

By-laws of the Region 7 Texas City Management Association

Rev. 07-19-2013

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Texas City Management Association Region 7 By-laws

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**Region 7 By-
Laws
Texas City Management
Association**

I. Organization Name

Region 7, Texas City Management Association

II. Purpose

- To provide a forum for exchange of ideas and information among managers in urban management.
- To ensure that the ideas of Region 7 are communicated to the Texas City Management Association (TCMA) Board.
- To provide opportunities for professional development and advancement of the local government management profession.
- To contribute to the understanding and resolution of local government issues.

III. Region 7 Membership

Membership in Region 7 shall be classified as either Voting or Non-Voting. All members must be employed or reside in the area corresponding to the boundaries of Region 7.

A. Membership Classifications:

1. Voting Member: Members who maintain a concurrent membership in TCMA shall be considered a Voting Member of Region 7. Voting members may make, second, and vote on motions and fully participate in Region 7 chapter activities, including the election of the Region 7 officers of President, Vice President, Secretary and Treasurer. Only a Voting Member who is classified as a Full Member in TCMA may hold an officer position or vote for the position of Director. Collectively, the Voting Members of Region 7 form the "Voting Membership".
2. Non-Voting Member: Members who are not members of TCMA shall be considered Non-Voting members of Region 7. Non-voting members are not eligible to hold office in Region 7 or vote.
3. Student Attendees: Current undergraduate or graduate level students with an interest in local government are welcome to attend Regular Meetings. They are ineligible to hold office or vote for matters within Region 7.

B. Financial Considerations:

1. Annual dues in the amount of \$25.00 shall be paid each fiscal year by both Voting and Non-Voting members. Student Attendees do not have to pay annual dues. The

initial \$25.00 payment shall be made upon application of membership; all renewals must be paid each year by December 31.

2. Individuals or organizations may provide additional financial support to Region 7 beyond the regular dues, if desired.
3. The Voting Membership may provide for other financial payment options to include, but not limited to annual payment for membership and/or lunches, forms of payment, and so forth. Such options shall be evaluated by the Executive Committee for practicality, manageability, feasibility and so forth, and brought forth in a form of a recommendation to the Voting Membership for a vote. A simple majority of the votes cast by Voting Members in attendance will be required for passage or rejection.
4. Financial considerations may be considered by the Executive Committee to pass through any costs to the membership associated with, to include but not limited to, lunches, special events and so forth in order to compensate for any incidental or unforeseen costs that may occur. The Executive Committee may consider options to include, but not limited to passing through any costs to the individual member associated with, to include but not limited to, increase costs in lunches, increase costs in tickets to special events, no attendance to functions that require meal reservations and the like, or subsidize costs by fund balance.

C. Guests:

1. Individuals who are not members of Region 7 may attend any meeting as a "Guest", regardless of eligibility for membership. Guests may participate in discussions and activities of Region 7, but shall have no voting rights.

IV. Organization Structure (Terms, Officers, and Duties)

A. Officers, Terms and Duties:

All office terms will commence at the next regularly scheduled meeting after the Annual TCMA Conference. The office of President, Vice-President, Past President and Director in Region 7 must be classified as Region 7 Voting Members and Full Members in the State TCMA organization. The office of Secretary and Treasurer may be either Full or Associate Members in the State TCMA organization.

1. President:

- (i) The President shall be elected for a two (2)-year term. The President shall have previously served as the Vice-President of Region 7.
- (ii) The duties of the President will include presiding at each meeting, coordinating the activities of the organization and its task

forces, serving as chair of the Executive Committee, and representing the organization in its various activities.

- (iii) The outgoing President shall be responsible for conducting the election of, new officers of Region 7.
- (iv) The President shall have the authority to appoint task forces for such purposes as he or she deems fit, and may be an ex-officio member of those task forces.

2. Vice-President:

- (i) The Vice-President shall be qualified and elected in the same manner and for the same term(s) as the President.
- (ii) The Vice-President shall serve as Acting President whenever required by the temporary absence of the President.
- (iii) The Vice-President shall be a regular member of the Executive Committee of Region 7.
- (iv) The Vice-President shall coordinate outreach services for Region 7 members in transition.
- (v) Other duties as assigned by the President.

