



July 1, 2010 – June 30, 2011

2011 Annual Report

1941 – 2011

ANNUAL MEETING

**Wednesday, August 24, 2011
12:15 PM**

**Sebasco Harbor Resort
Sebasco Estates, Maine**

Please refer to the MTCMA Annual Report

AGENDA

- 1. President's Report** – Terry York
- 2. Secretary's Report** – Michelle Beal
- 3. Treasurer's Report** – Michelle Beal
- 4. Committee Reports**
 - A.** Professional Development Committee – Barry Tibbetts, Chair
 - B.** Communications Committee – Peter Crichton, Chair
 - C.** Institute Committee – Barry Tibbetts, Chair
 - D.** Awards/Scholarships Committee – Perry Ellsworth, Chair
 - E.** Range Rider Committee – Bert Kendall, Chair
 - F.** Ethics Committee – Larry Mead, Chair
 - G.** Membership Committee – Betsy Fitzgerald, Chair
 - H.** Nominating Committee – Presentation of 2012 Slate of Officers – Tom Hall, Chair
 - I.** Sponsorship Committee – Martin Puckett, Chair
 - J.** By-Law Committee – Dana Reed, Chair
- 5. Old Business**
- 6. New Business**
- 7. Adjournment**

**Maine Town & City Management Association
Annual Membership Meeting
Wednesday, August 20, 2010
Point Lookout Resort & Conference Center, Northport, Maine**

1. **Call to Order:** President Cathy Conlow called the meeting to order at 1:20 p.m.
2. **President's Report:** Cathy Conlow referred to the 2010 Annual Report. A motion was made by John Anderson, seconded by Barry Tibbetts, all approved to accept all reports contained in the 2010 MTCMA Annual Report.
3. **Secretary's Report:** Refer to the 2010 Annual Report.
4. **Treasurer's Report:** Refer to the 2010 Annual Report.
5. **Committee Reports:** Refer to the 2010 Annual Report.
 - a. **Professional Development:** Refer to the 2010 Annual Report.
 - b. **Nominating Committee - Presentation of the 2011 Slate of Officers:**
Refer to the 2010 Annual Report:

President: Terry York, Kennebec County
Vice-President: Barry Tibbetts, Kennebunk
2nd Vice President and Treasurer: Michelle Beal, Ellsworth
Immediate Past President: Cathy Conlow, Orono
2011: Thomas Hall, Scarborough and Dana Reed, Bar Harbor
2012: Perry Ellsworth, Rangeley and Martin Puckett, Mapleton
2013: Betsy Fitzgerald, Washington County and Thomas Goulette, Guilford
2014: Larry Mead, Kennebunkport and Peter Crichton, Cumberland County
Range Rider: Bert Kendall, Cumberland
6. **Old Business:**

Discussion regarding the name of the Maine Town & City Management Association to be changed to the Maine Town, City and County Management Association. The By-Laws Committee will review in the upcoming year and will determine whether to present at the 2011 Annual Meeting.
7. **New Business:** None
8. **Adjourn:** A motion was made by John Anderson, seconded by Barry Tibbetts, all approved to adjourn the meeting at 1:35 p.m.

FINANCIAL STATEMENT
For the Period Ending December 31, 2010

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET BALANCE</u>
<u>REVENUES</u>			
INTEREST INCOME	\$450	\$178.66	\$294.77
MEMBER DUES	\$22,000	\$19,826.47	\$19,485.47
SEMINARS	\$2,400	\$0.00	\$0.00
INTERCHANGE - PROGRAM	\$3,600	\$4,210.00	\$4,675.00
INSTITUTE - PROGRAM	\$22,400	\$17,316.00	\$13,924.38
INTERCHANGE - SPONSORSHIPS	\$5,000	\$4,000.00	\$4,000.00
INSTITUTE - SPONSORSHIPS	\$9,000	\$9,500.00	\$10,500.00
SCHOLARSHIP DONATIONS	\$0	\$0.00	\$66.25
SEMINARS SPONSORSHIP	\$2,000	\$0.00	\$0.00
WEB SITE ADVERTISEMENT	\$1,500	\$0.00	\$0.00
RANGE RIDER - PROGRAM	\$2,800	\$915.76	\$1,320.25
FALL WORKSHOP	\$3,000	\$650.00	\$1,120.00
TOTAL REVENUES	\$74,150	\$56,596.89	\$55,386.12
<u>EXPENDITURES</u>			
POSTAGE	\$750	\$676.07	\$806.59
PRINTING	\$1,150	\$556.40	\$641.47
PHOTOCOPIES	\$1,100	\$347.07	\$430.88
SUPPLIES	\$1,050	\$428.39	\$574.09
BANK FEES	\$0	\$0.00	\$10.12
MISCELLANEOUS	\$650	\$716.68	\$85.00
SPEAKERS	\$9,000	\$3,539.39	\$3,330.72
PROGRAM	\$6,000	\$27,513.23	\$4,855.41
FOOD & LODGING	\$18,900	\$3,329.26	\$23,242.55
TRAVEL-MILEAGE	\$550	\$731.40	\$106.70
CONTRACT SERVICES - MMA	\$8,875	\$10,941.96	\$10,727.04
INSTITUTE	\$0	\$(233.75)	\$0.00
INTERCHANGE	\$0	\$0.00	\$0.00
LIABILITY INSURANCE	\$2,500	\$2,261.00	\$2,256.00
WEB PAGE DEVELOPMENT	\$1,200	\$656.50	\$602.00
PROFESSIONAL DEVELOPMENT	\$0	\$0.00	\$0.00
CONTRACT SERVICES PRIOR YEAR - MMA	\$0	\$0.00	\$0.00
MEMBERSHIP	\$300	\$0.00	\$15.00
OFFICERS EXPENSES	\$7,840	\$1,080.21	\$382.03
TRAVEL - OFFICERS	\$0	\$543.40	\$0.00
ETHICS PLAQUES	\$0	\$0.00	\$0.00
RANGE RIDER PROGRAM	\$5,600	\$1,125.73	\$2,367.89
OTHER TRAINING	\$1,000	\$0.00	\$0.00
MEMBER SCHOLARSHIPS	\$1,050	\$0.00	\$0.00
SCHOLARSHIPS	\$2,000	\$3,208.64	\$2,000.00
ICMA EXPENSES	\$3,500	\$2,663.93	\$1,448.16
TOTAL EXPENDITURES	\$73,015	\$60,085.51	\$53,781.65
NET INCOME (LOSS)	\$1,135	\$(3,488.62)	\$1,604.47

BALANCE SHEET
December 31, 2010

ASSETS

Current Assets

Checking Account	\$58,217.78	
Accounts Receivable	\$1,358.75	
	<hr/>	
Total Current Assets		\$ <u><u>59,576.53</u></u>

LIABILITIES AND FUND BALANCE

Fund Balances

Designated Insurance Reserve	\$10,000.00	
Undesignated Fund Balance	\$49,429.50	
Scholarship	\$147.03	
	<hr/>	
Total Fund Balance		\$ <u><u>59,576.53</u></u>
Total Liabilities & Fund Balance		\$ <u><u>59,576.53</u></u>

President's Report

In these challenging times, municipalities and county governments must look for innovative ways to manage our cities, towns and counties. We must find solutions for dwindling finances while continuing to provide basic services to our citizens. To accomplish these goals, we need an organization that provides an avenue to exchange ideas and provide professional development through the presentation of progressive ideas. The Maine Town/City/County Managers Association is that vehicle and I am honored to have served as your president for the past year.

During the past year I had the privilege of meeting with the Western Maine Managers group and discussing goals and development with them.

Once again in March we held the Interchange at the Black Bear Inn in Orono. The ethics session on creating and maintaining an ethical environment, while entertaining, reminded us all that we need to conduct ourselves in a manner that will not make us cringe when we read the morning paper. The economic development sessions presented new and challenging ideas.

