



**Yellow Rose Chapter
Texas Municipal Clerks Association, Inc.
Agenda**

Hybrid Meeting

Thursday, October 14, 2021
In person lunch 11:30 a.m.
Business Meeting 12 noon -1:00 p.m.
City of Mansfield - Training Room
Chris Burkett Service Center
620 S. Wisteria Street
Mansfield, TX 76063

- I. Welcome:** Chapter President Amber Villarreal
- II. Guest Speaker:** Aimee Nemer, TRMC, MMC, TMCA President
- III. Business Meeting:**
 - a) Consider minutes from September 2, 2021, Yellow Rose Chapter Meeting
 - b) Consider Financial Report for the period ending September 24, 2021
 - c) Review and consider amendments to Chapter By-Laws
 - d) Discuss and consider Chapter website hosting options and associated funding
 - e) Consider Scholarship Fund options
 - f) Set FY2021-2022 meeting schedule
- III. Adjourn**

The purpose of the Yellow Rose Chapter shall be to expand the knowledge and image of the office of the City Secretary or City Clerk (Municipal Clerk); to engage in organized efforts to promote awareness of the importance of the duties performed by those in municipal government; to encourage each member to pursue the education opportunities offered, emphasizing the value of certifications afforded by membership in the TMCA; to foster relationships and network opportunities along with assistance and support among the chapters and individuals throughout our area, as well as throughout the state; to mentor new city clerks/secretaries and to impart professionalism, honesty and integrity to the communities we represent and to stand united in the common goal of upholding the constitution and laws of our communities, state and country.



**Yellow Rose Chapter of the
Texas Municipal Clerks Association
MINUTES
Thursday, September 2, 2021**

The Yellow Rose Chapter of the Texas Municipal Clerks Association convened their meeting on Thursday, September 2, 2021, at Burleson City Hall – Council Chamber 141 Renfro St., Burleson, TX 76028.

Members/*Guests in Attendance/Virtual Attendees**

Amber Villarreal	Waxahachie		Chaquita Taylor	Grand Prairie
Ivy Peterson	Cleburne		Susana Marin	Mansfield
Cynthia Olguin	Hutchins		Keera Seiger	Mansfield
Amanda Campos	Burleson		**Caryn Stevens	Red Oak
Jesse Elizondo	Burleson		**Callie Green	Venus
Cynthia Chapman	Cleburne		Jamie Bonner	Waxahachie
Angie Wade	Ennis		Mayra Ortiz	Wilmer
Bethany Prewitt	Ennis		Josie Guzman	Wilmer
Mona Lisa Galicia	Grand Prairie			
**Gloria Colvin	Grand Prairie			

I. Welcome: Chapter President Amber Villarreal

President Amber Villarreal, Waxahachie, called the meeting to order at 11:58 a.m. and welcomed everyone attending in person and virtual.

II. Guest Speaker: Aimee Nemer, TRMC, MMC, TMCA President

President Nemer was unable to attend and rescheduled her visit to October 14, 2021.

III. Business Meeting

a. Recognize Past President Angie Wade.

President Villarreal recognized Angie Wade for her service as President and presented Angie with a bouquet of yellow roses in appreciation for her service to the chapter.

b. Consider amendments to the Yellow Rose Chapter of the Texas Municipal Clerks Association, Inc. bank account with Wells Fargo Bank, N.A.

President Villarreal explained Wells Fargo's request for the Chapter to provide minutes of the changes to the Wells Fargo business account address and mailing



address to reflect the physical and mailing address of Treasurer Ivy Peterson's City of Cleburne address. Motion made by Mayra Ortiz and seconded by Keera Seiger to approve the change of physical and mailing address to reflect Treasurer Ivy Peterson's City of Cleburne mailing address. Motion carried unanimously.

c. Consider minutes from June 3, 2021, Yellow Rose Chapter Meeting

Motion made by Susana Marin and seconded by Angie Wade to approve the Minutes of June 3, 2021, as submitted. Motion carried unanimously.

d. Consider Financial Report for the period ending August 24, 2021

Treasurer Ivy Peterson presented the report and clarified the reporting period was through August 24, 2021, instead of July 31, 2021, as noted in the agenda. Motion made by Amanda Campos and seconded by Mona Lisa Galicia to approve the Financial Report through August 24, 2021. Motion carried unanimously.

e. Discuss PayPal free increase.