3. Secretary: *Ref. appendix for additional detail*

- (i) The Secretary shall be elected for a two (2)-year term.
- (ii) The Secretary shall be responsible for maintaining and preparing agendas and minutes, distributing Region 7 mailings, and assisting the President as otherwise needed.
- (iii) The Secretary shall be a regular member of the Region 7 Executive Committee.
- (iv) Other duties as assigned by the President

4. Treasurer: *Ref. appendix for additional detail*

- (i) The Treasurer shall be elected for a two (2)-year term.
- (ii) The Treasurer shall be responsible for collecting and disbursing funds and assisting the President as otherwise needed.
- (iii) The Treasurer shall submit financial reports to the membership at each meeting.
- (iv) The Treasurer shall be a regular member of the Region 7 Executive Committee.
- (v) Other duties as assigned by the President

5. Director:

- (i) The Director of Region 7 shall have served as President of Region 7. The term of office for Director is two (2) years, and no director shall serve more than one full-two-year term. As established by the Constitution of the Texas City Management Association, the term for the Director of Region 7 must expire on odd-numbered years. The name of the new Region 7 director must be submitted to the TCMA

President no later than January 31.

- (ii) The Director shall represent Region 7 at all State TCMA Board Meetings.
- (iii) The Director shall be a regular member of the Region 7 Executive Committee.

6. Past President:

- (i) The outgoing Past President shall serve as an advisory role to Region 7.
- (ii) The duties of the Past President will include advising the current President and other officers and assist the current President with roles and responsibilities.

B. Executive Committee

1. Composition & Responsibilities:

- a. The Executive Committee is composed of the President, Vice-President, Secretary, Treasurer, a Past-President of the Region and current Director.
- b. The Executive Committee shall be responsible for:
 - i. the coordination and review of activities of the various task forces;
 - ii. the review of programs and proposals of potential interest to the membership of Region 7;
 - iii. the formulation of a recommended plan of activities for the fiscal year; and,
 - iv. to review and make recommendations on information from any ad-hoc committees prior to membership review.

2. Objectives:

- (i) To increase coordination and participation with managers concerned with urban problems in all levels of government.
- (ii) To promote a greater role for this organization within the existing professional organizations concerned with urban problems and in the State TCMA organization.
- (iii) To facilitate the development and coordination of programs and proposals which address the needs of the membership of Region 7 and which demonstrate a professional, results-oriented approach to problem solving and/or problem prevention.
- (iv) To review and make recommendation on information from any ad-hoc committees prior to going before the membership

V. Voting & Elections

A. Election to Office:

1. Each year, or as deemed necessary, the President shall appoint a Nominating Committee made up of the preceding Past-President and two members selected from the membership to select the new Treasurer and/or any vacant office. The Nominating Committee shall submit a proposed slate of officers at the regular January chapter meeting. At that time, Voting Members may make and second additional nominations from the floor. Nominees must be classified as Full Members in the State TCMA organization.
2. The election of officers shall be held at the regular January chapter meeting. Nominees must receive a simple majority of the votes cast, or a run-off election will be held. All Voting Members in attendance are eligible to vote in the election of the officers.
3. Unless an election is needed to fill a vacancy, ratification of the officers slated for the next officer position by order of succession, Section V(B)(3), shall be held at the regular January chapter meeting. All Voting Members in attendance are eligible to vote in the ratification of the officers by simple majority of the Voting Membership present at the meeting.
4. Approval of recommendations, resolutions, and procedural motions shall be given by a simple majority of the votes cast by the Voting Membership in attendance.

B. Removal from or Vacation of Office:

1. The criteria and procedure for removing the Director, President, Vice-President, Secretary, or Treasurer from office will be the same for Region 7 as established by the Constitution of TCMA.
2. In the case that an officer is removed from office by the Voting Membership, a member shall make a motion to appoint a qualified member to fill the unexpired term of the officer. After a second of the motion is received, a simple majority of the Voting Membership in attendance in favor of the motion is necessary to fill the vacancy.
3. If an office is vacated for any reason, other than the removal of office by the Voting Membership, the vacated position(s) shall be filled according to the following order of succession:

Treasurer-> Secretary -> Vice President-> President

4. In the event of a vacancy at the Director level, the position shall be filled first by

the Immediate Past President. If the immediate Past President is not able to serve, the Executive Committee shall consider the issue and make an appointment. The remaining officer position(s) shall be filled in accordance with subsection (B) (3) set forth herein.

