



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

## MEMORANDUM

**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations

**FROM:** Christopher G. Lockwood, Executive Director

**DATE:** August 30, 2013

**SUBJECT:** Voting Credentials for MMA Annual Business Meeting

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 2, 2013, at 1:30 p.m. in the Cumberland Room at the Augusta Civic Center.** The MMA Bylaws entitle each member community to one (1) voting representative.

Enclosed please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate. We have also attached the Proposed Agenda for the MMA Annual Business Meeting for your reference. As you will note, there is a proposed amendment to the MMA bylaws for consideration by the full membership. We have enclosed a separate memo from the MMA Executive Committee that provides information on the proposed amendments and includes tracked changes to the appropriate sections of the MMA bylaws for your easy reference. The current MMA Bylaws as adopted in 2010 will be available at the MMA Annual Business Meeting or may be viewed on the MMA website at <http://www.memun.org/public/MMA/Gov/bylaws.pdf>.

If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the MMA Voting Deiegate Credential Form and return to our office by **Monday, September 30, 2013** or bring it with you to the MMA Annual Business Meeting. We have provided a self-addressed self-stamped envelope for your convenience.

We look forward to seeing you at this year's MMA Annual Convention. If you have any questions on this information, please contact Theresa Chavarie at 1-800-452-8786 ext. 2211 or in the Augusta area at 623-8428.

**MAINE MUNICIPAL ASSOCIATION**  
**VOTING DELEGATE CREDENTIALS**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)

\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)

to the Maine Municipal Association Annual Business Meeting which is scheduled to be held,

Wednesday, October 2, 2013, 1:30 p.m., at the Augusta Civic Center, Augusta, Maine.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Or Signed by a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Monday, September 30, 2013** or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

***MMA Annual Business Meeting  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: 207-626-3358***

**Maine Municipal Association  
Annual Business Meeting  
Wednesday, October 2, 2013  
1:30 – 2:30 p.m.  
Augusta Civic Center  
Level 1 – Cumberland Room**

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**PROPOSED AGENDA**

- 1. Introductions and Welcoming Remarks – MMA President Peter Nielsen, (Town Manager, Town of Oakland)**
- 2. Approval of 2012 Annual Business Meeting Minutes**
- 3. MMA President's Report – Peter Nielsen**
- 4. Vote of Proposed Amendments to MMA Bylaws to clarify the process to be followed when a vacancy occurs in the MMA Officer positions.**
- 5. Announcement of Election Results for MMA Executive Committee and Introduction of New Executive Committee Members**
- 6. Overview of Changes to MMA Municipal Membership Dues Formula**
- 7. Other Business (*comments from the floor*)**
- 8. Executive Director Report - Christopher Lockwood**
- 9. Adjournment**



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**TO:** Key Municipal Officials of MMA Member Cities, Towns and Plantations

**FROM:** MMA Executive Committee

**RE:** Proposed MMA By-law Amendments

**DATE:** August 30, 2013

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At its meeting on May 23, 2013, the Executive Committee of the Maine Municipal Association voted unanimously to submit to the Municipal Membership the attached proposed amendments to **Article IV: Governance, Section 4 and Section 9** of the MMA By-laws. The purpose of the proposed amendments is to clarify the process to be followed when a vacancy occurs in the MMA Officer positions. The proposed amendments do not make any substantive changes to the By-laws.

The proposed changes to the MMA By-laws are shown in tracking format and are to be voted on by the authorized voting delegates of municipal members at the MMA Annual Business Meeting to be held Wednesday, October 2, 2013 at 1:30 p.m. at the Augusta Civic Center, Augusta, Maine. Please see the other memorandum included with this mailing.

If you have any questions, please do not hesitate to contact Theresa Chavarie, Manager of MMA Executive Office & Members Relations at 1-800-452-8786 ext. 2211. Thank you.



## ARTICLE IV: Governance

Section 4. Terms of Office: The President, Vice President and the Immediate Past President shall serve a single one-year term. At the end of the current President's one-year term, the Vice President shall assume the office of President and shall serve a term of one year. No person shall hold the office of President or Vice President unless, at the time of assuming their offices, they have served as a member of the Executive Committee for at least one (1) consecutive twelve-month period during the past five years. Executive Committee members shall serve a three-year term. No member of the Executive Committee may serve more than two consecutive three-year terms except to serve as President, Vice President or Immediate Past President. ~~*[Transitional Amendment: The provisions of this amendment shall apply to members of the Executive Committee taking office on or after January 1, 2011.]*~~

Members of the Executive Committee serving two consecutive three-year terms will be required to take three full years off from the Executive Committee before being reappointed by the MMA President or nominated for another term on the Executive Committee.

If a person has been appointed or elected to fill a vacancy pursuant to Article IV, Section 9, or if the Vice President assumes the office of President pursuant to Article IV, Section 9, that remaining term shall not be counted for purposes of this section.

Section 9. Vacancies: If a vacancy shall occur within the non-officer members of the Executive Committee, or if a member of the Executive Committee is elected as an officer, and except as provided in Article V, Section 1, the President, subject to the approval of a majority of the whole Executive Committee, shall appoint a qualified person to fill the remainder of the unexpired term.

If a vacancy shall occur in the office of the President, the Vice President shall immediately assume the office of President for the remainder of the President's unexpired term and shall subsequently serve a full one-year term as President pursuant to Section 4. If a vacancy shall occur in the office of the Vice President, a qualified person shall be appointed by a majority of the whole Executive Committee to fill the remainder of the Vice President's unexpired term. The position of Vice President for the next year shall be elected by the membership pursuant to the nomination and election process set forth in Article V. If a vacancy shall occur in the office of the Immediate Past President, or if no person who served as

President in the preceding year is eligible to serve as Immediate Past President, the MMA Executive Committee may appoint a Past President who holds municipal office to fill all or the remainder of the term.