ARIZONA MUNICIPAL CLERKS' ASSOCIATION
AD HOC STRATEGIC PLANNING COMMITTEE WORKSHOP

Thursday, April 3, 2025
9:00 a.m. – 3:00 p.m.

Join Zoom Meeting
https://us06web.zoom.us/j/81273799427?pwd=mCbJTYhZ3Q1k3HgMZQB86gb94qC6j1.1

Meeting ID: 812 7379 9427
Passcode: 058507

Committee Members: Whitney Jusczcak, Chair; Cindy Scott, Co-Chair; Terri Roth, Executive Board Liaison; Jill Boltz; Lynda Bushong; Silvia Huffman; Kristen Krey; Holly Moseley; Jessica Shouppe; Jessica Vaughan

1. **CALL TO ORDER/ROLL CALL**
2. **OPENING REMARKS AND INTRODUCTIONS –** CARLA REECE
3. **OVERVIEW OF WORKSHOP OBJECTIVES –** NICOLE LANCE
4. **SURVEY RESULTS**
5. **PLANNING DISCUSSION**
6. **SETTING COURSE**
4. **NEXT STEPS -** Whitney Jusczcak, Chair; Cindy Scott, Co-Chair;
5. **ADJOURNMENT**

DISTRIBUTED AND POSTED 03/25/2025

Carla R. Reece

Carla Reece
AMCA President

STRATEGIC PLAN

2017-2022

AMCA

ARIZONA MUNICIPAL CLERKS' ASSOCIATION

Message to the Arizona Municipal Clerks' Association

The Strategic Planning Committee respectfully submits the following document to the Arizona Municipal Clerks' Association (AMCA) Board for review, editing, adoption and implementation.

The process has been a long one with a great many of hours of work by members of the committee. We believe that we have captured and quantified the needs and wants of the members as they exist today.

A Strategic Plan is meant to be, and must be treated as, a fluid document, subject to change in response to a dynamic environment. It is a roadmap to the attainment and allocation of resources and assets for goal achievement. The Strategic Plan requires our clerk community to unite in support of a successful plan.

This strategic plan outlines the goals and expectations of the members of the organization as they exist now. Regular surveys should be sent to the membership to check satisfaction and update the goals and plan. Are we doing things right? Are we clear about organizational goals? Are we aware of accessible resources? Do we know how to approach and measure success?

It is the recommendation of the committee, that if not yearly, then at least every other year, a committee be established to survey the membership and update this plan to reflect the current needs and wants of the membership. Additionally, a SWOT analysis should be completed to determine any changes and provide a framework for the needs of the organization. The implementation of the plan is now in the hands of the Board and subsequent committees. Key areas should be distributed to existing committees for execution of specific goals that correspond to the description of the committee (Exhibit A). Additionally, the plan should be shared with the membership after adoption on both the listserve and on the AMCA website.

Respectfully,

Darcie McCracken, Chair

Lisa Garcia, Co-Chair

Strategic Plan Committee

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ARIZONA MUNICIPAL CLERKS' ASSOCIATION

Committee Members

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	Virginia Mefford	Willcox	520-384-4271	vmefford@willcoxcity.org

Mission Vision Objectives

AMCA Mission Statement (From Handbook)

AMCA was founded in 1961. Our mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the "Clerk" profession.

No changes.

AMCA Vision:

The Arizona Municipal Clerks' Association offers educational opportunities, networking solutions and mentoring to its members to promote professionalism, leadership and proficiency to the clerk profession.

The second line was changed from "members to promote professionalism" to "members in order to promote professionalism."

Board Action Required.

AMCA Objective Statement: (From Constitution)

To promote improvement and efficiency in the operations and administration of the municipal clerk's office in each of the cities and towns of Arizona by:

(a) Promoting cooperation between the municipal clerks by the interchange of their experiences and methods of conducting their respective offices, to the end that each may profit from the experiences and methods of the others; and

(b) Promoting periodic conferences or meetings of the municipal clerks of the cities and towns of Arizona for discussion of municipal problems and, by research, finding solutions for the same

A change to the Objective Statement would require a change to the Constitution. This would need to be discussed by the Constitution Committee and approved by vote of the membership. It was suggested that section (b) be more general. Also changing the words conferences or meetings to education or learning was discussed. AMCA President Sue Stein will task the Constitution Committee with looking to make this change.

Board Action Required.

AMCA Strategic Plan

About the Plan

The Arizona Municipal Clerks' Association strategic plan is designed to support the AMCA Board and the Members and assist in understanding and communicating the short and long-term goals of the AMCA Association. This plan is intended to align, focus, and engage every member in common goals and ensure seamless transitions when the leadership baton is passed yearly. The Plan maps the future, guides decision-making and resource allocations, and requires the involvement of all stakeholders.

The 2015-2016 AMCA Board embarked on a strategic planning process to establish a pathway for the future success of the association and the profession. The AMCA Board will work with the designated committees to achieve and maintain the established goals.

Assessment

The AMCA Strategic Plan will evaluate conditions to help determine the AMCA 2016- 2021 goals. The SWOT analysis is included as Exhibit C to the report.

Issues Facing the Associations

The Strategic Planning Committee reviewed the SWOT analysis and devised a clear list of issues facing the AMCA organization. At the November 14, 2016 meeting the Committee determined the top issues facing the organization and from that list established a three to five-year action plan.

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Goal 1. AMCA will continue to develop meaningful training and mentorship programs to assist members with professional development, knowledge of core functions of all aspects of the Clerk's arena, including special projects, leadership and public speaking.

1. Professional Speakers brought in for professional development (leadership, organization management, etc.)
2. Online training for members who cannot attend training in person (Rural – One stop Shops)
3. Develop a one-on-one mentoring program designed to train clerks by those who are experienced in the field.
4. Succession Planning Training for soon to be retiring clerks: So you are planning to leave government service in 10 years, how do you train your staff to be ready for your departure.
5. Develop training on how to make effective presentations.

Measurable Object	Status Date Assignment	Outcome
(1) At the AMCA conference, at least one professional speaker, will be engaged, beginning in 2017.	Ongoing **Ex. Bd. Assigned to Ed. Committee**	One professional speaker at each AMCA sponsored training.
(2) Beginning in Fall of 2018, provide at least one training opportunity that can be done using the internet.	By November 2018 **Ex. Bd. Assigned to Ed. Committee**	Online training provided for those who cannot attend off site training.
(3) By November of 2017, provide a list of mentors.	Ongoing **Ex. Bd. Assigned to Membership Committee**	Trained and motivated mentors assigned to new clerks.
(4) Beginning with the 2018 AMCA conference, provide a succession planning seminar every other year.	July 2018 **Ex. Bd. Assigned to Ed. Committee**	Training provided to clerks retiring within the next 3-5 years on how to succession plan. The training should be open to all; however, should

		focus on the clerk with retirement on the horizon.
(5) Clerks have training on how to make effective presentations for: - Budget - Staffing - Conferences and training - Other presentation opportunities	July 2018 **Ex. Bd. Assigned to Ed. Committee**	Provide talking points to membership as well as training on how to "sell" their budgets and key aspects of their budgets such as any increases in training, conferences and membership

Future Note:

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Goal 2. Promote the role of the municipal clerk.
1. Develop a professional speaker's bureau who will represent the Clerks at various speaking engagements/trainings/ceremonial events.
2. Clerk going out and speaking about their role - Coffee with the Clerk – Promote the campaign for municipal clerks' week with programming guides for clerks to host activities. (Encourage participation)
3. Partner to provide training Session with GFOAZ, ACMA, League, Newly Elected.

Measurable Object	Status Date Assignment	Outcome
(1) Request each AMCA Region to assign a member to speak at engagements/ceremonial events within their regions.	2018 - AMCA Board to present at the next AMCA meeting for approval by the membership. **Ex. Bd. Assigned to Region Leaders**	AMCA will gain exposure and recognition by having AMCA representatives at engagements/ceremonial events.
(2a) Actively seek Clerks to sign up to be presenters on their field of expertise. Contact IIMC to check on credits available to apply towards CMC and MMC for participation as a presenter at training sessions, and include in sign up information.	2018 - Make the signup list available at Clerks' trainings and post on the Clerks' website. **Ex. Bd. Assigned to Ed. Committee**	AMCA will have an active list of professional speakers, and AMCA members will gain credits toward CMC and MMC designations for participating as a speaker.
(2b) Prior to the next "Clerks' Week Celebration," develop a great ideas section on the Clerks' website where Clerks can contribute their successful ideas to promote clerks' week.	2019 - At AMCA training sessions and newsletters, announce the development of the website section for gathering great ideas to celebrate "Clerks Week."	AMCA will be able to promote the role of the Clerks' field.

	Ex. Bd. Assigned to Communications Committee	
(3) Contact the League to schedule one professional training session at League Conferences. Additionally, contact other professional organizations to offer the possibility of partner in a session that is beneficial to dual professions.	2019 - Contact one professional organization to partner in a training session. 2019 – Schedule a training session at the League of Arizona Cities and Towns Conference/or other training. **Ex. Bd. Assigned to Ed. Committee**	Partnerships will give AMCA members more training opportunities, as well as more exposure on the Clerks' role.

Future Note:

Goal 3. Structural development for AMCA "for the good of the organization".
1. Increase membership - Membership drive – County/Special Districts/Election Officials
2. Range Rider type program for retired clerks (more involvement for retired clerks)
3. Develop program at Institute: AMCA 101: Why AMCA makes stronger Clerks: History, Roles, and Goals of the AMCA – promotion of IIMC
4. Financial Goals

Measurable Object	Status Date Assignment	Outcome
(1a) Send training notices to County Clerks of the Board, School District Clerk's, Fire District Clerk's, and Special District Clerks and non-member clerks. (1b) Send a packet listing the benefits of becoming an AMCA member to all County Clerks of the Board, School District Clerk's, Fire District Clerk's,and Special District Clerks and non-member clerks annually. Assign regional leaders to contact all non-member clerks annually and discuss benefits of joining.	Ongoing, 60 days prior to training. Membership would create and maintain a current list, League would send out notice League to provide list of municipality that do not belong to AMCA. Region leaders to make contact. **Ex. Bd. Assigned to Membership Committee/Region Leaders and League**	Other professional clerks will become associated with the AMCA organization and decide if they would like to join. Raise money by charging non-member fees for training. Promote awareness and encourage membership.
(1c) Create a survey for retired/retiring clerks to determine who is interested in working from	Annually – Membership **Completed**	Develop an active database of clerk's that are willing to assist communities in need.

time to time and how far they are willing to travel by 2018.		
(2) Promote a Clerk Range Rider Program at the Arizona City/County Manager's Association by 2019.	Board/Speaker's Bureau Winter/Summer Conference **After much discussion and research, Ex. Board decided not to move forward with a Range Rider Program, mainly due to liability issues and the fact that another company already provides this service.**	Promotion of the Program
(3a) Develop a program in basic operation of the Clerk by 2018.	Ongoing Institute/Special Session **Ex. Bd. Assigned to Ed. Committee**	Provide basic training to new clerks.
(3b) Board to develop power point training on the role of AMCA, Why become an officer, ways to be involved by 2018.	Board/Speakers Bureau **Ex. Bd. Assigned to Past President**	Promote the AMCA and to provide information to new clerks or those who may be interested in receiving more information.
(4) Develop fiscal policies that control the recovery rate of services and specify planned use for savings.	July 2019 Past Presidents Committee **Ex. Bd. To conduct a Budget Retreat**	Develop a strategy for cost recovery, membership fees, and savings planning.

Future Note:

Goal 4. Meaningful membership.
1. Annual Athenian Dialogue
2. Empowerment session at annual conference
3. Celebrate Members
4. Work/Life balance sessions.
5. Promote regional activities
6. Host Region VIII Conference
7. Networking Opportunities

Measurable Object	Status Date Assignment	Outcome
(1) Provide a yearly Athenian Dialogue opportunity.	Ongoing. **Ex. Bd. Assigned to Ed. Committee - completed**	A yearly Athenian Dialogue opportunity is made available to promote leadership in the profession.
(2) Provide Leadership Empowerment Session at the AMCA Conference, Examples: • Diversity • Developing and Implementing a Strong you	July, 2018 **Ex. Bd. Assigned to Ed. Committee - completed**	Annual Empowerment Sessions at the AMCA Conference to "build-up" members.
(3) Provide a "Brag Board" page on the AMCA Web Site : • If you think a member has done something worthy enough, "brag" about their success on a designated board for the entire membership to see and read about.	July, 2018 **Ex. Bd. Assigned to Communications. Committee**	By sharing their accomplishments it helps in keeping the energy and momentum alive within the membership and creating a satisfied and loyal membership

(4) Work-Life Balance tips sent out quarterly in the newsletter as a new section	Ongoing Submitted by the Mentoring Program **Ex. Bd. Assigned to the Communications Committee**	This shows that AMCA is concerned about the consequences of poor work-life balance.
(5) Develop short term and long term membership programs • Short term membership programs should focus on retention of membership and can be seasonal/quarterly • Quarterly lunches/dinners at centralized restaurants • Family activities – bbq's, movie nights, etc. • Long Term Membership should focus on promoting and bringing in new members to the program. • Mentoring Committee should be very involved in this process by personally contacting new members and members whose membership is coming due.	May, 2018 Submitted by the Membership Committee **Ex. Bd. Assigned to Membership/Mentoring Committee**	Establishes a plan that the Membership Committee and the Board work hand-in-hand to eliminate potential membership issues.
(6) Organize Conferences for Region VIII and IIMC thoughtfully • Select a committee.	Application Submitted by: 2019 (IIMC – 5 year prior) 2018 (Regiong VIII – 3	Builds relationships with colleagues from the region and the U.S.

• Select the most suitable dates, prepare RFP for venue, schedule speakers and events, sponsors	year prior) **Ex. Bd. To Develop an Ad Hoc Committee to work with the League for a 2023 Event**	
(7) By providing volunteer opportunities to our Board and membership this can create networking opportunities. • Board and membership can volunteer to clean up a regional or local park • Board and membership can volunteer with non-profit organization (food bank, Make a Wish, etc.).	2018 **Ex. Bd. Discussed and agreed to have a section in the newsletter where any clerk can advertise networking opportunities through volunteerism. Additionally, any clerk can promote volunteer opportunities on the AMCA FB page or other social media so long as there is no indication that AMCA is sponsoring the event.**	This will link individuals and the organization to the communities in which they serve.

