



AGENDA
HANDBOOK & CONSTITUTION COMMITTEE MEETING

Thursday, March 11, 2021

10:00 AM

<https://us02web.zoom.us/j/85102796573>

Phone: +1 669 900 6833

Meeting ID: 851 0279 6573

Committee Members: Terri Roth, Litchfield Park-Chair; Dusty Christopherson, AZ Fire & Medical Authority-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

2. Roll Call

3. Old Business

A. Minutes

Discussion and possible action to approve the February 11, 2021 minutes.

4. New Business

A. Receive status updates from the following sub-committees:

Handbook & Constitution Committee Duties
Election Policies/Tie Vote Policies
Treasurer Duties/Research other Organizations
Committee Member Participation Expectations
Past President Duties/Responsibilities/Succession

B. Membership/Mentoring and Region Leaders Committee

Discussion regarding the approved changes to the Membership/Mentoring and Region Leaders Committee section of the AMCA Handbook.

5. Good of the Order/Comments from Committee Members

6. Adjournment



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK & CONSTITUTION COMMITTEE
MEETING MINUTES
February 11, 2021**

Committee Members: **Terri Roth, Chair; Dusty Christopherson, Co-Chair; Carla Reece; Linda Mendenhall; Lisa Garcia; Lucinda Aja; Byron Jones; Summer Stewart; and Teresa Riza, Board Liaison**

1. Call to Order

Meeting was called to order on Zoom by Chair Terri Roth at 10:04 a.m.

2. Roll Call

The following members were present: Chair Roth, Co-Chair Christopherson, Committee Member Reece, Committee Member Mendenhall, Committee Member Garcia, Committee Member Aja, Committee Member Jones, and Committee Member Stewart

The following members were absent: Board Liaison Riza

3. Old Business

- a. Discussion and possible action to approve the January 14, 2021 minutes.

MOTION BY Committee Member Jones, SECONDED BY Committee Member Reece, to APPROVE the minutes of the January 14, 2021 meeting. The motion carried unanimously.

4. New Business

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

- **Handbook & Constitution Committee Duties:** Committee Member Jones reported that the sub-committee met on February 8 and reviewed the duties of the committee. The sub-committee determined that no changes are needed at this time, but it was open to changes proposed by the whole committee.
- **Election Policies/Tie Vote Policies:** Committee Member Jones reported that the sub-committee also met on February 8. It reviewed the tie-vote policies contained in the bylaws of several clerk's associations, and determined that in the event of a tie, the Executive Board should select the candidate whom it feels would work best with the current officers. The sub-committee further recommended that the Handbook & Constitution Committee Chair also participate in the vote to eliminate the possibility of a tie vote amongst the officers. The proposed redlines of the "Executive Board Secretary Election Procedure" section were included in the agenda materials.

- **Treasurer Duties/Research other Organizations:** Committee Member Garcia reported that she had contacted several clerk's associations and will provide more information when she receives it.
- **Committee Member Participation Expectations:** Chair Roth reported that the sub-committee is meeting on February 18 and will have an update at next month's committee meeting.
- **Past President Duties/Responsibilities/Succession:** Co-Chair Christopherson reported that the subcommittee has not had the chance to meet, and they will have an update at the next committee meeting.

b. Rotating list for Minute Taking

- September 2020 – Committee Member Reece
- January 2021 – Chair Roth
- February 2021 – Committee Member Jones
- March 2021 – Committee Member Aja
- April 2021 – Committee Member Garcia
- May 2021 – Committee Member Mendenhall
- June 2021 – Co-Chair Christopherson

MOTION BY Co-Chair Christopherson, SECONDED BY Committee Member Reece, to APPROVE the recommended rotation list of minute takers for the FY2021. The motion carried unanimously.

5. Good of the Order/Comments from Committee Members

Committee Member Jones left the meeting at 10:15 a.m.

