



## TXCPA EXTRA BOARD MEMBERS ELECTED BY CHAPTERS

### PROCEDURES

#### **GOAL**

Provide a role for chapters in TXCPA governance through the election of members of the state-level Board of Directors.

#### **GOVERNING DOCUMENT**

[TXCPA Bylaws](#)

Article V, Section (2) states:

the Board of Directors shall consist of the following members: . . .

“(f) one extra director elected by each chapter for each unit of 200 members and distinguished members of the Society or portion thereof in its designated area;” . . .

“The entitlement of the local chapters to extra directors shall be based upon membership on May 31 of the previous fiscal year.” . . .

Only those whose Individual Type is CPA are eligible to hold office or vote at meetings. Therefore, only they are counted for the calculation of the number of extra directors chapters may elect.

#### **PROCEDURES**

##### **Step 1**

On May 31, or the first business day thereafter, TXCPA’s Volunteer and Governance Specialist runs a database report showing counts of CPA members in each chapter, which is used to calculate the number of extra directors each chapter may elect for service starting in the next fiscal year. Soon after May 31<sup>st</sup> TXCPA staff sends chapter executive directors the updated spreadsheet showing their allotted extra directors to use during their nomination and election process in the autumn and winter. *Figure 1.*

##### **Step 2**

In late summer, TXCPA staff sends each chapter executive director a customized document showing the number of expiring terms the chapter needs to fill for the upcoming fiscal year, along with a list of current chapter members serving on the Board of Directors and their position and term-ending date. *Figure 2.*

**Step 3**

Within the parameters of their respective Bylaws, chapter executive directors should work with their nominating committee to develop an election slate that includes any open extra director positions in addition to those for chapter officers and board members.

When contacting prospective CPA members about the potential opportunity to be elected to the TXCPA Board of Directors, the chapter representative should emphasize the importance of attending each TXCPA board meeting\* in person. The document with details about responsibilities should be provided along with dates and locations of upcoming board meetings. *Figure 3.*

\* At this time, there are two meetings per fiscal year. The Annual Meeting of Members and Board of Directors meeting is in late June or early July. The Midyear Board of Directors and Members Meeting is in late January within the state of Texas.

**Step 4**

After the chapter election (to be held before February 1 as required in TXCPA Bylaws Article IV Section 4), executive directors send TXCPA's Volunteer and Governance Specialist their completed document listing names of extra directors elected by the chapter and term-ending years. *Figure 4.*

Chapters should remain in touch with the members it elects, including TXCPA extra directors, on any upcoming meeting dates and important reminders because of the time span from the initial contact to election.

**Step 5**

During the last week of April, TXCPA staff sends an email to all volunteers for the upcoming fiscal year asking them to confirm their willingness to serve and to verify their contact data for the Leadership Directory. Along with TXCPA committee nominees, the customized messages are sent to all members of the TXCPA Board of Directors - including the extra directors elected by chapters. *Figure 5.*

**Step 6**

During the fiscal year, occasionally a volunteer becomes unable to keep the commitment to serve. Those elected by their chapter – to a chapter position or one on the TXCPA Board of Directors – should contact the chapter executive director, who will put into motion the process stated in the chapter's Bylaws. Often it can be a simple vote of the chapter Board of Directors to appoint a replacement; the important thing is for the Bylaws to be followed. TXCPA staff can help interpret the document and/or serve as a resource for suggestions.

Figure 1

## TXCPA BOARD OF DIRECTORS MEMBERS ELECTED BY CHAPTERS

Indicated below is the number of state-level directors each chapter is authorized to elect for the **2023-2024** service year. "TXCPA Members" reflects the CPA Individual Type members in each designated chapter area as of May 31, 2022. These statistics were developed in accordance with TXCPA Bylaws, Article II and Article V Section (2)(f).

