

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

A public meeting of the Arizona Geographic Information Council Administrative and Legal Committee Manual Workgroup was convened on September 9, 2024 at 11:00 am on Google Meets. Present at the meeting were the following members or designees of the group:

Workgroup Voting Members

Member	Agency/Company	In-Attendance
Lucas Murray, Chair	AZ Dept of Transportation	Yes, Virtual
Eric Feldman	Retired	No, excused
Jason Howard	Maricopa Assoc. of Governments	Yes, Virtual
Jenna Leveille	Sanborn	No, excused
Phillip Leveille	Maricopa County Assessor	Yes, Virtual
Shea Lemar	AZ State University	No, excused

- I. **Call to order:** Meeting was called to order at 11:01 am; Introductions were made by the workgroup ensuring attendance list was managed and quorum established.

- II. **Approval of Meeting Minutes:** June meeting minutes were passed unanimously as-written

- III. **Discuss New Items:**
 - **Quorum:** Workgroup approved the changes that make it clear that you need a quorum during the entire meeting, especially during votes.

 - **AGIC-L Bans:** Workgroup approved the changes clarifying AGIC-L bans will be for a minimum of 6 months and up to permanently depending on the nature and number of offenses, to be decided by the AGIC Officers.
 - The group did discuss if it's appropriate that the decision should be on the AGIC officers and not specifically on the AGIC Council chairs, since AGIC Officers include the Council Treasurer and Secretary. The Workgroup decided it was fine leaving it as AGIC Officers to keep the language simple.

 - **Workgroups:** Workgroup approved the changes that redefines Workgroups as needing a defined goal and deadline.

 - **Emails to a Quorum of Members:** Workgroup approved the changes that clarify how chairs may communicate with a quorum or more of Council,

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Committee, and Workgroup voting members regarding meeting planning topics.

- IV. **Comments or Items for Future Agendas**: No future meetings are scheduled. Lucas will be sending a survey to Committee and Workgroup chairs asking if they prefer to have chair resources, including guidelines on how to run a meeting, in the AGIC Manual or as a separate website.

- VI. **Adjourn**: Meeting was adjourned at 11:18am