- **Committee Member Garcia:** Announced that she is the IIMC's Region 8 Director. IIMC is in the process of restructuring the district as District 8 currently consists of 11 states, whereas most districts have an average of six states. District 8's size makes it difficult to develop close working relationships with the various state chapters. The restructuring will help with networking and will create additional leadership opportunities for members.
- **Committee Member Reece:** Tempe recently implemented the Arizona Secretary of State's E-QUAL system to enable candidates to collection nomination petitions online for the March 2022 election. It is going well so far.

Tempe is also onboarding a new campaign finance software that will make it easier for campaign treasurers to input their information and have the calculations performed automatically, while at the same time preserving the public's ability to perform queries. The system costs \$4,000 per year, and because Tempe is bearing the cost of building the forms, other municipalities may be interested in adopting the system if they also use the

Arizona campaign form. They hope to roll out the system in March, prior to the April 15 deadline for campaign finance reports.

- **Committee Member Aja:** Recognized Committee Member Stewart's efforts in getting [SB 1645 \(Publication of Notice\)](#) on the agenda at the state legislature.
7. Next Meeting Date: Thursday, March 11, 2021 at 10:00 a.m. via Zoom.
 8. Adjournment
MOTION BY Committee Member Reece, SECONDED BY Committee Member Stewart, to ADJOURN the meeting at 10:18 a.m. The motion carried unanimously.

There being no further business to discuss, Chair Roth adjourned the meeting at 10:18 a.m.

Byron M. Jones, CMC
Minute Taker

MEMBERSHIP/MENTORING COMMITTEE and REGION LEADERS

The Membership/Mentoring Committee shall coordinate membership information within the Association, including the preparation of the AMCA information brochures, with representatives from each of the AMCA Regions. The Membership/Mentoring Committee and the AMCA Region Leaders provide an information network between municipal clerks that facilitates the exchange of information between municipal clerks' offices. The Membership/Mentoring Committee and Region Leaders was established to assist municipal clerks new to the profession or to the state through the facilitation of shared experience and information, by providing networking opportunities for the exchange of ideas, experience and information between municipal clerks' offices.

The AMCA Membership/Mentoring Committee Chair/Co-Chair shall:

1. Review the master AMCA membership list and notify the League of Arizona Cities and Towns at AMCAinfo@azleague.org with updates as needed.
2. Ensure that the Membership/Mentoring Committee forms posted on the AMCA website are up-to-date and provide any new or updated forms to the League of Arizona Cities and Towns as needed. This includes the Welcome packets of materials for members new to the AMCA and potential members.
3. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar and to the Communications Committee Chair for inclusion in the AMCA newsletter.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls and/or virtual meeting tools.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org, and posted to the AMCA Listserv by sending an email to amca@list.azclerks.org.
 - At the committee's first meeting of the fiscal year, review the requirements of the committee including attendance and participation.
 - Email a brief summary of the committee's discussions and actions after each meeting, including the expected next meeting date, to the AMCA Listserv at amca@list.azclerks.org and to the League at AMCAinfo@azleague.org.
4. Assign a rotating list for members of the committee to take minutes of the meetings.
5. Chair or ~~Vice-Co~~-Chair shall serve as the liaison to the Communications Committee.
6. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
7. Maintain the AMCA Region Mentors List by annually reaching out to the listed Mentors to confirm their interest in continuing to serve as a Mentor and updating the List as needed.
8. Assign a Mentor to a Mentee upon request via an application submission by contacting the volunteer mentor(s) located in the same Region as the requestor and verifying that they have capacity to take on a new mentee.
9. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.

10. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Membership/Mentoring Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
11. Work with the League of Arizona Cities and Towns to electronically send out the membership forms in a timely manner.
12. Provide input to the AMCA President regarding Region Leader appointments.
13. By April 30 of each year, prepare a current listing of members (including any known retirements and/or terminations).
14. Working with the Executive Board Treasurer, no later than two months before the annual meeting, submit to the League of Arizona Cities and Towns a list of members who are eligible for all awards. The Membership/Mentoring Committee Chair may need to contact the Region Leaders to gather the needed information.
15. Ensure either the Chair, ~~Vice-Co~~-Chair or designee attend monthly Executive Board meetings and annual workshops.
16. Submit updates and/or articles for inclusion in the AMCA Quarterly Newsletter.
17. Promote and demonstrate two-way communications with the Executive Board, Executive Board liaison, and between the Chair and ~~Vice-Co~~-Chair.

