



JAN 6 2020

January 3, 2020

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 to 11:50 a.m., on Saturday, January 25, 2020, in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city;
- The Chair of the Board of Selectmen or the Chair of the Town Council in a member town;

If an official from one of these categories cannot attend the January 25th business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor or Chair of the Board of Selectmen or Town Council.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must pick up a single vote card in order to cast votes at the MMA Annual Business Meeting. Only one vote card will be issued per community. Vote cards will be available at a station outside of the Annual Business Meeting.

Those officials who cannot attend the Annual Business Meeting, and who wish to designate someone else to take their place, must send in written authorization beforehand to the MMA, c/o Alandra Champion, achampion@mma.org or One Winthrop Square, Boston, MA 02110. We must receive these designation forms by Monday, January 13th at the latest. Please remember to include your signature when filling out the enclosed form.

Thank you very much -- we look forward to seeing you in January at Annual Meeting!

Sincerely,

Geoffrey C. Beckwith
Executive Director



Massachusetts
Municipal
Association

One Winthrop Square, Boston, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314
www.mma.org

Massachusetts Municipal Association Annual Business Meeting Saturday, January 25, 2020

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I cannot attend the MMA Annual Business Meeting on
Saturday, January 25, 2020.

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Name _____

Title _____

Please Return by Monday, January 13 to:

**Alandra Champion
MMA**

**One Winthrop Square
Boston, MA 02110**

Fax: 617-695-1314

Email: achampion@mma.org