5. In the event of multiple vacant position(s), the Voting Membership may elect to hold a special election at a regular or special-called Region 7 meeting. Nominations will be accepted from the floor and a simple majority vote of the Voting Members in attendance is necessary to elect. In this situation, the Voting Membership in attendance may elect, by simple majority, to suspend Section V for the sake of electing Voting Members to office.

C. Revision of By-laws:

The Revision of the By-laws of Region 7 shall be accomplished through the following procedure:

1. Recommended revisions shall be printed and distributed to the membership prior to the meeting at which they will be voted upon.
2. Acceptance or rejection of such revisions will be determined by a simple majority of the votes cast by Voting Members in attendance.

VI. Meetings

- A. The President and/or Executive Committee shall determine the time and place for the regular and special meetings of Region 7.
- B. The Revised Edition of Robert's Rules of Order shall guide meetings.

VII. Effective Date

These revised bylaws were approved for adoption by the Voting Membership on January 18, 2019:



Micah Grau
President, TCMA Region 7

2018 By-laws Committee Members:

Katherine Caffrey, Chair	James Fisher
Trey Fletcher	David Mitchell
Karen Daly	Kara Escajeda
Chris Whittaker	

APPENDIX

Secretary Duties

TCMA Region 7

1. Monthly Meeting

- a. Coordinate with hosting city.
- b. Email invitations and directions about the monthly meetings.
- c. Receive the RSVP's.
- d. Prepare a list of the RSVPs/Sign-in Sheet.
- e. Make sure people Sign-in.
- f. Take minutes of the meeting to present at the next month's meeting for approval.

2. Membership

- a. Coordinate with Treasurer to send annual application/renewal forms in September to TCMA members, administrators, managers and assistants that work in the TCMA Region 7 area.
- b. Collect applications.
- c. Keep records of members.
- d. Keep list of TCMA members, administrators, managers and assistants that are not members.

3. Records

- a. Maintain current year's records for:
 1. Membership
 2. Monthly meetings
 - a. Agenda
 - b. Directions
 - c. Sign-in Sheet
 - d. Minutes
- b. Destroy records by following the records retention policy. Records will be kept for the current year and one previous year.
- c. Other duties as assigned by the President.

Treasurer Duties

TCMA Region 7

1. Financial Duties
 - a. Write checks for expenditures.
 - b. Make deposits from Regular Meetings within 7 business days. Annual Membership deposits should be made in frequent batches.
 - c. Prepare and present monthly Financial Report
 - d. The Treasurer shall keep the Region's checks, cash and other sensitive financial materials in a locked location when not in use.
 - e. Other duties as assigned by the President.

2. Monthly Duties
 - a. Coordinate with Secretary on RSVPs for the meeting.
 - b. Order the food for the monthly meeting.
 - c. Collect fees for monthly meeting meal.

3. Membership
 - a. Coordinate with Secretary when annual application/renewal forms are sent in September to TCMA members, administrators, managers and assistants that work in Region 7 area to collect Region 7 dues.
 - b. Collect dues.

4. Records
 - a. Maintain current year's financial records.
 - b. Destroy records by following the records retention policy. Records will be kept for the current year and one previous year.

Policy and Procedure for
Changing Officers

TCMA Region 7

1. President creates a Nomination Committee to make recommendations for next year's officers.
2. Nomination Committee reports recommendation to the President.
3. President takes Nomination Committee recommendation to the Region and asked for additional nominations.
4. Region votes for new officers (minutes should be taken at this meeting and approved at the next regional meeting).
5. The Past Secretary and Treasurer should provide the following information to the new Secretary and Treasurer:
 - a. Letter requesting Signatory Change and Address Change for bank account (this letter should be signed by all current signatories);
 - b. Minutes from the meeting that approved the new officers; and,
 - c. The Historical Documents for TCMA Region 7.
6. The outgoing Treasurer should get a new signature card for the new officers.
7. The Secretary should follow the Document Retention Policy for TCMA Region 7.