The AMCA Membership/Mentoring Committee shall:

1. At the beginning of the fiscal year, Rreview the listing of municipal clerks who~~ieh~~ have not paid their membership dues and provide a reminder. If the members intend to renew their membership or request to be removed from the membership, this information should be conveyed to the Membership/Mentoring Committee Chair.
2. Solicit Region Mentors for the Mentoring Program Statewide as needed. Increase participation with the Mentoring Program for both recruiting Mentors and reach out to new members who are requesting a Mentor.
3. Develop and follow a process on how to recruit those cities/towns who are not yet members.
4. Create and maintain a list of County Clerks of the Board, School District Clerks, Fire District Clerks and Special District Clerks who are not members of AMCA. The League of Arizona Cities and Towns will utilize the non-AMCA member list to mail or email training notices to those clerks 60 days prior to AMCA sponsored training or any other appropriate training sessions.
5. Suggestions for addressing this issue are:
 - Divide those non-members among the committee membership and have each member send a standardized recruitment letter to the clerks within their regions through snail mail, e-mail or phone calls.

6. Review, maintain, and update the “What is a Municipal Clerk?” and “Welcome to AMCA” brochures, which contain information about the Association.
7. Develop and maintain a Membership/Mentoring Committee succession plan for use as a guiding document for the next Committee regime.
8. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

The AMCA Regional Leaders shall:

1. Use personal communication methods to reach out to the municipal clerks of the jurisdictions with unpaid membership dues or non-renewed membership and provide updates to the Membership/Mentoring Committee Chair.
2. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar by sending an email to AMCAinfo@azleague.org.
3. The initial meeting with clerks within their region, whether in person or by phone and/or virtually, shall establish what type of meetings the clerks would like to hold and how often the region shall meet. At this meeting, guidelines may be established specific to a region (suggestion for meetings held would be to rotate each meeting to be held in a different city/town with possible tours scheduled).
4. Serve as information facilitator for their region. When AMCA has information to be dispersed, it shall be forwarded to the Region Leaders, and the Region Leaders shall, in turn, disperse it to members in their region. Also remind members within their region of deadlines for articles in the AMCA newsletter.
5. Encourage members within the region to contact their Region Leader when a new clerk comes to a community, so that contact may be made on behalf of AMCA.
6. Obtain general information about the new clerk, e.g. biographical information, etc., and forward that information to the Communication liaison for publication in the AMCA newsletter as well as to the Communications Committee Chair or designee for posting on the AMCA website.
7. Whenever there is a new municipal clerk within their region, contact-call or email the city/town clerk to welcome her/him to the city/town clerks’ field and inform them of assistance available through the Arizona Municipal Clerks’ Association (AMCA), the Secretary of State’s office (SOS), the Election Officials of Arizona organization, and the International Institute of Municipal Clerks (IIMC).
8. Notify the Membership/Mentoring Committee Chair of the new clerk, and request that information regarding AMCA and IIMC be forwarded to the new clerk.
9. Encourage members within the region to inform their Region Leader when a clerk leaves employment, ~~or~~ retires, or has been promoted, so that the Region Leader can immediately notify the Membership/Mentoring Committee Chair. This information is then conveyed to the Communications Committee Chair for inclusion on the AMCA website and in the AMCA Newsletter.
10. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes

posted to the AMCA website by the League of Arizona Cities and Towns by sending an email to AMCAinfo@azleague.org.

11. Submit updates and/or articles for inclusion in the AMCA Quarterly Newsletter.
12. Develop and maintain a Regional Leaders succession plan for use as a guiding document for the next regime of Region Leaders.