



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES
June 10, 2021**

Committee Members: Terri Roth, Litchfield Park-Chair; **VACANT**, Co-Chair; Carla Reece, Tempe; Linda Mendenhall, Avondale; Lisa Garcia, Florence; Lucinda Aja, Buckeye, Summer Stewart, Buckeye, Byron Jones, Tucson Airport Authority; Teresa Riza, Phoenix - Board Liaison

1. Call to Order

Meeting was called to order on Zoom by Chair Roth at 10:02 a.m.

2. Roll Call

The following members were present: Chair Roth, Committee Member Reece, Committee Member Aja, Committee Member Stewart, Committee Member Jones, and Board Liaison Riza.

The following members were absent: Committee Member Mendenhall and Committee Member Garcia.

Committee Member Reece joined the meeting at 10:14 a.m.

Board Liaison Riza joined the meeting at 10:35 a.m.

Committee Member Aja left the meeting at 11:00 a.m.

3. Old Business

- a. **Discussion and possible action to approve the March 16, 2021 minutes.**

MOTION BY Committee Member Aja, SECONDED BY Committee Member Stewart, to APPROVE the minutes of the meeting held on March 16, 2021. The motion carried unanimously.

4. New Business

- a. **Receive status updates from the following sub-committees:**

Handbook & Constitution Committee Duties

The Subcommittee reported out at the meeting on February 11, 2021. There were no further updates.

Election Policies/Tie Vote Policies

The Subcommittee reported out at the meeting on February 11, 2021. There were no further updates.

Treasurer Duties/Research other Organizations

Board Liaison Riza explained that the Treasurer position previously had more responsibility for the association's financial affairs, but this function has been taken over by the League of Arizona Cities and Towns (The League). As a result, the Treasurer position has become redundant.

The Committee reviewed and discussed Committee Member Garcia's recommendation to reclassify the Treasurer position as a director and divide the remaining non-financial duties between the Secretary and Directors 1 and 2.

Item 2 under the proposed Secretary duties can be removed as the League prepares the financial reports, and the entire Executive Board reviews them.

Committee Member Participation Expectations

The timeline may be difficult to enforce due to some committees only meeting several times a year.

Committee Member Reece committed to revising the proposed language for Number 5 and Number 6 and email her suggestions to the committee by tomorrow.

Past President Duties/Responsibilities/Succession

The Subcommittee recommended changing the title of Immediate Past President to "Director 1" to avoid potential confusion regarding the duties of the past president and the current president. As a director, they would still have voting privileges on the Board and would also serve in an advisory capacity. This is comparable to how organizations in other states structure their boards of directors.

A recommendation was made to designate the Immediate Past President as "Ex Officio Member" as opposed to director. This will alleviate confusion regarding the duties, the seniority, and the order of succession. The Executive Board would consist of the President, Vice President, Secretary, Director, and Ex Officio Member. The director position would replace the Secretary as the Board's entry level. Applications for Director would be submitted to the Secretary.

The Executive Board also requested in its memo from August 2020 that a succession plan be put in place to allow for the appointment of a replacement if the Immediate

Past President resigns but has more than six months left in her term. Their suggestion was to give in order of seniority the most recent past presidents the opportunity to fulfill the remainder of the term.

b. Handbook Updates/Revisions

There is confusion regarding the process and whether the Handbook and Constitution Committee or League staff should be charged with making edits to the Handbook. Board Liaison Riza will speak with Sandy Morari to clarify how and when the Handbook has been updated. The version posted on the AZ Clerk's website is from June 2020, but a May 2021 version is also circulating.

Board Liaison Riza stated that the Committee should be responsible for communicating handbook changes to the League and that the Committee should have a process to verify the changes are correct.

Chair Roth committed to reviewing the Handbook for minor corrections that need to be made. Any major items the Committee was not able to accomplish this year will be included in the Annual Report for possible action by next year's Committee.

c. Update Constitution and Handbook

Chair Roth volunteered to follow up on the changes that were previously approved by the Executive Board relating to the Membership/Mentoring Committee, the Campaign Finance Committee, the Elections Committee, and the Region Leaders to ensure they are reflected in the handbook. Roth will also forward the further changes discussed by the Committee for review by the Executive Board at its meeting on June 24, 2021.

5. Good of the Order/Comments from Committee Members

There were no comments.

6. Adjournment

MOTION BY Committee Member Stewart, SECONDED BY Committee Member Jones, to ADJOURN the meeting. The motion carried unanimously.

There being no further business to discuss, Chair Roth adjourned the meeting at 11:04 a.m.

Byron M. Jones, CMC
Minute Taker