



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
(AMCA) HANDBOOK AND CONSTITUTION
COMMITTEE MEETING AGENDA**

**Wednesday, November 1, 2023
11:00 a.m.
Meeting Link: See Below
Meeting ID: 276 336 489 573
Passcode: nd2hmD**

Meeting link: [Click here to join the meeting](#)

Committee Members: Summer Stewart, City of Buckeye, Chair; Rommel Cordova, City of Scottsdale, Co-Chair; Rachael Hall, City of Show Low; Darcie McCracken, City of Goodyear; Byron Jones, Tucson Airport Authority; Sarah Siep, City of Prescott, Board Liaison.

Minute Taker: Byron Jones

1. Call to Order

2. Roll Call

3. Old Business

- a. Approval of Minutes: The Committee will consider and may approve the minutes from August 30, 2023.

4. New Business

- a. Discussion and possible approval of the recommended changes to the AMCA Handbook, related to Secretary of State Elections, and providing final version to the Executive Board for approval.

5. Items to be communicated to the Communication Committee

6. Good of the Order/Comments from Committee Members

7. Next Meeting Date: November 29, 2023 at 10:00 a.m.

8. Adjournment

Summer Stewart, CMC
Committee Chairperson



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
HANDBOOK AND CONSTITUTION COMMITTEE
MEETING MINUTES**

**Thursday, August 30, 2023
10:00 a.m.
Microsoft Teams**

DRAFT MINUTES

Committee Members: Summer Stewart, City of Buckeye, Chair; Rommel Cordova, City of Scottsdale, Co-Chair; Rachael Hall, City of Show Low; Darcie McCracken, City of Goodyear; Byron Jones, Tucson Airport Authority; Michelle Barber, City of Casa Grande; Sarah Siep, City of Prescott, Board Liaison.

1. Call to Order

Chair Stewart called the meeting to order at 10:02 a.m.

2. Roll Call

The following members were present: Summer Stewart, City of Buckeye, Chair; Rachael Hall, City of Show Low; Darcie McCracken, City of Goodyear; Byron Jones, Tucson Airport Authority; and Sarah Siep, City of Prescott, Board Liaison.

The following members were absent: Rommel Cordova, City of Scottsdale, Co-Chair; and Michelle Barber, City of Casa Grande.

3. Old Business

- a. Approval of Minutes: The Committee will consider and may approve the minutes from June 8, 2023.

A motion was made by Rachael Hall, seconded by Darcie McCracken to approve the June 8, 2023 minutes, Handbook and Constitution Committee meeting minutes as presented.

Voice vote: The motion passed unanimously.

4. New Business

- a. Minute taking schedule: The Committee will discuss a minute taking schedule for Fiscal Year 2023-2024.

Chair Stewart said she would set the schedule for committee members to rotate taking minutes for the Handbook and Constitution Committee meetings. She said she would set the schedule to reflect going in alphabetical order by last name. She said Committee member Rachael Hall would be put at the end of the list due to her taking minutes at today's meeting.

- b. Goals for the Committee: The Committee will discuss goals for Fiscal Year 2023-2024.

Chair Stewart said the Committee would need to update the Handbook regarding elections training from the Secretary of State's office. She said certifications would be updated in the Handbook as well. She said another goal was to update the Handbook with the list of job duties for the Executive Board members once they were identified.

5. Items to be communicated to the Communication Committee

No comments.

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

Byron Jones said he would review the Handbook to see if there were any suggestions he found to bring to the Committee. Chair Stewart reminded all members to review the Handbook for any suggestions or ideas to be brought up to the Committee.

7. Next Meeting Date: September 27, 2023 at 10:00 a.m.

Sarah Siep said the Executive Board was possibly having their Retreat during September 27 and suggested a different meeting date for the Committee. Chair Stewart said she would look at other possible dates and let the Committee members know if the date would be changed from September 27.

8. Adjournment: Chair Stewart adjourned the meeting at 10:10 a.m.

Respectfully submitted by:

Rachael Hall, MMC
Minute Taker/Committee Member

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; ~~or for certificates that reflect days~~, a copy of the agenda should also be provided.

Notification:

The League shall: