

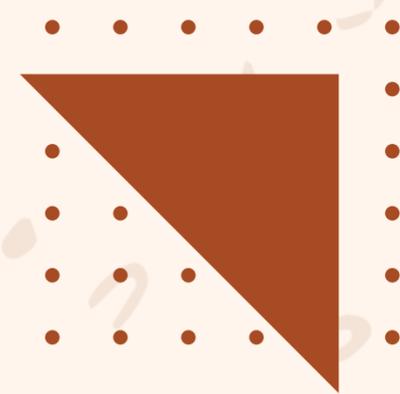


Citizen's Academy

Office of Town Clerk

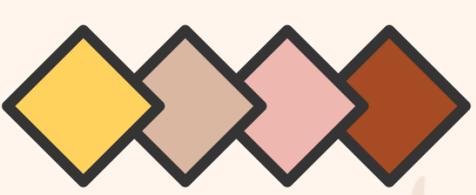


Academy Crashers?



Archeology, Geography, History

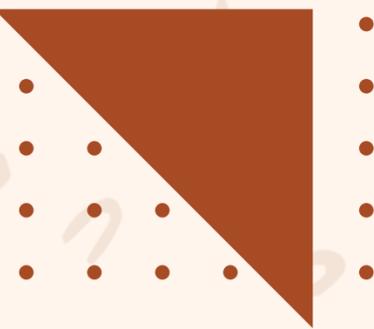
The Municipal Clerk is the oldest of public servants in local government, along with the tax collector, and is quipped to be the “second” oldest profession.



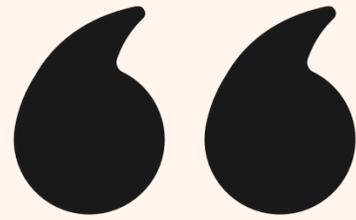
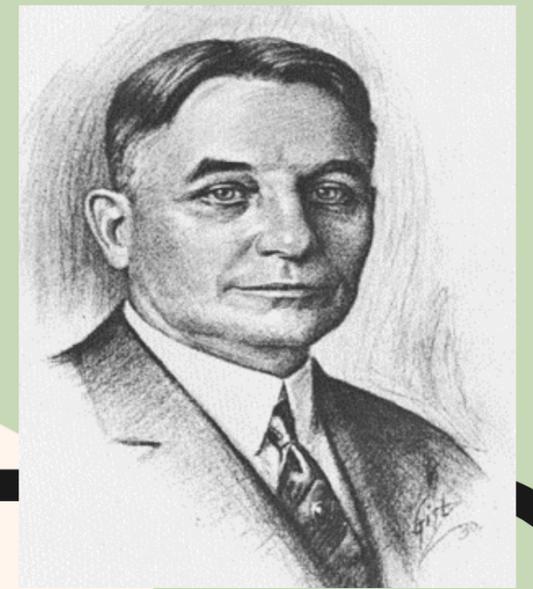
And Now???

It's the law

The appointment of a Town Clerk is one of three appointive officers required by A.R.S. § 9-237



The Clerk's Role



No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.



What does the Town Clerk do??





What the Law says we do



Serve the Town Council

Commission, Boards,
Committees

Administer Elections

Maintain Public
Records

Elected Officials Support

Town Council

Open Meeting
Laws

Agendas, Packets,
Minutes

Financial
Disclosure Laws

Conflicts of
Interest Laws

Public Notices

Public Records
Laws

Appointed Officials Support

Public Bodies

Open Meeting
Laws

Agendas, Packets,
Minutes

Conflicts of
Interest Laws

Staff Liaison
Support

Recruitment

Elected or Appointed

Mayor and Town Council

- Elected by *You*
- Policy-making, *governing*
- Answers to constituents
(aka *You*)

