

Legislative Staff

They are the Gatekeepers, Treat Them Well

Secretary. This person is among the first people with whom you will come in contact. At a minimum, a secretary's responsibilities include scheduling appointments, answering telephone inquiries, and opening and prioritizing mail.

Committee Secretary. A committee secretary sets up committee meetings, reserves rooms, gets legislators' folders and name tags in order, keeps minutes, and prepares committee reports. This is the person who also keeps in touch with constituents and may advocate for the constituents, knows when bills are scheduled and where they will be heard and understands the nuances of the legislative process.

Legislative Research. The Kansas Legislative Research Department (KLRD) performs non-partisan legislative research and other duties as directed by legislators. The KLRD provides staff services, both general research and fiscal analysis, to special committees, select committees, and most standing committees during the legislative session and during the interim. Examples of specific duties performed by the KLRD include assisting committee chairpersons in planning the work of the committee and in preparing agendas; formulating questions for committee chairpersons and members; preparing various memoranda and reports; preparing supplemental notes (explanations) for bills reported by committees to the house (except for bills reported adversely); assisting legislators in researching topics and in responding to requests from constituents; analyzing agency requests for appropriations and the fiscal impact of proposed legislation; and participating in revenue and expenditure forecasting.

Revisor of Statutes. The Office of the Revisor of Statutes drafts bills, resolutions, and other legislative documents and provides legal consultation and research services for all committees and legislators. The office provides legal staff for special interim committees, select committees, and standing committees. The office edits and publishes the *Kansas Statutes Annotated* (KSA) and annual supplements thereto. The Kansas Statutes can be accessed at <http://www.kslegislature.org/cgi-bin/statutes/index.cgi>.

Legislative Services. The Legislative Services Office is a general assistance office generally geared to provide administrative services to legislators. However, this office is responsible for scheduling most events in all committee rooms that you may reserve for special presentations or lunch briefings. It is also the office that maintains the official legislative social calendar. If you want to schedule after-hours events, this is the first place to find a time with a minimum of conflicts.

Whether you have much contact with legislative assistants or other legislative staff, treat them with courtesy and respect at all times.

REMEMBER: Never throw your weight around. Nobody will be impressed, but they will remember.