In April, MTCMA sent me to the ICMA Northeast Regional Summit. Again, it was an honor to represent MTCMA and to sign an affiliate agreement with ICMA outlining the nature of the collaborative relationship around professional development and information sharing between the two organizations. We also had the privilege of interviewing and sending a name for the Regional Vice-President. In September, MTCMA will be sending me to the ICMA National Conference. I am looking forward to representing our organization in Milwaukee.

The New England Management Institute will be held in August at Sebasco Harbor Resort in Phippsburg. The program curriculum is great and I hope to see all of you there.

Thanks to all of you who serve our profession with dignity and integrity. Please be encouraged to continue in the management profession. Managing a municipality or county is not always easy and is often thankless, but the personal rewards for doing an outstanding job make it worthwhile.

Appreciation and thanks to all the committees who worked so diligently this year to make our organization run. Professional Development Chair, Barry Tibbetts has done an outstanding job with programs and training. Thanks to Bert Kendall, Ranger Riders, Perry Ellsworth, Awards and Scholarships, Tom Hall, Nominating, Betsy Fitzgerald, Membership, Larry Mead, Ethics. Special thanks to Martin Puckett for his diligence in obtaining sponsorships for Interchange and Institute.

I would like to thank all the members and the board of directors, as well as the staff at MMA, Margaret Noel, Denise Kolreg and Jennifer Stiles.

Thank you for the honor of serving as your President. I look forward to a long lasting relationship with the Maine Town/City/County Managers Association.

Respectfully submitted,
Terry York, President

Professional Development Committee/Institute Committee

The Professional Development Committee continues to promote the profession by offering educational opportunities through workshops, the institute and the interchange and manager certification.

In December the joint meeting with the N.H. Managers was on innovation in technologies held in North Conway.

The Managers' Interchange was held in March at the Black Bear Inn in Orono. The focus this year was economic development in challenging times. Sessions included the pros and cons, best applications and the mechanics of setting up a TIF.

This was a difficult year for sponsors as the economy was tough and budgets are dwindling. Thanks to all of our sponsors, without whom it would be difficult to provide the outstanding programs that the Association has come to expect.

Many thanks and much appreciation go to the Professional Development Committee for their tireless efforts in developing relevant educational opportunities for Maine managers and thanks to the staff at MMA whose support and knowledge are invaluable.

Respectfully submitted,
Barry A. Tibbetts, Chair

Membership Committee Report

The Membership Committee functions as the portal to MMA for many members. Through the fine efforts of Jennifer Stiles and Margaret Noel, prospective members receive a packet of information all designed to introduce the MTCMA and engage them in the activities. Of the many offerings and benefits to members, the listserv is often cited as one of the most popular.

In this day and age of evaporating resources and increased demands, the vast experience of managers across the state has proved invaluable. Whether asking if a particular issue has cropped up (we are not alone in this); or providing one's own experiences, the communications come quickly. Checking pricing is easy, as evidenced by a recent request for paving prices, when all corners of the state become involved in the exercise.

Another victim of today's reduced resources is the hard choices managers must make regarding membership. The age-old question of the benefits of membership is coming more often. There is power and safety in numbers. The recent legislative session was monitored daily by MMA staff. The Legislative Policy Committee provided direction as to the bills MMA would support, oppose, and merely provide more information. Membership equals access to this wide range of professional offerings.

Membership materials are posted on our website at www.mtcma.org. Suggestion – make this a favorite site and check often. Together we can grow the organization, increase our effectiveness as managers, offer better services to our constituents and reach a measure of professional satisfaction.

Respectfully submitted,
Betsy Fitzgerald, Chair

Communications Committee Report

The importance of the MTCMA website and the listserv remain the top priorities of the Communications Committee.

On the subject of the website, I am pleased to report that Margaret Noel and Jennifer Stiles are working to update everyone's profile so that we have the most recent and accurate information on all the members. And, of course, Stu Marckoon continues to do an outstanding job managing the website.

As we look to the future and an increased need to communicate, there can be little doubt that the listserv will be one of our best tools for communicating. It is also clear that one of the ongoing responsibilities we all share is to use the listserv carefully and thoughtfully. It is an important tool for asking colleagues questions and soliciting advice on matters of importance to many people.

One goal that I had hoped to achieve this year and did not was the development of a policy for the proper use of the listserv. Hopefully, this can be accomplished in the not too distant future.

My thanks to MTCMA President Terry York for this opportunity to serve you, and to the staff at the MMA for their support.

Respectfully submitted,
Peter J. Crichton, Chair

Awards and Scholarship Committee Report

The Awards Committee has completed its review of applications for the 2011 Rookie of the Year Award, Leadership Award, Linc Stackpole Manager of the Year Award, and Scholarship Awards. There were numerous submittals for each award and good conversation ensued through a conference call with a diverse cross section of participants from across the state. My thanks to all who took the time to work through the process of selection as it's not an easy one when the list of applicants contains so many who are deserving of being chosen.

This year the scope of potential scholarship awards was broadened to include more colleges across the state. To continue this process we will need to get the application process started earlier in 2012 before the end of the school year. This movement did prompt more applications and one could be led to believe that there is a new group of people interested in considering careers in public administration as many of us look forward towards our retirement years. We need to reach out to these folks and encourage them in any fashion possible.

The process of choosing one person for the major awards is daunting as there are many who are not nominated that we in the profession for many years know deserve to be recognized. Although the process narrows down to one individual, all in this profession should look in the mirror each day and know that you are all winners striving to provide the best possible services during times that lack the robustness of the past. The associations and partnerships that we share as a group are an award within itself.

It has been an honor to serve as chairperson of the Awards Committee.

Respectfully submitted,
Perry Ellsworth, Chair

Ethics Committee Report

The Maine Town and City Management Association adopted a Code of Ethics as part of its effort to assure the public that professional managers, and the members of MTCMA, are trusted public servants who adhere to the highest standards of honesty and integrity, and endeavor to act fairly, objectively and impartially.

When we sign on as a member of MTCMA each of us is committing to abide by the Code of Ethics. I encourage each member to take the time to read the ethics code and the accompanying guidelines. They can be accessed through the MTCMA web site. Click on "Bylaws/Ethics" and then on "Code of Ethics." There is additional helpful information available at the ICMA website. This year I, along with my management staff, enrolled in an ICMA sponsored webinar on ethical issues in the workplace. It offered multiple case studies in the kinds of ethical decisions that municipal employees can encounter at any time.

The members of the Ethics Committee are available as a resource for members who seek advice or counsel on questions or concerns. We hope that this can help to avoid problems before they get started. Don't hesitate to give a call. Fellow managers are often a good first stop.

This past year the Ethics Committee was consulted by a member who sought a ruling on whether applying for an open position in another town violated Tenet 4, related to length of service. Usually two years of service is a minimum commitment before making an application to another vacant manager's position. In this case the Committee ruled that mitigating circumstance justified leaving one position for another prior to two full years of service. There are two other potential ethics violations that the Committee is currently investigating.

This was my first full year as a member of the Ethics Committee. I would not have agreed to serve as Chair without the security of knowing that the other members complement and assist with their experience and wisdom. Thanks to members Peggy Daigle (who agreed to stay on after leaving Old Town), Phil Nadeau of Lewiston, Dick Davis of Farmington, Bill Bridgeo of Augusta, Steve Buck of Caribou, and Dave Morton of Casco. I also offer my appreciation to former Chair, Dana Reed of Bar Harbor. Dana's hard work in establishing Rules of Procedure made my job much easier. These are big shoes to fill!

Respectfully submitted,
Larry Mead, Chair

Sponsorship Committee Report

The Sponsorship Committee is responsible for soliciting donors for the two major trainings for MTCMA; the New England Management Institute and the Statewide Manager Interchange. Many managers and the committee have helped with the solicitations and were the keystone in meeting our goal. This past year we have improved our database and coordinated communications, simplifying the process. The MMA staff has done an excellent job maintaining our files and communicating to sponsors, providing the structure to the committee's efforts.

