

**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 June 3, 2024 at 1:00 pm on Google Meets. Present at the meeting were the following members or designees of the group:

**Workgroup Voting Members**

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

- I. **Call to order:** Meeting was called to order at 1:03 pm; Introductions were made by the workgroup ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes:** Minutes were passed unanimously as-written
- III. **Voting Member Discussion:** Due to several recent changes, members were asked to verify if they wished to continue as voting members. Jenna requested to be removed as a voting member but would like to continue as a public member.
- IV. **New Google Drive:** A new google drive has been created. Lucas will grant access to all members and send out a new link following the workgroup meeting.
- V. **Discuss New Items:**
  - **Quorum:** The manual makes it clear that you need a quorum to start the meeting but does not denote that you need a quorum for the entire meeting, especially if you will be voting. Lucas recommends that we update the language throughout the manual to make that clear.
    - **Action Item: Shea volunteered to add language to the manual**
  - **AGIC-L Bans:** There is nothing in the manual about how long someone is banned from the AGIC-L listserv. The Administrative and Legal (A&L) Committee recommends a minimum of 6 months up to permanently depending on the nature and number of offenses, to be decided by the AGIC Officers.

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- **Action Item: Shea volunteered to make the updates in the manual.**
  - Workgroups: The AGIC Council voted to redefine Workgroups at the February meeting, so they now must have a goal and timeline. The manual needs to be updated to reflect this change
    - **Action Item: Lucas will update the appropriate sections in the manual**
  - Emails to a Quorum of Members: There has been some confusion on when we can email a quorum or more of Council, Committees, or Workgroup voting members. The Attorney General's Office clarified that Chairs are allowed to email all members but should blind copy them and add a note that all replies should only be sent to the chairs. When trying to schedule a meeting, Committees and Workgroups are permitted to use scheduling sites, like Doodle. However, this should be avoided when addressing the Council.
    - **Action Item: Lucas will update the appropriate sections in the manual**
  - Remove Sections from Manual: Lucas recently created a new website that parses out information already in the AGIC Manual, but lays the information out in a way that's easier for Chairs to find the information they need. Since the documents are a copy of what is already in the manual, Lucas asked if anyone had an issue with removing those sections from the manual and replacing them with a link to the website. No objections were heard.
    - **Action Item: Lucas will update the manual to point to the new website.**
- VI. **Comments or Items for Future Agendas**: Next meeting is scheduled for July 9, 2024 at 2:00pm
- VI. **Adjourn**: Meeting was adjourned at 1:29pm