

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

**DRAFT**

A public meeting of the Arizona Geographic Information Council Manual Workgroup was convened on August 16, 2022, at 1:00 pm. 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 AGIC Manual Workgroup:

**Table 1: Workgroup Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance*</b>
Lucas Murray, Chair	AZ Dept of Transportation	Yes, Virtual
Shea Lemar	AZ State University	Yes, Virtual
Eric Feldman	Maricopa County	Yes, Virtual
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 1:04 pm; quorum established.
  
- II. **Approval of Meeting Minutes:** A motion to approve the meeting minutes for the May 2021 and June 2022 meetings was made by Lucas and seconded by Eric. Motion passed.
  
- III. **Review Recent Edits to AGIC Manual:**
  - The workgroup reviewed the new Section 2: Code of Conduct.
    - Jenna asked if the manual should refer to Google Groups, like those used by AZGeo and the Data Committee.
      - Lucas clarified the term “AGIC Forums” already covers these platforms.
    - Eric asked that if copyrighted materials that are wrongly posted to the AGIC-L listserv, how would AGIC be able to remove those materials since they are emailed to all subscribers
      - Lucas will clarify the language in the manual to say that if copyrighted materials are wrongly posted to AGIC-L, AGIC will send a response.
    - The group modified the manual to include that both AGIC and the SCO have the ability to remove or block users from forums.
  - The workgroup reviewed changes to Section 3: Serving on AGIC
    - The group approved the changes to the Requirements and

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Etiquette section (now called the Participation section), where most of the language was removed and a reference to the new Section 2 was added.

- The workgroup reviewed changes to Section 6: Committees
  - Jenna asked to remove language suggesting public members-at-large could not speak during meetings.
    - She felt the language could be misinterpreted and prevent some public members from speaking during the meeting.
      - While Robert's Rules of Order do suggest that public members cannot talk during meetings unless allowed to by the Chair, AGIC Committee and Workgroup meetings tend to be a more open environment and the workgroup agreed it would be better to encourage open dialog, even amongst public members-at-large.
    - The language was removed from the section
  - Jenna requested language be added to make it clear that voting members who miss three consecutive meetings for unexcused reasons would be automatically removed.
    - This is what she had been telling new voting members and felt the system worked well.
    - The language was added to the manual.
  - Eric asked if members who are removed should be given a formal notification, such as an email.
    - Lucas noted that it is the Chair's responsibility to ensure meetings make quorum and if people are not attending, then the Chair has the right to remove them without notice.
- The workgroup review Section 8: Obligations
  - Jenna requested Arizona Revised Statute 37-173 be referenced as the reason AGIC is involved in NSGIC.
    - Lucas will make the correction
- The workgroup reviewed the new Section 11: NSGIC
  - No edits were suggested.

**IV. Information or Topics for Future Meetings:** No future meetings are planned. Lucas will make the corrections and present them at the next Admin & Legal Committee meeting scheduled for October. If the Committee approves the changes, Lucas will present them at the November Council Meeting for final approval.

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V. **Adjourn:** Adjourned at 1:42 pm

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