

**Texas City Attorneys Association**

**Board of Directors Meeting**

Horseshoe Bay, Texas

June 18, 2025

## **Agenda**

TCAA Board of Directors Meeting  
Horseshoe Bay, Texas  
Wednesday, June 18, 2025  
4:15 p.m.

1. Consider and approve minutes of the February 21, 2025 TCAA Board Meeting.
2. Discuss and consider proposals for the 2027 and 2028 TCAA Summer Conferences.
3. Reports from TCAA Regional Groups:
  - a. Houston Area Municipal Attorneys (HAMA) (Lawrence Provins)
  - b. Hill Country City Attorneys Association (HCCAA) (Laura Mueller)
  - c. Capital Area Municipal Lawyers Association (CAMLA) (Rezzin Pullum)
  - d. Rio Grande Valley – City Attorneys Association (RGV-CAA) (no response—president is listed incorrectly)
  - e. North Texas Municipal Attorneys (NTMA) (no response—president is listed incorrectly)
  - f. Central Texas City Attorneys Association (CTCAA) (Agendas attached)
4. Staff report on the 2025 TCAA Summer Conference.
5. Discuss and consider the TCAA budget for FY 2025-2026.
6. Discuss transition of services provided to TCAA by the TML Legal Services Department to the TML Affiliate Services Department.
7. Discuss and consider the program for the 2024 Fall TCAA Conference in Fort Worth.
8. Discuss and consider approving changes to Sponsorship Program based on Sponsorship Committee Report (Julie Fort, Kathy Davis, and Brandon Davis).
9. Discuss and consider approving Speaker Selection Policy.
10. Discuss and consider approving changes to TCAA Constitution based on recommendations of Constitutional Review Committee (Victor Flores, Laura Mueller, Will Trevino, and Maleshia McGinnis).
11. Discuss locations for 2029 TCAA Summer Conference for TML Staff to solicit proposals.

12. Committee Reports:

- a. Sponsorship Program Committee (Julie Fort, Kathy Davis, and Brandon Davis)
- b. Privacy Policy Committee (Julie Fort, Brandon Davis, and Kathy Davis)
- c. Constitutional Review Committee (Victor Flores, Laura Mueller, Will Trevino, and Maleshia McGinnis)
- d. Municipal Certification Program (Will Trevino, Kathy Davis, and Brandon Davis)
- e. Paralegal Programming (Sharae Reed and Will Trevino)

13. Report from the TCAA representative to the TML Board (Kathy Davis).

14. Next board meeting will be held on October 30, 2025, in Fort Worth.

15. Other business

16. Adjourn

TAB

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## Minutes

TCAA Board of Directors Meeting  
Waco, Texas  
Friday, February 21, 2025  
3:00 p.m.

Board President Jennifer Richie called the meeting to order at approximately 3:03 p.m.

### **Board members present:**

Jennifer Richie  
Julie Fort  
Sharae Reed  
Maleshia B. McGinnis  
Victor Flores  
Laura Mueller  
Mike Hayes  
Brandon Davis  
Will Trevino  
Kathy Davis

### **Board members absent:**

Slater Elza

### **TML staff present:**

Evelyn Njuguna  
Amber McKeon-Mueller  
Jacqueline Redin

1. Consider and approve minutes of the October 9, 2024 TCAA Board Meeting.

A motion to approve the October 9, 2024 board meeting minutes made by Maleshia McGinnis was seconded by Victor Flores. Unanimously approved.

2. Staff report on the survey results of the 2024 TCAA Fall Conference.

No action.

3. Discuss and consider creating a conference planning committee.

Mike Hayes volunteered to create a conference planning committee policy to share with the rest of the Board members.

4. Consider and approve the 2025 Summer Conference program.

The Board approved the 2025 Summer Conference program as amended.

5. Staff report on the TCAA budget.

No action.

6. Discuss transition of services provided to TCAA by the TML Legal Services Department to the TML Affiliate Services Department.

TML staff outlined the details and timeline of the transition of services provided by the TML Legal Services Department to the TML Affiliate Services Department.

7. Discuss 2025 Legislative Session.

No action.

8. Discuss TCAA regional groups.

Board directed staff to have the regional groups provide an update of activities to the Board at least annually.

9. Committee Reports:

a. *Summer Conference Welcoming Committee* (Jennifer Richie and Mike Hayes).

The committee provide planning and logistics updates on the summer conference.

b. *Sponsorship Program Committee.*

The committee will consist of Julie Fort, Kathy Davis, and Brandon Davis and will provide an update at the next board meeting.

c. *Privacy Policy Committee.*

The committee will consist of Julie Fort, Kathy Davis, and Brandon Davis and will provide an update at the next board meeting.

d. *Constitutional Review Committee* (Victor Flores, Laura Mueller, Will Trevino, and Maleshia McGinnis).

The committee will provide a revised draft at the next board meeting that includes voting at the summer conference.

e. *Municipal Certification Program.*

The committee will consist of Brandon Davis, Kathy Davis, and Will Trevino and will provide an update at the next board meeting.

f. *Paralegal Programming.*

Sharae provided an update on the planned paralegal programming. The committee will consist of Sharae Reed and Will Trevino.

10. Report from the TCAA representative to the TML Board (Kathy Davis)

No action.

11. Next board meeting.

The next board meeting will be held on June 18, 2025, at The Horseshoe Bay Resort.

12. Other business

13. Adjourn

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**2027 TCAA Summer Conference**  
**Location TBD**  
**Site Comparison**

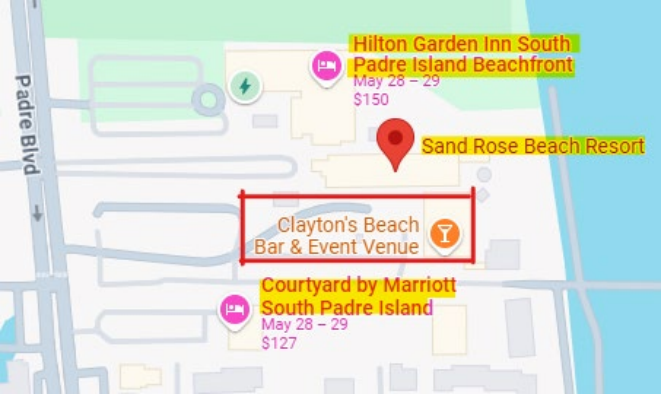
Hotel	<a href="#">Marriott Champions Circle (Fort Worth)</a>	<a href="#">San Antonio Marriott Riverwalk</a>	<a href="#">Kalhari</a>	<a href="#">JW Marriott San Antonio Hill Country Resort &amp; Spa</a>
<b>Dates Available</b>	June 9-11, 2027	June 9-11, 2027	June 23-27, 2027	2 <sup>nd</sup> option offer (will know more by June) June 23-27, 2027
<b>Meeting Rooms</b>	Waived room rental with achieved minimum F&B spend	Complimentary meeting space rental if F&B Minimum is achieved	Complimentary meeting space rental if F&B Minimum is achieved	Complimentary meeting space rental if F&B Minimum is achieved
<b>Room Rates</b>	\$162 run of house / \$182 suites	\$234	\$209	\$309 run of house / \$409 executive suites
<b>Room comp rate</b>	<ul style="list-style-type: none"> <li>1/40: One (1) complimentary room night per (40) occupied room nights, cumulative</li> </ul>	<ul style="list-style-type: none"> <li>1/50 complimentary guestrooms on a cumulative basis, credited to master account at conclusion of event</li> </ul>	<ul style="list-style-type: none"> <li>1 per 40 comp room ratio (Credited to the Master Account)</li> </ul>	<ul style="list-style-type: none"> <li>1/45: One (1) Complimentary room for every Forty-Five (45) revenue-producing rooms occupied</li> </ul>
<b>Special room rates/details</b>	<ul style="list-style-type: none"> <li>One (1) Complimentary Suite for the TCAA President to include the M Club</li> <li>Two (2) Suite at the Group Rate for the TCAA Executive Director and Meeting Planner to include the M Club</li> <li>Five (5) Suites at \$182 for VIPs to include the M Club</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) complimentary upgrades at group rate over three contracted peak nights</li> </ul>	<ul style="list-style-type: none"> <li>One comp 2-bedroom suite over the dates of the conference.</li> <li>5 upgrades to 2-bed room suites at the group rate.</li> </ul>	<ul style="list-style-type: none"> <li>One (1) Complimentary Suite as outlined in Room Commitment</li> <li>Two (2) Executive Suites Upgrades at group rate as outlined in the Group Room Commitment</li> </ul>
<b>Attrition Rate</b>	<ul style="list-style-type: none"> <li>80% attrition with a three-week cut-off date</li> </ul>		<ul style="list-style-type: none"> <li>85% attrition (cumulative)</li> </ul>	<ul style="list-style-type: none"> <li>85% attrition (cumulative)</li> </ul>
<b>F&amp;B minimum</b>	<ul style="list-style-type: none"> <li>\$36,000</li> <li>Meeting Room Rental waived with Food &amp; Beverage Minimum</li> </ul>	<ul style="list-style-type: none"> <li>\$50,000</li> <li>Meeting Room Rental waived with Food &amp; Beverage Minimum</li> </ul>	<ul style="list-style-type: none"> <li>\$50,000</li> <li>Meeting Room Rental waived with Food &amp; Beverage Minimum</li> </ul>	<ul style="list-style-type: none"> <li>\$120,000</li> <li>Meeting Room Rental waived with Food &amp; Beverage Minimum</li> <li>10% Discount on published Banquet Event Menu pricing (exclusive of alcohol, Knibbe Ranch, customized menus, etc.)</li> </ul>
<b>Parking Transportation</b>	<ul style="list-style-type: none"> <li>Comp self-parking</li> <li>Complimentary Shuttle within five miles for overnight guests, to include the Tanger Outlets and Roanoke, the Unique Dining Capital of Texas (based on availability)</li> </ul>	<ul style="list-style-type: none"> <li>Self Parking \$47 per day</li> <li>Valet Parking \$60 per day</li> <li>25% discount for hotel guests</li> </ul>	<ul style="list-style-type: none"> <li>Complimentary Self Parking</li> </ul>	<ul style="list-style-type: none"> <li>Self Parking \$29 per day plus tax</li> <li>Valet Parking \$45 per day plus tax</li> <li>Five (5) Daily Complimentary Self-Parking Passes to be used over Official Program Dates</li> </ul>
<b>Staff room rate</b>		<ul style="list-style-type: none"> <li>10 Staff rooms at a \$204.00 rate.</li> </ul>	<ul style="list-style-type: none"> <li>10 Staff rooms at a \$149.00 rate.</li> </ul>	<ul style="list-style-type: none"> <li>\$269</li> </ul>
<b>Resort Fees</b>	<ul style="list-style-type: none"> <li>Waived Resort Fee</li> </ul>		<ul style="list-style-type: none"> <li>\$30.00 include the following: Admission to the indoor waterpark and outdoor waterpark for up to 4 registered guests, microwave, mini-refrigerator, high speed internet access, in-room safe, access to fitness center.</li> </ul>	<ul style="list-style-type: none"> <li>\$30 daily resort fee (discounted from \$56)</li> </ul>
<b>Internet</b>	<ul style="list-style-type: none"> <li>Complimentary standard wireless internet in the guestrooms and meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>Complimentary standard guestroom wifi for Marriott Bonvoy Members (Free to join)</li> </ul>	<ul style="list-style-type: none"> <li>Complimentary WiFi in guest rooms and convention center</li> </ul>	<ul style="list-style-type: none"> <li>Complimentary standard wireless internet in the guestrooms and in meeting rooms</li> </ul>

