



**TCMA**



**MEMBERSHIP  
APPLICATION**

## ABOUT TCMA

The Texas City Management Association (TCMA) is an organization of local government professionals dedicated to promoting the highest standards of governance, service, leadership, ethics, and education while embracing individual and regional diversity for the benefit of our membership and the cities of Texas.

TCMA is member driven, ethical, and inclusive; committed to the council-manager form of government; dedicated to effective partnerships with elected officials; devoted to the professionalism of our organization and members; determined to provide quality service to our membership and the cities we serve.

## TCMA COMMITTEES

TCMA has eight committees. Each committee is dedicated to promoting professional standards, exchange of information, integrity, and efficiency in city government. The Committees include **Budget and Planning, Advocacy, City Managers of Tomorrow, Ethics, Membership, Nominating, Professional Development, and TCMA Allies**. For more information about each committee, please visit the TCMA website at [www.tcma.org](http://www.tcma.org).

## MEMBERSHIP BENEFITS AND SERVICES

### 1. Annual Conference

TCMA meets regularly each year at its annual conference in early summer. The conference provides educational and networking opportunities. Members discuss current trends in city management and related fields.

### 2. Specialized Training

Management-related training programs are offered throughout the year. The City Management Clinic is designed to educate and support individuals in city management positions on current and relevant issues. Two William “King” Cole workshops provide an opportunity for training in the fundamentals of city management.

### 3. Regional Meetings

Regional meetings provide opportunities for continued professional growth and networking. They are usually held at least quarterly (though activity varies among the ten TCMA regions).

### 4. Publications

Members receive the *Management Messenger* monthly. This online newsletter features articles about developments in Texas cities and pertinent happenings within TCMA. The TCMA Membership Directory is available online and contains biographical information about TCMA members. Other publications available to members are listed in the Publications section of the TCMA website at [www.tcma.org](http://www.tcma.org).

### 5. Senior Advisor Program

This program provides a confidential source of outside counsel to TCMA members who request assistance with personal and professional issues. Discussion topics include working with mayors and councils, overall management questions, and career development counseling. They provide a unique source of outside counsel to TCMA members. Senior advisors are friends, colleagues, and counselors to the profession-not consultants.

### 6. Salary Survey

A salary survey is conducted annually for members with full membership status. The survey provides valuable salary and benefit information.

### 7. Coaching Program

This program is designed to assist senior managers grow talent and initiate staff development throughout their organization. A Coaches Gallery assists emerging leaders foster relationships with seasoned managers and develop knowledge and skills in local government management. Free webinars are also available for members and their staff.

### 8. Career Assistance

The TCMA website provides access to the Career Center hosted by the Texas Municipal League. TCMA In-Transition Services include a list of members who are currently in-transition and contact information for the support team. A list of search firms and online job search information is also available.

### 9. Scholarship Programs

TCMA annually awards the Clarence E. Ridley Scholarship to graduate students enrolled in a Texas public administration program or closely related field.

TCMA, in conjunction with the William P. Hobby Center For Public Service at Texas State University-San Marcos, offers an annual fellowship to a TCMA member to attend the entire Barney L. Knight Certified Public Manager (CPM) Program.

Leadership Development Scholarships are awarded and can be applied to a variety of eligible programs.

Scholarships are awarded annually to assist local government management professionals attend the TCMA Annual Conference.

The Tom Muehlenbeck Scholarship is available to a TCMA members' dependent child who is a high school graduating senior and has been accepted to a Texas college or university.

### 10. Managers in Residence Program

This program connects institutions of higher education and students with city management practitioners. The program provides knowledge and skills for a successful career in local government management and leadership.

### 11. Financial Planning and Employment Agreement Services

TCMA partners with a third party to provide personalized financial planning and employment agreement services.

### 12. Behavioral Health Services

The challenges of the city management profession can be draining, weigh heavy, and take a toll on mental health including added stress on families. TCMA partners with a third party to provide support during difficult and stressful times.



## MEMBERSHIP CATEGORIES AND DUES

Membership in TCMA is available in five categories: Full, Associate, Cooperating, Student, and Special. Dues for new members joining 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. All new applicants must complete, within the last 12 months, the online ethics training or proof of attendance at the William “King” Cole 1 workshop. A link to the online ethics course is available in the Benefits & Resources section of the TCMA website, located at [www.tcma.org](http://www.tcma.org). A copy of certificate of completion must accompany your application.

### Application Approval Process

The current Board policy requires that names of new member applicants be published each month in the TCMA newsletter. Any written objection during the subsequent 30-day period will be reviewed by the TCMA Membership Committee. If no objections are received during this time, the names will be submitted to the TCMA Executive Committee for approval.

### 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. Or those individuals who meet the following criteria per the TCMA Constitution Article V, Section 1, B, 3. can be classified as an Associate member. *Any person who fills a position as a department director, department head, or an assistant within a city or council of governments (COG) department and has obtained a statement co-signed with their current city manager/city administrator or COG director indicating a continued interest in pursuing a career in city management.* **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.**

### 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.**

### STUDENT MEMBER

Please refer to the Student Membership Application.

## TCMA CODE OF ETHICS

Guidelines to these ethical tenets, as well as applicable rules of procedure for enforcement, are available on the TCMA website ([www.tcma.org](http://www.tcma.org)) in the About Us section.

1. We believe professional management is essential to efficient and democratic local government by elected officials.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees and the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
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. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.





TEXAS CITY MANAGEMENT ASSOCIATION  
**Application for Membership**

Download and save this application prior to filling it out.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Title \_\_\_\_\_ Work Fax \_\_\_\_\_

City/Organization \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ \*Annual Base Salary \_\_\_\_\_

Email Address \_\_\_\_\_ *\*Required for Full and Associate Memberships*

I am an ICMA member

**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.)

*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

Those individual who meet the following criteria per the TCMA Constitution Article V, Section 1, B, 3. can be classified as an Associate member. *Any person who fills a position as a department director, department head, or an assistant within a city or council of governments (COG) department and has obtained a statement co-signed with their current city manager/city administrator or COG director indicating a continued interest in pursuing a career in city management.*

City Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICANT'S SIGNATURE

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing I acknowledge I have completed the **online ethics training or the William "King" Cole 1 Workshop** within the last 12 months, and agree to abide by the TCMA Code of Ethics and Rules of Procedure. A link to the online ethics course is available under the Benefits & Resources section of the TCMA website, located at [www.tcma.org](http://www.tcma.org). **(Please note that this application will be returned to you if payment, copy of the ethics training certificate, and the required endorsement are not included, or if the application is incomplete.)**

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

### CREDIT CARD PAYMENTS:

MasterCard     Visa     Am Ex     Discover

Cardholder's Name (Please Print) \_\_\_\_\_ Acct# \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

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**MAIL OR EMAIL 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 or [TCMA@tml.org](mailto:TCMA@tml.org).**



### FOR TML OFFICE USE ONLY:

Business Check \_\_\_\_\_ \$ \_\_\_\_\_

Personal Check \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Batch No. \_\_\_\_\_ Id# \_\_\_\_\_