Public Bodies

- Appointed by Mayor/Council
- *Advisory*
- Answers to Mayor/Council

Elections

Initiative

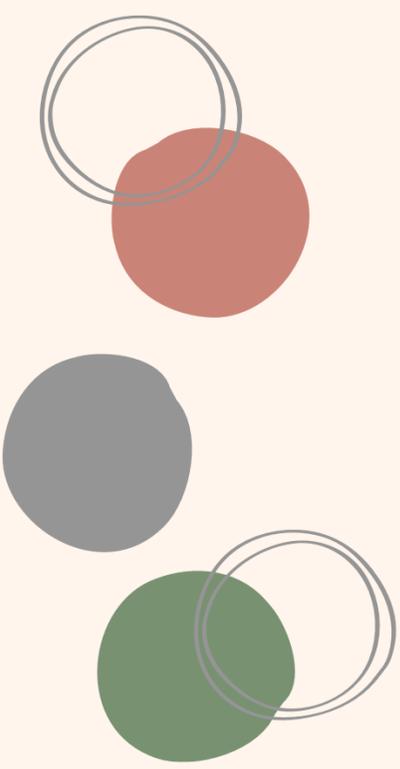
Referendum

Recall



Town of Chino Valley

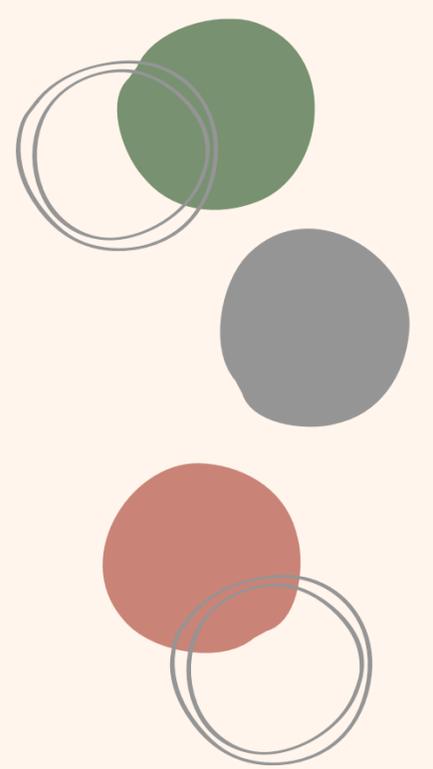
2024 Primary Election



Mayor's seat
2-year term

Three Councilmember seats
4-year terms

Proposition 475
Alternative Expenditure Limitation,
Home Rule Option



Location & Hours for Early Voting

Prescott: 1015 Fair Street (8 am - 5 pm M-F)

Prescott Valley: 7351 E. Skoog Blvd (9 am – 4 pm M-F)

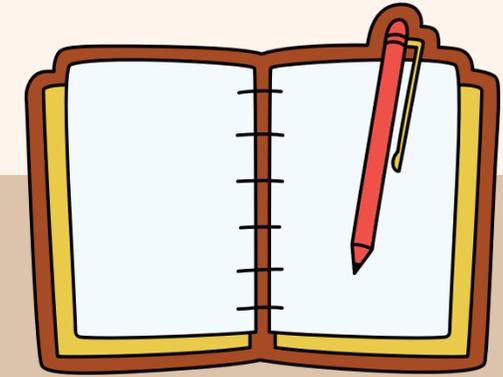
Cottonwood: 10 S. 6th Street (8 am – 5 pm M-F)

Election	Election Day	Early Voting	Early Voting Ends
Primary	July 30, 2024	July 3, 2024	July 26, 2024
General	November 5, 2024	October 9, 2024	November 1, 2024

www.yavapaivotes.gov

Find A Record

Any Record..



