



## Texas City Attorneys Association

### Board of Directors Meeting

San Antonio, Texas

June 14, 2023

**TCAA  
Board of Directors  
2022-2023**

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## **Agenda**

TCAA Board of Directors Meeting  
Westin Riverwalk - Madero on the Ballroom Level  
San Antonio, Texas  
Wednesday, June 14, 2023  
4:00 p.m.

1. Consider and approve minutes of the February 3, 2023 TCAA Board Meeting.
2. Staff report on the TCAA 2023 Summer Conference final program, including: attendee list and Susan Rocha Award for Outstanding Public Service and Outstanding Mentor Award winners.
3. Discuss and consider the TCAA Budget for fiscal year 2023-2024.
4. Discuss and consider the program for the 2023 Fall TCAA Conference in Dallas.
5. Discuss and consider amending Article IV, Section 3 of the TCAA Constitution related to the nomination of TCAA officers.
6. Update on TCAA board attendance policy.
7. Discuss and consider establishing a law student conference rate.
8. Discuss ideas for the location of the 2026 TCAA Summer Conference.
9. Report on the paralegal/legal assistance training program.
10. Next board meeting will be held on October 4, 2023, in Dallas.
11. Other business
12. Adjourn

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## Minutes

TCAA Board of Directors  
Irving, Texas  
Friday, February 3, 2023  
3:00 p.m.

Board President Kuruvilla Oommen called the meeting to order at approximately 3:10 p.m.

Board members present:

**Board members present:**

Kuruvilla Oommen  
Jennifer Richie  
Julie Fort  
Maleshia McGinnis (via telephone)  
Sharae Reed  
Victor Flores  
Victoria Huynh  
Laura Mueller  
Ron Stutes (via telephone)  
Frank Garza

**Board member absent:**

Slater Elza

**TML staff present:**

Evelyn Njuguna  
Alyssa White

1. Welcome newest TCAA Board Members – Victoria Huynh, Laura Mueller, and Frank Garza

No action.

2. President's remarks

No action

3. Consider minutes of the October 5, 2022 TCAA Board Meeting

A motion to approve the October 5, 2022 board meeting meetings made by Jennifer Richie and seconded by Sharae Reed. Unanimously approved.

4. Survey results of the 2022 TCAA Fall Conference

Staff requested to add to the survey the following information: the number of years practicing law and the number of years practicing municipal law.

5. Consider and approve program for the 2023 TCAA Summer Conference

A motion to approve the 2023 TCAA Summer Conference program as modified made by Jennifer Richie and seconded by Julie Fort. Unanimously approved.

6. Report on programing for paralegals

No action.

7. Sponsorship update

No action.

8. Report on TCAA budget

No action.

9. Report from TCAA Board Representative on TML Board

No action.

10. Discuss nominating process

A committee to review and update the nominating policy was created with the following members: Jennifer Richie, Frank Garza, Julie Fort, and Laura Mueller.

11. Next board meeting

The next board meeting will be held in San Antonio on June 14, 2023 at 4:15 p.m.

12. Other business

Staff was requested to add an item to the next board meeting regarding amending the attendance policy to allow for board attendance by telephone.

13. Adjourn

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|              |   |                    |  | Begin Date        | Registrants | Cancels  | Limits | Revenue          |
|--------------|---|--------------------|--|-------------------|-------------|----------|--------|------------------|
| <b>M1688</b> | <b>TCAA 2023 Summer Conference</b>            | <b>San Antonio</b> |  | <b>2023-06-14</b> | <b>339</b>  | <b>9</b> |        | <b>97,163.00</b> |
| 101          | Registration                                  |                    |  |                   | 237         |          | 0      | 96,863.00        |
| 103          | Wednesday Night Reception - Additional Guests |                    |  |                   | 14          |          | 0      | 210.00           |
| 105          | Complimentary Registration                    |                    |  |                   | 59          |          | 0      | 0.00             |
| 106          | Speaker Regsitration                          |                    |  |                   | 36          |          | 0      | 0.00             |
| 107          | Staff Registration                            |                    |  |                   | 7           |          | 0      | 0.00             |
| 110          | Cancellation Fee                              |                    |  |                   | 2           |          | 0      | 90.00            |
| M            | Member  |                    |  |                   | 306         | 6        |        | 92,758.00        |
| NM           | Non-Member                                    |                    |  |                   | 34          | 3        |        | 4,405.00         |
|              |   |                    |  | Totals:           | 339         | 9        |        | 97,163.00        |



TAB

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**Texas City Attorneys Association**

**Budget Summary**

**FY 2023 - 2024**

**INCOME:**

|                              |                  |
|------------------------------|------------------|
| Membership Dues              | 37,920           |
| Investment Income            | 2,000            |
| Riley Fletcher Seminar       | 19,000           |
| Semi-Annual Meeting (Summer) | 79,800           |
| Sponsor Revenue              | 70,000           |
| CML Revenue                  | <u>300</u>       |
| <b>TOTAL:</b>                | <b>\$209,020</b> |

**EXPENSES:**

|                              |                  |
|------------------------------|------------------|
| Board Meetings               | 4,248            |
| Semi-Annual Meeting (TML)    | 20,766           |
| Riley Fletcher Seminar       | 13,794           |
| Semi-Annual Meeting (Summer) | 100,015          |
| Newsletter                   | 17,544           |
| Web site                     | 3,032            |
| Administrative Services      | 16,051           |
| Miscellaneous                | <u>17,950</u>    |
| <b>TOTAL:</b>                | <b>\$193,400</b> |

