

vention delegates. The Committee on Public Information publicized the work of the convention and planned for post-convention activities to inform voters about the proposed constitution. After the convention a Committee on Constitutional Information Series was formed for the purpose of preparing and distributing information about the constitution.

For the efficient conduct of business the convention employed a secretary, chief clerk, chief of staff, parliamentarian, research staff, historian, public information director, and other clerks, stenographers, and employees as needed.

The secretary was the chief administrative officer of the convention. He served under the direct authority and supervision of the president relieving that official of administrative details including employment and assignment of personnel, supervision of payroll, registration of lobbyists or any special interest groups, procurement of supplies and services, maintenance of budget and accounts, and certification with the president of the constitution adopted by the convention. The secretary also directed the post-convention activity of the continuing staff. The chief of staff of the convention directed the work of the central research staff and coordinated the research and writing efforts of the committee staff assistants and advisors. He was responsible for general reference service to delegates and the general public on substantive matters involving the work of the Constitutional Convention Commission and of the Constitutional Convention. The chief clerk was the principal office of record for the convention in that it registered, controlled, filed, processed, and distributed documents and recorded all official deliberative actions of the convention and Committee of the Whole.

The parliamentarian was the adviser and counsel to the presiding officer of the convention on all matters of parliamentary procedure. The historian was charged with the collection and preservation of proceedings of the convention and its committees.

The information service was established to disseminate information to the general public and special interest groups not handled directly by a substantive committee. Its staff conducted tours, showed convention films, controlled gallery seating, maintained schedules of meetings and hearings, clipped newspapers, circulated press stories and convention articles among the delegates and staff, operated a code-a-phone service, conducted correspondence, distributed informational pamphlets, drafted feature articles, and generally promoted the work of the convention.

Any suggestion or proposition intended to become a part of the revised constitution was called a delegate proposal or a committee recommendation, the former being introduced by a delegate and the latter being submitted by a committee. Copies were delivered to the chief clerk who on convention order caused them to be numbered, printed, and distributed to delegates as promptly as possible.

Explanatory memoranda accompanied delegate proposals as necessary. Each committee recommendation was accompanied by an explanatory committee memorandum. A minority report on a recommendation could be submitted and when this was done the subject matter was reflected in amendments introduced in the Committee of the Whole or subsequently during consideration by the convention on second or third reading.