



Maine Municipal Association

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TO: Municipal Officials in Member Municipalities

**FROM: Laurie Smith, Chair of the MMA Nominating Committee
MMA Immediate Past President / Town Manager, Town of Kennebunkport**

DATE: March 18, 2019

RE: Election Process Begins for MMA Executive Committee and Vice President

PLEASE NOTE

A copy of this information was e-mailed to all elected municipal officers and chief appointed officials (*town/city managers and administrators*). We are asking the chief appointed official to please share with your council/selectpersons by e-mail or in person to ensure that they are aware of the call for Statements of Interest to serve on the MMA Executive Committee.

This is to provide notice that MMA President Mary Sabins appointed the 2019 MMA Nominating Committee as stipulated in the Bylaws of the Maine Municipal Association. The Nominating Committee is charged with putting forth a Proposed Slate of MMA Executive Committee and Vice President nominations for consideration and election by Member municipalities.

For your convenience, information on the Nomination, Petition and Election Process along with the Statement of Interest Form will be posted on the MMA website as a Recent Announcement dated 3/18/19. The following is a direct link to the area of MMA's website where you can download the forms and/or stay abreast of any updates to the Nomination, Petition & Election Process.

<https://www.memun.org/AboutUs/Governance/MMANominationProcess.aspx>

An Overview of the Process & Timetable along with the Statement of Interest Form to serve on the Executive Committee is also available in the next Issue of the Maine Town & City monthly magazine.

MMA EXECUTIVE COMMITTEE POSITIONS

The MMA Nominating Committee is seeking recommendations for candidates to serve on the MMA Executive Committee. We encourage municipal officials from a broad spectrum of small to large municipalities throughout the state to put forth your Statement of Interest. This will provide the Nominating Committee with the ability to best meet a demographic balance based on population, geographic area, appointed vs. elected officials, etc.

We encourage individuals interested in serving our Association to respond by either recommending yourself or another municipal official who is willing and able to serve on the MMA Executive Committee. To make a recommendation, please complete the Statement of Interest Form for Service on the MMA Executive Committee. Please note that the inclusion of a resume and letters of support are very important information in that the Nominating Committee will consider this information as they select candidates to be interviewed for the Executive Committee positions.

The following municipal officials are eligible:

- *Any “municipal officer” as defined by state law, in an active member municipality. This means the mayor and alderman or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation.*
- *Any town or city manager or chief appointed administrative official in an active member municipality.*

Please take a few minutes to review the MMA Executive Committee Responsibilities & Protocols as well as the sample Annual Board Meeting Calendar. We believe this will provide you a good sense of the time commitment involved in serving on the Executive Committee. The deadline for receipt of the Statement of Interest Form for service on the MMA Executive Committee is **Monday, May 6, 2019 by 12:00 noon.**

Based on the Statements of Interest and letter(s) of recommendation, the Nominating Committee will be selecting candidates to be interviewed. Theresa Chavarie will be in contact with selected candidate(s) to provide an interview time, which will take place on **Wednesday, May 15, 2019.**

MMA VICE PRESIDENT POSITION

The MMA Nominating Committee is also seeking candidates interested in serving as the MMA Vice President. There are four major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee;
- To participate in meetings with members of Maine’s Congressional delegation, held in conjunction with the NLC Congressional City Conference, each March in Washington DC; and
- To be next in line to serve as the MMA President.

The following municipal officials are eligible:

Any municipal official who has served at least 12 consecutive months on the MMA Executive Committee during the past five years. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is also important to note that elected officials should only apply if they intend to continue to serve in local office for the next two years.

A separate notice along with the Statement of Interest Form for the Vice President position has been sent to municipal officials qualified to serve in this position. The deadline for receipt of the Statement of Interest Form for the MMA Vice President Position is also **Monday, May 6, 2019 by 12:00 noon.** Theresa Chavarie will be in contact with the Vice President candidates(s) to provide an interview time, which will take place on **Wednesday, May 15, 2019.**

If you have any questions on the Nomination, Petition and Election process or timetable, please do not hesitate to Theresa Chavarie at the MMA office, 1-800-452-8786 or by e-mail at tchavarie@memun.org. Thank you.

cc: MMA Executive Committee
MMA Nominating Committee