<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Group rate available three (3) days pre/post, based on availability</li> </ul>	<ul style="list-style-type: none"> <li>• Guest room rate offered 3 days pre/post, based on rate and space availability</li> <li>• Two (2) complimentary upgrades at group rate over three contracted peak nights</li> </ul>	<ul style="list-style-type: none"> <li>• Complimentary easels within hotel inventory only.</li> <li>• Guest room rate offered 2 days pre/post, based on rate and space availability</li> </ul>	<ul style="list-style-type: none"> <li>• Guest room rate offered 3 days pre/post, based on rate and space availability</li> <li>• 10% Discount on published Audio-Visual equipment pricing from our preferred provider, Encore, if Encore is used exclusively (excludes labor, electrical, rigging / truss and service charges)</li> <li>• Five (5) Complimentary Hotel's Choice Amenity valued at \$50.00</li> <li>• Two (2) Complimentary Roundtrip Sedan Transfer for designated VIP, applicable for SAT Airport only</li> <li>• Double Marriott Bonvoy Points AND 25,000 Marriott Bonvoy Signing Points if Agreement is signed by June 25, 2025</li> <li>• 2 welcome drinks per stay at Cibolo Moon or Crooked Branch (choose from domestic beer or house wine / gratuity not included)</li> <li>• Access to River Bluff Water Experience</li> <li>• Complimentary golf bag storage</li> <li>• One year complimentary subscription to Golf Digest</li> <li>• Unlimited local and domestic long distance phone calls</li> <li>• Complimentary access to all fitness classes and fitness centers</li> <li>• Basketball, Tennis &amp; Pickleball court access with complimentary racquet use</li> </ul>
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<p>Hotel</p>	<p><b>Hyatt Regency Hill Country Resort &amp; Spa</b></p>	<p><b>Hyatt Regency Lost Pines</b></p>	<p><b>Live Arlington</b></p>	<p><b>Hilton Anatole Dallas</b></p>
<p>Availability</p>	<p>Not available (per 5/1 email)</p>	<p>Not available (per 3/31 email)</p>		<p>Not available (per 3/31 email)</p>

**2028 TCAA Summer Conference  
Location TBD- Site Comparison**

Hotel	<a href="#">Marriott South Padre Island</a>	<a href="#">Isla Grand</a>	<a href="#">Hyatt Regency Hill Country Resort and Spa</a>
Dates Available	June 21-23, 2028 June 7-9, 2028	June 21-23, 2028	June 21-23, 2028 June 7-9, 2028
Meeting Rooms	Waived room rental \$1500 plus taxes for set up/cleaning		No official proposal submitted.
Room Rates	Courtyard by Marriott - 125 rooms at \$200 per night plus tax Hilton Garden Inn - 80 rooms at \$175 per night plus tax Sand Rose Beach Resort - 20 rooms at \$150 per night plus tax Close together- all walkable (one contact for all properties)	\$209 cabanas (100 on peak nights) \$409 Condominiums (30 on peak nights) *we would need 95 more rooms on peak nights	\$359 (plus \$25 resort fee)
Room comp rate	<ul style="list-style-type: none"> <li>• Comp 1 per 40</li> </ul>		
Special room rates/ details	<ul style="list-style-type: none"> <li>• Comp Suite for TCAA President</li> <li>• Comp Suite for TCAA Executive Director</li> <li>• Comp Suite for Meeting Planner</li> <li>• Agree to honor sleeping room rate 2 days prior/after conference dates.</li> </ul>	<ul style="list-style-type: none"> <li>• Two complimentary condominiums with fulfillment of guestroom block</li> </ul>	
Attrition Rate			
F&B minimum	<ul style="list-style-type: none"> <li>• \$40,000</li> <li>• Meeting Room Rental waived with Food &amp; Beverage Minimum</li> </ul>	<ul style="list-style-type: none"> <li>• \$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• \$210,000</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Currently self-parking is complimentary. No valet Parking</li> </ul>	<ul style="list-style-type: none"> <li>• Complimentary Self-Parking</li> </ul>	
Staff room rate	<ul style="list-style-type: none"> <li>• Have to pay group rate.</li> </ul>		
Resort Fees		<ul style="list-style-type: none"> <li>• <b>Resort Fees:</b> Hotel rooms incur a daily resort fee, amounting to \$25.00 per cabana guestroom and \$50.00 per condominium.</li> <li>• Reduced resort fee of \$15.00 per cabana, per night or \$35.00 per condominium, per night</li> </ul>	
Internet	<ul style="list-style-type: none"> <li>• Comp WIFI in meeting room and sleeping rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Complimentary Hi-Speed WIFI</li> </ul>	

<p>Other</p>	<ul style="list-style-type: none"> <li>• Ballroom holds 300 classroom</li> <li>• Wednesday reception can be held at the Hilton Garden Inn beach bar deck.</li> <li>• Clayton's Beach Bar might be a good place for the Thursday sponsor reception/ or back at the Hilton Garden Inn beach bar deck</li> <li>• (see map)</li> </ul> 	<ul style="list-style-type: none"> <li>• Venue fee of \$27,000.00++ is reduced to \$500.00++ per day with total catered food &amp; beverage purchase exceeding \$25,000.00++</li> <li>• Set-up fee of \$150.00++ per venue is waived</li> <li>• Exhibitor fee is \$75.00 per vendor, per day</li> </ul>	
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	<p>For reference, location compared to Isla Grand</p> <ul style="list-style-type: none"> <li>• (red star- Marriott, Sand Rose, Hilton Garden properties)</li> <li>• (blus star- Isla Grand)</li> </ul>		
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Hotel	Hyatt Regency Hill Country Resort & Spa	JW Marriott San Antonio Hill Country Resort and Spa	Hyatt Regency Lost Pines	Kalahari Resort	Margaritaville
Availability	Not available (per 5/1 email)	Not available (per 5/6 email)	Not available (per 3/31 email)	Not available (per 5/27 email)	Has rooms/no banquet space

Hilton Garden Inn Beach Bar  
(possible reception venue- walkable from Marriott Courtyard)



Clayton's Beach Front Bar/Grill  
(possible reception venue walkable from Marriott Cortyard)



TAB

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**Inaugural Meeting and MCLE Presentation Hosted By:  
CENTRAL TEXAS CITY ATTORNEYS ASSOCIATION**

May 20, 2022  
9:30 a.m. -12:30 p.m.  
City of Waco Operations Center, 1415 N. 4<sup>th</sup> St., Waco, TX

**1. Call to Order and Announcements (9:30 – 9:35)**

**2. Ethics Presentation\* (9:35-10:35)**

Speaker: Kerry Fitzgerald

Topic: Strategies in Litigation of Complaints

This ethics presentation will cover the grievance process when a complaint is filed with the Texas Bar against an attorney, including how one should react when a grievance is filed against you, and what steps to take upon receiving notice of a grievance being filed.

**3. Discussion on Topics of Interest (10:45 – 12:30)**

\*This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of **1.00 credit hours**, of which 1.00 credit hours will apply to legal ethics/professional responsibility credit. **Course Title: CTCAA-Strategies in Litigation of Complaints. Course MCLE No. 174156671.**





**Inaugural Meeting and MCLE Presentation Hosted By:  
CENTRAL TEXAS CITY ATTORNEYS ASSOCIATION**

August 4, 2023

9:15 A.M. -12:00 P.M.

City of Waco Operations Center, 1415 N. 4<sup>th</sup> St., Waco, TX

**1. Call to Order and Announcements (9:15 – 9:30)**

**2. Ethics Presentation\* (9:30-10:15)**

Speaker: Mark Jaynes

Topic: *Who is your client when you are a government lawyer?*

This ethics presentation will cover the laws that provide the framework of who a government lawyer's client is, and the process involved with determining whether a specific individual (or group) is part of the government client or if said person/group needs to seek legal advice from a non-government lawyer. The presentation will also discuss transitioning from private practice to working for the government, and how to proceed when a former client is involved with a government lawyer's work for the government.

