



**TCMA**

A large, light blue watermark of the TCMA logo and text is centered on the right side of the page. It features the outline of Texas with 'tcma' written inside, and the words 'MEMBERSHIP APPLICATION' below it.

**MEMBERSHIP  
APPLICATION**

## ABOUT TCMA

The Texas City Management Association (TCMA) is an organization of local government professionals dedicated to promoting the highest standards of governance, service, leadership, ethics, and education while embracing individual and regional diversity for the benefit of our membership and the cities of Texas.

TCMA is member driven, ethical, and inclusive; committed to the council-manager form of government; dedicated to effective partnerships with elected officials; devoted to the professionalism of our organization and members; determined to provide quality service to our membership and the cities we serve.

## TCMA COMMITTEES

TCMA has six committees. Each committee is dedicated to promoting professional standards, exchange of information, integrity, and efficiency in city government. The committees include **Budget and Planning, Advocacy, Ethics, Membership, Nominating, and Professional Development.** For more information about each committee, please visit the TCMA website at [www.tcma.org](http://www.tcma.org).

## MEMBERSHIP SERVICES AND BENEFITS

### 1. Annual Conference

TCMA meets regularly each year at its annual conference in early summer. The conference provides educational and networking opportunities. Members discuss current trends in city management and related fields.

### 2. Specialized Training

Management-related training programs are offered throughout the year. The City Management Problem Solving Clinic is designed to educate and support individuals in city management positions on current and relevant issues. Two William “King” Cole workshops provide an opportunity for training in the fundamentals of city management.

### 3. Regional Meetings

Regional meetings provide opportunities for continued professional growth and networking. They are usually held at least quarterly (though activity varies among the ten TCMA regions).

### 4. Publications

Members receive the *Management Messenger* monthly. This online newsletter features articles about developments in Texas cities and pertinent happenings within TCMA. The online TCMA Directory is published annually and available online. It contains biographical information about TCMA members. Other publications available to members are listed in the Publications section of the TCMA website at [www.tcma.org](http://www.tcma.org).

### 5. Senior Advisor Program

This program provides a confidential source of outside counsel to TCMA members who request assistance with personal and professional issues. Discussion topics range from working with mayors and councils, overall management questions, responses to local controversies such as referenda on the council-manager plan, to career development counseling. They provide a unique source of outside counsel to TCMA members. Senior Advisors are friends, colleagues, and counselors to the profession—not consultants.

### 6. Coaching Program

This program is designed to assist senior managers, grow talent and initiate staff development throughout their organization. A Coaches Gallery assists emerging leaders foster relationships with seasoned managers and develop knowledge and skills in local government management. Free webinars are also available for members and their staff.

### 7. Career Assistance

The Career area of the TCMA website provides access to the Career Center hosted by the Texas Municipal League. TCMA In-transition Services includes a list of members who are currently in-transition and contact information for the support team. A list of search firms and online job search information is also available.

### 8. Scholarship Programs

TCMA annually awards two Clarence E. Ridley Scholarships to graduate students enrolled in a Texas public administration program or closely related field.

TCMA, in conjunction with the Texas State University-San Marcos Public Services Academy, offers an annual fellowship to a TCMA member to attend the entire Barney L. Knight Texas Certified Public Manager (CPM) Program.

An annual Public Executive Institute Scholarship is awarded for senior managers seeking advanced training at the executive level.

Two annual Leadership Development Scholarships are awarded and can be applied to a variety of eligible programs.

Five New Professional's Scholarships are awarded annually to assist new local government management professionals attend the TCMA Annual Conference.

The Tom Muehlenbeck Scholarship is available to a TCMA members' dependent child who is a high school graduating senior and has been accepted to a Texas college or university.

### 9. Salary Survey

A salary survey is conducted annually for members with full membership status. The survey provides valuable salary and benefit information.



## MEMBERSHIP CATEGORIES AND DUES

Membership in TCMA is available in five categories: Full, Associate, Cooperating, Student/Intern, and Special. Dues for new members joining TCMA from July to December will be assessed at one-half the annual rate.

**Please note that all those applying for membership in TCMA must include on the application one endorsement from either a Full, Life, or Distinguished member. All new applicants must complete, within the last 12 months, the online ethics training or proof of attendance at the William “King” Cole 1 workshop. A link to the online ethics course is available on the homepage of the TCMA website, located at [www.tcma.org](http://www.tcma.org). A copy of certificate of completion must accompany your application.**

### Application Approval Process

The current Board policy requires that names of new member applicants be published each month in the TCMA newsletter. Any written objection during the subsequent 30-day period will be reviewed by the TCMA Membership Committee. If no objections are received during this time, the names will be submitted to the TCMA Executive Committee for approval.

