



TRACY CITY CENTER ASSOCIATION BOARD NOMINATION PACKET 2025





Quick Reference Guide on nomination eligibility criteria for TCCA Board of Directors, based on the bylaws. This version is designed to be a one-page, staff- and stakeholder-friendly handout.

TCCA Board of Directors

Nomination Eligibility Quick Reference Guide

The Tracy City Center Association (TCCA) bylaws outline specific categories for board nominations. Below is a summary of **who may be nominated** and **who may submit nominations**.

Nomination Submission

- Each **Property Owner** (or their designated representative) may submit **1 nomination per election**.
- Business Tenants or Community-at-Large Representatives may also submit **1 nomination per election**.
- Nominations must be submitted to the TCCA President by the posted deadline (no later than 7 days before the Election Meeting).
Additional nominations may also be made by the Board during the Election Meeting.
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Board Composition Requirements

The TCCA Board is made up of **13 Directors** (for this election).

- **At least 2/3 (9 of 13) must be Property Owner Directors.**
- **Up to 2 City Appointees** may be appointed by the City Manager.
- The remaining seats may be filled by Business Tenants or Community-at-Large Representatives.
- **At least 2 Community Directors must be Business Tenants.**

Nominee Categories & Criteria

1. Property Owner Director

- Must be nominated by a current Property Owner in the District.
- Property Owner must be **current on assessment payments**.
- Property may be commercial, residential, civic, institutional, or religious.

2. Business Tenant

- Holds a valid and fully paid **City of Tracy Business Tax Certificate** for an address in the District.
- May be nominated as a Community Director.

3. Community-at-Large Representative

- A District resident, community member, or business/property owner **outside the District boundaries**.
- May be nominated as a Community Director.

4. City Appointed Director

- Designated by the **City Manager of Tracy**.
- Must be a City staff person or employee.
- Appointments are separate from the Property Owner/Community nominations process.

Key Reminders:

- Nominees are **not required to be Property Owners**.
- Each qualified nominator can only submit **one nomination per election**.
- Candidate names and qualifications will be circulated at least 14 days before the Election Meeting.



Summary of Officer Roles & Expectations

Overview of Officers

TCCA's officers consist of the following positions:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer (Chief Financial Officer)**

Additional officers may include a **Chairperson of the Board**, **Assistant Secretaries**, or **Assistant Treasurers**, as determined by the Board.

Officers are elected by the Board and serve one-year terms, with **no term limits**.

President | Primary Role: Chief Executive Officer of the Corporation.

Expectations:

- Serve as the chief executive and general manager of the organization.
- Preside at all Board meetings unless a separate Chairperson of the Board is appointed.
- Execute official documents—deeds, contracts, checks, or other instruments—authorized by the Board.
- Carry out all duties required by law, the Articles of Incorporation, or these Bylaws.
- Provide leadership and direction consistent with the mission and strategic goals of TCCA.

Key Attributes: Leadership, accountability, communication, and alignment with Board decisions. 2-4 Hours/week (not including events or other city meetings)

Vice President | Primary Role: Deputy to the President.

Expectations:

- Act in place of the President during their absence, incapacity, or refusal to act.
- Possess the same powers and authority as the President when serving in that capacity.
- Carry out additional duties assigned by the Board or prescribed by the Bylaws.

Key Attributes: Reliability, readiness to lead, support for continuity of governance. 2-4 Hours/week (not including events or other city meetings)

Secretary | Primary Role: Custodian of TCCA's records and official documentation.

Expectations:

- Maintain official copies of the Articles of Incorporation and Bylaws.
- Record and keep minutes of all Board and committee meetings, including attendance, actions, and decisions.
- Ensure all required notices of meetings are properly given.
- Maintain custody of the corporate seal (if used) and affix it to authorized documents.
- Safeguard organizational records and ensure compliance with recordkeeping laws.
- Perform any additional duties as assigned by the Board.

Key Attributes: Accuracy, attention to detail, confidentiality, and procedural integrity. 1-2 Hours/week (not including events or other city meetings)

Treasurer (Chief Financial Officer) | Primary Role: Financial steward of the Corporation.

Expectations:

- Manage and safeguard all corporate funds and securities.
- Deposit funds in Board-approved depositories.
- Disburse funds as directed by the Board, ensuring proper documentation and vouchers.
- Maintain accurate books of accounts detailing assets, liabilities, receipts, and disbursements.
- Prepare and present financial statements and reports as required by the Board or law.
- Certify financial reports included in official filings or reports.
- Ensure fiscal compliance and sound financial management practices.

Key Attributes: Financial integrity, transparency, and diligence in reporting and controls. 8-10 Hours/week (not including events or other city meetings)

General Provisions

- Officers may be removed **with or without cause** by the Board.
- Vacancies are filled by the Board; in the interim, the President may appoint temporary replacements.
- Officers may hold multiple roles, except that **the Secretary or Treasurer cannot also serve as President or Chairperson** simultaneously.
- Officers are accountable to the Board and must perform their duties **in good faith, in the best interest of the organization, and with reasonable care.**



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TRACY
TRACY CITY CENTER
ASSOCIATION

Tracy City Center Association

Board of Directors Nomination Form

(Election Meeting: [Insert Date])

Nominee Information

- Nominee Name: _____
- Nominee Category (check one):
 - ☐ Property Owner Director
 - ☐ Business Tenant (Community Director)
 - ☐ Community-at-Large Representative (Community Director)
 - ☐ City Appointed Director (appointed by City Manager – not part of election)
- Does nominee currently serve as a Director on the TCCA Board? ☐ Yes ☐ No
- If yes, does nominee's current term expire this year? ☐ Yes ☐ No
- Is nominee currently serving on a Committee of the Board? ☐ Yes ☐ No
- Is nominee willing to serve a full 2-year term if elected? ☐ Yes ☐ No
- Why do you want to serve on the TCCA Board of Directors?

Nominator Information

(Each eligible nominator may submit one nomination per election)

- Nominator Name: _____
- Nominator Category (check one):
 - ☐ Property Owner (must be current on assessment payments)
 - ☐ Business Tenant (valid/paid Tracy Business Tax Certificate for District address)
 - ☐ Community-at-Large Representative
- Property or Business Address (if applicable): _____
- Signature of Nominator (self-nominations allowed): _____ Date: ____ / ____ / 202__

Submission Instructions

Nominations must be submitted to the TCCA President no later than 7 days before the Election Meeting.

Submit the following documents:

1. Completed Nomination Form (this document).
2. A brief statement of qualifications (one page maximum) highlighting relevant experience, committee service, or community involvement.
3. For Business Tenants: a copy of a valid, paid City of Tracy Business Tax Certificate.
4. For Property Owners: verification of current assessment payment (if not already on file).

Nominations may be delivered by: • Email: tcca@tracycitycenter.com • Mail: Tracy City Center Association, 17 E. 6th St., Ste. 225, Tracy, CA 95376 • In person to the TCCA office

Additional nominations may also be made by the Board during the Election Meeting.

For Office Use Only

- Received by: _____ Date: ____ / ____ / 202__
- Eligibility verified (staff initials): _____