

MMA Overview

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 similar state municipal leagues which, together with the National League of Cities, are recognized at all

governmental levels for providing valuable services and advocating for collective municipal interests.

MMA is involved in a wide array of activities and enterprises with one common denominator – service. MMA’s membership consists of full Municipal Members, Associate Members which consists of quasi-governmental agencies, Supporting Members, consisting of community members, and Affiliate Members which is open to municipal, county and regional professional organizations.

Affiliate Membership

To qualify as an Affiliate member, your organization must meet the following guidelines:

I. Municipal Professional Organizations

- A. Affiliation of a municipal professional organization must include persons who serve in a municipal capacity or that provide service to municipal officials.
- B. The organization shall be active and hold a membership business meeting each year.

II. County/Regional Municipal Associations

- A. Affiliation of a county/regional municipal association shall have bylaws that permit membership of all cities and towns in the geographical area the organization covers.
- B. Affiliation status will be given to only one county/regional municipal association serving a given geographical area.

Please note: Municipal professional organizations are not eligible for Associate Member Status under Article II, Section 3 of the MMA Bylaws.

Affiliate Benefits

As MMA Members, Affiliate municipal professional organizations have the option to request fee-based contractual administrative services with MMA.

More information can be obtained by contacting the MMA Director of Educational Services at: (207) 623-8428. Options include:

Board & Committee(s) Support

- Annual Business Meeting
- Logistical Arrangements for Meetings
- Recording of Board Meeting Minutes
- Maintenance of Administrative Guidelines, Bylaws, etc.

Conferences & Training Programs

- Development of Marketing Tools
- Logistical Arrangements
- Program Planning
- Registration and Administrative Support
- Vendor Coordination

Financial Management Support

- Invoicing Membership Dues, Workshops and Conferences
- Payment of Invoices
- Process Incoming Payments
- Assist in Budget Preparation
- Monthly Financial Reports
- Maintenance of Bank Accounts
- Preparing the Year End IRS 990 Filing

Membership Support

- Mailing Notices
- Membership List Maintenance
- Invoicing, 2nd Invoicing and Aging Reports
- Certification Program Recordkeeping

Other Support Services

- Publications (newsletters, resource directories, etc.)
- Website Maintenance (e.g. routine materials, listserv)
- Website Hosting

Affiliate organizations have two avenues to interact with MMA regarding training, federal and state legislative concerns, and other needs identified by its organization that they believe will strengthen local government.

- The President of each Affiliate organization is invited to attend a meeting annually with the Maine Municipal Association to share information and discuss priorities for the coming year such as training and legislation.
- The President of each Affiliate organization receives meeting notices for the MMA Legislative Policy Committee (LPC) and can provide MMA legislative staff with information pertaining to their organization’s concerns and/or support for legislation. Although Affiliate organizations do not have a voting seat on the LPC, they are able to attend the subcommittee and full LPC meetings to provide information for consideration prior to a vote by the LPC on an issue.

Affiliate organizations can choose to hold their annual business meeting and/or training in conjunction with the MMA Annual Convention.

Affiliate organizations have access to meeting room space at the Maine Municipal Association for business meetings and training workshops in Augusta in accordance with the MMA Meeting Room Reservation Protocols policy.

The President of each Affiliate organization is added to the membership database and receives complimentary subscriptions to our monthly magazine “Maine Town & City”, the “MMA Legislative Bulletin” and the “MMA This Month”.

- As an additional service to Affiliate organizations, MMA provides the President with an electronic copy of the Legislative Bulletin each Friday during the legislative session.

The President of each Affiliate organization is given access to the members-only resource area of the MMA Website.

- Please note that municipal officials may gain access to the members-only resource area through their employment with our Member municipalities. If the President of an Affiliate organization does not have access through his/her municipality’s membership with MMA, temporary access will be granted for his/her Presidency.

The President/Executive Director will be given access to the Municipal Salary Survey database for a one-time fee of \$100.

Affiliate organizations are provided with limited support services to assist with electronic meeting notices.

Affiliate organizations are able to schedule the MMA professional staff as guests speakers.

Application

Organizations interested in Affiliate Status with MMA are asked to send a written request along with their bylaws and/or articles of incorporation at least 30 days in advance of the next regularly scheduled meeting of the

MMA Executive Committee (the calendar is located at memun.org). The Executive Committee is responsible for granting MMA Affiliate Status and establishing policies. There is no annual fee associated with MMA Affiliate Status.

Organization: _____

President: _____

Street: _____

Town/City: _____ State: _____ Zip: _____

Email: _____ Tel. #: _____

Included with Application:
(please check at least one)

Bylaws

Articles of Incorporation

Please return completed application to: Maine Municipal Association, Attn: Peter Osborne, Director of Educational Services
60 Community Drive, Augusta, ME 04330 • **Email:** POsborne@memun.org

