



AGENDA
HANDBOOK & CONSTITUTION COMMITTEE MEETING

Tuesday, September 8, 2020

10:00 AM

<https://us02web.zoom.us/j/86023100232>

Phone: +1 669 900 6833

Meeting ID: 860 2310 0232

Committee Members: Terri Roth, Litchfield Park-Chair; Dusty Christopherson, AZ Fire & Medical Authority-Co-Chair; Carla Reece, Tempe; Linda Mendenhall, Avondale; Lisa Garcia, Florence; Lucinda Aja, Buckeye, Byron Jones, Tucson Airport Authority; Teresa Riza, Phoenix - Board Liaison

1. Call to Order

2. Roll Call

3. Old Business

A. Discussion and possible approval of the February 26, 2020 minutes.

4. New Business

A. Discuss and appoint a liaison to the Communications Committee.

B. Discussion and possible approval of the 2020-2021 Meeting Schedule

C. Discuss and assign a rotating list for Minute Takers.

D. Discuss goals suggested by the Executive Board, which include the following:

- Committee Succession Plan
- Travel Policy
- Develop a process for amendments to the AMCA Handbook.
- Board's Past President Succession

5. Good of the Order/Comments from Committee Members

6. Adjournment



Minutes of the
Handbook & Constitution Committee

February 26, 2020

The meeting was called to order by Chair Terri Roth at 11:30 AM in the City of Litchfield Park's Conference Room.

I. Call to Order

Committee Members	Title	Status
Terri Roth	Chair	Present
Lucinda Aja	Co-Chair	Absent
Karen Norris	Member	Absent
Summer Stewart	Member	Present
Byron Jones	Member	Present
Dusty Christopherson	Member	Present
Nolette Hernandez	Member	Present
Rhonda Geriminsky	Board Liaison	Present

Chair Roth stated the purpose of this meeting was to review and recommend revisions to the Board regarding Retiree Gifts and various sections of Article II, Membership and Article IV, Election of Officers and Duties.

Following a brief discussion, Member Jones **moved, seconded** by Member Hernandez to approve the recommended changes as follows; **unanimous passage**.

Section B. At the time of application, an applicant for Secretary on the Executive Board must **have** 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.

Service on multiple committees within a single year will constitute one (1) year of service **for each committee they serve on**. The Secretary Election procedure **shall be** outlined in the AMCA Handbook. **Associate members from out-of-state are not eligible to serve in an elected office.**

Following a brief discussion, Member Christopherson **moved, seconded** by Member Jones to approve the recommended changes as follows; **unanimous passage**.

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** 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** serve in an elected office. An Honorary Member may serve on, or chair, any committee of the association.

Following a brief discussion, Member Jones **moved, seconded** by Member Stewart to approve the recommended changes as follows; **unanimous passage**.

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 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.

Following a brief discussion, Member Christopherson **moved, seconded** by Member Jones to approve the recommended changes as follows; **unanimous passage.**

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.

Following a discussion regarding the Awards Policy Guidelines for Retirees, Member Jones **moved, seconded** by Member Christopherson to approve the recommended changes to this section on page 25 of the AMCA Handbook as follows; **unanimous passage.**

Retirees shall be awarded **a gift not to exceed \$150, as approved by the Board.** Retirees may also choose to donate their retirement gift as a one-time AMCA Education Scholarship in their name.

Discussion regarding ballot language for the Constitutional changes regarding Membership was as follows:

1. Shall Article IV Election of Officers and Duties Section B, Article II Membership Sections B and G be revised to allow an Associate Member with a Certified Municipal Clerk designation who otherwise meets the requirements of a Full Member be permitted to be become an Executive Board member and be eligible to vote if elected to the Board?

A "YES" vote shall have the effect of allowing an Associate Member meeting this criteria to become an Executive Board member.

A "NO" vote shall have the effect of not allowing an Associate Member meeting this criteria to become an Executive Board member.

2. Shall Article II Membership Section A be revised to clarify that only Arizona residents may become Full Members of the AMCA Association?

A “YES” vote shall have the effect of clarifying that a Full Member of the AMCA Association must be an Arizona resident.

A “NO” vote shall have the effect of leaving the current Constitutional language unchanged.

3. Shall Article II Membership Section B be revised to clarify that IIMC members from other states may become Associate Members of the AMCA Association and shall Article IV Election of Officers and Duties Section B be revised to confirm that out-of-state AMCA members are not eligible to serve on the AMCA Executive Board?

4.

A “YES” vote shall have the effect of allowing IIMC members from other states to become Associate (non-voting) members of the AMCA Association and clarify that they are not eligible to serve on the AMCA Executive Board.

A “NO” vote shall have the effect of not allowing out-of-state clerks to become members of the AMCA Association.

5. Shall Article II Membership Section E be added to the AMCA Constitution to allow students to become members of the AMCA Association and serve on any committee of the Association? Students will not be allowed to chair any committee of the Association.

A “YES” vote shall have the effect of allowing students to become members of the AMCA Association.

A “NO” vote shall have the effect of not allowing students to become members of the AMCA Association.

With no further business, Chair Roth thanked everyone for their assistance and stated she will provide the Board with these recommendations at their next meeting.

XII. Adjournment

The meeting adjourned at 12:25 PM.

APPROVED:

HANDBOOK AND CONSTITUTION COMMITTEE

Terri Roth, Chair

**H & C Committee Meeting
September 8, 2020**

Items of Discussion

- 1) The Board referred the issue of developing a process for making changes to the AMCA Handbook to the Handbook and Constitution Committee.
 - a) Handbook pages 15-16
 - i) Clean up intro paragraph and #1-6
 - ii) #2 & #3 Include info that Executive Board can direct HCC to draft amendments and then bring them back to next board meeting for approval.
 - b) Would like HCC to work on process for amendments and have it be its own section.
 - c) Have more detailed timeline
 - d) Suggest Amendment/change Template
 - i) Who
 - ii) What
 - iii) Why
 - iv) Benefit
 - v) Consequence
 - vi) Etc.
 - e) Include in process to have HCC draft proposed amendment to then take to Executive Board unless a conflict is identified

- 2) The Board referred the issue of cleaning up the Travel Policy to the Handbook and Constitution Committee.
 - a) Handbook page 47 – 7.1
 - b) Update to include Education Chair will come back from IIMC conference and report highlights of the conference at the June Executive Board Meeting.

- 3) The Board referred the issue of developing a process for the Board's Past President succession in the event a Past President is unable to fulfill their duties to the Handbook and Constitution Committee.
 - a) Handbook page 7
 - b) Update info on Past President (it is addressed partially in Constitution Section E)
 - c) Need language regarding – If more than 6 months remaining of term, board will ask past (past president) to fill in or if they decline board request past president from within 3 years.
 - d) If less, then 6 months remaining of term the past president position can remain vacant.



HANDBOOK & POLICY STATEMENTS

Revised June 2020

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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 so conduct my public and private life as to be an example to my fellow citizens;
3. To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and shall merit public confidence in our community;
4. To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
5. To record that which is true and preserve that which is entrusted to me as if it were my own; 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 so fulfill my responsibilities to my community and others.

These things, I, as an Arizona municipal clerk, do pledge in the interest and purposes for which our government has been established.

AMCA MISSION STATEMENT

AMCA was founded 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 members in order to promote professionalism, leadership and proficiency to the clerk profession.”