Please thank our sponsors for their generosity during these tough economic times! This year we have had some new sponsors to recognize and continuing sponsors that have demonstrated their support year after year. These sponsorships make these two important trainings affordable and allow managers to stay abreast of important issues and exchange valuable information to take back to their own municipality.

Respectfully submitted,
Martin Puckett, Chair

Range Rider Committee Report

While I had thought last year was one of reorganizing our list of range riders, going from eleven down to six because of retirements and inactivity, we shrunk further to five this year with the retirement of long time range rider Ernie Marriner. Ernie was our representative in the Augusta region and will be missed since he decided to move closer to family in Iowa. At the March Interchange in Orono, three of us sat at lunch and lead a discussion of range rider activities, and it has been quite a while since 60% of our membership was together. Although we have had a number of potential new range riders retire in the last 2-3 years, almost all have either moved away or continued working in areas not compatible with the ICMA Range Rider Program. But we hope we make up for lack of quantity with plenty of quality.

Our range riders are called on infrequently in three general areas: (1) managers or governing bodies at loggerheads and seeking an experienced mediator, (2) general advice on topics ranging from contracts to possible ethics problems (we would refer the latter to the Ethics Committee if there was no easy answer), and (3) help in finding either an interim manager or recommendation on a permanent manager.

As Chair of the Range Rider Committee, I have three special functions. First, I am fortunate enough to be on the MTCMA Executive Board that meets 3-4 times per year. Sometimes I am able to give them the perspective from an "old timer", such as the question of whether to attend a manager's retirement dinner in Maine's largest city (we went). Second, I enjoy hosting the "3rd Annual Cumberland City Managers and Range Riders Pot Luck Picnic" in June at Ft. Williams Park in Cape Elizabeth. It is always a fun event and lets those attending unwind a little and see colleagues they may have missed during busy budget and town meeting seasons. Third, I have represented the association at the New Manager's Orientation held in Augusta by MMA, and it is always enjoyable to discuss entering our profession and trying to avoid some of the pitfalls along the way.

Thank you for the opportunity to serve a profession I have enjoyed since 1971.

Respectfully submitted,
Bert Kendall, Chair,

Nominating Committee

2012 PROPOSED SLATE OF OFFICERS

PRESIDENT

Barry Tibbetts
1 Summer Street, Kennebunk, ME 04043
Tel: 985-2102 Fax: 985-4609
E-Mail: btibbetts@kennebunkmaine.us

1st VICE PRESIDENT

Michelle Beal
1 City Hall Plaza, Ellsworth, ME 04605
Tel: 669-6601 Fax: 667-4908
E-Mail: mbeal@cityofellsworthme.org

2nd VICE PRESIDENT/TREASURER

Martin Puckett
PO Box 500, Mapleton, ME 04757-0500
Tel: 764-3754 Fax: 764-3754
E-Mail: mchctm@mfx.net

IMMEDIATE PAST PRESIDENT

Terry York
125 State Street, Augusta, ME 04330
Tel: 622-0971 Fax: 623-4083
E-Mail: tayork@kennebeccounty-me.gov

2012

Perry Ellsworth
180 Main Street, South Berwick, ME 03908-1535
Tel: 384-3300 Fax: 384-3303
E-Mail: pellsworth@sbmaine.us

Thomas Hall
PO Box 360, Scarborough, ME 04070
Tel: 730-4031 Fax: 730-4033
E-Mail: thall@ci.scarborough.me.us

2013

Elizabeth Fitzgerald
PO Box 297, Machias, ME 04654-0297
Tel: 255-3127 Fax: 255-3313
E-Mail: manager@washingtoncountymaine.com

Thomas Goulette
PO Box 355, Guilford, ME 04443-0355
Tel: 876-2202 Fax: 876-4793
E-Mail: tgoulette@myfairpoint.net

2014

Larry Mead
PO Box 566, Kennebunkport, ME 04046
Tel: 967-4243 Fax: 967-8470
E-Mail: lmead@kennebunkportme.gov

Peter Crichton
142 Federal St Ste 102, Portland, ME 04101-4196
Tel: 871-8380 Fax: 871-8292
E-Mail: Crichton@cumberlandcounty.org

2015

William Reed
1084 Main Street, Veazie, ME 04401-7091
Tel: 947-2781
E-Mail: veazietm@aol.com

Kathryn Ruth
112 Somerset Ave., Pittsfield, ME 04967-1432
Tel: 487-3136
E-Mail: townmanager@pittsfield.org

RANGE RIDER

Bert Kendall
26 Glenview Road, Cumberland, ME 04021
Phone: (207) 829-8184
E-mail: bmtkendall@aol.com

2011 Active Members

Robert Worthley.....	Anson	David O Cole	Gorham	Kathryn Ruth.....	Pittsfield
Todd J Shea	Arundel	Yvonne P Wilkinson.....	Gouldsboro	Francis R Grey Jr	Portage Lake
William Bridgeo.....	Augusta	Charles Noonan.....	Greene	Patricia Finnigan.....	Portland
Linda S Pagels-Wentworth	Baileyville	Gary Lamb	Greenville	Justin L Poirier.....	Pownal
Catherine M Conlow	Bangor	Kimberly A Sparks	Greenwood	James A Bennett ICMA-CM	Presque Isle
Robert Farrar	Bangor	Thomas P Goulette.....	Guilford	Stefan Pakulski.....	Readfield
Dana J Reed.....	Bar Harbor	Susan Lessard.....	Hampden	Mitchell Lansky.....	Reed Plantation
William D Giroux.....	Bath	Kristi Eiane.....	Harpswell	Marian L Anderson	Richmond
Joseph J Slocum	Belfast	Terri-Lynn Sawyer	Harpswell	Rosemary Kulow	Rockland
Keith M Trefethen	Berwick	Clinton Deschene	Hermon	Robert A Peabody Jr	Rockport
James Doar	Bethel	John W Butts	Holden	Richard R Michaud.....	Saco
John D Bubier	Biddeford	Jonathan Duke.....	Hope	Pamela S Corrigan	Sagadahoc County
James D Chaousis.....	Boothbay	Douglas Hazlett	Houlton	Christy M Sirois	Saint Agatha
Thomas Woodin.....	Boothbay Harbor	Kathleen I MacKenzie.....	Jackman	Rhonda L Stark.....	Saint Albans
William S Post.....	Bowdoinham	Ruth Cushman.....	Jay	John M Falla	Saint George
Melissa L Doane	Bradley	Terry A York.....	Kennebec County	Mark Green.....	Sanford
James Smith.....	Brewer	Barry Tibbetts	Kennebunk	Thomas J Hall.....	Scarborough
Mitchell A Berkowitz.....	Bridgton	Larry Mead.....	Kennebunkport	James M Smith III.....	Sebago
Kristine A Poland	Bristol	Jonathan Carter.....	Kittery	Debra J O'Roak.....	Sherman
Matthew S Pineo.....	Brownville	Andrew L Hart.....	Knox County	John M Doucette Jr	Skowhegan
Gary L Brown.....	Brunswick	Stuart Marckoon	Lamoine	Perry Ellsworth	South Berwick
Glen Holmes	Buckfield	Edward A Barrett	Lewiston	Roberta Orsini	South Berwick
Roger Raymond.....	Bucksport	Phil Nadeau	Lewiston	James H Gailey	South Portland
Diane Barnes	Calais	Donna M Bernier	Limestone	Gordon Billington.....	Standish
Roberta Smith.....	Camden	Lisa J Goodwin	Lincoln	Kathleen Billings-Pezaris.....	Stonington
Michael K McGovern	Cape Elizabeth	David Kinney	Lincolntonville	Valmore G Blastow Jr.....	Thomaston
Steven R Buck	Caribou	Carroll Willette	Linneus	Cornell Knight	Topsham
Thomas F Richmond	Carmel	Stephen G Eldridge	Lisbon	Millard Billings.....	Tremont
David E Cota.....	Carrabassett Valley	John Sutherland	Lubec	Eva Leavitt	Turner
David P Morton.....	Casco	Christopher K Loughlin.....	Machias	Jarrett Feyler	Union
Dale Abernethy	Castine	Christina M Therrien	Madawaska	William Reed	Veazie
Barbara F Crider	Charleston	Martin Puckett.....	Mapleton	Marjorie E Stratton.....	Vinalhaven
Aaron Chrostowsky.....	Clinton	Daniel L McClung	Mars Hill	Elizabeth Fitzgerald.....	Washington County
Peter J Crichton.....	Cumberland County	John Hawley	Mechanic Falls	Nancy Brandt	Waterboro
William Whitten.....	Cumberland County	John E Madigan Jr.....	Mexico	Michael J Roy.....	Waterville
William Shane.....	Cumberland	Curtis H Lunt.....	Monmouth	Amy Bernard.....	Wayne
Greg Zinser.....	Damariscotta	Julie S Anderson	Monson	John F White	West Paris
Ephrem Paraschak	Denmark	Durlin Lunt	Mount Desert	Rhonda L Irish	Wilton
John P Anderson	Derry NH	Derik Goodine.....	Naples	Anthony T Plante.....	Windham
David B Pearson.....	Dexter	Rodney R Pelletier.....	New Canada	Michael Heavener.....	Winslow
Eugene R Skibitsky.....	Dixfield	Warren D Hatch	Newburgh	Cathy Carruthers	Winter Harbor
Shirley A Tapley.....	East Millinocket	James A Ricker.....	Newport	Phillip Pitula	Winterport
Daniel J Blanchette.....	Eliot	Loretta L Powers	Newry	Laurie Smith	Wiscasset
Michelle H Beal.....	Ellsworth	Michelle M Flewelling	Norridgewock	Carl Grant	Woodland
Tressa M Smith.....	Exeter	Dwayne Morin.....	North Berwick	Lynette R Eastman	Woolwich
Joshua J Reny	Fairfield	Barbara O'Leary	Northport	Nathaniel J Tupper	Yarmouth
Nathan A Poore	Falmouth	David Holt	Norway	Robert Yandow.....	York
Richard P Davis.....	Farmington	Peter Nielsen	Oakland	Richard B Brown.....	York County
Mark Robinson.....	Fayette	Thomas A Fortier	Ogunquit		
Dan K Foster.....	Fort Fairfield	John R Turcotte	Old Orchard Beach		
Dale C Olmstead Jr	Freeport	Sophia L Wilson.....	Orono		
Wayne Fournier	Frye Island	Maria T Weinberger.....	Orono		
Sharon Jackson.....	Fryeburg	Paul White	Orrington		
Scott Morelli.....	Gardiner	Philip M Tarr	Paris		
Mary McDonald.....	Georgetown	Terri L Conklin	Patten		
Michael R Crooker.....	Glenburn	Mike Young.....	Phippsburg		

