

**By-laws
of the
Region 7
Texas City Management
Association**

Rev. 7-19-2013

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:

Memberships 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 President, Vice President and Secretary-Treasurer. Only voting members who are classified as Full Members in TCMA may hold office or vote for the position of Director.
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.

B. Financial Considerations:

1. Annual dues in the amount of \$25.00 shall be paid each year by both Voting and Non-Voting members. 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 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 terms will commence at the next regularly scheduled meeting after the Annual TCMA Conference. All office holders in Region 7 must be classified as Region 7 Voting Members and Full members in the State TCMA organization.

1. President:

- i. The President will 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 have previously served as the Secretary.
- iii. The Vice-President shall serve as Acting President whenever required by the temporary absence of the President.
- iv. The Vice-President shall be a regular member of the Executive Committee of Region 7.

- v. The Vice-President shall coordinate outreach services for Region 7 members in transition.
 - vi. Other duties as assigned by the President.
3. Secretary:
- i. The Secretary shall be qualified and elected in the same manner and for the same term(s) as the President.
 - ii. The Secretary shall have previously served as the Treasurer.
 - iii. The Secretary shall be responsible for maintaining and preparing agendas and minutes, distributing Region 7 mailings, and assisting the President as otherwise needed.
 - iv. The Secretary shall be a regular member of the Region 7 Executive Committee.
 - v. Other duties as assigned by the President
4. Treasurer:
- i. The Treasurer shall be qualified and elected in the same manner and for the same term(s) as the President.
 - ii. The Treasurer shall be responsible for collecting and disbursing funds and assisting the President as otherwise needed.
 - iii. The Treasurer shall submit quarterly and annual financial reports to the membership.
 - 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 may 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 the Region 7.
 - ii. The Past President shall serve for a two (2)-year term or until such time he/she is selected to serve as Director of Region 7.
 - iii. 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. General Responsibilities:

The Executive Committee, composed of the President, Vice-President, Secretary, Treasurer, and Director, shall be responsible for the coordination and review of activities of the various task forces, for the review of programs and proposals of potential interest to the membership of Region 7, for the formulation of a recommended plan of activities for the fiscal year, and 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 and 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 vacation of office . The Nominating Committee shall submit a proposed slate of officers at the regular January chapter meeting. At that time 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 otherwise an election is needed, 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 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 members 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 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 members 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

In the event of a vacancy at the Director level, the position shall be filled first by the Immediate Past President. If no Immediate Past President is able to serve, the current President shall fill the unexpired term. The remaining officer position(s) shall be filled in accordance with subsection (B) (3) set forth herein.

4. 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. The Voting Membership in attendance may elect by simple majority to suspend Section V. *Voting and Elections* 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 members in attendance.

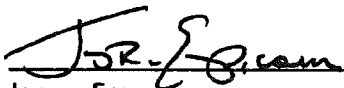
VI. Meetings

- 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 govern meetings.

VII. Effective date

Revised bylaws approved for adoption on July 19, 2013.

Approved by:



James Earp
President, TCMA Region 7

07.19.13
Date

By-laws Committee Members:

Brian LaBorde, Chair
Manuel De La Rosa
Katherine Woerner
Joshua Selleck
Rebecca Kennedy

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 and 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
 1. Membership
 2. Monthly meeting
 - a. Agenda
 - b. Directions
 - c. Sign-in Sheet
 - d. Minutes
 - b. Destroy records by following the records retention policy
 - c. Other duties as assigned by the President

Treasurer Duties

TCMA Region 7

1. Financial Duties
 - a. Write checks for expenditures
 - b. Make deposits
 - c. Prepare and present monthly Financial Report
 - d. 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
 - d. 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.
 - a. Collect dues
4. Records
 - a. Maintain current year's records
 1. Financial
 - b. Destroy records by following the records retention policy

SOP 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 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.
 - c. The Historical Documents for TCMA Region 7 (otherwise known as "The Box")
6. The Treasurer should get a new signature card for the new officers.
7. The Secretary should follow the Document Retention Policy for TCMA Region 7.