AMCA EXECUTIVE BOARD ROLES & RESPONSIBILITIES

As stated in Article IV, of the AMCA Constitution, the Vice President, Treasurer and Secretary shall ascend to their respective offices every year at the Annual Business Meeting or at a special board meeting called for that purpose. Applications for the Office of Secretary shall be submitted to the Executive Board Treasurer following the guidelines provided in the Appendix and an election may be by ballot, if more than one individual is running for the office. The Immediate Past President shall remain on the Executive Board as a voting member for one year.

PRESIDENT

1. Presides over meetings of the Arizona Municipal Clerks' Association, including the Annual 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. Meetings may take place in conjunction with the Annual Meeting, Election Training, and Institute/Academy and via telephone conference calls.
 - b. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to League of Arizona Cities and Town at AMCAinfo@azleague.org.
3. Appoints members to standing committees for a one-year term.
4. May appoint members to Ad Hoc committees as necessary.
5. With the assistance from the League of Arizona Cities and Town's staff presents a balanced budget to the Executive Board by March 1.
6. Communicates with Executive Board officers and committee chairs concerning AMCA activities.
7. Serves as liaison with the International Institute of Municipal Clerks (IIMC).
8. Serves as liaison with the Institute Director at ASU.
9. Serves as state's liaison with the IIMC Region VIII Directors.
10. Serves as the Executive Board's liaison with the Legislative Committee.
11. Represents AMCA and serves as primary contact with other organizations such as the International Institute of Municipal Clerks, Arizona State University and the League of Arizona Cities and Towns.
12. Present plaques and/or gifts to recipients at the Annual Business Meeting.
13. Prepares the Annual Report which shall be distributed to membership at the Annual Meeting and placed on the Web site.
14. Coordinates with the Education Chair to send out congratulatory notice electronically to CMC and MMC recipients.
15. Sends out notice on Listserv to notify AMCA membership.
16. Works with Board Members in preparation of ascension to their next Board position.

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.
 - If the President is unable to attend either the Region VIII meeting or the IIMC Annual conference, it is recommended that a designee be assigned to attend and present Arizona's report.

Revised September 2018

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 board liaison to the Education Committee.
4. Serves as board liaison to the Election Committee.
5. Serves as board liaison to the Handbook and Constitution Committee.
6. Works with Board Members in preparation of ascension to the next Board position.
7. Maintains and updates the AMCA Handbook in coordination with the Communications and Handbook and Constitution Committees.
8. Responsible for bringing forth for Board approval the submission of any grant application opportunities that are in the best interests of the AMCA organization.
9. Annually create and send out a survey to retired and retiring clerks to determine their interest in temporary, part-time work and their maximum travel distance.

Revised September 2018

TREASURER

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 of Arizona of Cities and Towns staff.
2. Serves as board liaison to the Communication Committee.
3. Serves as board liaison to Scholarship/Marketing Committee.
4. Serves as board liaison to the Records Management Committee.

5. Serves as board liaison to the Handbook and Constitution Committee.
6. Serves as AMCA Historian and works with the League of Arizona Cities and Towns and the Chairs of the Communications Committee, Education Committee and the Membership/Mentoring Committee in the gathering of information that includes but is not limited to: member service awards (length of service, retirements), association awards (Clerk of the Year, Associate 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 that are historically worth are documented and preserved. This information shall be placed on file with the League of Arizona Cities and Towns two months prior to the Annual meeting.
7. 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 shall be posted to the AMCA website for reference by the membership. The correspondence (e-mail, letter) received from IIMC outlining the award of these points shall be placed on file with the League of Arizona Cities and Towns.
8. Works with Board Members in preparation of ascension to the next Board position.
9. Prepares the Election Canvass for the Board's approval.
10. Maintains and updates the strategic plan.
11. 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.

Revised September 2018

SECRETARY

1. Prepares the minutes of Executive Board and Association meetings, transmits approved minutes to the League of Arizona Cities and Towns at AMCAinfo@azleague.org for web posting.
2. Serves as board liaison to the Membership/Mentoring & Region Leader Committee.
3. Works with Board Members in preparation of ascension to the next Board position.

Revised September 2018

IMMEDIATE PAST PRESIDENT

1. Serves as consultant to the Board for continuity and knowledge base transfer.
2. May serve as Chair of the Past President's Ad Hoc Committee.
3. May be requested to serve additional years.

HONORARY MEMBER

Article II, Section D of the Constitution states: 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 distinct contribution to the municipal clerk profession that their efforts deserve recognition. (An IIMC honorary member must be retired from membership).

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

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 a board liaison is to facilitate communication between the Executive Board and assigned committees.

The 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 Vice Chair.

Revised October 2018

CLERK OF THE YEAR AWARD [See policy]

A Municipal Clerk of the Year shall be selected annually by the Executive Board if qualified nominees are received.

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

The Deputy or Assistant Clerk of the Year Award recognizes a member of the Arizona Municipal Clerks' Association (AMCA) who has made an important contribution to the AMCA Association and assisted in raising the professional status and image of the Municipal Clerks' profession.

PRESIDENT'S AWARD OF DISTINCTION [See policy]

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

AMCA COMMITTEES, ROLES AND RESPONSIBILITIES

Every year, prior to the swearing in of the new 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. <http://www.azclerks.org>.

Within a month of being sworn in, the new 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.

The following is a list of those committees that would be most commonly utilized and their roles and responsibilities.

Revised September 2018

COMMITTEE ROLES & RESPONSIBILITIES

AWARDS

The Arizona League of Cities and Towns, 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 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 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 of Arizona Cities and Towns Director for inclusion on certificates issued.
2. Two months before the annual meeting, obtain from the Membership/Mentoring Committee Chair or designee a current listing of all members of AMCA, including positions held and date membership began.
3. Two months before the annual meeting, meet with the Vice President, Treasurer, and Secretary to plan any recognition for the out-going President and Immediate Past President that shall take place at the business luncheon.
4. No later than two months before the annual 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 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 September 2018

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.

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 resources aforementioned. The Communications Committee shall inform the membership about AMCA activities and encourage participation in those activities and aid in supporting and promoting the mission statement of AMCA.

Note: Duties of the AMCA Webmaster are coordinated through the League of Arizona Cities and Towns.

The Communications Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
4. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
5. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Communication Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
6. Coordinate Board-approved additions and/or changes to the AMCA website with the Webmaster.
 - The Webmaster will maintain the website, update the calendar of events, and post all Board and Committee meeting Agendas & Minutes.
7. Maintain social media efforts to ensure content is accurate and within AMCA guidelines.
8. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
9. Submit updates and/or articles for inclusion in the Quarterly Newsletter.

10. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

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 reminder to members via the listserv regarding deadline for submission of articles for newsletter.
3. Identify effective ways (e.g. e-mail, forums, Web, and other social media) to communicate with members.
4. Develop and maintain a Communication Committee succession plan.
5. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

EDUCATION COMMITTEE

The Education Committee's purpose is to develop, promote and provide innovative quality educational opportunities to municipal clerk professionals on behalf of the Arizona Municipal Clerks' Association.

The Education Committee Chair/Co-Chairs shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee and the Election Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Education Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.

