

**CONSTITUTION OF THE  
TEXAS MUNICIPAL HUMAN RESOURCES ASSOCIATION**

Revised April 2023/Approved May 19, 2023

Article I: Name and Affiliation

Section 1.1 The name of this organization shall be Texas Municipal Human Resources Association. The Association shall be affiliated with the Texas Municipal League.

Section 1.2 The Constitution shall serve as the By-Laws for the Association.

Article II: Purpose

Section 2.1 The Purpose of this Association shall be to promote excellence in human resources administration in Texas municipalities.

- A. To promote research, discussion, and analysis of human resources issues arising from municipal human resources and civil service systems, State and National laws, court decisions, and administrative regulations promulgated by State and Federal agencies, and to promote changes in human resources management issues or laws which benefit the profession, Texas municipalities, and municipal employees.
- B. To obtain and circulate the latest and most current information on human resources administration.
- C. To encourage the active cooperation and exchange of information among the members, and to provide information and guidance to persons new to the profession.
- D. To sponsor and conduct conferences, seminars, meetings, and workshops to foster professional development and the study of human resources issues.
- E. To render whatever assistance possible to any municipality, Texas Municipal League Affiliate or organization interested in the promotion of effective human resources administration.
- F. To promote the welfare of all Texas municipal employees, and to render to the citizens of Texas the best and most efficient municipal human resources administration possible.
- G. To promote the status of the human resources profession in Texas municipalities.
- H. To promote the overall purposes and goals established in the Texas Municipal League Constitution.

Article III: Membership

Section 3.1 Membership in the Association shall be classified as follows:

**A. Active.** Active members shall be municipal employees responsible for the provision of services related to human resources management. Active members shall be entitled to all benefits and privileges of the Association including eligibility to vote and hold office.

**B. Affiliate.** Affiliate members shall be persons employed in a college or university; any person interested in contributing to the Association who works in a human resources management position in other municipal/public entities such as counties, state agencies, or special authorities/districts, or consults in human resources for municipalities; any person who has attained a position in a field of specialization qualifying them to contribute to the advancement of professional knowledge and practice in cooperation with the membership of the Association; or who primarily represents the interests of management in the public sector; or any person who shall have been a member of the Association in good standing, and who shall have resigned, retired, or separated from his/her position with a city, and is in a position which would not qualify him/her to retain any other membership classification. Affiliate membership shall be entitled to all benefits and privileges of the Association except chairing committees, holding offices, and voting.

**C. Cooperating Member.** Cooperating members shall be persons employed in human resources positions in the private sector, or persons who work for corporations or businesses that provide services for human resources functions. Cooperating members shall be entitled to all benefits and privileges of the Association except chairing committees, holding offices, and voting.

**D. Student/Intern.** Student/Intern members shall be persons who are currently enrolled in a course of study related to human resources management at an accredited college or university in Texas. Student/Intern members shall be entitled to all benefits of the Association except chairing committees, holding offices, and voting.

**E. Retiree.** Retiree members shall be persons who have retired or separated from active employment in a municipal human resources capacity while an active member in good standing of TMHRA, and who is not working or consulting in the public sector. Retiree members shall be entitled to all benefits and privileges of the Association except chairing committees, holding office, and voting. Retiree membership shall be half the annual membership fee of an Affiliate membership.

Section 3.2 All applicants for membership in all categories shall be subject to approval by the Executive Board. It is required that a complete application be filed only once. Membership is not transferable; it shall only be in the name of the individual and shall not attach to the position.

Section 3.3 The Association shall neither discriminate nor make decisions based on race, color, religion, gender, national origin, age or disability and shall encourage the active participation by all qualified members without regard to race, color, religion, gender, national origin, age or disability.

Article IV: Affiliate Section

Section 4.1 RESERVED.

Article V: Offices

Section 5.1 **Elected Offices.**

- (a) The elected officers of the Association shall be the Immediate Past President, President, and Vice President.
- (b) Other elected positions shall be the TML Board representative, and the nine Trustees elected at-large, all of whom shall be active members.

Section 5.2     **Executive Board.** Between general meetings of the Association, the business of the Association shall be conducted by an Executive Board, which shall consist of the elected officers of the Association and the Secretary-Treasurer (effective October 2023).