**2023-2024 BUDGETED SURPLUS:** **\$15,620**

**TOTAL RESERVE FUNDS:** **(Approximate) \$294,773**

## **INCOME**

### **Membership Dues:**

|  |                 |
|--|-----------------|
| 228 City Attorneys (\$70.00)           | 15,960          |
| 274 Assistant City Attorneys (\$40.00) | 10,960          |
| 132 Associate Members (\$80.00)        | 10,560          |
| 11 Paralegal (\$40.00)                 | <u>440</u>      |
| <b>Total:</b>                          | <b>\$37,920</b> |

### **Investment Income:**

|               |         |
|---------------|---------|
| Current Rates | \$2,000 |
|---------------|---------|

### **Riley Fletcher:**

|                        |          |
|------------------------|----------|
| 100 Registered (\$190) | \$19,000 |
|------------------------|----------|

### **Summer Conference:**

|                           |          |
|---------------------------|----------|
| 200 Registered (\$399.00) | \$79,800 |
|---------------------------|----------|

### **Sponsor Revenue:**

|             |          |
|-------------|----------|
| Sponsorship | \$70,000 |
|-------------|----------|

### **MCP Revenue:**

|                                 |       |
|---------------------------------|-------|
| Municipal Certification Program | \$300 |
|---------------------------------|-------|

**TOTAL INCOME:** **\$209,020**

## **EXPENSES**

### **Board Meetings:**

|  |                |
|--|----------------|
| 3 Board Meetings, plus board gift and misc | 1,700          |
| TML Services Contract                      | 1,548          |
| TML Staff Travel Expenses                  | <u>1,000</u>   |
| <b>Total:</b>                              | <b>\$4,248</b> |

### **Semi-Annual Meeting (TML):**

|                                    |       |
|------------------------------------|-------|
| MCLE                               | 200   |
| Refreshment Breaks                 | 7,000 |
| AV Charges (including videography) | 7,000 |
| TML Service Agreement              | 2,666 |
| TML Staff Travel Expenses          | 1,000 |
| Postage                            | 400   |
| Printing/Marketing                 | 1,000 |

|               |                 |
|---------------|-----------------|
| Speaker Gifts | 500             |
| Miscellaneous | <u>1,000</u>    |
| <b>Total:</b> | <b>\$20,766</b> |

### **Riley Fletcher Workshop**

|                                    |                 |
|------------------------------------|-----------------|
| MCLE                               | \$255           |
| Printing/Marketing                 | \$1,000         |
| Postage                            | \$400           |
| Refreshment Breaks and Lunch       | \$4,000         |
| AV Charges (including videography) | \$3,500         |
| Speaker Gifts                      | \$500           |
| TML Services Agreement             | \$3,139         |
| Miscellaneous                      | \$1,000         |
| <b>Total:</b>                      | <b>\$13,794</b> |

### **Semi-Annual Meeting (Summer)**

|  |                  |
|--|------------------|
| Attendee gifts                           | 3,000            |
| MCLE                                     | 400              |
| Refreshment Breaks/Reception             | 53,000           |
| TML Service Agreement                    | 6,715            |
| TML Staff Travel Expenses                | 3,000            |
| Conference Supplies                      | 1,650            |
| Printing/Marketing                       | 1,500            |
| Postage                                  | 500              |
| AV Charges (including videography)       | 23,000           |
| Galen Sparks/ Susan Rocha/ Mentor Awards | 3,000            |
| Speaker Gifts                            | 1,000            |
| Miscellaneous                            | <u>3,250</u>     |
| <b>Total:</b>                            | <b>\$100,015</b> |

### **Newsletter:**

|                               |                 |
|-------------------------------|-----------------|
| 12 issues (\$1,462 per issue) | <b>\$17,544</b> |
|-------------------------------|-----------------|

### **Website:**

|                       |                |
|-----------------------|----------------|
| TML Service Agreement | 1,032          |
| New Additions         | <u>2,000</u>   |
| <b>Total:</b>         | <b>\$3,032</b> |

### **Administrative Services:**

|   |        |
|---|--------|
| 656 Members (\$17.00)                     | 11,152 |
| Financial Charges                         | 2,466  |
| TCAA Affiliate Groups                     | 86     |
| TCAA Municipal Law Conference Scholarship | 129    |

|                               |                 |
|-------------------------------|-----------------|
| TCAA Sponsorship Coordination | 430             |
| Professional Fee - Audit      | 1,100           |
| TCAA Listserv                 | <u>688</u>      |
| <b>Total:</b>                 | <b>\$16,051</b> |

**Miscellaneous:**

|  |                 |
|--|-----------------|
| Printing and Reproduction                | 350             |
| Awards and Recognition                   | 1,300           |
| Office Supplies                          | 100             |
| Public Relations                         | 300             |
| Postage                                  | 400             |
| IMLA Small City Membership Contributions | 3,000           |
| Four IMLA Conference Scholarships        | 8,000           |
| Other Associaton Sponsorships            | 1,500           |
| Miscellaneous                            | <u>3,000</u>    |
| <b>Total:</b>                            | <b>\$17,950</b> |

|                        |                  |
|------------------------|------------------|
| <b>TOTAL EXPENSES:</b> | <b>\$193,400</b> |
|------------------------|------------------|