7. Coordinate receiving and disseminating information from sub-committees to the committee as a whole and ensure that any follow-up information is sent out to all committee members.
8. Coordinate receiving and disseminating information from and to the Executive Board.
9. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
10. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
11. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The AMCA Education Committee shall:

1. Plan and promote the annual Arizona Municipal Clerks' Institute (CMC) and Advanced Academy Education (MMC) Programs. Specifically, this includes holding Committee meetings with the IIMC Institute and Academy Director to plan the curriculum for the weeklong Institute and three-day Advanced Academy programs. Effective June 2009, the AMCA Institute is to be held during the second week of June each year; and the Academy is to be held during the third week of June. The Director and Committee members shall develop program topics to ensure IIMC standards are met.
2. Plan and promote the educational sessions of the Annual Conference, and the fall and spring AMCA Best Practice training sessions. The location is rotated throughout the State when possible. The Annual Conference shall be the first full day of this training, with session focused on general topics such as leadership, motivation, etc. at which time the Annual Business Meeting shall be held (during lunch).
3. 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. If it is determined that an Education Best Practice Training Session is needed, develop the programming, facility location, and implementation of the training session.
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 clerks. Including, but not limited to, GFOAZ training, League of Arizona Cities & Towns Seminars, and Records Management.
6. Review the need to request course review by IIMC for designation of training points.
7. Be responsible for the Non-Paid Presenter Appreciation Gift under the following policy:
 - a. 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.
 - b. A maximum of one (1) appreciation gift may be given to a non-paid presenter that contributed to the training of Municipal Clerks at any of the AMCA sponsored trainings each year (August through July).
 - c. The appreciation gift shall not exceed \$25.00 per non-paid presenter
 - d. The appreciation gift chosen may vary each year and must be preapproved by the AMCA Board prior to the training where the speaker is presenting.
 - e. The appreciation gift shall include a signed card of appreciation by the AMCA Board.

- f. Non-paid presenters shall be recognized at the training where the speaker is presenting by the Education Committee Chair or designee.
8. The Education Committee shall annually review the Conference speaker budget with the Executive Board.
9. Develop and maintain an Education Committee succession plan.
10. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

(Annual Conference) Policy removed March 2018/Revised October 2018

ELECTION 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 Arizona Municipal Clerks' Association.

The AMCA Election Committee Chair/Co-Chairs shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the Arizona League of Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Education Committee and the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Election Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Coordinate receiving and disseminating information from sub-committees to the committee as a whole and ensure that any follow-up information is sent out to all committee members.
8. Coordinate receiving and disseminating information from and to the Executive Board.
9. Serve as primary contact between the Election Committee and the Education Committee.

10. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
11. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
12. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The AMCA Election Committee shall:

1. Secure the facility location for the Annual Conference and annual Election Training. Develop the programming and handle the implementation of the annual Election Training. The training will commence for one and one-half days following the Annual Conference and will be dedicated to Election Training to address all aspects of various municipal elections.
2. Develop, review, and update the Election Certification/Recertification program in conjunction with the League of Arizona Cities and Towns to continue the three-year Election Certification Program. The Election Certification Program provides Arizona municipal clerks 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 maintained by meeting standards as outlined in the policy.
3. Meet at least annually with the AMCA Education Committee to determine if either of the Best Practice training sessions should be dedicated to Election topics. 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. The location is rotated throughout the State when possible.
4. Disseminate information regarding other election training opportunities available to clerks. Including, but not limited to, Secretary of State Election Official Training, Election Officials of Arizona conferences, and other national election training programs.
5. Review the need to request course review by IIMC for designation of training points.
6. Be responsible for the Non-Paid Presenter Appreciation Gift under the following policy:
 - a. A “non-paid presenter” is defined as an individual or group solicited to present to the AMCA Membership, but could also include those who request to speak, under the discretion of the Education Committee.
 - b. A maximum of one (1) appreciation gift per-person, per-year may be given to a non-paid presenter that contributed to the training of Municipal Clerks at any of the AMCA sponsored trainings each year (August through July)
 - c. The appreciation gift shall not exceed \$25.00 per non-paid presenter
 - d. The appreciation gift chosen may vary each year and must be preapproved by the AMCA Board no later than the June Board meeting.
 - e. The appreciation gift shall include a signed card of appreciation by the AMCA Board.
 - f. Non-paid presenters shall be recognized at the Annual Conference Reception by the Education Committee Chair or designee.
7. Develop and maintain an Election Committee succession plan.

8. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

Adopted January 2018; Revised September 2018

HANDBOOK AND CONSTITUTION COMMITTEE

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

The Handbook and Constitution Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Handbook and Constitution Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Facilitate and oversee amendments proposed to the Handbook and the Constitution of the AMCA.
8. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
9. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
10. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

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 or by an association member, to the AMCA Board liaison 60 days in advance of the Annual Meeting each year, to allow for consistency in the AMCA Handbook and to allow sufficient time to prepare for the Annual Meeting.
3. Submit proposed Handbook changes, whether initiated by the Committee or by an association member, to the AMCA Board for review and/or approval.
4. Draft the ballot language for all proposed Constitution amendments and shall follow the procedure outlined in the policy appendix.
5. Develop and maintain a Handbook and Constitution Committee succession plan.
6. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

LEGISLATIVE COMMITTEE

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

The AMCA Legislative Committee Chair/Co-chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Legislative Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Attend AMCA Legislative Committee weekly meetings with the League of Arizona Cities and Towns Compile and disseminate a recap of pending legislation that may potentially impact the responsibilities of municipal clerks to AMCA membership by electronic means and post the recap on the AMCA website.

8. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
9. Submit updates and/or articles for inclusion in the Quarterly Newsletter.

Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The AMCA Legislative Committee shall:

1. Follow pending legislation in the State of Arizona Senate and House of Representatives and identify legislation which may have a potential impact on municipal clerks' areas of responsibility.
2. Review and evaluate all legislation identified as having a potential impact on the responsibilities of municipal clerks.
3. Develop and maintain a Legislative Committee succession plan.
4. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

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 was 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.

The AMCA Membership/Mentoring Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.

5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Membership/Mentoring Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Work with the League of Arizona Cities and Towns to electronically send out the membership forms in a timely manner.
8. Provide input to the AMCA President regarding Region Leader appointments.
9. By April 30 of each year, prepare a current listing of members (including any known retirements and/or terminations).
10. Working with the Executive Board Treasurer, no later than two months before the annual meeting, submit to the League a list of members who are eligible for all awards. The Membership/Mentoring Committee may need to contact the Region Leaders to gather the needed information.
11. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
12. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
13. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The AMCA Membership/Mentoring Committee shall:

1. Review the listing of municipal clerks which have not paid their membership dues and provide a reminder.
2. Develop and follow a process on how to recruit those cities/towns who are not yet members.
3. Create and maintain a list of County Clerks of the Board, School District Clerks, Fire District Clerks and Special District Clerks who are not members of AMCA. The League will utilize non-AMCA member list to mail or email training notices to those clerks 60 days prior to AMCA sponsored training or any other appropriate training sessions.
4. Suggestions for addressing this issue are:
 - Divide those non-members among the committee membership and have each member send a standardized recruitment letter to the clerks within their regions through snail mail, e-mail or phone calls.
5. Review, maintain, and update the "What is a Municipal Clerk?" and "Welcome to AMCA" brochures, which contain information about the Association.
6. Develop and maintain a Membership/Mentoring Committee succession plan.

7. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

Revised September 2018

The AMCA Regional Leaders shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar by sending an email to AMCAinfo@azleague.org.
2. The initial meeting with clerks within the region, whether in person or by phone, shall establish what type of meetings the clerks would like to hold and how often the region shall meet. At this meeting, guidelines may be established specific to a region (suggestion for meetings held would be to rotate each meeting to be held in a different city/town with possible tours scheduled).
3. Serve as information facilitator for the region. When AMCA has information to be dispersed, it shall be forwarded to the Region Leaders, and the Region Leaders shall, in turn, disperse it to members in their region. Also remind members within the region of deadlines for articles in the newsletter.
4. Encourage members within the region to contact the Region Leader when a new clerk comes to a community, so that contact may be made on behalf of AMCA.
5. Obtain general information about the new clerk, e.g. biographical information, etc., and forward that information to the Communication liaison for publication in the newsletter as well as to the Communication Chair or designee for posting on the AMCA website.
6. Whenever there is a new municipal clerk within the region, contact the city/town clerk to welcome her/him to the city/town clerks' field and inform them of assistance available through the Arizona Municipal Clerks' Association (AMCA), the Secretary of State's office (SOS), the Election Officials of Arizona organization, and the International Institute of Municipal Clerks (IIMC).
7. Notify the Membership/Mentoring Committee Chair of the new clerk, and request that information regarding AMCA and IIMC be forwarded to the new clerk.
8. Encourage members within the region to inform their Region Leader when a clerk leaves employment or retires, so that the Region Leader can immediately notify the Membership/Mentoring Committee Chair.
9. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by the League of Arizona Cities and Towns by sending an email to AMCAinfo@azleague.org.
10. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
11. Develop and maintain a Regional Leaders succession plan.

Revised September 2018

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.

The Records Management Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - a. Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - b. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Records Management Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
8. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
9. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The Records Management Committee shall:

1. Work alongside representatives from the Arizona State Library, Archives and Public Records Division (ASLAPR) to develop Municipal and Municipal Clerk's Retention Schedules.
2. Review and evaluate proposed ASLAPR changes to retention schedules identified as having a potential impact on the responsibilities of the municipal clerk.
3. Provide written recommendation to the AMCA Board relating to the organization's records.
4. Promote training, education and evaluation on records management and archiving, providing information to the AMCA Executive Board for dissemination to the membership.

5. Review and evaluate essential record lists for disaster recovery planning, providing information to the AMCA Executive Board for dissemination to the membership.
6. Develop and maintain a Records Management Committee succession plan.
7. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

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.

The Scholarship Committee Chair/Co-Chair shall:

1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting to the AMCA website calendar.
 - a. Meetings may take place in conjunction with any AMCA meeting or via telephone conference calls.
 - b. Agendas and meeting minutes are required for all meetings with all agendas and approved minutes posted to the AMCA website by sending an email to AMCAinfo@azleague.org.
2. Assign a rotating list for members of the committee to take minutes of the meetings.
3. Chair or Vice Chair shall serve as the liaison to the Communications Committee.
4. Mentor members and promote active committee participation; aid the AMCA Board in the support and promotion of AMCA leadership roles and the AMCA mission statement.
5. Annually review the AMCA Handbook and policies; propose any suggested changes to the AMCA Board by January of each year.
6. At least 30 days prior to the Annual Business Meeting each year, prepare and forward to the President an annual report of the Scholarship Committee for inclusion in the AMCA Annual Report. The annual report shall include the committee's efforts in support of the strategic plan goals, as applicable.
7. Coordinate the annual review of all scholarship applications annually, as needed, by the Committee.
8. Oversee the annual selection of new essay questions for the scholarship application by the Committee.
9. Ensure that: 1) all completed scholarship applications are received and deemed eligible according to the current scholarship policy approved and adopted by the AMCA Board; 2) applications are processed, reviewed, and ranked by the Committee members; and 3) a list of recommended recipients are forwarded to the AMCA Board for approval.
10. 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.

11. Once scholarships are awarded by the AMCA Board, notify the recipients. The award notification must include a statement that if the recipient is unable to attend the Institute/Academy or other training that the scholarship money shall be returned to AMCA.
12. As needed, prepare and send notification to applicants who were not eligible and explain their ineligibility.
13. Identify and vet activities through the AMCA Board for the coming year; coordinate any fundraising activities assigned to the Committee.
14. Ensure either the Chair, Vice Chair or designee attend monthly Executive Board meetings and annual workshops.
15. Submit updates and/or articles for inclusion in the Quarterly Newsletter.
16. Promote and demonstrate two-way communication with Executive Board, Executive Board liaison, and between Chair and Vice Chair.

The Scholarship Committee shall:

1. Ensure that all scholarship applications comply with the current scholarship policy (and eligibility requirements) as approved and adopted by the AMCA Board.
2. Discuss and redefine, as needed, all aspects of the scholarship process, including the application, selection criteria, and selection procedures.
3. Review all eligible applications submitted for scholarship to attend the Institute and Academy, or other scholarship opportunities as approved by the Board.
4. Scholarship funds are set and approved by the AMCA Board during the annual budget process.
5. Verify that per the guidelines of the scholarship application, a scholarship recipient submits proof of attendance.
6. Declare a conflict of interest when voting on scholarship applications from the member's community. In addition, any Committee member must recuse himself from participating in selecting essay questions and reviewing applications if submitting a scholarship application.
7. Assist with any fundraising activities assigned to the Committee.
8. Develop and maintain a Scholarship Committee succession plan.
9. Take minutes of the committee meetings for which they are assigned and provide their approved minutes to AMCAinfo@azleague.org. If a member of the committee is unable to attend the meeting they are assigned to take minutes for, the committee member is responsible for switching dates with another member or finding another member to take the minutes on their behalf.

APPENDIX A

AMCA POLICY STATEMENTS

AMCA CLERK OF THE YEAR AWARD

The purpose of the Clerk of the Year Award is to recognize a member of the Arizona Municipal Clerks' Association (AMCA) whose accomplishments have made the most significant contribution to raising the professional status and image of the municipal clerks' profession, improving municipal government in Arizona and/or educating Arizona's municipal clerks.

Clerk of the Year Selection Committee:

Selection Committee makeup shall be the AMCA Board.

Eligibility:

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

1. Hold the title of Municipal Clerk for at least five years
2. Be a Certified Municipal Clerk and a Certified Election Official
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. Continue his/her personal and professional education

Previous winners of the AMCA Clerk of the Year are not eligible to receive a second Clerk of the Year Award, but are eligible for other AMCA award considerations.

Call for Nominations:

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

The Executive Board Treasurer shall post the Nomination Form on the AMCA website and send notifications via the AMCA Listserv and Newsletter. A notification shall be made to mayors and municipal administrators in order to generate a greater pool of candidates. The League of Arizona Cities and Towns shall assist by providing access to the Manager/Mayor email list. While the Treasurer posts the nominations, the applications are submitted directly to the AMCA President. The AMCA President shall vet the application through the AMCA Board.

The nominations shall open in March with final nominations due by the last business day of May each year.

Ranking:

The nominees shall be judged in the following manner based on the criteria listed below:

1. Service to the Arizona Municipal Clerks' Association. 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.

The AMCA Board shall screen all applications and rank each applicant in order to determine the recipient of the award. There may be no award presented during years in which it is determined to be no outstanding nominee or no nominations received. There shall only be one award per year issued.

The recipient of the Clerk of the Year Award shall be announced at the AMCA Annual Meeting and be honored by the Association at this event. It shall be the responsibility of the Membership/Mentoring Committee and the League to purchase, at the Association's expense, an appropriate plaque, engraved award or keepsake for the Clerk of the Year.