Public Records Laws

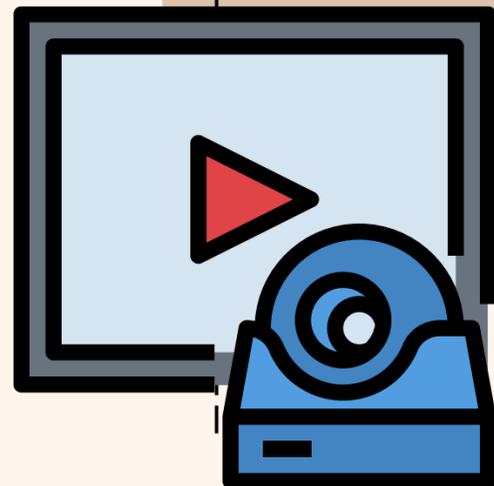
Public Info

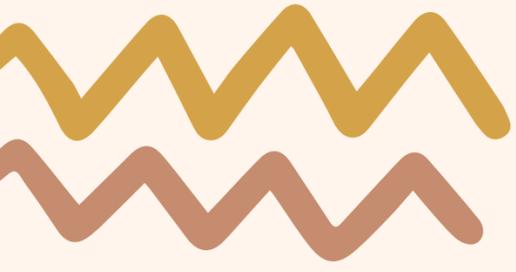
Retention

Historical Records

Paper, Electronic,
Audio, Video

Disaster Recovery





Find it on the web