2011 Complimentary, Cooperating, Honorary and Life, Inactive, and Junior Memberships

Cory Fleming	ICMA	Complimentary Membership
Elizabeth Kellar	ICMA	Complimentary Membership
Christopher G Lockwood		Complimentary Membership
Betsy Sherman	ICMA	Complimentary Membership
G Thomas Taylor	University of Maine - Orono - Ca	Complimentary Membership
Rick Bates	Town of Sabattus	Cooperating Membership
Duncan E Beaton Jr		Honorary and Life Membership
Carl Betterley		Honorary and Life Membership
John Bibber		Honorary and Life Membership
Paul Bird		Honorary and Life Membership
R Lewis Bone		Honorary and Life Membership
Osmond C Bonsey		Honorary and Life Membership
Larry D Cilley		Honorary and Life Membership
Gerald Clark		Honorary and Life Membership
Skip T Day		Honorary and Life Membership
Claude Dumond		Honorary and Life Membership
John Y Edgecomb		Honorary and Life Membership
John G Edgerly		Honorary and Life Membership
Edward A Gagnon		Honorary and Life Membership
Donald H Gerrish		Honorary and Life Membership
Lucien B Gosselin		Honorary and Life Membership
Philip O McCarthy		Honorary and Life Membership
Terrence St Peter		Honorary and Life Membership
James L Ashe		Inactive Membership
Roger H Barto		Inactive Membership
Robin M Bennett		Inactive Membership
Bruce Benway	Town of Killingly CT	Inactive Membership
Dana Bradley		Inactive Membership
Richard L Chick		Inactive Membership
James E Collins		Inactive Membership
Peter Coughlan	MaineDOT	Inactive Membership
Margaret N Daigle		Inactive Membership
Norman Dean		Inactive Membership
Judith A Doore	Maine Municipal Association	Inactive Membership
Kristal A Flagg	Town of Livermore Falls	Inactive Membership
John M Fraser		Inactive Membership
Susan Frost	Town of Hartland	Inactive Membership
Andrew B Gilmore	ABG Strategies LLC	Inactive Membership
Donald C Grant		Inactive Membership
John Hangen		Inactive Membership
Jody L Harris	Maine State Planning Office	Inactive Membership
Bert N Kendall		Inactive Membership
Jeffrey Kobrock	Midcoast Council of Governments	Inactive Membership
Dana K Lee		Inactive Membership
Chip Morrison	Andro Cnty Chamber of Commerce	Inactive Membership
Nancy H Orr		Inactive Membership
Ryan D Pelletier	Northern Maine Development Commission	Inactive Membership
James W Rhodes		Inactive Membership
Philip K Schenck Jr		Inactive Membership
Evelyn A Serval		Inactive Membership
John Simko		Inactive Membership
Thomas R Stevens	USDA Rural Housing	Inactive Membership
Michele Sucus	Maine Municipal Bond Bank	Inactive Membership
Scott M Tilton	Town of Chelsea	Inactive Membership
Linde E Goodness		Junior Membership

**MAINE TOWN & CITY MANAGEMENT ASSOCIATION
2011 BOARD OF DIRECTORS**

PRESIDENT

Term Expires: 12/31/2011
Terry York
125 State Street, Augusta, ME 04330
Tel: 622-0971 Fax: 623-4083
E-Mail: tayork@kennebeccounty-me.gov

1st VICE PRESIDENT

Term Expires: 12/31/2011
Barry Tibbetts
1 Summer Street, Kennebunk, ME 04043-1897
Tel: 985-2102 Fax: 985-4609
E-Mail: btibbetts@kennebunkmaine.us

2nd VICE PRESIDENT/TREASURER

Term Expires: 12/31/2011
Michelle Beal
1 City Hall Plaza, Ellsworth, ME 04605
Tel: 669-6601 Fax: 667-4908
E-Mail: mbeal@cityofellsworthme.org

2011

Thomas Hall
PO Box 360, Scarborough, ME 04070
Tel: 730-4031 Fax: 730-4033
E-Mail: thall@ci.scarborough.me.us

2013

Elizabeth Fitzgerald
PO Box 297, Machias, ME 04654-0297
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E-Mail: manager@washingtoncountymaine.com

2011

Dana J. Reed
93 Cottage Street, Suite I, Bar Harbor, ME 04609
Tel: 288-4098 Fax: 288-4461
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2013

Thomas Goulette
PO Box 355, Guilford, ME 04443-0355
Tel: 876-2202 Fax: 876-4793
E-Mail: tgoulette@myfairpoint.net

2012

Perry Ellsworth
180 Main Street, South Berwick, ME 03908-1535
Tel: 384-3300 Fax: 384-3303
E-Mail: pellsworth@sbmaine.us

2014

Larry Mead
PO Box 566, Kennebunkport, ME 04046
Tel: 967-4243 Fax: 967-8470
Email: lmead@kennebunkportme.gov