Treasurer Ivy Peterson gave details about the online payment fees increase. The recommendation was made to increase the online fees to absorb the convenience fee and processing fee charged by PayPal. The online membership dues would increase to \$52.50, and the online business meeting fee would increase to \$21.50. There would be no impact to the payments made by cash or check. Motion made by Jesse Elizondo and seconded by Susana Marin to approve the PayPal Fee increase for online payments. Motion carried unanimously.

f. Consider FY 2021-2022 Yellow Rose Chapter Budget

Treasurer Ivy Peterson presented the line-item budget. Mona Lisa Galicia clarified the changes to the scholarship amount reduced to \$300. Membership outreach and objectives to recruit and support small cities participation were items of concern to the attendees. Motion made by Amanda Campos and seconded by Mayra Ortiz to approve the FY2021-2022 budget. Motion carried unanimously.

g. Review Chapter By-Laws and take any necessary action.

President Villarreal presented the updates along with comments submitted by member Sonja Land from the City of Mesquite that a quorum should be based on the number registered to attend each business meeting. A recommendation was made to change the Bylaws language for appointments. President Villarreal announced that consideration and action will be considered at the next business meeting.



h. Discuss October YRC meeting (consider moving date due to TML conference)

President Villarreal announced the October meeting will be rescheduled to Thursday, October 14, 2021, to avoid conflict with the annual TML Conference. The meeting will be hosted by the City of Mansfield. A change was made to begin the business meeting at 12 noon with lunch served at 11:30 for those attending in person.

i. Discuss Chapter website hosting options

Discussion included recommended changes to make the website more user friendly for the website administrator, budgeting for hosting costs as a line-item expense for the next budget. The Technology Committee will present vendors and cost at the October meeting.

j. Present 2021-2022 Scholarship Awards

Scholarship Committee Chair Mona Lisa Galicia presented scholarships to Susana Marin of Mansfield and Cynthia Olguin of Hutchins. The recipients received a \$300 scholarship to be used toward training registration. Members were encouraged to apply for scholarships.

President Villarreal announced that a family member of Lori Cartwright donated \$50 to the Yellow Rose Chapter. Members discussed using the money towards the creation of a small-city scholarship in Lori's honor.

IV. Adjourn

The meeting adjourned at 12:41 pm.

Amber Villarreal, President

ATTEST:

Cynthia Olguin, Secretary



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
YELLOW ROSE CHAPTER
TREASURER REPORT
 PERIOD 08/25/21 thru 09/24/21

BEGINNING BANK BALANCE **\$ 16,113.47**

DEPOSITS

<i>Date</i>	<i>Description</i>	<i>Amount</i>
9/22/2021	Sep 2 Business Meeting Fees (Cash Deposit)	\$ 40.00
9/22/2021	Membership Dues (Paper Deposit)	\$ 50.00
9/22/2021	Donation (Paper Deposit)	\$ 50.00
		\$ -
		\$ -
		\$ -
TOTAL DEPOSITS		\$ 140.00

EXPENDITURES

<i>Ck #</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
	8/25 - 9/24	No expenditures reported for this period	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL EXPENDITURES			\$ -

ENDING BANK BALANCE **\$ 16,253.47**

Submitted By: **Ivy Peterson, Treasurer**
 Date: **10/8/2021**

**BYLAWS OF THE
YELLOW ROSE CHAPTER OF THE
TEXAS MUNICIPAL CLERKS ASSOCIATION**

ARTICLE I - NAME

The name of this organization shall be "Yellow Rose Chapter of the Texas Municipal Clerks Association, Inc."

ARTICLE II - PURPOSES

The purpose of the *Yellow Rose Chapter* shall be to expand the knowledge and image of the office of the City Secretary or City Clerk (Municipal Clerk); to engage in organized efforts to promote awareness of the importance of the duties performed by those in municipal government; to encourage each member to pursue the education opportunities offered, emphasizing the value of certifications afforded by membership in the TMCA; to foster relationships and network opportunities along with assistance and support among the chapters and individuals throughout our area, as well as throughout the state; to mentor new city clerks/secretaries and to impart professionalism, honesty and integrity to the communities we represent and to stand united in the common goal of upholding the constitution and laws of our communities, state and country.

