



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.

**MAINE MUNICIPAL ASSOCIATION
2024 NOMINATING COMMITTEE
PUBLIC LISTING**

Committee Chair, MMA Past President:

Elaine Aloes
(MMA President 2023)
Selectperson, Town of Solon
Phone: (207) 532-7743
Email: chelaloe@yahoo.com
County: Somerset
Population: 988
MMA Involvement:
Governance Boards Member, LPC Member

MMA Past President:

Laurie Smith
(MMA Past President 2013)
Town Manager, Town of
Kennebunkport
Phone: (207) 967-1606
Email: lsmith@kennebunkportme.gov
County: York
Population: 3,619
MMA Involvement:
Former Governance Boards Member, LPC
Member

Elected Official:

Mark Dion
Mayor, City of Portland
Phone: (207) 756-8241
Email: mdion@portlandmaine.gov
County: Cumberland
Population: 68,616
MMA Involvement:
MMA Member

Board Member of Affiliate Group:

Dwayne Young
Officer, Me Town & City Clerks Assoc.
Phone: 448-2316
Email: townofwestonmaine@gmail.com
County: Aroostook
Population: 250
MMA Involvement:
LPC, MMA Member, MTCCA Member

Town/City Manager:

Jack Clukey
Town Manager, Dover-Foxcroft
Phone: (207) 717-6565
Email: jclukey@dover-foxcroft.org
County: Piscataquis
Population: 4,439
MMA Involvement:
MTCMA Board member, MMA Member

Municipal Employee:

Kerry Leichtman
Assessor, Towns of Camden & Rockport
Phone: (207) 236-3353
Kleichtman@camdenmaine.gov
County: Knox
Population: 5,261 & 3,709
MMA Involvement:
LPC Alt., MMA Member, MMAO member
and Assessor of the Year 2023

**Representative from a Community Based
Organization:**

Teresa Cloutier
Equality Maine
Phone: (207) 430-8010
Email: teresa@cclawme.com
County: Kennebec
Population: 2,570

MMA Staff to the Nominating Committee:

Kelly Maines
Executive Office Administrative Coordinator
Phone: 1-800-452-8786, Ext. 2241
Email: kmaines@memun.org

David Barrett, Director

MMA Personnel Services & Labor Relations
Phone: 1-800-452-8786, Ext. 2271
Email: dbarrett@memun.org

**STATEMENT OF INTEREST FORM
SERVICE ON THE MMA EXECUTIVE COMMITTEE**
Deadline for Receipt — 12:00 p.m. on Monday, April 22, 2024

Name: _____	Position: _____	Years in Position: _____
Municipality: _____	County: _____	
Mailing Address: _____		
Work Phone: _____	Cell Phone: _____	Home Phone: _____
Email: _____		

Previous involvement with the Maine Municipal Association — Please provide info on your past involvement on MMA Governance Boards, Legislative Policy Committee, Ad Hoc Committees, Convention and Workshop Speakers/Panelists, etc. (provide dates of service, if available):

Other information not included on your Resume — other activities of interest, awards, etc.

What attributes do you believe you will Bring to the Maine Municipal Association?

The MMA Executive Committee has an Attendance Policy that requires a member to miss no more than three meetings per year. Based on this, do you believe the time commitment meets your availability?

Yes _____ No _____

Please provide a Municipal Reference that we may contact:

Name: _____ Municipal Position: _____

Telephone: _____

Please include your cover letter, updated Resume and up to five letter(s) of support.

I attest that the information contained above and, in the attachments, to be true and accurate to the best of my knowledge.

Signature _____
Date

RETURN TO:

**Maine Municipal Association Nominating Committee
c/o Executive Office
Maine Municipal Association
60 Community Drive, Augusta, Maine 04330**

Or: Fax: (207) 626-3358
Email: kmaines@memun.org



Our Mission

The mission of the Maine Municipal Association is to support excellence in Maine’s municipalities by providing important services and advocating for their common interests.

Our Core Beliefs

Local Governance

We believe that local government is the foundation of a strong democracy and is fundamental to the provision of essential services that promote the safety, health and wellbeing of residents and communities.

Leadership

We believe in the accessibility and accountability of municipal officials, with a commitment to honesty, civility, integrity, and the highest ethical standards. Municipal Officials are entrusted to develop cohesiveness and build strong future-driven communities.

Collaboration

We value and support opportunities for collaboration and partnerships among municipalities, public organizations, and private entities.

Diversity, Equity, and Inclusion

We respect the uniqueness of each municipality and the diversity within the community. We are dedicated to ensuring that all individuals are treated equally, respectfully, and fairly.

Fiscal Integrity

We believe in financial accountability, transparency, and responsible management of resources are essential for MMA and its member municipalities.

Excellence in Service

We believe in listening to and supporting member municipalities to ensure that their priorities, needs, and educational requirements are met through services and programs.

Maine Municipal Association
Executive Committee
Responsibilities and Protocols

The Maine Municipal Association (MMA) is a non-profit organization providing an array of professional services and insurance related programs to its members. The Executive Committee (Committee) is the Association's corporate board of directors, and has overall governance and fiduciary responsibility for MMA, including its annual operating budget and custody of its assets.

About The Executive Committee

- The Committee is created by the By-laws of the Maine Municipal Association to serve as the corporate governing body.
- Elections of officers and members of the Committee are held on an annual basis and voted upon by the full municipal membership.
- The Committee is composed of twelve elected or appointed municipal officials including a President, Vice President, Immediate Past President, and nine Executive Committee members.
- Officers serve one-year terms and members are elected to three-year staggered terms, unless filling a vacant seat on the Committee.

