A MESSAGE FROM THE PRESIDENT

International Roll-Call ® Corporation(IRC) is thrilled to share an exciting client relations development. Today, IRC is launching a new Email Communication service designed to keep our network of clients and friends better informed about our ongoing projects, products, and services.

IRC's goal with this new service is to continually innovate, adapt, improve, and effectively communicate the latest IRC happening with you. I am confident that you will find the information helpful and informative. If you have any questions or feedback about this new service, please feel free to reach out to our client relations team at info@roll-call.com.

As always, IRC is privileged to be associated with each of you and admire your dedication, hard work, and support to your State Legislature or local government in your respective roles. Please know that IRC is dedicated to a continued pursuit of providing cutting edge legislative technology services and timely support to our customers.

Best regards,

Bill

LEGISLATIVE PROCESS CONSULTING

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"YOU HAVE TO UNDERSTAND THE PROCESS TO DEVELOP A SOLUTION"

As State Legislatures look to the future of their legislative process and resources, the need for accurate documentation and improved efficiencies along with strategies for technological improvement is completely understood by the team of seasoned legislative process experts employed by International Roll-Call® Corporation. The IRC legislative process consulting team is dedicated to serving Legislatures by documenting current workflows and identifying strategic, efficient, and effective solutions for the future.

THE IMPORTANCE OF A LEGISLATIVE PROCESS STUDY

The Knowledge Vacuum: A Growing Concern
The collective experience of retiring legislative staff is irreplaceable. These individuals possess deep institutional knowledge that is often unwritten, passed down informally through years of practice. Without a concerted effort to document and preserve this knowledge, the legislature risks losing critical insights into procedures, historical context, and best practices that have been honed over time.

The Need for Professional Experience and Training
While new employees bring fresh perspectives and energy, they most often will lack the deep understanding of legislative processes that their predecessors compartmentalized or parliamentary procedure materialized for resolution from past Sessions. By analyzing and documenting existing procedures, the study can bridge the gap by creating a comprehensive resource for all employees, ensuring that new staff are equipped with the knowledge they need to succeed.

Improving Efficiency and Identifying Redundancies
One of the key objectives of a legislative process study is to enhance efficiency within the legislature. Over time, processes can become bogged down by duplicative data entry, redundant steps, and unclear procedures. By conducting a thorough analysis of current practices, the study can identify these points of redundancy and recommend streamlined processes that eliminate unnecessary steps.

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Unwritten and Unclear Procedures: A Hidden Risk

Unclear or unwritten procedures can lead to confusion, delays, and mistakes, particularly during critical moments in the legislative process. A legislative process study can address this issue by formalizing these procedures and ensuring that they are clearly communicated and accessible to all staff.

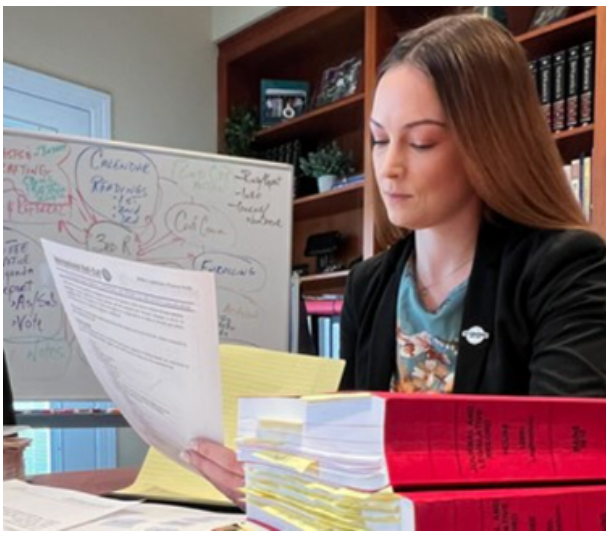
Creating a Comprehensive Document for Learning and Mentorship

A process study can include detailed descriptions of procedures, historical context, and best practices, providing a valuable resource for both new and experienced staff. It can also serve as a teaching and mentoring tool, allowing seasoned employees to share their knowledge with newer staff in a structured and meaningful way.

