



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
ELECTIONS COMMITTEE MEETING**

**Monday, May 6, 2024  
2:00 p.m.**

**Join Zoom Meeting**

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Committee Members: Linda Mendenhall, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison; Amy Beyleryan; Ashley Doering; Byron Jones; Charity Brooks; Denise Archibald; Fatima Fernandez; Janet Pierson; Kyana Hayes; Marcela Moreno; Maria Ceaglske; Marissa Greenwood; Suzanne Mesich; Tami Mayes; Teresa Riza and Victoria Roedig

1. Call to Order
2. Roll Call
3. Solicit Volunteer to take Minutes.
4. Approval of Minutes
  - a. Minutes for the February 5, 2024 and March 18, 2024 meetings.
5. Annual Election Training
  - a. Discuss topics for Annual Training
5. Adjournment

Linda Mendenhall  
AMCA Elections Committee Chairperson



## ARIZONA MUNICIPAL CLERKS' ASSOCIATION ELECTIONS COMMITTEE MEETING

**Monday, February 5, 2024  
2:00 p.m.  
Join Zoom Meeting  
[Click here to join the meeting](#)**

Committee Members: Linda Mendenhall, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison; Amy Beyleryan; Ashley Doering; Byron Jones; Charity Brooks; Denise Archibald; Fatima Fernandez; Janet Pierson; Kyana Hayes; Marcela Moreno; Maria Ceagske; Marissa Greenwood; Suzanne Mesich; Tami Mayes; Teresa Riza and Victoria Roedig

### 1. Call to Order

The meeting was called to order by Committee Chair Mendenhall at 2:01 p.m.

### 2. Roll Call

The following Committee Members were present: Linda Mendenhall, Fatima Fernandez, Amy Beyleryan, Byron Jones, Charity Brooks, Janet Pierson, Kyana Hayes, Marcela Moreno, Marissa Greenwood, Suzanne Mesich, Tami Mayes, Victoria Roedig, and Denise Archibald (not present at the time of roll call).

### 3. Solicit Volunteer to take Minutes

Committee Member Greenwood volunteered to take the Minutes for today's meeting.

### 4. Approval of Minutes – APPROVED

- a. Meeting of June 26, 2023

Committee Member Mayes moved to approve the June 26, 2023 Meeting Minutes, seconded by Committee Member Pierson. The minutes were unanimously approved by those present.

### 5. Annual Election Training

- a. Discuss topics for Annual Training

Committee Chair Mendenhall inquired on whether the meeting date for the Annual Election Training will change.

Committee Member Pierson indicated the scheduled meeting date will not change.

Committee Chair Mendenhall advised that the annual election training is held the last week in July and that this committee is responsible for developing the training curriculum. Chair Mendenhall noted that

during the last elections training, most attendees disliked having campaign finance training in the afternoon and would prefer it to be scheduled in the morning.

Committee Member Mayes shared she would have liked to have seen step by step process surrounding the Clerk's role throughout the election cycle.

Committee Co-Chair Fernandez commented that the Clerk's panel did a great job presenting on how to prepare for an election and discussed how she benefited from the training. Co-Chair Fernandez recommended completing exercises as an entire group versus breaking out into small groups. She noted that during last year's small groups exercise, it was difficult to hear the responses provided by other groups.

Committee Chair Mendenhall highlighted the need for Special Elections training and discussed how she intends to share her experience.

Committee Member Pierson advised she recently received prior election agendas from 2014 forward. Upon reviewing them and taking in consideration ones that have not been presented recently, she recommended the following be considered for the upcoming elections training: county elections panel discussion, election overview, and a Clerk's guide from A to Z. Member Pierson recommended a definition discussion, such as explaining the difference between votes cast and ballots cast as well as a discussion regarding districts and precincts.

Committee Co-Chair Fernandez commented that the questions surrounding definitions would be beneficial to include during the Mentimeter exercise.

Committee Member Archibald agreed.

Committee Chair Mendenhall mentioned that the IIMC is getting a little more particular with regards to the allocation of credits. IIMC will not allot credits towards an MMC designation for information that should already be known by a Clerk with a CMC designation. Chair Mendenhall shared she liked the idea of including the County and that it would be ideal to come up with a topic that would allow everyone to receive credits towards. Chair Mendenhall inquired on who presented the agenda items recommended by Committee Member Pierson.