**3. Break (10:15-10:20)**

**4. Order of Business Discussion (10:20 – 10:40)**

Electing New Officers

Possible Expansion of CTCAA Membership

**5. Discussion on Topics of Interest (10:40 – 12:00)**

\*This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of **.75 credit hours**, of which will apply to legal ethics/professional responsibility credit. **Course Title: CTCAA- Who is Your Client When You Are a Government Lawyer? Course MCLE No. 17420675.**





**Inaugural Meeting and MCLE Presentation Hosted By:  
HALEY & OLSON, P.C.**

August 30, 2024  
9:30 A.M. -12:30 P.M.  
100 N. Ritchie Road, Suite 200, Waco, Texas 76712

**1. Call to Order and Announcements (9:30 – 9:35)**

**2. Presentation\* (9:35-10:20)**

**Speaker:** Brandon Oats and Rick Bradley

**Topic:** *Update on Open Records Requests, Economic Development Contracts, and Other Case Law Updates.*

This presentation will cover some recent updates on issues involving cities, including the discoverability and production of open records, as well as recent case law from the 10th Court of Appeals and Texas Supreme Court regarding Economic Development Contracts laws. This presentation will include a discussion of the statutory and case law changes as well as the practical implications of implementing said changes.

**3. Break (10:20-10:25)**

**4. Order of Business Discussion (10:25 – 10:45)**

Electing New Officers  
Possible Expansion of CTCAA Membership  
Location of 2025 Meeting

**5. Discussion on Topics of Interest (10:45 – 12:30)**

\*This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of **.75 credit hours**, this credit will not be applied to ethics requirements. **Course Title: CTCAA- Open Records Requests, and Other Case Law Updates. Course MCLE No. 174250605.**



TAB

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TAB

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**Texas City Attorneys Association**

**DRAFT**

**Budget Summary**

**FY 2025-2026**

**INCOME:**

Membership Dues	43,550
Investment Income	5,000
Riley Fletcher Seminar	15,010
Semi-Annual Meeting (Summer)	124,750
Sponsor Revenue	70,000
CML Revenue	300
Paralegal Programming	500
Art Petrile Scholarship (donations remaining)	<u>\$4,979.51</u>
<b>TOTAL:</b>	<b>\$264,089.51</b>

**EXPENSES:**

Board Meetings	4,564
Semi-Annual Meeting (TML)	19,388
Riley Fletcher Seminar	14,382
Semi-Annual Meeting (Summer)	191,993
Newsletter	19,992
Website	1,894
TCAA Listserv	3,584
Administrative Services	20,517
Miscellaneous	<u>16,950</u>
<b>TOTAL:</b>	<b>\$293,264</b>

**2024-2025 BUDGETED DEFICIT:**

**(\$29,174)**

**TOTAL RESERVE FUNDS:**

(as of March 31, 2025)

**\$306,176**

**INCOME**

**Membership Dues:**

212 City Attorneys (\$80.00)	16,960
294 Assistant City Attorneys (\$50.00)	14,700
126 Associate Members (\$90.00)	11,340
11 Paralegal (\$50.00)	<u>550</u>

**Total: \$43,550**

**Investment Income:**

Current Rates	\$5,000
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**Riley Fletcher Seminar:**

79 Registered (\$190.00/late reg fee \$210)	15,010
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**Summer Conference:**

250 Registered (\$499.00)	\$124,750
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**Sponsor Revenue:**

Sponsorship	\$70,000
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**MCP Revenue:**

Municipal Certification Program	\$300
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**Paralegal Programming:**

Webinars	\$500
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**Art Petrile Scholarship**

Donations remaining	\$4,979.51
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**TOTAL INCOME: \$264,089.51**

**EXPENSES**

**Board Meetings:**

3 Board Meetings, plus board gift and misc	1,800
TML Services Contract	1,764
TML Staff Travel Expenses	<u>1,000</u>

**Total: \$4,564**

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

MCLE	200
Food and Beverage	5,000
AV Charges (including videography)	6,500
Facility Rental	0
TML Service Agreement	3,038
TML Staff Travel Expenses	1,000
Postage	50
Printing/Marketing	600
Speaker Expenses (including registration)	2,000
Miscellaneous	<u>1,000</u>
<b>Total:</b>	<b>\$19,388</b>

### **Riley Fletcher Workshop**

MCLE	\$255
Printing/Marketing	\$1,000
Postage	\$50
Refreshment Breaks	\$4,500
AV Charges (including videography)	\$3,500
Speaker Expenses	\$500
TML Services Agreement	\$3,577
Miscellaneous	\$1,000
<b>Total:</b>	<b>\$14,382</b>

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

MCLE	400
Attendee Gifts	3,000
Food and Beverage (including attendee lunch)	130,000
Facilities Rental	0
TML Service Agreement	7,693
TML Staff Travel Expenses	3,000
Conference Supplies	1,650
Printing/Marketing	1,000
Postage	250
AV Charges (including videography)	40,000
Galen Sparks/ Susan Rocha/ Mentor Awards	2,000
Art Pertile	
Miscellaneous	<u>3,000</u>
<b>Total:</b>	<b>\$191,993</b>

**Newsletter:**

12 issues (\$1,462 per issue) **\$19,992**

**Website:**

TML Service Agreement 1,176  
Website Fees 118  
3 year Website Security Fee (\$1600, due 7/2026) 0  
Webinar Expenses (Zoom) 600  
**Total: \$1,894**

**TCAA Listserv:**

TCAA Listserv (Gaggle) 2800  
Admin Expenses 784  
**Total: \$3,584**

**Administrative Services:**

700 Members (\$20.00) 14,000  
Financial Charges 2,090  
TCAA Affiliate Groups 98  
TCAA Municipal Law Conference Scholarship 147  
TCAA Sponsorship Coordination 490  
Professional Fee - Audit 1,250  
D&O Insurance 2,050  
Paralegal Programming 392  
**Total: \$20,517**

**Miscellaneous:**

Printing and Reproduction 350  
Awards and Recognition 1,000  
Office Supplies 100  
Public Relations 300  
Postage 200  
IMLA Small City Membership Contributions 3,000  
Four IMLA Conference Scholarships 8,000  
Other Association Sponsorships 1,000  
Miscellaneous 3,000  
**Total: \$16,950**

**TOTAL EXPENSES: \$293,264**

**Texas City Attorneys Association**  
Profit and Loss Statement  
For the Twelve Months Ending June 30, 2025

	April	May	June	YTD	Budget	Favorable (Unfavorable) Variance
<b>Membership Dues:</b>						
4018-018-600-00 TCAA Membership	708.60	167.82		43,264.24	43,550.00	(285.76)
<b>Total Membership Dues</b>	<b>708.60</b>	<b>167.82</b>		<b>43,264.24</b>	<b>43,550.00</b>	<b>(285.76)</b>
<b>Investment Income:</b>						
4018-018-680-00 TCAA Investment Income---				4,600.20	2,000.00	2,600.20
<b>Total Investment Income</b>				<b>4,600.20</b>	<b>2,000.00</b>	<b>2,600.20</b>
<b>Semi-Annual Meeting (Summer):</b>						
4018-502-650-20 TCAA Summer Cc	85,182.00	9,157.00		96,819.79	99,800.00	(2,980.21)
4018-502-650-21 TCAA Summer Cc	(47.26)	(2,628.77)		(2,848.50)		(2,848.50)
<b>Total Semi-Annual Meeting (Summer)</b>	<b>85,134.74</b>	<b>6,528.23</b>		<b>93,971.29</b>	<b>99,800.00</b>	<b>(5,828.71)</b>
<b>Sponsor Revenue:</b>						
4018-018-690-02 TCAA Annual Sponsors---				65,018.42	70,000.00	(4,981.58)
<b>Total Sponsor Revenue</b>				<b>65,018.42</b>	<b>70,000.00</b>	<b>(4,981.58)</b>
<b>CML Revenue:</b>						
4018-018-690-00 TCAA CML Revenue---				673.62	200.00	473.62
<b>Total CML Revenue</b>				<b>673.62</b>	<b>200.00</b>	<b>473.62</b>
<b>Webinar Revenue:</b>						
4018-018-690-03 TCAA Webinar Re	109.84	(1.27)		525.19	500.00	25.19
<b>Total Webinar Revenue</b>	<b>109.84</b>	<b>(1.27)</b>		<b>525.19</b>	<b>500.00</b>	<b>25.19</b>
<b>Art Pertile Scholarship:</b>						
4018-018-690-04 TCAA Scholarship Contributions---				7,479.51		7,479.51
<b>Total Art Pertile Scholarship</b>				<b>7,479.51</b>		<b>7,479.51</b>
<b>Total Revenue</b>	<b>85,953.18</b>	<b>6,694.78</b>		<b>215,532.47</b>	<b>216,050.00</b>	<b>(517.53)</b>
<b>Professional Fees:</b>						
4018-018-705-00 TCAA Professional Fees---				1,250.00	1,100.00	(150.00)
<b>Total Professional Fees</b>				<b>1,250.00</b>	<b>1,100.00</b>	<b>(150.00)</b>
<b>Postage:</b>						
4018-018-720-00 TCAA Postage---				331.44	450.00	118.56
<b>Total Postage</b>				<b>331.44</b>	<b>450.00</b>	<b>118.56</b>
<b>Boards and Committees:</b>						
4018-018-760-00 TCAA Travel---				683.97	1,000.00	316.03
4018-018-785-00 TCAA Boards and Committees---				1,695.57	1,800.00	104.43
4018-018-785-01 TCAA Board TML Contract---				1,176.00	1,764.00	588.00
<b>Total Boards and Committees</b>				<b>3,555.54</b>	<b>4,564.00</b>	<b>1,008.46</b>