Future Note:

Goal 5. Communication
1. Communication – identify communication methods
2. Develop a suggestion program – Web site

Measurable Object	Status Date Assignment	Outcome
(1a) Visual Communication • Develop a Facebook page for AMCA • Email quarterly newsletter to membership • Email brochures to new members • Develop a page on the website for success stories and a Clerk's Wall of Fame	September, 2018 **Ex. Bd. Assigned to Communications Committee, Membership Committee and League**	Initiating a communication campaign helps transform scattered membership into a killer team that constantly keeps the eye on the larger picture, i.e. successful growth of the organization.
(1b) Written Communication • Welcome email to new members from the Board • Post training materials to the website after training session	January, 2018 **Ex. Bd. Assigned to Bd. President and League – completed**	
(1c) Verbal Communication	January, 2018	

• Region Leaders to use personal communication methods to relay important information to the membership • Phone call to new members from mentor or Region Leader	**Lisa said that there was concern that Region Leaders were not passing on information and so they wanted a more personalized approach.**	
(2) Using the website, develop a form for "members only" to offer suggestions.	November, 2018 **Ex. Bd. Assigned to Communications Committee**	

Future Note:

Exhibit A – AMCA Committees

AWARDS COMMITTEE

The Awards Committee facilitates the ordering and distribution of awards, including CMC and MMC plaques, tenure awards, and any other certificates and/or recognition that clerks have earned at the Institute/Academy and Election Certification program, including Clerk of the Year/Quill Award, and Fall and Spring Best Practices. Certificates are made available electronically and the files posted to the AMCA website.

COMMUNICATIONS COMMITTEE

The Communications Committee updates the AMCA Handbook and gathers information, organizes, and produces an electronic newsletter for Arizona clerks. The Communications Committee facilitates the communication of news through the electronic newsletter, e-mail blast and/or the official website. The Communications Committee informs the membership about AMCA activities and encourages participation in those activities promoting the mission of the AMCA Organization.

CONSTITUTION COMMITTEE

The Constitution Committee shall submit and administer all amendments to the AMCA Constitution (see Article V, Amendments, of the Constitution of the Arizona Municipal Clerks' Association).

EDUCATION COMMITTEE/Annual Conference Committee

The purpose of the Education Committee is to plan and promote the Arizona Municipal Clerks' Institute, the Advanced Academy Education program, the Election Certification Program, and the Annual Conference (when scheduled).

LEGISLATIVE COMMITTEE

The Legislative Committee shall attend the weekly Arizona League of Cities and Towns meeting and assist AMCA members by monitoring, reviewing, and evaluating pending legislation that could affect the municipal clerks' offices.

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 were 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.

NOMINATING COMMITTEE

The purpose of the Nominating Committee is to facilitate the nomination of candidates for election by ballot for the office of Secretary. Election of the Secretary will be on an annual basis, if there is more than one candidate. The Immediate Past President may be the Committee Chair.

PAST PRESIDENTS ADHOC COMMITTEE

Temporary committee assigned to assist the AMCA Board with special projects and requests as determined by the Board.

RECORDS MANAGEMENT COMMITTEE

The Records Management Committee shall coordinate with the State (i.e. the Arizona State Library, Archives and Public Records Division) to provide the AMCA membership with contemporary municipal records retention schedules, standardized policies and procedures, training and documentation, legal risk mitigation, and disaster recovery planning assistance.

SCHOLARSHIP COMMITTEE

The Scholarship Committee receives applications, evaluates, and administers scholarships for registration fees for municipal clerks to attend training opportunities such as the IIMC Institute/Academy, etc.

STRATEGIC PLAN ADHOC COMMITTEE

Temporary committee empowered to draft the Strategic Plan for and forward a recommendation to the AMCA Board.

Exhibit B – Membership Survey Results

Question 1. What is the vision for the AMCA Board?

1. Professional Development
    1.1. Member Education and Training
    1.2. Leadership Training
    1.3. Best Practices
2. Mentoring
3. Membership
    3.1. Networking
    3.2. Increase Membership
        3.2.1. County Clerk's/District Clerks
4. Promote the Profession of City/Town Clerk
5. Develop partnerships with ACMA and ICMA
6. Policy Setting (organizational, local and state)

Question 2. Obstacles facing AMCA
Obstacles for Organization

1. Professional Development
    1.1. Developing meaningful programs at the level of the audience
    1.2. Training does not meet needs of the membership (provided by volunteers)
    1.3. Need more variety in training
    1.4. More geographic location of conferences/trainings for all to attend
2. Mentoring Program
    2.1. Need a mentoring program
3. Membership
    3.1. Lack of member participation
    3.2. Not embracing all members (Records Managers)
4. Promote the Clerk's Profession
    4.1. Clerk pay and benefits
5. Lack of resources
    5.1. Charging enough to recoup costs associated with conferences/trainings
6. Leadership
7. Communication
8. List Serve (Need to develop an archive for access to answered questions)

Obstacles for members

1. Lack of budget to attend conferences and trainings
2. Larger workload/less time to volunteer
3. Influence of politics
4. New legislation
5. Changes in record retention schedules

Question 3. AMCA Accomplishment to strive for (12 months)

1. Professional Development
    1.1. Develop professional credentialing
        1.1.1. Department
        1.1.2. Individuals
    1.2. Training and Development
        1.2.1. Continue best practices Spring and Fall
        1.2.2. More election training
        1.2.3. Develop cert beyond MMC – state level
        1.2.4. Develop training for all levels (novice, learning, expert)
        1.2.5. Election Official Recertification process
        1.2.6. Add training material and handouts to the website after training complete
2. Mentoring program for new clerks and deputies
    2.1. Leadership Training
3. Membership
    3.1. Networking
        3.1.1. Develop ways to network beyond those provided
    3.2. Create a culture of meaningful participation
        3.2.1. Stricter attendance policy for points
    3.3. Educate members on AMCA Role
    3.4. Celebrate members
    3.5. Outreach to New Members
        3.5.1. County Clerks
        3.5.2. District Clerks
4. Market the role of Municipal Clerk
    4.1. Help clerks view the role as more than clerical
5. Develop strategic plan
6. Re-Write SB1516 and Election procedures
7. Develop a more user friendly website

Accomplishments for the next five years

1. Professional Development
   - 1.1. State Certification for Clerk – Deputy Clerk
   - 1.2. Additional education events for CMC/MMC points.
   - 1.3. Develop education program levels (new/seasoned clerk)
   - 1.4. Develop program for new clerk training through AMCA
   - 1.5. Expand scholarships to include CPM Courses
   - 1.6. Yearly Athenians Dialogue Sessions.
   - 1.7. Training opportunities with GFOAZ, Attorneys' Association, ACMA
   - 1.8. Partner with neighboring states for educational/networking opportunities
   - 1.9. Writing Reports
   - 1.10. Annual conference
     - 1.10.1. Longer
     - 1.10.2. Professional Speakers
     - 1.10.3. Energize the organization
2. Establish Formal Mentoring Program
   - 2.1. Expand Mentor program
3. Membership
   - 3.1. Develop retired clerks program
     - 3.1.1. Range Rider program for Municipal Clerks
   - 3.2. Succession Planning
   - 3.3. Stronger membership involvement
     - 3.3.1. Boards and Commission Chair/Co-Chair Dinner at Annual Training (Saying Thank You)
4. Market the Role of Municipal Clerk
   - 4.1. Change Title "Administrative Operations Director"
   - 4.2. Help Clerks with professional development, self-esteem, public speaking
   - 4.3. Annual Speaking Tour promoting the role of the clerk
     - 4.3.1. Speakers Bureau
5. Review and refine strategic plan
6. Leadership
7. Continue to enhance website
   - 7.1. Tools on website
8. Uniformity in complying with open meeting law
9. Meaningful Resources
10. Focus on all roles in the Clerk's Organization not just clerk and deputy

Question 5. Most important topics (positive)

1. Professional Development and Training
    1.1. Credentials
    1.2. Leadership
    1.3. Succession Planning
    1.4. Education offered in levels (101, 201, etc.)
    1.5. Ethics
    1.6. Relationship Building
    1.7. Survey Clerks re: wanted training
    1.8. Special Elections
    1.9. Open Meeting Law
    1.10. Public Record Requests
    1.11. Record Retention
    1.12. Traveling Annual Conference
2. Mentoring Program
3. Membership
    3.1. Celebrate Members
    3.2. Keep Comradery while assuring members value to the organization
    3.3. Membership outreach
    3.4. Networking beyond conferences and training
    3.5. Retired Member Involvement
        3.5.1. Survey organization to see how many clerks will be retiring.
        3.5.2. Loss of organizational memory
4. Promote the role of the Clerk
    4.1. Educate Councils
    4.2. Managers
5. Thinking outside the box
    5.1. Shared resources
    5.2. Funding challenges
6. Stability of the AMCA Board
    6.1. Review of financials
7. Scholarship Program
8. Strategic Plan
    8.1. Measurable goals

9. Voice at Legislature
10. Trends in Technology (doing more with less)
    10.1. Technology with a practical side added for implementation

Questions 6. Allocation of Surplus Funds

1. Professional Development
    1.1. Traveling Annual Conference
    1.2. Annual Conference separate from Election Training
    1.3. Professional speakers
    1.4. Professional trainers on leadership, public speaking, project management
    1.5. Credentialing program
    1.6. Joint trainings
    1.7. Host IIMC or Region 8 Conference
2. Membership
    2.1. Social gatherings at conference
    2.2. Pay memberships for municipalities that cannot afford
    2.3. Set up cost for merchandise
    2.4. Scholarships
3. Promote the role of the Clerk
    3.1. Legislation to change title of clerk
    3.2. Public awareness campaign
4. Joint efforts to fix broken election system
5. Create slogan
6. Invest – earn interest
7. Turn listserv into forum format
8. Promotion of the Clerk

Question 7 – Financial hardship, what would you cut.

Dominate answer was do not cut education and training.

1. Awards
2. Scholarships
3. Annual Conference
4. Best Practices Session
5. Raise dues so nothing has to be cut
6. Lunch on your own at conferences/training
7. League responsibilities
8. Professional speakers

9. Services offered to members

Question 8. What is the Primary Mission of AMCA

1. Professional development (Training/Education)
2. Mentoring
3. Membership
   3.1. Networking
4. Provide Resources
5. Help clerk's deal with issues facing the profession
6. Leadership
7. Unity among clerks

Question 9. What should we stop doing

1. Revamp committees that no longer serve a purpose
2. Do not give points that have not been earned
3. Stop not listening to new and innovated ideas
   3.1. Hands on training
   3.2. Gamification type training

Question 10. What aren't we doing?

1. Professional Development
   1.1. Moving annual conference
2. Membership
   2.1. Creating a committee to address regional participation (increasing participation)
   2.2. Generating participation from the membership
   2.3. Periodic membership surveys
   2.4. Listening to the members
   2.5. Anticipating and focusing on our members' needs.
3. Promoting the profession
4. Developing Resources
   4.1. Creating a new clerk handbook and class just for them

Question 11. What are the big issues facing AMCA

1. Professional Development
   1.1. Training/Conferences
2. Membership
   2.1. Retirement of clerks
      2.1.1. Loss of Institutional memory

   2.2. Succession planning for the organization
   2.3. Membership participation
   2.4. Listen to members
3. Promotion of the Clerk Profession
4. Finances
5. Leadership within the organization
6. Time constraints
7. Be more inclusive
8. Communicate more
9. Education initiatives
10. Politicians

AMCA
ARIZONA MUNICIPAL CLERKS' ASSOCIATION

Exhibit C – SWOT Analysis

SWOT is an acronym for Strength-Weekness-Opportunities-Threats. By definition, strengths and weaknesses are considered to be internal factors over which the orgnization has some measure of control. Also by definiton, opportunities and threats are considered to be external factors over which the organization essentially has no control, but can capitalize upon and mitigate (respectively) when these are recognized. The SWOT analysis is well-known tool for audit and analyisis of the overall strategic position of an association and its enviroment. Its key purpose is to identify the strategies that will create a business model that will best align an organization's resources and capabilities to the requirements of the environment in which it operates. It is the foundation for evaluating the internal potential and limitations and the possible opportunities and threats for the external environment in the decision-making process. An overview of the four factors follows:

Strengths: Strengths are the qualities that enable the accomplishment of an association's mission. They serve as the basis upon which continued success can be achieved and sustained. Strengths can be tangible or intangible. Strengths include areas in which you are well-versed and have expertise, the traits and qualities of the team members, and organizational consistency. Strengths are the beneficial aspects or capabilities of the organization, which include human competencies, committed members, process capabilities, financial resources, products and services, customer goodwill, and brand loyalty.

Weaknesses: Weaknesses are the qualities that prevent an organization from accomplishing the mission and achieving its full potential. Weaknesses deteriorate association success and growth and are factors that do not meet acceptable standards. Some examples are insufficent resources, lack of time, poor decision-making, lack of communication, ect. Weaknesses are controllable and must be minimized and eliminated.

Opportunities: Opportunities are presented by the environment within which an organization operates. These arise when an organization can benefit from conditions in its enviroment to plan and execute strategies that enable it to become more valuable.

Threats: Threats arise when conditions in the external enviromental jeopardize the reliability and success of the assocation. Threats compound the vulnerablity when they relate to the weaknesses.