CHAPTER	TXCPA CPA MEMBERS	ONE PER 200	CHAPTER MAY ELECT FOR 2023-2024	NUMBER FOR 2022-2023	CHANGE IN NUMBER TO ELECT
Abilene	273	1.37	2	2	0
Austin	1965	9.83	10	10	0
Brazos Valley	242	1.21	2	2	0
Central Texas	507	2.54	3	3	0
Corpus Christi	320	1.60	2	2	0
Dallas	5331	26.66	27	28	-1
East Texas	689	3.45	4	4	0
El Paso	315	1.58	2	2	0
Fort Worth	2082	10.41	11	11	0
Houston	5973	29.87	30	32	-2
Panhandle	400	2.00	2	3	-1
Permian Basin	336	1.68	2	2	0
Rio Grande Valley	269	1.35	2	2	0
San Angelo	145	0.73	1	1	0
San Antonio	1945	9.73	10	10	0
South Plains	396	1.98	2	3	-1
Southeast Texas	248	1.24	2	2	0
Texarkana	79	0.40	1	1	0
Victoria	193	0.97	1	1	0
Wichita Falls	216	1.08	2	2	0

Figure 2

**PERMIAN BASIN CHAPTER**

**2023-2024**

**2\* elected directors**

(in addition to 2023-2024 chapter president Catherine Speer, who serves automatically that year)

\* same number as for 2022-2023

***TERM EXPIRING; POSITION TO BE REPLACED OR RE-ELECTED***

	TXCPA ID	First name	Middle Initial	Last name	Suffix	Term expires	First term began
	189295	Chad	L.	Valentine		5/31 2023	2019
1	replacement:					5/31 2026	

***NO ACTION NECESSARY; UNEXPIRED TERMS***

	TXCPA ID	First name	Middle Initial	Last name	Suffix	Term expires	First term began
2	704690	Kathryn	E.	Devey		5/31 2025	2021

***CHAPTER MEMBERS NEWLY NOMINATED OR PREVIOUSLY ELECTED TO TXCPA BOARD BY TXCPA***

Position	First name	Middle Initial	Last name	Suffix	Term expires
Executive Board member	Jimmy	J.	Hudson		5/31 2023
Director at Large	William	J.	Kelley	Jr.	5/31 2023
	(term resumed after one-year Executive Board appointment 2021-2022 ended)				
Director at Large	Elena		Levario		5/31 2024

See TXCPA Board of Directors roster for past TXCPA presidents and chairmen, with lifetime terms

## Responsibilities of Representatives to TXCPA Board of Directors Elected by Chapters

Member representation on TXCPA's [Board of Directors](#) offers the opportunity to provide a grassroots point of view on Society and profession-wide issues. These individuals are expected to represent the interests of all members and to vote accordingly.

In addition to representation by its current president, each chapter is asked to elect members to a specific number of positions on TXCPA's Board. These members serve terms of up to three years. The number of positions is determined annually based upon membership statistics in TXCPA's database as of May 31 of the previous fiscal year and is provided to each chapter in the early fall so that it may formulate the list of nominees at the same time its chapter officer slate is developed. Individuals elected may serve on both the TXCPA and Chapter Board of Directors if designated or not prohibited in the Chapter Bylaws.

Member representatives to TXCPA's Board elected by chapters are expected to serve as two-way conduits, communicating activities, developments and feedback between the state and chapter levels of TXCPA. They should be well-informed on current developments in the profession but, more importantly, should be looking toward the future and actively participating in TXCPA projects focusing on shaping the future for the accounting profession.

These members of the TXCPA board are expected to fulfill the duties of care and of fiduciary responsibility. They also must actively support the mission and the work of TXCPA at the chapter and state levels. Board members are asked to sign a Statement of Responsibility.

In order to serve fully, the members of the Board are expected to attend each meeting. [TXCPA Bylaws](#) require that they shall be removed after three consecutive absences unless excused by action of the Executive Board. It is the chapter's responsibility to obtain agreement with this requirement from each eligible member they are considering for election as a TXCPA Board member before their name is placed on the chapter slate.

A general description of the Board's responsibilities can be found in [TXCPA Bylaws](#) Article V.