ARTICLE III - MEMBERSHIP

The *Yellow Rose Chapter* membership shall be available to any person serving as a municipal clerk, deputy municipal clerk and/or assistant to a municipal clerk, or employed by one of the municipalities located in the area organized or assigned in the creation of this chapter, having submitted the proper application and payment of dues. Membership is extended to persons who work closely with the municipal clerk or anyone pursuing certification through the Texas Municipal Clerks Certification Program, with the same requirements for making application and payment of dues. Active members and retired members are granted voting rights with the prerequisite of payment of dues. (*Amended October 3, 2019*)

Transfer of Membership:

Membership in the Chapter is transferrable to the same position within the city for the time remaining of that membership year. (*Amended August 6, 2015*)

ARTICLE IV - OFFICERS

The officers of the *Yellow Rose Chapter* Board shall be President, Vice President, Secretary, Treasurer and Historian.

Office of the President:

- Attend and preside at meetings of the *Yellow Rose Chapter* Executive Board and the Chapter.
- Sign documents as authorized by the Executive Board.
- Oversee the business affairs of the Chapter.
- Represent the Chapter at functions such as TMCA, Inc. meetings.
- Fulfill all duties and responsibilities in a timely and responsible manner.

Office of the Vice President:

- Preside at meetings of the *Yellow Rose Chapter* in the absence of the President.
- Attend all meetings of the Executive Board and the Chapter.
- Arrange for programs and speakers for the regular meetings.
- Perform other duties as required to said office.
- Fulfill all duties and responsibilities in a timely and responsible manner.

Office of the Secretary:

- Record the attendance at meetings of the *Yellow Rose Chapter*.
- Keep official binder of membership.
- Send out notices of meetings, agendas and other appropriate information.
- Record and preserve minutes of all meetings
- Keep the membership informed about the activities of the *Yellow Rose Chapter*.
- Act as Treasurer in the absence thereof.
- Attend all meetings of the Executive Board and the Chapter

Office of the Treasurer:

- Maintain custody of all *Yellow Rose Chapter* funds.
- Receive revenues, make deposits and make payments for expenses of the *Yellow Rose Chapter*.
- Work with the President in filing required documents with IRS and other agencies as required.
- Furnish the President with a monthly Treasurer's Report.
- Attend all meetings of the Executive Board and Chapter.
- Prepare fiscal year budget and serves as Chair on the Budget Committee.
- Maintain all revenue and expenditure records for annual review by the Audit Committee.
- Fulfill all duties and responsibilities in a timely and responsible manner.

Office of the Historian:

- Take photos of speakers and other important items taking place at meetings (i.e. Clerk of the Year, Retirements, etc.) and provide photos to Technology/Communications Committee to upload to website and social media page(s).
- Ensure that group photos are taken at each meeting and provide to the Technology/Communications Committee to upload to website and social media page(s).
- Act as Secretary in the absence thereof.
- Fulfill all duties and responsibilities in a timely and responsible manner.

***The following criteria is established for serving as an Executive Officer of the Chapter:

- Be a practicing city clerk/secretary or deputy/assistant city clerk/secretary or employee of the city secretary 's office, performing the duties of the city secretary's office on a daily basis,

actively working toward certification and/or regularly attending seminars and events in organizations such as Texas Municipal League, Secretary of State, Texas State Library and Archives Commission or other events which further the education and/or knowledge of duties of a city clerk/secretary, and be a current paid member of the *Yellow Rose Chapter*.

- Nominees are required to complete and sign a prescribed nomination form to be submitted to the nominating committee.
- All nominees shall be in good standing, without violation of TMCA's Code of Ethics.

ARTICLE V - ELECTION OF OFFICERS

Section 1 - The membership shall appoint a nominating committee composed of three members and the immediate Past President who will serve in a non-voting liaison capacity. The first member appointed shall serve as chair of this committee. The committee shall submit nominations for President, Vice President, Treasurer, Secretary and Historian. The nominations so made together with any nominations from the floor shall be voted upon at the regular meeting held the month preceding the end of the fiscal year. Any nominee receiving a simple majority vote from the members present shall be declared elected. To be eligible to serve as President and/or Vice President, the nominee must be certified or seeking certification with the TMCA. To be eligible to serve as President, the nominee must have served a minimum one-year service as an officer in the *Yellow Rose Chapter*. Current service in the capacity of an officer of another chapter of the Texas Municipal Clerks Association renders the person ineligible to serve as an officer of the *Yellow Rose Chapter*. (Amended August 6, 2015) (Amended October 3, 2019)

Section 2 - The officers so elected shall take office October 1 and serve a two (2) year term, or until their successors shall have been duly elected or appointed. No officer shall serve more than one (1) consecutive term in the same office. (Amended April 12, 2018)

Section 3 - Any officer elected or appointed may be removed by the *Yellow Rose Chapter* Board with the approval of the majority vote of the Board whenever, in its judgment, the best interest of the organization would be served.