INCOME

TAB

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**Texas City Attorneys Association**  
**Fall Conference in Conjunction with the Texas Municipal League Annual Conference**  
4.75 Hours of MCLE Credit (Including 0.5 Ethics Hour) – Course # \_\_\_\_\_  
Thursday, October 5, 2023 – Dallas, Room \_\_\_\_\_

|                    |   |
|--------------------|---|
| 8:00 – 8:30 a.m.   | Registration  |
| 8:30 – 8:45 a.m.   | <b>Welcome and Opening Remarks:</b> TCAA President, Kuruvilla Oommen and _____, City Attorney, City of Dallas   |
| 8:45 - 9:15 a.m.   | <b>The Nuts and Bolts of a SOAH-Contested Case Hearing (including Virtual Hearings),</b> Kimberly G. Kelley, Bickerstaff Heath Delgado Acosta LLP (.5 hr)                         |
| 9:15 – 9:45 a.m.   | <b>Open Records and Civil Litigation Interplay,</b> _____ (.5 hr)   |
| 9:45 – 10:15 a.m.  | <b>Employer Drug Testing:</b> Laura Mueller, City of Dripping Springs (.5 hr)   |
| 10:15 - 10:30 a.m. | Break   |
| 10:30 -11:00 a.m.  | <b>Training Staff to Deal with Uncivil People in a Civil Manner,</b> Ron Stutes, Wilson, Robertson & Cornelius (.5 hr)  |
| 11:00 – 11:30 a.m. | <b>Procurement Disputes: Preventing, Managing, and Litigating,</b> Sandy Hellums-Gomez and Ben Stephens, Husch Blackwell (.5 hr)  |
| 11:30 a.m. – Noon  | <b>AIE, AIE, AIE, and AI: What Special Issues Does Artificial Intelligence Pose for Employers and Attorneys?</b> Sarah Glaser, Lloyd, Goselink, Rochelle & Townsend, P.C. (.5 hr) |
| Noon - 2:00 p.m.   | TML Delegates Luncheon and Presentation (Separate Ticketed Event) or Lunch on Your Own  |
| 2:00 - 2:15 p.m.   | <b>Business Meeting:</b> Election of TCAA Officers and Passing of the Gavel and Vote on Constitutional Amendments   |
| 2:15 - 2:45 p.m.   | <b>Preparing for Mass Gatherings: The City of Fredericksburg and the Total Eclipse,</b> Mick McKamie, Taylor, Olson, Akdins & Sralla (.5 hr)                                      |
| 2:45 - 3:15 p.m.   | <b>Think It Over: Dealing with Fiber Companies that Want to Use Your City's Right-of-Way,</b> David Johnson, City of Arlington (.5 hr)  |
| 3:15 - 3:30 p.m.   | Break   |
| 3:30 - 4:00 p.m.   | <b>Recent Federal Cases of Interest to Cities,</b> Randy Montgomery, D. Randall Montgomery & Associates, PLLC (.5 hr)   |
| 4:00 - 4:30 p.m.   | <b>Real Estate Practice in a Small City Attorney Office,</b> Julian Grant, City of San Marcos (.5 hr)   |
| 4:30 - 5:00 p.m.   | <b>Ethics:</b> Protecting the Attorney Client Privilege with In-House counsel, _____ (.5 hr ethics)   |
| 5:00 p.m.          | Adjourn   |



*To claim MCLE credit for today please see the instructions on the back of this page.*

## **MCLE Electronic Reporting Instructions**

The State Bar MCLE Department has implemented an electronic reporting system for MCLE credit. **You are responsible for reporting your MCLE hours for this seminar.** The following are instructions as to how to report your credits online:

1. To report your hours for this course, go to [www.texasbar.com](http://www.texasbar.com).
2. Click on "My Bar Page" in the top right of the screen.
3. Enter your bar card number and password, or create a new account to obtain a password, and click "login." Once logged in, you may have to click a link that states "click here to continue."
4. On your home page, click on "View or Report MCLE Hours" on the left side of the screen.
5. Click on "Add a course or self-study credit" in the gray box in the center of the screen.
6. Click on "Approved Course Credits."
7. Enter the 2023 TCAA Fall Conference course number (\_\_\_\_\_), the course date, and the number of hours you attended.
8. Click "submit."

If you have questions, please contact the State Bar of Texas directly at 1-800-204-2222.

In lieu of electronic reporting, you may contact the state bar for a traditional bubble-sheet reporting form.

### 2023 TCAA Fall Conference Proposed Topics

| Speaker                                  | Topic  |
|--|--|
| <b>Shae Keefe</b> , Husch Blackwell      | Top ten things municipalities and counties should keep in mind when acquiring property, including recent changes to the Texas Property Code Ch. 21 and recent eminent domain/condemnation case law updates.  |
| <b>Bettye Lynn</b> , Lynn Law PLLC       | Update on employment law developments during the past year, both at the State and federal levels.  |
| <b>Ryan Henry</b> , Ryan Henry Law Firm  | <ul style="list-style-type: none"> <li>• Code enforcement options outside the box</li> <li>• Public Information Act Update</li> <li>• Ethics Ordinances - how not to shoot yourself in the foot</li> <li>• Ordinance does and don'ts</li> <li>• Helpful charter amendment processes</li> <li>• Challenges and solutions working with your municipal court and prosecutor</li> <li>• Public office, public employment, official, officer, and organizational challenges (differences between a person who holds an “office” and someone who is only an employee)</li> </ul>   |
| <b>Julian Grant</b> , City of San Marcos | <ul style="list-style-type: none"> <li>• How to best give advice to a council on invocation controversies. Adopting a procedure for prayer givers, dealing with requests from nontheistic and atheistic groups (such as COSM and the Satanic Temple!)</li> <li>• Real Estate practice in a small city attorney office.</li> </ul>  |
| <b>Josh Skinner</b> , City of Arlington  | <ul style="list-style-type: none"> <li>• <b>Accommodation of religious believers and religious exercise under state and federal law.</b> The Supreme Court’s anticipated decision in <i>Groff v. DeJoy</i>, involving a requested religious accommodation under Title VII for a government employee, is just one of several areas in which local governments have certain obligations to accommodate religious believer and religious exercise. The talk would primarily focus on <i>Groff</i>, recent and anticipated developments under the Free Exercise Clause, RLUIPA, and the Texas Religious Freedom Restoration Act.</li> <li>• <b>Affirmative action and disparate impact.</b> The Supreme Court’s upcoming decisions in <i>Students for Fair Admissions v. UNC</i> and <i>Students for Fair Admissions v. Harvard</i> are expected to alter admissions policies in colleges</li> </ul> |