Strengths

1. League
2. Leadership Experience
3. History
4. Networking
5. Ethics
6. Relationships
7. Membership
8. Website

Weaknesses

1. Membership apathy
2. AMCA Board Training
3. No formal Action Plan – Strategic Plan
4. Turnover (retirement) of long-tenured members
5. Not engaging members who wish to be engaged
6. Not having meaningful responsibility on committees
7. Too many committees
8. Need to develop real mentors (mentor program – One on one for new clerks)

Opportunities

1. Inviting Managers/Mayors to Awards
2. Innovation
3. Techonology for trainings
4. Expanding online presence
5. Legislative/lobbying/participation/knowledge
6. IIMC
7. League
8. Developing relationships League/ACMA/GFOAZ
9. Association with ASU

Threats

1. Legislative changes
2. Learning curve of new clerks
3. Loss of institutional knowledge due to retirement
4. Opposition to change
5. Economic conditions
6. Budget constraints
7. Job perception

AMCA

ARIZONA MUNICIPAL CLERKS' ASSOCIATION

HANDBOOK
&
POLICY STATEMENTS

Revised February 2024

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AMCA CODE OF ETHICS, MISSION & VISION STATEMENT

AMCA CODE OF ETHICS

Believing in freedom throughout the world and allowing increased cooperation between municipal clerks and other officials, locally, nationally, and internationally, I do hereby subscribe to the following principles and ethics which I affirm shall govern my personal conduct as an Arizona municipal clerk:

1. To uphold constitutional government and the laws of my community and State;
2. To conduct my public and private life as to be an example to my fellow citizens;
3. To conduct the professional duties of my office with integrity to promote public confidence in my community;
4. To remain neutral and impartial ensuring equitable service to all;
5. To record that which is true and preserve that which is entrusted to me; and
6. To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practice to produce continued progress and fulfill my responsibilities to my community and others.

These things, I, as a member of the AMCA, do pledge in the interest and purposes for which our Association has been established.

AMCA MISSION STATEMENT

AMCA was founded in order to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards and provide educational and networking opportunities for the betterment and enrichment of the "Clerk" profession.

AMCA VISION STATEMENT

The Arizona Municipal Clerks' Association offers educational opportunities, networking solutions and mentoring to its membership in order to promote professionalism, leadership and proficiency to the clerk profession.

AMCA EXECUTIVE BOARD ROLES & RESPONSIBILITIES

Selection and, if applicable, ascension of Arizona Municipal Clerks' Association Executive Board members will be accomplished as outlined in the AMCA Constitution.

PRESIDENT

1. Presides over meetings of the AMCA, including the Annual Business Meeting and Executive Board meetings.
2. Schedules a minimum of four Executive Board meetings during the year and prepares the notice agenda for each meeting.
    a. Develops agendas for all Executive Board meetings and provides them to the AMCA membership prior to each meeting;
    b. Ensures agendas are posted to the AMCA website by submitting them to the League of Arizona Cities and Town (League).
    c. Creates summaries for all Executive Board meetings and provides to the AMCA membership after each meeting.
3. Appoints members to standing committees for a one-year term.
4. May develop Ad Hoc committees as necessary and appoint members accordingly.
5. With the assistance from the League staff, present an annual balanced budget to the Executive Board prior to the Annual Business Meeting.
6. Communicates with Executive Board officers and committee chairs concerning AMCA activities.
7. Serves as liaison to the International Institute of Municipal Clerks (IIMC), as applicable.
8. Serves as liaison to the Bob Ramsey Executive Education Institute/Academy Director at Arizona State University (ASU).
9. Serves as state's liaison to the IIMC Region VIII Directors.
10. Represents AMCA and serves as primary contact with other organizations such as the IIMC, ASU and the League.
11. Present plaques and/or gifts to recipients at the Annual Business Meeting.
12. Prepares the Annual Report which shall be distributed to the membership at the Annual Business Meeting and placed on the AMCA website.
13. Presides over the Election Process for the Secretary and Vice President positions and presides over the Selection Process for the two At-Large Director Positions (the second At-Large Director Position will be added to the Handbook and Policy Statement and selected in Fiscal Year 2024-2025).
14. Works with the Executive Board Vice President in preparation for ascension to the President position.
15. Submits quarterly President's Messages to inform the membership of AMCA Executive Board issues as follows.
    a. To the Communications Committee for inclusion in the AMCA newsletter; and

b. To the League for placement on the AMCA website.

16. Conducts an Annual Business Meeting and creates an Annual Report that includes AMCA Committee reports.

    a. Provide the names of the Clerk of the Year, Deputy Clerk of the Year and President's Award of Distinction recipients to the League for purchasing plaques for distribution at the Annual Business Meeting.

    b. In conjunction with the Communications Committee, develop a presentation to be displayed at the Annual Business Meeting.

    c. Solicit Annual Reports from all standing AMCA Committees.

    d. Invite Retired Clerks to the Annual Business Meeting.

    e. Notify Mayors and City Managers of the Clerk of the Year, Deputy Clerk of the Year and President's Award of Distinction recipients and invite them to the Annual Business Meeting.

    f. Prepare Oath of Office forms for Executive Board Members to be administered and signed at the Annual Business Meeting.

    g. Provide a list of new Executive Board members to IIMC.

    h. Provide the Annual Report to the League for retention.

    i. Coordinates retiree gifts, CMC and MMC plaques and Years of Service awards in coordination with the Membership/Mentoring and Region Leaders Committee and the League.

    j. Ensures that documentation related to the Annual Business Meeting, including, but not limited to: member services awards (length of service, retirements), association awards (Clerk of the Year, Deputy Clerk of the Year), professional association awards (Certified Municipal Clerk [CMC] and Master Municipal Clerk [MMC], honorary bestowments (honorary membership, special recognition) and other significant actions are provided to the League for preservation purposes.

17. Proposes, to the AMCA Executive Board, the distribution of promotional items that may be left over from previous conferences.

18. Maintains and updates the Strategic Plan by adding the Outstanding Committee Assignments, as outlined on the Committee's Annual Reports, and the Executive Board's annual goals for each Committee into the Strategic Plan. Organizes and manages the Clerk of the Year and Deputy Clerk of the Year nomination and selection process.

President's IIMC-related duties:

1. Represents the state Association at the IIMC Annual Conference.
    - Participates in the Parade of Flags ceremony at the opening session of the IIMC Annual Conference.
2. Attends the State Presidents' meeting at the IIMC Annual Conference and report on AMCA's activities.
3. Attends the IIMC Region VIII conference and report on the state Association's activities.
4. Attends the IIMC Region VIII meeting held in conjunction with the IIMC Annual Conference and report on the state Association's activities.

VICE PRESIDENT

1. Assumes the responsibilities of the President when necessary.
2. Coordinates with the Communications Committee to ensure that the website is up to date with current information applicable to AMCA.
3. Serves as Executive Board liaison to the Education Committee.
4. Serves as Executive Board liaison to the Election Committee.
5. Maintains and updates the AMCA Handbook in coordination with the Communications and Handbook and Constitution Committees.
6. Annually create and send out a survey to retired and retiring members to determine their interest in temporary, part-time work and their maximum travel distance.
7. Serves as the Executive Board's liaison to the Legislative Committee.
8. Update the committee application form, solicit for new committee members and assign committee membership prior to ascending to the President position.

Revised July 2023

TREASURER

This position will be eliminated beginning Fiscal Year 2024-2025

1. Reviews the financial accounting of the Association, any findings of an audit, and the Annual Treasurer's report that is included in the President's Annual Report, all prepared by the League staff.
2. Serves as Executive Board liaison to the Communication Committee.
3. Serves as board liaison to the Handbook and Constitution Committee.
4. Works with the Education Chair to document the training session education points awarded by IIMC for CMC/MMC attainment. The list of educational offerings and the IIMC points awarded to each individual for training session shall be posted to the AMCA website for reference by the membership. The correspondence (e-mail, letter) received from IIMC outlining the point allocations award of these points shall be placed on file with the League of Arizona Cities and Towns.
5. In a combined effort with the League, promote the submission and announcement of the IIMC Quill and Program Excellence in Governance (PEG) award applications and winners.
6. Organizes and manages recruitment for the next AMCA Executive Board Secretary. [See Policy].

Revised July 2023

SECRETARY

1. Prepares the minutes of Executive Board and Association meetings, beginning with the first

Board Meeting after the Annual Business Meeting in which the incoming Secretary is sworn in, and provides the approved minutes to the AMCA membership and the League for posting to the AMCA website.

2. Serves as Executive Board liaison to the Membership/Mentoring and Region Leader Committee.
3. Works with the incoming Secretary in preparation for their duties on the Executive Board.

Revised September 2018

DIRECTOR (Employed by a Municipality, District or County with a population less than 20,000)

1. Serves as Executive Board liaison to the Campaign Finance Committee.
2. Serves as Executive Board liaison to Scholarship/Marketing Committee.
3. Serves as Executive Board liaison to the Records Management Committee.

Beginning with Fiscal Year 2024-2025

1. Reviews the financial accounting of the Association, any findings of an audit, and the Annual Treasurer's report that is included in the President's Annual Report, all prepared by the League staff.

Revised 2023

DIRECTOR (Employed by a Municipality, District or County with a population more than 20,000)

Beginning with Fiscal Year 2024-2025

1. Serves as Serves as Executive Board liaison to the Communication Committee.
2. Serves as board liaison to the Handbook and Constitution Committee.
3. Works with the Education Chair to document the training session education points awarded by IIMC for CMC/MMC attainment. The list of educational offerings and the IIMC points awarded to each individual for training session shall be posted to the AMCA website for reference by the membership. The correspondence (e-mail, letter) received from IIMC outlining the point allocations award of these points shall be placed on file with the League of Arizona Cities and Towns.
4. In a combined effort with the League, promote the submission and announcement of the IIMC Quill and Program Excellence in Governance (PEG) award applications and winners.
5. Organizes and manages recruitment for the next AMCA Executive Board Secretary. [See Policy].

Revised 2023

EXECUTIVE BOARD LIAISON RESPONSIBILITIES

A Board liaison is a member of the AMCA Executive Board who maintains a critical connection between the Executive Board and assigned AMCA committees. The primary purpose of the Executive Board liaison is to facilitate communication between the Executive Board and assigned committees.

The Executive Board Liaison shall:

1. Attend assigned committee meetings as a non-voting member.
2. Communicate with committee Chair before scheduled committee meetings.
3. Provide information and assignments to committees that have been previously vetted and approved by the Executive Board.
4. Communicate committee information and updates during Executive Board meetings in the absence of the committee Chair and Co-Chair.
5. Work with the Committee Chair to monitor Committee Member attendance and determine at the end of the year whether or not a committee member should receive a certificate and associated IIMC CMC/MMC points for their participation on the Committee pursuant to the guidelines outlined in the Committee Member Performance Expectations Policy.

Revised October 2018; Revised April 2022

AWARDS

The League, with assistance from the Executive Board Treasurer facilitates the ordering and distribution of awards, including CMC and MMC plaques, tenure awards, and any other certificates and/or recognition that members have earned at the Institute/Academy and Election Certification programs, including Clerk of the Year/Quill Award, and Fall and Spring Best Practices. Certificates shall be made available electronically and the files posted to the AMCA website. Emails shall be sent to the membership as certificates are made available.

The League shall:

1. Obtain the electronic signatures of the AMCA President and the League Director for inclusion on certificates issued.
2. Two months before the Annual Business Meeting, obtain from the Membership/Mentoring Committee Chair or designee, a current list of all members of the AMCA, including positions held and date membership began.
3. Two months before the Annual Business Meeting, meet with the Vice President, Treasurer, and Secretary to plan any recognition for the out-going President that shall take place at the business luncheon.
4. No later than two months before the Annual Business Meeting, the League shall have all of the information needed so that certificates, plaques, and/or retirement gifts may be prepared or purchased.
5. Tenure shall be calculated using the date of the member's initial AMCA membership through the end of the current Annual Business Meeting year. (This means that someone receiving a tenure award may be a few months short of having actually been a member 10 years, 15 years, 20 years, etc.)
6. Prior to preparing or ordering awards, gifts, or plaques an email shall be sent to the recipients to verify the spelling of names.

Revised

CLERK OF THE YEAR AWARD [See Policy]

A Municipal Clerk of the Year may be selected annually by the Executive Board, if qualified nominees are received. The Clerk of the Year Award recognizes a member of the Arizona Municipal Clerks' Association (AMCA) who has made an important contribution to the AMCA and assisted in raising the professional status and image of the Clerks' profession.

Revised April 2022

DEPUTY OR ASSISTANT CLERK OF THE YEAR AWARD [See Policy]

A Deputy or Assistant Clerk of the Year may be selected annually by the Executive Board, if qualified nominees are received. The Deputy or Assistant of the Year Award recognizes a member of the Arizona Municipal Clerks' Association (AMCA) who has made an important contribution to the AMCA and assisted in raising the professional status and image of the Clerks' profession.

Revised April 2022

PRESIDENT'S AWARD OF DISTINCTION [See Policy]

The President may bestow upon a deserving member of the AMCA, with approval of the AMCA Executive Board, an Award of Distinction, which is given to a member who has assisted the Association with the vision and mission of the AMCA.

AMCA COMMITTEES, ROLES AND RESPONSIBILITIES

Every year, prior to the swearing in of the new Executive Board, the incoming President shall send a Listserv request asking for member volunteers to serve on committees and ask that an application be completed and returned by a specific deadline. The application form as well as the committee member performance expectations are available on the AMCA website along with a listing of the current committees and the member assignments.

Within the month prior to being sworn in, the incoming President shall complete and announce committee assignments for the coming year. Committees can be added if necessary; and conversely, a committee may not have anyone assigned to it.

Below is a list of standing AMCA committees and their roles and responsibilities.