2012

Martin Puckett
PO Box 500, Mapleton, ME 04757-0500
Tel: 764-3754 Fax: 764-3754
E-Mail: townmanager@mapletontownoffice.com

2014

Peter Crichton
142 Federal St Ste 102, Portland, ME 04101-4196
Tel: 871-8380 Fax: 871-8292
E-Mail: Crichton@cumberlandcounty.org

IMMEDIATE PAST PRESIDENT

Term Expires: 12/31/2011
Catherine Conlow
PO Box 130, Orono, ME 04473-0130
Tel: 992-4200 Fax: 945-4449
E-Mail: cathy.conlow@bangormaine.gov

RANGE RIDER

Appointed by the MTCMA President
Bert Kendall
26 Glenview Road, Cumberland, ME 04021
Phone: (207) 829-8184
E-mail: bmtkendall@aol.com

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Kathryn Ruth
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SPONSORSHIP COMMITTEE

Martin Puckett
PO Box 500, Mapleton, ME 04757-0500
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COMMUNICATIONS COMMITTEE (Web Site/Newsletter)

Peter Crichton
142 Federal St Ste 102, Portland, ME 04101-4196
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Webmaster, Stu Marckoon
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Tel: 667-2242 Fax: 667-2242
E-Mail: town@lamoine-me.gov

AWARDS/SCHOLARSHIP COMMITTEE
(LINC STACKPOLE MANAGER-OF-THE-YEAR)

Perry Ellsworth
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NOMINATING COMMITTEE

Thomas Hall
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MEMBERSHIP COMMITTEE

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Clinton Deschene
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Vacant

Vacant

ETHICS COMMITTEE

Term Expires: 12/31/2011
Chair, Larry Mead
PO Box 566, Kennebunkport, ME 04046
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E-Mail: lmead@kennebunkportme.gov

Term Expires: 12/31/2011
Vacant

Term Expires: 12/31/2011
David P. Morton
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Term Expires: 12/31/2011
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Term Expires: 12/31/12
Margaret Daigle
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Term Expires: 12/31/2012
William Bridgeo
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Term Expires: 12/31/2012
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RANGE RIDER COMMITTEE

Chair, Bert Kendall
26 Glenview Road, Cumberland, ME 04021
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Androscoggin

Vacant

Aroostook

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John Y. Edgecomb
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Cumberland

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Franklin

Vacant

Hancock

Vacant

Kennebec

Vacant

Knox

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Lincoln

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Oxford

Vacant

Penobscot

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Piscataquis

Vacant

Sagadahoc

Vacant

Somerset

Vacant

Waldo

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Washington

Vacant

York County

Vacant

Linc Stackpole Manager-of-the-Year

2010	John Bubier, Biddeford
2009	Mark Green, Sanford
2008	Ruth Cushman, Jay
2007	William Bridgeo, Augusta
2006	Jonathan Carter, Kittery
2005	Richard Michaud, Saco
2004	Dana Lee, Mechanic Falls
2003	James Bennett, Lewiston
2002	Mike Roy, Oakland
2001	Tom Stevens, Presque Isle
2000	Doug Harris, Falmouth
1999	David Holt, Norway
1998	Philip McCarthy, Kittery
1997	Ed Barrett, Bangor
1996	Madeleine Henley, Bethel
1995	David Cole, Gorham
1994	Larry Cilley, Topsham
1993	Michael McGovern, Cape Elizabeth
1992	Harold Parks, Brewer
1991	Carl Betterley, Scarborough
1990	Terrence St. Peter, Caribou
1989	Edward Gagnon, Winslow
1988	Lucien Gosselin, Lewiston
1987	Donald Gerrish, Gorham
1986	Claude Dumond, Ft. Kent/New Canada
1985	No Nominee
1984	John E. Henchey, Cape Elizabeth
1983	Osmond C. Bonsey, Yarmouth
1982	Roger Foster, Bucksport
1981	Kenneth R. Knowles, Hodgdon/Linneus
1980	John P. Bibber, Brunswick
1979	Darrell Elsemore, Calais
1978	John Bird, Corinna
1977	Earle Stevens, Brewer

MTCMA Presidents

1941-42	Fred Farnsworth, Bangor	1978-79	Darrell Elsemore, Calais
1942-43	Fred Farnsworth, Bangor	1979-80	Carl Betterley, Scarborough
1943-44	Percy R. Keller, Camden	1980-81	Kenneth R. Knowles, Hodgdon/Linneus
1944-45	Percy R. Keller, Camden	1981-82	Bruce E. Benway, Freeport (resigned)
1945-46	Herbert A. Thomas, Mt. Desert	1981-82	Edward Gagnon, Winslow (Vice Pres)
1946-47	Woodbury Brackett, Houlton	1982-83	Edward Gagnon, Winslow
1947-48	Harrie Eckler, Brewer	1983-84	Donald H. Gerrish, Gorham
1948-49	Charles A. Haynes, Ellsworth	1984-85	David O. Cole, Old Town
1949-50	Bernal B. Allen, Auburn	1985-86	R. Paul Weston, Camden
1950-51	L. Everett Gerrish, Bar Harbor	1986-87	Alphonse Dixon, Fort Fairfield
1951-52	L. Everett Gerrish, Bar Harbor	1987-88	Terrence St. Peter, Caribou
1952-53	Elden Shute, Freeport	1988-89	Harold Parks, Brewer
1953-54	Leigh Webber, Oakland	1989-90	Cathy Smith-Sleeper, Rockland
1954-55	Norman MacDonald, Presque Isle	1990-91	John Bubier, Greater Portland COG
1955-56	Merle Goff, Brunswick	1991-92	Michael McGovern, Cape Elizabeth
1956-57	J. Maynard Austin, Houlton (resigned)	1992-93	Paul Bird, Gray
1956-57	Millard Quimby, Farmington (Vice Pres)	1993-94	Richard Michaud, Madison
1957-58	Millard Quimby, Farmington	1994-95	Thomas Stevens, Presque Isle
1958-59	Julian Orr, Portland	1995-96	Jane Drummond Fiori, Norridgewock (resigned)
1959-60	Milford Blackstone, Washburn	1995-97	David Holt, Norway
1960-61	Vance Dearborn, Dexter	1997-98	Philip McCarthy, Kittery
1961-62	Leo Morency, Rumford	1998-99	James Bennett, Westbrook
1962-63	Clarence Robinson, Wells	1999-00	Jonathan Thomas, Surry
1963-64	John Bibber, Brunswick	2000-01	Larry Post, St. Albans
1964-65	H. Dayton Benway, Bridgton	2001-02	Cornell Knight, Winthrop
1965-66	Osmond Bonsey, Falmouth	2002-03	Mark Green, York
1966-67	Earle D. Stevens, Brewer	2003-04	Laurie Smith, Auburn
1967-68	John Henchey, Presque Isle	2004-05	Ruth Marden, Jay
1968-69	Allen Marks, Cape Elizabeth	2005-06	Nathan Poore, Kennebunkport
1969-70	Archie Stevens, Skowhegan	2006-07	Ruth Marden, Jay
1970-71	Paul Devine, Yarmouth	2007-08	Nathaniel Tupper, Yarmouth
1970-72	James Hannigan, Pittsfield	2008-09	John Anderson, Boothbay
1972-73	Harold Bean, Farmington	2010	Catherine Conlow, Orono
1973-74	John Menario, Portland	2011	Terry York, Kennebec County
1974-75	Eben Marsh, Gorham		
1975-76	William Ayoob, Winslow		
1976-77	John Taylor, Thomaston		
1977-78	Frederick Olson, Howland & Bradford		



BYLAWS

Maine Town, ~~and~~ City and County Management Association

Adopted by the Membership August 19, 2009

[Amendment Proposed by the Board of Directors on Wednesday, August 24, 2011](#)

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BYLAWS

Maine Town, ~~and~~ City and County Management Association

Article I - Name and Purpose

A. **Name.** The name of the Organization is the "Maine Town, ~~and~~ City and County Management Association, Inc." (MTCMA).