Semi-Annual Meeting (TML):				
4018-501-790-10 TCAA Fall Conference Speaker Expenses		2,115.14	2,000.00	(115.14)
4018-501-790-20 TCAA Fall Conference Food/Beverage		4,787.55	5,000.00	212.45
4018-501-790-21 TCAA Fall Conference Audio/Visual		2,913.56	6,500.00	3,586.44
4018-501-790-22 TCAA Fall Conference Facility Rental		50.00		(50.00)
4018-501-790-25 TCAA Fall Conference - Miscellaneous		2,558.00	1,000.00	(1,558.00)
4018-501-790-30 TCAA Fall Conference Postage		442.33	450.00	7.67
4018-501-790-32 TCAA Fall Conference Printing/Marketing		857.20	1,000.00	142.80
4018-501-790-34 TCAA Fall Conference Staff Expenses			1,000.00	1,000.00
4018-501-790-36 TCAA Fall Conference CEU Credit			200.00	200.00
4018-501-790-37 TCAA Fall Conference TML Contract		2,198.49	3,038.00	839.51
Total Semi-Annual Meeting (TML)		15,922.27	20,188.00	4,265.73
Semi-Annual Meeting (Summer):				
4018-502-790-10 TCAA Summer Conference Speaker Expenses			1,000.00	1,000.00
4018-502-790-20 TCAA Summer Conference Food/Beverage		17,500.00	119,000.00	101,500.00
4018-502-790-21 TCAA Summer Conference Audio/Visual			40,000.00	40,000.00
4018-502-790-22 TCAA Summer Conference Facility Rental		8,000.00		(8,000.00)
4018-502-790-24 TCAA Summer Conference Gift			3,000.00	3,000.00
4018-502-790-30 TCAA Summer Conference Postage			500.00	500.00
4018-502-790-32 TCAA Summer Cc 161.70		586.34	1,600.00	1,013.66
4018-502-790-34 TCAA Summer Conference Staff Expenses		98.74	3,000.00	2,901.26
4018-502-790-35 TCAA Summer Conference Supplies		168.79	1,650.00	1,481.21
4018-502-790-36 TCAA Summer Cc 122.21		122.21	400.00	277.79
4018-502-790-37 TCAA Summer Conference TML Contract		5,128.64	7,693.00	2,564.36
4018-502-790-40 TCAA Summer Conference Galen Sparks Sponsor			2,000.00	2,000.00
4018-502-790-43 TCAA Summer Conference Miscellaneous			3,000.00	3,000.00
Total Semi-Annual Meeting (Summer)	283.91	31,604.72	182,843.00	151,238.28
Public Relations:				
4018-018-780-00 TCAA Public Relations---			300.00	300.00
Total Public Relations			300.00	300.00
IMLA Scholarships:				
4018-018-780-02 TCAA IMLA Scholarships---			8,000.00	8,000.00
Total IMLA Scholarships			8,000.00	8,000.00
IMLA Small Cities Membership Contributions:				
4018-018-780-03 TCAA IMLA Small Cities Membership Contributions---			3,000.00	3,000.00
Total IMLA Small Cities Membership Contributions			3,000.00	3,000.00
TCAA Municipal Law Conference Scholarship:				
4018-018-780-06 TCAA Municipal Law Conference Scholarship---		98.00	147.00	49.00
Total TCAA Municipal Law Conference Scholarship		98.00	147.00	49.00
TCAA Sponsorship Coordination:				
4018-018-835-03 TCAA Sponsorship Coordination---		914.64	490.00	(424.64)
Total TCAA Sponsorship Coordination		914.64	490.00	(424.64)
Printing and Reproduction:				
4018-018-755-00 TCAA Printing---		214.00	350.00	136.00
4018-018-755-01 TCAA Reproduction---		0.04		(0.04)
Total Printing and Reproduction		214.04	350.00	135.96
Newsletter:				
4018-403-750-60 TCAA Newsletter TML Contract		13,328.00	19,992.00	6,664.00
Total Newsletter		13,328.00	19,992.00	6,664.00

Awards & Recognition:					
4018-018-780-01 TCAA Awards & R	(47.76)		114.51	1,000.00	885.49
Total Awards & Recognition	(47.76)		114.51	1,000.00	885.49
Office Supplies:					
4018-018-725-00 TCAA Office Supplies---			11.25	100.00	88.75
Total Office Supplies			11.25	100.00	88.75
LisTCAA Listserve:					
4018-018-815-03 TCAA Email List Serve Contract Fee---			1,859.99	784.00	(1,075.99)
4018-018-815-06 TCAA Listserv Expense---				2,800.00	2,800.00
Total LisTCAA Listserve			1,859.99	3,584.00	1,724.01
Web Site Expenses:					
4018-018-815-01 TCAA Web Site Fees---			744.68	2,000.00	1,255.32
4018-018-815-02 TCAA Web Site TML Contract--			784.00	1,176.00	392.00
4018-018-815-04 TCAA Website Expense---			4,804.31	5,400.00	595.69
4018-018-815-05 TCAA Webinar Expenses---				600.00	600.00
Total Web Site Expenses			6,332.99	9,176.00	2,843.01
Miscellaneous:					
4018-018-770-00 TCAA Dues---			852.16		(852.16)
4018-018-835-00 TCAA Miscellaneous---			6.70	3,000.00	2,993.30
Total Miscellaneous			858.86	3,000.00	2,141.14
TCAA Affiliate Groups:					
4018-018-835-01 TCAA Affiliate Groups Expense---			65.36	98.00	32.64
Total TCAA Affiliate Groups			65.36	98.00	32.64
Other Association Sponsorships:					
4018-018-835-02 TCAA Other Association Sponsorships Expense---			500.00	1,000.00	500.00
Total Other Association Sponsorships			500.00	1,000.00	500.00
Administrative Services:					
4018-018-735-00 TCAA D&O Insurance---			2,038.00	2,000.00	(38.00)
4018-018-815-07 TCAA Paralegal Programming---			261.36	392.00	130.64
4018-018-850-00 TCAA TML Base Services---			10,999.00	14,000.00	3,001.00
4018-018-850-01 TCAA TML Financial Services---			1,393.36	2,090.00	696.64
Total Administrative Services			14,691.72	18,482.00	3,790.28
Total Expenses	236.15		91,653.33	277,864.00	186,210.67
Net Income (Loss)	85,717.03	6,694.78	123,879.14	(61,814.00)	185,693.14
Beginning Net Assets:					
4018-018-570-00 TCAA Net Assets---			279,374.30		
Total Beginning Net Assets			279,374.30		
Ending Net Assets			403,253.44		

TAB

6

TAB

7

**Texas City Attorneys Association**  
**Fall Conference in Conjunction with the Texas Municipal League Annual Conference**

**5.5 Hours of MCLE Credit (Including 1.5 Ethics Hour) – Course # \_\_\_\_\_**

Thursday, October 30, 2025 – Fort Worth, Room \_\_\_\_\_

8:00 – 8:30 a.m.	Registration
8:30 – 8:45 a.m.	<b>Welcome and Opening Remarks:</b> TCAA President, Jennifer Richie, and <b>Leann D. Guzman</b> , City Attorney for the City of Fort Worth
8:45 – 9:30 a.m.	<b>To Chapter 54 Suit or Not? Deciding the Best Path for Municipal Ordinance Enforcement</b> , Natalie Thamm, Denton, Navarro, Rodriguez, Bernal, Santee, & Zech PC (.75 hr)
9:30 – 10:15 a.m.	<b>Legislative Privilege</b> , Bradford Bullock, Messer Fort PLLC (.75 hr)
10:15 – 10:30 a.m.	Break
10:30 – 11:00 a.m.	<b>Hot Topics in Land Use Law</b> , Terry Welch, Brown & Hofmeister L.L.P. (.5 hr)
11:00 – 11:30 a.m.	<b>Recent Federal Cases of Interest to Cities</b> , Randy Montgomery, D. Randall Montgomery & Associates, PLLC (.5 hr)
11:30 a.m. – Noon.	_____ (.5 hr)
Noon - 1:45 p.m.	TML Delegates Luncheon and Presentation (Separate Ticketed Event) or Lunch on Your Own
1:45 - 2:00 p.m.	<b>Business Meeting:</b> Election of TCAA Officers, Passing of the Gavel, and
2:00 -2:30 p.m.	<b>Legal Concerns with Libraries: Collections &amp; Meetings Spaces</b> , Ben Whitehead and Rezzin Pullum, Bojorquez Law Firm, PC (.5 hr)
2:30 - 3:00 p.m.	_____ (.5 hr)
3:00 - 3:30 p.m.	_____ (.5 hr)
3:30 – 3:45 p.m.	Break
3:30 – 4:00 p.m.	<b>Sunshine through the Legal Department: How City Attorneys Can Work with Staff on PIRs</b> , Laura Mueller, City of Dripping Springs (.75 hr ethics)
4:00 – 4:45 p.m.	<b>Is there a Disconnect here? What to do when your city wants to shut off someone’s power as an enforcement tool</b> , David Johnson, City of Arlington (.75 hr ethics)
4:45 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 2024 TCAA Fall Conference course number (**174246045**), 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.

