



Maine Municipal Association

60 Community Drive
Augusta, Maine 04330

207-623-8428



MMA Governance Structure



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MMA GOVERNANCE STRUCTURE

MMA Executive Committee – The Executive Committee was established in 1937 within the Association’s by-laws as the governing body of the Maine Municipal Association. The Committee is composed of 12 municipal officials who must either be an elected municipal officer (selectperson, councilor) or an appointed chief administrative officer (town or city manager). The Committee includes a president, immediate past president, vice president and nine Executive Committee members (serving three three-year staggered terms). Members are able to be re-elected to serve a second consecutive three-year term. Officers serve one-year terms in their respective positions.

The MMA Executive Committee generally meets monthly. The broad responsibilities include overall governance, establishing the mission and long-range planning, oversight over all fiscal matters, policy development, and representation of the organization with state and federal governments and business organizations. The Executive Committee is responsible for hiring and evaluating the executive director, who serves as the chief executive officer of the Maine Municipal Association.

Nomination, Petition & Election Process – The MMA by-laws call for a five-member Nominating Committee appointed annually in February by the Executive Committee. The Committee is composed of two past presidents, two elected municipal officers and one member who is either the president of an affiliate organization or chief appointed administrative officer. The immediate past president serves as the chair of the Nominating Committee and brings forth the Nominating Committee Advisory Guidelines adopted annually by the Executive Committee.

The **Nomination Process** formally begins in April with notice seeking statements of interest from all qualified municipal officials. Notice is sent through electronic communication to the key municipal official (manager or chair of selectboard) in all member municipalities, posted on the MMA website and publicized in the April issue of the *Maine Townsman*. The Nominating Committee generally meets in April and May. The Nominating Committee’s sole purpose is to select a proposed slate of officers and members for service on the Executive Committee to be presented to the municipal membership for election 90 days prior to the pre-established election deadline in August.

The MMA by-laws also establish a **Petition Process** which is provided through electronic communication to the full municipal membership 40 days in advance of the election deadline. A voting ballot with the proposed slate of officers and members offered by the Nominating Committee and any successful petition candidates is mailed to the municipal membership 30 days in advance of the election deadline.

The MMA’s President oversees the **Election Process**. A municipal clerk works with the MMA president to formally count the voting ballots and provide notice of the election results. The candidates with the most votes are elected to the Executive Committee and are so notified. Newly elected Executive Committee members serve as non-voting members during September – December and officially begin their three-year voting term on Jan. 1 following their election.

MMA Strategic & Finance Committee – The Strategic & Finance Committee is a five-member subcommittee of the Executive Committee. The major responsibilities of the Committee include developing a recommended annual Association budget, including capital expenditures;

MMA GOVERNANCE STRUCTURE

funding policies and staffing requirements and reviewing various proposed elements of the Association's business plan; identifying strategic initiatives and developing recommendations consistent with the Association's budget and fiscal policies. As a purely advisory committee, the responsibilities and structure of the Strategic & Finance Committee may be changed by the Executive Committee.

MMA Workers Compensation Fund Board of Trustees – In 1978 the Association created a self-funded Workers Compensation program. State law, both then and now, requires that any fund established by employers for the purpose of meeting their obligations to provide workers' compensation benefits be established and operated as a trust. The Indemnity Agreement and Declaration of Trust, which together form a contract between the members and the Board of Trustees, establishes and governs the Fund. The Executive Committee is the designated Board of Trustees.

The Workers Compensation Fund Board of Trustees generally meets two times per year and is typically held in conjunction with regular meetings of the Executive Committee. As the declared Trustee of the Workers Compensation Fund, the Executive Committee is empowered to exercise all authority necessary to manage and administer the Trust in accordance with the Indemnity Agreement, such as entering into contracts, incurring liabilities, holding and disposing of property, collecting contributions and assessments, investing proceeds, purchasing insurance and services, and adopting rules not inconsistent with the Fund Indemnity Agreement.

MMA Property & Casualty Pool Program Board of Directors – In 1987 the Association established a public self-funded property and casualty risk pool. Because of statutory requirements, the Executive Committee alone could not be named as the governing authority for the Pool. State law requires that a majority of the members of a board of directors of a public pool be officials from participating pool members and, further, that there must be two public members who are not currently serving as elected or appointed officials. For these reasons, the board of directors is composed of the Executive Committee, as the nucleus of the board, plus as many additional members as are necessary to meet the requirements of state law.

The Board of Directors generally meets two times per year and typically meets in conjunction with regular meetings of the MMA Executive Committee. The powers and duties of the Board are prescribed by the Pool Contract Agreement and entail all the normal corporate and legal authorities necessary to manage and administer the Pool, similar to those exercised by the Workers Compensation Board of Trustees.

Maine Municipal Employees Health Trust – The Maine Municipal Employees Health Trust (MMEHT) is a separate legal entity from the Maine Municipal Association and is governed by an 11 member Board of Trustees that oversees the services and programs offered by the Health Trust. The Maine Municipal Association serves as the Plan Administrator for the Health Trust.

Board officers serve one-year terms and trustees serve staggered three-year terms. Each trustee must be an active member participating in one or more of the plans maintained by the Trust at the time of his/her selection and term in office. The Board of Trustees is appointed by a Selection Committee made up of three Health Trust Board members and two MMA Executive Committee members.

Although the MMA Legislative Policy Committee is not officially part of the MMA governance structure, it plays a critical function as the advocacy arm of the Maine Municipal Association.

MMA Legislative Policy Committee – The Executive Committee established the Legislative Policy Committee (LPC) in the 1970s. The LPC, chaired by MMA's Vice President, serves a critical function as the advocacy arm of the Maine Municipal Association. The LPC process is guided by a set of rules established in the *LPC Handbook*. The purpose of the LPC is to define municipal interests and to maximize those interests through effective participation in the legislative process. Specifically, in consultation with the Executive Committee, the LPC is responsible for:

- Developing and coordinating MMA's legislative policy process;
- Identifying MMA's advocacy priorities and developing a legislative program;
- Providing direction on legislative strategy to achieve these objectives; and
- Taking positions on legislative proposals affecting municipalities.

Any elected or appointed municipal official may serve on the LPC. The 70-member LPC is made up of two representatives elected from each of the state's 35 Senate Districts. LPC members serve for a two-year term, running from July 1 of each even-numbered year to June 30 of the next subsequent even-numbered year. The Committee meets in the fall of the year they are elected to set the Association's legislative priorities and on a monthly basis during the legislative session(s).

Nomination and Election Process – Shortly after the conclusion of the second session of the Legislature (in April or May of the even-numbered years) an announcement is sent to the key municipal official (manager or chair of selectboard) in all member municipalities, informing them of the LPC election and asking for nominations of a candidate from their municipality or any other municipality within their district. The MMA State & Federal Relations department administers the LPC Nomination and Election process.

Once nominations are received, ballots containing the names and brief biographies of all nominees received by the specified deadline are mailed to all member municipalities. The ballot also contains a space for write-in candidates. The boards of selectmen or councils of each municipal member within the Senate District make their top two preferences known on the ballot and return it to MMA by the deadline. The two nominees or write-in candidates with the most votes in each District are elected to the Legislative Policy Committee and are so notified.

For further information on the MMA and MMEHT Governance Structure, please contact Theresa Chavarie, Manager of Member Relations & Executive Office, at tchavarie@memun.org or by telephone at 1-800-452-8786 ext. 2211. Thank you.

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