## BOARD OF DIRECTORS MEETING DATES

### 2022-2023

#### **July 1-2, 2022 Annual Meeting of Members**

Kalahari Resorts & Conventions – Round Rock, TX

#### **January 24-25, 2023 Advocacy Day & Midyear Board Meeting**

(Tuesday-Wednesday meeting) Sheraton Austin Hotel at the Capitol, Austin, TX

### 2023-2024

#### **June 23-24, 2023 Annual Meeting of Members**

Worthington Renaissance Fort Worth Hotel, Fort Worth

#### **January 25-26, 2024 Midyear Board of Directors and Members Meeting**

(Thursday-Friday meeting) Omni Corpus Christi – Corpus Christi, TX

Figure 4

## PERMIAN BASIN CHAPTER

**2022-2023**

2\* elected directors

(in addition to chapter president, who serves automatically)

\* same number as for 2021-2022

### *TERM EXPIRING; POSITION TO BE REPLACED OR RE-ELECTED*

	TXCPA ID	First name	Middle Initial	Last name	Suffix	Term expires	First term began
	198012	Rodrigo	O.	Aguilar		5/31 2022	2018
1 replacement:		<b>Kate Devey</b>				5/31 2025	

### *NO ACTION NECESSARY; UNEXPIRED TERMS*

	TXCPA ID	First name	Middle Initial	Last name	Suffix	Term expires	First term began
2	189295	Chad	L.	Valentine		5/31 2023	2019

### *CHAPTER MEMBERS NEWLY NOMINATED OR PREVIOUSLY ELECTED TO TXCPA BOARD BY TXCPA*

Position	First name	Middle Initial	Last name	Suffix	Term expires
Executive Board member	Jimmy	J.	Hudson		5/31 2023
Director at Large (term will resume after one-year Executive Board appointment ends)	William	J.	Kelley	Jr.	5/31 2023
Director at Large	Elena		Levario		5/31 2024

See TXCPA Board of Directors roster for past TXCPA presidents and chairmen, with lifetime terms

Figure 5

**From:** Rhonda Ledbetter  
**Sent:** Thursday, April 28, 2022 10:45 AM  
**To:** cjohnson1132@gmail.com  
**Subject:** Please confirm by May 12: your TXCPA service in 2022-2023 and address for Leadership Directory

Dear Caitlin:

Congratulations on your nomination to serve on the following TXCPA committee(s) for the 2022-2023 year. (Start and end dates are indicated.)

Membership Task Force Participant 4/28/2021 5/31/2023

We hope you will strongly consider accepting the nomination to serve in TXCPA.

The work done by our committees is vital to achieving our mission, and your leadership and expertise will help ensure our success.

**Please reply by May 12 to let us know if you are willing and able to accept the nomination to serve.**

In addition to the proposed committee appointments above, you also will be serving in the following TXCPA elected position(s) and/or as a chapter officer:

Board of Directors Elected by Chapter 6/1/2022 5/31/2024

Descriptions of TXCPA committees, meeting/conference call information, staff liaison contact data and committee policies can be found [here](#). If you need additional information, please contact the staff liaison for your committee or me, [Rhonda Ledbetter](#). Your [chapter Executive Director](#) can provide details about serving at the local level.

### **LEADERSHIP DAY: MAY 25**

Upon acceptance of your nomination, you are invited to Leadership Day.

This year's program will focus on TXCPA initiatives and strategic direction and how all of our volunteers play a key role in moving our organization forward.

[Leadership Day Registration](#) | May 25, 2022 | 9:30 a.m. – 3:30 p.m.

### **LEADERSHIP DIRECTORY**

The following data will be listed in the TXCPA Leadership Directory unless we receive corrections by May 12.

Please reply to indicate any revisions that should be made, and indicate if they're for the Directory only or also for your member record.

Caitlin J. Chupe  
Collier Johnson & Woods PC  
555 N Carancahua St Ste 1000  
Corpus Christi, TX 78401-0839  
(361)442-9493  
[cjohnson1132@gmail.com](mailto:cjohnson1132@gmail.com)

If you have indicated you prefer your mail be sent to your home, the designation "(Home)" will be placed after the first line of your address.