B. **Purpose.** The purposes of this Association shall be:

1. To increase the proficiency of Municipal and County Administrators and Managers and other local government Managers and Administrators;
2. To strengthen the quality of local and county government through professional management;
3. To recognize and promote the historical significance of the Manager forms of local and county government organization in Maine.

Article II – Membership

A. **Categories of Membership.** There are Corporate and Noncorporate Members. Corporate Members (~~including Life Members~~) are designated Full Members (Active/New). ~~Noncorporate Members are designated Cooperating, Junior, Honorary and Inactive Members.~~ The privilege of voting is limited to Corporate Members.

~~B.1.~~ **Corporate Membership: Eligibility.** For the purpose of deciding eligibility for Corporate Membership, the Executive Board shall establish a set of standards that define whether the position held by the full-time administrative head of a local government has the level of independence, authority, and responsibility necessary to function in a professional manner.

~~C.2.~~ **Corporate Membership: Full Members.**

- i. Qualifications. Any person whose professional and personal conduct conforms to the MTCMA Code of Ethics is eligible to be a Full Member if that person meets the qualifications in either subsection a or subsection b, as follows:

- a. The person serves as the full-time administrative head of a municipality or county recognized by the Association as operating under a manager plan as set forth in Article VII of these bylaws.
- b. The person serves as a full-time administrative assistant, assistant municipal or county manager, assistant director of a council of governments, or assistant administrator, however designated, having significant general administrative responsibility in a municipality or county recognized by the Association as operating under a manager plan as set forth in Article VII of these bylaws, and was appointed to that position by the municipal or county manager or chief administrator.

3. Noncorporate Members are designated Cooperating, Junior, Honorary/Life and Inactive members.

~~D.a.~~ **Cooperating Member.** Any person who has attained a position in his/her special pursuit which qualifies him/her to cooperate with Members or Associate Members in the advancement of professional knowledge and practice may be eligible for this classification upon an affirmative two-thirds (2/3) vote of the Board of Directors.

~~E.b.~~ **Junior Member.** A Junior Member shall be active in some branch of public administration for at least two years or shall be a graduate of, or a student in, a course in Public Administration.

c. Honorary/Life Member. An Honorary/Life Member shall be chosen because of distinguished public service, and no person who is eligible for a corporate membership in this Association shall be chosen as an Honorary/Life Member. He/she may be proposed by a corporate member, and shall be elected upon a two-thirds (2/3) vote of all members of

the Board of Directors and a majority vote of the corporate members present at an annual meeting.

B. Membership Status

~~F.1. Non-Transferable Membership: Membership is not transferable; it shall be in the name of the individual and shall not be attached to the position.~~

~~G.2. **Termination of Membership.**~~ In accordance with the “MTCMA Rules of Procedure for Ethics Enforcement”, the Ethics Committee may terminate the membership of a member for any violation of the Code of Ethics.

~~H.3. **Inactive Individual Membership.** ~~Membership is not transferable; it shall be in the name of the individual and shall not be attached to the position.~~~~ Any Corporate Member of this Association who has resigned or has been removed from his/her position with a municipality or county may change his/her status as Member to Inactive Member by notifying the Membership Committee Chair provided she/he continues to pay dues, unless it shall be shown to the satisfaction of the Board of Directors that she/he is incompetent, in which case his/her membership may be terminated at once by the Board of Directors. An Inactive member, who may be retired from the profession, shall be allowed to serve on a committee at the discretion of the committee chair.

~~I.C.~~ **Application for Membership.** Upon receipt of the application and the payment of the proper dues, the Membership Committee Chair shall cause to be published notice of such application on the MTCMA list-serve and/or website, and conduct a verification process of the information submitted by the applicant. Results of the verification process shall be submitted to the ~~Board of Directors~~ Membership Committee Chair, Ethics Committee Chair and Range Rider Committee Chair.

1. **Acceptance to Membership.** If after fourteen days following such publication no written objection to the applicant is received, and the information submitted by the applicant has been verified to the satisfaction of the ~~Board of Directors~~ Membership Committee Chair, the Ethics Committee Chair and the Range Rider Committee Chair, the applicant shall thereupon be duly elected.

2. **Objections to Membership.** In the event any Corporate Member shall file with the Membership Committee Chair written objection to any application within fourteen days after publication of such notice, then such application shall be submitted to the Board of Directors for further review. The Board of Directors shall conduct a background information investigation, with prior notice to the applicant, using an unbiased firm or methodology. Although participation in the background investigation shall be optional for the candidate, failure to do so will result in the termination of the membership process. At the completion of a background investigation the Board of Directors would review the findings, and a two-thirds affirmative vote of the Board of Directors shall be required for admission to membership of the applicant. Should membership be denied, a written explanation shall be sent to the applicant outlining the reasons for the decision to deny membership and providing the opportunity for rebuttal within a specified time period.

3. **Grounds for Denial.** Denial of membership is to be based on a determination that the applicant has received a public censure for violation of the International City/County Management Association (ICMA) or MTCMA Code of Ethics within the previous five years, or a private censure within the previous three years; or that the applicant has received a similar censure for violation of any code of ethics or rules of conduct of any other professional organization or of an applicant's current or previous employer or committed a violation of Federal, State or Local Law which would have triggered an ICMA violation, had the applicant been an ICMA member, subject to the time limits similarly cited above.

J.D. **Life Members.** Any Member who has completed twenty-five years of membership during which time the member is eligible to hold office, upon retiring from active service with a municipality or county shall become a paid-up life member; provided, however, that if that person has been a member eligible to hold office for at least fifteen years upon his/her retirement at age sixty-five or later she/he shall become a paid-up life member. In addition, any Member who has retired from active service with a municipality or county, who does not qualify for Life Member status as described above, and who in the opinion of the Board of Directors has made an outstanding contribution to the development of the profession, may be granted a life membership by vote of a majority of the Board of Directors.

Article III - Officers and Board of Directors

- A. **Officers.** The Officers of the Association shall be a President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, each of whom shall be elected at the annual meeting and hold office for one year. The office of 2nd Vice President, Secretary and Treasurer shall be held by the same person. During any absence, disability, or upon the resignation of the President, the 1st Vice President shall immediately become acting President until a President shall be elected at the annual meeting. The term of all officers shall be from ~~January 1st to December 31st~~ October 1st to September 30th.
- B. **Directors.** The Board of Directors shall include the President, 1st Vice President, 2nd Vice President, the immediate past President, Range Rider Committee Chair and eight (8) members at large, elected at the annual meeting, with geographical consideration being given for selection. The eight (8) members at large shall serve four (4) years with two Directors elected each year for three (3) years. Any vacancy in the Officers or Board of Directors but excluding the President, shall be filled until the next annual meeting of the Association by a majority vote of the Board of Directors. The Board of Directors shall meet twice annually and at such other times as deemed necessary by the President. The Board of Directors shall carry on and transact any necessary business of the Association and shall make recommendations to the membership at meetings of the Association.
- C. **Duties.** The duties of the Officers shall be the usual duties of their respective offices necessary in order to carry on the general activities of the Association, including but not limited to the following:
1. President – executive leadership of the Association.
 2. 1st Vice President – responsible for professional growth of the Association and of its members; shall serve as chair of the Professional Development Committee.
 3. 2nd Vice President – responsible for overseeing the financial and contractual affairs of the Association; serving as chair of the Finance Committee. The 2nd Vice President is also the Treasurer and Secretary of the Association.
 - a. Treasurer – to implement and maintain a sound system of financial records and management and maintain budgetary control.
 - b. Secretary – to be responsible for maintaining all records and transactions of the Association including membership, member standing, meeting accounts and by-laws.