The AMCA President shall notify the Mayor and/or Manager of the selected Clerk of the Year's municipality to determine attendance at the Annual Business Meeting. The AMCA President shall be responsible for preparing announcements or articles and submitting them for publication to the League of Arizona Cities and Towns, the International Institute of Municipal Clerks, the Association's newsletter, and to the local newspaper of the award winner. The Association shall utilize every avenue available, including the officers and regional chairs of the Association, to recognize the Clerk of the Year and nominees in their own municipalities.

A list of recipients shall be maintained on the AMCA Website.

Adopted April 2015; Revised September 2018

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 Arizona Municipal Clerks' Association (AMCA) who has made an important contribution to the AMCA Association and assisted in raising the professional status and image of the municipal clerks' profession.

Eligibility:

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

1. Hold the title of Deputy or Assistant Clerk for at least three years
2. Be in good standing of AMCA, with dues paid for the preceding three consecutive years
3. Be actively involved in the AMCA organization
4. Continue his/her personal and professional education
5. Previous winners of the AMCA Deputy or Assistant Clerk of the Year are not eligible for the award again but are eligible for other AMCA award considerations.

Call for Nominations:

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

The Executive Board Treasurer shall post the Nomination Form on the AMCA website and send notifications via the AMCA Listserv and Newsletter. A notification shall be made to mayors and municipal administrators in order to generate a greater pool of candidates. The League of Arizona Cities and Towns shall assist by providing access to the Manager/Mayor email list. While the Award Committee posts the nominations, applications are submitted directly to the AMCA President. The AMCA President shall vet the application through the AMCA Board.

Nominations shall open in March with final nominations due by the last business day of May each year.

Ranking:

The nominees shall be judged in the following manner based on the criteria listed below:

1. Service to the Arizona Municipal Clerks' Association. 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.

The AMCA Board shall screen all applications and rank each applicant in order to determine the recipient of the award. There may be no award presented during years in which it is determined to be no outstanding nominee or no nominations received. There shall only be one award per year issued.

The recipient of the Deputy or Assistant Clerk of the Year Award shall be announced at the AMCA Annual Meeting and shall be honored by the Association at this event. It shall be the responsibility of the Membership/Mentoring Committee and the League to purchase, at the Association's expense, an appropriate plaque, engraved award or keepsake for the Deputy or Assistant Clerk of the Year Award.

The AMCA President shall notify the Municipal Clerk, Mayor and/or Manager of the selected Clerk of the Year's municipality to determine attendance at the Annual Business Meeting. The AMCA President shall be responsible for preparing announcements or articles and submitting them for publication to the League of Arizona Cities and Towns, the International Institute of Municipal Clerks, the Association's newsletter, and to the local newspaper of the award winner. The Association shall utilize every avenue available, including the municipality's clerk, AMCA officers and regional chairs of the Association, to recognize the Deputy or Assistant Clerk of the Year Award and nominees in their own municipalities.

A list of recipients shall be 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 Board, an Award of Distinction. This award is given to a member who has assisted the AMCA Board with the vision and mission of AMCA.

Eligibility:

To be considered for selection or 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 award for five years.

The recipient of the AMCA President's Award of Distinction shall be announced at the AMCA Annual Meeting and shall be honored by the Association at this event. It shall be the responsibility of the

Membership/Mentoring Committee and the League to purchase, at the Association's expense, an appropriate plaque, engraved award or keepsake for the President's Award of Distinction.

The AMCA President shall be responsible for preparing announcements or articles and submitting them for publication to the International Institute of Municipal Clerks and the Association's newsletter.

A list of recipients shall be maintained on the AMCA Website.

Adopted April 2015; Revised September 2018

ASSOCIATION POLICIES

Association policies shall be maintained in the handbook of the Arizona Municipal Clerks' Association and on the Association's website. The Board shall occasionally review, revise, and draft policies. The Board shall inform the membership of any changes in the policies of the organization through the use of the Association's newsletter, website and listserv, and any other method that may inform the membership.

Adopted October 2012

AWARDS POLICY GUIDELINES FOR AWARDS SELECTION

Retirees:

A specific list of gifts, as follows, shall be awarded to retirees, depending upon their desire. The Membership/Mentoring Committee or the League shall contact the retiring clerk upon notification of his/her retirement to determine his/her gift preference.

Gifts shall be chosen from the following selection:

Crystal bowl (or similar item), or a gift card equaling \$160.00. Gift cards to specific venues may be requested but shall be at the discretion of the AMCA board.

The gifts shall have an inscription (or etching for bowl) on a plate to be affixed to the gift or the inscription may be made directly on the gift.

NAME, DESIGNATION (CMC OR MMC)
YEARS OF SERVICE
ARIZONA MUNICIPAL CLERKS' ASSOCIATION

Retirees may also choose to donate their \$160.00 retirement gift as a one-time AMCA education scholarship in their name.

CMC/MMC:

Wood plaques shall be awarded to those completing their Certified or Master Municipal Clerk program, 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 Meeting)

15 Years of Service:

Wood plaques shall be presented to those clerks who have served 15 or more years in the position of clerk/deputy clerk/assistant clerk.

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 _____

10 Years of Service:

Certificates shall be presented in recognition of 10 years of service (including deputy and assistant clerks).

CERTIFICATE OF RECOGNITION
for __ years of Dedicated Service in the Municipal Clerk Profession
Presented to _____
as official acknowledgment and appreciation from the
Arizona Municipal Clerks' Association
Date ___ President's signature

Revised September 2018

CANCELLATION POLICY

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

1. Up to one week prior to the event the registrant is eligible to receive a refund of the registration fee, less a \$25 processing fee.
2. Cancellations must be submitted in writing to the League and the applicant is responsible to receive an acknowledgement that their cancellation was received.
3. Paid registrants who are unable to attend the training event may appoint a substitute.
4. There will be no refund for any cancellation after the one-week timeframe.

Adopted November 2016

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 as articulated in the AMCA Handbook and communicate and cooperate with other AMCA Committees and members to support the goals of the association.
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 organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.
7. As appropriate, use personal and professional contacts and expertise to benefit the organization, 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 Board related to the situation.
10. Agree to step down from Committee position if unable to fulfill these expectations.

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. Additionally, removal from a Committee by the AMCA Executive Board may result in denial of International Institute of Municipal Clerk (IIMC) certification points for non-participating members.

Adopted September 2018

CONTRIBUTIONS TO IIMC FOUNDATION/AMCA SCHOLARSHIP FUND POLICY

Members are encouraged to support education at the IIMC level by donating to the IIMC Foundation. Members are strongly encouraged to support education at the AMCA level by donating to the 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 Arizona Municipal Clerks' Association, in conjunction with the League of Arizona Cities and Towns, to provide training in the area of municipal election administration. At that time municipal clerks were not permitted to attend the Election Training provided by the Arizona Secretary of State's Office. While that has changed and municipal clerks are encouraged to attend the State training for an overall understanding of the election process, it was determined that training for municipal clerks is still important since the state law and training was directed at statewide, partisan elections.

Initial Certification:

The AMCA Election Training is provided once a year (usually for 1.5 days in conjunction with the AMCA Annual Conference).

To become certified, a member has five years to complete 31.5 hours of election trainings AND then complete the Election Exam with a 90% pass rate. Election Certification is valid for four years from the certification date.*

Notification:

The League of Arizona Cities and Towns shall:

- Notify each attendee of their election exam results and the number(s) missed;
- Notify the Education Committee of the names of the attendees that passed the election exam; and
- Prepare electronic certificates and upload to the AMCA website.