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|  | <p>and universities across the country. The talk would primarily focus on the impact of the decisions and the underlying Title VI and Fourteenth Amendment issues on municipal policies.</p> <ul style="list-style-type: none"> <li>• <b>Threatening and offensive speech.</b> The talk would provide an overview of the First Amendment standards applicable to efforts to restrict, regulate, or prohibit threatening and offensive speech. The talk would include a discussion of the upcoming decision in <i>Counterman v. Colorado</i>, which is concerned with threatening speech, as well as recent cases evaluating restrictions on offensive speech, such as speech implying discriminatory animus.</li> </ul>   |
| <b>Terry Welch</b> , Brown & Hofmeister                    | <a href="#">Hot Topics in Land Use Law (STRs, shared economies, ETJ)</a>  |
| <b>Monica Garza</b> , City of Missouri City                | Residents elected to adopt Chapter 143, Now What?   |
| <b>David Johnson</b> , City of Arlington                   | <ul style="list-style-type: none"> <li>• Think It Over: Dealing with Fiber Companies that Want to Use Your City’s Right-of-Way</li> <li>• Limits on Municipal Use of Public, Educational, and Governmental (“PEG”) Fees</li> </ul>  |
| <b>Topic suggested by Slater Elza</b> , Underwood Law Firm | Open records laws and how they interplays with civil litigation   |
| <b>Mick McKamie</b> , Taylor, Olson, Akdins, Sralla        | Preparing for Mass Gatherings: City of Fredericksburg and the Total Eclipse   |
| <b>Kenneth Sansone</b> , SL Environmental Law              | <p>PFAS: Strengthen Public Trust, Restore Environmental and Financial Resources.</p> <p>Harmful PFAS substances are an urgent public health and environmental issue for municipalities and water providers across the country. The EPA is actively implementing its Strategic Roadmap, including the recent release of proposed national standards for PFAS in drinking water. In this session, Ken Sansone, Partner at SL Environmental Law Group P.C., will share:</p> <ul style="list-style-type: none"> <li>• A brief overview of the history of PFAS and how litigation resulted in the evolution of national PFAS contamination awareness.</li> <li>• Update on current federal regulatory thresholds for action on PFAS.</li> <li>• How municipalities and water utilities can use the law to recover the costs of PFAS water contamination clean-up, including supplementing State and Federal construction grants and loans, as well as</li> </ul> |

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|---|--|
|   | ongoing O&M treatment costs. • Updates on the current Aqueous Film Forming Foam (AFFF) Multi-District Litigation (MDL No. 2873) currently pending in federal court, wherein many water systems are already seeking to shift costs to PFAS manufacturers, as well as the advantages of joining-in early.  |
| <b>Topic suggested by Slater Elza,</b><br>Underwood Law Firm        | Protecting the Attorney Client Privilege with In-House counsel (ethics)  |
| <b>Laura Mueller,</b> City of Dripping Springs                      | Drug Testing   |
| <b>Kristi C. Skillern,</b> Lufkin                                   | Top 10 things I wish I had known before taking on the role of City Attorney. (Establishing rules and boundaries with your department directors; contract drafting tips; how to prioritize your work; de-escalation of emergencies; dealing with interlocal agreements; dealing with the media  |
| <b>Jonathan Koury,</b> City of Bryan                                | First Amendment Auditors   |
| <b>Savita Rai,</b> City of San Antonio                              | 1. Nuisance Abatement Lawsuits - Ch. 125, CPRC (criminal) & Ch. 54, LGC (code violations)<br><br>2. Dangerous Structures & Building Standards Boards   |
| <b>Topic suggested by Ron Stutes,</b> Wilson, Robertson & Cornelius | Training Staff to Deal with Uncivil People in a Civil Manner   |
| <b>Sandy Hellums-Gomez and Ben Stephens,</b> Husch Blackwell        | <b>Procurement Disputes: Preventing, Managing, and Litigating.</b> This presentation would address the handling of disputes that arise during the procurement process. Half of the presentation would focus on the procurement process itself – how to identify and address issues and trouble spots during the process, statutory requirements and best practices, and grievances. The other half of the presentation would focus on procurement-related litigation – common factual and legal issues, claims and defenses, Texas case law and opinions addressing procurement litigation, and real-world and practical examples. |
| <b>Rachel Raggio,</b> Taylor, Olson, Akdins, Sralla                 | Approaches to Regulating Short-Term Rentals  |
| <b>Kimberly G. Kelley,</b> Bickerstaff Heath Delgado Acosta LLP     | The Nuts and Bolts of a SOAH-Contested Case Hearing (including Virtual Hearings)   |
| <b>C. Robert “Bob” Heath,</b> Bickerstaff Heath Delgado Acosta LLP  | Voting Rights Law: What’s Left? The Supreme Court in recent terms has steadily narrowed the scope of the Voting Rights Act. This presentation will address the status of the Act following the most recent term of the Supreme   |