4. Range Rider Committee Chair – Responsible for making the counsel, experience and support of respected, retired managers of the profession available to local, county and COG chief administrators and to their chief assistants, and to help with personal and professional issues and not to provide any form of technical assistance nor to solve substantive problems in a local government.
5. Ethics Committee Chair – Responsibilities as provided by Article XIII and the “MTCMA Rules of Procedure for Ethics Enforcement”.

D. **Eligibility.** All members of the Board of Directors, including the Officers, shall be corporate members or life members.

Article IV – Meetings

- A. **Annual Meeting.** The annual meeting of the Association shall take place during the week of the New England Management Institute, unless changed by the Board of Directors.
- B. **Special Meetings.** Special meetings may be called by the President and each member shall be notified by mail or e-mail of the time and place of the meeting by the Secretary-Treasurer. E-mail notification shall require confirmation of receipt.

Article V - Executive Secretary

- A. The Board of Directors may appoint an Executive Secretary. The Executive Secretary may:
 1. be removed at any time by the Board of Directors,
 2. be part or full-time,
 3. be or not be a member of the Association.
- B. The duties and compensation of the Executive Secretary shall be set by the Board of Directors.

Article VI – Committees

The President shall ~~annually~~ appoint all committees ~~chairs~~ deemed to be necessary for the conduct of the Association. Generally, terms of office shall be one year, except for the Ethics Committee, which shall have terms as provided below. The term of all committee members shall be from October 1st to September 30th. ~~Specifically Standing Committees, these~~ shall include, but not be limited to the following:

- A. **Nominating Committee.** The Nominating Committee shall be selected by the President, and composed from members in attendance at the annual meeting as follows:
1. An active past President serving a Maine Municipality.
 2. A member of the Board of Directors.
 3. A member at large of the Association.
- B. **Professional Development Committee.** This committee shall be under the direction of the first Vice President and shall provide for continuing education programs, development of professional affiliations and shall provide for recognition of the profession of local government administration. The Professional Development Committee shall review all certifications for approval.
- C. **Ethics Committee.** This committee shall be under the direction of the Ethics Committee chair, who shall be a member of the MTCMA Board of Directors. The committee shall enforce the Code of Ethics and Guidelines as provided by the MTCMA Rules of Procedure for Ethics Enforcement and educate the membership, other public officials and the general public about the value of and need for the ethical behavior of MTCMA members.
1. The Ethics Committee Chair shall serve for a three year term. In the absence of the Chair the committee may elect a temporary Chair for the purpose of conducting business before the committee.
 2. Committee membership shall consist of up to seven (7) members (including the Chair), each of whom shall be appointed by the MTCMA President for a term of office of three years, except that the President may appoint members to shorter terms as needed to maintain staggered terms as provided below.
 3. Terms of office shall be staggered, with the terms of no more than three members expiring each year.
 4. To assist with investigations and with other matters not including the determination of disciplinary actions, the committee may establish working groups and appoint other MTCMA members and non-MTCMA members of professional integrity from outside the Ethics Committee.
- D. **Range Rider Committee.** The Association shall endeavor to elect a retired or inactive member to serve as Chair of the Range Rider Committee. Only in the event that there are no retired or inactive members who wish to serve will an active member of the Association be elected to serve as Chair of the Range Rider Committee. The Chair of the Range Rider Committee shall be a member of the Board of Directors. It shall be the purpose of the Range Rider Committee to organize a group of retired, inactive and active members

of the Association to serve as a source of information and support system for the membership.

- E. **Awards and Scholarship Committee.** This committee shall be under the direction of the Awards and Scholarship Committee chair and shall schedule and coordinate the nomination and selection of awards recipients for awards given at the Institute with the MMA Coordinator.
- F. **Membership Committee.** This committee shall be under the direction of the Membership Committee Chair and shall endeavor to recruit, screen, admit, encourage, promote and retain the membership of the Association.
- G. **Communications Committee.** This committee shall be under the direction of the Communications Committee Chair and shall help gather information for articles to be posted to the Association's website, ~~and~~ assist the Webmaster in keeping the information on the website current and manage the list-serve.

Article VII - Recognition of Eligible Positions

Corporate membership shall be determined upon the basis of the applicant being employed in a position as defined below:

- A. **Manager Position.** A municipality operating under a manager or administrator form of local or county government, and having established a manager or administrator position in accordance with the following criteria:
 - 1. **Appointment:** The manager or administrator shall be appointed by a majority of the council/selectmen for an indefinite term unless otherwise provided for by written agreement, and removable only for cause.
 - 2. **Policy recommendation:** The position shall have direct responsibility for policy recommendation.
 - 3. **Budget:** The manager or administrator shall be designated by legislation as having responsibility for preparation of the budget, presentation to the council or selectmen, and direct responsibility for the administration of the approved budget.
 - 4. **Appointing authority:** The manager or administrator shall be delegated by legislation the full authority for the appointment with or without confirmation and sole removal of at least most of the heads of the principal departments and functions of the municipal government.

5. **Organizational relationships:** Those department heads that the manager or administrator appoints shall be designated by legislation as administratively responsible to the manager.
6. **External responsibilities:** Responsibilities of the position shall include extensive external relationships involving overall municipal operations.
7. **Qualifications required for position:** The qualifications for the position shall be based on the educational and administrative background of candidates.

B. General Management Position. A municipality which does not operate under a manager or administrator form of local or county government but which provides for overall general management responsibility in a designated position in accordance with the following criteria:

1. **Appointment.** The position shall be filled by appointment made by an elected representative and/or representatives and shall be responsible to an elected representative and/or representatives.
2. **Policy Recommendations.** (Same as under A).
3. **Budget.** The position shall have major responsibility for preparation and administration of the approved budget.
4. **Appointing Authority.** The position shall exercise significant influence in the appointment of key administrative personnel.
5. **Organizational Relationships.** The position shall have continuing direct relationships with operating department heads on the implementation and administration of programs.
6. **External Responsibilities.** (Same as under A).
7. **Qualifications Required For Position.** (Same as under A).

C. Additional Criteria For Councils of Governments. In addition to criteria shown above for "General Management Position," councils of governments must meet the following criteria:

1. **Governing body.** The council shall be legally constituted either under state legislation or by separate incorporation. The majority of the governing body should be composed of elected representatives.
2. **Functions of council.** The council shall be concerned with the majority of governmental activities of the area it serves, not just planning functions.

3. **Development control.** The council shall have at least indirect control over the general development plans of the area it serves, particularly the power to review major development projects in the area.

D. **County Manager.** A county operating under a manager or administrator form of county government, and having established a manager or administrator position in accordance with the following criteria:

1. **Appointment:** The manager or administrator shall be appointed by a majority of the commissioners for an indefinite term unless otherwise provided for by written agreement, and removable only for cause.
2. **Policy recommendation:** The position shall have direct responsibility for policy recommendation.
3. **Budget:** The manager or administrator shall be designated by legislation as having responsibility for preparation of the budget, presentation to the commissioners, and direct responsibility for the administration of the approved budget.
4. **Appointing authority:** The manager or administrator shall be delegated by legislation the full authority for the appointment with or without confirmation and sole removal of at least most of the heads of the principal departments and functions of the county government.
5. **Organizational relationships:** Those department heads that the manager or administrator appoints shall be designated by legislation as administratively responsible to the manager.
6. **External responsibilities:** Responsibilities of the position shall include extensive external relationships involving overall municipal-county operations.
7. **Qualifications required for position:** The qualifications for the position shall be based on the educational and administrative background of candidates.

E. **Other Manager Municipalities (Savings Clause).** A municipality or county having been recognized by the Maine Town, ~~and~~ City and County Management Association, Inc. as operating under a manager or administrator form of local or county government and where the individual holding the position of "manager" or "administrator" continues to hold said position, shall retain its eligibility for corporate membership.