Recertification:

For those seeking to maintain their AMCA certification status, within the four years after achieving Election Certification status, 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, 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 that reflect hours completed, or for certificates that reflect days, a copy of the agenda should also be provided.

The 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 of Arizona Cities and Towns, a librarian or similar professional. The proctor will be responsible for verifying the identity of the examinee, ensuring

the examinee takes the on-line test, and submit an AMCA Elections Certification Exam Test Taker/Proctor Agreement Form to the League. The proctor will not make any copies, distribute or discuss the contents of the exam, ensure the test taker upholds the ethical standards of AMCA, and not assist the test taker with any questions. If a 90% pass rate is not achieved, retesting may be completed at the subsequent years training or by use of a proctor within 30 days of the subsequent years training.

Adopted April 2018; Revised February 2019

Records:

Certification/recertification records shall be maintained by the League of Arizona Cities and Towns.

Adopted January 2016; Revised September 2018

SUGGESTED CURRICULUM – ELECTIONS TRAINING

(The following topics/schedule may vary year to year and provided here as an example only; the actual agenda for each year’s training shall be determined by the AMCA Education Committee)

THURSDAY

7:00 – 8:00	Breakfast sponsored by Vendors	
	NEW CLERKS	SEASONED CLERKS
8:00 – 8:15	Welcome/Introductions	Welcome/Introductions
8:15 – 10:15	Overview of the Election Process	Roundtable Discussions
	Candidates	(Separate room)
	Calendars	
10:15 – 10:30	Break	
10:30 – 12:00	Legislation and Case Law Update – Politics of Elections	
12:00 – 1:00	Lunch	
1:00 – 2:00	Initiative	
2:00 – 2:45	Referendum	
2:45 – 3:00	Break	
3:00 – 4:00	Recall	
4:00 – 5:00	Special Topics (Special Elections; Districts; Failed Home Rule)	

FRIDAY

8:30 – 10:30	Campaign Finance
10:30 – 10:45	Break
10:45 – 11:30	Publicity Pamphlets
11:30 – 12:00	Questions (or Special Topics)
12:00	Dismissed – Certification/Recertification Exam

Adopted March 2015

AMCA CONFERENCE CERTIFICATION PROCESS

The League of Arizona Cities and Towns 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 in person, electronic or any other method as designated by the Executive Board.

The League of Arizona Cities and Towns currently is the holder of the membership list and shall provide the list of voting members when requested. Links to electronic elections shall be sent to the voting members of the Association as defined in the Constitution.

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 Handbook and Constitution Committee shall determine what changes need to be made to the Constitution.

The Chair of the Committee shall submit any changes to the Board President no later than April 1st of the year they are to be voted upon. The Executive Board shall review and if approved, the questions shall be sent to the membership. If the Board does not approve, the question shall not go to membership.

- **Procedure for drafting ballot language for all proposed revisions**

After the Handbook and Constitution Committee determines which changes to propose to the AMCA Constitution, if any, the Handbook and Constitution Committee Executive Board liaison shall submit the proposed revisions to the full Executive Board at a regular 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 the proposed revisions.

Once a majority of the Executive Board approves the proposed revisions, the Handbook and Constitution Committee Chair or designee, shall draft an annual report 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 ListServe and/or any other communication method deemed appropriate by the Executive Board.

- **Procedure for tracking a 2/3 vote for amending the Constitution**

Sign-in sheets, containing an asterisk next to each voting member, shall be provided by the Membership Committee at each AMCA 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 Election Procedure**

1. Beginning in February of each year, the Executive Board Treasurer shall be responsible for initiating recruitment efforts for the Executive Board Secretary position.
2. The Executive Board Treasurer shall coordinate with the Communications Committee shall send an electronic solicitation notice for potential candidates for executive board secretary to the AMCA membership. The notice shall include qualifications for the secretary position, the deadline for filing application paperwork and information regarding where to obtain an application. The communications committee shall obtain the necessary voting member list for distribution of the notice from the League of Arizona Cities and Towns (League).
3. Completed applications shall be emailed directly to the Treasurer no later than 5:00 pm on the application deadline date. Individuals seeking the Secretary position must meet the qualifications as outlined in the AMCA Constitution.
4. The Treasurer shall verify potential candidate qualifications, as outlined in the AMCA Constitution.
 - a. If a potential candidate has not met the required qualifications, the Treasurer shall notify the individual that they have not met the qualifications and are not eligible for the position of Secretary.
 - 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 shall call an election for the Office of Secretary and the Treasurer shall notify the individuals that their names will be placed on the ballot.

5. For regular, annual elections, the election shall be called no later than May 15th of each year, or as necessary for a mid-term vacancy as outlined in the AMCA Constitution. For an election required due to a mid-term vacancy, the same process shall be used with the timeline modified as necessary.
6. Elections administration shall be coordinated by the executive board, the League of Arizona Cities and Towns (League) and the Communications Committee. Elections shall be held by electronic means and ballots shall be sent to the voting members of the association.
7. The Communications Committee shall publicly announce the election for Executive Board Secretary through various communications including email, AMCA website and Facebook.
8. The 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 of Arizona Cities and Towns shall be responsible for the electronic distribution of the ballot to all AMCA full members or associate members with voting rights.
10. The League shall calculate and determine the successful candidate and notify the Treasurer. All voting information shall remain confidential.
11. The Treasurer shall prepare the canvass of election as outlined in the election canvass policy in the Appendix of the AMCA Handbook and ensure that the canvass is scheduled on an Executive Board meeting agenda at a meeting prior to the swearing in ceremony.
12. The Executive Board shall adopt the Canvass of Election as presented by the Treasurer.
13. Once the election results have been canvassed, the Treasurer shall notify all candidates of the outcome of the election and the Communications Committee shall announce the results electronically to the AMCA membership.

Adopted February 2018; Revised September 2018

General Timeline 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.
1 st week in May	Treasurer notifies candidates that their name will or will not appear on the ballot.
	Executive Board calls the election.
By May 15 th	Treasurer prepares election ballot and submits to the Communication Committee.
3 rd week in May	Communications Committee distributes ballots to AMCA voting members.
	Deadline for members to return their ballots.
2 nd week in June	Treasurer reviews election results, determines successful candidates, and: <ul style="list-style-type: none"> - 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

20__ CALL FOR APPLICATIONS AMCA EXECUTIVE BOARD SECRETARY

We are now accepting applications for the AMCA Executive Board Secretary position. This is a five-year commitment. Each year the members of the Executive Board ascend to the next position. (Secretary, Treasurer, Vice President, President, Immediate Past President)

What are the qualifications? At the time of application, the applicant must be a current member of the association; served three (3) years of service on an Association committee; achieved the Certified Municipal Clerk (CMC) designation; and either be a Full Member of the Association OR be an Associate Member of the Association that otherwise meets the requirements of a Full Member as outlined in Article II, Section A.

Note: Service on multiple committees within a single year will constitute one (1) year of service for each committee they serve on.

What is expected of Board Members? While holding the position of Secretary, you will be responsible for taking and transcribing the official minutes of the AMCA Executive Board meetings. This position also serves as the Executive Board liaison to several AMCA committees as outlined in the AMCA Handbook.

