

# Arizona COUNTY CLERKS ASSOCIATION

## 2019 ACCA Spring Conference

Wednesday, April 24, 2019 – Friday, April 26, 2019

Harrah's AK-Chin; Maricopa, Arizona

15406 N. Maricopa Road

Maricopa, AZ 85139

Meeting Rooms: M1 & M2

### AGENDA

#### Wednesday, April 24<sup>th</sup>

6:00pm – 8:00pm Welcome Reception: Chop, Block & Brew

#### Thursday, April 25<sup>th</sup>

8:30am – 9:00am Breakfast

9:00am – 9:30am Welcome

9:30am – 10:30am Annual Financial Disclosures

10:30am – 11:30am Liquor License

11:30am – 12:00pm Duties of the Chair

12:00pm – 1:00pm Lunch at Harrah's Buffet

1:00pm – 2:00pm Ordinance Process/Codification

2:00pm – 3:00pm Census Complete Count

3:00pm – 5:00pm Essential ACCA History

- Continuing Education for CPCC
- Conference attendance & sponsorship/exhibitors
- ACCA Bylaws (dues, officers, logo, awards/recognition, meeting, etc.)

6:00 pm – until UltraStar Dinner and Bowling... Clerk's night out!

#### Friday, April 26<sup>th</sup>

7:30am – 8:00am Breakfast

8:00am – 12:00pm Business Meeting

- Invocation: Fran McCarroll, Clerk of the Board, Maricopa County
- Pledge of Allegiance: Tabetha Aranda, Deputy Clerk, Graham County
- District Announcements
- Consideration to approve the Treasurer's Report
- Consideration to approve the Business meeting Minutes from:
  - ❖ October 5, 2018
  - ❖ December 7, 2018
- Consideration to approve the Essential ACCA Session Item(s)

**BY-LAWS of the  
ARIZONA COUNTY CLERKS ASSOCIATION**

**Arizona County Clerks are appointed County Officers pursuant to Article 12 of the Arizona Constitution and Arizona Revised Statutes §11-241.**

**ARTICLE I – MISSION**

Preserve the public trust through improved access to public records, adherence to statutory functions as stated in Arizona law and protection of the integrity of the public meeting process.

**ARTICLE II – NAME**

The Organization shall be known as the Arizona County Clerks Association (ACCA)

**ARTICLE III – OBJECTIVES AND GOALS**

The objectives and goals of the organization are to:

- A. Enhance the professional development of the Clerks of the Boards of Supervisors and the Clerks' staff.
- B. Conduct systematic and periodic review of recently enacted legislation affecting Boards of Supervisors and Clerks of the Boards of Supervisors for the purposes of ensuring compliance with statutory requirements and the developing effective methods for achieving compliance.
- C. Develop and advocate for legislation beneficial to the Boards of Supervisors and Clerks operations in promoting service to the public.
- D. Keep the membership informed of legislation being proposed which may affect Boards of Supervisors and Clerk of Board responsibilities and duties.
- E. Coordinate with the County Supervisors Association's Legislative Planning Committee to develop an official position as an Association regarding proposed legislation.
- F. Uphold the Arizona County Clerks Association Code of Ethics.

## **ARTICLE IV – MEMBERSHIP**

- A. The membership of this Association shall be comprised of the County Clerks of the Boards of Supervisors and duly appointed Deputy Clerks of the Boards of Supervisors in all Arizona Counties if dues are current. On voting matters, each county shall have only one vote. Voting by email is authorized.
- B. Clerks Emeritus:  
Honorary Clerks Emeritus shall:
  - a) Have served as Clerk of Board or Deputy Clerk for no less than 5 years;
  - b) Have attended at least two (2) previous Clerks Conferences;
  - c) Be non-voting members for which membership dues are waived.
  - d) Be responsible for any expenses related to attendance at Clerks conferences.

## **ARTICLE V – OFFICERS**

### **Section 1, Number**

There shall be three officers of the organization; a President, a Vice-President/Secretary, and a Treasurer.

### **Section 2, Election and Term of Office**

The officers of the Association shall be elected in the second half of even-numbered years, to take office on January 1<sup>st</sup> of the following year, by a majority vote of the membership counties. Each officer shall hold office for a term of two consecutive years or until the successor(s) shall have been duly elected or appointed according to Article V, Section 3.

Any officer may be removed by a majority vote of the membership counties.

### **Section 3, Vacancy**

A vacancy shall be filled by the Executive Committee.