Revised September 2018

COMMITTEE ROLES & RESPONSIBILITIES

COMMITTEE CHAIRS/CO-CHAIRS

Committee Chairs and Co-Chairs shall:

1. Schedule a minimum of four committee meetings each year.
2. Provide meeting schedules to the League for inclusion on the AMCA website.
3. Create agendas for all committee meetings.
    a. Provide agendas to the membership via the Listserv prior to each meeting.
    b. Provide agendas to the League for posting on the AMCA website.
4. Create meeting summaries documenting the actions, discussions and consensus of the committee and email them to the membership via the Listserv after each meeting.
5. At the committee's first meeting of the fiscal year, review the requirements of the committee including attendance and participation expectations.
6. Serve as the liaison to the Communications Committee to provide relevant committee information that may be important to the membership and submit updates and/or articles for inclusion in the AMCA Newsletter.
7. Mentor committee members and promote active committee participation.
8. Assist the AMCA Executive Board in supporting and promoting the AMCA mission.
9. Annually review the AMCA Handbook as it pertains to the respective committee and recommend revisions that will clarify and/or enhance the roles and responsibilities of the committee.
    a. Each committee shall propose revisions to the Executive Board by January of each year or otherwise notify the Executive Board that no Handbook revisions will be necessary.
    b. A copy of the final Executive Board-approved revisions to the Handbook shall be provided to the Handbook and Constitution Committee Chair for incorporation into the Handbook and placement on the AMCA website.
10. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report for each respective committee for inclusion in the AMCA Annual Report.
    a. The annual report shall include the committee's assigned, accomplished and outstanding goals, as well as any committee efforts to support the strategic plan goals, as applicable.
11. Attend, or designate a committee member to attend, each Executive Board meeting and applicable workshops to provide updates on committee activities and promote and demonstrate two-way communication with the Executive Board, Executive Board liaisons, and between Chair and Co-Chair.
12. Assign a rotating list for members of the committee to take minutes of each committee meeting.
    a. Approved minutes of each committee meeting shall be forwarded to the League for posting on the AMCA website.
13. Coordinate Executive Board-approved additions and/or changes to the AMCA website with the Webmaster.
    a. The League has been designated as the AMCA Webmaster. The AMCA Webmaster maintains the AMCA website, updates the calendar of events, and posts all Executive Board and Committee meeting Agendas & Minutes.
14. Ensure that committee forms posted on the AMCA website are up-to-date and provide any new or updated forms to the League as needed.

15. Submit items to the Executive Board for discussion and approval using the Board Communication Form.
16. Ensure that the AMCA website as it pertains to their respective committee is updated with current information.

CAMPAIGN FINANCE COMMITTEE

The purpose of the Campaign Finance Committee is to serve as a resource for AMCA members in regards to complaints surrounding Campaign Finance.

The Committee shall:

1. Compile and maintain letter templates to be used by Clerks when accepting, processing and responding to complaints.
2. Compile and maintain sample letters used by other Clerks.
3. Compile and maintain a list of resources, including the SOS Election Manual, League Election Manual and statutes, to assist the Clerks.
4. Review and provide input on the draft SOS Election Procedures Manual, as it applies to Campaign Finance.
5. Review and provide up-to-date resources, including letter templates, after new legislation and approval of AZ SOS Election Procedure Manuals.
6. Act as a sounding board for novice Clerks as they deal with the intricacies surrounding Campaign Finance Complaints.

The Committee shall not:

1. Provide legal advice to other Clerks.
2. Make any determination as to reasonable cause.

Adopted May 2021; Revised April 2022

COMMUNICATIONS COMMITTEE

The purpose of the Communications Committee is to receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email. The Communications Committee maintains social media efforts to ensure content is accurate and within AMCA guidelines.

Each standing committee chair or committee designee shall be assigned as liaison to the Communications Committee to facilitate the communication of news and information via available aforementioned resources. The Communications Committee shall inform the membership about AMCA activities and encourage participation in those activities and aid in supporting and promoting the mission of AMCA.

Note: Duties of the AMCA Webmaster are coordinated through the League.

The Communications Committee shall:

1. Receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email.
2. Distribute reminders to members via the Listserv regarding deadlines for submission of articles for the AMCA Newsletter.
3. Coordinate with the IIMC on new CMC and MMC recipients and create congratulatory notices for each recipient to be issued electronically to CMC and MMC recipients sent out through Listserv and Facebook.
4. Identify effective ways (e.g. e-mail, forums, website, and other social media) to communicate with members.
5. Develop and maintain a Communication Committee succession plan for use as a guiding document for the next committee.

Revised April 2022

EDUCATION COMMITTEE

The Education Committee's purpose is to develop, promote and provide innovative quality educational opportunities to members on behalf of the AMCA. The Chair or Vice Chair of the Education Committee shall serve as the liaison to the Election Committee and the Communications Committee.

The AMCA Education Committee shall:

1. Plan and promote the annual Arizona Institute (CMC) and Advanced Academy Education (MMC) Programs in conjunction with the Arizona State University Institute Director. Programs are submitted to IIMC for review and awarding of points.
    a. The Committee shall confer with the Institute Director to plan the curriculum for the Institute and Advanced Academy programs.
    b. The Committee shall coordinate with the Institute Director to select dates for each program, preferably in June for the Institute and preferably in June for the Academy.
    c. The Committee shall coordinate with the Institute Director to ensure that the IIMC standards are met while developing program topics.
2. Plan and promote the educational sessions of the Annual Conference in conjunction with the Elections Training Committee.
    a. Tasks to include determining the location for the annual training.
    b. The Annual Conference shall be held on the first full day of the training, with education sessions focused on general topics such as leadership, motivation, etc.
    c. At least one professional speaker shall be engaged.
    d. The Annual Business Meeting shall be held during lunch.
3. Plan and promote Fall and Spring Best Practices training sessions.

a. Meet at least annually with the AMCA Election Committee to determine if either of the Fall or Spring Best Practices training sessions should be dedicated to Election topics or general Education topics.

b. If it is determined that an Education Best Practice Training Session is needed, the Committee shall develop the programming, facility location, and implementation of the training session. Efforts should be made to rotate the location throughout the State when possible.

c. At least one Best Practice should be held annually.

d. At least one online training opportunity shall be provided annually for members who cannot attend off site training.

4. Plan and promote one (1) Athenian Dialogue session with the option of holding additional Athenian Dialogues upon approval by the Executive Board.
5. Disseminate information regarding other training opportunities available to members. Including, but not limited to, GFOAz training, League Seminars, and Records Management.
6. Submit all non-Election-related training courses to the IIMC for designation of training hours/points toward the CMC or MMC designation.
7. Organize and manage the Non-Paid Presenter appreciation gifts for all non-Election-related trainings. [See policy]
8. Shortly after the beginning of each fiscal year, review the available funds for Conference and training speakers with the Executive Board.
9. Develop and maintain an Education Committee succession plan for use as a guiding document for the next committee.
10. Document all training session education points awarded by IIMC for CMC/MMC attainment. The list of educational offerings and the IIMC points awarded to each individual training session shall be posted to the AMCA website for reference by the membership. The correspondence (e-mail, letter) received from IIMC outlining the hours/points allocation shall be placed on file with the League.

(Annual Conference) Policy removed March 2018; Revised October 2018;
Revised April 2022; Revised 2023

ELECTION TRAINING COMMITTEE

The Election Committee's purpose is to develop, promote and provide innovative quality election related educational opportunities and to develop and maintain the election certification and recertification policy on behalf of the AMCA. The Chair or Co-Chair of the Elections Committee shall serve as the liaison to the Education Committee and the Communications Committee.

The AMCA Election Training Committee shall:

1. Plan and promote the annual Election Training.
2. The training will be dedicated to elections and should address all aspects of municipal elections. Training can occur in conjunction with the Annual Conference or can be a standalone training that is conducted in-person or virtually.

a. Develop the programming and coordinate the implementation of the annual Election Training.

3. Develop, review, and update the Election Certification/Recertification program in conjunction with the League to continue the three-year Election Certification Program. [See Policy]
4. The Chair and/or Co-Chair shall meet at least annually with the AMCA Education Committee Chair to determine if either of the Best Practice training sessions should be dedicated to Election topics.
    a. If it is determined that an Elections Best Practice Training Session is needed, develop the programming, facility location, and implementation of the training session on election specific topics. Efforts to rotate the location throughout the State should be made when possible.
5. Disseminate information not previously disseminated by the League or Secretary of State (SOS) regarding other election training opportunities available to AMCA members, including, but not limited to, SOS Election Official Training, Election Officials of Arizona conferences, and other local or national election training programs.
6. Submit all Election-related training courses to the IIMC for designation of training points toward the CMC or MMC designation. Organize and manage the Non-Paid Presenter appreciation gifts for all Election-related trainings: [See policy] Develop and maintain an Election Committee succession plan for use as a guiding document for the next committee appointed.

Adopted January 2018; Revised September 2018; Revised April 2022

HANDBOOK AND CONSTITUTION COMMITTEE

The Handbook and Constitution Committee purpose is to propose amendments to and maintain the AMCA Handbook and the Constitution (see Article V, Amendments, of the Constitution of the AMCA).

The Handbook and Constitution Committee shall:

1. Annually review the AMCA Constitution and Handbook to assure that all sections are still applicable to the Association and that the AMCA Handbook and Policies are in compliance with the Constitution.
2. Submit proposed Constitution changes, whether initiated by the Committee, the Executive Board, or by an Association member, to the AMCA Executive Board liaison at least 60 days in advance of the Annual Business Meeting each year, to allow for consistency in the AMCA Handbook and to allow sufficient time to prepare for the Annual Business Meeting.
    a. Draft ballot language for all proposed Constitution amendments and follow the procedure outlined in the policy appendix.
3. Submit proposed Handbook changes, whether initiated by the Committee, the Executive Board, or by an Association member, to the AMCA Executive Board for review and/or approval.
    a. Upon direction from the Executive Board, conduct research.
    b. The Committee shall ensure that all Handbook revisions have been incorporated into the Handbook and that the latest version of the Handbook is posted on the AMCA website.

4. Develop and maintain a Handbook and Constitution Committee succession plan for use as a guiding document for the next committee.

Revised April 2022

LEGISLATIVE COMMITTEE

The Legislative Committee's purpose is to follow proposed legislation during the State legislative session and identify legislation that may have an impact on AMCA members' area of responsibility.

The AMCA Legislative Committee shall:

1. Follow pending legislation in the State of Arizona Senate and House of Representatives and identify legislation that may have a potential impact on AMCA members' areas of responsibility.
   a. Attend weekly legislative calls with the League.
2. Review and evaluate all legislation identified as having a potential impact on the responsibilities of the AMCA members.
   a. Document, compile and disseminate by electronic means a recap of pending legislation and the specific impacts that may affect the responsibilities of the AMCA membership.
   b. Post the recap on the AMCA website.
3. Develop and maintain a Legislative Committee succession plan for use as a guiding document for the next committee.
4. Review legislation proposed by cities and towns and provide feedback on the proposed legislation regarding the effects of the proposal.
5. At the start of each fiscal year, assign a member of the Legislative Committee to serve on the League's General Administration, Human Resources and Elections (GAHRE) Committee to review legislation as it is proposed and provide feedback.
   a. Members shall volunteer based on approval of their jurisdiction management.

Revised May 2021; Revised April 2022

MEMBERSHIP/MENTORING COMMITTEE AND REGION LEADERS

The Membership/Mentoring Committee's purpose is to coordinate with representatives from each of the AMCA Regions regarding membership information within the Association and manage the mentorship program. The Membership/Mentoring Committee and Region Leaders was established to assist members new to the profession or to the state through the facilitation and exchange of ideas, experiences and information between members. The Membership/Mentoring Committee members shall be comprised of a representative from each AMCA Region. Each Region Leader shall work together on the Membership/Mentoring Committee to ensure that AMCA membership records are accurate and that membership recruitment efforts encompass the entire State.

The AMCA Membership/Mentoring Committee shall:

1. Serve as Region Leader for their respective AMCA Region.
    a. Use communication methods to contact individuals within their region, when possible, including when a new member is in their region.
        - Call or email new members to welcome them and provide information about assistance available through the AMCA, the Secretary of State's office (SOS), the Election Officials of Arizona organization, and the IIMC.
    b. Serve as the contact for regional information.
        - Collect information regarding new employees that may benefit from AMCA membership; notify the Membership/Mentoring Committee Chair of the new members within the region and request that information regarding AMCA and IIMC be forwarded to the individuals.
        - Collect information regarding when members leave employment, retire or receive promotions and notify the Membership/Mentoring Committee Chair, the AMCA President and the League.
        - Provide Exit Interview Form to exiting members and submit to Chair.
    c. Conduct meetings within their region and establish the method for such meetings, i.e. in-person, virtual, by phone, etc. as well as the frequency of the meetings.
    d. Serve as information facilitator for their region.
        - AMCA information shall be dispersed to the Region Leaders; Region Leaders shall, in turn, disperse the information to members in their region.
    e. Develop a data collection form and send to new AMCA members.
        - Submit completed data collection forms to the Communications Committee Chair for inclusion in an upcoming AMCA Newsletter and/or for other communication outlets such as websites and social media as appropriate.
2. The Chairperson shall coordinate and manage AMCA membership.
    a. Review the list of AMCA members to identify which members have not renewed their membership.
    b. Contact individual who have not renewed their AMCA membership to remind them of renewal requirements.
    c. Work with the League to maintain an updated membership list.
    d. Develop recruitment strategies to increase AMCA membership.
    e. Maintain and update recruitment and welcome brochures that may be provided to recruit non-members and orient new members.
        - "What is a Municipal Clerk?"
        - "Welcome to AMCA"
    f. At least 60 days before the Annual Meeting, prepare a current listing of members (including any known retirements and/or terminations).
    g. At least 60 days before the Annual Meeting, work with the Executive Board Treasurer to prepare and submit to the League 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.

h. Develop and maintain an "Exit Interview Form" (Form) for members to complete when they leave AMCA.

   i. The Form shall identify the length of time the exiting member has been a member of the AMCA and request their choice of gift, if applicable, forwarding address, and, if retiring, whether they wish to be invited to the Annual Business Meeting and whether they wish to submit a picture and statement to be displayed during the Annual Business Meeting that is held after their retirement.

   ii. Completed Forms may be included in an upcoming AMCA Newsletter and/or other communication outlets.

3. Manage the AMCA mentoring program.
   a. Ensure that each AMCA Region has at least one individual providing mentoring services to new members.
   b. Advertise mentoring services to new members.
   c. Assign a mentor to work with any member who has applied for mentoring services.
   d. Develop and maintain a Membership/Mentoring Committee and Region Leaders succession plan for use as a guiding document for the next Committee.
4. Work with the League to electronically send out the membership forms in a timely manner.
5. Manage the Clerk Areas of Expertise spreadsheet.
   a. Review annually and make updates as needed.
   b. Ensure the most current information is available on the AMCA website.

Revised February 2021; Revised April 2022

RECORDS MANAGEMENT COMMITTEE

The Records Management Committee's purpose is to coordinate with the Arizona State Library, Archives and Public Records (ASLAPR) Division to provide the AMCA membership with:

- contemporary municipal records retention schedules;
- standardized policies and procedures;
- records-related training and documentation;
- legal risk mitigation; and
- disaster recovery planning assistance.

