

TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.

**2024 TRUSTEE/OFFICER NOMINATION APPLICATION**

Applying for  Trustee or  Officer

*Note: must have served as a Trustee for two years prior to applying for an officer position*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Years served as a Municipal Clerk (*minimum of three years required*): \_\_\_\_\_

Years as a member of TMCA (*minimum of three years required*): \_\_\_\_\_

TRMC Certified (*required*):  Yes  No

TMCA Chapter(s): \_\_\_\_\_ Chapter member since: \_\_\_\_\_

Do you currently serve on the TMCA Executive Board:  Yes  No

If yes, current Board position held: \_\_\_\_\_

If you currently serve as a Trustee, how many years have you served? \_\_\_\_\_

Highlight the skills you have to serve as a trustee:

List your TMCA activities (including years) as committee member, convener, or special projects:

List your local Chapter activities (including years) as officer, committee member, or special projects:

Other professional activities (IIMC, TML, awards, etc.):

**TMCA TRUSTEE/OFFICER NOMINATION APPLICATION, continued**

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The City of \_\_\_\_\_ understands and supports the time, travel, and financial commitment and financial requirement required to attend all necessary meetings and any other related matters that may be involved while serving on the Executive Board. Further, the City understands the expectation of the progression of the Board offices and the required one-year service commitment on the Advisory Management Committee after serving as President.

\_\_\_\_\_  
Name & Title  
Mayor or City Manager

\_\_\_\_\_  
Signature  
Mayor or City Manager

\_\_\_\_\_ I have served at least two years on a TMCA committee.

\_\_\_\_\_ I accept full responsibility to uphold the duties of this office and agree to comply with the Code of Ethics and Bylaws of TMCA, Inc.

\_\_\_\_\_ I understand that the TMCA Executive Board meets four times a year for a full day in March, July, November, and at the Advanced Institute.

\_\_\_\_\_ I understand that if I fail to attend more than one of the scheduled Executive Board meetings in a calendar year that I automatically vacate the office and may not subsequently serve as an officer or trustee for a period of one year [TMCA Policy Manual 7A(3)].

\_\_\_\_\_ *If currently serving as a trustee:* I am interested in continuing to serve as a trustee if not nominated for an officer position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

► **Please attach a letter of recommendation from a City Secretary (active or retired) or a Chapter President.**  
*(Applicable to those applying as a first-time trustee or first-time officer.)*

**Deadline** to submit an application to the TMCA Nominating Committee Chair is **May 1**. Please submit to:

[municlerks@unt.edu](mailto:municlerks@unt.edu)

or

TMCA, Inc., 1155 Union Circle #305067, Denton, Texas 76203

## **REQUIREMENTS FOR SERVICE AS AN ASSOCIATION OFFICER OR TRUSTEE**

### **A. REQUIREMENTS FOR NOMINATION AND ELECTION AS AN OFFICER OR TRUSTEE**

1. Complete and submit the Officer or Trustee application form (see Exhibit A – Trustee/Officer Nomination Application) to the TMCA Nominating Committee Chair no later than May 1<sup>st</sup> of each year.
2. Applicant must be a Texas Registered Municipal Clerk (TRMC).
3. Applicant must be a practicing city secretary or municipal clerk for at least three years and a member in good standing of the Association for at least three years.
4. Applicant must have served as a TMCA Committee member for at least two years.
5. Applicant must obtain support from the mayor or city manager for service as an officer or trustee, providing for released time for attending all necessary meetings and financial support for travel, telephone, correspondence, and other related expenses.
6. Applicant must provide a letter of recommendation from a city secretary (active or retired) or a chapter president. Applicable to those applying as a trustee or first time officer.
7. Applicant must be familiar with and accept the TMCA, Inc., Charter, Bylaws, Code of Ethics, corporate polices, and IRS Code, Section 501(c)(3).

### **B. THE TEXAS MUNICIPAL CLERKS ASSOCIATION, INCORPORATED** is a Texas Nonprofit Corporation permitted to carry on charitable and educational activities which are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

1. The officers and trustees act singly as an individual in those matters relating to the common purpose of the Texas Municipal Clerks Association within the scope and powers conferred by law.
2. The officers and trustees are persons elected to hold positions of trust and authority to direct the affairs of the Association (see Article VIII, Bylaws).
3. The officers and trustees are corporate fiduciaries acting in good faith for the Association accepting the confidence of the membership to act in good faith for their primary benefit.