|   |   |
|---|---|
|   | <p>Court. Please Note: There is currently a pending case in the Supreme Court that may be used by the Court to significantly narrow the scope of the Act. But, because the Court's term will not end until late June/early July, we may not know the result of that pending case and, thus, the full scope of this proposed presentation until then.</p>  |
| <b>Robin Cross and Melissa Cranford,</b><br>Messer, Fort & McDonald | Purple Haze: Marijuana, CBD Oil, and Delta-8; Legalized substances and employer drug testing  |
| <b>Casey Burgess,</b> City of Dallas                                | Short Term Rentals  |
| <b>Sarah Glaser,</b> Lloyd Goselink, Rochelle & Townsend, P.C.      | <p><b>AIE, AIE, AIE. AI for Employers</b><br/>What special issues do ChatGPT and other artificial intelligence pose for employers and attorneys? Attendees will learn how employees are using artificial intelligence in their work, including the benefits and risks of doing so, as well as proactive measures to take with respect to employment policies and training for employees generally, and specifically for the attorneys in their offices.</p> <p><b>Employment Law Update and Hot Topics for 2023</b><br/>Attendees will hear legal updates covering new developments in 2023. Session will cover new state and federal legislation, a case law update, and a forward look to possible hot topics in the coming year.</p>   |
| <b>Topic suggested by Tad Cleaves,</b> TML                          | <p><b>Batling Blazes, Not Each Other: Navigating the Complex Landscape of Emergency Services in Texas:</b> As our urban and suburban landscapes evolve, so too do the challenges and opportunities faced by local entities charged with safeguarding our communities. The presentation will delve into the multifaceted interplay of local emergency service providers in Texas, with a particular focus on the roles of cities, counties, Emergency Services Districts, and Volunteer Fire Departments. We will unpack the synergies, conflicts, and overlaps among these entities, offering a nuanced understanding of how they collaborate and compete to provide critical services. Furthermore, we'll explore the complex legal and legislative environment that governs these interactions, including recent changes to Texas legislation impacting the ability of cities to regulate or operate outside their city limits. This presentation is designed to equip attorneys and other stakeholders with the insights needed to</p> |

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|--|--|
|  | navigate this everchanging terrain, fostering better co-ordination, improving service delivery, and ultimately enhancing public safety in our great state of Texas.  |
| <b>Topic suggested by Tad Cleaves, TML</b> | <b>Thinking Differently: Harnessing Unique Abilities in the Legal Landscape:</b> This presentation would invite us to reimagine our understanding of productivity and success within the legal profession by exploring the complexities and strengths of neurodivergent attorneys whose distinct abilities derived from their neurodivergence often reveal a potential not fully recognized by their neurotypical counterparts. We will investigate the potential that neurodivergent individuals bring to law departments and firms, breaking down the stereotypes associated with neurodiversity. Additionally, we will delve into labor law issues related to reasonable accommodations for neurodivergent individuals and discuss ways to identify and leverage their unique skills. This session aims to foster a deeper understanding of neurodiversity, promote inclusivity, and inspire innovative approaches to human resource management and labor law practices, ultimately enhancing the diversity and productivity of the legal profession. |

TAB

5

# CONSTITUTION

## TEXAS CITY ATTORNEYS ASSOCIATION

(Adopted at the Annual Meeting of the Texas City Attorneys Association in San Antonio, Texas on the 31<sup>st</sup> day of October, 1961, with Amendments of 1965, 1968, 1970, 1991, 1994, 1999, 2010, 2015, ~~and~~ 2016, and 2023.)

### ARTICLE I. NAME AND AFFILIATION.

Section 1. The name of this organization shall be the Texas City Attorneys Association.

Section 2. The association shall be affiliated with and be a department of the Texas Municipal League and its principal office shall be located at the headquarters of the Texas Municipal League in Austin, Travis County, Texas.

### ARTICLE II. PURPOSE.

Section 1. The purpose of this association shall be the general improvement of municipal law administration by the following means: First, to encourage the cooperation of city attorneys in the practical study of all municipal legal problems. Second, the holding of annual and semi-annual meetings for the discussion of legal and other questions affecting municipal government. And, third, the practical study of legislation, court decisions, and administrative rulings relating to the public interest of municipal corporations.

### ARTICLE III. MEMBERSHIP.

Section 1. The members of this association shall be active, associate, honorary, paralegal and law clerk (student).

Section 2. Active Members - Any person duly licensed to practice law in this State who have been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town or village which is an active member of the Texas Municipal League shall be eligible for membership in the association.



Section 2a.           Associate Members - Any person duly licensed to practice law in this State who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section 3.           Honorary Members - Honorary members shall be chosen because of distinguished service in the field of municipal law. They shall pay no dues, hold no office, nor vote, and no person who is eligible for active membership in the association shall be chosen as an honorary member. They shall be proposed by at least five (5) active members and shall be elected only upon unanimous recommendation of the executive committee and a majority vote of the members present at any annual or semi-annual meeting of the association. An election of an honorary member shall be cancelled if not accepted within six (6) months after the candidate has received notice of his election.

Section 4.           Paralegal Members - Any person who meets the definition of “paralegal” as promulgated by the State Bar of Texas, who is employed by an active, associate, or honorary member, and who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section 5.           Law Clerk (Student) Members - Any person who is enrolled at an accredited law school who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

#### ARTICLE IV.           **OFFICERS AND EXECUTIVE COMMITTEE.**

Section 1.           The officers of the association shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a Recorder, a Director to serve on the Texas Municipal League Executive Board, the Immediate Past President, and five (5) Directors. All officers shall be active members of the association. The General Counsel of the Texas Municipal League shall serve as General Counsel, ex officio, of the association.

Section 2.           The executive committee of the association shall be composed of the officers of the association.

Section 3. Nomination and Election. The President shall appoint a nominating committee of at least three (3) persons, one of whom shall be the immediate past president of the association. A person is ineligible to serve on the nominating committee if the person is: 1) a candidate for an association officer position; 2) serves as an attorney for the same city as a candidate; or 3) in the same law firm as a candidate. , who No later than 24 hours before the annual meeting, the nominating committee shall inform the president of the nominees. A, at the annual meeting of the association, the nominating committee shall submit nominees for association officers. Additional nominations may be made from the floor. Each of the offices shall be filled by a majority vote of the membership present and voting. The association officers shall begin their regular term of office at the close of the annual meeting.

Section 4. Term of Office. All officers' terms shall be for one (1) year with the exception of the Director to the Executive Board of the Texas Municipal League, whose term of office shall be for two (2) years, (he) being elected in even years or as otherwise provided by the Constitution of the Texas Municipal League.

