



TEXAS CITY MANAGEMENT ASSOCIATION

1821 RUTHERFORD LANE, SUITE 400, AUSTIN, TEXAS 78754-5101

512-231-7400 • 512-231-7494/95 • www.tcma.org

President

Paulette Hartman
Assistant City Manager
City of North Richland Hills

President-Elect

David Harris
City Administrator
City of Balcones Heights

Vice President

Chris Coffman
City Manager
City of Granbury

Immediate Past President

Julie Couch
Town Manager
Town of Fairview

TML Board Representative

Michael Ross
Assistant City Manager
City of Fulshear

Region 1 Director

Randy Criswell
City Manager
City of Canyon

Region 2 Director

Michael Marrero
Deputy City Manager
City of Odessa

Region 3 Director

Keith Selman
City Administrator
City of Clyde

Region 4 Director

Paul Stevens
City Manager
City of Waxahachie

Region 5 Director

John Whitson
City Manager
City of Texarkana

Region 6 Director

Kyle Jung
City Manager
City of Marvel

Region 7 Director

Jack Harper
Assistant City Manager
City of Waco

Region 8 Director

Erik Walsh
Deputy City Manager
City of San Antonio

Region 9 Director

Randy Wright
City Manager
City of Portland

Region 10 Director

Joe Vera
Assistant City Manager
City of McAllen

Director at Large

Kenneth Williams
City Manager
City of Buda

Assistants' Org. Rep.

Jason Garza
Assistant to the
Asst City Manager
City of Austin

TO: TCMA Members
FROM: TCMA Nominating Committee
DATE: December 12, 2016
SUBJECT: Nominations/Elections Timetable for 2017-2018 Officers

TCMA Statewide Offices

We are now accepting recommendations for prospective candidates for the following 2017-2018 statewide offices: **President-Elect, Vice President, and Director at Large.**

As you think about candidates for these statewide TCMA Board positions, we encourage you to consider the following factors: active involvement in TCMA, active involvement in the TCMA region, years of municipal government service, TCMA committee service, desire to serve, level of regional support, and prior TCMA Board service. The committee will consider each person's candidacy in light of the current composition of the Board and will strive to achieve a balance among such factors as geography, size of city, ethnicity, and gender.

We encourage you to familiarize yourself with the following schedule:

January 4 – A sample petition for candidacy will be posted on the TCMA Web site.

February 28 – Membership recommendations will be received (either by U.S. mail or email to the TCMA office) through this date.

March 1–10 – The TCMA Nominating Committee will meet during this time to discuss membership recommendations, verify petitions, and identify, when appropriate, the committee's selection for the ballot.

March 13–31 – Electronic ballots will be provided to the voting membership, including biographical information on each candidate and how he/she was placed on the ballot. Those voting members without email access will be mailed a printed ballot.

April 3–7 – A subcommittee of the TCMA Nominating Committee (appointed by the TCMA Nominating Committee chair) will canvass the votes.

April 17–21 – If a tie occurs, a **second** electronic ballot will be forwarded to voting members this week. Those voting members without email access will be mailed a printed ballot.

May 1 – If a **second** ballot is necessary, it must be completed and returned to TCMA headquarters by this date.

May 8–19 – If a **second** ballot is necessary, a sub-committee of the TCMA Nominating Committee (appointed by the TCMA Nominating Committee chair) will canvass the votes.

June 24 – Election results will be announced no later than the annual business meeting during the TCMA Annual Conference in Austin and through the TCMA online newsletter.

It is important to keep in mind the following Board-approved policies regarding the TCMA nominations process:

- In order to place a person's name into consideration for a Board vacancy, a member shall forward either a signed personal letter or a petition with his/her legible signature on it to the TCMA Nominating Committee in care of the TCMA staff in Austin. Petitions or letters must be signed by at least 15 FULL members, except for the at-large position which would require 15 FULL or ASSOCIATE members (see TCMA Constitution Article III, section 6C).
- Each member is limited to endorsing (by petition or letter) only one person per statewide office vacancy. Any person whose signature appears as an endorsement of more than one candidate for a statewide office shall have the endorsement deleted from each candidate's count for said office.
- The TCMA Nominating Committee is not required to provide an endorsement when there are two or more candidates who have submitted the appropriate petitions for a statewide office.
- A petitioned candidate for a statewide TCMA officer position cannot serve on the TCMA Nominating Committee.
- The petition form to be used as part of TCMA's election process will be available to prospective candidates no earlier than January of the election year.

The Nominating Committee includes Julie Couch, Town Manager, Fairview (Chair); Shane Stokes, City Manager, Pampa; Tommy Phillips, City Administrator, Seminole; Keith Selman, City Administrator, Clyde; Opal Mauldin-Robertson, City Manager, Lancaster; Mo Raissi, City Manager, Jacksonville; Joe Dickson, City Manager, Santa Fe; Scott Sellers, City Manager, Kyle; Linda Zartler, Assistant City Manager, Boerne; Sylvia Carrillo, City Manager, Aransas Pass; Joe Vera, Assistant City Manager, McAllen

TCMA Regional Board Representatives

The terms for Board representatives from TCMA regions bearing **odd-numbered** designations will end at the TCMA Annual Conference in Austin on June 25, 2017. Each of these regions is responsible for the election of its representative in accordance with the TCMA Constitution (Article III, Section 2B). **The name of the new regional director shall be submitted to the TCMA president no later than January 31, 2017.**

We appreciate the opportunity to serve TCMA and look forward to your participation in this important process.

SAMPLE PETITION

Available Positions:

President-Elect

Vice President

(Only Full members may endorse a candidate)

TO: TCMA Nominating Committee

In accordance with the most recent TCMA Constitution (Article III, Section 6C) I, being classified a _____ TCMA member, petition to have (Name) _____, (Title) _____ of (City/Organization) _____, placed in nomination for the 2017–2018 TCMA statewide office of _____. In accordance with the TCMA Constitution, the following FULL members have endorsed this nomination by signing below.

REMINDERS:

- *You may endorse only one person per statewide office.*
- *A petitioned candidate cannot serve on the TCMA Nominating Committee.*

Legible Signature of Petitioner	Title	City/Organization
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Please mail so the petition is RECEIVED by
February 28, 2017 to:
 TCMA Nominating Committee
 1821 Rutherford Lane, Suite 400
 Austin, TX 78754-5101
 FAX: 512-231-7494
 or email to kim@tml.org

SAMPLE PETITION

Available Position:
Director at Large
(Full and Associate members may endorse a candidate)

TO: TCMA Nominating Committee

In accordance with the most recent TCMA Constitution (Article III, Section 6C) I, being classified a _____ TCMA member, petition to have (Name) _____, (Title) _____ of (City/Organization) _____, placed in nomination for the 2017–2018 TCMA statewide office of _____. In accordance with the TCMA Constitution, the following FULL or ASSOCIATE members have endorsed this nomination by signing below.

REMINDERS:

- *You may endorse only one person per statewide office.*
- *A petitioned candidate cannot serve on the TCMA Nominating Committee.*

Legible Signature of Petitioner	Title	City/Organization
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**Please mail so the petition is RECEIVED by
February 28, 2017 to:**
 TCMA Nominating Committee
 1821 Rutherford Lane, Suite 400
 Austin, TX 78754-5101
 FAX: 512-231-7494
 or email to kim@tml.org