



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES
October 13, 2022**

Virtual meeting via Microsoft Teams

Summer Stewart, city of Buckeye, Chair; Byron Jones, Tucson Airport Authority, Co-Chair; Lisa Cole, town of Sahuarita; Laura Jara, city of Goodyear; 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 3:02 p.m.

2. Roll Call

- a. The following members were present: Chair Summer Stewart, Co-Chair Byron Jones, Committee Member Laura Jara, Committee Member Rommel Cordova, and Board Liaison Carla Reece

The following members were absent: Committee Member Lisa Cole and Committee Member Rachael Hall

- b. Introductions: Members who were present introduced themselves by stating their name, their city/organization, their number of years in the Clerk's profession, and a fun fact about themselves.

3. Old Business

- a. Approval of Minutes: The Committee will consider and may approve the minutes from March 9, 2022.

MOTION BY Co-Chair Jones, SECONDED BY Committee Member Jara, to APPROVE the minutes from March 9, 2022. The motion carried unanimously.

- b. Review of Redlined Constitutional Amendments: Chair Stewart gave a recap of the constitutional amendments that were passed earlier this year regarding the structure of the Executive Board. The changes will be phased in over several years beginning in FY 2024. All the current board members will automatically ascend to President under the current system, but the Immediate Past President and Treasurer positions will be replaced with two at-large directors: one representing large cities (population greater than 20K) and one representing small cities (population less than 20K).

4. New Business

- a. Discuss and assign a rotating list for Minute Takers: Co-Chair Jones volunteered to take the minutes for today's meeting. Committee Member Cordova volunteered to take the minutes

during the next meeting. Chair Stewart assigned Committee Member Cole and Committee Member Hall to take minutes during the third and fourth meetings of the year.

MOTION BY Committee Member Cordova, SECONDED BY Co-Chair Jones, to APPROVE the assignments for minute-taking. The motion carried unanimously.

- b. Discussion and possible approval of the 2022-2023 Meeting Schedule: The Committee’s consensus was to meet on the second Wednesday of the month at 2:00 p.m.

MOTION BY Co-Chair Jones, SECONDED BY Committee Member Cordova, to APPROVE scheduling the committee meetings on the second Thursday of each month at 2:00 p.m. The motion carried unanimously.

- c. Discuss goals suggested by the Executive Board, which include:
 - i. **Updates to Handbook related to Board strategic goals:** The Executive Board has asked each committee to review the Strategic Plan 2017-2022 to determine whether goals assigned to their committees are complete and to suggest corresponding edits for the AMCA Handbook to the Handbook and Constitution Committee. The following changes were discussed during the Executive Board retreat on September 28, 2022:

Goal 1

Measurable Object	Outcome	Status
(1) At the AMCA conference, at least one professional speaker, will be engaged, beginning in 2017.	One professional speaker at each AMCA sponsored training.	Complete
Page 13 of the AMCA Handbook under The AMCA Education Committee shall: -Inserted new Item 2.c.: <i>“At least one professional speaker shall be engaged.”</i> -Original Item 2.c. re-numbered as Item 2.d.		

Measurable Object	Outcome	Status
(2) Beginning in Fall of 2018, provide at least one training opportunity that can be done using the internet.	Online training provided for those who cannot attend off site training.	Complete
Page 13 of the AMCA Handbook under The AMCA Education Committee shall: -Inserted Item 3.d.: <i>“At least one online training opportunity shall be provided annually for members who cannot attend off site training.”</i>		

Chair Stewart will follow up with the chairs of the other committees to ask them to review the strategic plan goals relevant to their committees and to recommend updates to the AMCA Handbook.

Committee Member Attendance Guidelines

The Committee reviewed the Executive Board's proposed revisions to the Committee Member Attendance Guidelines. These revisions were the result of discussions during the past two years in both the Executive Board and the Handbook and Constitution Committee (See attached redlines). The Committee supported the changes and recommended that the Executive Board adopt them.

- ii. **Updates to Handbook related to approved Constitutional changes and addition of an appendix with transition plan for Executive Board Members:** The Committee discussed potential changes needed in the AMCA Handbook to reflect the constitutional amendments.
 - The Implementation-Chart of Succession will be added as an appendix to the AMCA Handbook.
 - An election will be held in 2023 to choose a Secretary to take office in FY 2024. The Executive Board will also select an individual to fill the first director position.
 - The Constitution does not specify which director position should be filled first. The consensus was that the director representing the smaller municipalities should take office first given the responses from the member survey indicating that many of the smaller cities feel they are not as well represented as the larger cities. Board Liaison Reece was asked to seek the Executive Board's input during its next meeting.

Chair Stewart volunteered to redline the AMCA Handbook with the language that is already in the Constitution. She will send it to the committee members to review prior to the next meeting.

Board Liaison Reece left the meeting at 3:30 p.m.

5. Items to be communicated to the Communication Committee

Chair Stewart will draft a committee update for the Winter newsletter. It will include a recap of the committee's work so far and the goals for the rest of the year.

6. Good of the Order/Comments from Committee Members

There were no good of the order or comments from committee members.

7. Next Meeting Date:

The next scheduled meeting is Thursday, November 10, 2022, at 2:00 p.m.

There being no further business to discuss, Chair Stewart adjourned the meeting at 3:36 p.m.

Byron M. Jones
Minute Taker