



TEXAS MUNICIPAL LEAGUE

*Empowering Texas cities to serve their citizens*

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President **David Rutledge**, Mayor, Bridge City  
Executive Director **Bennett Sandlin**

June 30, 2023

**MEMORANDUM**

**TO:** TML Member Cities  
TML Regional Officers  
TML Affiliate Presidents

**FROM:** JJ Rocha, TML Legislative Grassroots and Legislative Services Manager

**SUBJECT:** Resolutions for the 2023 TML Annual Conference

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League advocacy efforts are based on a “legislative program” that is developed by member city officials. The program is essential to the legitimacy of the League’s advocacy efforts. To develop the program, city officials provide input in primarily two ways.

First, a member city, TML region, or TML affiliate may submit a resolution for consideration at the business meeting of each year’s annual conference. Each city is asked to provide one delegate to serve as its liaison at the meeting. The representatives will be briefed on the content of the resolutions and given a chance to discuss and vote on whether they merit inclusion in the legislative program. The resolutions form the basis of a “fixed” legislative program, under which – each session – modifications to the program will be made only if needed.

Second, member city officials can participate in the League’s “Municipal Policy Summit” during the summer of 2024. The report of the Summit takes the form of a resolution that is submitted to the annual conference in interim years. The summit participants will be appointed by the TML President in early 2024 based on volunteers and others chosen to balance the demographics of the TML membership at large.

With regard to the resolutions process, 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 2023, this provision means that resolutions from any member city, TML region, or TML affiliate must arrive at the TML headquarters no later than 5:00 p.m. on **August 21, 2023**.

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

1. No resolution may be considered at the annual TML business meeting 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.

2. TML member cities, regions, and affiliates that wish to submit a resolution **must** complete a resolution cover sheet. The cover sheet is available [here](#).
3. It is recommended that any resolution state one of four categories to better direct League staff. Those categories are:
  - **Seek Introduction and Passage** means that the League will attempt to find a sponsor, will provide testimony, and will otherwise actively pursue passage. Bills in this category are known as “TML bills.”
  - **Support** means the League will attempt to obtain passage of the initiative if it is introduced by a city or some other entity.
  - **Oppose.**
  - **Take No Position.**
4. Resolutions submitted will be thoroughly discussed at the TML Annual Conference. Each city is asked to provide one delegate to serve as its liaison at the annual business meeting at which resolutions will be considered. The delegate isn’t required to have any special expertise, and an elected official representative is encouraged but not required. The delegate must sign up electronically [here](#) prior to the meeting or can sign up in person at a table outside of the meeting room. Cities are encouraged to sign up their delegate early.
5. The city, region, or affiliate that submits a resolution is encouraged to send a representative to the business meeting to explain the resolution. The business meeting will meet at 3:30 p.m. on Thursday, October 5, 2023, at the Kay Bailey Hutchison Convention Center.

Under the TML Constitution, resolutions received after the deadline of August 21, 2023, must not only have the attached cover sheet, but also must “state the reason precluding timely submission.” These late resolutions may be considered at the annual conference only if two-thirds of the representatives present and voting agree to suspend the submission rule and consider the resolution.

Resolutions may be submitted by mail or by email (preferred) to JJ Rocha, Grassroots and Legislative Services Manager, at:

1821 Rutherford Lane, Suite 400  
Austin, Texas 78754  
Email: [jj@tml.org](mailto:jj@tml.org)

If you have questions or would like any assistance, please call 512-231-7400 at any time.