### FULL MEMBER

A city administrator or city manager, deputy or assistant city manager, COG director, deputy or assistant COG director, or anyone who is certified by both the prospective member's city manager and region as performing the duties of a deputy or assistant city manager or COG director. **Dues annually are \$3 for each \$1,000 base salary.**

### ASSOCIATE MEMBER

An assistant in the city manager's office, or assistant in the deputy or assistant city manager's office, a department director or head who has co-signed a statement with the prospective member's current city manager or COG director that the individual intends to pursue a city management career, or an assistant within a city or COG department who has secured the same kind of statement. **Dues annually are \$2 for each \$1,000 base salary.**

### COOPERATING (NON-VOTING) MEMBER

**LEVEL I:** An individual employed in the private sector; an individual from another public entity (such as a county, public agency, or special authority/district); or an individual residing outside Texas. **Dues annually are \$100.**

**LEVEL II:** A person employed by a university. **Dues annually are \$40.**

**LEVEL III:** A former member of good standing who has retired from the profession and is not seeking employment; a department director or head who does not secure a co-signed statement; a department Assistant who does not secure a co-signed statement; a city or COG employee who is not eligible for associate membership; or an individual from a non-recognized city or COG. **Dues annually are \$25.**

### STUDENT/INTERN MEMBER

An individual who is registered as a student in a college or university public administration program with an emphasis in urban management; or any individual who is serving as an intern within a city, COG, county, public agency, special authority/district, or related local government entity. **Dues annually are \$25.**

### SPECIAL MEMBER

**LIFE:** A retired individual unanimously chosen by the Board of Directors because of distinguished public service to local government. **No dues are paid.**

**DISTINGUISHED:** An individual unanimously chosen by the Board of Directors who has made outstanding contributions to the management profession and to good local government and whose years of distinctive service and contributions have been particularly beneficial to the Association and to the council-manager plan. **No dues are paid.**

## TCMA CODE OF ETHICS

**Guidelines to these ethical tenets, as well as applicable rules of procedure for enforcement, are available on the TCMA website ([www.tcma.org](http://www.tcma.org)) in the Program section.**

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward urban affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Submit policy proposals to elected officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit, so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.





# TEXAS CITY MANAGEMENT ASSOCIATION

## Application for Membership

### PERSONAL INFORMATION

Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Title \_\_\_\_\_ Work Fax \_\_\_\_\_

City/Organization \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ \*Annual Base Salary \_\_\_\_\_

E-mail Address \_\_\_\_\_ \*Required for Full and Associate Memberships

### EDUCATION (UNDERGRADUATE AND GRADUATE)

Degree	Institution	State	Year Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### WORK EXPERIENCE (PLEASE BEGIN WITH YOUR MOST RECENT POSITION.)

From	To	Position Title	Employer	State
Month/Year	Month/Year			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### MEMBERSHIP CATEGORIES I am eligible to join the Texas City Management Association in the category indicated below:

- Full (Dues annually are \$3 for each \$1,000 base salary.)  Associate (Dues annually are \$2 for each \$1,000 base salary.)
- Cooperating I (Dues annually are \$100.)  Cooperating II (Dues annually are \$40.)  Cooperating III (Dues annually are \$25.)
- Student/Intern (Proof of online ethics training completion at [www.esslearning.com/tcma](http://www.esslearning.com/tcma) is required. Dues \$25 annually thereafter.)

*Dues for new members joining TCMA from July to December will be assessed at one-half the annual rate.*

## ENDORSEMENT

Please note that all those applying for membership in TCMA must include on this application one endorsement from either a Full, Life, or Distinguished member.

### ENDORSEMENT:

I am a Full, Life, or Distinguished TCMA member and acknowledge discussing the Code of Ethics with this applicant.

Name \_\_\_\_\_

Title and City \_\_\_\_\_

Signature \_\_\_\_\_

### Statement of Intent and Employer's Signature

(This statement is required for certain Associate membership applicants only and should be signed by the applicant's current city manager/COG director.)

The applicant intends to become a city manager and is applying for Associate membership. We both understand that, upon acceptance of membership, voting privileges in TCMA will be granted only if this Statement of Intent is signed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPLICANT'S SIGNATURE

I have completed the **online ethics training or the William "King" Cole 1 workshop**, within the last 12 months, and agree to abide by the TCMA Code of Ethics and the TCMA Rules of Procedure. A link to the online ethics course is available on the homepage of the TCMA website, located at [www.tcma.org](http://www.tcma.org). A copy of certificate of completion must accompany your application. **(Please note that this application will be returned to you if payment and a copy of the ethics training certificate of completion are not enclosed, if the application is incomplete, and/or the required endorsement is not included.)**

Enclosed is my payment of \$\_\_\_\_\_ for annual dues through December 31.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CREDIT CARD PAYMENTS:

MasterCard     Visa     Am Ex     Discover

Cardholder's Name (Please Print) \_\_\_\_\_ Acct# \_\_\_\_\_

Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

### Application Approval Process

The current Board policy requires that names of new member applicants be published each month in the TCMA newsletter. Any written objection during the subsequent 30-day period will be reviewed by the TCMA Membership Committee. If no objections are received during this time, the names will be submitted to the TCMA Executive Committee for approval.

**MAIL THIS COMPLETED APPLICATION (Including endorsement and a copy of the ethics training certificate of completion) TO:**



### TCMA

1821 Rutherford Lane, Suite 400  
Austin, Texas 78754-5128

**FAX THIS APPLICATION WITH CREDIT  
CARD INFORMATION TO: 512-231-7495**

### FOR TML OFFICE USE ONLY:

Business Check \_\_\_\_\_ \$ \_\_\_\_\_

Personal Check \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Batch No. \_\_\_\_\_

Id# \_\_\_\_\_