



MMA ANNUAL BUSINESS MEETING INFORMATION

January 3, 2017

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 to 11:45 a.m., on Saturday, January 21, 2017, in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city;
- The Chair of the Board of Selectmen or the Chair of the Town Council in a member town;

If an official from one of these categories cannot attend the January 21st business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor or Chair of the Board of Selectmen or Town Council.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must pick up a single vote card in order to cast votes at the MMA Annual Business Meeting. The vote card will be included in your registration packet, unless you have designated someone to take your place. Only one vote card will be issued per community.

Those officials who cannot attend the Annual Business Meeting, and who wish to designate someone else to take their place, must send in written authorization beforehand to the MMA, c/o Vanessa Calaban, vcalaban@mma.org or One Winthrop Square, Boston, MA 02110. We must receive these designation forms by Friday, January 13th at the latest. Please remember to include your signature when filling out the enclosed form.

Thank you very much -- we look forward to seeing you in January at Annual Meeting. In the meantime, we hope that you have a very happy start to the New Year!

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

Enclosure



**Massachusetts Municipal Association
Annual Business Meeting
Saturday, January 21, 2017**

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I cannot attend the MMA Annual Business Meeting on
Saturday, January 21, 2017.

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Name _____

Title _____

**Please Return By January 13 To:
Vanessa Calaban
MMA
One Winthrop Square
Boston, MA 02110
Fax: 617-695-1314
Email: vcalaban@mma.org**