



**DRAFT MINUTES**  
**(subject to approval at June 10, 2018 Meeting)**

**TENNESSEE CITY MANAGEMENT ASSOCIATION**

**Special Business Meeting**

**September 21, 2017**

**Gatlinburg Conference Center – Ballroom “C”**

**Gatlinburg, Tennessee**

Before lunch, President C. Seth Sumner (Athens) called the special meeting to order at 11:20 AM. A quorum of the membership was present to conduct the Business Meeting.

A proposal to replace ARTICLE II in its entirety with a new ARTICLE II (Membership) and revisions to ARTICLE III, Section 1 (Code of Ethics and Professional Conduct) of the Tennessee City Management Association’s By-Laws was presented by the President (see attachment). Supporting material related to the proposal was sent electronically to the members to review on August 28, 2017. In addition, hard copies of the proposed By-Law changes were included in the conference backup material.

After the presentation, a motion was made by Pete Peterson (Johnson City) to approve the proposed amendments; seconded by Tim Ellis (Goodlettsville). After additional discussion, the members approved the proposal by a voice vote.

Being no further business, the Special Business Meeting was adjourned at 11:31 PM.



# Tennessee City Management Association Bylaws

Approved Amendments  
at Special Call Meeting of Corporate Members  
September 21, 2017

## **ARTICLE II. MEMBERSHIP (EXISTING)**

**Section 1. Membership Classification.** The following membership classifications are established:

**a. Corporate Member:** Shall be designated as Full Members and Associate Members. The privilege of voting and serving as an Association officer is limited to Corporate Members as set forth in section b.i, b.iii, and c. below.

**b. Full Member:** A Full Member shall meet one of the following qualifications:

i. Any person who is the full-time administrative head of a municipality in Tennessee and who has served as the full-time administrative head of a municipality for at least three (3) years, two of which were continuous in the same local government, and whose professional conduct conforms to the code of ethics of this Association and the International City/County Management Association, shall be eligible for this membership. Graduation from a university of recognized standing, or two years as an Associate member, or five years in a responsible public administrative position shall be considered equivalent to one year of active service; or

ii. The full-time Executive Director or Assistant Director of the Tennessee Municipal League who has served in that capacity for at least two years, and whose professional conduct conforms to the code of ethics of this Association and the International City/County Management Association shall be eligible for this membership; or

iii. Any person appointed by a full-time administrative head of a municipality in Tennessee and who has served for at least three years, two of which were continuous in the same local government as an administrative assistant, assistant city manager/administrator or other municipal government staff recommended for membership by a full-time administrative head and whose professional conduct conforms to the code of ethics of this Association and the International City/County Management Association shall be eligible for this membership. Graduation from a university of recognized standing, or two years as an Associate member, or five years in a responsible public administrative position shall be considered equivalent to one year of active practice.

**c. Associate Member:** Any person meeting the qualifications set forth for a Full Member except that he or she does not fulfill the length of service requirement as defined in Section b above, or city recorders or other appointed municipal officials who serve in the capacity of full-time administrative head of a municipality shall be eligible for this membership.

**d. Academic Member:** Any person enrolled in or employed by an accredited college or university who is committed to pursuing or teaching a course of study in preparation for a career in local government management, including MTAS consultants and staff, shall be eligible for this membership classification.

**e. Agency Member:** Any governmental or related agency wishing to enroll several members is eligible. Agency membership dues rates will vary depending upon the number of individuals covered, and will be established in accordance with these Bylaws and the organization's constitution.

**f. Honorary Member:** Individuals who have distinguished themselves in the field of local government in Tennessee are eligible for designation as an honorary member,, provided however, that no person eligible for corporate membership shall be eligible for honorary membership. Upon petition of a minimum of five Corporate Members, honorary membership may be granted upon a two-thirds (2/3)

majority of the Board of Directors. Honorary members participating in any Association activity may not do so in a way to represent or promote a commercial product or service.

**g. Member in Transition:** A Corporate Member dismissed from his or her local government position without cause, or forced to resign under pressure for dismissal without cause, may retain membership for a period of up to two years provided that the member remains domiciled in Tennessee and his or her conduct conforms to the code of ethics of this Association and the International City/County Management Association.

