

TCMA Guidelines for Regional Presidents

Background: An objective of the 2015 Strategic Plan was to clarify the role of TCMA regions and their value, including the creation of guidelines to improve communication between the Regional Directors and Presidents. On April 24, 2015, the TCMA Board approved the following guidelines:

Assist with the elections of the Regional Board Director

- Regions bearing odd-numbered designations shall expire on odd-numbered years, and the terms of Directors from regions bearing even-numbered designations shall expire in even-numbered years.
- Elections are to be held by January 31 per the TCMA Constitution (Article III, Section 2B).
- Promptly inform TCMA President-Elect and TML staff who will serve as Regional Board Director.

Promptly inform the TCMA President-Elect and TML staff who will serve as Regional President by the deadline provided by TML staff, preferably in conjunction with the Regional Board Director.

Appoint a region representative to serve on a TCMA Committee by the deadline provided by TML staff.

Schedule one ethics training.

Provide TCMA Committee/Task Force and Board reports at each regional meeting.

- Board minutes will be posted on the TCMA website prior to formal Board approval and noted as “Pending Board Approval.”
- Committee/Task Force reports will be posted on the TCMA website.

Promote the Senior Advisor, Coaching, and Professional Awards Programs.

Ongoing Tasks and Additional Guidelines/Information

Contact new city management appointees. Periodically, TML staff will send a copy of letter(s) sent to TCMA members who have received new city management appointments within their respective region. Region Presidents should contact and welcome each individual.

Contact new members. Monthly, TML staff will send a copy of letters sent to new members within their respective region. Region Presidents should contact and welcome each individual.

Contact delinquent members. Annually, TML staff will provide a list of delinquent members and their contact information. Region Presidents should use this list to maintain membership.

Contact Members in Transition.

Designate a Regional member(s) to establish and develop relationships with universities within the Region. These individuals should promote professional city management and be representatives as practitioners in the field. Students should be encouraged to join TCMA. In addition, support existing ICMA Student Chapters at Texas universities and help establish future Chapters. A TCMA member who is also an ICMA member is to serve as the member manager for the Chapter. For more information on ICMA Student Chapters, visit www.icma.org and click the following links: Career>Network>Students & Teachers>Student Chapters.

Coordinate with the TCMA President, a time to visit each region. Funds are available to assist with a meal or reception. Contact TML staff for details.

Encourage training. Funds are available to assist with training on a first come first serve basis. An application for funds is on the TCMA website under the link “Regions.”

Develop bylaws. A template for bylaws has been created and resides on the TCMA website under the link “Regions.” The template is to assist those regions that do not have bylaws and chose to develop a set, or those regions choosing to update their current bylaws.