

TCMA



**TEXAS CITY
MANAGEMENT
ASSOCIATION**



**MEMBERSHIP
APPLICATION**

ABOUT TCMA

In 1926, the Texas City Manager's Association (TCMA), as it was then called, was organized as a department of the League of Texas Municipalities (the name of the organization was changed to Texas Municipal League in 1958). E. E. McAdams from Waco served as the first president of TCMA. Similar to ICMA, the Texas city managers association concentrated on the development of professional standards for city managers, promotion of the council-manager plan, and the exchange of ideas between managers.

In 1930, there were 400 local governments with the council-manager plan nationwide. Today, there are over 3,000 ICMA-recognized local governments operating under the council-manager form of government. It has proven to be successful in large part because it stresses professionalism in city government. The international association of city managers (International City/County Management Association), as well as the Texas association (now called Texas City Management Association), have had as central themes the promotion of professional standards, the exchange of information, and honesty and efficiency in city government.

Without the aid of these strong associations of city officials, many of the management principles and practices followed by cities of all types, not only council-manager cities, would not be with us today. Professionalism and integrity have become the trademarks of the modern city manager in Texas, a factor that has gained Texas cities national recognition as leaders in the municipal government arena.

MEMBERSHIP SERVICES AND BENEFITS

- **Annual Meeting** – TCMA meets regularly each year at its annual conference in early summer. At this meeting, members discuss current trends in city management and related fields.
- **Regional Meetings** – Regional meetings provide opportunities for continued professional growth and networking. They are usually held at least quarterly (though activity does vary among the ten TCMA regions).
- **Publications** – Members may reference *The Management Messenger*, an online newsletter featuring articles about developments in Texas cities and pertinent happenings within TCMA, and the online TCMA Directory, containing biographical information about TCMA members. Other publications available to members are listed in the Publications section of the TCMA Web site (www.tcma.org).
- **Career Assistance** – The Career Management area of the TCMA Web site contains a status report on management position openings in Texas cities, information about the TCMA In-transition Services, a contact list of current In-transition members, a list of search firms, and links to online job search areas. In addition, members have access to discounted financial planning and employment agreement services.
- **Specialized Training** – Management-related training programs are offered throughout the year. The City Management Problem Solving Clinic is designed to educate and support individuals in city management positions on relevant issues. Two William “King” Cole workshops provide an opportunity for training in the fundamentals of city management.

- **Programs** – TCMA annually awards the Clarence E. Ridley Scholarship to a graduate student enrolled in a public administration program or closely related field. Additionally, TCMA, in conjunction with the Texas State University-San Marcos Public Services Academy, offers an annual fellowship to a Texas city manager to attend the entire Barney L. Knight Texas Certified Public Manager (CPM) Program. Other programs include internships, mentoring and coaching, and scholarship programs to assist members attending TCMA educational events.
- **Texas Foundation for Local Government** – The mission of this Foundation is “to strengthen communities through innovative, effective educational programs for local officials, citizens, and children.” The current focus is the education of young people about the workings and benefits of city government through the program *Our Town, Texas*. More information about this program is available at: www.ourtowntexas.org.

TCMA COMMITTEES

Budget and Planning Committee

Board Members Only - TCMA Executive Committee Guides the development of the Association and the Foundation's budgets and services plans for recommendation to the respective Boards.

Ethics Committee

Administers the TCMA Code of Ethics and Rules of Enforcement. Upon request, assists ICMA with fact-finding activities in cases involving ICMA members from Texas. Assists in the development and monitoring of ethics training for the TCMA membership.

Membership Committee

Encourages membership in TCMA; assists with the interpretation of membership policies; assists with monitoring membership delinquencies; communicates to members and non-members the variety of TCMA services; oversees the membership programs such as the *Management Messenger* and the printed and on-line directories; oversees the Professional Awards Program; oversees the Association's scholarship programs - Ridley, CPM/Knight, TCMA AC New Professionals, and travel stipends. Develops, implements, and maintains programs for improving communication/relations with elected officials, ICMA, assistants groups, and the press.

Nominating Committee

Oversees the election of statewide TCMA officer positions and coordinates recommendations from the Association for appropriate ICMA officer positions. Examines merits of proposed changes to the TCMA constitution. Must be a Full member to serve.

Professional Development Committee

Develops programs using the TCMA Educational Plan; coordinates logistics and develops programs for TCMA educational events; helps prepare the membership for constructive changes in the profession by enhancing the value of TCMA's professional development opportunities.

MEMBERSHIP CATEGORIES AND DUES

Membership in TCMA is available in five categories: Full, Associate, Cooperating, Student/Intern, and Special. Dues for new members joining TCMA from July to December will be assessed at one-half the annual rate.

Please note that all those applying for membership in TCMA must include on the application one endorsement from either a Full, Life, or Distinguished member. Beginning July, 2008, all new applicants must complete the online ethics training at www.esslearning.com/tcma. A copy of the certificate of completion must accompany your application.