Executive members are expected to attend monthly Board meetings. Meetings are typically held telephonically. Meetings may be held in conjunction with other AMCA events (Election Conference, Best Practices, Academy), or an AMCA Board Retreat. Other meetings can occur as needed or determined by the Board President. Most work is conducted via e-mail and over the phone. For a complete list of duties for each position, please review the AMCA Handbook at www.azclerks.org

All Board Members are expected to uphold the adopted “Rules of Conduct for AMCA Board Members” as stated below:

RULES OF CONDUCT FOR AMCA BOARD MEMBERS

Goal: To establish a set of principles and practices for the Arizona Municipal Clerk’s Association Executive Board that will set parameters and provide guidance and direction for Board conduct and decision-making.

Each Board member of our organization affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations. These expectations are clearly articulated during the recruitment process. We accept the candidate as a nominee or appointee only after they have agreed to fulfill these expectations. And, by accepting nomination or appointment, the individual confirms that this Board service is one of his/her top volunteer and giving commitments.

Mission AMCA was founded 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.

1. Maintain a professional level of courtesy, respect, and objectivity in all AMCA activities.

2. Focus on the good of the organization, independent of personal agenda, self-interest, or influence of others.
3. Remain accountable for prudent fiscal management to association members, the Board and to government and funding bodies.
4. Approach Board issues with an open mind and respect the diversity of opinions expressed or acted upon by the Board, committees and membership.
5. Promote collaboration, cooperation, and partnership among association members, committee members and Executive Board members.
6. Make decisions of the 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 Board, each Board Member owns and supports the decision.
9. Respect the confidentiality of sensitive information known due to service on the Board.
10. Once decisions are made, clearly identify action items and who will perform the action item.

When does the term start? The new Secretary will be sworn in at the AMCA Annual Meeting, usually held in July, in conjunction with the AMCA Annual Conference.

What expenses will a Board Member incur? Board Members may be reimbursed for the cost of travel to Board meetings as outlined in the AMCA Handbook. Complimentary registration is offered to Board Members for the AMCA Annual Conference. The President or his/her designee is eligible to have all expenses covered to attend the IIMC Annual Conference.

How do I become a candidate for Secretary? To be considered as a candidate, submit a Candidate Application, resumé, copy of your Certified (or Master) Municipal Clerk certificate, and letter(s) of support on or before

[insert deadline date here]

Please submit your completed packet via e-mail to the
 AMCA Treasurer, _____ (name) at _____ (email address)

Revised June 2020



AMCA 20__ Board Secretary Candidate Application

Candidate Name: Municipality: _____

Title: _____

Number of Years as Municipal Clerk or Deputy Clerk: _____

Number of Years as a member of AMCA: _____

Number of Years as a member of IIMC: _____

Do you have your municipality's endorsement for seeking/holding this office? _____

Please attach a letter of support from your supervisor (Mayor City/Town Manager, City/Town Clerk).

On a separate page, please provide the information requested below:

- List any committees you have served on and explain how you have been involved as an AMCA member.
- What goals do you have for AMCA?
- Why do you want to serve on the AMCA Board?
- How can you assist the AMCA Board in furthering the professionalism of AMCA?
- What do you see as the biggest challenge in the future for the organization?

To be considered as a candidate, submit a Candidate Application, resumé, copy of your Certified (or Master) Municipal Clerk certificate, and letter(s) of support on or before **(insert deadline date)**.

Revised June 2020

- **Election Canvass Policy**

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

Adopted December 17, 2015

HONORARIUM FOR INSTITUTE/ACADEMY DIRECTOR

An honorarium from the Association may be presented annually to the Director after the presentation of certificates at the Institute or Academy, whichever comes later. The Vice President shall ensure this is done yearly.

Adopted November 2012

IIMC REGION VIII DIRECTOR REPRESENTATIVE RECOMMENDATION POLICY

1. Region VIII incorporates the following states: Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah and Wyoming. Regional Directors are appointed on a rotation basis throughout their respective states. The rotation schedule is maintained by IIMC, and is currently set until 2032:

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

In the event that another state cannot fill their position during their respective rotation, AMCA will work with IIMC to modify the rotation.

2. AMCA is responsible for recommending an Arizona representative to IIMC during the years in which Arizona is scheduled in the rotation.
3. One year prior to IIMC announcing a Region VIII vacancy for Arizona’s rotation, the 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 qualifications for the candidates, the deadline for filing application paperwork with IIMC and information regarding where to obtain the required forms and necessary information.

- b. The Communications Committee shall obtain the current member list for distribution of the notice from the League of Arizona Cities and Towns (League).
4. Members who are interested in serving on the Region VIII Board shall submit a qualification essay and a letter of support from their respective municipality to the AMCA Executive Board President no later than October 1st of the year preceding the vacancy and the deadline for filing the documents with IIMC.
 - a. Essays must not exceed 200 words and should detail the candidate's qualifications and emphasize activities in the Municipal Clerk's profession. Notice from the candidates Manager/Mayor supporting the applicant must also accompany the essay.
 - b. Individuals seeking the Region VIII Board position must meet the qualifications as outlined by the IIMC.
5. If more than one qualified candidate has expressed interest in the Region VIII Director position, the AMCA Executive Board shall rate the applicants [based on criteria TBD] and the individual with the highest rating will be recommended to fill the position. If only one qualified individual submits a packet, that individual will be submitted for recommendation to the IIMC.
 - a. Recommendation of candidate should be included on an AMCA agenda no later than the November meeting prior to the vacancy deadline.
6. The recommended candidate must complete and submit all required documentation to IIMC 120 days prior to the IIMC annual meeting.
7. 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.

Adopted February 2019

MEMBERSHIP DUES POLICY

Membership dues will be reviewed annually and modified as needed by the Executive Board. Membership applications should be placed on the Arizona Municipal Clerks' Association website no later than the second week of May. Annual applications and renewals dues are due by July 1. Working in partnership with the League of Arizona Cities and Towns (contracted services) shall ensure that every member who has not paid dues by August 1 shall be contacted to determine their continued membership.

Adopted November 2012; Revised May 2019

MEMBERSHIP AND MEMBERSHIP RIGHTS

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 transferring member does not retain their voting rights.

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

Adopted February 2013

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 Board's consideration. Requests shall be reviewed by the 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 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

See the following page for the Photo and Video Disclaimer (Policy).

Adopted November 16, 2017



Photo and Video Disclaimer

The Arizona Municipal Clerks Association (AMCA) reserves the right to use any photograph/video taken at any event sponsored by AMCA, without the expressed written permission of those included within the photograph/video. AMCA may use the photograph/video in publications or other media material produced, used or contracted by AMCA including but not limited to: brochures, invitations, books, newsletters, magazines, websites, and social media sites. You will not be entitled to any compensation for AMCA's use of your name or image.

A person attending an AMCA event who does not wish to have their image recorded for distribution should make their wishes known to the League of Arizona Cities and Towns at least twenty-four hours before the event by emailing amcainfo@azleague.org.

By participating in an AMCA event or by failing to notify AMCA, in writing, your desire to not have your photograph/video used by AMCA, you are agreeing to release, defend, hold harmless and indemnify AMCA, its successors, assigns and licensees from any and all claims involving the use of your picture or likeness.

Thank you for your understanding and cooperation!

Adopted November 2017

QUESTIONS/COMMENTS FORM PROCESS

All questions/comments submitted will be directed to the League. The League will set up automated responses that will be sent once a form is submitted. The League will review the question/comment and answer it when possible, if the League is unable to answer the question or if a comment is received, the League will email the form to all Board Members. The Board will either assign a Board member to answer the question/comment, place it on an upcoming Board agenda and/or assign the issue to a committee for further research and/or response.