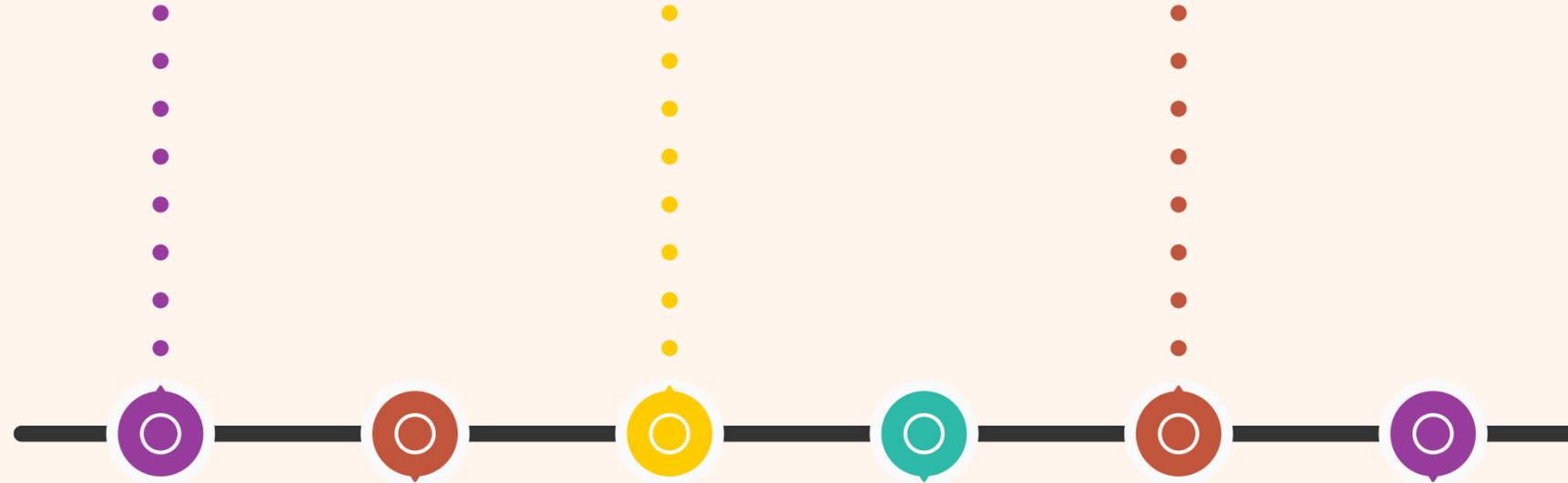
chinoaz.net



Resolution

Forms

Meeting Materials

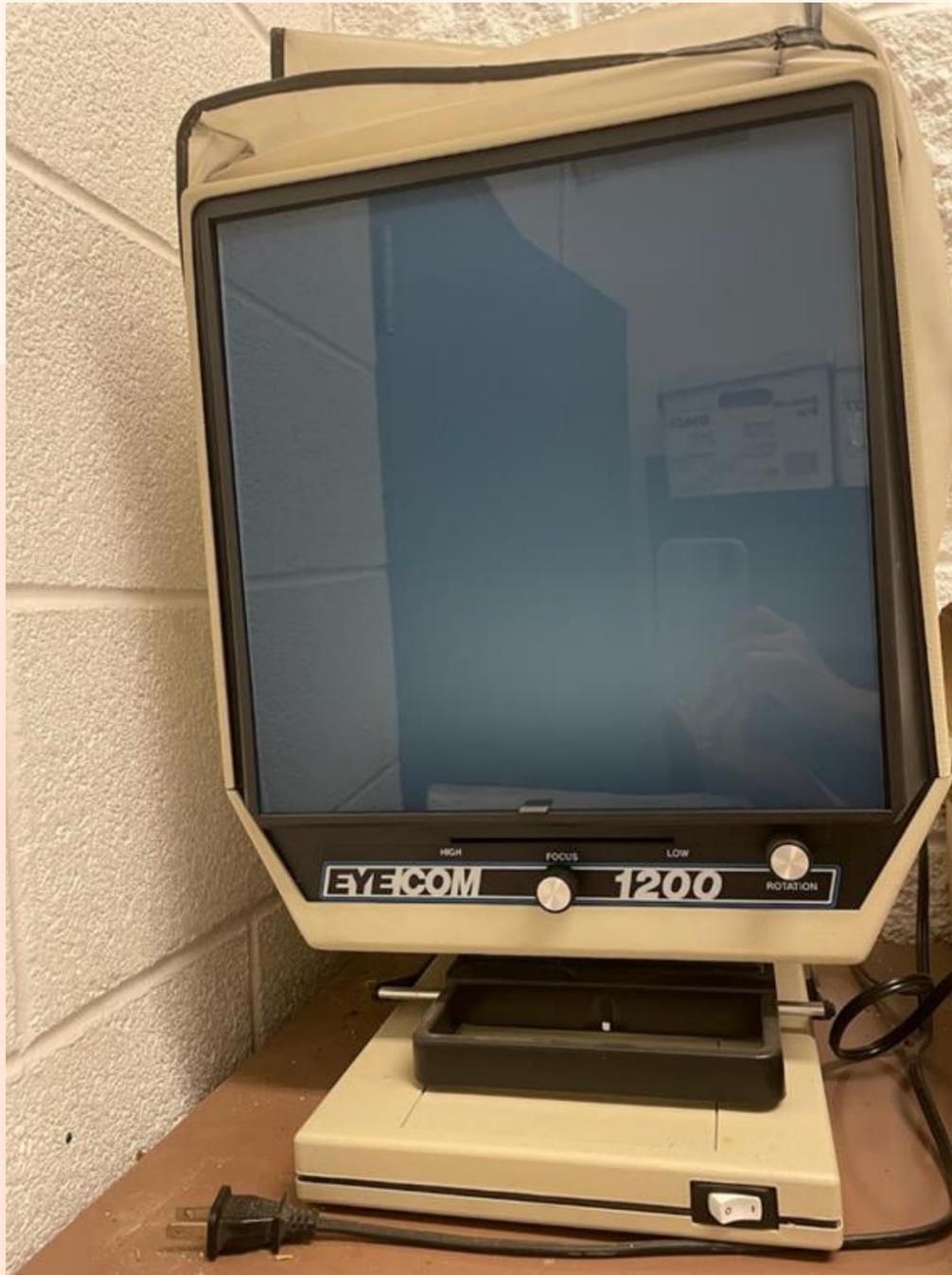


Elections Info

Town Codes

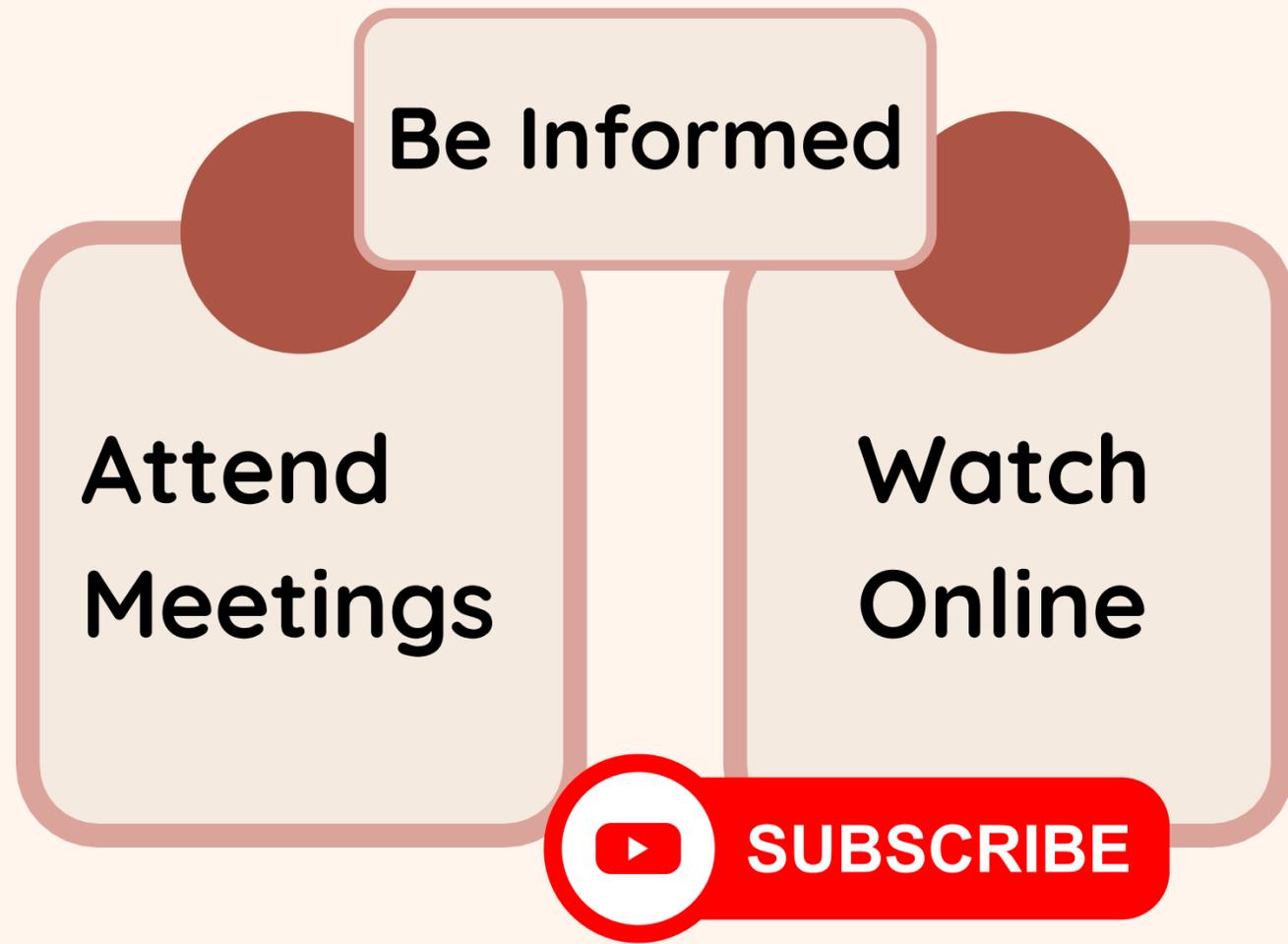
Ordinance