Training and Strategic Planning for the Future

By identifying areas where technology can be better leveraged, a LPS can recommend updates and improvements that enhance efficiency and accuracy. This analysis will also inform strategic planning, supporting the legislature to anticipate future challenges and opportunities to ensure that the institution is well-positioned to adapt to changing circumstances.

WHY CHOOSE THE IRC LEGISLATIVE PROCESS TEAM FOR A STUDY?



IRC's team of legislative experts consists of Bill Schaeffer (former Ohio House Clerk), Jeff Finch (former Virginia House Deputy Clerk – Legislative Operations), Scott Maddrea (former Virginia House Deputy Clerk – Committee Operations), Mary Gibson (former Massachusetts House Clerk's Assistant and Legislative Aide), and Catherine Munn (former coordinator of the Oregon House Honorary Page and Legislative Civics Education Program). The LPC team provides decades of first-hand experience to every consulting project including past work in Georgia, Nebraska,

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New Hampshire, and Vermont; and their most recent reports in Alabama, Maine, Mississippi, and West Virginia. With a knowledge base and skill set directly relevant to the demands of a legislative process study, the IRC project team is proficient in the knowledge of state legislatures, legislative processes and terminology, and the political environment that must be recognized and accounted for in the development and implementation of legislative technology-driven solutions.

CONDUCTING A LEGISLATIVE PROCESS STUDY

IRC utilizes a combination of onsite and remote meetings to document all legislative process functions, requirements, and workflows, providing a "roadmap" for the Legislature to understand where opportunities for efficiencies, innovation, and elimination of duplicate data entry can be implemented.

An IRC Legislative Process Study encompasses the entirety of the legislative process including an initial request and drafting, committee, calendar creation, journal publication, codification, and all steps in between.

Time Commitment:

The time commitment of an IRC Legislative Process Study varies depending on the size and complexity of the project. Generally, a legislative consulting project may take 4-6 months depending on the scope coupled with the availability of the Subject Matter Experts involved in the project.

RECENT PROCESS STUDY PROJECTS

West Virginia State Legislature

The IRC Legislature Consulting Team recently completed a six-month Legislative Process Study with the West Virginia Legislature ahead of the design and deployment of the 3rd Reading Management System, which has since reached the design stage of implementation. The subsequent and cumulative five-volume report reflects work focused on cataloging and documenting the workflow, resources, and legislative process documents currently utilized by the West Virginia Legislature encompassing all steps of the legislative process. IRC would like to thank the West Virginia legislative staff for their collaborative support throughout the development of the process study report.

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Maine State Legislature

This year, IRC refined and completed a Legislative Process Study for the Maine Legislature in anticipation of streamlining their unique legislative processes through the proposed implementation of the IRC 3rd Reading legislative management applications. IRC had the opportunity to meet with and observe the various staff of the Senate Secretary's Office and House of Representatives Clerk's Office, along with other legislative staff from the Office of the Executive Director, Office of the Revisor of Statutes, Office of Policy and Legal Analysis, Legislative Information Office, Office of Fiscal and Program Review, and Office of Legislative Information Technology.

Alabama State Legislature

The 2023 completion of the five (5) month comprehensive Alabama Legislative Process Study consisted of numerous on-site visits and remote meetings conducted before and during the COVID-19 pandemic. The Legislative Process Study consisted of meeting with and listening to the Alabama "subject matter experts" (SMEs) to accurately document all legislative process functions and related workflow. Over the course of the study there were many opportunities for improvements revealed that would allow the new system to be built on the foundations of the old system. In addition, staff were on board to collectively define and implement an approach that would serve their future needs.

Mississippi State Legislature

IRC completed a Legislative Process Study for the Mississippi Legislature in 2021. The report was conducted utilizing a combination of onsite and remote meetings to review all legislative process responsibilities from drafting to enactment. Like with the other studies, IRC initiated the study by setting up required site visits and interviews/meetings with applicable Mississippi SMEs relevant to the Mississippi legislative process, technology resources, and other identified process components. The Mississippi Study allowed the IRC team to thoroughly review and understand how Mississippi conducts legislative business to ensure current functionality is maintained, discover opportunities for improvement, and set the foundation for modernization. The study identified suggested modifications and customizations for Mississippi to consider that may be necessary to implement the IRC 3rd Reading Legislative Management System to support Mississippi's legislative process needs.