



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
HANDBOOK AND CONSTITUTION COMMITTEE  
MEETING MINUTES  
September 22, 2021**

Committee Members: Byron Jones, Tucson Airport Authority, chair; Summer Stewart, city of Buckeye, co-chair; Lucinda Aja, city of Buckeye; Lisa Garcia, town of Florence; Laura Jara, city of Goodyear; Linda Mendenhall, city of Avondale; Anne Thompson, city of Peoria; and Darcie McCracken, city of Goodyear, board liaison

**1. Call to Order**

The meeting was called to order on Webex by Chair Byron Jones at 10:02 a.m.

**2. Roll Call**

The following members were present: Chair Byron Jones, Co-Chair Summer Stewart, Committee Member Laura Jara, Committee Member Linda Mendenhall, and Committee Member Anne Thompson

The following members were absent: Committee Member Lucinda Aja, Committee Member Lisa Garcia, and Board Liaison Darcie McCracken

**3. Old Business**

- a. **Approval of Minutes:** The Committee will consider and may approve the minutes from June 10, 2021.

**MOTION BY Co-Chair Stewart, SECONDED BY Committee Member Mendenhall, to APPROVE the minutes of the meeting held on June 10, 2021. The motion carried unanimously.**

**4. New Business**

- a. **2021-22 Meeting Schedule/Rotation of Minute Takers**

Chair Jones reviewed the proposed meeting schedule for 2021-22. As today's meeting was the fourth Wednesday of the month, he used that as the guide for selecting the remaining meeting dates for the year, except for October 2021 and December 2021. The October meeting was moved to November 10 due to the AMCA Executive Board Retreat being held on October 26. This allows for items covered during the retreat to be considered at the next committee meeting. The December meeting was moved to December 15 to avoid conflicts during the holiday season.

**MOTION BY Co-Chair Stewart, SECONDED BY Committee Member Jara, to APPROVE the 2021-22 meeting schedule and rotation of minute takers. The motion carried unanimously.**

**b. Review the duties of the Handbook and Constitution Committee**

This item was discussed concurrently with Item 4.c.

**c. Review the FY20-21 Annual Report**

The Committee reviewed the Board's assignments from 2020-21 that were still pending:

1. *Past President Duties/Responsibilities/Succession*
2. *AMCA Executive Board Roles & Responsibilities - The Board reviewed the proposed changes during the June 24, 2021 meeting. The consensus was they will review this and provide to the H & C Committee at a later date.*
3. *There was confusion regarding who makes the changes to the Handbook and Constitution. The Committee felt it should be responsible once the Board approved the changes; however, we've been told the League is making the updates/changes.*
4. *The addition of the Retention Schedule was added to the Handbook, however, the Records Management Committee presented changes to the Board during the June 24, 2021 meeting. The Board will review this and provide to the H & C Committee at a later date.*

The consensus from the June 10, 2021 Handbook and Constitution Committee meeting was that the Committee should direct changes to the documents and that a follow-up process needs to be developed to ensure the appropriate changes are made and that the documents are updated on the website. Chair Jones will follow up with Sandy Morari at the League office regarding the process.

There should be additional items added to the list after the AMCA Executive Board Retreat on October 26, 2021.

**d. Volunteer to serve on the Policy Development Ad Hoc Committee**

AMCA President Teresa Riza has created a Policy Development Ad Hoc Committee to review the AMCA Handbook for inconsistencies and improvement opportunities and to propose revisions or initial development of certain policies. Rhonda Geriminsky from Peoria is leading the effort, and she is requesting that a member of the Handbook and Constitution Committee be assigned to the ad hoc committee.

Committee Member Mendenhall volunteered to serve on the Policy Development Ad Hoc Committee.

**5. Items to be communicated to the Communication Committee**

There is nothing to report to the Communications Committee at this time; however, Chair Jones noted that they will include a short report in the AMCA Fall Newsletter stating that the Handbook and Constitution Committee is meeting soon and will work on items left over from last year.

**6. Good of the Order/Comments from Committee Members**

Committee Member Jara reported that the Education Committee has scheduled the Fall Best Practices Workshop and an Athenian Dialogue on Thursday, November 18, and Friday, November 19, 2021. They are in the process of locating a facility and scheduling speakers.

Committee Member Mendenhall volunteered to contact the American Sports Center in Avondale to determine whether they can host the events. Other alternatives were the Avondale and Surprise council chambers.

Co-Chair Stewart reported that the Legislative Committee will be meeting soon and should have updates with the new laws taking effect and the legislative session in a few months.

**7. Next Meeting Date**

The next meeting is scheduled for Wednesday, November 10, 2021, from 10:00 to 11:00 a.m. via Webex.

Chair Jones asked the committee members to re-familiarize themselves with the AMCA Handbook and the AMCA Constitution in the interim.

**8. Adjournment**

**MOTION BY Committee Member Mendenhall, SECONDED BY Co-Chair Stewart, to ADJOURN the meeting. The motion carried unanimously.**

There being no further business to discuss, Chair Jones adjourned the meeting at 10:23 a.m.

Byron M. Jones, CMC  
Minute Taker