Section 5.3     **Duties of Office.**

- (a) The President, Vice President, and Secretary-Treasurer shall perform those duties normally associated with their titles. The President shall serve as chairman of the Executive Board. The Secretary-Treasurer shall be responsible for seeing that the financial reports are maintained, and that the minutes are kept of all Executive Board and Association meetings. The Immediate Past President shall provide guidance to the President and Executive Board to support the goals of the Board and the mission of TMHRA during their final term.
- (b) The TML Board Representative (also known as Department Director) shall serve as the Association's representative on the Board of Directors of the Texas Municipal League.
- (c) Officers and Trustees shall serve as chairs of committees and/or perform other duties as assigned by the President.
- (d) The Secretary-Treasurer shall be appointed annually by the President from the nine trustees. This position is a voting Board member.
- (e) The TMRS Advisory Committee Representative and an alternate shall be selected by the TMHRA President and serves as the liaison between the TMHRA Board and TMRS on issues that could/would affect membership. This position is a non-voting Board member, but may be included in meetings of the Board for continuity and input.

Section 5.4     **Terms of Office.**

- (a) Terms of office for the Immediate Past President, President, Vice President, and the Secretary-Treasurer shall be for one year. Provisions in Section 10.1 shall be followed in the event of vacancies which occur during the term of service.
  - (1) At the conclusion of each year's term of office, the President shall automatically advance to the Office of Immediate Past President; and
  - (2) The Vice President (President Elect) shall automatically advance to the Office of President.
- (b) The term of office for the TML Board Representative shall be two years, with a maximum of four years, for any one person as provided in the Texas Municipal League Constitution.
- (c) The term of office for the TMRS Advisory Committee Representative shall be as allowed by the TMRS Advisory Committee Charter (currently a maximum service of six years). The TMHRA President must recommend the TMRS Advisory Committee Representative and an alternate on

behalf of TMHRA in writing to the TMRS Board in compliance with their Charter for formal approval. Per that Charter, the recommended Representative and alternate must be a member of TMHRA and a TMRS retiree or member. Upon approval by that Committee, the Representative shall serve for the specified term.

- (d) The term of office for the nine at-large trustees shall be two years, with five trustees being elected in odd years, and four trustees being elected in even years. Thereafter, a staggered system will be in place and all trustees shall be elected to regular two-year terms.
- (e) Each term of office shall commence on October 1 of each year, except that the term of office of the TML Board Representative shall commence upon the adjournment of the Texas Municipal League Annual Conference.

**Section 5.5 Requirements for Advancement or Appointment to President, Vice President, Secretary-Treasurer, TML Board Representative, or TMRS Advisory Committee Representative.**

- (a) In order for a member to advance or be appointed to the next higher office, that member must have served a minimum of one year as a trustee and must have attended at least 50% of the scheduled board meetings held during the member's last completed year of office. Attendance of less than 50% removes that member from ascension to the next higher office.
- (b) In order for a member to be elected the TML Board Representative or appointed the TMRS Advisory Committee Representative, that member must have successfully served a minimum of two years on the TMHRA Board of Trustees and be an Active member of TMHRA in good standing. The member need not be a current TMHRA Board Trustee to serve in either position.

Article VI: Elections

**Section 6.1 Nominations of Offices.**

- (a) The Executive Board shall appoint a Nominating Committee. Two of the members must not be members of the Executive Board.
- (b) The Nominating Committee shall submit, at the TMHRA Annual Conference:
  - (1) at least two nominees for each trustee with a vacancy or term due to expire;
  - (2) at least one nominee for Vice President from trustees who have served for at least one-year on the TMHRA Board; and
  - (3) at least one nominee for TML Board Representative in compliance with Section 5.5(b) if that Representative's current term is expiring.
- (c) In nominating trustees, the Nominating Committee shall strive to achieve representation from across the State.
- (d) Additional nominations may be made by Active voting members, from the floor, at the TMHRA Annual Conference.

**Section 6.2 Election of Offices.**

- (a) The annual election shall be by mail, either by conventional mail or electronic mail, ballot. Should a nominee become ineligible for office or unable to serve, then the Nominating Committee shall nominate another qualified member prior to sending the ballot. The nominating committee shall send to each voting member, no less than 30 days prior to October 1, a ballot

including the candidates for each office together with biographical information on each candidate. The person receiving the largest number of votes cast for each position to be filled shall be submitted for canvassing to the current TMHRA Executive Board. The President shall declare the election of new officers and trustees, and those elected shall take office on October 1, except that the term of office of the TML Board Representative shall commence upon the adjournment of the Texas Municipal League Annual Conference.

- (b) A special election may be called by the President in the event of a Vice President vacancy. Within 30 days of notification to the TMHRA Board of the Vice President vacancy, the TMRHA Board will present at least one eligible Board member as candidate for Vice President to TMHRA members for a vote. The TMHRA Board shall send to each voting member a ballot including the candidate(s) for Vice President together with biographical information on each candidate. Members will have 30 days to vote. The person receiving the largest number of votes cast for Vice President shall be submitted for canvassing to the current TMHRA Executive Board. The President shall declare the election of the new Vice President and the elected candidate will take office immediately. The Vice President will have the advancement rights and responsibilities of the Vice President as outlined in Section 5.4(a)(2). If the vacancy is a result of the advancement of Vice President to President due to President vacancy, then Section 10.1 will be enacted.