Section 5. Vacancy. A vacancy in the office of the President shall be filled for the remainder of the term by the succession of the First Vice President to that office. A vacancy in the office of the First Vice President shall be filled for the remainder of the term by succession of the Second Vice President. A vacancy in the office of the Second Vice President shall be filled for the remainder of the term by the appointment of a member of the executive committee to fill such office by a majority vote of the remaining members of said executive committee. A vacancy in the Office of Director to serve on the Texas Municipal League Executive Board shall be filled by the President of the Association and shall hold office until adjournment of the next TML Annual Conference.

A vacancy in any of the other offices of the association shall be filled by the election of any active member or associate member if the person vacating the office is an associate member to fill such office for the remainder of the term by a majority vote of the executive committee.

Section 6. Telephonic and Electronic Communication. Any and all Directors may participate in a meeting of the Board of Directors by means of conference telephone, or by any other means of communication by which all Directors participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such Directors at such meeting. A written record shall be made of all actions taken at any meeting conducted by means of a conference telephone or other means of

communication. Directors may also meet and vote via~~a~~

electronic means such as email so long as the identity of each Director is made clear in the means of voting.

**ARTICLE V. MEETINGS.**

Section 1. An annual meeting of the association shall be held at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year in conjunction with the annual convention of the State Bar of Texas or at such other time and place as may be determined by the executive committee.

**ARTICLE VI. DUES.**

Section 1. The dues of each active member and of each associate member of the association shall be payable annually in advance, and may be changed upon recommendation of the executive committee and approved by a majority vote of the members present at any annual or semi-annual meeting.

**ARTICLE VII. FINANCES.**

Section 1. The General Counsel of the Texas Municipal League shall transact the necessary financial business of the association, keeping a complete record of all transactions, which shall be submitted for auditing at the annual meeting of the association. He shall give bond in such form and amount as may be determined by the executive committee, the premium of said bond to be payable by the association.

**ARTICLE VIII. SPECIAL COMMITTEES.**

Section 1. Each year at the annual meeting of the Texas City Attorneys Association, the incoming President shall appoint a committee of three (3) city attorneys, who are employed by their respective cities on a full-time basis, as a review committee with authority at the option of a majority of the committee members to prepare and file an Amicus Curiae brief on behalf and in the name of the association in those cases the committee deems of general importance in the field of municipal law or liability.

**ARTICLE VIII-A. REGIONAL ORGANIZATIONS.**

Section 1. The executive committee of the association shall have the power by by-laws to divide the State into Regions, to create and abolish Regions and regional organizations, to increase or decrease the number of Regions, to define the boundaries thereof and from time to time to change the same, and to prescribe the organization and officers of the Regions. Such regional organization, when so constituted, shall hold one or more regional meetings each year at such times and places as not to conflict with the annual meeting or semi-annual meeting of the association, in order to encourage fellowship among the members and to promote the study of municipal law.

Section 2. At any time when there is no regional organization within any area of the State, members of the association in such area located in one or more counties, may organize local clubs or societies, elect their own officers, and hold such meetings as they desire at such times and places as not to conflict with the annual meeting or the semi-annual meeting of the association. Upon creation of regions by the executive committee, local clubs or societies of members of the association organized under this Section shall be dissolved, and shall be merged into the regional organization of the Region in which they may be located.

Section 3. At any time after the creation of Regions and regional organizations within the State, when it becomes apparent to the executive committee that there is not sufficient interest to justify continuance of regional organizations, the executive committee may amend or repeal the by-law creating the Regions and regional organizations.

## **ARTICLE IX. AMENDMENTS.**

Section 1. This Constitution may be amended at an annual or semi-annual meeting of the association by a majority vote of the members present and voting, provided the proposed amendment shall have first been prepared in writing and submitted to the executive committee on or before the day of the annual or semi-annual meeting.

## **ARTICLE X. BY-LAWS.**

Section 1.               The executive committee of the association shall have the power to adopt by-laws, consistent with this Constitution and the League Constitution, governing the conduct of its meeting and the business of the association.

ARTICLE XI.           **EFFECTIVE DATE.**

Section 1.               This Constitution shall become effective immediately upon its adoption subject only to ratification by the Executive Board of the Texas Municipal League.

(Constitution of the Texas City Attorneys Association was approved by the Board of Directors of the Texas Municipal League on January 26, 1962.)

(All subsequent amendments to the Constitution of the Texas City Attorneys Association have been approved by the Texas Municipal League.)

## CONSTITUTION

### TEXAS CITY ATTORNEYS ASSOCIATION

(Adopted at the Annual Meeting of the Texas City Attorneys Association in San Antonio, Texas on the 31<sup>st</sup> day of October, 1961, with Amendments of 1965, 1968, 1970, 1991, 1994, 1999, 2010, 2015, ~~and~~ 2016, and \_\_\_\_\_.)

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#### ARTICLE III. MEMBERSHIP.

Section 1. The members of this association shall be active, associate, honorary, \_\_\_\_\_ paralegal and law clerk (student).

Section 2. Active Members - Any person duly licensed to practice law in this State who ~~have~~ has been duly elected or appointed to the office of city attorney or assistant city attorney of a city, town or village which is an active

member of the Texas Municipal League shall be eligible for membership in the association.

Section ~~32a~~.

Associate Members - Any person duly licensed to practice law in this State who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association. The officers of the association must approve thea person's initial application for associate membership and continued eligibility.

Section ~~34~~.

Honorary Members - Honorary members shall be chosen because of distinguished service in the field of municipal law. They shall pay no dues, hold no office, nor vote, and no person who is eligible for active membership in the association shall be chosen as an honorary member. They shall be proposed by at least five ~~(5)~~ active members and shall be elected only upon unanimous recommendation of the executive committee and a majority vote of the members present at any annual or semi-annual meeting of the association. An election of an honorary member shall be cancelled if not accepted within six ~~(6)~~ months after the candidate has received notice of ~~his~~the member's election.