Speaker	Email Address(es)	Previous Speaker?	Topic
<p><i>Terry Welch</i> Brown &amp; Hofmeister LLP</p>	<p><a href="mailto:twelch@bhlaw.net">twelch@bhlaw.net</a></p>	<p>Yes</p>	<p><b>Hot Topics in Texas Land Use Law.</b> This is part of my annual updates on land use law issues. The topics would include Dallas' response to gentrification and displacement of vulnerable communities; where is "gentle density" headed; why cities are eliminating or reducing parking requirements; updates on recent short term rental cases involving Texas cities; and any "hot" land use case or statute that may come down from now (Feb. 2025) to the date of the conference.</p> <p>30 minutes.</p>
<p><i>Joshua Skinner</i> City of Arlington</p>	<p><a href="mailto:joshua.skinner@arlingtontx.gov">joshua.skinner@arlingtontx.gov</a></p>	<p>Yes</p>	<p><b>Fourth Amendment Use of Force Update or Police Action and the Takings Clause.</b></p> <p>Option 1: Fourth Amendment Use of Force Update The session would discuss the current state of the law regarding permissible use of force under the Fourth Amendment, as well as current trends and challenges facing contemporary police departments.</p> <p>Option 2: Police Action and the Takings Clause The session would discuss recent efforts to hold law enforcement agencies liable under federal and state takings clauses for damage to third-party property caused by police actions during, for example, a shootout.</p> <p>30 minutes.</p>
<p><i>David Johnson</i> City of Arlington</p>	<p><a href="mailto:david.johnson@arlingtontx.gov">david.johnson@arlingtontx.gov</a></p>	<p>Yes</p>	<p><b>Is there a Disconnect here? What to do when your city wants to shut off someone's power as an enforcement tool.</b> Code enforcement issues continue to present problems for cities, from property blight and dilapidation to using property without or outside the scope of a certificate of occupancy. When citations and other traditional enforcement methods do not resolve code violations, some cities may consider pursuing outside-the-box enforcement tools such as disconnecting electric service at noncompliant properties. State law significantly limits when a person's electric service may be disconnected, so there may be few circumstances when disconnecting electric service is a realistic and viable enforcement tool for cities to pursue. This presentation discusses the various state laws governing the disconnection of electric service as well as ethical considerations for municipal attorneys when responding to city officials seeking to use disconnection for enforcement purposes.</p>

			45 minutes ethics.
<p><i>Shae Keefe</i>  <i>Herschel Bowens</i>  Husch Blackwell</p>	<p><a href="mailto:shae.keefe@huschblackwell.com">shae.keefe@huschblackwell.com</a></p> <p><a href="mailto:herschel.bowens@huschblackwell.com">herschel.bowens@huschblackwell.com</a></p>	No	<p><b>Stepping Through Eminent Domain: A Legal Dance Guide for Texas Attorneys.</b> As Texas continues to experience unprecedented population growth and a surge in infrastructure projects, the importance of eminent domain law has never been greater. This session will provide city and county attorneys with the tools and strategies they need to navigate the “dance floor” of the increasingly complex eminent domain process. From negotiation to acquisition and potential litigation, we will deliver practical guidance to help attorneys protect their clients’ interests, ensure procedural compliance, and achieve successful outcomes for critical infrastructure projects.</p> <p>Our presentation will focus on the key stages of the eminent domain process, offering actionable insights and best practices for every step of the journey. Whether representing public entities exercising their condemnation authority or learning about the strategies of counsel representing private property owners seeking just compensation, attorneys will leave this session with the knowledge and confidence to tackle eminent domain cases with precision and skill.</p> <p>Key Takeaways for Attendees:</p> <ol style="list-style-type: none"> <li>1. Know Who Leads the Dance: Public entities have eminent domain authority, but private entities such as utility companies may also be granted this authority by the Texas Legislature. Understanding the nuances of Texas condemnation law is critical for protecting clients’ interests and ensuring compliance with legal and procedural requirements.</li> <li>2. Understand Your Partner’s Rights: Attorneys must accurately identify the property interest being taken and understand the condemner’s rights, as well as the landowner’s, to ensure the long-term success of a project for condemning authorities.</li> <li>3. Negotiation – The Pre-Dance Warm-Up: Before a condemnation lawsuit is filed, the Texas Property Code requires a bona fide offer to be made. Skilled negotiation can lead to favorable outcomes for condemners, avoiding litigation while safeguarding future interests.</li> <li>4. The Two-Step Process of Condemnation: Step One – Administrative Phase: Attorneys must be prepared to present evidence and testimony during the Special Commissioners’ hearing, where just compensation is determined.</li> </ol>

			<p>Step Two – Litigation Phase: If either party objects to the Special Commissioners’ award, the case proceeds to trial. Attorneys will learn strategies for litigating eminent domain cases effectively, from discovery to trial advocacy.</p> <p>Why This Session Matters: As eminent domain disputes become more frequent in Texas with growing infrastructure, city and county attorneys must be equipped to handle these matters with confidence and expertise. This session will not only provide a comprehensive overview of the eminent domain process but also offer practical tools and strategies to navigate it successfully. Attendees will gain valuable insights to ensure compliance with the Texas Property Code, protect their clients’ rights, and achieve favorable outcomes to improve their local cities and counties.</p> <p>Conclusion: This session will provide Texas city and county attorneys with the tools they need to navigate the intricate world of eminent domain. From understanding the legal framework to mastering negotiation, administrative hearings, and litigation, attendees will leave with actionable strategies to protect their clients’ interests and achieve successful outcomes in this rapidly evolving area of law. We look forward to the opportunity to share our expertise and support the critical work of the Texas Municipal League’s membership.</p> <p>30 minutes.</p>
<p><i>Ben Stephens</i> <i>Sandy Hellums-Gomez</i> Husch Blackwell LLP</p>	<p><a href="mailto:ben.stephens@huschblackwell.com">ben.stephens@huschblackwell.com</a>  <a href="mailto:sandy.gomez@huschblackwell.com">sandy.gomez@huschblackwell.com</a></p>	Yes	<p><b>DEI and Public Contracting: Recent Developments and Best Practices.</b> The presentation would, in two parts, discuss (1) recent legal actions and executive orders impacting MWBE programs administered by cities, and DEI in public contracting generally, with particular attention to how executive orders may threaten the ongoing administration of such programs and how recent legal challenges to such programs have progressed and been treated by federal courts; and (2) best practices for continuing to operate such programs on a going-forward basis given the previously-addressed legal developments and federal executive actions.</p> <p>45 minutes.</p>
<p>Bradford Bullock <i>Messer Fort</i></p>	<p><a href="mailto:brad@txmunicipallaw.com">brad@txmunicipallaw.com</a></p>	Yes	<p><b>Legislative Privilege.</b> I presented a speech on legislative privilege and protecting elected and appointed officials from compelled testimony at the April UT Land Use seminar. It was</p>

			<p>45 minutes and had an ethics component based on the "who's the client?" concept. I can tailor it to 30 minutes if desired.</p> <p>45 minutes ethics.</p>
<p>Roberta "Robin" Cross <i>Messer Fort PLLC</i></p>	<p><a href="mailto:robin@txmunicipallaw.com">robin@txmunicipallaw.com</a></p>	Yes	<p><b>Fractured Fairy Tales: Employee Handbooks and Employer Policies.</b> The myths, legends and mutations of policies meant to inform employees of employer practices and to help the municipal employer avoid the courthouse. Employee Handbooks are the first defense for a municipality seeking to protect itself from future liabilities. They are also one of the first “go-tos” for a plaintiff’s lawyer looking to avoid at-will employment, establish a discriminatory pattern or practice or find evidence to support their client’s claims. Learn what policies should be in your employee handbooks - as well as understanding those that seem to have been written by Stephen King or narrated by Vincent Price.</p> <p>30 minutes.</p>
<p>Laura Mueller <i>City of Dripping Springs</i></p>	<p><a href="mailto:lmuellercityofdrippingsprings.com">lmuellercityofdrippingsprings.com</a></p>	Yes	<p><b>Sunshine through the Legal Department: How City Attorneys Can Work with Staff on PIRs.</b> This presentation will be primarily different ways city attorneys can work effectively with staff to comply with the Public Information Act. This includes working on AG requests together with the forms provided by the AG but also how to make templates. Temporary Custodians forms and how to communicate with elected and appointed officials to receive information. Other issues include communicating confidentiality and deadlines to all staff and how to best handle third party trade secret requests. This topic could have an ethics component related to advising staff on how to properly comply with the Act and attorney client privilege and the Act. There has been legislation this session where it was suggested that cities are using the attorney client privilege exception to the PIA incorrectly. How to do this properly is important to hopefully avoid issues like this in the future.</p> <p>45 minutes ethics.</p>
<p>Aniz Alani <i>City of Dripping Springs</i></p>	<p><a href="mailto:aalani@cityofdrippingsprings.com">aalani@cityofdrippingsprings.com</a></p>	Yes	<p><b>AI &amp; IT for JDs: Practical and Low-Cost Applications of GPT and Python in Municipal Law.</b> Discover how the City of Dripping Springs harnessed the power of AI—specifically GPT and Python—to revolutionize their legislative monitoring during the 89th Texas Legislative Session.</p> <p>This session will demonstrate how, without requiring deep programming expertise (or</p>

			<p>budget), the city:</p> <ol style="list-style-type: none"> <li>1. Automated the tracking of bills affecting cities by integrating data from the Texas Municipal League, LegiScan, and the Texas Capitol website.</li> <li>2. Utilized publicly available GIS shapefiles and utility ownership data to identify and visualize which jurisdictions were impacted by specific legislative proposals.</li> <li>3. Developed and dispatched regular email digests summarizing upcoming floor and committee hearings relevant to municipal interests.</li> <li>4. Employed AI tools to craft concise soundbites and speaking points, facilitating the preparation of written testimony aligned with legislative themes.</li> </ol> <p>Attendees will gain insights into how leveraging AI tools can streamline legislative monitoring, enhance decision-making, and save valuable time—all without the need for advanced technical skills.</p> <p>30 minutes.</p>
<p>Elizabeth Yelverton Bessie Bronstein <i>Taylor Olson Adkins Sralla &amp; Elam, LLP</i></p>	<p><a href="mailto:eyelverton@toase.com">eyelverton@toase.com</a> <a href="mailto:bbronstein@toase.com">bbronstein@toase.com</a></p>	<p>No</p>	<p><b>Mural Wars &amp; Monument Battles: First Amendment Constraints on Regulating Public Art.</b> Public art, whether in the form of monuments, sculptures, temporary installations, or graffiti, can beautify communities, provoke conversation, or spark controversy. But when local governments attempt to regulate public art they must navigate the complex terrain of First Amendment protections, including free speech, viewpoint neutrality, and government speech doctrines.</p> <p>This session will explore the constitutional dimensions of regulating public art in public spaces. Attendees will gain practical guidance on:</p> <ul style="list-style-type: none"> <li>• Distinguishing between government speech and private expression in public art programs.</li> <li>• Understanding when murals and other installations are protected expression under the First Amendment.</li> <li>• Crafting legally sound ordinances and permitting schemes for public art, including content-neutral restrictions.</li> <li>• Managing disputes over controversial or political art without engaging in impermissible censorship or viewpoint discrimination, including practical tips for handling meetings that involve these issues.</li> </ul> <p>We'll also examine real-world case studies involving disputes over:</p>

