



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Cities, Towns and Plantations

From Catherine Conlow, MMA Executive Director

Date: September 1, 2023

Re: Announcement of MMA Annual Business Meeting & Voting Credentials

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 4, 2023, at 1:15 p.m.** The meeting will be held in person at the Augusta Civic Center, Augusta, Maine.

Following please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate in addition to the proposed agenda for the MMA Annual Business Meeting. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the form, and return to our office by **Monday, October 2, 2023.**

Please note that the MMA Executive Committee is recommending proposed amendments to the MMA bylaws this year. We have enclosed a separate memo from the MMA Executive Committee that provides information on two proposed amendments and includes tracked changes to the appropriate sections of the MMA bylaws for your easy reference. The current MMA Bylaws as adopted in 2013 may be viewed on the MMA website at:

<https://www.memun.org/About/Governance>

We are pleased to have a great line up of speakers and workshops at this year's convention. Please refer to the Convention Program in the August-September issue of the Maine Town & City or at www.memun.org.

If you have any questions on this information, please contact me at 1-800-452-8786 or 623-8428 ext. 2208 or by email cconlow@memun.org.

We look forward to your participation in MMA's Annual Convention and Business Meeting.

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 4, 2023
1:15 p.m. – 2:35 p.m.
Augusta Civic Center**

AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Elaine Aloes
(Chair of Selectboard, Town of Solon)
2. **Approval of 2023 MMA Annual Business Meeting Minutes** – Elaine Aloes
3. **Proposed Bylaw Amendments – Elaine Aloes**
 - A. Article III, Section 2: Affiliate and Patron Status – See attached support materials.
 - B. Article V, Section 3: Nomination Process - See attached support materials.
4. **MMA President’s Report** – Elaine Aloes
5. **Executive Director’s Report** – Catherine Conlow, MMA Executive Director
 - A. Executive Committee Election Results & Introduction of New Executive Committee Members
 - B. Recap of Organizational Pories and Focus Areas for 2023
 - C. Highlights from September Executive Committee Meeting and focus areas for 2024
6. **Other Business** (*comments from the floor*)
7. **Adjournment**



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TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: MMA Executive Committee

RE: Proposed MMA By-law Amendments

DATE: September 1, 2023

Proposed Bylaw Amendment 1 – Article III, Section 2 – Patron Status

In June 2023, the Executive Committee authorized staff to delve into the Patron Status membership bylaws and propose changes for your consideration.

Currently there are three categories of patron membership –Individual, Business and Professional – whose members receive varying benefits, with the fees assessed congruently with the package of services provided.

As staff continues to implement the Executive Committee directive to broaden and improve access to municipal employee training, recruitment and retention initiatives and tools, it has come to our attention that further development of the Association’s non-traditional membership products is necessary. Additionally, the changes proposed by staff draw a brighter line among the different users of our products and services.

At a special meeting of the MMA Executive Committee held on August 24, 2023, the Executive Committee supported advancing the proposed changes to **Article III, Section 2: Patron Status** of the MMA By-laws, found in the attached document, to the authorized delegates of municipal members who will convene at the MMA Annual Business Meeting on Wednesday, October 3, 2023 at 1:15 p.m. at the Augusta Civic Center, Augusta, Maine. Incidentally, this meeting will occur on the first day of MMA’s two-day conference.

Proposed Bylaw Amendment 2 – Article V, Section 3 – Nomination Process

Last September, at the request of then MMA President, James Bennett, the Executive Committee approved the appointment of a seven member DEI Special Task Force, which was directed to explore and recommend changes to existing MMA processes and guidelines necessary to encourage a more diverse pool of candidates to considered serving on the Association’s governing board.

The task force included participation from Jim Bennett; Elaine Aloes, then MMA Vice President; Ella Bowman, Oakland Town Manager; Phil Crowell, Auburn City Manager; Ryan Pelletier, Aroostook County Administrator; and Dustin Ward, New Gloucester Select Board member. The task force met four times in late 2022 and early 2023 to identify and discuss barriers in MMA’s nomination process. On March 21, 2023, the group concluded its work by advancing recommended changes to the bylaws regulating membership on the Nominating Committee to the Association’s Executive Committee for its consideration.

In summary, the amendments to the MMA bylaws propose to change and expand the make-up of the MMA Nominating Committee by:

- Reducing from two to one participation from an MMA past president.
- Reducing from two to one participation from an elected officer.
- Including representation from a town or city manager or chief administrative official.
- Including representation from a board member from an affiliate organization.
- Including representation from a municipal employee or volunteer, with endorsement from the Council/selectboard or manager.
- Including representation from a community-based organization representing a marginalized group.