Committee Member Pierson detailed who presented.

Committee Chair Mendenhall informed the Committee that Nancy Davidson will be presenting the legislative update.

Committee Member Archibald requested a partner to assist with the Mentimeter poll. Committee Member Mayes volunteered to assist.

Committee Chair Mendenhall recommended a breakout session to encourage interaction and relieve attendees from having to sit throughout the entire eight hour training session. Chair Mendenhall mentioned Christina Estes-Werther intends to hold a two hour abbreviated training surrounding campaign finance during Spring best practices.

Committee Member Archibald recommended having a knowledgeable facilitator assist during small group exercises.

Committee Co-Chair Fernandez agreed having a facilitator would be helpful, especially in circumstances when the answer is not known.

Committee Member Jones inquired on what was being referred to as “Mentimeter.”

Committee Chair Mendenhall explained Mentimeter is a survey tool in which has the ability to receive online responses to a question posed.

Committee Member Archibald added that Mentimeter is an interactive website which can be used to pose questions. The platform allows individuals to answer questions using their cellphone then it visually displays the responses, allowing the entire audience to engage and participate. Member Archibald added that during the poll last year, the first participant to answer the question correctly won swag. The swag was donated by Committee Co-Chair Fernandez.

Committee Co-Chair Fernandez noted that there may need to be a contingency plan for swag.

Committee Chair Mendenhall noted that Committee Member Beyleryan shared the Mentimeter website link to the chat. Chair Mendenhall advised that the committee has ample time to come up with additional training topics for the scheduled elections training.

Committee Member Archibald explained that the Certified Election Officer training was a hybrid training conducted in person and through self-paced online modules.

Committee Member Mesich opined that the in-person training on emergency planning presented by the Pinal County Recorder during the CEO training was especially helpful and recommended a similar topic for the Elections training.

Committee Chair Mendenhall shared her belief that credit could be given to all attendees for emergency planning.

Committee Member Roedig mentioned that emergency planning ties in with the theme of essential records, which is an ongoing topic of discussion this year.

Committee Chair Mendenhall indicated she will look into it further. Chair Mendenhall stated that she prefers a variety of training topics but considers Special Elections to be a valuable topic as it requires strict compliance.

Committee Member Archibald recommended having the Governor’s Committee on Elections speak during the training session.

Committee Chair Mendenhall agreed and mentioned the committee could invite Ben Lane to present.

Committee Member Archibald mentioned that Ben Lane shared his insight during one of the AMCA Legislative Committee meetings.

All parties voiced in favor of having Ben Lane present in that capacity.

- b. Discuss topics relating to Elections
  - i. E-Qual/buffer bill
  - ii. Posting Candidate Materials Online (what to post, what to redact)

Committee Member Mesich stated that each municipality posts varying candidate materials and opened the topic for further discussion.

Committee Chair Mendenhall explained she redacts the address listed on the Statement of Interest but does not redact the address disclosed on other candidate filings.

Committee Member Pierson shared she displays who has filed each form on their website but does not disclose the documents themselves.

Committee Member Archibald stated she also puts a grid on their website but does not disclose the documents. Member Archibald recommended this topic be discussed during the elections training.

Committee Co-Chair Fernandez agreed that it would be a good topic for discussion given the new law that protects public officers. Co-Chair Fernandez inquired about whether to notify Council Members of this new law and inquired on how the Clerk's office would be informed of which public officer opted in to have their information redacted.

Committee Member Archibald explained that once a public officer subscribes, they are responsible for informing the Clerk's office. Member Archibald noted that upon looking up voter registration, you can easily recognize if their address is protected as there would be no address listed.

Committee Co-Chair Fernandez asked if any Clerk has opted to protect their own address.

Committee Chair Mendenhall announced she had previously considered protecting her own address.

- iii. Primary Election Date Change

Committee Co-Chair Fernandez inquired on whether there has been a change to the Primary Election date.

Committee Chair Mendenhall responded that so far it has not changed. The decision on whether to change the date has not yet been determined.

Committee Member Hayes shared the potential date change may be decided or scheduled for February 7, 2024.

Committee Chair Mendenhall discussed a House Bill that proposed additional language in which the person with the highest number of votes is immediately seated.