FULL MEMBER – A city administrator or city manager, deputy or assistant city manager, COG director, deputy or assistant COG director, or anyone who is certified by both the prospective member's city manager and region as performing the duties of a deputy or assistant city manager or COG director. **Dues annually are \$3 for each \$1,000 base salary.**

ASSOCIATE MEMBER – An assistant in the city manager's office, or assistant in the deputy or assistant city manager's office, a department director or head who has co-signed a statement with the prospective member's current city manager or COG director that the individual intends to pursue a city management career, or an assistant within a city or COG department who has secured the same kind of statement. **Dues annually are \$2 for each \$1,000 base salary.**

COOPERATING (NON-VOTING) MEMBER –

LEVEL I: An individual employed in the private sector; an individual from another public entity (such as a county, public agency, or special authority/district); or an individual residing outside Texas. **Dues annually are \$100.**

LEVEL II: A person employed by a university. **Dues annually are \$40.**

LEVEL III: A former member of good standing who has retired from the profession and is not seeking employment; a department director or head who does not secure a co-signed statement; a department Assistant who does not secure a co-signed statement; a city or COG employee who is not eligible for associate membership; or an individual from a non-recognized city or COG. **Dues annually are \$25.**

STUDENT/INTERN MEMBER – An individual who is registered as a student in a college or university public administration program with an emphasis in urban management; or any individual who is serving as an intern within a city, COG, county, public agency, special authority/district, or related local government entity. Persons joining in this category pay only \$35 for the online ethics training and dues \$25 annually thereafter.

SPECIAL MEMBER –

LIFE: A retired individual unanimously chosen by the Board of Directors because of distinguished public service to local government. **No dues are paid.**

DISTINGUISHED: An individual unanimously chosen by the Board of Directors who has made outstanding contributions to the management profession and to good local government and whose years of distinctive service and contributions have been particularly beneficial to the Association and to the council-manager plan. **No dues are paid.**

TCMA CODE OF ETHICS

Guidelines to these ethical tenets, as well as applicable rules of procedure for enforcement, are available on the TCMA Web site (www.tcma.org) in the Program section.

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward urban affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit, so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.



TEXAS CITY MANAGEMENT ASSOCIATION

Application for Membership

PERSONAL INFORMATION

Name _____ Work Phone _____

Title _____ Work Fax _____

City/Organization _____ Spouse's Name _____

Address _____ Date of Birth _____

City/State/Zip Code _____ *Annual Base Salary _____

E-mail Address _____ * Required for Full and Associate Memberships

EDUCATION (UNDERGRADUATE AND GRADUATE)

Degree	Institution	State	Year Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE (PLEASE BEGIN WITH YOUR MOST RECENT POSITION.)

From	To	Position Title	Employer	State
Month/Year	Month/Year			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MEMBERSHIP CATEGORIES I am eligible to join the Texas City Management Association in the category indicated below:

- Full (Dues annually are \$3 for each \$1,000 base salary.) Associate (Dues annually are \$2 for each \$1,000 base salary.)
- Cooperating I (Dues annually are \$100.) Cooperating II (Dues annually are \$40.) Cooperating III (Dues annually are \$25.)
- Student/Intern (Proof of online ethics training completion at www.esslearning.com/tcma is required. Dues \$25 annually thereafter.)

Dues for new members joining TCMA from July to December will be assessed at one-half the annual rate.

ENDORSEMENT Please note that all those applying for membership in TCMA must include on this application one endorsement from either a Full, Life, or Distinguished member.

ENDORSEMENT:

I am a Full, Life, or Distinguished TCMA member and acknowledge discussing the Code of Ethics with this applicant.

Name _____

Title and City _____

Signature _____

Statement of Intent and Employer's Signature

(This statement is required for certain Associate membership applicants only and should be signed by the applicant's current city manager/COG director.)

The applicant intends to become a city manager and is applying for Associate membership. We both understand that, upon acceptance of membership, voting privileges in TCMA will be granted only if this Statement of Intent is signed.

Signature _____ Date _____

APPLICANT'S SIGNATURE

I have completed the online ethics training at www.esslearning.com/tcma and agree to abide by the TCMA Code of Ethics and the TCMA Rules of Procedure. **(Please note that this application will be returned to you if payment and a copy of the ethics training certificate of completion are not enclosed, if the application is incomplete, and/or the required endorsement is not included.)**

Enclosed is my payment of \$_____ for annual dues through December 31.

Signature _____ Date _____

MAIL THIS COMPLETED APPLICATION (Including endorsement and a copy of the ethics training certificate of completion) TO:



TCMA

1821 Rutherford Lane, Suite 400
Austin, Texas 78754-5128

FAX THIS APPLICATION WITH CREDIT CARD INFORMATION TO: 512-231-7495

CREDIT CARD PAYMENTS:

MasterCard Visa Am Ex Discover

Cardholder's Name (Please Print) _____ Acct# _____

Signature _____ Exp. Date _____

FOR TML OFFICE USE ONLY:

Business Check _____ \$ _____

Personal Check _____ \$ _____

Total \$ _____

Batch No. _____

Id# _____