



TEXAS MUNICIPAL LEAGUE

President **Robert Cluck**, Mayor, Arlington
Executive Director **Bennett Sandlin**

RECEIVED

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June 24, 2011

CITY MANAGER'S OFFICE

MEMORANDUM

TO: TML Member Cities
TML Regional Officers
TML Affiliate Presidents

FROM: Bennett Sandlin, Executive Director

SUBJECT: Resolutions for the 2011 TML Annual Conference

The TML Constitution states that resolutions for consideration at the Annual Conference must be submitted to the TML headquarters 45 calendar days prior to the first day of the Annual Conference. For 2011, this provision means that resolutions from any member city, TML region, or TML affiliate must arrive at the TML headquarters no later than **August 29, 2011**.

The TML Board of Directors has adopted several procedures governing the resolutions process. Please review the following items carefully and thoroughly.

1. Any city or other entity that submits a resolution **must** complete a resolution cover sheet. The cover sheet to be used is attached. Please feel free to make as many copies of this cover sheet as you desire.
2. The cover sheet must be attached to the resolution throughout each step of the resolutions process, including a TML regional meeting at which the resolution is considered.
3. No resolution can be considered by the TML Resolutions Committee unless it has prior approval of: (a) the governing body of a TML member city; (b) the governing body or membership of a TML affiliate; or (c) the membership of a TML region at a regional meeting.
4. The city or other entity that submits a resolution is encouraged to send a representative to the Resolutions Committee meeting to explain the resolution. The Resolutions Committee will meet at **2:00 p.m.** on **Tuesday, October 11, 2011**, at the **George R. Brown Convention Center in Houston**.

If the procedures described above are not followed for any given resolution, that resolution is likely to be referred to some other TML committee for further study. In that case, the resolution would not be adopted during the 2011 conference.

You should also be aware that under the TML Constitution, resolutions received after the deadline of August 29, 2011, must not only have the attached cover sheet, but also must “state the reason precluding timely submission.” These late resolutions can be considered by the TML Resolutions Committee at the Annual Conference only if two-thirds of the Committee members present and voting agree to suspend the submission rule and consider the resolution.

Resolutions may be submitted by mail, fax, or by e-mail (resolutions@tml.org).

If you have any questions or would like any assistance, please call Bennett Sandlin, at any time – (512) 231-7400.

cc: TML Board of Directors

**2011
TML RESOLUTION COVER SHEET**

Sponsoring Entity: _____
(City, TML Affiliate, and/or TML Region)

Brief Background: _____

What the Resolution is Intended to Accomplish: _____

How the Resolution is City-Related/How it Addresses a Municipal Issue: _____

Statewide Importance: _____

Submitted By: Name: _____
Title: _____
City: _____
Telephone: _____

PLEASE DO NOT WRITE ON THE BACK OF THIS FORM