



# Michigan Municipal Executives (MME) 2025 New & Reinstatement Membership Application

A State Affiliate of ICMA

1. Prefix \_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_
2. Title \_\_\_\_\_
3. Municipality or Agency \_\_\_\_\_
4. Business Address \_\_\_\_\_ Zip \_\_\_\_\_
5. Business Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_
6. E-mail Address \_\_\_\_\_
7. Home Address \_\_\_\_\_ Zip \_\_\_\_\_
8. Home Telephone \_\_\_\_\_
9. Select your membership category:

Professional (voting) membership is for managers/administrators who are full members of ICMA, or who otherwise 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 professional 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 eligible for Full membership. You must affirm that you occupy a position with "significant general administrative responsibility."

### **Criteria for Professional Membership for CAO (Please initial your agreement with each statement.)**

**Are you an Elected Official? Yes    No** \_\_\_\_

- Persons running for or holding any elected office in any municipality employing an MME member are ineligible for any membership in the MME during the time of running for or holding elected office. Members whose membership is terminated under this rule may request to have their MME membership reinstated upon vacating the elected office.

\_\_\_ 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.

\_\_\_ 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.)

\_\_\_ BUDGET: I have major responsibility for the preparation and administration of the operating and capital improvements budget.

\_\_\_ 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.)

\_\_\_ 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.)

\_\_\_ 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.)

You are eligible for Affiliate (non-voting) membership if you serve in an appointed position in local government that does not meet these criteria.

**Category of membership for which you are applying (select one):** **Annual Dues**  
**Please note that Listserv access is limited to managers/administrators and assistant managers who are professional members, or retired managers/assistant managers.**

- Professional Member (Please initial your agreement with the applicable statement below.) \$ 425  
\_\_\_\_ I am a Full Member of ICMA.  
\_\_\_\_ I am a manager or chief administrator in a local government and my position meets all of the above criteria.  
\_\_\_\_ I am an assistant manager or other senior level staff who has been appointed by the chief administrator, reports to the chief administrator, and has significant general administrative responsibilities.
- First Time Professional \$ 200  
First year dues discount for *new* Professional Members of MME. Please initial the applicable statement above.
- Affiliate Member \$ 175  
Any Affiliate Member of ICMA or local government professional who does not otherwise meet the qualifications for the above categories of membership.
- Consultant Member \$ 425  
Members of consulting firms specializing in local government.
- Manager in Transition Complimentary  
Professional Members who are currently in between jobs and actively seeking a professional position in local government. Membership entitlements include voting privileges and access to the Listserv. Complimentary registration for the Winter Institute and the Summer Workshop.
- Retired Member \$40  
Professional Members who are no longer employed on a full-time basis.
- Emerging Leader Complimentary  
Enrolled college student and/or current municipal intern, unless eligible for membership under another category. Complimentary registration for the Winter Institute and the Summer Workshop.

10. Acknowledgement and Attestation

I have read and agree to abide by the ICMA Code of Ethics (<https://icma.org/icma-code-ethics-guidelines>). I also understand that I am subject to the MME Rules of Procedure for Enforcement of the Code of Ethics. I meet the appropriate membership criteria and hereby certify that all the statements made above are true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Membership applicants are announced to the full membership every two months. Professional Members then have 60 days to file a written objection to an application. Should an objection be raised, the candidate for membership will be notified by the Ethics Committee and informed of the review process.
- A full membership year is from January 1 to December 31. Membership fees cannot be prorated. Dues payments received between 11/1-12/31 of any given year will automatically be applied to the subsequent calendar year.
- Please submit this completed form and, if an amount is owed, a check payable to MME at: PO Box 7409, Ann Arbor, MI 48107-7409