



**TEXAS CITY MANAGEMENT ASSOCIATION**

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 David Harris  
 City Administrator  
 City of Balcones Heights

**President-Elect**  
 Chris Coffman  
 City Manager  
 City of Granbury

**Vice President**  
 Kenneth Williams  
 City Manager  
 City of Buda

**Immediate Past President**  
 Paulette Hartman  
 Assistant City Manager  
 City of North Richland Hills

**TML Board Representative**  
 Michael Ross  
 Assistant City Manager  
 City of Granbury

**Region 1 Director**  
 Shane Stokes  
 City Manager  
 City of Pampa

**Region 2 Director**  
 Michael Marrero  
 Deputy City Manager  
 City of Odessa

**Region 3 Director**  
 Robert Hanna  
 City Manager  
 City of Abilene

**Region 4 Director**  
 Paul Stevens  
 City Manager  
 City of Waxahachie

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 Paul Stevens  
 City Manager  
 City of Waxahachie

**Region 5 Director**  
 David Cockrell  
 City Manager  
 City of Atlanta

**Region 6 Director**  
 Kyle Jung  
 City Manager  
 City of Manvel

**Region 7 Director**  
 James Earp  
 Assistant City Manager  
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**Region 8 Director**  
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 Deputy City Manager  
 City of San Antonio

**Region 9 Director**  
 Kevin Carruth  
 City Manager  
 City of Rockport

**Region 10 Director**  
 Joe Vera  
 Assistant City Manager  
 City of McAllen

**Director at Large**  
 Sereniah Breland  
 City Manager  
 City of Alvin

**Assistants' Org. Rep.**  
 Lauren Rose  
 Asst to the City Manager  
 City of Mesquite

**TO:** TCMA Members  
**FROM:** TCMA Nominating Committee  
**DATE:** July 25, 2017  
**SUBJECT:** Nominations/Elections Timetable for ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains

We are now accepting recommendations for prospective candidates for the ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains.

Term of service for this position is a three year commitment to commence at the close of the ICMA Annual Conference on September 23 - 26, 2018, and conclude at the close of the ICMA Annual Conference on October 3-6, 2021. TCMA's role in the election process is to provide at least two qualified candidates for consideration by the regional nominating committee prior to a general membership election. If you are currently a full member (CAO or serve in an assistant or department head position with full membership) of TCMA and ICMA, the Board hopes you will consider serving.

As you think about your candidacy, we encourage you to familiarize yourself with the petition schedule and the candidate evaluation guidelines.

**Petition for Candidacy Schedule:**

<b>July 25, 2017</b>	Notify TCMA members who are also ICMA members that nominations are being accepted for ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains
<b>September 1, 2017, 5:00 p.m.</b>	Petition Deadline
<b>October 1, 2017</b>	TCMA Executive Board Endorsement
<b>December 2, 2017</b>	ICMA Deadline for Candidates

### **TCMA Guidelines for Evaluation of Candidates:**

- A TCMA member with five years of service to the profession, with a preference to service in Texas
- Demonstration of leadership roles in TCMA preferred
- A petition with no less than 15 signatures of TCMA members who are also ICMA members
- Current TCMA Board members can petition for nomination but must recuse themselves during the TCMA Board recommendation process.

### **ICMA Guidelines for Evaluation of Candidates:**

The regional nominating committees will follow the ICMA Executive Board's policy to recruit nominees who will provide a balanced board that represents the profession and those served by it. The committees will use the following criteria, established by the Board, to evaluate candidates:

- Experience in local government
- Service to ICMA and its affiliates
- Diversity in the nominees and the continuing board members with whom they will serve in terms of geography, ethnicity, gender, position, and size and type of local governments
- Demonstration of ethical behavior
- Support of the profession through the ICMA Fund for Professional Management or by other means
- Commitment to follow the election guidelines
- Quality or caliber for board service
- Participation in ICMA's Voluntary Credentialing Program, if eligible

In addition to the adopted guidelines, the following information will be provided to those considering service on the ICMA Mountain Plains Board:

### **Expectations of Service on the ICMA Executive Board**

#### **Time and Travel Commitments**

Board Meetings. The Board meets four times a year and Board members are expected to attend every meeting. There are meetings the Friday-Saturday before the annual conference and then a Thursday-Saturday schedule in:

- early November or early December
- late February
- late May/early June

Board members have the opportunity to comment on dates proposed by the President-Elect before they are finalized.

Conference call meetings may also be scheduled during the year.

### State/Country and Committee/Affiliate Meetings.

#### Vice Presidents:

- The three vice presidents in each U.S. region share representation responsibilities for state associations. Vice presidents typically attend two or three state meetings, in addition to their own, and attend the Regional Summit in their region in March, April or early May. International vice presidents usually attend one affiliate country's meeting other than their own.
- As liaisons to committees, task forces, or affiliates, vice presidents usually attend only those meetings held at the annual conference.

#### **Other Responsibilities**

- In 2004 the Board adopted recommendations from the Task Force on Financing ICMA which included engaging in a major membership recruitment and retention effort. The goal is for ICMA to retain its current membership, attract managers and assistants who are currently not members, and encourage the next generation of managers to join the Association. When it adopted the recommendations, the board made a personal commitment to recruit new members in their regions. This commitment has been reaffirmed by each subsequent board.
- There is considerable reading and member contact in between these meetings. Examples: monthly board emails, agenda materials for board meetings, regular phone contact and correspondence with members and with ICMA staff.

#### **Financial Commitments**

ICMA pays for almost all travel obligations of board members. The only exceptions are the annual conference and the member's own state/country meeting. It is assumed that all board members would be attending those anyway. ICMA does pay the hotel and group meal costs of the two extra days of the pre-conference board meetings. Travel expenses are reimbursed for all assigned state travel and for non-conference board meetings.

**SAMPLE PETITION**

ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains

In accordance with the TCMA and ICMA Recommended Guidelines for the ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains, I, being classified as a Full TCMA and ICMA member, petition to have \_\_\_\_\_, (Title)\_\_\_\_\_ of (City/Organization)\_\_\_\_\_, \_\_\_\_\_, placed in nomination for the ICMA Executive Board/Texas seat as the ICMA Regional Vice President for the Mountain Plains The following TCMA members have endorsed this nomination by signing below.

**REMINDER: Only TCMA members who are also ICMA member may endorse a candidate.**

<b>Legible Signature of Petitioner</b>	<b>Title</b>	<b>City/Organization</b>
1.		
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<p><b>Please email the signed petition to: Kim Pendergraft at <a href="mailto:kim@tml.org">kim@tml.org</a> by 5:00 p.m. on September 1, 2017.</b></p>
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