Adopted December 2018

REGISTRATION FEE POLICIES

The fees for the Institute and Academy shall be reviewed annually. It is the belief of the AMCA that the Institute and Academy should be self-sustaining and any fees associated shall be adjusted accordingly.

The fees for the Annual Conference shall be reviewed annually. It is the belief of the AMCA that the Annual Conference should be self-sustaining and any fees associated shall be adjusted accordingly.

If a member registers after the stated deadline for any AMCA sponsored training, a \$50 late fee shall be assessed.

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

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.

REMOVAL OF EXECUTIVE BOARD MEMBER

Pursuant to the Arizona Municipal Clerks’ Association (AMCA) Constitution, Article IV, Election of Officers and Duties, Section C, “Any member of the Executive Board may be removed from office for cause, that is, misconduct or neglect of duty in office.” The purpose of this procedure is to provide a description of how a Board Member is removed from office.

If the Board determines that a Board Member has acted in a means that may constitute misconduct or neglect of duties, the member shall be notified by the AMCA President. If the President is the officer upon whom the notice should be made, the Vice President shall notify the serving president. The remaining Board Members shall meet within a reasonable period of time in a special meeting to acknowledge that the Board Member may need to be removed.

Upon determination at the special meeting that a Board Member has either had misconduct or neglected their duties of office; the Board Member may be asked to resign their position on the AMCA board. A request shall be made in writing to have the Board Member submit a resignation in writing within 48 hours to the remaining members of the AMCA Board.

Failing to file a resignation letter, the remaining Board Members shall meet within a reasonable period of time to formally take action to remove the subject Board Member. Such action to remove the Board Member shall be taken by a formal vote of the remaining 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 Board Member shall be delivered by a verifiable means to the subject board member.

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

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

The vacant board position created by the resignation or removal shall be filled as required by Article IV, Election of Officers and Duties, Section D of the Arizona Municipal Clerks' Association Constitution.

RULES OF CONDUCT FOR AMCA BOARD MEMBERS

Goal: To establish a set of principles and practices for the Arizona Municipal Clerk's Association Executive Board that will set parameters and provide guidance and direction for Board conduct and decision-making.

Each Board member of our organization affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations. These expectations are clearly articulated during the recruitment process. We accept the candidate as a nominee or appointee only after they have agreed to fulfill these expectations. And, by accepting nomination or appointment, the individual confirms that this Board service is one of his/her top volunteer and giving commitments.

Mission: AMCA was founded 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.

1. Maintain a professional level of courtesy, respect, and objectivity in all AMCA activities.
2. Focus on the good of the organization, independent of personal agenda, self-interest, or influence of others.
3. Remain accountable for prudent fiscal management to association members, the Board and to government and funding bodies.
4. Approach Board issues with an open mind and respect the diversity of opinions expressed or acted upon by the Board, committees and membership.

5. Promote collaboration, cooperation, and partnership among association members, committee members and Executive Board members.
6. Make decisions of the 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 Board, each Board Member owns and supports the decision.
9. Respect the confidentiality of sensitive information known due to service on the Board.
10. Once decisions are made, clearly identify action items and who will perform the action item.

Adopted May 2020

SCHOLARSHIP POLICY

The Arizona Municipal Clerks' Association is dedicated to supporting its members and their professional education through providing scholarship opportunities, which are awarded on a competitive basis.

Scholarship Funds:

1. Each year, based on the budget, the AMCA Board shall designate funds available for scholarships.
2. Scholarships cover training registration costs only; should the applicant receive other grants or scholarships that cover registration cost the use of AMCA scholarship funds may be considered for documented travel related expenses not to exceed registration costs. Funds shall be distributed based upon availability; therefore, partial scholarships may be awarded.
3. The Board reserves the right to determine the amount of scholarship funds available in any given year and how the funds are distributed.
4. The Board shall be the final arbiter for the granting of 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 in good standing of the Arizona Municipal Clerks' Association.
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 the Clerk's Institute and Academy. In addition, the Board may fund other scholarships, training, or IIMC conference registration scholarships through the annual budget process. Eligibility requirements may vary per scholarship.
5. IIMC Conference Scholarship awardees are required to provide a short essay regarding what was experienced after their attendance for inclusion in the next AMCA newsletter.

6. Scholarships may be limited to one (1) per municipality per fiscal year.

Application Form:

1. The Scholarship Committee shall revise and post the application form annually to the AMCA website.
2. Scholarship deadlines shall be listed along with submittal instructions and the criteria used to evaluate each scholarship submitted.
3. Every application includes specific questions that the applicant must answer in an accompanying essay, in addition to other supplemental information, and all must be submitted with the completed application form.

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 City or Town Manager, Mayor, or Clerk (if a Deputy or Assistant) or comparable person if not a municipality
 - 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
 - d. Copy of municipality department's budget for travel and training with narrative explaining what expenses the training budget covers and the applicant's anticipated share of the budget for the training to which the scholarship applies
3. Any scholarship application not submitted in accordance with the stated rules and requirements, not submitted on the correct form, or not received by the stated deadline 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. Funds shall be distributed based on availability; therefore, partial scholarships may be awarded.
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. Funds shall be distributed based on availability; therefore, partial scholarships may be awarded.

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 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 Board shall be the final tiebreaker.

Adopted February 2014, Revised January 2017, Revised April 2017

TRAVEL POLICY

1. **Purpose** – AMCA must balance the need to control travel costs while encouraging volunteerism and reimbursing board members for out-of-pocket expenses. This policy identifies what travel expenses may be reimbursed to Board Members and under what circumstances.
2. **Board Meetings** – Board Members 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 Board Members is strongly encouraged when it is convenient for the members involved.
 - 2.1 **Conference Scheduled Board Meetings** – Board Members shall not be reimbursed for mileage and parking to attend board meetings that are scheduled in conjunction with other training sessions or conference events, unless the proposed reimbursement is presented to the Board for special consideration and authorization.
 - 2.2 **Reasonable Distance Reimbursement** – Recognizing the Board is comprised of members from various municipalities throughout the state and the distance traveled to attend Board meetings can be lengthy, 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 Board meeting.
3. **IIMC Annual Conference**
 - 3.1 **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
 - 3.2 **Regional Conference - President** – AMCA shall pay for the President or designee 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
4. **Paid expenses shall include the following**
 - 4.1 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).
 - 4.2 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.
 - 4.3 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.

- 4.4 Full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies.
- 4.5 “All Conference” events which are considered a normal part of attendance and participation in conference activities.
- 4.6 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.
- 4.7 Alcoholic beverages shall not be paid for or reimbursed by AMCA.

5. Submittal of Receipts

- 5.1 The delegate must submit all credit card receipts (itemized and credit card) or other receipts for reimbursement to the Treasurer within ten (10) working days of purchase or return from travel.
- 5.2 The Treasurer, or designee, should have the receipt before the credit card billing is due and payable.

6. AMCA Annual Conference Registration

- 6.1 Complimentary registration (including meals offered at the conference) shall be offered to the AMCA 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.

7. Education Committee Chair

- 7.1 Travel expenses shall be paid with prior approval from the AMCA 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.

Adopted July 2011

8. Institute Director

- 8.1 Travel expenses shall be paid with prior approval from the AMCA 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