The Records Management Committee shall:

1. Work in cooperation with ASLAPR to develop retention schedules related to member functions and review and evaluate changes to retention schedules proposed by ASLAPR.
2. Relay changes to state retention schedules to AMCA members.
3. Provide written recommendations to the AMCA Executive Board relating to the

organization's records, including an annual review of the AMCA records schedule.

4. Promote training, education and evaluation on records management and archiving, providing information to the AMCA Executive Board for dissemination to the membership, including a review of the Records Management Handbook Template every three (3) years.
5. Review and evaluate essential record lists for disaster recovery planning, providing information to the AMCA Executive Board for dissemination to the membership, including providing guidance to AMCA members on the essential records submission that is due to the ASLAPR every five years.
6. Develop and maintain a Records Management Committee succession plan for use as a guiding document for the next committee.
7. Review and propose updates to the AMCA retention schedule annually.
8. Develop and maintain best practice guides related to records retention practices involving email, social media, and historical collections/gifts.

Revised February 2022; Revised April 2022

SCHOLARSHIP COMMITTEE

The Scholarship Committee's purpose is to receive applications and evaluate and administer scholarships for AMCA members to attend training sessions.

The Scholarship Committee shall:

1. Manage the AMCA Scholarship process.
    a. Develop and maintain all forms in support of the Scholarship Policy including application(s).
        i. Ensure that all scholarship applications comply with the current Scholarship Policy (and eligibility requirements) as approved and adopted by the AMCA Executive Board.
    b. Develop criteria and procedures for the selection of scholarship recipients.
    c. Review applications submitted for scholarships for eligibility, and using approved selection criteria, recommend scholarship recipients to the Executive Board.
    d. Review and recommend scholarship funds to be approved by the AMCA Executive Board during the annual budget process.
    e. Ensure that scholarship recipients comply with the terms of the Scholarship Policy, including proof of attendance.
    f. Oversee the annual selection of new essay questions for the scholarship application(s).
2. Declare a conflict of interest when voting on scholarship applications from the member's community and/or recuse oneself from participating in selecting essay questions and reviewing applications if submitting a scholarship application.
3. Develop and implement fundraising activities to increase scholarship funds and awards.
4. Develop and maintain a Scholarship Committee succession plan for use as a guiding document for the next committee.

Revised April 2022

APPENDIX A

AMCA POLICIES

ASSOCIATION POLICIES

AMCA policies shall be maintained in the AMCA Handbook and shall be reviewed and modified as necessary by the AMCA Executive Board and the AMCA Committees as applicable. The Executive Board President shall coordinate with the League and the Communications Committee Chair to inform the membership of any changes in the policies.

AMCA CLERK OF THE YEAR AWARD

The purpose of the Clerk of the Year Award is to recognize a member who is a Clerk of the AMCA who has made significant contributions to the professionalism and image of the clerks' profession, including providing knowledge, mentorship and education to AMCA members. There shall only be one Clerk of the Year Award presented each year. There may be no Clerk of the Year Award presented during years in which it is determined that there are no outstanding nominees or no nominations have been received.

Call for Nominations:

The Executive Board President shall work with the League and the Communications Committee Chair to advertise the nominating period for the Clerk of the Year Award. A notification shall be made to mayors and municipal and town administrators in order to generate a greater pool of candidates using the Manager/Mayor email list provided by the League. Applications should be submitted directly to the AMCA President. The nomination period shall open in March with final nominations due by the last business day of May each year. If no nominations have been submitted, the President may extend the nomination deadline to a date that will sufficiently allow the Clerk of the Year selection process to be carried out prior to the Annual Business Meeting, including the timeframe needed for the League to order a plaque for the recipient.

To be considered for selection as AMCA Clerk of the Year, the nominee must:

1. Have held the title of City/Town Clerk for at least five years.
2. Be designated as a CMC by the IIMC and a Certified Election Official through AMCA.
3. Be a full member in good standing of AMCA, with dues paid for the preceding five consecutive years.
4. Be actively involved in the AMCA Organization (contributions made for the betterment of the AMCA, positions held, committee involvement, newsletter contributions, and/or facilitating of AMCA sponsored conferences or training).
5. Be actively continuing his/her personal and professional education.
6. Have not been the recipient of the AMCA Clerk of the Year Award in previous years.

Once the deadline to submit applications has passed, the applications shall be placed on an Executive Board Meeting Agenda for discussion and selection of the Clerk of the Year. The AMCA Executive Board shall screen all applications and rank each applicant in order to determine the recipient of the award. The AMCA Executive Board will vote on the selection of the award recipient.

Ranking:

The AMCA Executive Board may use the following criteria to select the Clerk of the Year recipient.

1. Service to the AMCA. This would include, but would not be limited to, offices held, service on committees, facilitation at AMCA educational sessions, etc.
2. Service to their city for duties performed. Examples of any specific areas of accomplishment.
3. Innovation. The initiative to enhance their municipality, profession, or community.
4. A significant contribution to the AMCA or the profession in a leadership role. This may include education, communication, public relations, organization and administration, legislative procedures, city council procedures, elections, records management or special projects.

AMCA Executive Board Member Nomination

If a member of the Executive Board is nominated for the Clerk of the Year Award, the Executive Board member will recuse themselves from any discussion and voting about the nominations. If multiple Executive Board members are nominated, resulting in the loss of a quorum amongst the Executive Board, the chair of the Scholarship Committee shall be asked to assist in the selection process. In the event that the Scholarship Committee Chair is unable to assist, the Executive Board shall seek assistance from the Chair of another AMCA Committee requesting assistant in alphabetical order of Committee titles until a Subcommittee of three Executive Board members has been established.

The AMCA Executive Board President shall work with the League to order an appropriate plaque, engraved award or keepsake for the award recipient and announce the AMCA Clerk of the Year Award recipient at the AMCA Annual Business Meeting.

The AMCA President shall coordinate with the recipient's supervisors and/or leaders to attend the Annual Business Meeting if they desire and work with the League to ensure the recipient is added to the Honors and Accomplishments webpage on the AMCA website.

Nominations shall be accepted from any member of AMCA who is in good standing. Non-member nominations shall be accepted from mayors or city administrators/managers.

Revised November 2012, Revised April 2015; Revised September 2018;
Revised July 2022

AMCA DEPUTY OR ASSISTANT CLERK OF THE YEAR AWARD

The purpose of the Deputy or Assistant Clerk of the Year Award is to recognize a member of the AMCA who is a Deputy or Assistant Clerk who has made significant contributions to the professionalism and image of the member profession, including providing knowledge, mentorship and education to AMCA members. There shall only be one Deputy or Assistant Clerk of the Year Award presented each year. There may be no Deputy or Assistant Clerk of the Year Award presented during years in which it is determined that there are no outstanding nominees or no nominations have been received.

Call for Nominations:

The Executive Board President shall work with the League and the Communications Committee Chair to advertise the nominating period for the Deputy or Assistant Clerk of the Year Award. A notification shall be made to mayors and municipal and town administrators in order to generate a greater pool of candidates using the Manager/Mayor email list provided by the League. Applications should be submitted directly to the AMCA President. The nomination period shall open in March with final nominations due by the last business day of May each year. If no nominations have been submitted, the President may extend the nomination deadline to a date that will sufficiently allow the Deputy or Assistant Clerk of the Year selection process to be carried out prior to the Annual Business Meeting, including the timeframe needed for the League to order a plaque for the recipient.

To be considered for selection as AMCA Deputy or Assistant Clerk of the Year, the nominee must:

1. Have held the Deputy or Assistant Clerk position for at least three years.
2. Be a member in good standing of AMCA, with dues paid for the preceding three consecutive years.
3. Be actively involved in the AMCA (contributions made for the betterment of the AMCA, positions held, committee involvement, newsletter contributions, and/or facilitating of AMCA sponsored conferences or training).
4. Be actively continuing his/her personal and professional education.
5. Have not been the recipient of the AMCA Deputy or Assistant Clerk of the Year Award in previous years.

Once the deadline to submit applications has passed, the applications shall be placed on an Executive Board Meeting Agenda for discussion and selection of the Deputy or Assistant Clerk of the Year. The AMCA Executive Board shall screen all applications and rank each applicant in order to determine the recipient of the award. The AMCA Executive Board will vote on the selection of the award recipient.

Ranking:

The AMCA Executive Board shall use the following criteria to select the Deputy or Assistant Clerk of the Year recipient.

1. Service to the AMCA. This would include, but would not be limited to, offices held, service on committees, facilitation at AMCA educational sessions, etc.
2. Service to their city for duties performed. Examples of any specific areas of accomplishment.

3. Innovation. The initiative to enhance their municipality, profession, or community.
4. A significant contribution to the AMCA or the profession in a leadership role. This may include education, communication, public relations, organization and administration, legislative procedures, city council procedures, elections, records management or special projects.

AMCA Executive Board Member Nomination

If a member of the Executive Board is nominated for the Deputy or Assistant Clerk of the Year Award, the Executive Board member will recuse themselves from any discussion and voting about the nominations. If multiple Executive Board members are nominated, resulting in the loss of a quorum amongst the Executive Board, the chair of the Scholarship Committee shall be asked to assist in the selection process. In the event that the Scholarship Committee Chair is unable to assist, the Executive Board shall seek assistance from the Chair of another AMCA Committee requesting assistant in alphabetical order of Committee titles until a Subcommittee of three Executive Board members has been established.

The AMCA Executive Board President shall work with the League to order an appropriate plaque, engraved award or keepsake for the award recipient and announce the AMCA Deputy or Assistant Clerk of the Year Award recipient at the AMCA Annual Business Meeting.

The AMCA President shall coordinate with the recipient's supervisors and/or leaders to attend the Annual Business Meeting if they desire and work with the League to ensure the recipient is added to the list maintained on the AMCA website.

Adopted April 2015; Revised September 2018

AMCA PRESIDENT'S AWARD OF DISTINCTION

The President may bestow upon a deserving member of AMCA, with approval of the AMCA Executive Board, an Award of Distinction. This award is given to a member who has assisted the AMCA Association with the vision and mission of AMCA.

Eligibility:

To be considered for selection of the President's Award of Distinction, the nominee must:

1. Be a member in good standing of AMCA, with dues paid for the current year;
2. Be actively involved in the AMCA Organization (Contributions made for the betterment of the AMCA, positions held, committee involvement, newsletter contributions, and/or facilitating of AMCA sponsored conferences or training).

Previous winners of the AMCA President's Award of Distinction are not eligible to receive another President's Award of Distinction for five years.

The AMCA Executive Board President shall work with the League to order an appropriate plaque, engraved award or keepsake for the award recipient and announce the President's Award of Distinction recipient at the AMCA Annual Business Meeting.

The AMCA President shall coordinate with the recipient's supervisors and/or leaders to attend the Annual Business Meeting if they desire, and work with the League to ensure the recipient is added to the list maintained on the AMCA website.

Adopted April 2015; Revised September 2018

HONORARY MEMBER POLICY

Pursuant to the AMCA Constitution: The Association may at its Annual Business Meeting, bestow honorary membership upon persons who, in the opinion of the Executive Board, have made outstanding and distinct contributions to the AMCA membership. (An IIMC honorary member must be retired from membership).

Nominations to the Executive Board for consideration of an Honorary Member can be made by any current AMCA member. The Executive Board shall review the nominations and make recommendation at least 60 days prior to the Annual Business Meeting. The Honorary Membership shall be a lifetime benefit and include a waiver of annual dues.

AWARDS POLICY GUIDELINES FOR AWARDS SELECTION

Retirees:

An individual who has been a member of the AMCA for a minimum of ten years is eligible to receive a retirement gift as a token of appreciation for their service in the profession. To receive the gift, the retiree must complete an Exit Form developed by the Membership/Mentoring and Region Leaders Committee.

Retirees, who have been AMCA members for ten or more years, shall be offered the following parting gift options:

1. A Gift Card in the amount of $100, or
2. A one-time donation of $100 to the AMCA Education Scholarship fund in their name.

Members who retire from the membership profession, receive a retiree gift and then subsequently become a member of the AMCA upon their return, may only receive a second retirement gift if their second tenure in the membership profession is an additional ten years or more. Members who exit the member profession and then subsequently return to the membership may receive a retirement gift upon leaving the profession if both membership terms add up to ten years or more. Retirees who complete the Exit Form shall be honored in an AMCA Newsletter.

CMC/MMC:

Members who have obtained their IIMC CMC or MMC designation within the year, shall be presented with a wood plaque at the Annual Business Meeting. The plaque shall be inscribed as follows:

AWARD OF EXCELLENCE
PRESENTED TO
NAME, CMC/MMC
CITY/TOWN
In Recognition of Successfully Completing
THE CERTIFIED MUNICIPAL CLERK or MASTER MUNICIPAL CLERK PROGRAM
(Logo) (Date of Annual Business Meeting)

CMC/MMC plaques are tied to the member's membership status at the time of the Annual Business Meeting for which they would, if not for retiring, would have otherwise been presented with a plaque. If a member receives their CMC/MMC designation but then leaves the profession that qualifies them to be a member of the AMCA prior to the Annual Business Meeting, the member will only be sent their plaque if they have completed the Exit Form and provided their forwarding address.

Service

Beginning at 10 years of service and every 5 years thereafter, members of the AMCA shall be presented with a wood plaque at the Annual Conference to recognize their tenured service to the profession. The plaque shall be inscribed as follows:

THE ARIZONA MUNICIPAL CLERKS' ASSOCIATION
recognizes (Name)
for ___ years of service
to the profession of Municipal Clerk
(Mo/Yr) to (Mo/Yr)
Dated this _____ day of _____

Revised September 2018

REGISTRATION FEE AND CANCELLATION POLICY

The fees for the Institute, Academy, Elections Training held in conjunction with the AMCA Annual Business Meeting, and any other trainings offered by the AMCA, shall be reviewed annually. It is the belief of the AMCA that trainings should be self-sustaining and any fees associated with AMCA trainings shall be adjusted accordingly.

Once registered for a training event, the following timeframes shall be used for any cancellation:

1. Training registrations may be cancelled up to one week prior to training, less a $25 processing fee. No refunds will be issued for any cancellation occurring after the one-week timeframe.
2. Cancellations must be submitted in writing to the League and it is the responsibility of the applicant to ensure their cancellation was received.
3. Paid registrants who are unable to attend the training event may transfer their registration to another AMCA member.