Article VIII - Withdrawal of Recognition

- A. The Board of Directors shall conduct a continuing review of all positions recognized under the terms of Article VII. The Board shall compile and maintain records documenting the positions so recognized. Members of the Association shall submit to the Board up-to-date copies of legislation and other documents relating to the establishment and operation of the position. Within one year subsequent to the adoption of this Article, the Board of Directors shall render a report on the status of all municipalities recognized as operating under the provision of Article VII at the time to the membership.
- B. If at any time, the Board determines that a recognized position does not meet the criteria established in Article VII, it shall then inform the manager and council or board of selectmen or county commissioners involved of the areas in which the criteria are not being fulfilled. If no notice of any intent to take corrective action by a date certain is received by the Board within three (3) months thereafter, a second notification will be issued to the manager and council, ~~or~~ selectmen or county commissioners involved indicating that the Board will be forced to withdraw recognition of the position unless corrective action is reported within one (1) year of this second notification. If no such corrective action is reported, the Board shall withdraw recognition of the position and shall so notify the municipality and the Executive Director of the International City/County Management Association. Recognition may be withdrawn by the Board for any position that has remained vacant for more than one (1) year.
- C. In those instances where the local legislative body appears to be acting in a manner considered by reasonable people to be an affront to human and professional dignity, the Board shall inform said legislative body of its concerns, requesting information upon which to make a determination; such information to be submitted within one month. If upon review of the information submitted and such other data as the Board may wish to secure, it is determined the action was unwarranted, the Board shall notify said legislative body by certified mail advising that if corrective action is not completed within one (1) month the community will be immediately withdrawn from the list of recognized manager municipalities and that the ICMA is being so informed.

Article IX – Amendments

The bylaws may be amended at any meeting by a two-thirds vote of the Corporate members in attendance, providing that notice and a copy of proposed amendments shall be e-mailed to the membership via electronic list-serve at least one month in advance. ~~A-The~~ broadcast email will

~~include instructions that include the members' right to comment during the ten-day open comment period. go out to the membership with a ten-day comment period.~~

Article X– Dues

- A. The fiscal year for the Association is January 1 to December 31.
- B. Membership dues for each year shall be established by the Board of Directors on an annual basis.
- C. Membership dues must be received before July 1 of each year. Any person not paying dues by sixty (60) days after the membership invoice date shall no longer be a member of the Association and all privileges will be suspended until such dues are paid. Reinstatement to membership is automatic upon receipt of full payment of dues, provided that membership has not lapsed more than six months and that no ethical violations have occurred.

Article XI- Professional Certification

- A. The purpose of professional certification as described below will be to provide Managers or Administrators with recognition that she/he has demonstrated an ability to conduct the affairs of a municipal or county governmental jurisdiction as the Chief Administrative Officer, that she/he has completed prerequisite criteria demonstrating a potential for achievement in local government management, that she/he has attempted to improve his/her ability as a public manager, and that she/he has not received a public censure for violation of the Code of Ethics within the previous five years, nor a private censure within the previous three years.
- B. Municipal or County Managers or Administrators who apply for membership after January 1, 1977, may apply to be granted the status of Certified Municipal Manager by the Board of Directors upon completion of the following criteria. The applicant shall have:
 - 1. Corporate Membership status in this Association.
 - 2. At least five (5) years experience as a Chief Administrative Officer in a municipal or county governmental jurisdiction with at least three (3) years experience in one community; or have a Bachelor's Degree in a management related field from a recognized institution of higher learning with three (3) years experience in a local government jurisdiction, two (2) years of which shall have been in one community; or have a Master's Degree in a management related field from a recognized institution of higher learning with two (2) years

experience, all of which shall have been in one community; or have an Associate Degree in a management related field with four (4) years experience, two of which have been in one community.

3. Participated in activities designed to improve or enhance his/her managerial skills in accordance with two of the following:

- a. Active involvement in the activities of this Association through attendance at regularly scheduled events, or by involvement in another recognized Professional Association for Public Managers.
- b. Participation ~~per year~~ in educational programs related to local government management to include technical courses on functional duties, general management courses, and personal development courses.
- c. Development and dissemination of a program prepared for a local jurisdiction that has a general application to other jurisdiction of a similar size and character.
- d. Intergovernmental Service.

4. Become certified in any duties ascribed to one's current managerial position where such duties require certification either by statute or professional organization.

C. Any Manager or Administrator having the status of Certified Municipal Manager shall be subject to the following schedule of review for recertification

1. Corporate Members having less than five (5) years experience as a Chief Administrative Officer of a local or county government jurisdiction shall apply for recertification review by the Board of Directors one (1) year after initial certification and every three years thereafter.
2. Corporate Members having less than fifteen (15) years but more than five (5) years experience as a Chief Administrative Officer of a local or county government jurisdiction shall apply for recertification review by the Board of Directors two (2) years after initial certification and every three years thereafter.
3. Corporate Members having more than fifteen (15) years experience as a Chief Administrative Officer of a local or county government jurisdiction shall apply for recertification review by the Board of Directors three (3) years after initial certification and every three years thereafter.

4. After completing MTCMA certification, a member may renew MTCMA certification by indicating ICMA credentialed manager status. The MTCMA member will still need to demonstrate participation in the community continuing education credits as prescribed under the current MTCMA certification guidelines. Should ICMA credentialed manager status be released, the participating member would follow the MTCMA recertification process. Any fees associated with the MTCMA certification would not be waived.

D. The Professional Development Committee shall meet ~~three (3) times a year as necessary~~ to review any applicants for professional certification under these By-laws. Upon completion of their review, the Professional Development Committee will have printed the names of those applicants who have been granted the status of Certified Municipal Manager, said printing to occur in sequence with the annual meeting of this Association. The Professional Development Committee will establish standards for professional certification and recertification and will be responsible for determining what activities will be allowed towards credits in accordance with Article XII-B. The recommendation of the Professional Development Committee will report to the Executive Board of Maine Town, ~~City and County and City~~ Management Association, Inc.

E. If applicants for professional certification are not granted the status of Certified Municipal Manager by the Professional Development Committee, she/he may appeal the decision to the Board of Directors. The Board of Directors will conduct an appellate review of the decision of the PDC in which the Board of Directors will review the record created by the PDC and decide whether the record supports the original decision and whether the original decision is consistent with the certification and/or recertification standards.

Article XII – Budget

An annual operating budget shall be submitted by the 2nd Vice President and adopted by the Board of the Association prior to January 1 of the ensuing budget year.

Article XIII – Ethics

- A. The professional conduct of all members shall be governed by the latest edition of the ICMA “Code of Ethics” and the ICMA “Code of Ethics with Guidelines”.
- B. The Board of Directors shall establish procedures for the handling of complaints against members, for the investigation and determination thereof, and for the process of reinstatement after discipline, which procedure shall be known as the “MTCMA Rules of Pro-

cedure for Ethics Enforcement”, and be modeled upon the ICMA “Code of Ethics: Rules of Procedure for Enforcement”.

C. Violation of the Code of Ethics or Guidelines is grounds for appropriate disciplinary action.

1. In accordance with the “MTCMA Rules of Procedure for Ethics Enforcement”, the Ethics Committee may impose a private censure, public censure, expulsion and/or membership bar.
2. The Board of Directors shall hear any appeals from disciplinary action taken by the Ethics Committee and the Ethics Committee Chair shall not vote in the proceeding.

D. To the extent allowed under State law, matters relating to the professional conduct of individual members shall be treated as confidential personnel matters.

1. Complaints, testimony, correspondence, e-mails, reports and other such records shall be treated as confidential.
2. A public censure, expulsion and/or membership bar shall be treated as the final notice of a disciplinary action and, thus, subject to public disclosure.
3. In the event of a private censure, a general description of the type of violation and the circumstances involved, but omitting the member’s name, may be released to the membership and/or public for educational purposes.

[end of bylaws]