Section ~~45~~.

Paralegal Members - Any person who meets the definition of "paralegal" as promulgated by the State Bar of Texas, who is employed by an active, associate, or honorary member, and who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

Section ~~65~~.

Law Clerk (Student) Members - Any person who is enrolled at an accredited law school who is interested in the representation of municipalities and the general improvement of municipal law practice and the purpose of the Texas City Attorneys Association.

ARTICLE IV.

**OFFICERS AND EXECUTIVE COMMITTEE.**

Section 1.

The officers of the association shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a Recorder, a Director to serve on the Texas Municipal League Executive Board, the Immediate Past President, and five ~~(5)~~ Directors. All officers shall be active members of the association. The General Counsel of the Texas Municipal League shall serve as General Counsel, ex officio, of the association.



Section 2. The executive committee of the association shall be composed of the officers of the association.

Section 3. Nomination and Election. The President shall appoint a nominating committee of at least three ~~(3) persons~~members, who have not served on the nominating committee more than twice in the last five years and (at least two of which shall be former officers). The nominating committee, ~~who~~, at the annual meeting of the association, shall submit nominees for association officers. In making its recommendation of nominees, the nominating committee shall consider the value of diversity and inclusion in the leadership of the association. The association is dedicated to providing opportunity to all people regardless of ,—including race, ethnicity, religion, gender,— sexual orientation, gender identity, age, disability, veteran status, or geographic representationlocation, or kind of employer (, and employment by a governmental entity or a private law firm). The slate of nominated officers committee shall not nominate officerscontain nominees who practice at the same law firm or in the same governmental legal department<sup>[JR1]</sup>.

Additional nominations may be made from the floor. A floor nomination shall not name a nominee who practices in the same law firm or governmental legal department as another nominee already before the body.—Each of the offices shall be filled by a majority vote of the membership present and voting. The association officers shall begin their regular term of office at the close of the annual meeting.

Section 4. Term of Office. All officers' terms shall be for one ~~(1)~~ year with the exception of the Director to the Executive Board of the Texas Municipal League, whose term of office shall be for two ~~(2)~~ years, ~~(he)the director~~ beingdirector being elected in even years or as otherwise provided by the Constitution of the Texas Municipal League.

Section 5. Vacancy. A vacancy in the executive committee shall occur upon:

1. The end of a term of office;
2. Death;
3. Loss of licensure to practice law in the State; or
4. No longer serving as a duly elected or appointed city attorney or assistant city attorney of a city, town or village which is an active

member of the Texas Municipal League (hereafter referred to as a “qualifying position”), except that, upon the approval of the executive committee, an officer intending to obtain another qualifying position and maintaining an associate membership may continue to serve as an officer through the later of:

a. The end of the officer’s term; or

b. Three months after the end of the initial qualifying position.; or

5. ~~Employment at the same law firm or in the same governmental legal department as another officer, except that, upon the approval of the executive committee, the officer may continue to serve as an officer through~~<sup>[JR2]</sup> ~~the end of the officer’s term~~Resignation.

A vacancy in the office of the President shall be filled for the remainder of the term by the succession of the First Vice President to that office. A vacancy in the office of the First Vice President shall be filled for the remainder of the term by succession of the Second Vice President. A vacancy in the office of the Second Vice President shall be filled for the remainder of the term by the appointment of a member of the executive committee to fill such office by a majority vote of the remaining members of said executive committee. A vacancy in the Office of Director to serve on the Texas Municipal League Executive Board shall be filled by the President of the Association and shall hold office until adjournment of the next TML Annual Conference.

A vacancy in any of the other offices of the association shall be filled by the election of any active member or associate member if the person vacating the office is an associate member to fill such office for the remainder of the term by a majority vote of the executive committee.

#### Section 6.

Telephonic and Electronic Communication. Any and all ~~Directors-officers~~ and Texas Municipal League staff may participate in a meeting of the Board of ~~Directors-officers~~ by means of conference telephone, or by any other means of communication by which all ~~Directors-officers~~ participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such ~~Directors-officers~~ at such meeting. A written record shall be made of all actions taken at any meeting conducted by means of a conference telephone or other means of communication. ~~Directors-Officers~~ may also meet and vote via electronic means such as email so long as the identity of each ~~Director-officer~~ is made clear in the means of voting.

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Section 1. An annual meeting of the association shall be held at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year ~~in conjunction with the annual convention of the State Bar of Texas or at such other time and place~~ as may be determined by the executive committee.

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Section 2. **Other Committees.** The President may appoint such other committees as the President deems necessary to make recommendations to the Board of Directors.

ARTICLE ~~VIII~~ AIX. **REGIONAL ORGANIZATIONS.**

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Section 3. Nomination and Election. The President shall appoint a nominating committee of at least three members, who have not served on the nominating committee more than twice in the last five years and at least two of which shall be former officers. The nominating committee, at the annual meeting of the association, shall submit nominees for association officers. When determined necessary by the executive committee, members will be presented with the nominees and may vote by means of any remote communication that sufficiently identifies the member. In making its recommendation of nominees, this committee shall consider the value of diversity and inclusion in the leadership of the association. The association is dedicated to providing opportunity to all people regardless of race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, veteran status, geographic location, or kind of employer (governmental entity or a private law firm).

Additional nominations may be made from the floor. In the event of an election by remote communication, additional nominations may occur as write-in candidates and votes submitted on those candidates, providing the candidates have filed an application with the proper person in accordance with established deadlines.

Each of the offices shall be filled by a majority vote of the membership present and voting. In case of a tie vote, the office will be determined by lot. In the instance of voting by remote communication, the vote will be tallied and ratified at a meeting of the executive committee.

