



Maine Municipal Association

AFFILIATE STATUS

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 Municipal Members entitled to all services and eligible to participate in MMA voting and policy processes; and Associate Members entitled to limited services and not eligible to participate in MMA voting and/or policy processes. The Maine Municipal Association also offers Affiliate status and Patron status to entities and/or individuals seeking limited access and benefits.

AFFILIATE STATUS ELIGIBILITY

Affiliate status is open to municipal professional organizations and county/regional municipal associations in the State of Maine whose purpose is to provide collaboration and specialized training for municipal officials serving in a particular role or region.

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.

SERVICES AVAILABLE TO AFFILIATES

The Maine Municipal Association recognizes the important role professional municipal organizations and county municipal associations play in providing MMA’s overall municipal constituency with networking and training opportunities.

The Maine Municipal Association worked with the presidents and representatives of Affiliated organizations to establish protocols outlining the benefits and services available to affiliated organizations. The following is a list of the services and benefits available:

The President of each Affiliated organization will be added to our membership database and receive complimentary subscriptions to the *Maine Townsman*, the *MMA Legislative Bulletin* and the *MMA This Month*.

The *Maine Townsman* is our monthly magazine containing articles on topics of interest to municipal officials as well as information on training opportunities and other MMA activities. The *Legislative Bulletin* published weekly during the Legislative session contains information on current legislative bills, public hearings, and legislative action of concern to municipal officials. As an additional service to Affiliated organizations, MMA provides the President with an electronic copy of the *Legislative Bulletin* each Friday during the legislative session. *MMA This Month* is our electronic newsletter published monthly.

Affiliated organizations will have two venues to articulate to MMA their training, federal and state legislative concerns, and other needs identified by its organization that they believe will strengthen local government.

- ① The President and/or representatives will be invited to attend a meeting held each year between the Maine Municipal Association and Affiliated organizations to share information and discuss priorities for the coming year. At this meeting, MMA will provide information on services available and protocols for using these services.
- ② The President of each Affiliated organization will receive meeting notices of the MMA Legislative Policy Committee (LPC) and have an opportunity to provide MMA legislative staff with information pertaining to their organization’s concerns and/or support for legislation. Although Affiliated organizations do not have a voting seat on the LPC, they are able to attend the subcommittee and full meetings of the LPC to provide information for consideration prior to a vote by the LPC on an issue. It is important that the President and/or representatives be in touch with MMA legislative staff in advance to provide information on legislative concerns, particularly if they plan to attend an LPC meeting.

The President of each Affiliated organization will have access to the members-only resource section of the MMA Website, as well as information available in the MMA Resource Center.

MMA has an abundance of information available for reference. The MMA website (www.memun.org) is an excellent tool to become familiar with all MMA has to offer. It offers an array of resources, including many publications, which are available at no cost over the website. Please note that municipal officials may gain access to the members-only resource section through employment with their municipality.

Affiliated organizations will have an opportunity to hold their annual business meeting and/or training in conjunction with the MMA Annual Convention.

Please be in touch with the Manager of Educational Services if you would like to work with MMA to offer an educational program(s) for your membership.

Affiliated organizations will have access to MMA publications and training opportunities at member rates.

Municipal officials and employees are able to order MMA publications and participate in our training sessions by virtue of their municipality's membership with the Maine Municipal Association. Since the majority of individuals associated with the Affiliate organizations are municipal officials and employees, we extend our member rates to those few that are not employed by the municipality, such as an executive director.

Affiliated organizations will have access to meeting room space at the Maine Municipal Association for business meetings and training workshops.

Meeting space will be based on availability and subject to the MMA Conference Room Policy adopted by the MMA Executive Committee and the Administrative Guidelines established by MMA Management. To determine availability and make a reservation, contracted groups please contact the MMA Affiliate Services Office, non-contracted groups please use the room reservation form on the website or call the MMA receptionist.

Affiliated county/regional municipal associations will be provided with limited support services to assist with electronic meeting notices. Upon request, MMA is also pleased to offer its professional staff as speakers for county/regional meetings.

Please be in touch with the Manager of Member Relations if you would like MMA to assist you with electronic meeting notices or to request a speaker from MMA.

Affiliated municipal professional organizations will have an opportunity to request fee-based contractual administrative services with MMA.

If interested in obtaining information, please contact the Manager of Educational Services to discuss service needs and to negotiate an annual service contract with MMA. The following is a list of available services:

Board & Committee(s) Support

Annual Business Meetings

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

Conferences & Training Programs

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

Financial Management Support

Billings for membership dues/workshops/conferences
Monthly financial reports
Budget preparation
Payment of invoices
Process incoming payments
Maintenance of bank accounts
IRS Filings

Membership Support

Mailings/Notices
Membership list maintenance
Invoices, 2nd invoices, and aging reports
Certification program record keeping

Training Programs

Mailings
Development of brochures
Administrative support
Registration

Other Support Services

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

AFFILIATE STATUS 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 Executive Committee is responsible for: (1) granting MMA Affiliate status; and (2) establishing policies. For further information on Affiliate status with the Maine Municipal Association please contact:

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