**Now for the
Show and Tell
Portion**

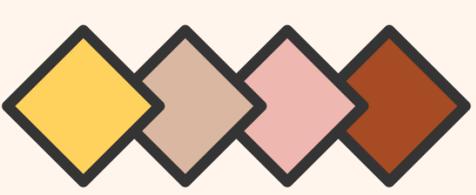




**Where do
you fit in**



Town Council & You

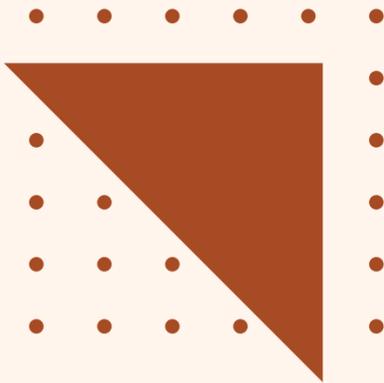
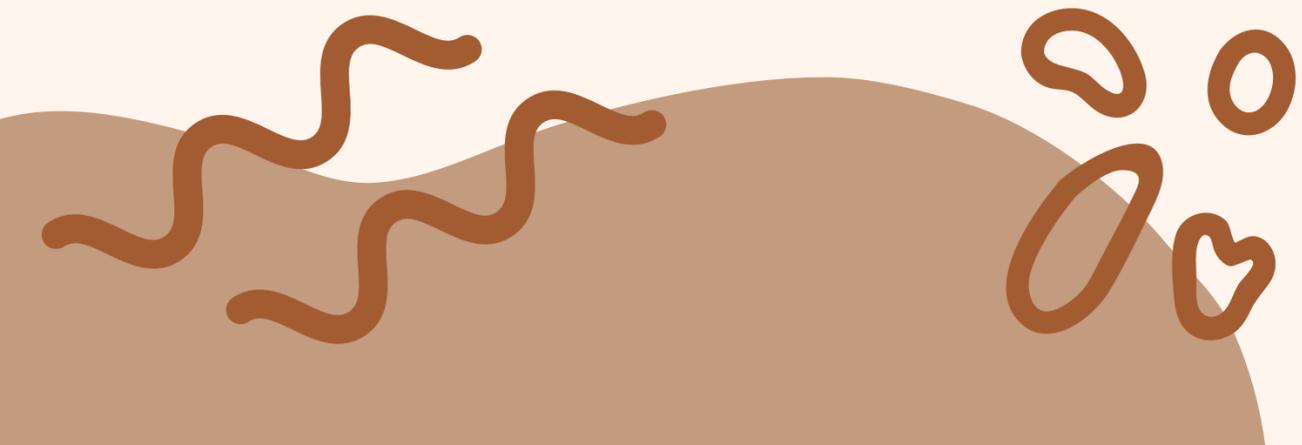


