



ARIZONA BOARD OF FINGERPRINTING

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Final Minutes for Public Meeting

Held January 15, 2016, at 9:15 a.m.
4205 North 7th Avenue, Suite 206
Phoenix, Arizona

Board Members

Courtney Mays, Department of Economic Security, Vice Chairperson
Kim Pipersburgh, Department of Health Services
Chad Kewish, Administrative Office of the Courts
John Crabtree, Department of Juvenile Corrections
William Stuebe, Department of Child Safety
Mark McCall, Department of Education

Executive Director

Matthew A. Scheller

CALL TO ORDER AND ROLL CALL

Ms. Mays called the meeting to order at 9:16 a.m. The following Board members were present: Courtney Mays, Kim Pipersburgh, Chad Kewish, John Crabtree, William Stuebe and Mark McCall.

Also in attendance was Matthew A. Scheller, Executive Director.

CALL TO THE PUBLIC

Ms. Mays made a call to the public. There were no members of the public present who wished to comment.

APPROVAL OF MINUTES FROM AUGUST 28, 2015

Ms. Pipersburgh made a motion to approve the draft minutes from August 28, 2015, and Mr. Kewish seconded. The motion passed 6–0.

ELECTIONS

Ms. Mays indicated that the Chairperson position is open at this time and referred the Board members to Mr. Scheller's January 8, 2016 memo regarding election procedures (see Attachment 1).

Ms. Pipersburgh made a motion to elect Courtney Mays as Chairperson of the Arizona Board of Fingerprinting, and Mr. Kewish seconded. The motion passed unanimous, 6–0.

Ms. Mays indicated that the Vice Chairperson position is now open with her election to the Chairperson position and requested nominations. Mr. Crabtree made a motion to elect Chad Kewish as Vice Chairperson of the Arizona Board of Fingerprinting, and Ms. Pipersburgh seconded. The motion passed unanimous, 6–0.

ADJOURNMENT

Ms. Mays adjourned the meeting at 9:20 a.m.

Minutes approved on _____, 2016

Matthew A. Scheller, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board Members
 FROM: Matthew A. Scheller
 Date: January 8, 2016
SUBJECT Elections

Under A.R.S. § 41–619.52(B), the Board must annually elect a chairperson and vice-chairperson from among its members. (The Board may also elect “any other officers that are deemed necessary or advisable,” but the Board has never elected additional officers.) Elections are traditionally held by the Board at its meeting in August every year. With the recent vacancy of the chairperson position, the vice-chairperson has deemed it necessary to address this issue. (A.R.S. § 41–619.52(C))

At its January 15, 2016 meeting, the Board will elect a chairperson and vice-chairperson. This memo explains the duties of each officer and discusses how the Board should conduct its elections.

DUTIES OF OFFICERS

The chairperson presides over Board meetings and hearings and sets the agendas for Board meetings (often with input from the executive director). In general, the executive director keeps the chairperson informed about issues that could affect the Board. (Board members who may be interested in the office should be aware that the executive director communicates regularly with the chairperson, usually a couple of times a month and sometimes more, especially during legislative sessions.)

The vice-chairperson assumes the chairperson’s duties when the chairperson is absent.

There are no restrictions on how many times a Board member may serve in an office.

PROCEDURES

The Board’s statutes do not prescribe procedures for conducting elections. However, open-meeting laws prohibit secret ballots or elections conducted in executive session. Although the Board has options for conducting its elections, the most straightforward procedure would be the following, which the Board has used in previous elections:

1. The Board has discussion, if necessary.
2. A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
3. A vote is taken. If the motion passes by a majority, the person is elected chairperson.
4. The procedure is repeated for the office of vice-chairperson.

In cases where the Board has elected new officers, it has been common practice for the current officers to continue their role for the remainder of the meeting and for the newly elected officers to preside at the next meeting.