel industry (HCR 74).
11. Study of pension plans and retirement programs available to public employees in Iowa (SCR 38).

In addition, the Studies Committee recommends that the following resolutions for studies be referred to the chairmen of the appropriate standing committees for their consideration as studies of subcommittees:

1. Criminal justice system, including the desirability of establishing a system of district prosecutors, the need for a district public defender office, and need for revision of the criminal appeal process to be referred to the Chairmen of the Committees on Judiciary (SCR 31 and HCR 39).
2. Study of federal highway safety standards, including the effectiveness of the present motor vehicle safety inspections to be referred to the chairmen of the Committees on Transportation (Letter from Office for Planning and Programming and HCR 58).
3. Employment positions in the General Assembly, salary schedule and structure, to be referred to the Administration Committee of the Legislative Council (HCR 13 and SCR 8).
4. Study of authority of state agencies and commodity associations designated to promote agriculture in Iowa to be referred to the Chairmen of the Committees on Appropriations to be considered as a study for the Subcommittee on Natural Resources (HCR 41 and SCR 40).

5. Study of methods of financing special education programs and the scope and adequacy of special education programs to be referred to the Chairmen of the Committee on Education and the Committee on Schools (HCR 54 and SCR 49 and HCR 71).
6. Study of entire structure of state and county administered welfare and assistance programs in Iowa to be referred to the Chairmen of the Committees on Human Resources (HCR 61).
7. Study of regulation and potential uses of cable television to be referred to the Chairmen of the Committees on Commerce (SCR 64 and HJR 20).
8. Study of advisability of implementing a net worth tax and a study of state taxes paid by insurance companies, and a personal property tax replacement tax to be referred to the Chairmen of the Committees on Ways and Means (HCR 70, HCR 75, and SCR 57).
9. Problems of the elderly and the handicapped to be referred to the Chairmen of the Committees on Human Resources (SCR 39).

Respectfully submitted,  
Senator Willard Hansen, Chairman

REPORT OF THE LEGISLATIVE SERVICE COMMITTEE

RE: Employment of a Citizens' Aide

The Legislative Service Committee of the Legislative Council recommends the following in regard to the employment of a Citizens' Aide:

1. That applications for the position of Citizens' Aide be solicited immediately and that the applications be filed in the office of the Legislative Service Bureau not later than August 13, 1973.
2. That the Legislative Service Committee meet on August 14, 1973 for the purpose of reviewing all applications filed on a timely basis and that the Legislative Service Committee then decide which candidates it desires to personally interview.
3. That personal interviews be conducted by the Legislative Service Committee commencing at 1:30 p.m. on August 22, 1973 and based on such interview one or more persons be selected as the recommended person to appear before the Council in order that the Council may make its final decision as to the person who will be the Citizens' Aide subject to confirmation by the General Assembly. The final selection date will be at the September meeting of the Council.
4. The Legislative Service Committee will keep all members of the Council informed of its deliberations and will mail copies of all applications to the Council members as they are received.

Respectfully submitted,

SENATOR JAMES F. BRILES  
Chairman

IOWA CITIZENS' AIDE OFFICE

PROPOSED BUDGET - ESTIMATED EXPENDITURES FISCAL 1973-74

|   |              |
|---|--------------|
| Salaries .....                          | \$59,300     |
| Travel .....                            | 2,350        |
| General Office Supplies & Expense ..... | 6,100        |
| Printing and Binding .....              | 1,200        |
| Telephone & Telegraph .....             | 2,000        |
| Other Expenditures .....                | <u>1,300</u> |
| APPROPRIATION .....                     | \$72,250     |

Additional appropriation of \$2640 to carry out the provisions of Senate File 73 of the 65th General Assembly. The initial grant from the Crime Commission, if approved, will cover a six month period. The grant may be renewed. The proposed budget for the six month period is as follows:

|                                     |            |
|-------------------------------------|------------|
| Salaries .....                      | \$ 9,154   |
| Personnel Benefits .....            | 946        |
| Travel .....                        | 2,925      |
| Supplies & Operating Expenses ..... | <u>165</u> |
| TOTAL SIX MONTH BUDGET .....        | \$13,195   |

RESOLVED, that the Legislative Council Proceed with the process of the selection of a Citizens' Aide to be appointed in accordance with section 601C.3 of the 1973 Code of Iowa.

RESOLVED, that in the interim, the Acting Citizens' Aide, Thomas R. Mayer, be appointed as interim Citizens' Aide so that there be no erosion of the powers and duties of the office of Citizens' Aide during this interim period.

RESOLVED, that the Acting Citizens' Aide be given authority to appoint a Deputy Citizens' Aide for Corrections with the approval of the Legislative Council, as soon as federal funds are available.

RESOLVED, that the Legislative Council approve the appointment of James S. Hoffert as temporary Deputy Citizens' Aide; said appointment to terminate upon the appointment by the Legislative Council of the Citizens' Aide to a four year term, or August 13, 1973, whichever is sooner.