4. If a member is a “no show” and has not availed themselves of the cancellation policy, the member shall forfeit the entire registration fee.

Adopted November 2016

REGISTRATION WAIVERS

1. The registration fee for the Annual Conference shall be waived for two (2) members of the Education Committee as designated by the Education Committee Chair.
2. The registration fee for the AMCA Elections Training shall be waived for two (2) members of the Elections Committee as designated by the Elections Committee Chair.
3. The registration fee for the Committee hosting the Best Practices training shall be waived for two (2) members of the hosting committee (Education or Elections Committee) as designated by the hosting committee Chair.

COMMITTEE MEMBER PERFORMANCE EXPECTATIONS

By volunteering for an AMCA Committee, members agree to meet the expectations outlined below and strive to perform accordingly.

1. Be an active advocate and ambassador for the values, mission and vision of the AMCA.
2. Work with fellow Committee members to fulfill the obligations of Committee membership and cooperate with other AMCA Committees and members to support the goals of the Association and the Executive Board as articulated in the AMCA Handbook.
3. Act in a manner that contributes to the effective operation of the Committee – and work with fellow Committee members and the AMCA Executive Board to ensure that the Committee functions well. This includes – but is not necessarily limited to the following:
    a. Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
    b. Support Committee decisions once they are made.
    c. Support AMCA’s policies and procedures for conducting business.
4. Regularly attend Committee meetings.
5. Prepare for Committee meetings by reviewing materials in advance and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
6. Keep informed about the Association, its issues, and its connection to the community through active participation within the Association and conscientious connection outside the Association.
7. As appropriate, use personal and professional contacts and expertise to benefit the Association, without compromising ethics or trespassing on relationships.
8. Be willing to perform Committee research and other assignments, as needed.

9. Inform the AMCA Executive Board and your Committee Chair of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Executive Board related to the situation.
10. Agree to step down from the Committee position if unable to fulfill these expectations.

Committee Member Attendance Guidelines

Any Committee member may voluntarily resign from a Committee by submitting a written resignation to the Committee Chair.

1. Any member of a Committee may be administratively removed from a Committee if the following applies:
   a. A member has two (2) unexcused (no contact with Chair) absences or has excused absences for 50% of the scheduled Committee meetings with no other participation.
   b. Extraordinary circumstances, such as serious illness, may be considered by the Board Liaison when determining whether to administratively remove a member from a Committee.
   c. Any Committee member who ceases to be a member of the AMCA shall be administratively removed from the Committee.

It is the responsibility of each Committee member to ensure compliance with these performance expectations. Committee Chairpersons and the respective Executive Board Committee Liaisons will monitor participation and report to the Executive Board, as needed. The Executive Board may remove Committee members that do not regularly attend Committee meetings. Removal from a Committee by the AMCA Executive Board shall result in no points being awarded by the AMCA which may result in denial of International Institute of Municipal Clerk (IIMC) certification.

Adopted 2023

CONTRIBUTIONS TO IIMC FOUNDATION/AMCA SCHOLARSHIP FUND POLICY

Members are encouraged to support education opportunities that support the goals of the Association by donating, when possible, to the IIMC Foundation and the AMCA scholarship fund.

Adopted November 2012; Revised September 2018

ELECTION OFFICIAL CERTIFICATION/RECERTIFICATION PROGRAM

The Certified Municipal Election Official designation was developed in 1993 by the AMCA, in conjunction with the League, to provide training in the area of municipal election administration. At that time AMCA members were not permitted to attend the Election Training provided by the Arizona Secretary of State's Office. While that has changed and AMCA members are encouraged to attend the State training for an overall understanding of the election process, it was determined that training for AMCA members is still important since the state law and training focus is on statewide, partisan elections. The Election Certification Program provides members with the means to obtain status as a Certified Municipal Elections Official through a three-year program of formal and documented instruction specific to state and local election laws. Recertification is

required every four years by meeting the recertification standards as outlined in the policy.

Initial Certification:

The AMCA Election Training is provided annually (usually in conjunction with the AMCA Annual Business Meeting and Conference).

To become certified, a member must complete 31.5 AMCA Election Training hours AND thereafter pass the accompanying Election Exam with a 90% pass rate within 5 years. Election Certification is valid for four years from the initial certification date.*

The Elections Certification exam will be administered by the League at the conclusion of the AMCA Annual Elections Training for those individuals that have completed the required hours of training. The exam may also be taken by the use of a proctor within 30 days following the Annual Elections Training for those seeking certification or recertification. Proctors are to be an AMCA member who is currently a certified elections specialist by the Secretary of State or League, a librarian or similar professional. The proctor will be responsible for verifying the identity of the examinee, ensuring the examinee takes the online test, and submitting an AMCA Elections Certification Exam Test Taker/Proctor Agreement Form to the League. The proctor will not make any copies, distribute or discuss the context of the exam, ensure the test taker upholds the ethical standards of AMCA, and not assist the test taker with any of the questions on the exam.

If a member fails to achieve a 90% pass rate, retesting may occur following the next Elections Training in the same fashion as described above.

Recertification:

For those seeking to maintain their Certified Municipal Election Official certification status, within the four years after achieving initial Certification, members must complete one of the following:

- Complete 21 hours of election trainings*; OR
- Complete 10.5 hours of election trainings* AND take the AMCA Elections Exam with a 90% pass rate.

If recertification is not completed within four years of the initial certification date and recertification not obtained, a member must complete the initial certification process to achieve certification.

*Elections trainings can consist of any combination of election education sessions provided by the AMCA Annual Elections Training, AMCA Best Practices, or the Secretary of State's Election Training. Supporting documentation should be provided as follows:

- AMCA training – A certificate reflecting the hours of elections training completed;

- Secretary of State Election Training – A certificate or transcript that reflect hours completed;a copy of the agenda should also be provided.

Notification:

The League shall:

- Notify each attendee of their election exam results/scores.;
- Notify the Education Committee of the names of the attendees that passed the election exam; and
- Prepare electronic certificates for those who passed the exam and upload them to the AMCA website.

Adopted April 2018; Revised February 2019

Records Policy:

All AMCA Records shall be maintained by the League.

Adopted January 2016; Revised September 2018

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AMCA CONFERENCE CERTIFICATION PROCESS

The League shall send the Education Committee the final roster of confirmed attendees for the conference/training.

The Education Committee shall review the roster and assign the appropriate number of hours/credits to be awarded based on attendance and completion of assessment tools. The Education Committee shall forward the completed roster to the Membership/Mentoring Committee and the League who shall in turn prepare electronic certificates awarding the appropriate number of hours/credits and cause the certificates to be uploaded to the AMCA website for retrieval by the members.

Adopted January 2016; Revised September 2018

ELECTIONS POLICIES

Elections may be called as necessary by the Executive Board and may be conducted in person, electronically or by any other method as designated by the Executive Board. Notwithstanding, it is the intent of the AMCA to hold most elections electronically, so that members with voting rights who are not able to attend meetings in person shall be able to exercise their right to vote.

The League currently is the holder of the membership list and shall provide the list of voting members when requested for AMCA elections.

The Handbook and Constitution Committee shall determine what changes need to be made to the AMCA Constitution, if any, and propose them to the AMCA Executive Board at a regular Executive Board meeting.

The Executive Board may agree with all, portions of, or none of the proposed revisions and direct the Handbook and Constitution Committee accordingly until a majority of the Executive Board approves, denies or withdraws the proposed revisions.

Once a majority of the Executive Board approves the proposed revisions, the Handbook and

Constitution Committee Chair or designee, shall draft ballot language outlining the proposed revisions, including the affected articles and sections, using legislative format (Strikethrough = deletions, ALL CAPS = insertions). Subsequent to each proposed revision to the AMCA Constitution, the following ballot language shall be included:

Do you agree with the change(s) to Article XX, Section XX?

Yes or No?

Election results shall be announced using the ListServ and/or any other communication method deemed appropriate by the Executive Board.

Changes to the Constitution require a 2/3 affirmative vote of those voting (AMCA Constitution Article V, Section A). If the vote is done electronically, the number of members who voted as well as the Yes and No votes, shall be presented to the Executive Board for adoption.

If the vote is to be done in person, sign-in sheets, containing an asterisk next to each voting member, shall be provided by the Membership Committee at the Annual Business Meeting. The sign-in sheets shall also allow space for determining whether a proxy has been properly designated pursuant to the AMCA Constitution. The Membership Committee shall issue each voting member, or properly designated proxy, a voting mechanism, such as a voting stick.

Prior to the commencement of each meeting of the membership, the Membership Committee shall determine the total number of voting members present, as well as the number of votes required in order to obtain a two-thirds vote.

When the membership votes on proposed Constitutional amendments, a designated member of the Membership Committee shall count each voting mechanism and compare it to the number required to obtain a two-thirds vote and verify whether the proposed Constitutional amendment has passed by a two-thirds vote.

Executive Board Secretary Recruitment Procedure

1. Beginning in February of each year, the Executive Board Treasurer shall coordinate with the League and the Communications Committee to recruit for the Executive Board Secretary position. Recruitment efforts shall include qualifications requirements for the secretary position, the deadline for filing application paperwork and information regarding where to obtain and submit an application upon completion.
2. The application will be maintained on the Association's website and updated as needed.
3. Completed applications shall be emailed directly to the Executive Board Treasurer no later than 5:00 pm on the application deadline date. Individuals seeking the Executive Board Secretary position must meet the qualifications as outlined in the AMCA Constitution.
4. The Executive Board Treasurer shall verify potential candidate qualifications, as outlined in the AMCA Constitution.
    a. If a potential candidate has not met the required qualifications, the Executive Board Treasurer shall notify the applicant in writing that they have not met the qualifications and are not eligible for the Executive Board Secretary position.
    b. If only one qualified candidate for Secretary has submitted application paperwork, the Executive Board may vote to appoint said candidate as Secretary by affirmation.

c. If more than one qualified candidate for Secretary has submitted application paperwork, the Executive Board Treasurer shall notify the Executive Board President who shall place the issue onto the appropriate Executive Board agenda to call an election for the Office of Secretary.

d. The Executive Board Treasurer shall notify the candidates that their names will be placed on an upcoming ballot to be sent to the membership for vote.

5. An election for the Executive Board Secretary position called by the Board at least one month prior to the Annual Business Meeting. Elections for a mid-term vacancy shall be called as outlined in the AMCA Constitution using the same process for regular elections using a modified timeline as necessary.
6. Elections administration shall be coordinated by the Executive Board, the League and the Communications Committee.
7. The Executive Board Treasurer shall coordinate with the Communications Committee to announce the election for Executive Board Secretary through appropriate means.
8. The Executive Board Treasurer shall develop the election ballot which shall include the following minimum criteria:
   a. Date of the election
   b. Voting deadline
   c. Name of candidates
   d. Position to be filled
   e. Term of office
   f. Voting instructions
9. The League shall be responsible for the electronic distribution of the ballot to all AMCA voting members.
10. The League shall tally the votes to determine the successful candidate and notify the Treasurer. All voting information shall remain confidential.
    a. In the event of a tie vote for the election of the AMCA Executive Board Secretary, a second ballot shall be presented to the membership for voting following the procedures outlined herein. Should a second tie vote occur, the Executive Board Secretary shall be selected by lot using a method outlined by the Executive Board President.
11. The Executive Board Treasurer shall prepare the canvass of election as outlined in the election canvass policy in the AMCA Handbook and forward the item to the Executive Board President for placement on an Executive Board meeting agenda for consideration by the Board prior to the swearing in ceremony of the new Executive Board members, typically held at the Annual Business Meeting.
12. The Executive Board may formally adopt the Canvass of Election by a majority vote as presented by the Treasurer.
13. Once the Canvass of Election has been adopted by the Executive Board, the Treasurer shall notify the candidates and the Communications Committee of the outcome of the election. The Communications Committee shall announce the results of the election to the AMCA membership.

General Timeline – Timeline may be modified to accommodate the needs of the Association **AMCA Annual Election for Secretary Position**	
No Later Than	Treasurer prepares application form and submits it to the Communication Chair.
February	Communications Committee electronically distributes application form and materials for application process using AMCA membership list provided by the League.
	Communications Committee prepares and distributes various communications regarding the election, including but not limited to: article in the Spring AMCA Newsletter, social media posts and other tools.
February through April	Submit Secretary application form, resume, copy of Certified (or Master) Municipal Clerk certificate, and letter(s) of support to Treasurer.
Last Friday in April by 5:00 p.m.	Treasurer reviews applications and determines if applicants meet the minimum qualifications for the Secretary position.
1st week in May	Treasurer notifies candidates that their name will or will not appear on the ballot.
	Executive Board calls the election.
By May 15th	Treasurer prepares election ballot and submits to the Communication Committee.
3rd week in May	Communications Committee distributes ballots to AMCA voting members.
	Deadline for members to return their ballots.
2nd week in June	Treasurer reviews election results, determines successful candidates, and: - Provides results to the Executive Board - Notifies candidates of election results - Notifies Communications Committee of results.
Within one week after deadline to vote	Executive Board canvasses the election results.

Adopted February 2018

ELECTION CANVASS POLICY

At the close of each election authorized by the AMCA Executive Board, a canvass of the election results shall be presented to the Executive Board for adoption. The AMCA Treasurer shall be responsible for preparing the canvass of election and presentation to the Executive Board.

The canvass shall include the following information: date or date range when the election was held, official ballot language describing the issue or issues being voted on, number of ballots issued, number of ballots returned, number of "yes" votes received, number of "no" votes received, the number of members who did not vote, percentage of voter turnout for the election, and the final official election results to be adopted by the Executive Board.

Adopted December 17, 2015

IIMC REPRESENTATION

REGION VIII DIRECTOR

1. The IIMC is comprised of 11 regions throughout the world; each region is represented by two Region Directors. Arizona falls within IIMC's Region VIII, which incorporates the following states: Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah and Wyoming. Region Directors include one member from two states within the Region simultaneously. Region Directors are appointed on a rotating basis within the respective states. The rotation schedule is maintained by the IIMC.

