

1 such as scheduling hearings, notifying persons of postponed
2 hearings, arranging for the use of the appropriate hearing rooms
3 when the occasion requires it, assisting the staff adviser
4 in preparing the committee's recommendations, seeing that
5 the committee's recommendations are processed through the
6 proper channels, and doing the other myriad administrative
7 tasks which will be required in connection with the work of
8 each committee. The only other full-time personnel of each
9 committee will be one secretary to the chairman and the
10 committee and one assistant secretary who will also serve as
11 the personal secretary of the members of the committee.

12 To these committee staff persons, we will add a group
13 of research assistants -- professional people skilled in
14 various phases of research. They will be available upon
15 assignment by the Director of the Research Staff or the
16 Chief of Staff to perform specific research projects for
17 various committees.

18 In recruiting a staff for the Convention, we have
19 kept in mind the fact that this Constitutional Convention of
20 Maryland is not only unique in our generation but is not like-
21 ly to be repeated in this State for several more