



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES
November 10, 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 Thomson, City of Peoria; and Darcie McCracken, City of Goodyear, Board Liaison

1. Call to Order

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 Linda Mendenhall, and Committee Member Anne Thomson.

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

3. Old Business

- a. Approval of Minutes:** The Committee will consider and may approve the minutes from September 22, 2021.

MOTION BY Committee Member Mendenhall, SECONDED BY Co-Chair Stewart, to APPROVE the minutes of the meeting held on September 22, 2021. The motion carried unanimously.

4. New Business

- a. Report from the Executive Board Retreat (October 26, 2021)**

During the Executive Board Retreat on October 26, 2021, Chair Jones reviewed the items that were left unresolved from last year and requested clarification from the Board as to how the Committee should proceed. The leftover items included addressing the composition of the Executive Board, updating the procedure for amending the AMCA Constitution, clarifying the process for amending the AMCA Handbook, and finalizing the code of conduct for members serving on committees.

The Executive Board stated that the Ad Hoc Policy Committee led by Rhonda Geriminsky is reviewing the entire AMCA Handbook and will address most of these issues. The primary focus of the Handbook and Constitution Committee this year is to develop a recommendation on the composition of the Executive Board. This should include gathering input from the entire AMCA membership.

b. Composition and Duties of the Executive Board

Chair Jones began drafting a survey about why the AMCA members do not want to join the Executive Board. The Committee went over the questions and decided what questions should be on the survey. Once the survey is completed, it will be sent to the Executive Board for approval. The questions the Committee discussed include:

- How should we proceed with the Executive Board, continue with the current process, or form a subcommittee?
- Should region leaders be members of the Executive Board?
- Should the Treasurer position be eliminated as this function is performed by the League of Arizona Cities and Towns?
- Should the Treasurer position be changed to Board Member?
- Instead of having an Immediate Past President, should there instead be an ad hoc committee of Past Presidents that may be called upon for guidance when needed?
- What is prohibiting people from volunteering to serve on the Executive Board?
- Direct election versus ascension means less of a commitment.
- Individuals serving in the Secretary and Board Member positions should not be required to ascend to Vice President and President unless they choose to.

Committee Member Mendenhall is pleased we have this assignment because a five-year commitment is difficult.

5. Items to be communicated to the Communication Committee

There is nothing to report to the Communications Committee at this time.

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 is scheduled for Wednesday, December 15, 2021, from 10:00 to 11:00 a.m. via Webex.

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 10:50 a.m.

Anne Thomson
Minute Taker