

## **MCMA Membership Categories are established in Article 7 of the Association Constitution:**

### **ARTICLE 7. MEMBERSHIP**

Section 1. The corporate members of this Association shall be designated as full members. All other classes of membership shall be designated non-corporate and shall be known as affiliate, honorary, or life members. The privilege of voting is limited to corporate members.

Section 2. **FULL MEMBERS:** The qualifications for Full members shall be the same as those currently adopted by the International City/County Management Association (ICMA), either by its constitution or by action of the ICMA Executive Board.

*(Current ICMA criteria for Full (voting) member require a positive affirmation to the following six statements:*

Full (voting) membership is for managers/administrators who serve in professional positions in all forms of local government as well as those senior staff who report to those managers and who have "significant general administrative responsibility."

**Manager/Administrator:** ICMA has established six criteria (see below) that determine whether a professional management position has been established that gives the manager or chief administrative officer (CAO) the level of independence, authority, and responsibility necessary to function in a professional manner. If your position meets all six criteria, you are eligible for Full membership.

**Senior staff:** Staff with broad management responsibility (e.g. assistant and deputy managers/CAOs) who report to a CAO whose position meets the criteria below are also eligible for Full membership. You must affirm that you occupy a position with "significant general administrative responsibility."

**Others:** You are eligible for Affiliate (non-voting) membership if you serve in an appointed position in local government that does not meet these criteria. Most CAOs and assistant/deputy CAOs are eligible for Full membership and may not apply for Affiliate membership.

*Six Criteria for Full Membership:*

- 1. APPOINTMENT:** *I occupy a position that is appointed by an elected representative or representatives and is directly responsible to an elected representative and/or representatives.*
- 2. POLICY FORMULATION:** *I have significant responsibility in the development and analysis of public policy alternatives and in the implementation of policy once adopted. (This means I develop public policy alternatives and recommendations for consideration by elected officials and have access to the council and work with its members.)*
- 3. BUDGET:** *I have major responsibility for the preparation and administration of the operating and capital improvements budget.*
- 4. APPOINTING AUTHORITY:** *I exercise significant influence in the appointment of the key management personnel of the local government and particularly the appointment of the administrative and financial staff. (In other words, I have the authority to recommend the appointment of department heads and appoint a sufficient share of the management staff to control budget preparation and administration.)*
- 5. ORGANIZATIONAL RELATIONSHIPS:** *I am recognized within the local government organization as the principal general management professional and have a continuing direct*

*relationship with the operating department heads on the implementation and administration of the programs. (I also have direct supervision over department heads, and, at a minimum, my overall management responsibility includes the status of first peer among administrative peers.)*

**6. QUALIFICATIONS:** *I was appointed to the position based on my education and experience and on my qualifications to perform the duties and responsibilities of the position as defined by ICMA's Practices for Effective Local Government Management. (This criterion means that you have been chosen on merit, have significant administrative experience and educational background, and will fulfill the requirement of Tenet 7 of the Code of Ethics to remain politically neutral. It excludes the strictly "political" appointment. However, it doesn't mean that you must have local government experience.)*

Section 3. **AFFILIATE MEMBERS:** Any person who does not meet the qualifications for full or associate membership shall be eligible for affiliate member classification.

Section 4. **HONORARY MEMBERS:** Honorary members shall be chosen because of distinguished service to the local government management profession. They shall be proposed by at least three active members, and shall be elected only upon a unanimous recommendation of the Executive Board and a majority vote of the members present at its annual meeting. An election of the honorary members shall be canceled if an acceptance is not received within six months after the candidate has received the notice of election.

Section 5. **LIFE MEMBERS:** Members who have completed 25 years of membership during which time they are eligible to hold office, upon retiring from active service with a municipality shall become a paid-up Life Members; also, members who have been eligible to hold office for at least 15 years, upon retirement at age 65 or later shall become paid-up Life Members. Any member who has retired from active service with a municipality and who, in the opinion of the Executive Board, has made an outstanding contribution to the development of the profession may be granted a life membership by vote of a majority of the Executive Board.