### **Section 4, Duties**

**A. President**

The President or designee shall:

- a) be the executive officer of the Association;
- b) preside at all meetings;
- c) have the general supervision of all business of the Association;
- d) coordinate meetings, set the agenda, and give appropriate meeting notice;
- e) sign all documents which the Association has authorized;
- f) poll the membership regarding attendance at meetings and call for proxies as necessary.

**B. Vice-President/Secretary**

The Vice-President/Secretary shall

- a) act in the absence of the President;
- b) perform all duties incident to the Office of the Secretary;
- c) be responsible for such other duties as assigned by the President of the Association;
- d) be responsible for keeping minutes of this Association and submitting the minutes to the President for distribution.

**C. Treasurer**

The Treasurer shall:

- a) Insure the treasury books are open to the full Association membership.
- b) have charge, custody of, and be responsible for, all financial records and funds of this Association;
- c) receive, deposit and account for all dues, assessments, donations or earnings of the association;
- d) pay all bills of the association as approved by the executive committee;
- e) perform all duties incident to the Office of Treasurer;
- f) be responsible for such other duties as may be assigned by the President of the Association.

**ARTICLE VI – DUES**

Each County that wishes to be a member of the Association shall pay dues of \$200.00 annually. Dues are payable in July of each year.

**ARTICLE VII – EXECUTIVE COMMITTEE**

- A. The Executive Committee shall be composed of three (3) members: the President, the Vice-President/Secretary, and the Treasurer.
- B. The function of the Executive Committee is to fill officer vacancies, and to transact such business of this Association as may require its

attention between the meetings. Business transacted by the Executive Committee shall be submitted for consideration and approval by this Association at its next official meeting.

## **ARTICLE VIII – LEGISLATIVE COMMITTEE**

- A. The ACCA may, from time to time, activate by a majority vote of the member counties a legislative committee within the following guidelines:
- B. The Legislative Committee shall be composed of three (3) members elected by the membership.
- C. The responsibility of the Legislative Committee shall be to
  - a) prepare legislation for consideration by the membership;
  - b) alert the membership of legislation which affects Boards of Supervisors and Clerks of Boards of Supervisors;
  - c) coordinate with the County Supervisors Association's Legislative Planning Committee regarding the Association's official position on legislation;
  - d) draft position letters and distribute such letters to the membership prior to transmittal to the legislature.
- D. The Legislative Committee shall develop guidelines for its conduct for approval by the membership.

## **ARTICLE VIX – MEETINGS**

- A. The Association shall meet semi-annually.
- B. A special meeting may be call by the President or by a majority of the membership Counties.
- C. All official business of the Association, with the exception of the Executive Committee and the Legislative Committee (if convened), shall be decided by a majority of the membership counties, either in person, by email, or by proxy.
- D. Invitations may be extended to Clerks Emeritus as defined under Article IV-Membership (B).

These VIX Articles constitute the by-laws of the Arizona County Clerks Association as amended.

Arizona County Clerks Association (ACCA)  
Business Meeting 8:00 a.m.  
October 5, 2018  
Hilton Garden Inn, Yuma

**Present:** Melissa Buckley, President, Navajo County; Arlethe Rios, Vice-President/Secretary, Cochise County, Kim Lemons, Cochise County; Diane Green, La Paz County; Fran McCarroll-Wolcott and Deb Schaffer, Maricopa County; Natasha Kennedy and AmberLee Taylor, Pinal County; Kim Kapin, Yavapai County; Ginny Anderson, Mohave County; and Christy Isbell, Yuma County.

President Buckley called the meeting to order at 8:06 a.m.

Feedback Session on Certification Program – August 22-24, 2018 in Phoenix

Ms. Kapin and Ms. Anderson suggested that a different instructor be used for the board of equalization portion of the training.

Ms. Kapin said she would look for a different instructor.

The Clerks discussed adding continued education to the certification as a requirement.

Ms. Kennedy said that it was important for her to have continued education as part of the certification. She added that the International Institute of Municipal Clerks (IIMC) was also considering adding a requirement for continued education to keep Clerks current.

Ms. Anderson and Ms. Green agreed that having continued education be a requirement would add value to the accreditation and help the Board of Supervisors understand why it is important for Clerks to participate in annual training.

a) Minutes – June 21-2018.

Ms. Kennedy asked that the section covering updates for her County be updated to clarify that the five new positions at the Board of Supervisors' in Pinal County were for the Board members specifically.

Ms. Anderson moved to approve the minutes as amended. Ms. Kapin seconded the motion and it carried unanimously.

b) Revenue from Certification Program.