REGION VIII STATE ROTATION

2019	Arizona	2026	Wyoming
2020	Nevada	2028	Montana
2022	North Dakota	2029	Colorado
2023	Idaho	2031	New Mexico
2025	South Dakota	2032	Utah

When Arizona becomes the state of rotation for the IIMC Region VIII Director, an individual interested in becoming IIMC's Region VIII Director shall apply according to IIMC's process, which includes a requirement that the candidate obtain written support from their state association.

AMCA is responsible for recommending an Arizona representative to IIMC during the years in which Arizona is scheduled in the rotation using the following process:

In the event that two or more individuals apply to become Arizona's IIMC representative, an election within the state shall be conducted.

1. One year prior to IIMC announcing a Region VIII vacancy for Arizona's rotation, the AMCA Executive Board shall initiate recruitment efforts for the position by coordinating with the Communications Committee to send electronic solicitation notices to the AMCA membership.
    a. Notices shall include:
        i. IIMC's qualification requirements for candidates.
        ii. The deadline for filing application paperwork with IIMC.

iii. Information regarding where to obtain the required forms.

iv. Information regarding filing a Memorandum of Interest with the AMCA Executive Board President.

2. Members who are interested in serving on the Region VIII Board shall submit a memorandum of interest to the AMCA President.
   a. If more than one qualified individual submits a Memorandum of Interest, the Board may require candidates to complete a qualification essay.
      i. Essays must not exceed 200 words and should detail the candidate's qualifications and emphasize activities in the member's profession. Notice from the candidates Manager/Mayor supporting the applicant must also accompany the essay.
   b. The Executive Board may also require a letter of support from a candidate's respective place of employment be submitted to the AMCA Executive Board President.
   c. Individuals seeking the Region VIII Board position must meet the qualifications as outlined by the IIMC.
   d. All items related to becoming a candidate for the Region VIII Board will be due to the Executive Board President no later than October 1st of the year preceding the vacancy and the deadline for filing the documents with the IIMC.
   e. The AMCA Executive Board shall rate the applicants based on criteria determined by the AMCA Executive Board, and the individual with the highest rating will be recommended to fill the position.
3. If only one qualified individual submits a Memorandum of Interest, that individual will be submitted for recommendation to the IIMC.
   a. Recommendation of a Region VIII Board candidate should be included on an AMCA agenda no later than the November meeting prior to the vacancy deadline.
4. AMCA Executive Board President shall compose a letter of recommendation for the candidate to submit with their IIMC packet no later than December 31st of the year preceding the IIMC Annual Meeting.

Revised April 2022

IIMC VICE PRESIDENT

The qualifications for the position of IIMC Vice President requires that a candidate serve as an IIMC Region Director on the IIMC Board for a minimum of three years prior to an IIMC election for a Vice President.

1. AMCA Members interested in serving as the IIMC Vice President and who have served as an IIMC Region Director for at least three years, shall request AMCA Executive Board support for the IIMC Vice President candidacy.
2. The AMCA Executive Board shall take action on any requests for support for the IIMC Vice President candidacy.
3. If the Executive Board votes to support an individual for the IIMC Vice President position, the following actions shall take place:
   a. A letter of support shall be written by the AMCA Executive Board President.
   b. Funds will be allotted for the campaigning and other financial needs.

c. Other activities showing support shall be authorized of the Executive Board members and other members of AMCA.

4. If the Executive Board chooses not to support the individual for the IIMC Vice President position, the AMCA Executive Board President shall notify the individual of the Board's decision and reasons behind the decision.

Adopted February 2019

JOB POSTING POLICY

The AMCA shall, upon request, post relevant job openings on the AMCA website free of charge for openings within the State of Arizona and IIMC's Region VIII. Additional job postings will be posted on a case by case basis at the discretion of the Webmaster (League) and/or the AMCA Executive Board.

Process

1. A member within the State of Arizona or in IIMC's Region VIII, may request job announcements be posted on the "Job Announcements – Career Opportunities" page of the AMCA website.
2. Job announcements should be limited to those within the member professions and shall be submitted in .pdf format to the League.
3. Posting job announcements outside of the member professions may be done on a case-by-case basis at the discretion of the Webmaster and/or the AMCA Executive Board.
4. The job announcement shall be sent via email to the League.
5. The Webmaster will remove the posting as follows, whichever occurs first:
    a. One day after the closing date.
    b. After 30 days, if there is no closing date.
    c. When the entity advises that the position has been filled.

Adopted November 15, 2016; Revised April 2022

MEMBERSHIP DUES AND RIGHTS POLICY

Membership dues will be reviewed annually and modified as needed by the Executive Board. Membership applications should be placed on the AMCA website no later than the second week of May. Annual applications and renewal dues shall be submitted by July 1.

Adopted November 2012; Revised May 2019; Revised June 2021; Revised April 2022

Membership and membership rights belong to the individual member, not to the employer. If a member no longer meets the criteria for membership as defined by the Constitution, the member shall be converted to a retired member status as per the Constitution.

The exception would be if the member changes agencies. If the new agency does not have two voting members as defined by the Constitution, the voting rights may transfer with the member to

his/her new agency. If the new agency already has two voting members, the new agency will determine which two members retain their voting rights. The non-voting member will be converted to an Associate member. Agencies shall notify the AMCA Region Leader of any changes of membership.

Under no circumstances shall a refund of membership dues be granted.

Adopted February 2013; Revised April 2022

MEMORIAL AND DONATION POLICY

All requests for a memorial or donation must be presented to the AMCA President in writing for placement on the next available Executive Board agenda after receipt for the Executive Board's consideration. Requests shall be reviewed by the Executive Board for approval on a case-by-case basis.

Requests must include the following:

- Who the memorial or donation is for.
- A suggestion of what an appropriate memorial or donation might be.
- If the request is for a donation to a specific charity, the AMCA member who submitted the request must provide the name and address of the charity.

The AMCA Executive Board shall have the option to send a card on behalf of the AMCA membership in lieu of a memorial or donation.

Adopted December 17, 2015

PHOTO AND VIDEO DISCLAIMER

Photo and Video Disclaimer shall be displayed in plain sight at all AMCA conferences and trainings informing members of their right to request that photos and videos that include their images and/or names not be used in marketing materials for the AMCA. The form will be maintained on the Association's website by the League.

Adopted November 16, 2017; Revised April 2022

QUESTIONS/COMMENTS FORM PROCESS

The AMCA has instituted a Questions/Comments process that can be located on the AMCA website under the About heading. Any questions or comments submitted to the AMCA shall be sent to the League. The League will set up automated responses that will be sent once a form is submitted. The League will review all questions or comments submitted and answer them when possible. If the League is unable to answer a question or if a comment is received, the League will forward the form to the Executive Board Members. The Executive Board will either assign an Executive Board member to answer the question/comment, place it on an upcoming Executive Board agenda and/or assign the issue to a committee for further research and/or response. Insert weblink

Adopted December 2018; Revised April 2022

REMOVAL OF EXECUTIVE BOARD MEMBER

Pursuant to the AMCA Constitution, Article IV, Election of Officers and Duties, Section D, "Any member of the Executive Board may be removed from office for cause, that is, misconduct or neglect of duty in office."

If concern arises that a member of the AMCA Executive Board has acted in a means that may constitute misconduct or neglect of duties, the AMCA President shall notify the member of concern and request that the member of concern submit a memo to the AMCA Executive Board explaining their actions within five days of notification by the AMCA President. Once the member of concern has submitted their explanation of actions, or if five days have elapsed since the member was notified of the concern, the remaining Executive Board Members shall meet within a reasonable period of time in a special meeting to discuss the misconduct or neglect of duties and determine whether the Executive Board member of concern needs to be removed from their service on the Executive Board. If the President is the Executive Board member of concern, the Vice President shall lead the process and notify the AMCA President of the concerns and request an explanation of actions as outlined above.

If the Executive Board determines that the member of concern has engaged in misconduct or neglected their duties in office; the Board member may be asked to resign their position on the AMCA Executive Board by requesting in writing that the Executive Board member submit a written resignation to the Executive Board within 48 hours of the request for resignation.

In the event that the Executive Board member of concern chooses not to submit a letter of resignation, the remaining Executive Board members shall meet within a reasonable period of time to formally take action to remove the Executive Board member of concern. Such action to remove the Executive Board member shall be taken by a formal vote of the remaining Executive Board members at a special meeting held for that purpose. The notice and agenda for the meeting to discuss and take action to remove the AMCA Executive Board member shall be delivered by a verifiable means to the Executive Board member of concern.

Upon completion of the matter, a notice shall be provided to the AMCA membership advising them of the removal of the Executive Board member.

If sufficient evidence exists that the Executive Board member may have violated the IIMC (IIMC) Code of Ethics, a notice shall be sent to IIMC relating to the removal of the Executive Board member for any action deemed appropriate by IIMC.

The vacant Executive Board position created by the resignation or removal shall be filled as required by Article IV, Election of Officers and Duties, Section E of the AMCA Constitution.

Revised April 2022

RULES OF CONDUCT FOR AMCA EXECUTIVE BOARD MEMBERS

Goal: To establish a set of principles and practices for the AMCA Executive Board members that will set parameters and provide guidance and direction for conduct and decision-making.

Each Executive Board member affirms the expectations outlined herein and strives to perform accordingly. We treat all Executive Board members the same when it comes to these expectations. These expectations shall be clearly articulated during the Executive Board member recruitment process. By accepting nomination or appointment as an AMCA Executive Board member, individuals confirm that Executive Board service is one of his or her top priorities. AMCA Executive Board members shall comply with the following:

1. Maintain a professional level of courtesy, respect, and objectivity in all AMCA activities.
2. Focus on the good of the Association, independent of personal agenda, self-interest, or influence of others.
3. Remain accountable for prudent fiscal management to Association members, the Executive Board and to government and funding bodies.
4. Approach Executive Board issues with an open mind and respect the diversity of opinions expressed or acted upon by the Executive Board, committees and membership.
5. Promote collaboration, cooperation, and partnership among Association members, committee members and Executive Board members.
6. Make decisions of the Executive Board based on merit and fact.
7. Fully disclose, at the earliest opportunity, any conflict of interest.
8. Register any dissent at the meeting, but once a decision has been made by a majority of the Executive Board, each Executive Board member shall support the collective decision.
9. Respect the confidentiality of sensitive information known due to service on the Executive Board.
10. Once decisions are made, clearly identify action items and who will perform each action item.

Adopted May 2020; Revised April 2022

SCHOLARSHIP POLICY

The AMCA is dedicated to supporting its members and their professional education by providing scholarship opportunities, which are awarded on a competitive basis.

Scholarship Funds:

1. Each year, based on the budget, the AMCA Executive Board shall designate funds available for scholarships.
2. Scholarships cover training registration costs only. If an applicant receives other grants or scholarships that cover registration costs, AMCA scholarship funds granted to the applicant, may be considered for documented travel related expenses not to exceed registration costs.
3. The Executive Board reserves the right to determine the amount of scholarship funds available in any given year and how the funds should be distributed. Since funds are distributed based upon availability, partial scholarships may be awarded at the Board's discretion.
4. The Executive Board shall be the final arbiter for granting scholarship funds, based on recommendations from the Scholarship Committee.
5. AMCA scholarships will be paid in the form of a reimbursement to the payee after proof of attendance at the training.

Eligibility:

1. Scholarships are available to full and associate members of the AMCA in good standing.
2. Every applicant must have served on and participated in at least one (1) AMCA committee within the last two fiscal years of the date of application to be eligible to apply, or must commit to one (1) year of service on a committee after receiving the scholarship.
3. Each scholarship request shall be considered separately and shall be awarded based on established criteria.
4. Scholarships are available for AMCA and IIMC trainings.
5. Scholarship eligibility requirements may vary per scholarship.
6. Scholarship awardees are required to provide a short essay regarding their training experience after their attendance; the essay may be included in an AMCA Newsletter.
7. Scholarships may be limited to one (1) per municipality per fiscal year.

Application Form:

1. The Scholarship Committee shall manage the scholarship application form and ensure that it is posted on the AMCA website.
2. Scholarship deadlines, if applicable, submittal instructions and the criteria used to evaluate each scholarship shall also be posted.
3. The Scholarship Application shall include an essay question to be answered by the applicant.

Rules and Requirements:

1. All scholarship requests shall be submitted in writing using the most current and approved application.
2. It is the applicant's responsibility to submit a complete packet with all required documentation for each scholarship requested by the stated deadline and must include:
   a. Completed application
   b. Letter of support from the member's supervisor
   c. Essay of a minimum of 200 words per question, not including any headings, salutations, or closings (if used) with a word count included at the end of the essay
3. Any scholarship application not submitted in accordance with the stated rules and requirements shall be disqualified.
4. AMCA will reimburse scholarship recipients after attendance at the training. Scholarship recipients shall submit proof of attendance and a copy of the registration receipt no later than 60 days after conclusion of the training. Late submittals may result in loss of scholarship. Reimbursement will be remitted to the payee and shall not exceed the amount of the awarded scholarship.
5. Institute: A member may request scholarships for any two years of the Institute, with the maximum of two (2) Institute scholarships awarded per member.
6. Academy: A member may request scholarships for any two years of the Academy, with the maximum of two (2) Academy scholarships awarded per member.

Evaluation and Selection Criteria:

1. All scholarship applications shall be reviewed and rated by the Scholarship Committee. The committee shall submit its recommendations for scholarship awards to the Executive Board for approval.
2. The Scholarship Committee shall use a points system for selection purposes. Measurement criteria may include, but is not limited to:
   a. Participation and service as a member or chair of an AMCA committee(s) within the past two fiscal years of the date of application, including the current year
   b. Preference shall be given to first-time attendees and/or first-time scholarship requestors
   c. Ability to provide coherent, well-written, relevant, and thoughtful responses to essay questions
3. In the event of a tie based on points, the Executive Board shall be the final tiebreaker.

Adopted February 2014, Revised January 2017, Revised April 2017; Revised April 2022

AMCA SOCIAL MEDIA POLICY

The AMCA Facebook private group is a platform for AMCA Members to communicate and share information. AMCA Members are welcome to initiate posts at any time. You must be a current/retired member of the AMCA in good standing to be a member of the closed group. The Communications Committee is responsible for moderating the page and the Admin will be responsible for crosschecking the most recent AMCA membership list to ensure that the requestor is a member. Non-members can follow the AMCA on Facebook at AMCA1961 or www.azclerks.org.

