



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES**

**Thursday, April 13, 2023
2:00 p.m.
Microsoft Teams**

Committee Members: Summer Stewart, City of Buckeye, Chair; Lisa Cole, Town of Sahuarita; Rachael Hall, City of Show Low; Rommel Cordova, City of Scottsdale; and Carla Reece, City of Tempe, Board Liaison.

1. Call to Order

Chair Stewart called the meeting to order at 2:01 p.m.

2. Roll Call

The following members were present: Summer Stewart, City of Buckeye, Chair; Lisa Cole, Town of Sahuarita; Rommel Cordova, City of Scottsdale; and Rachael Hall, City of Show Low.

The following members were absent: Carla Reece, City of Tempe, Board Liaison.

3. Old Business

a. Discussion and possible approval of the November 10, 2022 Handbook and Constitution Committee meeting minutes.

A motion was made by Lisa Cole, seconded by Rachael Hall to approve the November 10, 2022, Handbook and Constitution Committee meeting minutes as presented. Voice vote: The motion passed unanimously.

4. New Business

a. Discussion regarding further updates to the Handbook and Constitution for upcoming years based on previously approved changes.

Chair Stewart reviewed the Implementation Plan – Chart of Succession for the board member positions. She noted the eliminated treasurer position. She said the duties of the treasurer would be redirected to other positions on the board. She noted that all recommended changes had been communicated to the Executive Board and were approved.

5. Good of the Order/Comments from Committee Members: No items noted
6. Next Meeting Date: May 11, 2023 at 2:00 p.m.
7. Adjournment: Chair Stewart adjourned the meeting at 2:06 p.m.

Respectfully submitted by:

Rachael Hall, CMC
Minute Taker/Committee Member

Minutes approved by the Committee June 8, 2023