RESOLVED, that the Acting Citizens' Aide be authorized to appoint Ruth L. Mosher as an assistant to the Citizens' Aide after August 13, 1973 until such time as the Legislative Council appoints the Citizens' Aide to a four year term.

RESOLVED, that the Acting Citizens' Aide be authorized to appoint temporary secretarial help as the need arises.

SALARY PROPOSALS  
OFFICE OF CITIZENS' AIDE  
FISCAL YEAR 1973-74

|  |                                |
|--|--------------------------------|
| Citizens' Aide (Acting or Interim).....    | \$20,000                       |
| First Deputy .....                         | \$12,000                       |
| Second Deputy (Temporary).....             | \$27 per day<br>seven day week |
| Secretary .....                            | \$ 7,000                       |
| Assistant Citizens' Aide (Temporary) ..... | \$30 per day<br>five day week  |
| Secretarial Help (Temporary) .....         | \$24 per day<br>five day week  |

July 5, 1973

To: Members of the Legislative Council and Members of the  
Legislative Fiscal Committee

From: Legislative Fiscal Director

Subject: Proposed budget

Enclosed is the proposed budget schedule on which the appropriation to the  
Legislative Fiscal Bureau was based.

We have attempted to equate our positions with those offered by the Merit  
System. The Merit salary for a Budget Analyst III is \$10,860 to \$15,228.  
As you can see on our budget schedule, the present salaries of our staff  
are on the low end considering their qualifications and experience.

The Merit System salary for a Secretary II is \$6,024 to \$8,484. We do  
not have a full-time secretary at the present time and have been trying to  
recruit one. It would appear that our \$6,000 proposed salary may not be  
adequate for the qualifications we have outlined.

We would like to start at once to find a qualified individual to fill our  
Budget Analyst IV position. This person would be involved in analyzing the  
education budgets and should have extensive knowledge in the education area.  
I am not certain whether our proposed salary for that position is adequate  
or not.

Legislative Fiscal Bureau

|                                     | <u>1972-73</u> | <u>1973-74</u> | <u>1974-75</u> |
|-------------------------------------|----------------|----------------|----------------|
| Salaries:                           |                |                |                |
| Director                            | 20,000         | 21,500         | 22,500         |
| Assistant Director                  | 13,500         | 14,500         | 15,500         |
| Budget Analyst III                  | 12,000         | 13,000         | 14,000         |
| Budget Analyst III                  | 10,500         | 12,000         | 13,000         |
| Secretary I                         | 5,200          |                |                |
| Reallocate to Secretary II          |                | 6,000          | 7,000          |
| Secretary II part time              | 2,600          | 3,000          | 3,000          |
|                                     | <u>63,800</u>  | <u>70,000</u>  | <u>75,000</u>  |
| Plus fringe benefits                | 5,288          | 5,800          | 6,300          |
| Total salaries present staff        | <u>69,088</u>  | <u>75,800</u>  | <u>81,300</u>  |
| Add new positions -                 |                |                |                |
| Budget Analyst IV                   |                | 15,000         | 16,000         |
| Statistical Analyst                 |                | -              | 11,000         |
|                                     |                | <u>90,800</u>  | <u>108,300</u> |
| Benefits                            |                | 1,200          | 2,200          |
| Total Salaries Departmental Request |                | <u>92,000</u>  | <u>110,500</u> |
| Other:                              |                |                |                |
| Travel                              | 3,000          | 3,500          | 3,500          |
| Office supplies & expense           | 2,037          | 3,300          | 3,300          |
| Printing & Binding                  | 100            | 1,200          | 1,200          |
| Equipment                           | -              | 600            | 600            |
| Professional & Scientific Services  | 14,000         | 5,000          | 5,000          |
| Total Other                         | <u>19,137</u>  | <u>13,600</u>  | <u>13,600</u>  |
|                                     | <u>88,225</u>  | <u>105,600</u> | <u>124,100</u> |

NOTE: (1) Printing and mailing of quarterly report previously paid through Legislative Standing Unlimited. The increase in office expense and supplies and Printing & Binding reflects these charges.

(2) Equipment 1st year - Calculator  
2nd year - Replace typewriter

REPORT OF THE LEGISLATIVE SERVICE COMMITTEE

July 11, 1973

RE: Budget and staff of the Legislative Service Bureau

The Legislative Service Committee makes the following recommendations to the Legislative Council regarding the budget and staff of the Legislative Service Bureau.

1. That Robert Egge be employed by the Legislative Service Bureau as an Attorney I at a starting salary as recommended by the Director.
2. That the proposed salary allocations to staff members be approved, as mailed.
3. That the salary of the director be set at \$25,000 for the fiscal year 1973-74.
4. That the budget allocations be approved as mailed to the director.
5. That the director seek applications for the replacement of Mr. John Dwyer as an attorney for the staff of the Legislative Service Bureau.
6. That the director is authorized to hire part-time help during the interim to help during peak periods of business and to help with studies at salaries within the rates specified in the classification plan for applicable positions.

Respectfully submitted,  
Senator James Briles, Chairman