ARTICLE VI - VACANCIES

A vacancy created by the death, removal from the area, or any other factor that would tend to disqualify one from serving as an officer within six (6) months ~~after~~ of October 1 shall be filled by appointment by the remaining ~~Executive Board~~ officers ~~of the Yellow Rose Chapter~~ and shall serve as the ~~Nomination Committee~~ for such appointment. Any vacancy created ~~prior to~~ with more than six (6) months of October 1 shall be filled by a majority vote of the members of the *Yellow Rose Chapter* at the next regular meeting. ~~The remaining officers of the Yellow Rose Chapter shall serve as the nomination committee when filling a vacancy within 6 months prior to October 1.~~

ARTICLE VII - MEETINGS

Meetings of the *Yellow Rose Chapter* shall be held as called by the President or once every other month, except for the months when there is a conflict with State or International Municipal Clerks conferences or meetings and/or general elections. A schedule of meetings shall be submitted to the membership at the regular meeting held in August. (Amended October 3, 2019)

ARTICLE VIII - QUORUM

A majority of those registered to attend called at ~~any~~ meeting shall constitute a quorum for the transaction of business at such meeting.

ARTICLE IX - DUES

Section 1 - Annual membership dues shall be determined upon recommendation of the officers of the *Yellow Rose Chapter* and by the majority vote of members voting at a regular meeting of the *Yellow Rose Chapter*. Dues shall be collected on the fiscal year. Dues must be paid in full no later than October 31st. Retirees will pay one-half of active membership dues. (*Amended October 3, 2019*)

Section 2 - Additional fees may be assessed from time to time as needed and approved by a majority vote of a quorum of members assembled in regular meetings.

ARTICLE X - MISCELLANEOUS

Section 1 - The fiscal year of the *Yellow Rose Chapter* shall begin on the 1st day of October and end on the 30th day of September each year.

Section 2 - A budget shall be prepared for the upcoming fiscal year by the current-year Treasurer and the budget committee. The budget shall be presented to the Executive Board for preceding the new fiscal year (August). The Budget Committee Chair shall present the budget before the membership at a meeting prior to the beginning of the new fiscal year (August). (*Amended October 3, 2019*)

Section 3 - All voting shall be done by raising of the right hand for counting or by stating aye or nay.

Section 4 - The rules of procedure shall be governed by Robert's Rules of Order.

Section 5 - The voting members of the *Yellow Rose Chapter* Board shall elect members to serve on the following committees or other committees so needed from time to time:

- Nominating Committee for Various Committees & Officers
- Membership Committee
- Bylaws Review Committee (reviews and makes recommendations for changes to the *Yellow Rose Chapter* bylaws.)
- Technology/Communications Committee (handles *Yellow Rose Chapter* website, updating as needed)
- Budget Committee (assist the Treasurer in the preparation and presentation of the upcoming fiscal year budget)
- Legislative Committee [convenes during legislative years (odd). Reports and presents significant bill changes to the membership.]
- Scholarship Committee (*Amended December 3, 2015*)
- Audit Committee (*Amended October 3, 2019*)
- Clerk of the Year Committee (*Amended October 3, 2019*)
- Holiday Committee (*Amended October 3, 2019*)

Section 6 - A member of a committee may be removed by a vote of the membership of the Board whenever, in their judgment, the best interest of the *Yellow Rose Chapter* would be served.

ARTICLE XI - BYLAWS

Section 1 - Bylaws. The membership shall adopt bylaws for the purpose of governing the conduct of its meetings by a majority vote at a regular meeting of the *Yellow Rose Chapter*.

Section 2 - Amendments. These Bylaws may be amended at any regular meeting at which a quorum is present, by a two-thirds vote of all members present, provided notice of such proposed amendment(s) shall have been sent to each member at least ten days prior to such meeting.

Section 3 - Biennial Review. The Bylaws Review Committee shall review the bylaws and make recommendation on amendments to the membership at least once every two years or when the President requests such a review. (*Amended October 3, 2019*)

ARTICLE XIII - ADOPTION

WE THE UNDERSIGNED, HEREBY CERTIFY THAT THE ORIGINAL BYLAWS FOR THE *YELLOW ROSE CHAPTER* WERE DULY AMENDED BY THE MEMBERS AT THE MEETING ON THE 3RD 14th DAY OF OCTOBER, 2019 2021.

PRESIDENT

SECRETARY