#### Article VII: Dues

Section 7.1 The Executive Board, with the approval of a majority of the members voting at the annual meeting, shall fix annual dues for the members of the Association.

#### Article VIII: Meetings

Section 8.1 **Association Meetings.** There shall be at least one business meeting of the Association each year. The Annual Meeting shall be held at the time and place scheduled by the Executive Board. Other meetings of the Association may be called by the President or by a majority of the Executive Board. A majority of those registered at any meeting of the Association shall constitute a quorum for the transaction of business at such meetings.

Section 8.2 **Executive Board Meetings.** The Executive Board shall meet upon the call of the President or any three officers. The Executive Board may authorize the reimbursement of reasonable expenses incurred by Board Members or others while conducting official business of the Association.

#### Article IX: Proceedings

Section 9.1 The proceedings of the Texas Municipal Human Resources Association shall be conducted as directed in its Constitution; and, where the absence of specific direction prevails, the proceedings of the Association shall be conducted in accordance with Robert's Rules of Order.

Section 9.2 Any question as to the meaning or construction of this Constitution shall be decided by a majority vote of the Executive Board.

#### Article X: Vacancies

Section 10.1 Vacancies of the Executive Board during their term:

- (a) If the President vacates that office:
  - (1) The Vice President immediately advances to the Office of President for the remainder of the unexpired term and remains President for the full term beginning October 1.
  - (2) The Office of Vice President remains vacant until the next scheduled or special election. The President and Past President may share in the duties for this period.
  - (3) The Secretary-Treasurer remains in that office.
  - (4) Beginning October 1:
    - i. The former Past President may continue in the office for another term;
    - ii. The Vice President who ascended to the Office of President under 10.1(a)(1) shall begin their full term as President; and
    - iii. The Office of Vice President and any vacant trustee position shall be filled based upon the results of the membership vote of the annual election or special election ballot noted in Section 6.2.
- (b) If the Vice President vacates that office due to resignation or ascending to the Office of the President under Section 10.1(a), then a Special Election will be called pursuant to Section 6.2.(b).
- (c) If the Office of Secretary-Treasurer is vacated, it may be filled by appointment of the President, with the approval of the Executive Board, for the remainder of the unexpired term. The appointee shall be selected from trustees who have served a minimum of one year.

Section 10.2 **TML Board Representative.** In the event of a vacancy in the Office of TML Board Representative, the President shall also serve as the representative to the TML Board of Directors until a new TML Board Representative is placed on the ballot and selected by membership in accordance with Section 6.2.

Section 10.3 **TMRS Advisory Committee Representative.** In the event of a vacancy in the TMRS Advisory Committee Representative position, the alternate shall become the representative. A new alternate shall be submitted to the TMRS Board for approval in accordance with Section 5.4(c).

Section 10.4 **Other Offices (Trustees).** In the event a Trustee position becomes vacant during its elected term, the vacancy shall be filled by appointment of the President of the person receiving the next greatest number of votes from the most recent election ballot and shall serve the remainder of the unexpired term. If the term they filled was due to expire, they may be placed on the ballot in accordance with Section 6.2.

Article XI: Committees

Section 11.1 The President may appoint committees as he/she deems advisable except, that the creation of said committees shall be subject to the approval of the Executive Board.

Article XII: Amendments

Section 12.1 This Constitution may be amended by either of two methods. First, it may be amended at any regular or special membership meeting of the Association by a two-thirds (2/3) vote of the active members present, provided that written notice and copies of the proposed amendments to be considered have been sent to all active members at least thirty (30) days prior to the meeting. The Constitution may also be amended by mail ballot, either by conventional mail or e-mail, provided that such ballot shall be sent to all active members and they be allowed thirty (30) days to respond. Any amendment must be approved by the Texas Municipal League before becoming effective.

Proposed amendments and method of amendment must be approved by majority vote of the Executive Board prior to being submitted to the membership.

**Article XIII: Effective Date**

This Constitution shall become effective upon its adoption by the membership, and approval of the Texas Municipal League.

Submitted to membership for approval on the \_\_\_\_ day of \_\_\_\_, 2023.

Submitted via  vote at membership meeting **OR**  vote by mail/e-mail

APPROVED  REJECTED

Attest by: \_\_\_\_\_

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

Date: \_\_\_\_\_