The association officers shall begin their regular term of office at the close of the annual meeting. In the event of voting by remote communication, the association officers shall begin their regular term of office at the close of the meeting of the executive committee where votes are tallied and ratified.

Section 4. Term of Office. All officers' terms shall be for one year with the exception of the Director to the Executive Board of the Texas Municipal League, whose term of office shall be for two years, the director being elected in even years or as otherwise provided by the Constitution of the Texas Municipal League.



Section 5.

Vacancy. A vacancy in the executive committee shall occur upon:

1. The end of a term of office;
2. Death;
3. Loss of licensure to practice law in the State;
4. No longer serving as a duly elected or appointed city attorney or assistant city attorney of a city, town or village which is an active member of the Texas Municipal League (hereafter referred to as a “qualifying position”), except that, upon the approval of the executive committee, an officer intending to obtain another qualifying position and maintaining an associate membership may continue to serve as an officer through the later of:
  - a. The end of the officer’s term; or
  - b. Three months after the end of the initial qualifying position; or
5. Resignation.

A vacancy in the office of the President shall be filled for the remainder of the term by the succession of the First Vice President to that office. A vacancy in the office of the First Vice President shall be filled for the remainder of the term by succession of the Second Vice President. A vacancy in the office of the Second Vice President shall be filled for the remainder of the term by the appointment of a member of the executive committee to fill such office by a majority vote of the remaining members of said executive committee. A vacancy in the Office of Director to serve on the Texas Municipal League Executive Board shall be filled by the President of the Association and shall hold office until adjournment of the next TML Annual Conference.

A vacancy in any of the other offices of the association shall be filled by the election of any active member or associate member if the person vacating the office is an associate member to fill such office for the remainder of the term by a majority vote of the executive committee.

Section 6.

Telephonic and Electronic Communication. Any and all officers and Texas Municipal League staff may participate in a meeting of the Board of officers by means of conference telephone, or by any other means of communication by which all officers participating in the meeting are able to hear each other at the same time. Such participation shall constitute the presence in person by such officers at such meeting. A written record

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Section 1. An annual meeting of the association shall be held, when practicable, at the time and place of the annual conference of the Texas Municipal League, and a semi-annual meeting of the association shall be held in the summer of each year as may be determined by the executive committee. Meetings may be held in person, or by means of or in combination with, a conference telephone or similar communications equipment, another suitable electronic communication system, including videoconferencing technology or the Internet, if each person participating in the meeting can communicate with all other persons participating in the meeting.

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the preparing and filing of Amicus Curiae briefs on behalf and in the name of the association in those cases the committee deems of general importance in the field of municipal law or liability.

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Section 1. This Constitution may be amended at an annual or semi-annual meeting of the association by a majority vote of the members present and voting, provided the proposed amendment shall have first been prepared in writing and submitted to the executive committee on or before the day of the annual or semi-annual meeting.

**ARTICLE XI. BY-LAWS.**

Section 1. The executive committee of the association shall have the power to adopt by-laws, consistent with this Constitution and the League Constitution, governing the conduct of its meeting and the business of the association.

**ARTICLE XII. EFFECTIVE DATE.**

Section 1. This Constitution shall become effective immediately upon its adoption subject only to ratification by the Executive Board of the Texas Municipal League.

(Constitution of the Texas City Attorneys Association was approved by the Board of Directors of the Texas Municipal League on January 26, 1962.)

(All subsequent amendments to the Constitution of the Texas City Attorneys Association have been approved by the Texas Municipal League.)

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| <b>Year</b> | <b>TCAA Summer</b>                   | <b>TML Fall Conference</b> |
|-------------|--------------------------------------|----------------------------|
| <b>2026</b> |                                      |                            |
| <b>2025</b> | Horseshoe Bay – Horseshoe Bay Resort | Fort Worth                 |
| <b>2024</b> | SPI – Isla Grand Resort              | Houston                    |
| <b>2023</b> | San Antonio - Westin                 | Dallas                     |
| <b>2022</b> | Galveston- San Luis                  | San Antonio                |
| <b>2021</b> | Austin- Omni Barton Creek            |                            |
| <b>2020</b> | Zoom                                 |                            |
| <b>2019</b> | San Antonio- Hyatt Riverwalk         |                            |
| <b>2018</b> | Lost Pines- Hyatt                    |                            |
| <b>2017</b> | SPI- Schlitterbahn                   |                            |
| <b>2016</b> | Lost Pines- Hyatt                    |                            |
| <b>2015</b> | Lost Pines- Hyatt                    |                            |
| <b>2014</b> | SPI- Isla Grand Resort               |                            |
| <b>2013</b> | SPI- Isla Grand Resort               |                            |
| <b>2012</b> | SPI- Isla Grand Resort               |                            |



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English ▼



## TCAA Paralegal Webinar

|             |   |
|-------------|---|
| Date & Time | Jul 18, 2023 12:00 PM in <b>Central Time (US and Canada)</b>  |
| Description | This Texas City Attorneys Association (TCAA) program provides municipal education and training for paralegals and legal assistants. This presentation addresses the fundamentals of city regulation, including basic components of home rule and Type A, B, and C municipalities. |

### Webinar Registration

**First Name\***

This field is required.

**Last Name\*****Email Address\*****City\*****Job Title\*****Please provide your State Bar Number if you are a member of the Texas State Bar's Paralegal Division**

Information you provide when registering will be shared with the account owner (<https://support.zoom.us/hc/en-us/articles/360059564372-In-Product-Privacy-Notifications>) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

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## Speakers

**Stephanie Houser**

Legal Counsel • Texas Municipal League

Stephanie Houser is a graduate of St. Mary's University School of Law and previously worked as a research attorney at the Texas District and County Attorneys Association. Her experience also includes working for the City of New Braunfels and state agencies such as the Office of the Attorney General and General Land Office.

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