

Outline for Marianas Meeting
4 May 1976

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I. Introduction [HPW]

- A. Introduction of guests
- B. Description of Marianas situation [HPW]
- C. Description of proposed staffing [WC&P, economic & other consultants already committed]

II. Overview [Wheeler]

- A. Initial problems in preparation
 - 1. Availability of experts for consultation with lawyers prior to convention [who, what specialties]
 - 2. What bibliography should be covered by the lawyers in preparation [what are the basic materials for lawyers needed in preparation of briefing papers]
- B. Overview of experience in the state constitutions
- C. Recent state constitutional activity
- D. Relevant foreign experience

III. The Convention

- A. Preparing for the convention
 - 1. Pre-convention committee of delegates
 - a. Membership
 - what is optimal composition and method of selection
 - b. Functions
 - (1) which functions should be undertaken by the committee and which should be delegated.

- (2) Interaction with OTSP
 - a. Intermediary role
 - b. Source of recommendations to delegates
 - (3) Is there a possible continuing role?
2. Physical facilities: What is needed with respect to:
 - a. the convention hall
 - b. other rooms and facilities
 - c. equipment
 - d. facilities for newsmen
 3. Scheduling the convention
 - a. what is a reasonable time limit
 - b. what provision should be made for recess
 4. Prepared materials
 - a. what materials should be prepared specifically for the delegates
 - (1) U.S. Constitution and Model State Constitution
 - (2) State constitutions: which ones?
 - (3) Administrative manual
 - (4) Briefing Papers - See Appendix A
 - a. topics
 - b. cover memo: detail of legal info/length
 - c. literature survey and analysis
 - d. role of model state constitution
 - e. recommendations
 - f. draft constitution

b. what materials should be available for the delegates to consult

(1) how can these be gotten to Marianas

(2) Library: necessary materials/periodicals/treatises, etc.

c. when should a. and b. be made available

-- pre-convention education of delegates

5. Pre-convention publicity

a. by whom

b. what

6. What constraints or limitations on planning are imposed by needs for citizen participation

B. Organizing the Convention

1. What are the necessary formalities for Day #1

2. What procedures should be used for the selection of Officers

a. President

b. Vice-President

c. Secretary

d. Sgt. at Arms

C. Running the Convention

1. Committee structure

a. is it possible or desirable to operate as a committee of the whole

b. what committees should be established

(1) substantive - see Appendix B for examples

(2) procedural - see Appendix C

- a. rules
 - b. administration
 - c. style and drafting
 - d. public information
 - e. others
- c. what is the best method for selection of committee members
- d. what is the optimal number of delegates per committee - should some committees have particularly large/small numbers
2. What procedural rules should be adopted to govern
- a. relationship between whole delegation and committee
 - b. relationship between committees
 - c. operation of each committee -- should all debates be open hearings
3. Public hearings
- a. timing
 - b. purposes
4. Personnel needs
- a. what consultants are needed on-site
 - (1) are there particular needs of committees
 - tasks required
 - skills required (legal/non-legal)
 - (2) what is the best way for the delegates to use consultants
 - reference sources
 - participate in discussions

b. What non-professional support staff will be needed

- (1) for the officers
- (2) for the committees
- (3) for the delegates
- (4) for the consultants

D. Publicity

1. During the convention
2. Afterwards

E. Ratification

1. What is a reasonable time schedule

Appendix A

Briefing Papers

Alaska: 55 delegates (1955)/12 briefing papers

- (1) The State Const. within the American Political System
- (2) Civil Rights and Liberties
- (3) The Alaskan Court and the State Patrimony
- (4) Suffrage and Elections
- (5) The Legislative Department
- (6) The Executive Department
- (7) The Judicial Department
- (8) The Const. and Local Government
- (9) State Finance
- (10) Legislative Structure and Apportionment
- (11) Const. Amendment and Revision
- (12) Initiative, Referendum, and Recall

Hawaii (1950): 63 delegates/14 briefing papers

- (1) Bill of Rights and General Welfare
- (2) Const. Amendments and Revision
- (3) Suffrage and Elections
- (4) Legislative Referendum and Recall
- (5) Structure of State Legislatures
- (6) Legislative Organization and Procedure
- (7) Constitutional Provisions for Legislative Apportionment and Reapportionment
- (8) Legislative Aids
- (9) Executive Offices

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- (10) Fiscal Provisions
- (11) Budgeting and Appropriation Provisions
- (12) State Judicial Systems
- (13) Home Rule
- (14) Bibliography

NJ (1947): 81 delegates/35 monographs, 437 pp., mailed to delegates upon election.

Appendix B

Substantive Committees:

- A. Alaska (1955)
 - 1. Preamble
 - 2. Suffrage, elections, and apportionment
 - 3. Legislature
 - 4. Executive
 - 5. Judiciary
 - 6. Resources
 - 7. Finance and Taxation
 - 8. Local government
 - 9. Direct legislation and amendment
 - 10. Ordinances and transitional measures

- B. NJ (1947)
 - 1. Rights, privileges, amendments, and miscellaneous
 - 2. Executive, militia, and civil offices
 - 3. Legislature
 - 4. Judiciary
 - 5. Taxation and finance

- C. Hawaii (1950)
 - 1. Bill of Rights
 - 2. Legislative Powers and Functions
 - 3. Executive Powers and Functions
 - 4. Judiciary
 - 5. Taxation and Finance
 - 6. Local Government

7. Education
8. Health and Public Welfare
9. Industry and Labor
10. Agriculture
11. Conservation and Land
12. Hawaiian Homes Commission Act
13. Suffrage and Elections
14. Revisions, Amendments, Initiative, Referendum
and Recall
15. Ordinances and Continuity of Law
16. Miscellaneous Matters

Appendix C

Procedural Committees:

New Jersey: (1947) 6

- (1) arrangement and form
- (2) submission and address to people
- (3) rules, organization, and business affairs
- (4) credentials
- (5) printing and authentication of documents
- (6) information and documents

Hawaii: (1950) 3

- (1) rules and order of business
- (2) accounts
- (3) printing, plus committees on style and on submission and information