Get Appointed

Public Bodies - 2-6-year terms

Get Elected

Mayor - 2-year term
Councilmember - 4-year term



Contact us



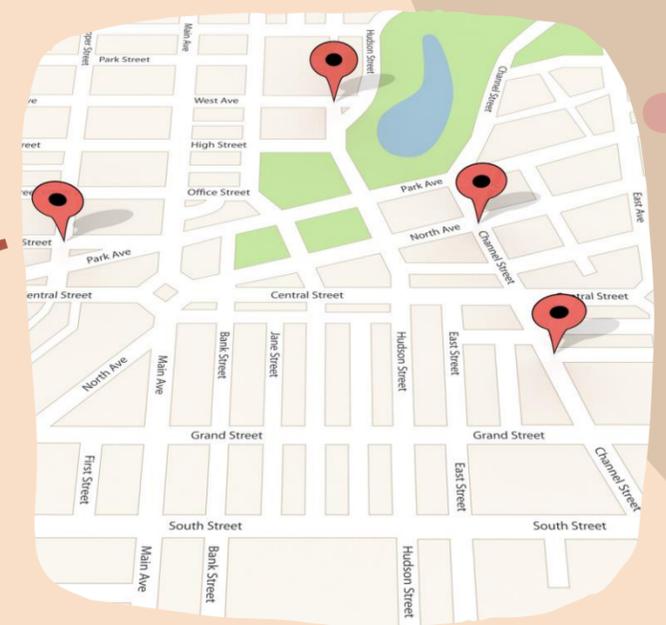
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