Qualifications

An Executive Committee member must be a town or city manager or chief appointed administrative official of an active member municipality—a “municipal officer” as defined by state law—of an active member municipality. This means the mayor and aldermen or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation; and

- Commit to serve a three year-term.
- Possess basic knowledge and/or interest in the corporate operations of the MMA.
- Although not necessary, prior experience on other governing boards and/or involvement in the MMA.

Time Commitment

Service on the MMA Executive Committee requires a substantial time commitment. There is an attendance policy in the MMA By-laws that states:

“If any member or member-elect of the Executive Committee is absent from more than three meetings of the Executive Committee ... within a calendar year, the position of that member shall be deemed to be vacant, unless declared otherwise by a majority vote of the full membership of the Executive Committee, excepting that member, and the vacancy filled in accordance with this section.”

Committee members are expected to participate in the following:

- Regular monthly meetings, which are typically held in Augusta on Thursdays, beginning at 9:00 a.m.
- A two-day fall strategic planning meeting that is most often held in the municipality of the current MMA President.
- The MMA Annual Convention held in the fall.

- Any additional subcommittee and/or ad hoc committee meetings as identified by management staff and approved by the Committee. Service on subcommittees (such as the MMA Strategic & Finance Committee) may entail additional meetings during a calendar year.

Responsibilities

The major responsibilities of the MMA Executive Committee include:

- Establishing the mission and setting the direction for MMA.
- Planning for the future of MMA, including setting short and long-term goals.
- Representing MMA to external parties.
- Serving as an ambassador to MMA's members and representing the interests of all municipalities.
- Hiring the MMA Executive Director.
- Evaluating the performance of the MMA Executive Director.
- Providing overall governance of MMA.
- Providing financial oversight of MMA, including adoption of the budget, and retaining the auditor.
- Developing and amending MMA policies.
- Establishing and maintaining a system for building consensus among the members.
- Attending the MMA Annual Convention.
- Serving as Board of Trustees of the MMA Workers' Compensation Fund.
- Serving as Trustees of the MMA Unemployment Compensation Fund.
- Serving as the nucleus of the governing Board of Directors for the MMA Property & Casualty Pool Program.

Protocols

To enable the MMA Executive Committee to conduct its business professionally and efficiently, the Committee adheres to the MMA Code of Ethics & Conduct Policy as adopted and to the following protocols:

1. Written Materials – Whenever possible, the Committee requests that written materials be provided in advance and be made a part of the agenda and packet materials on issues to come before the Committee for consideration.
2. Requests From Outside Organizations – Organizations or individuals seeking consideration by the MMA Executive Committee should contact the MMA Executive Director. If the Executive Director, in consultation with the MMA President, determines that the request should appropriately come before the Committee, the organization/individual will be asked to submit the request in writing, with appropriate support materials. As a general practice, the Committee does not receive in-person presentations from outside organizations/individuals.

For more information on the commitment, responsibilities, and protocols for the MMA Executive Committee, please contact Theresa Chavarie, MMA Manager of Member Relations & Executive Office at 1-800-452-8786, locally at 623-8428 ext. 2211, or by e-mail at tchavarie@memun.org.

**Maine Municipal Association
2023 Annual Calendar
Board Meetings & Conferences**

<u>February</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
2 (TH)	9:00 a.m. 11:00 a.m.	MMA Strategic & Finance Committee MMA Executive Committee Meeting	Large Conference Room
<u>March</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
9 (TH)	9:00 a.m. 11:00 a.m.	MMA Strategic & Finance Committee MMA Executive Committee Meeting	Large Conference Room
<u>April</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
27 (TH)	9:00 a.m. 11:00 a.m.	MMA Strategic & Finance Committee MMA Executive Committee Meeting	Large Conference Room
<u>May</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
17 (W)	9:00 a.m. 11:00 a.m. 1:00 p.m. 2:00 a.m.	MMA Joint Governance Board Meeting MMA Property & Casualty Pool Board MMA Workers Compensation Fund Board MMA Executive Committee Meeting <i>(Regular Session)</i>	Full Conference Room
18 (TH)	9:00 a.m.	MMA Strategic & Finance Committee <i>(if needed)</i>	Via Zoom
<u>June</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
29 (TH)	9:00 a.m. 11:00 a.m.	MMA Strategic & Finance Committee MMA Executive Committee Meeting	Large Conference Room Large Conference Room
<u>August</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
18 (F)		MMA Executive Committee Election <i>(MMA President oversees election)</i>	<i>Solon, Maine</i>
<u>September</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
6 (W)	9:30 a.m.	New Board Member Orientation	Large Conference Room
14 (TH) – 15 (F)		MMA Executive Committee Meeting <i>(2-Day Strategic Planning Meeting)</i>	Solon, Maine
<u>October</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
4 (W) – 5(TH)		MMA 87 th Annual Convention	Augusta Civic Center
26 (TH)	9:00 a.m.	MMA Strategic & Finance Committee <i>(1st Budget Meeting)</i>	Large Conference Room
<u>November</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
14 (T)	9:00 a.m. 10:00 a.m. 11:00 a.m.	MMA Joint Governance Boards MMA Property & Casualty Board MMA Worker’s Compensation Board	Full Conference Room
15 (W)	9:00 a.m. 1:00 p.m.	MMA Strategic & Finance Committee <i>(2nd Budget Meeting)</i> MMA Executive Committee Meeting	Large Conference Room
<u>December</u>	<u>Time</u>	<u>Description</u>	<u>Location</u>
7 (TH)	9:00 a.m.	MMA Strategic & Finance Committee (3 rd)	Large Conference Room
14 (TH)	9:00 a.m.	MMA Executive Committee Meeting	Large Conference Room