



TO: Key Appointed and Municipal Officers in Member Municipalities

**FROM: Elaine Aloes, Chair of the MMA Nominating Committee
MMA Immediate Past President**

DATE: March 19, 2024

RE: Election Process Begins for 2024 MMA Executive Committee and Vice President

MMA President Diane Hines, Town Manager for the Town of Ludlow, has appointed the 2024 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, the following information has been posted on the MMA website:

- List of 2024 MMA Nominating Committee Members
- MMA Mission & Core Beliefs
- MMA Nominating Committee Advisory & Procedural Guidelines
- MMA Bylaws
- Sample MMA Board Meeting & Conference Calendar
- MMA Executive Committee Responsibilities & Protocols
- MMA Statement of Interest Forms

Details are below and online at:

<https://www.memun.org/About/Governance/Nomination-Petition-Election-Process>

Deadline: Monday, April 22, 2024 @ Noon

Nominations. The Association is currently accepting nominations for three seats on MMA's Executive Committee, as well as for the position of Vice President. All nominations must be received by **noon on Monday, April 22, 2024.**

Background. The Executive Committee consists of nine board members and the MMA President, Vice President, and Immediate Past President who serve as the Association's officers. Members of the committee are elected by the municipal officers, or designees, from each member community. The committee is directed to represent the interests of member municipalities throughout the state, has overall governance and fiduciary responsibility for the Association, its annual operating budget, and the development of policy and priority initiatives.

Commitment. The Executive Committee meets 10-12 times per year, including a September two-day planning workshop held in the President's hometown. All other meetings are held at MMA's office in Augusta. Officers serve one-year terms and members are elected to serve three-year



terms, which all commence on January 1 of the year following the election. For example, all members elected in August 2024, will begin their terms on January 1, 2025.

The board has an attendance policy thereby deeming a vacancy when a member is absent for more than three meetings within a calendar year.

Additionally, the Association reimburses municipal officials or their municipality for travel related expenses incurred for attending meetings or authorized activities to represent the Association's interests.

Eligibility. To be eligible for the position of Vice President, nominees must have served on the Executive Committee for at least 12 consecutive months in the past five years. Any town or city manager, chief administrative official, or municipal officer (e.g., mayor, councilor, selectperson, or plantation assessor) from a member municipality is eligible to serve on the Executive Committee.

Process. All nominees are vetted and interviewed by the six-member Nominating Committee, which is appointed by the MMA President. Members include: (1) a past president; (2) elected municipal officer; (3) municipal manager or chief appointed administrative official; (4) a board member of an affiliate organization; (5) a municipal employee or volunteer; and (6) a representative from a community-based organization representing the interest of a marginalized group. The Immediate Past President service as the chair and only votes in the case of a tie.

For More Information. For more information about the nominations process, including an application, please contact Kelly Maines, Executive Office Administrative Coordinator, at either 1-800-452-8786 or kmaines@memun.org.