



TEXAS MUNICIPAL LEAGUE

President **John Monaco**, Mayor, Mesquite  
Executive Director **Bennett Sandlin**

July 3, 2013

**MEMORANDUM**

**TO:** Members of the TML Board of Directors  
**FROM:** Bennett Sandlin, Executive Director   
**SUBJECT:** 2013 TML Nominating Committee and Nominating Procedures



In accordance with TML policy, I am forwarding a copy of "Formation and Procedures of the Texas Municipal League Nominating Committee." You will need this information if you wish to be considered for the position of TML president-elect.

I also want to inform you that TML President John Monaco has appointed the following Board members to the 2013 TML Nominating Committee:

Leonard Reed, Mayor, Willis - Chair  
TML Past President – Guy Goodson, City Attorney, Vidor  
TML Past President – Jackie Levingston, Mayor, Groesbeck  
Marion Grayson, Mayor Pro Tem, Belton  
Bill Spelman, Councilmember, Austin

If you have any questions, please call at any time.



## **FORMATION AND PROCEDURES OF THE TEXAS MUNICIPAL LEAGUE NOMINATING COMMITTEE**

The TML Nominating Committee shall be formed and shall conduct its activities under the following TML Board-adopted policies.

### **Formation of a Nominating Committee**

During the June meeting of the TML Board of Directors, the TML President shall appoint a TML Nominating Committee to be made up of not less than five nor more than seven members of the TML Board of Directors, all of whom shall be elected officials.

The most immediate TML Past President shall chair the Nominating Committee, and two other Past Presidents shall be appointed to the Committee.

The TML President shall attempt to make appointments in a way that balances the Nominating Committee with regard to gender, ethnicity, geographic regions, city size, and other relevant factors.

Following the June meeting of the TML Board of Directors, all Board members and all member cities shall be notified of the composition of the Nominating Committee and of the procedures to be used by the Committee. Specifically, such information shall be printed in the issue of *Texas Town & City* magazine that is published in July.

### **Procedures of the Nominating Committee**

A candidate for TML President-Elect must be: (1) an elected official of a member city; (2) a member of the TML Board of Directors; and (3) shall declare his or her candidacy by completing a Candidate Data Form and mailing a sufficient number of those forms to:

Nominating Committee  
c/o Bennett Sandlin, Executive Director  
Texas Municipal League  
1821 Rutherford Lane, Suite 400  
Austin, Texas 78754-5128

Candidate Data Forms may be obtained from the TML Executive Director.

A candidate for TML President-Elect must submit seven copies of the Candidate Data Form along with any attachments to that form. That material must be mailed and must be postmarked prior to September 1. No material may be faxed or e-mailed. The TML Executive Director shall distribute the submittal materials to Committee Members.

The Candidate Data Form submitted by a candidate for TML President-Elect must include a copy of a resolution of support from the candidate's municipal governing body and may include a biographical sketch or resume.

If there are two or more candidates for the position of TML President-Elect, the Nominating Committee shall interview the candidates no sooner than September 1 and no later than the day on which the Nominating Committee makes its report to the TML Board of Directors during the TML Annual Conference. The specific times and places for such interviews shall be coordinated by the TML Executive Director. The TML Executive Director shall not be present during deliberations except at the unanimous request of the Nominating Committee members present.

Members of the Nominating Committee may seek candidates for TML President-Elect prior to September 1.

All persons who are eligible to run for TML President-Elect shall be informed that the TML Nominating Committee will base its decision on the candidates' qualifications and interviews, and not on the basis of campaigning directed to the Nominating Committee, the TML Board of Directors, other city officials, or member cities.

If, at the time of the June meeting of the TML Board of Directors, the position of President-Elect is vacant and the TML President is ineligible for another term as TML President, these procedures of the TML Nominating Committee shall also govern the nominating process for the position of TML President.

#### **Report of the Nominating Committee**

The Nominating Committee shall make a written report to the TML President prior to the time the Committee will make its oral report to the TML Board of Directors at the TML Annual Conference. That meeting shall be an open meeting and shall be listed in the Annual Conference Program.

The Nominating Committee shall nominate one Board member for TML President and one Board member for TML President-Elect.

#### **Action on the Nominating Committee Report**

Following the oral report of the Nominating Committee, the position of TML President shall be considered first and separate from the position of TML President-Elect.

Nominations from the floor shall be allowed. Three TML Board members must second any nomination from the floor for either TML President or TML President-Elect. A TML Board member may nominate himself or herself or may second his or her nomination. A nomination from the floor does not require the suspension of any rules of procedure.

If an election is contested, each candidate may address the TML Board of Directors for no more than three minutes. No other person may speak on behalf of a candidate.

If an election is uncontested, the vote shall be by voice vote.

If an election is contested, the vote shall be by written ballot. In that case, the TML President shall appoint two disinterested persons from the TML Board or staff to act as tellers to count the ballots.

If an election is contested by three or more candidates, the candidate who receives the most votes shall be declared the winner. There shall be no run-off, except in the case of a tie for the most votes.

# Texas Municipal League

## Candidate Data Form TML President-Elect

Name \_\_\_\_\_

Current Municipal Position \_\_\_\_\_

City \_\_\_\_\_

Expiration of Term of Office \_\_\_\_\_ Current Population of City \_\_\_\_\_

Please describe your public service experience including all elected and appointed positions in local government.

---

---

---

---

Please list any TML service such as policy committees, affiliate groups, TML region, TML Resolutions Committee, and other TML committees or task forces and the year(s) of service.

---

---

---

---

---

---

---

---

---

---

---

Please list any National League of Cities service such as committees and task forces and the year(s) of service.

---

---

---

---

Please list any other public service activities or experience.

---

---

---

---

---

---

---

---

**Note: You must attach a copy of a resolution of your governing body supporting your candidacy. You may also attach a biographical sketch or resume.**

Please note that the TML Nominating Committee shall base its decision on the candidates' qualifications and interviews, not on the basis of campaigning directed to the Nominating Committee, the TML Board of Directors, other city officials, affiliate groups, or member cities.

You must send **seven** copies of this form and all attachments to:

Nominating Committee  
c/o Bennett Sandlin, Executive Director  
Texas Municipal League  
1821 Rutherford Lane, Suite 400  
Austin, Texas 78754-5128

Your submittal must be mailed and must be postmarked prior to September 1. No faxes will be accepted.