**Section 2. Application.** All prospective members shall submit an application for membership in a form established by the Executive Director. The application for membership shall be accompanied by payment of the proper dues. Upon receipt of the application and dues, the Executive Director shall publish notice of such application in an official TCMA publication or otherwise provide constructive notice to the membership. If, sixty (60) days following such publication, no written objection to the applicant's qualifications has been received from a Corporate Member, the Executive Director shall admit the applicant to membership. In the event that any Corporate Member shall file with the Executive Director a written objection to the applicant's qualifications within the sixty-day period, the application shall be submitted to the Board of Directors. The affirmative vote of two-thirds of the eligible voting members of the Board shall be necessary for the applicant to be admitted. In the event that the prospective member is denied membership, the dues accompanying the application shall be refunded in full.

## **ARTICLE II. MEMBERSHIP (ADOPTED)**

**Section 1. Membership Classifications.** The following membership classifications and eligibility requirements are established:

**a. Corporate Member:** Shall have been a Full Member of the Association for at least two (2) years. The privilege of voting and serving as an Association officer is limited to Corporate members. Their conduct shall conform to the code of ethics of this Association.

**b. Full Member:** Any person working in Tennessee city or town government who serves as a municipal manager, administrator or equivalent position with similar responsibilities and duties appointed by local elected Board or Mayor or serves as a Deputy/Assistant City Manager/Administrator or equivalent position. In addition, individuals in Tennessee local government who previously served in the above positions within the State for at least three (3) years but are currently employed in a Tennessee local government in an Associate Member position shall be designated Full Members. Their conduct shall conform to the code of ethics of this Association.

**c. Associate Member:** Any person who serves in a Tennessee local government in an appointed position as a department head, mid-management or entry professional level position and is committed to professionally managed local government. Their conduct shall conform to the code of ethics of this Association.

**d. Academic Member:** Any person employed by or enrolled in an accredited college or university in Tennessee or is a native of the state enrolled at a college or university out of state who is teaching a course of study in local government management or is pursuing an educational curriculum or internship leading to a career in local government management.

**e. Agency Member:** Any governmental or related agency that provides management or technical support to Tennessee local governments and desires to enroll a significant number of its employees as members in the Association. The Board of Directors shall establish Agency member dues taking into the account the number of individuals participating and the benefit derived by the Association from having their involvement. Agency members are not eligible to become Corporate members.

**f. Alumni Member:** Any former member of the Association, having been a member in good standing for a minimum of three (3) years, who is retired or is no longer working for a Tennessee local government and is not employed by a company seeking or doing business with TCMA or its member cities and towns.

**g. Honorary Member:** Individuals currently not employed in Tennessee local government who have distinguished themselves for a minimum of twenty (20) years in the field of Tennessee local government or affiliate organizations that support the TCMA mission and programs. Upon a petition of at least five (5) corporate members, honorary membership may be granted upon the unanimous approval of the Board of Directors. Honorary members participating in any Association activity may not do so in a way to represent or promote a commercial product or service.

**h. Member-in-Transition:** A Full member dismissed from their local government position in Tennessee without cause, or forced to resign under pressure for dismissal without cause, may retain membership for up to two years without cost provided the member remains domiciled in Tennessee and their conduct conforms to the code of ethics of this Association.

**Section 2. Application:** All prospective members shall submit an application for membership in a form established by the Executive Director. Upon receipt of the application, the Executive Director shall review and approve the member if the individual meets the minimum requirements in a membership classification. Payment of dues is required before membership becomes official. If the Executive Director disapproves a membership application, the individual may appeal the decision to the Board of Directors who by affirmative vote of the majority of the Board members at its next meeting may override the decision of the Executive Director and admit the individual as a member. In addition, the Executive Director may refer a membership request to the Board for consideration at its next meeting if he/she is unable to make a determination on the appropriateness of the membership. If a perspective member is denied membership, the dues payment shall be refunded in full.

## **ARTICLE III. CODE OF ETHICS AND PROFESSIONAL CONDUCT**

**Section 1. Ethics Code.** The professional conduct of all Corporate, Full, Associate, and In-Transition members shall be governed by the ICMA Code of Ethics or other code of ethical conduct approved in lieu of the ICMA Code by Corporate Members (Constitution, Article 9).