



# **Duties of TML Regional Officers**





## The TML Regional Structure

The regional structure of the Texas Municipal League (TML) was created in 1958, a time of great change for the League. It was at the 1958 TML Annual Conference in Houston that the League adopted a new constitution that provided for a regional and departmental organization aimed at "tightening" the statewide structure of the League.

The purposes of the regions, as outlined in the TML Constitution, are to promote interest in municipal government on a regional level; facilitate the exchange of information among cities in the region; and assist the TML Board of Directors in formulating policy that represents the diverse interests of the state.

Section 6 of the TML Constitution lays out the specific organizational requirements of TML Regions. Section 4 of the TML Constitution addresses the election of regional representatives to the TML Board of Directors and the election of regional officers.

The TML Constitution does not specify the format for regional meetings nor the content of the meetings. It is only in recent years that these meetings have become much more than business meetings for the region. Many regions use the opportunity to conduct workshops on issues of general interest to municipal leaders and explore ways to foster regional cooperation among the cities.

## TML Support of Regional Activities

Upon request, TML will provide mailing labels, regional letterhead stationery and envelopes, program speaker suggestions, and any additional assistance requested by the regional officers.

In recent years, the TML President has tried to attend and speak at regional meetings as often as possible. In addition, TML staff members frequently attend regional meetings and are available to speak at afternoon workshops or provide the keynote presentation. For assistance on obtaining speakers for regional meetings, contact Karla Vining at TML.

These services are provided to TML regions at no cost to the region.



# Duties of TML Regional Officers

The TML Constitution requires each region to have a president, vice president, board director, and secretary. In all cases, the president, vice president, and board director **MUST** be elected officials. The TML Constitution also permits any region to provide for "...such other officers as the region may establish," which explains why some regions elect a first and second vice president, a treasurer, and several other officers in addition to the required minimum.

The responsibilities of the various regional officers are described below.

## President

- Serves as presiding officer and chief executive of the region.
- Sets dates for regional meetings.
- Coordinates educational workshops and speakers for regional meetings. This should be done in cooperation with other regional officers and the city hosting the regional meeting.
- Presides over business meeting during early TML regional meeting. (A sample regional meeting agenda appears on page 5.)
- Executes resolutions and other documents on behalf of the region.
- Appoints a nominating committee for election of officers.

## Vice President

- Assumes the duties of the president upon the disability or absence of the president; assumes presidency and serves the unexpired part of the term of the regional president who vacates his/her office.
- Upon appointment by the regional president, presides over standing or special committees.



## Secretary

- Prepares and maintains minutes of regional meeting proceedings.
- Working with regional president, keeps TML staff informed of activities of region.
- Handles correspondence on behalf of the region.
- In coordination with the city hosting the regional meeting, distributes regional meeting notices and other communications.
- Receives and distributes funds on behalf of the region.

## TML Board Director

- Represents the region on the TML Board of Directors.
- Serves as communications link between the region and the TML Board and staff.
- Term of office: two years with a maximum of four years for any one person, except a regional director who begins service on the TML Board by filling a vacancy under the provisions of Section 4.6B of the TML Constitution is eligible for two full two-year terms in addition to the time served filling the vacancy. The term of office commences on the last day of the TML Annual Conference. The election of the regional board director takes place every other year at the last meeting prior to the TML Annual Conference the last meeting of the region prior to the TML Annual Conference, the same time that the offices of president, vice president, and other offices are filled. The Regional Board Directors in odd-numbered regions (3, 5, 7, 9, 11, 13, 15) are elected in odd-numbered years. TML Regional Board Directors in even-numbered regions (2, 4, 6, 8, 10, 12, 14, 16) are elected in even-numbered years. (See section 4.2 of the TML Constitution.)



# Elections of Regional Officer Positions

The election of officers is conducted at the last meeting of the region prior to the TML Annual Conference - preferably no later than one month prior to the date of the conference. The term of office of all newly elected officers shall be one year or two years, at the discretion of the region. The term of office commences immediately upon election, except for the position of TML Regional Board Director. (See TML Board Director section on page 3.)

# Vacancies in Regional Board Director Positions

In the event of a vacancy in the TML Regional Board Director position, the president of the region shall become a member of the TML Board of Directors, and shall hold such office until the adjournment of the next Annual Conference.

If the regional president is ineligible to serve as a regional director under Section 4.3B of the TML Constitution, a regional director shall be elected at a meeting of the region to fill the vacancy for the remainder of the unexpired term.

Failure to hold an election for the TML Regional Board Director position as required under Section 4.2 of TML Constitution creates a vacancy in the TML Regional Board Director position and shall be filled by holding an election as soon as practical.



# SAMPLE REGIONAL MEETING AGENDA

1. **CALL TO ORDER.** Regional president or other presiding officer.
2. **INVOCATION.** Officer of region or other designated person.
3. **MESSAGE OF WELCOME.** Mayor or other official of host city.  
(To be introduced by presiding officer.)
4. **RESPONSE TO WELCOME.** Presiding officer.
5. **INTRODUCTION OF OTHER GUESTS AND CITY OFFICIALS PRESENT.** Some regions follow the practice of having each city official stand and give his or her name, title, and city. In the interest of time, others follow a policy under which one official from each of the cities represented at the meeting introduces all of the persons present from his or her city.
6. **BUSINESS SESSION.**
  - Approval of minutes and other routine items.
  - Committee reports.
  - Report from TML Board Director.
  - Election of officers. (If appropriate)
7. **INTRODUCTION OF SPEAKER OR PROGRAM.**
8. **MAIN PROGRAM.**
9. **CLOSING REMARKS BY PRESIDING OFFICER.**
10. **ADJOURNMENT.** Announcement of the next regional meeting date and location.



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