MTCMA
Maine Town, City and County Management Association
A State Affiliate of ICMA

Local Government Center
60 Community Drive
Augusta ME 04330-9486

(207) 624-0189
agmemberservices@memun.org

MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOCIATION-MEMBERSHIP APPLICATION

Name:	Title:
Municipality/County:	Telephone:
Email:	
Address:	

Membership Selection

	Corporate Member: Serves as the full-time administrative head of a municipality/county recognized by the Association as operating under a manager plan set forth in Article VII of MTCMA bylaws or, serves as a full-time administrative assistant, assistant municipal/county manager or assistant administrator, however designated, having significant general administrative responsibility in a municipality/county recognized by the Association as operating under a manager plan set forth in Article VII of MTCMA bylaws. Corporate Members must adhere to the ICMA and MTCMA Codes of Ethics.
	Associate Member: Any person who is employed by a municipality or county government and serves in an entry level, mid-management, or department director/head role. This membership requires an affirmative majority vote of the Membership Committee. Those who have not been a Corporate Member must be sponsored by a Corporate Member as part of their application process. Associate members must adhere to the ICMA and MTCMA Codes of Ethics.
	Partner Member: Any person who during their professional affiliation qualifies them to cooperate or partner with members of MTCMA. This can include former Corporate Members who no longer meet the standards or qualifications required for Corporate membership and are no longer serving in the capacity of public administration. This selection requires a two-thirds (2/3) vote of Board of Directors. These members must adhere to Tenets 1 and 3 of the ICMA Code of Ethics.
	Academic Member: Includes both students enrolled in a secondary or post-secondary education program related to Public Administration and full-time professors at an accredited secondary or post-secondary institute of higher education. This selection requires an affirmative majority vote of the Membership Committee and is reviewed annually. These members must adhere to Tenets 1 and 3 of the ICMA Code of Ethics.

Experience

A. Municipal/County Positions (appointed, elected, volunteer)

I have been a Municipal/County Manager for _____ Years _____ Months

If appointed or elected position, please note term expiration

Please list present position first; if additional space is needed please attach a separate sheet

Town/City/County & State	Position(s)	From/To

B. Other Experience

Education

Degree	Date	Name of Institution

Professional Organizations

List professional organizations to which you belong

If additional space is needed, please attach a separate sheet

Organization	Office or Position Held (if any)

Signature and Acknowledgements

Initial Here	
	I have read and agree to abide by the MTCMA Code of Ethics
	I meet the appropriate membership criteria for the category I am applying
	I understand that as a member I cannot: • Be a candidate for an elected public office while serving as a professional manager • Serve as an elected public official while serving as a professional manager • Have served as an elected public official in the community I currently serve in the past 12 months • Otherwise violate Maine Law 30A M.R.S.A § 2606
	I hereby authorize MTCMA to use my photograph publicly to promote the Association. I understand that the images may be used on the www.mtcma.org website and in print or online publications or presentations. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature of Applicant:	Date:

The MTCMA would like to provide all applicants with the opportunity to disclose any information that could affect the Board's decision to grant membership to the Association. Please attach a signed statement with any information you feel the Board should consider when reviewing your application for membership.

Mail your completed application to MTCMA 60 Community Drive Augusta, ME 04330-9486 or email agmemberservices@memun.org

Questions? Call Affiliate Group Member Services: (207) 624-0189

See the last page for the Maine Town, City and County Management's Code of Ethics Tenets. It is the foundation by which we judge our professional conduct. Please contact MTCMA for any questions about your ability to comply with any ethics provision.

Upon receipt of this membership application form, an invoice will be emailed to you. Once payment is received, the two-week approval process will begin. **Please do not send dues payment with this application.**

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ASSOCIATE MEMBER SPONSORSHIP FORM

An Associate Member candidate who **has not** been a full, corporate member of MTCMA, must be sponsored by a full corporate member as part of their application process.

Please have the Sponsor complete this form and return it with your application.

Sponsor Name:	Title:
Municipality/County:	Telephone:
Email:	
Address:	
Comments About Applicant:	

Signature of Sponsor:	Date:

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. We believe professional management is essential to effective, efficient, equitable, and democratic local government.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of all community members.
5. Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
6. Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Manage all personnel matters with fairness and impartiality.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2023.

ICMA