



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES
February 23, 2022**

Virtual meeting via Microsoft Teams

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 Thomson, City of Peoria; and Darcie McCracken, City of Goodyear, Board Liaison

1. Call to Order

Chair Jones called the meeting to order at 10:03 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 Board Liaison Darcie McCracken

The following members were absent: Committee Member Lucinda Aja, Committee Member Lisa Garcia, and Committee Member Anne Thomson

3. Old Business

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

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

4. New Business

- a. **Review the results of the Executive Board Survey**

Chair Jones spoke about the Executive Board Survey. He asked Board Liaison McCracken whether the Committee's recommendations would be incorporated into the handbook revisions the Ad-Hoc Policy Committee is developing. Board Liaison McCracken replied that the Committee's recommendations would not be incorporated into the handbook revisions because any changes to the board structure would require amending the AMCA Constitution, which would require a vote of the membership. The handbook would be revised if the Constitution were amended.

Chair Jones and Committee Members reviewed and discussed the questions and results of the Executive Board Survey. The Committee made the following recommendations:

1. Does the present Executive Board consisting of five members provide adequate representation for an organization of this size and/or the state as a whole?

MOTION BY Co-Chair Stewart, SECONDED BY Committee Member Jara, to RECOMMEND that the Executive Board remain at five members. The motion carried unanimously.

2. Should the Treasurer's position be eliminated or re-classified as a director?

MOTION BY Committee Member Mendenhall, SECONDED BY Co-Chair Stewart to RECOMMEND a constitutional amendment to reclassify the treasurer position as a director position. The motion carried unanimously.

3. Should the AMCA eliminate the position of Immediate Past President or maintain the status quo and support the creation of a standing committee of past presidents?

MOTION BY Committee Member Jara, SECONDED BY Co-Chair Stewart to ELIMINATE the position of Immediate Past President and RECOMMEND the creation of a standing committee of past presidents. The motion carried unanimously.

4. In addition to the officers of the Executive Board (e.g., president, vice president, treasurer, secretary), would you support adding two at-large directors, one representing large cities and towns, and one representing small cities and towns?

Chair Jones tabled the action on this question to a later date.

5. What is stopping you from pursuing a position on the Executive Board and do you support moving away from the current ascension model to a direct election of the Executive Board??

A discussion ensued regarding what keeps members from pursuing a position on the Executive Board and if the current ascension model should be kept.

Chair Jones tabled the action on the two questions to a later date and asked for committee members to continue to think about a plan to move forward. Board Liaison McCracken expressed her disappointment in the lack of survey participation. Committee Member Mendenhall suggested bringing up the questions at the AMCA Annual Business Meeting during the annual conference.

- b. Determine whether there are handbook or constitution revisions to recommend to the Executive Board based on the results of the Executive Board Survey.**

There was no action taken on this item.

5. Items to be communicated to the Communication Committee

There is nothing to report to the Communications Committee at this time. Co-Chair Stewart suggested working with the Communication Committee to assist with getting more member participation.

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 meeting will be Wednesday, March 23, 2022, from 10:00 to 11:00 a.m.

8. Adjournment

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

There being no further business to discuss, Chair Jones adjourned the meeting at 10:40 a.m.

Laura Jara
Minute Taker