Non-members requesting to join the AMCA Facebook private group will be referred to this policy. If the requestor's AMCA membership is pending, they will be permitted to join the private Facebook page once their membership has been approved.

Adopted March 18, 2021

TRAVEL POLICY

Purpose

AMCA must balance the need to control travel costs while encouraging volunteerism and reimbursing Executive Board members and IIMC Regional Representatives for out-of-pocket expenses. This policy identifies what travel expenses may be reimbursed to Executive Board members and IIMC Regional Representatives and under what circumstances.

Executive Board Meetings

Executive Board members and IIMC Regional Representatives may be reimbursed for the cost of travel to include: mileage based upon the IRS per diem rate per mile, tolls, and parking when required to attend business meetings that are held independent of Association-sponsored training or conferences or are not reimbursed by their current employer. Commuting with other Executive Board members is strongly encouraged when it is convenient for the members involved.

1. Conference Scheduled Executive Board meetings – Executive Board members shall not be reimbursed for mileage and parking to attend Executive Board meetings that are scheduled in conjunction with other training sessions or conference events, unless the proposed

reimbursement is presented to the Executive Board for special consideration and authorization.

2. Reasonable Distance Reimbursement – Recognizing the Executive Board is comprised of members from various municipalities throughout the state and the distance traveled to attend Executive Board meetings can be lengthy, Executive Board members may be reimbursed for overnight accommodations at the corporate rate when length of travel exceeds 150 miles, one way from their municipality to the meeting location. Meals shall either be furnished at the member's expense or as part of the Executive Board meeting.

IIMC Annual Conference

1. President - All expenses for the IIMC Conference shall be paid for the President to attend. In the event that the President cannot attend the IIMC Conference, expenses shall be paid in the following order:

   VICE-PRESIDENT
   TREASURER
   SECRETARY

2. Regional Conference - President – AMCA shall pay for the President to attend the Annual Regional Conference. In the event that the President cannot attend the IIMC Conference, expenses shall be paid in the following order:

   VICE-PRESIDENT
   TREASURER
   SECRETARY

Conference Paid Expenses

1. Coach class air transportation (other common carrier or vehicle may be used and paid at current mileage rate provided the paid expense shall not exceed that of available airfare).
2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the current state mileage rate, parking fees, and shuttle costs.
3. Hotel accommodations at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
4. Full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies.
5. "All Conference" events that are considered a normal part of attendance and participation in conference activities.
6. All regular meals which are not part of the scheduled conference activities not to exceed the state per diem and upon presentation of a receipt. The delegate shall be fiscally responsible to the organization and use sound judgment when using AMCA funds or requesting reimbursement. Itemized receipts must be provided for all meal charges or reimbursements.
7. Alcoholic beverages and pay-per-view television services shall not be paid for or reimbursed by AMCA.

Submittal of Receipts

1. Anyone requesting reimbursement shall use the Reimbursement Request form found on the AMCA website.
2. The delegate must submit all receipts (itemized and credit card) for reimbursement to the League within ten (10) working days of purchase or return from travel.
3. Any request for reimbursement shall be submitted within 30 days of returning from the travel. Late submissions may not be reimbursed.

Revised April 2022

AMCA Annual Conference Registration

Complimentary registration (including meals offered at the conference) shall be offered to the AMCA Executive Board members and Secretary elect. If the annual conference is held in conjunction with another conference and/or training, then AMCA shall pay registration expenses.

Education Committee Chair

Travel expenses shall be paid with prior approval from the AMCA Executive Board. AMCA shall pay travel expenses for the Chair or designee to attend IIMC or Regional Conferences to discuss education issues vital to AMCA membership. The Chair will provide an update to the Executive Board at the next Board Meeting.

Adopted July 2011; Revised April 2022

Institute Director

Travel expenses shall be paid with prior approval from the AMCA Executive Board. AMCA shall pay travel expenses for the Institute Director or designee to attend IIMC or Regional Conferences to discuss education issues vital to AMCA membership.

Adopted January 2016

NON-PAID PRESENTER POLICY

1. A “non-paid presenter” is defined as an individual or group, AMCA member or non-member, solicited to present to the AMCA membership, but could also include those who request to speak, under the discretion of the Education Committee.
2. A maximum of one (1) appreciation gift may be given to a non-paid presenter that contributed to the education of members at any of the AMCA sponsored trainings each year (August through July).
3. The appreciation gift shall be a gift card and shall not exceed $25.00 per non-paid presenter
4. The appreciation gift shall include a signed card of appreciation by the AMCA Executive Board.

Adopted April 2022

Implementation Plan – Chart of Succession
March 15, 2022

Position	Current Year	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Immediate Past President	Vacant	Teresa Riza	**Position eliminated**				
President	Teresa Riza	Darcie McCracken	Jennifer Peña	Carla Reece	Sarah Siep	Ascend	Ascend
Vice President	Darcie McCracken	Jennifer Peña	Carla Reece	Sarah Siep	Election	Election	Election
Treasurer	Jennifer Peña	Carla Reece	Sarah Siep	**Position eliminated**			
Secretary	Carla Reece	Sarah Siep	Election	---	Election	---	Election
Director			Selection	---	Selection	---	Selection
Director				Selection	---	Selection	---

*By 2025-26, a cycle would be in effect where three positions would be elected/chosen biannually, and two positions would be elected/chosen in the intervening years, thus creating continuity.

Adopted November 2022

CONSTITUTION

ARTICLE I
Name and Objective

Section A. The name of the association shall be the Arizona Municipal Clerks' Association.

Section B. Its objective shall be:

To promote improvement and efficiency in the operations and administration of the municipal clerk's office in each of the cities and towns of Arizona by:

1. Promoting cooperation between the municipal clerks by the interchange of their experiences and methods of conducting their respective offices, to the end that each may profit from the experiences and methods of the others; and
2. Promoting opportunities for the municipal clerk community that will enhance relationships with various entities in order to foster the development of meaningful processes and procedures that will benefit all municipal clerks; and
3. Promoting periodic conferences or meetings of the municipal clerks of the cities and towns of Arizona for discussion of municipal problems and, by research, finding solutions for the same.

Section C. The organization shall not participate in any political activities outside of those necessary to educate and support its members and their municipalities.

ARTICLE II
Membership

Section A. **Full Members.** Any Arizona city/town clerk, assistant or deputy city/town clerk or other person who may serve as a municipal clerk and/or those with similar titles who serve government bodies in Arizona in administrative capacities with management responsibilities and duties that include four of the following, may become a Full Member by submitting an application and paying the applicable membership dues for the current year.

1. General management;
2. Meeting administration;
3. Elections administration;
4. Records management;
5. Custody of the official seal and execution of official documents;
6. Stewardship of by-laws, Articles of Incorporation, ordinances, resolutions, and other legal instruments;

7. Financial management;
8. Human resources management.

In no case shall a municipality have more than two Full Members.

Section B. **Associate Members.** This class of membership shall be available to any other governmental employee and IIMC members from other states who are interested in the activities and objectives of the Association by submitting an application and paying the applicable dues. An Associate Member has no voting rights except as provided in Section G of this Article but shall be eligible to serve in an elected office provided the associate member meets the requirements outlined in Article IV Section B of the AMCA Constitution. Associate Members may serve on, or chair, any committee of the Association.

Section C. **Retired Members.** This class of membership shall be available to former Full Members when they leave public employment by submitting an application and paying the applicable membership dues. A Retired Member has no voting rights and shall not be eligible to or serve in an elected office. A Retired Member may serve on, or chair, any committee of the association.

Section D. **Honorary Members.** The Association may, at its annual meeting, bestow honorary membership upon persons who, in the opinion of the Association, have made such an outstanding and distinctive contribution to the municipal clerk profession that their efforts deserve recognition. The procedure to be followed shall be outlined in the AMCA Handbook. An Honorary Member has no voting rights and shall not be eligible to or serve in an elected office. An Honorary Member may serve on, or chair, any committee of the association.

Section E. **Student Members.** This class of membership shall be available to students in colleges, universities and other educational organizations. Student Members shall pay nominal dues each year and shall be permitted to attend trainings at the member rate. Student Members have no voting rights and shall not be eligible to serve in an elected office. Student members may serve on, or chair, any committee of the association.

Section F. **Membership Dues.** Membership dues are for one fiscal year effective July 1 of each year.

Dues for new members joining the Association after January 1 of a given year shall be one half of the applicable annual fees.

Membership and membership rights belong to the individual member, not the municipality served by the member. If a member no longer meets the criteria for membership as defined in Article II Sections A and B of the Constitution, the membership shall be automatically converted to a Retired Member status as defined in Article II Section C of this Constitution, unless the member can show proof that voting rights have been transferred to them from another qualifying agency.

Section G. **Voting Rights.** The right to vote shall be limited to Full Members only, as defined in Article II, Section A, with each jurisdiction having one vote for each Full Member, with the following two exceptions: an Associate Member may be entitled to vote on behalf of a Full Member, serving as a proxy in the Full Member's absence or, if elected to the Executive Board, in their capacity as an elected member of the board. The Full Member must assign said voting right to a proxy in writing. The designated proxy must represent the same jurisdiction as the Full Member assigning the voting right.

ARTICLE III
Meetings

Section A. Annual meetings shall be held. The annual meeting may be held in conjunction with the Arizona Municipal Clerks' Association Annual State Conference or in conjunction with any other AMCA sponsored event.

Section B. Questions of parliamentary practice shall be decided according to Robert's Rules of Order.

Section C. District, regional, or statewide special meetings may be called at the discretion of the Association President.

ARTICLE IV
Election of Officers and Duties

Section A. The officers of the Association, collectively known as the Executive Board will consist of a President, Vice President, Secretary and two directors selected at large from the AMCA membership. One Director shall be a member employed by a municipality, district or county with a population greater than 20,000, and one Director shall be a member employed by a municipality, district or county with a population less than 20,000, as determined by the most recent decennial census.

Section B. Any candidate (or applicant) for an Executive Board position must meet the following qualifications:

1. Be a current member of the association; and
2. Served three (3) years on an association committee; and
3. Achieved the certified municipal clerk (CMC) designation; and
4. One of the following:
   a. Be a full member of the association; or
   b. Be an associate member of the association that otherwise meets the requirements of a full member as outlined in Article II, Section A.
5. Service on multiple committees within a single year will constitute one (1) year of service for each committee they serve on.
6. Associate members from out-of-state are not eligible to serve in an elected office.

Section C. The President shall preside over the election/selection process. The procedures for choosing members of the Executive Board shall be outlined in the AMCA Handbook.

The Executive Board shall accept the Canvass of the Election as presented by the President at the Executive Board meeting prior to the swearing in ceremony.

- Vice President and Secretary. In the event only one candidate runs for Vice President or Secretary, the Executive Board may appoint said member to the position by affirmation. In the event there are no candidates for Vice President or Secretary, the executive board may appoint by a separate application process to fill the vacant position(s).

- Director. In the event only one candidate applies for a Director position, the Executive Board may appoint said member by affirmation. In the event there are no applicants for a Director position, the Executive Board may appoint by a separate application process to fill the vacant position(s).

Section D. The officers shall be sworn-in at the annual business meeting, or at a special board meeting called for that purpose. The terms shall be as follows:

- President. The President shall serve for a term of one year.
- Vice President. The Vice President shall serve for a term of one year and shall ascend to President the following year.
- Secretary and Directors. The Secretary and Directors shall serve for a term of two years. The terms of the directors shall be staggered to occur every other year.

Any member of the Executive Board may be removed from office for cause, misconduct or neglect of duty in office. The procedure to be followed shall be outlined in the AMCA Handbook.

Section E. The application/election process to fill vacancies on the Executive Board shall follow current procedures as outlined in the AMCA Handbook.

Mid-term vacancies on the Executive Board shall be filled as follows:

- President. In the event the president is unable to finish their term, the Vice President shall ascend to President to complete the unfinished term and shall serve an additional year as President.
- Vice President. In the event the Vice President is unable to finish their term - due to resignation or ascension to President - an emergency application/election process shall begin within 20 days following notice of such vacancy to elect a new Vice President. Said individual shall be sworn in and assume office at the first Executive Board meeting following the election.
- Secretary. In the event the Secretary is unable to finish their term, an emergency application/election process shall begin within 20 days following notice of such vacancy to elect a new Secretary. Said individual shall be sworn in and assume office at the first Executive Board meeting following the election. Should the incumbent desire to remain in office at the end of the unfinished term, they must run for election during the next regular election.
- Director. In the event a Director is unable to finish their term, the remaining executive members may select a replacement from the other applications submitted during the previous appointment process; or an emergency application/selection process shall begin within 20 days following notice of such vacancy to select a new Director. Said individual shall be sworn in and assume office at the next Executive Board meeting. Should the incumbent desire to remain in office at the end of the unfinished term, they must submit an application during the next selection process.

Should vacancies in the positions of Vice President and Secretary occur at the same time, the current President shall remain in office for an additional term. An emergency application/election process shall begin within 20 days following notice of such vacancies to elect a new Vice President and Secretary.

Section F. The duties of the Executive Board shall be outlined in the AMCA Handbook.

The President shall have the power to appoint such standing or special committees and add, eliminate or combine committees as necessary for the proper transaction of business.

Section G. No individual or committee of the Association shall be authorized to create any financial liability for the Association unless it has been previously authorized by action of the Executive Board.

ARTICLE V
Amendments

Section A. The Constitution may be amended by a two-thirds vote of all members voting. The proposed amendment shall have been submitted in writing to the Secretary at least 60 days prior to the annual meeting.

Section B. The Secretary shall provide the proposed amendments to each member of the Association via mail, or electronic methods when feasible, at least 30 days prior to the annual meeting in which the proposed amendments will be considered by the members.

Section C. In the event that an emergency amendment is needed to update the Constitution prior to the annual meeting, said Constitution can be updated by a two-thirds (2/3) vote of the voting members by electronic vote, and said amendment will be presented by publication in the Association newsletter and/or email. The President, or President's designee, shall notify the membership in writing of the proposed amendment. (An emergency would constitute some action needed to effect a necessary change prior to the annual meeting.)