

DRAFT



ARIZONA BOARD OF FINGERPRINTING

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Draft Minutes for Public Meeting

Held December 9, 2011, at 10:00 a.m.

3839 North 3rd Street, Suite 107, Phoenix, Arizona

Board Members

Charles Easaw, Department of Education, Chairperson

Ellen Kirschbaum, Administrative Office of the Courts

Dale Doucet, Department of Economic Security

Kim Pipersburgh, Department of Health Services

Matthew A. Scheller, Department of Juvenile Corrections

Executive Director

Dennis Seavers

CALL TO ORDER AND ROLL CALL

Mr. Easaw called the meeting to order at 10:00 a.m. The following Board members were present: Charles Easaw, Ellen Kirschbaum, Dale Doucet, Kim Pipersburgh, and Matthew A. Scheller. No Board members were absent.

Also in attendance was Dennis Seavers, Executive Director.

CALL TO THE PUBLIC

Mr. Easaw made a call to the public. There were no members of the public who wished to speak.

APPROVAL OF MINUTES

Ms. Pipersburgh made a motion to approve the minutes from the November 28, 2011 meeting. Mr. Scheller seconded the motion, which passed 5-0.

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ELECTION OF VICE CHAIRPERSON

Mr. Easaw referred Board members to Mr. Seavers's July 29, 2011 memo on the duties of Board officers and a possible manner of conducting elections (see Attachment 1).

After discussion of possible nominees, Ms. Kirschbaum made a motion to elect Mr. Scheller as vice chairperson, and Ms. Pipersburgh seconded. The motion passed, 4–0, with Mr. Scheller abstaining.

ADJOURNMENT

Ms. Pipersburgh made a motion to adjourn. The motion passed, 5–0. Mr. Easaw adjourned the meeting at 10:05 a.m.

Minutes approved on _____

Dennis Seavers, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board members
FROM: Dennis Seavers
C:
Date: July 29, 2011
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.)

At its August 19, 2011 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 at least 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.

- The Board has discussion, if necessary.
- A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
- A vote is taken. If the motion passes by a majority, the person is elected chairperson.
- 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.