

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATIVE AND LEGAL COMMITTEE MANUAL WORKGROUP**

DRAFT

A public meeting of the Arizona Geographic Information Council Manual Workgroup was convened on March 23, 2023 at 10:00 am. Due to a Governor’s Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members of the Manual Workgroup:

Table 1: Workgroup Voting Members

| Member | Agency/Company | In Attendance* |
|---------------------|--------------------------------|-----------------------|
| Lucas Murray, Chair | AZ Dept of Transportation | Yes, Virtual |
| Shea Lemar | AZ State University | Yes, Virtual |
| Eric Feldman | Maricopa County | No |
| Jason Howard | Maricopa Assoc. of Governments | Yes, Virtual |
| Jenna Leveille | AZ State Land Department | Yes, Virtual |

*Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx. person was present at the meeting either by phone or by logging in to WebEx.

- I. **Call to order:** Meeting was called to order by Lucas at 10:04 am; Introductions were made, ensuring attendance list was managed and quorum established.
- II. **Consent Agendas:** Lucas requested the Workgroup discuss consent agendas first. There were no objections.

The Workgroup discussed the details of how consent agendas should be used. Shea recommended we make it clear in the manual what the difference is between consent agendas and universal consent voting to avoid any confusion. Shea and Lucas agreed to draft language to include in the manual describing how consent agendas should be used. Brief language will be added to Appendix A1 whereas more details about consent agenda procedures will be added to a new Appendix section. The Workgroup agreed that once the language is written, Lucas and Shea can bring it directly to the Administrative and Legal Committee for their review without the need for the Manual Workgroup to meet again.

Action Item: Shea and Lucas will work on adding draft language to the manual. Lucas will bring up the motion at the next Administrative and Legal Committee meeting.

- III. **Review Edits to Manual Suggested by Council Members:** The workgroups reviewed suggestions made by Council members to update or change the manual. Broken links found by Kevin Blake were fixed by Lucas and posted to the AGIC website.

Mark Christiano suggested updating the language in Section 13 to refer to the

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published Social Media Guidelines currently on the website. The Workgroup decided to wait until after the May Council meeting to update the manual since Outreach will be seeking to get an updated version of the guidelines approved.

A motion was made by Lucas and seconded by Shea to recommend to the Administrative and Legal Committee that Section 2 "Online Code of Conduct" be updated to allow for-profit businesses to advertise in AGIC online forums if the advertisements are related to GIS Training Services. During discussion, the group felt that the AGIC-L Listserv, social media accounts, and other AGIC online forums were not the appropriate place for advertisements. While the Workgroup recognizes that AGIC does not have the manpower to manage all advertisements in online forums, the Council should generally disapprove of their use. The motion was rejected unanimously.

A motion was made by Lucas and seconded by Jenna to recommend to the Administrative and Legal Committee that appendix A2, part 5A be updated to confirm that the original motioner agrees with an amendment to their motion before a vote is called. During discussion, Lucas noted that when a motion is made, seconded, and brought up for discussion, it becomes the property of the body (i.e. Council, Committee, or Workgroup). While the original motioner can vote to approve or reject an amendment while it's being voted on, they cannot reject or table a motion without the support of the body. The motion was rejected unanimously.

Action Item: Following approval of the updated Social Media Guidelines, expected in May, Lucas will update the manual to link to the new guidelines.

- IV. Discuss Process for Council To Approve NSGIC Travel:** The Workgroup decided to recommend to Administrative and Legal Committee that section 12 and appendix A5 be updated to allow the Council to make a single vote per year approving a maximum amount to cover half of the expenses for Chairs to attend NSGIC-related events.

Action Item: Shea and Lucas will work on adding draft language to the manual. Lucas will bring up the motion at the next Administrative and Legal Committee meeting.

- V. Discuss Strategies to Manage NSGIC State Leaders:** Jenna suggested that the five non-AGIC Council Members who are elected to serve as National States Geographic Information Council (NSGIC) members should be referred to as "NSGIC State Leaders." The Workgroup agreed.

The Workgroup agreed the Administrative and Legal Committee should review the State Leaders every five years and recommend new members to the Council for election. Any vacant positions should be reviewed and filled by the next Administrative and Legal Committee meeting. Also, State Leaders should

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provide a periodic report to the Administrative and Legal Committee noting the benefits their NSGIC membership has had.

Action Item: Shea and Lucas will work on adding draft language to the manual. Lucas will bring up the motion at the next Administrative and Legal Committee meeting.

- VI. Approval of August 2022 Meeting Minutes:** Minutes were approved as-written by unanimous consent.
- VII. Information or Topics for Future Meetings:** The Work Group decided not to schedule another meeting until the Admin and Legal Committee has a chance to meet.
- VIII. Adjourn:** Adjourned at 10:56 am

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