Committee Member Archibald adds that the House Bill refers to appointed positions, not at large. Member Archibald shared that the House Bill does not apply to Charter Cities.

Committee Chair Mendenhall commented that hopefully the Primary Election date does not change, at least not for this election cycle.

Committee Co-Chair Fernandez agreed and explained the difficulty that many municipalities may face in the event the Primary Election date changes.

Committee Chair Mendenhall urged Committee Members to continue to brainstorm training topics and noted the next meeting will be held in March 2024.

#### 5. Adjournment

The meeting adjourned at 2:41 p.m.

Marissa Greenwood

AMCA Elections Committee Member



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
ELECTIONS COMMITTEE MEETING  
DRAFT MINUTES**

**Monday, March 18, 2024  
2:00 p.m.**

Committee Members: Linda Mendenhall, Fountain Hills (Chair); Fatima Fernandez, Prescott Valley (Co-Chair); Carla Reece, Cave Creek (Board Liaison); Amy Beyleryan, Gilbert; Ashley Doering, Gilbert; Byron Jones, Tucson Airport Authority; Charity Brooks, Clarkdale; Denise Archibald, Phoenix; Janet Pierson, Yuma; Kyana Hayes, Peoria; Marcela Moreno, Glendale; Maria Ceaglske, Litchfield Park; Marissa Greenwood, Prescott Valley; Suzanne Mesich, Tucson; Tami Mayes; Cottonwood; Teresa Riza, Cave Creek; and Victoria Roedig, Scottsdale.

**1. Call to Order**

Chair Mendenhall called the meeting to order at 2:02 p.m.

**2. Roll Call**

The following members were present: Linda Mendenhall, Chair; Fatima Fernandez, Co-Chair; Carla Reece, Board Liaison; Amy Beyleryan; Ashley Doering; Byron Jones; Charity Brooks; Marcela Moreno; Maria Ceaglske; Marissa Greenwood; Tami Mayes; Teresa Riza and Victoria Roedig.

The following members were absent: Denise Archibald; Janet Pierson; Kyana Hayes; Suzanne Mesich.

**3. Solicit Volunteer to take Minutes.**

Committee Member Ceaglske volunteered to take the meeting minutes.

**4. Spring Best Practices**

Chair Mendenhall noted Christina Werther, will be presenting. She stated a speaker dropped from a one-hour session and asked Committee Members on their thoughts of a replacement presenter.

Co-Chair Fernandez spoke of her frustration trying to find presenters and suggested Nancy Davidson, General Counsel to the League of Arizona Cities and Towns or ask Ms. Werther to present for both sessions.

Committee Member Riza suggested different sets of questions be presented during the Spring Session and Annual Conference to prevent a duplication of information.

## **5. Annual Election Training**

a. Discuss topics for Annual Training and potential speakers.

Chair Mendenhall stated Ms. Werther has already confirmed presenting for Session 2 and informed the Committee Members that Ben Lane, Scottsdale City Clerk, agreed to present for one-hour on his experience on serving on the Governor's Task Force. She said Ms. Davidson said she may not have much to fill the one-hour timeslot. She spoke of the use of the mentometer for both the morning and afternoon sessions and suggested a Clerk's panel on special elections. She asked Committee Member Maria Ceaglske if Litchfield Park could speak on their establishment of Charter City.

Committee Member Ceaglske confirmed she would ask Terri Roth, Litchfield Park City Clerk, if she would present and stated she would report the response to the committee at the next meeting.

Chair Mendenhall suggested a Clerk's panel to present on referendums.

Discussion ensued on recalls, referendums, initiatives, and general plans.

Committee Member Mayes stated she could present on recalls and her process leading up to the conference.

Discussion ensued on communities that have initiatives to reach out to present.

Co-Chair Fernandez offered to speak on current recall.

With nothing further to discuss on the item, Chair Mendenhall asked if any member had anything they would like to discuss for the good of the order.

Committee Members noted the following items with short discussions on each:

- Change of dates for annual conference due to election changes
- Offering hybrid option for annual conference

Chair Mendenhall asked Committee Members to be thinking of additional topics, elections preferred, to present at the annual conference. She stated she would have a better idea of how the schedule is filling out by the next meeting.

## **6. Adjournment**

There being no further business to discuss, the meeting adjourned at 2:22 p.m.

Maria Ceaglske, Minute Taker