			<ul style="list-style-type: none"> <li>• Regulation of local murals and monuments</li> <li>• Artist rights vs. city public image concerns</li> </ul> <p>Attendees will leave with a clear understanding of what local governments can and cannot do when it comes to public art and how to foster vibrant civic expression without running afoul of constitutional limits.</p> <p>45 minutes.</p>
<p><i>Natalie Thamm</i> Denton, Navarro, Rodriguez, Bernal, Santee, &amp; Zech PC</p>	<p><a href="mailto:nthamm@rampagelaw.com">nthamm@rampagelaw.com</a></p>	No	<p><b>To Chapter 54 Suit or Not? Deciding the Best Path for Municipal Ordinance Enforcement.</b> Municipalities have a variety of paths to gain compliance with municipal ordinances. Municipalities can establish quasi-judicial administrative proceedings, utilize their municipal courts, or file a Chapter 54 enforcement suit, all of which have their benefits and drawbacks. This presentation will walk through how the various paths differ, how they overlap, and how to choose how to proceed.</p> <p>45 minutes.</p>
<p><i>Ben Whitehead</i> <i>Rezzin Pullum</i> Bojorquez Law Firm, PC</p>			<p><b><i>Legal Concerns with Libraries: Collections &amp; Meetings Spaces.</i></b></p>

TAB

8

TO: Jennifer Richie, President & TCAA Board of Directors

FROM: Sponsorship Review Committee: Julie Fort, Slater Elza, Kathy Davis & Brandon Davis

DATE: June 1, 2025

RE: Review of Sponsorship Costs & Benefits

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The Sponsorship Committee met to review TCAA sponsorships, including costs and benefits of sponsorship. We also discussed broadening solicitation to entities that serve municipalities, such as PID administrators, financial advisors, underwriters, bond council, etc. . .

**Recommended Sponsor Levels:** *NOTE*—the limit on reception invitations is for non-city or non-municipal law firms who sponsor, i.e. financial advisor firm, to be able to attend, but not flood, the reception. Cities and municipal law firms can already have everyone registered for the conference attend the receptions.

*Diamond*--\$15,000 – only 2—Logo on all publications & website; Wednesday Welcome reception or Thursday reception; table in lobby; if reception is over \$15,000 sponsor must pay overage

*Platinum*--\$10,000--only 2--breakfast sponsors--1 per day; 7 invitations to Wednesday Welcome Reception or Thursday reception if not a municipal firm; name displayed during breakfast; table in lobby; if breakfast is over \$10,000 sponsor must pay overage

*Gold*--\$7,500- only 3--opportunity to provide gifts for one day of conference; 5 invitations to Wednesday Welcome Reception or Thursday reception if not a municipal firm; table in lobby

*Silver*--\$5,000--unlimited--4 invitations to Wednesday Welcome Reception or Thursday reception if not a municipal firm; table in lobby

*Bronze*--\$3,500--2 invitations to Wednesday Welcome Reception or Thursday reception if not a municipal firm; no table in lobby

*Municipal Sponsorship*--\$3,500-- must have TCAA Member's within the firm; no table in lobby

**Other benefits:**

Year-long name in conference publications and on websites.

Names larger on screen during conference based upon level of sponsorship.

Two complimentary registrations and priority room reservations for entities with TCAA members.

TAB

9

# DRAFT 4/4/25

## TCAA Policy for Selecting Speakers for Summer and Fall Conferences

### I. Purpose

The purpose of this policy is to establish a process for selecting speakers for legal conferences presented or sponsored by the Texas City Attorneys Association (TCAA), including the Summer and Fall Legal Conferences and Riley Fletcher Basic Municipal Law Seminar (collectively the “Conference”). The selection process will help ensure that speakers provide high-quality, relevant, and informative presentations on topics pertinent to municipal legal work within the State of Texas.

### II. Speaker Selection Committee

- a. The Board of Directors (Board) will appoint a Speaker Selection Committee (Committee) to review and recommend potential speakers for each Conference.
- b. The Committee’s membership should represent a cross-section of TCAA membership and attempt to include a diverse group of individuals, most of whom should have attended past conferences. The Committee’s membership can include members of the Board.
- c. The Committee shall be responsible for identifying, evaluating, and recommending speakers based on the criteria outlined in this policy.

### III. Criteria for Speaker Selection

Speakers must meet the following criteria to be considered for selection:

- a. **Expertise:** knowledge and experience in municipal legal issues.
- b. **Relevance:** Presentation topics must be directly relevant to municipal legal work, including land use law, governance, ethics, contracts, code enforcement, employment, utility issues, and any emerging legal trends impacting the practice of municipal law. The Board will survey participants after each conference and take into consideration those comments and results. In addition, the Board may solicit input from TML’s Legal Services as to whether based upon their recent experience, requests, and work with individual cities, it might be beneficial to cover a specific topic.
- c. **Engagement:** Ability to present information clearly and effectively to an audience of legal professionals.
- d. **Diversity & Inclusion:** The Committee should strive to include a diverse range of topics, including a fairly equal balance between attorneys employed by cities and those working in firms. Judges and attorneys working for state

# DRAFT 4/4/25

agencies may be proposed. Care should be taken not to select more than one presenter from a single city, firm, or agency.

- e. **Past Performance:** If applicable, prior speaking engagements and audience feedback will be considered.

## IV. Selection Process

- a. The Board will solicit speaker proposals through an open call for presentations and provide those to the Committee. The Committee also may solicit speaker proposals through direct invitations to qualified individuals.
- b. The Committee will review all proposals and nominations based on the established criteria.
- c. The Committee will present a recommended slate of speakers to the Board for final approval.
- d. The Board will review the recommendations and make final selections based on organizational goals and conference needs.

## V. Ethical Considerations

- a. Speakers must disclose any potential conflicts of interest.
- b. The selection process shall be free from bias and undue influence. Attorneys proposing to speak about sensitive issues that may be divisive (*e.g.*, separation of church and state), should be cautioned about perceived biases and comments which may seem to give unfavorable weight or an opinion to a particular viewpoint.
- c. The Board reserves the right to decline speakers who do not align with the professional standards and objectives of the Conference.

## VI. Review and Amendment

This policy may be reviewed annually by the Board and amended as necessary.

**TAB**

**10**

# 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, 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: (1) to encourage the cooperation of city attorneys in the practical study of all municipal legal problems; (2) the holding of annual and semi-annual meetings for the discussion of legal and other questions affecting municipal government; (3) to encourage the practical study of legislation, court decisions, and administrative rulings relating to the public interest of municipal corporations; and (4) to offer quality continuing legal education opportunities for those engaged in the practice of municipal law.

### 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 has been duly elected or appointed to the office of city attorney, ~~or~~ assistant city attorney, first assistant city attorney, deputy city attorney, or an attorney who has been appointed to the legal department of a municipality which is an active member of the Texas Municipal League (collectively, "municipal attorney") shall be eligible for membership in the association.

Section 3. 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 a person's initial application for associate membership and continued eligibility.

Section 4. 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 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 months after the candidate has received notice of the member's election.

Section 5. 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 6. 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 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.

1. Nominations:

The President shall appoint a nominating committee of at least three (3) members. No later than thirty (30) days ~~24 hours~~ before the semi-annual meeting, the nominating committee shall inform the President of the nominees for retention and for vacancies. In making its recommendation of nominees, the 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 private law firm).

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2. Voting in Retention Election:

~~At the annual meeting of the association, the nominating committee shall submit nominees for association officers. Additional nominations may be made from the floor. Retention election of current directors who wish to continue on the board shall comprise the first slate of candidates. Each of the offices held by current directors shall be filled by a majority vote of the membership present and voting in this election prior to the semi-annual meeting (Summer Conference). When determined necessary by the executive committee, the membership may either vote to retain the slate or remove the slate. Members will be presented with the nominated slate nominees and may vote by means of any remote communication that sufficiently identifies the member, as designated by the executive committee and coordinated with Texas Municipal League staff, on a schedule set by the executive committee. Members shall have at least seven (7) days, but not more than fourteen (14) days, to vote. All voting, and the executive committee meeting reviewing and ratifying the vote, shall be complete prior to the semi-annual meeting (Summer Conference). In the event of an election by remote communication, a~~ For electronic voting, the vote will be tallied and ratified at a meeting of the executive committee. All members shall be informed of the final tally and ratification at the semi-annual meeting and by electronic means. If the membership votes to not retain the current directors, a special election will be held for a new slate electronically with active applications within thirty (30) days of the semi-annual meeting. The released directors shall remain in office until the new directors are chosen at the special election.

3. Voting for Vacant Position(s):

The second slate shall be for a nominee or nominees to fill a vacancy or

vacancies, as vacancy is defined in Section 5. Members will be presented with the nominations and all active applications and may vote by means of any remote communication that sufficiently identifies the member, as designated by the executive committee and coordinated with Texas Municipal League staff, on a schedule set by the executive committee. Members shall have at least seven (7) days, but not more than fourteen (14) days, to vote. Each of the vacancies shall be filled by a majority vote of the membership voting in this election prior to the semi-annual meeting (Summer Conference). Members may vote for the nominations provided by the nominating committee or write-in candidates during the voting period for any open position. ~~Additional nominations may occur as write-in candidates and votes submitted on those candidates.~~ Write-in candidates can only be those, provided the candidates who have filed an application with the proper person in accordance with established deadlines adopted by the executive committee. Open positions are vacant positions based on either: (a) a vacancy defined by Section 5; or (b) the position made open each year based on term limits on an officer. In case of a tie vote, the office will be determined by lot. ~~In the instance of voting by remote communication~~ For electronic voting, the vote will be tallied and ratified at a meeting of the executive committee. All voting, and the executive committee meeting reviewing and ratifying the vote, shall be complete prior to the semi-annual meeting (Summer Conference). For electronic voting, the vote will be tallied and ratified at a meeting of the executive committee. All members shall be informed of the final tally and ratification at the semi-annual meeting.

