

**MAINE MUNICIPAL ASSOCIATION**  
**NOMINATING COMMITTEE**  
**ADVISORY & PROCEDURAL GUIDELINES**

**Advisory Guidelines**

The MMA Executive Committee has adopted the following set of guidelines intended to provide assistance to the six-member Nominating Committee in its annual responsibility to nominate elected and appointed municipal officials to serve on the MMA Executive Committee. These guidelines are intended to provide points the Nominating Committee should weigh as it considers each candidate. These guidelines are not the only criteria the Nominating Committee may consider and should not be viewed as constraining the Committee's selection as to which candidates they believe to be the best choice. Each year the Executive Committee reviews these advisory and procedural guidelines as part of its process to bring forth recommendations to the MMA President on appointments to the Nominating Committee.

**Procedural Guidelines**

1. The MMA Executive Committee requests that the necessary time be allotted at their February Executive Committee meeting to fully understand the MMA Nomination, Petition and Election Process.
2. The Immediate Past President will be asked to Chair the incoming Nominating Committee, to participate and provide guidance in the decision-making process, and to vote on the final Proposed Slate to go before the full municipal membership. In the event the Immediate Past President is unwilling or unable to serve as Chair, the MMA President will seek recommendations by the full Executive Committee and appoint a previous Past President.
3. The MMA Executive Committee requests that the Nominating Committee Chair provide an update on the process and timetable to the current Executive Committee and encourage those members eligible and interested in serving as Vice President, or for a second consecutive three-year term on the Executive Committee, to put forth the Statement of Interest form.
4. The MMA Executive Committee requests that the Nominating Committee engage in an interview process of all candidates for the position of Vice President. In the event there is only one candidate to interview, the Nominating Committee may determine whether it is necessary for a formal interview and/or may conduct an outreach to other qualified candidates prior to the deadline for applications to provide a meaningful interview and selection process.
5. The MMA Executive Committee also recommends that the Nominating Committee engage in an interview process for all, or selected candidates interested in the Executive Committee positions.
6. The MMA Executive Committee affirms that the Chair of the Nominating Committee may seek input from seated members of the MMA Executive Committee on candidates being considered for the position of Vice President if input is needed for consideration by the Nominating Committee.

**(Note:** If the Chair is the Immediate Past President, then the Nominating Committee probably would not need to exercise #6. If the Chair is not a sitting member of the Executive Committee, the Chair might want feedback on the performance of Executive Committee members who applied for the Vice President position. The Chair would probably only be talking to the current President opposed to the whole Executive Committee.)

7. The MMA Executive Committee requires that the Chair of the Nominating Committee, or his/her designee from the seated Nominating Committee, personally contact each of the candidates interviewed for the position of Vice President and Executive Committee positions to inform them of the Nominating Committee's final nominations.

The Proposed Slate for Vice President and Executive Committee members should be made by a vote equal to a majority of the six-member Nominating Committee at a meeting in which all members participate and vote. If all members of the Nominating Committee are not present for the interview and selection process, the Chair of the Nominating Committee, in concert with the MMA President, will seek to fill the vacant seat(s) on the Nominating Committee with qualified municipal officials.

#### **Criteria for MMA Executive Committee**

1. As stipulated in the MMA By-laws (Article IV, Section 3), "each Executive Committee member shall hold the position of municipal officer, as defined in 1 M.R.S. §72 (12), or the position of city or town manager, or the chief appointed administrative official, in an active member municipality.  
  
(Note: 1 M.R.S. §72(12) states, "Municipal officers" means the mayor and aldermen or councilors of a city, the members of the select board or councilors of a town and the assessors of a plantation.)
2. As stipulated in the MMA By-laws (Article V, Section 4), "the Nominating Committee shall seek representation from municipalities of various sizes, which is reasonably balanced to reflect as nearly as possible the relative distribution of Maine's population among large and small municipalities."
3. MMA Executive Committee nominees should be individuals who have demonstrated strong commitment and service to the Maine Municipal Association (e.g., Legislative Policy Committee, other MMA committees, etc.)
4. Each municipal official nominated should be considered a potential candidate for MMA President.
5. Geographic distribution.
6. Balance of elected versus appointed municipal officials.
7. Length of term in municipal office, and remaining time likely to serve in office.
8. Willingness and ability to make the necessary time commitment (10-12 meetings per year).
9. The Nominating Committee members should be hesitant to advocate for individuals from their respective municipalities.
10. Length of time since the community has had a candidate represent its municipality as a member of the MMA Executive Committee.