At its May 17, 2023 meeting, the Executive Committee supported advancing the proposed changes to **Article V: Annual Elections, Nomination Process** of the MMA By-laws, found in the attached document, to the authorized delegates of municipal members who will convene at the MMA Annual Business Meeting on Wednesday, October 3, 2023 at 1:15 p.m. at the Augusta Civic Center, Augusta, Maine.

If you have any questions about the task force or the proposed bylaw changes, please do not hesitate to contact Catherine Conlow, MMA Executive Director at 1-800-452-8786 ext. 2218. Additionally, please look to the Augusta/September edition of the Maine Town & City for more information about the task force and its recommendations.

Thank you.



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ARTICLE III: Affiliate and Patron Status

~~Section 2. Patron status shall be open to individuals, students, professionals, and businesses, whether private or public, for profit or non-profit, that provides direct services to municipalities or that have a general interest in municipal government. There are three Patron status categories: Individual, Professional or Business with varying levels of benefits and annual fees. Active Patron status shall include all Patrons whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Patrons.~~

ARTICLE III: Affiliate and Supporter, Individual, Student, Honorary and Partner Entity Memberships

Section 2. **Supporter Membership: Premier and Standard.** Professionals and businesses, whether private or public, for profit or non-profit, that provide direct services to municipalities or that have a general interest in municipal government are eligible for a Supporter Membership. There are two Supporter categories, Premier and Standard, with varying levels of benefits and annual fees. Active members include all Supporters whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Supporters. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 3. **Individual Membership.** Individuals who have a general interest in municipal government services and operations are eligible for an Individual Membership. The membership provides access to specified MMA resources and services, for an annual fee, and in accordance with policies established by the Executive Committee. Active members include Individuals whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Individuals. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 4. **Student Membership.** A student attending a Maine high school or enrolled in a Maine university, private college, or public college is eligible for a Student Membership. The annual membership provides access to specified MMA resources and services in accordance with policies established by the Executive Committee. The Executive Committee retains the right to terminate membership at any time during the year for a violation of an established term or policy. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 5. **Honorary Membership.** In consultation with the MMA Executive Committee President, the Executive Director may grant an honorary membership to a retired municipal official from a member community or a former MMA employee who left the Association in good standing. The annual membership provides access to MMA resources and services in

accordance with policies established by the Executive Committee. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 6. Partner Entity Membership. With approval from the Executive Director and in consultation with the director of Advocacy & Communications and any other department director as deemed necessary by the Executive Director, an entity that partners or collaborates with MMA in the delivery of a product or service that benefits member municipalities is eligible for a Partner Entity Membership. The annual membership provides access to MMA resources and services in accordance with policies established by the Executive Committee. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

ARTICLE V: Annual Elections

Nomination Process

~~Section 3. No later than the end of February of each year, the President, with recommendations from the Executive Committee, shall appoint a five-member Nominating Committee, composed of two elected officials, two Past Presidents, and one member who is either the President of an affiliate organization or is a town or city manager or chief appointed administrative official. The Chair of the Nominating Committee shall be the Immediate Past President. If the Immediate Past President is unable to serve as the Chair, the MMA President shall appoint another Past President to serve as the Chair.~~

No later than the end of February of each year, the President, with recommendations from the Executive Committee, shall appoint a six-member Nominating Committee.

The committee shall be composed of: (1) a Past President, other than the immediate Past President; (2) an elected municipal officer; (3) a town or city manager or chief appointed administrative official; (4) a board member of an affiliate organization; (5) a municipal employee or volunteer, appointed to serve on the committee by either the town or city manager or chief appointed administrative official, or in the absence of a manager or administrative official, the chair of the select board; and (6) a representative from a community-based organization with a legislative or governance focused mission that represents a marginalized group with lived experiences. With exception to the community-based organization representative, appointees must represent a member municipality.

The Chair of the Nominating Committee shall be the Immediate Past President, who shall vote only in the case of a tie. If the Immediate Past President is unable to serve as the Chair, the MMA President shall appoint another Past President to serve as the Chair.

MAINE MUNICIPAL ASSOCIATION

VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)

_____ as the alternate voting delegate for _____
(name) (municipality)

to the Maine Municipal Association Annual Business Meeting, which is scheduled to be held, Wednesday, October 4, 2023, 1:15 p.m., at the Augusta Civic Center, Augusta, Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signature of a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signature of the Majority of Municipal Officers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Monday, October 2, 2023**, or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org**