~~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~~ 4. Transition:

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. Directors appointed at the 2025 annual meeting shall serve until the 2027 semi-annual meeting where the first voting under these amended provisions are 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 expiration of the Immediate Past President's term; ~~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~~ municipal 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) 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 executive committee 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 shall

be made of all actions taken at any meeting conducted by means of a conference telephone or other means of communication. Officers may also meet and vote via electronic means such as email so long as the identity of each officer is made clear in the means of voting.

ARTICLE V. **MEETINGS.**

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 shall 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.

ARTICLE VI. **DUES.**

Section 1. The dues of each active, associate, paralegal, and law clerk 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. **COMMITTEES.**

Section 1. **Amicus Curiae Committee.** Each year at the annual meeting of the Texas City Attorneys Association, the incoming President shall appoint a committee of three officers, as a review committee -to provide guidance to the General Counsel of the Texas Municipal League relating to authorizing 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.

Section 2. **Ad Hoc Committees.** The President may appoint Ad Hoc committees as the President deems necessary to make recommendations to the executive committee. Once the Ad Hoc Committee has accomplished its stated purpose, it shall cease to function.

ARTICLE IX. **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 the continuance of regional organizations, the executive committee may amend or repeal the by-law creating the Regions and regional organizations.

ARTICLE X. **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, or by means of mail or electronic ballot by a majority vote of the members who voted on the amendment, 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.

(The 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 Executive Board of the Texas Municipal League.)



**To: Jennifer Richie, President, and TCAA Board of Directors**

**From:** TCAA Subcommittee on TCAA Constitution

**Date:** June 12, 2025

**RE: Subcommittee Report - Proposed Amendments to TCAA Constitution – Voting**

---

The Subcommittee was asked to continue making changes for electronic voting moving forward for TCAA elections. Enclosed please find our proposed changes.

In summary, they include:

1. Two types of election: Retention and Vacancies.
2. Retention Election would be for current directors to be retained or released. No write-in candidates for this retention election. If released, then we plan another election.
3. Vacancies, as defined in the Constitution, will be voted on separately. People can vote for the nominations or write-in candidates of active applications.
4. Vacancy definition changed to include the expiration of the immediate past president's term instead of just ends of all year-end terms to avoid confusion with retention elections.
5. Voting will be electronic, and members will have between 7 – 14 days for voting.
6. All nominations and active applications will be shared with the membership. Applications that are shared with membership will be the applications and resumes only.
7. Transition will work like this:
  - Constitution amendments approved either electronically or at the Fall 2025 Conference or Summer 2026 Conference.
  - Voting for directors will be as usual in Fall 2025.
  - No voting for directors in Summer or Fall 2026.
  - Voting for retention and vacancies will be before the Semi-Annual Meeting (Summer Conference) for 2027.
  - Election results will be announced at the Summer Conference.
  - Current directors from the Fall 2025 election will serve until Summer 2027.

TAB

11

**TAB**

**12**

## STANDARDS FOR CERTIFICATION IN MUNICIPAL LAW

Pursuant to the authority vested in the Texas City Attorneys Association Board of Directors ("Board"), the Board prescribes the following standards and requirements for Merit certification in Municipal law. The Board hereby reserves the right to be the final arbiter with regard to the interpretation and/or application of any of the standards and requirements adopted. The Board also reserves the right to add, delete and/or modify any of the requirements at any time. If you have any questions, please feel free to contact [Scott Houston at \(512\) 231-7400 or shouston@tmi.orgTCAA@tmi.org](mailto:Scott.Houston@tcaa@tmi.org).

### I. GENERAL REQUIREMENTS AND DEFINITIONS

A. No standard shall in any way limit the right of an attorney who has obtained merit certification in municipal law to practice in all fields of law. Any lawyer, alone or in association with any other lawyer, shall have the right to practice in all fields of law even though recognized in municipal law.

B. No lawyer shall be required to obtain a merit certification in municipal law before practicing in the field of municipal law. Any lawyer, alone or in association with any other lawyer, shall have the right to practice in the field of municipal law, even though not having merit certification in municipal law.

C. All applicants for certification or recertification in municipal law shall be active members in good standing of the State Bar of Texas, the Texas City Attorneys Association, and shall meet the requirements for certification or recertification prescribed by the Board.

D. Forms involved in the certification process, as well as fees required of an application for certification or recertification in municipal law shall be as approved by the Board.

E. Certification shall be valid for a period of five (5) years, at the end of which time recertification shall be permitted upon the terms and conditions established by this policy.

### II. MINIMUM STANDARDS FOR INDIVIDUAL INITIAL CERTIFICATION

#### A. REQUIRED PERIOD OF LAW PRACTICE

1. Applicant must show that during each of the two (2) years immediately preceding application they have been employed on a full-time basis by a municipality and engaged in the practice of Municipal Law. Practice of Municipal law is defined as:

**Commented [KD1]:** This appears to limit certification to in-house counsel. Is that correct?

- a. Service as a city Attorney
  - b. Service as a full-time assistant city attorney; or
  - c. Service as a full-time municipal court prosecutor
2. In order to apply for certification, the following sponsorship must be made:
- a. A City Attorney must be sponsored by another Texas city attorney who is a current TCAA member. Sponsorship is demonstrated by a letter of recommendation.
  - b. The assistant city attorney and municipal court prosecutor must be sponsored by their city attorney. –The city attorney must be a current member of TCAA. Sponsorship is demonstrated by a letter of recommendation.

**B. TYPES OF CERTIFICATION**

1. Applicants shall be eligible to apply for certification in one or more of the following areas:
- a. Municipal Court Prosecutor Certification
  - b. Municipal Law Civil Certification

**C. PROOF OF SUBSTANTIAL INVOLVEMENT**

Applicants must show substantial involvement in municipal law by providing such documentation information as may be required by the Board. This may include writing samples, evidence of work and/or representation by a supervisor of the work accomplished.

In addition to any Board requirements, the following minimum requirements must be met for each certification designation:

- a. For municipal court prosecutor certification, applicant must have tried a minimum of eighty (80) bench trials and twenty (20) jury trials as lead counsel in the preceding two years;
- b. For municipal civil law certification, one or more of the following must have been met in the preceding two years:
  - (1) Served a minimum of one (1) year as a legal advisor to a final decision-making board, i.e. Board of Adjustment, Building Standards Commission, etc.
  - (2) Represented the city in an administrative hearing before an independent agency or arbitrator.
  - (3) Civil trial experience with actual case assignment as first chair.
  - (4) Regulatory ordinance drafting.
  - (5) Significant research on issues of municipal concern.

**Commented [KD2]:** In practice, I have found this criteria to be too narrow, especially as there has been greater effort to resolve cases prior to trial. I'd like to consider lowering the required number of trials and adding a third criteria for resolving via pre-trial or other means.

**Commented [KD3]:** I've never been quite sure what is meant by "regulatory" in this context.

**D. EDUCATIONAL EXPERIENCE**

Applicants must demonstrate participation in a minimum of ten (10) hours of continuing legal education in Municipal law within the two (2) years immediately preceding application ~~or by December 31<sup>st</sup> of the year in which application is made~~ by either:

1. Attendance at and completion of programs of study in municipal law. Examples include attendance at TCAA meetings, Riley Fletcher Municipal Nuts and Bolts seminar, condemnation and land use law, personnel, federal and/or state litigation practice seminars, environmental law, etc.; or,
2. Such other educational experience as the Board shall approve.

**E. PAYMENT OF FEES**

No certification or recertification shall be issued until the applicant has paid the fees as established by the Board, including but not limited to the filing fee and certification fees.

**F. FAILURE TO FURNISH INFORMATION: MISREPRESENTATION**

Certification or recertification may be denied because of an applicant's failure to furnish the required information or misrepresentation of any material fact requested by the Board; failure to pay fees as required.

**III. RECERTIFICATION**

**A. FILING FOR RECERTIFICATION**

Application for recertification must be made by the filing deadline established by the Board. Certification expires on December 31<sup>st</sup> of the fifth year the certification was issued.

**B. STANDARDS FOR RECERTIFICATION**

1. Applicants shall be in good standing with the State Bar of Texas.
2. Applicants must demonstrate their continuing substantial involvement and special competence in the practice of municipal law within the preceding five (5) year period of certification, as follows:
  - a. Applicants must show that during each of the five (5) year periods, they have been employed on a full-time basis by a municipality in one of the following capacities – Assistant City Attorney or Municipal Court Prosecutor – and the city attorney must recommend their recertification. For city attorneys, recertification

must be recommended by another city attorney who is a member of the Texas City Attorneys Association.

- b. Applicants must provide such information as may be required by the Board to demonstrate their Municipal law experience.
- c. Applicants must demonstrate participation in a minimum of ten (10) hours of continuing legal education in Municipal law subjects sponsored by the Board as described in D (above) in the two (2) years immediately preceding the application for recertification.

**Commented [KD4]:** For recertification, we are only requiring a statement that the attorney is still in compliance, is that correct?

#### IV. CERTIFICATION OF LEGAL OFFICE

Pursuant to the authority vested in the Texas City Attorneys Association Board of Directors ("Board"), the Board prescribes the following standards and requirements for Board certification of a city attorney's office in municipal law.

