

BY-LAWS OF THE REGION 8, TEXAS CITY MANAGEMENT ASSOCIATION

I. Organization Name

Region 8, Texas City Management Association

II. Purpose

The purpose of the Association shall be to promote the proficiency of city managers and other urban administrators and aid in the improvement of municipal administration in Texas.

III. Membership

1. Membership shall coincide with Article V of TCMA Constitution dated January 1, 1978.

2. Geographic Limitations:

The organization's membership must be employed or reside in the area corresponding to Texas City Management Association, Region 8.

3. Organizational Affiliations:

Members are encouraged to become affiliated with organizations that promote professionalism in public administration, including but not limited to GFOAT, TMCA, TPWA, UMAST, TCMA and ICMA.

4. Termination of Membership:

Shall coincide with Article V, Section 5 of TCMA Constitution dated January 1, 1978, except as otherwise stated herein.

- a. A member permanently leaving the geographic area of Region 8, TCMA shall have the option of terminating membership or becoming a dues-paying associate member.

5. Financial Considerations:

- a. The fiscal year shall begin January 1 of each year.
- b. Annual Dues shall be levied at the rate approved at Annual TCMA Conference for both full and associate members. Dues shall be

payable thereafter, or upon application for membership. Invoices for dues will be mailed out to membership after January 1.

- c. Individuals or organizations may provide additional financial support to the Association beyond the regular dues, if desired.
- d. Mailings of the TCMA meeting notices and other materials may be made to non-members at the discretion of the President or other officers.

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

- 1. Term: All terms will commence with the adjournment of the Annual TCMA Conference.
- 2. Officers:
 - a. President
 - (1) The President shall have been a member of the Association for a period of at least one year and shall have either served as a Regional Officer or attended a majority of the Region 8 meetings during the previous year. The President shall serve for a one-year term and may not be elected as President for two consecutive terms.
 - (2) The duties of the President shall include presiding at each meeting, coordinating the activities of the organization and its Task Forces or subcommittees and representing the organization in its various activities.
 - (3) The President shall serve as an ex-officio member of all Association Task Forces or subcommittees and chairman of the Association's Executive Committee.
 - (4) The outgoing President shall be responsible for holding the election of new officers of the Association.
 - (5) The President shall have the authority to appoint Task Forces or subcommittees for such purposes, as he or she deems fit, if not inconsistent with the general purposes of the Association. The Task Force Chairman must be from the membership.
 - (6) Each year, the President shall appoint a Nominating Committee made up of the preceding Past-President, one additional Past-President, and one full member selected from

the membership. The Nominating Committee shall submit a proposed slate of officers to the membership at the meeting immediately preceding the Annual TCMA Conference.

b. Vice-President

- (1) The Vice-President shall be qualified as a member of the Association for a period of at least one year and elected in the same manner and for the same term as the President.
- (2) The Vice-President shall serve as Acting President whenever required by the temporary absence of the President.

c. Secretary-Treasurer

- (1) The Secretary-Treasurer shall be responsible for the mailing of invoices, collection and disbursements of funds, maintenance and preparation of agendas and minutes, distribution of Association mailings, maintenance of a current database of the membership and assistance to the President as otherwise needed.
- (2) The Secretary-Treasurer shall submit quarterly and annual financial reports to the membership.
- (3) The Secretary-Treasurer shall be a regular member of the Association's Executive Committee.

d. Director

- (1) The Director of Region 8 shall be qualified as a member of the Association for a period of at least one- year and elected in the same manner as the President except for a term of two years, expiring on even-numbered years. The Director shall represent Region 8 at State TCMA Board Meetings.

3. Executive Committee:

a. General Responsibilities

The Executive Committee, composed of the President, Vice-President, Secretary-Treasurer, and Director, shall be responsible for the coordination of the activities of the various Task Forces and subcommittees, for the review of programs and proposals of potential interest to the membership of the Association, and for the formulation of a recommended plan of activities for the fiscal year.

The Executive Committee may approve expenditures on behalf of the Association including expenses for the President or Director.

- b. All members of the Executive Committee will maintain the required Ethics training and are required to submit proof of training to the Director upon their election.
- c. The objective of this Committee shall be the furtherance of the stated TCMA Purpose.

V. Voting and Elections

Shall coincide with Article III, Section 2 of the TCMA Constitution dated January 1, 1980.

1. Each member shall be eligible to vote in both the election and removal of officers
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2. Nominations of the Association's officers shall be made at the meeting immediately preceding the Annual TCMA Conference. Nominations may be made and seconded from the floor as otherwise herein voted. Nominees must win by a majority of those eligible voters present and voting, or a run-off election will be held.
3. All office holders in Region 8 must be classified as active members in the State TCMA Organization.
4. Approval of recommendations, resolutions, and procedural motions shall be by a simple majority of the votes cast by the voting members in attendance.
5. Removal from office of the Director, President, Vice-President or Secretary-Treasurer must comply with the following procedures:
 - a. Such action must be initiated at a regular meeting of the Association by a motion for removal from a voting member. If the motion receives a second, a two-thirds vote of those eligible voters in attendance in favor of the motion is necessary. A majority of full members shall constitute a quorum in such cases.
 - b. In the case that the Director, President, Vice-President, or Secretary-Treasurer is removed from office by the voting membership, a motion from a voting member to appoint a qualified full member to fill the unexpired term of the officer, a second of the motion, and a simple majority of those eligible voters in attendance in favor of the motion is necessary. A majority of member cities shall constitute a quorum in such cases

6. 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 with the next position in line. For instance, if the President's office is vacated, the Vice President is moved up to President, the Secretary-Treasurer is moved up to Vice President, and an election is held for the Secretary-Treasurer's office. The election will be held at the next regular meeting of the Association. Nominations will be accepted from the floor and a majority vote of those eligible voters in attendance is necessary to elect.
7. Revision of By-laws shall be accomplished through the following procedures:
 - a. Recommended revisions have to be printed and distributed to the membership prior to the meeting at which they will be voted upon.
 - b. Acceptance or rejection of such revision will be determined by a simple majority of the votes cast by those eligible voters present.

VI. Meetings

1. The President and/or Executive Committee shall determine the time and place for the Association's regular meetings and special meetings.
2. Meetings shall be governed by the Revised Edition of Robert's Rules of Order.

VII. These By-Laws were revised at the regularly scheduled meeting in March 2011, and were made effective that date.