Ms. Buckley said that the total revenue for the certification program was \$6,045.

c) Expenditure for Certification Program.

Ms. Buckley listed the expenditures which totaled an estimated \$1,400 and said there were still some pending expenses from Navajo County for the presenter gift bags.

d) Approval of reimbursement for certification expenses/tee shirts/other.

Ms. Kapin moved to approve the reimbursement. Ms. Anderson seconded the motion and it carried unanimously.

e) Treasurer's Report

Ms. Buckley said that there was \$12,280.64 currently. Ms. Rios moved to approve the Treasurer's Report. Ms. Kennedy seconded the motion and it carried unanimously.

f) Election of officers for 2019-2020 (2 consecutive years)

1. President – Ms. Rios moved to elect Ms. Kennedy as President. Ms. Kennedy accepted. Ms. Anderson seconded the motion and it carried unanimously.
2. Vice-President/Secretary – Ms. Rios moved to elect Ms. Kapin as Vice-President/Secretary. Ms. Kapin accepted. Ms. Anderson seconded the motion and it carried unanimously.
3. Treasurer – Ms. Rios moved to elect Ms. Meek as Treasurer. Ms. Buckley said that Ms. Meek said she would like to continue in the position. Ms. McCarroll seconded the motion and it carried unanimously.

Ms. Buckley said that she would like to add to the next agenda a discussion to amend the bylaws to include four positions instead of three for officers. The clerks said that would be a good topic of discussion.

Ms. Kennedy said Pinal County would host the next conference around the April time frame.

Ms. Rios presented Ms. Buckley with a plaque for her dedication as the President of the Association and the Clerks thanked Ms. Buckley for all her accomplishments during her tenure.

President Buckley adjourned the meeting at 8:50 a.m.

Arizona County Clerks Association (ACCA)  
Business Meeting 11:00 a.m.  
December 7, 2018  
Teleconference

**Present:** Melissa Buckley, President, Navajo County; Arlethe Rios, Vice-President/Secretary, Cochise County; Melinda Meek, Treasurer, Santa Cruz County; Kim Lemons, Cochise County; Fran McCarroll-Wolcott and Deb Schaffer, Maricopa County; Natasha Kennedy and AmberLee Taylor, Pinal County; Kim Kapin, Yavapai County; Ginny Anderson, Mohave County; Melissa “Missy” Henderson, Gila County; Lindsay Daley, Coconino County; and Christy Isbell, Yuma County.

President Buckley called the meeting to order at 11:02 a.m.

President Buckley said that today’s discussion was regarding the layout of the Clerk’s annual conference. She added that she had been contacted with several concerns and she wanted to address those and have the group decide how to move forward.

She clarified that the conference would only be open to ACCA members and that the schedule would be like previous conferences. She added that ACCA would pay for one hotel room, per night, per county.

Vice-President Rios said that she was in support of providing formal training during the annual conference and noted that the group had agreed to move towards a direction that raised the “Clerk of the Board” position to a more professional level.

Ms. McCarroll stated that she thought the conference should focus on specific Arizona county clerk duties, networking and events happening in various counties as opposed to **institute** which covered broader topics relative to all generic Clerk duties. She added that she was hesitant to expand on the current focus of the ACCA **conference** which has been networking and sharing specific questions/concerns about what may be happening in a given county.

Ms. Isbell said she agreed with Ms. McCarroll and wanted the focus to be on Arizona required duties and keep the network portion of the conference.

Ms. Kapin said that she thought communication was vital when planning a conference and that she did appreciate the work Ms. Kennedy had done but would like more discussion on the layout of a conference for the future.

Ms. Kennedy stated that she was only provided minimal direction and thought that providing additional training opportunities would not impact the original composition of the conference.

Ms. Meek said she also agreed with Ms. McCarroll on the structure of the conference.

President Buckley said that for now the conference schedule would be as in the past and that two items would be added to the business meeting to discuss structure of the conference and possible changes to the bylaws.



Vice-President Rios left the meeting due to a fire drill at 11:40 a.m.

A discussion on training and points for training was held. The Conference will remain the same with certificates given out at the end of the conference for those wanting or needing points for higher education.

Discussion was held on sponsorships.

Topics for discussion on the next conference agenda:

- Structure of Conference for future
  - Trainings & Points
- By-Laws

Discussion on ACCA retirements. Ms. Kapin volunteered to investigate retirement gifts for Yvonne Pearson (speak with Kay Gale) and Judy Dickerson.

President Buckley adjourned the meeting at 12:04 p.m.