##### A. GENERAL REQUIREMENTS

###### 1. Required Period of Law Practice

One of the following must be met for a legal office to ~~be eligible~~ apply for certification:

All attorneys in the office must be engaged in the practice of municipal law, and the average length of practice for all attorneys must meet or exceed two (2) years. All attorneys in the office must have been engaged in the practice of municipal law for at least an average of two (2) years; or,

**Commented [KD5]:** This has always been confusing to read, but I'm not sure my edit fixes the problem

At least seventy-five percent of the attorneys in the office are eligible for individual municipal certification as demonstrated by a statement of the city attorney.

**Commented [KD6]:** Thoughts about requiring individual municipal certification for those who are eligible, in order for an office to be certified?

##### B. TEXAS CITY ATTORNEYS ASSOCIATION MEMBERSHIP

All attorneys employed on a full-time basis by the office must be members of the Texas City Attorneys Association.

##### C. EDUCATIONAL REQUIREMENTS

- 1. Each attorney employed on a full-time basis by the office shall have participated in a minimum of ten (10) hours of continuing legal education in municipal law within the three (3) years immediately preceding application ~~or by December 31<sup>st</sup> of the year in which application is made.~~
- 2. The requirements for municipal law education may be satisfied by:
  - a. Attendance at and completion of programs of study in Municipal law, sponsored by the Board; and/or
  - b. Such other educational experience as the Board shall approve.

- c. Examples of Municipal law education are the same as Article II, D (above).
- 3. Office Certification is valid for a period of five (5) years.

**V. NO EVIDENCE OF LEGAL SPECIALIZATION**

Certification of an individual or legal office is recognition by the Board of substantial involvement in the practice of municipal law. Certification of an individual or legal office shall not be construed nor represented to be TCAA Board recognition of special competence to practice Municipal law or the certification of an individual by the TCAA Board is not to be construed as a representation by the TCAA Board that the individual has any special training or expertise in the field of municipal law or any other field of law, nor shall the person or office holding a certificate represent that they are “board certified” as that term is used by the Texas Board of Legal Specialization.

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TCAA  
Paralegal/Legal Assistant  
Division

# Membership

## Paralegals, Legal Assistants, and Legal Secretaries

Year 2022: 12

Year 2025: 42

Number of members registered for 2025 TCAA Conference: 8



# Member Benefits:

## Education

TCAA Paralegal Division hosts webinars lead by experts in the legal industry

2-3 webinars held per year

Webinars are available on demand following the live webinar

Registration for webinars are free for members

## Networking

Engage with other legal professionals throughout the state of Texas

Attend meetings to network

Receive and share advice, practical tips, and create new friendships



## TCAA Paralegal Division

### Registration Fee:

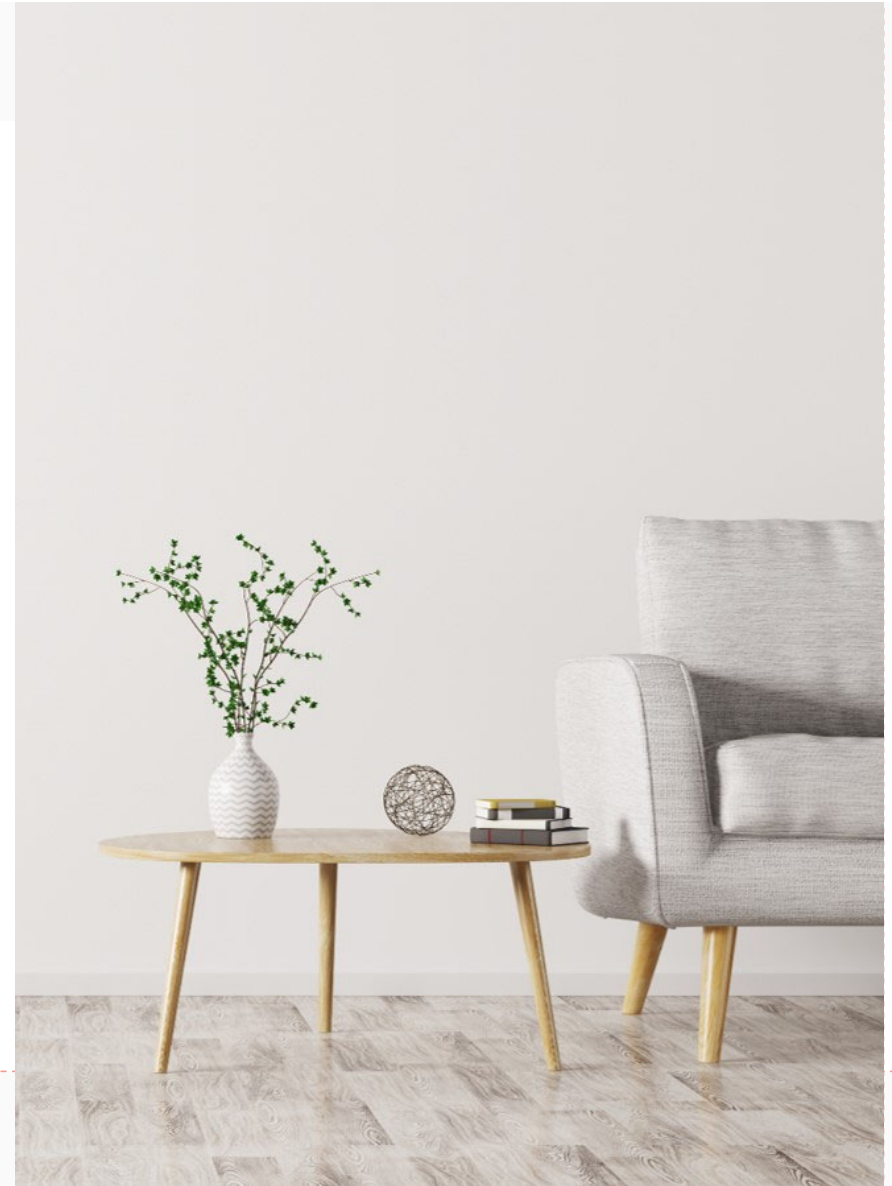
1-year membership: \$50.00

### Webinar Registration Fee (per webinar):

Members: Free

Non-Members: \$40.00

2-3 webinars are held per year



# Webinars

(all webinars are for one (1) hour)

No. of webinars held to date:	6
No. of registrants*:	245
Actual attendance:	197

\* Registrants include Administrative Assistants, Mayors, Attorneys – current and retired, Specialists, and others\*

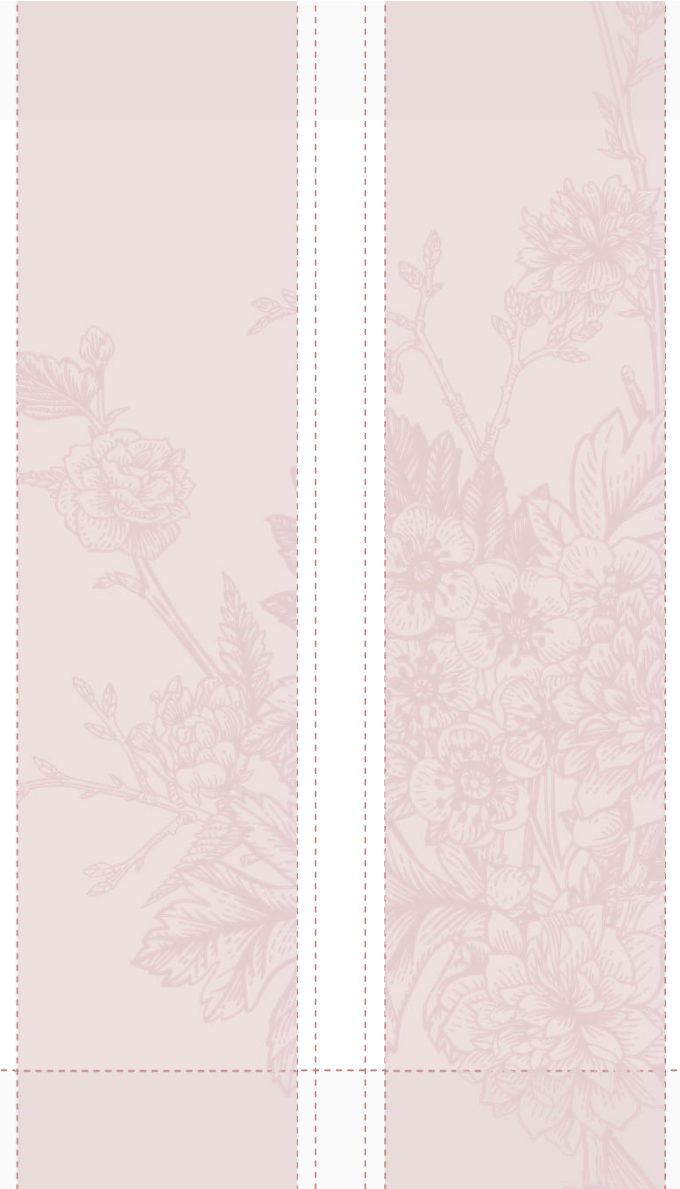


# Webinar Topics to Date:

	<u>Speakers (Attorneys)</u>	<u>Held On</u>
Fundamentals of City Regulation	Stephanie Huser	7/18/23
Municipal Ethics	Alan Bojorquez	11/7/23
Code Enforcement	Janet Spugnardi	3/26/24
Public Information Act	Michael Hayes	7/23/24
Texas PIA: Hot Topics	Laura Mueller	10/29/24
Municipal Law Litigation – File Management	Brandon Davis, Daniel Sylvia & Kaela Olson (Paralegal)	4/8/25
Condemnation – SCHEDULED	Ben Whitehead or Marianne Landers Banks	10/7/25

To become a member, please email  
[TCAA@tml.org](mailto:TCAA@tml.org)

Thank You



**TAB**

**13**

TAB

14

**TAB**

**15**