

MMLA COMMITTEE CHARTERS

Nominating Committee. There shall be a Nominating Committee, which shall be appointed and convened by the President no later than March of each year to nominate Officers and Directors for election at the annual business meeting. The Committee shall consist of five (5) members, which shall include the incumbent President and four (4) other Past Presidents, including the Immediate Past President if willing and able. The Nominating Committee shall, prior to the annual business meeting, make its nomination of Officers and Directors for election at the meeting.

Amicus Curiae Committee. There shall be an Amicus Curiae Committee, which shall be responsible for making recommendations to the Executive Board concerning requests for the submission of *amicus* briefs or filings in conformity with the Policy on Amicus Curiae Briefs, as adopted by and as amended from time to time by the Executive Board. The Committee shall consist of up to seven (7) members of the Association, at least one (1) of whom shall be a member of the Executive Board. Each member of the Committee shall serve for a term of two (2) years.

Legislative Committee. There shall be a Legislative Committee, which shall be responsible for developing legislative, administrative, regulatory, or policy positions to be taken by MMLA. During each legislative session, the Committee shall prepare recommendations to the Executive Board for the preparation of legislation based upon MMLA's Legislative Review Criteria to be submitted to the General Court. In addition, the Committee shall review and monitor bills, proposed regulations and policies which effect or impact upon matters of municipal interest and make recommendations to the Executive Board on whether MMLA should support, oppose, or take no position on those bills, regulations, or policies. All recommendations of the Committee shall conform to the Legislative Committee's Policy on Supporting Legislation, Regulations or Other Public Agency Matters, as adopted by and as amended from time to time by the Executive Board. The Committee shall consist of up to nine (9) members of the Association, at least one (1) of whom shall be a member of the Executive Board. Each member of the Committee shall serve for a term of two (2) years.

In the event that exigent circumstances make the use of standard Legislative Committee procedures impractical or untimely, the Legislative Committee may act in accordance with MMLA Legislative Emergency Procedures as incorporated into the Legislative Committee's Policy on Supporting Legislation, Regulations or Other Public Agency Matters, as adopted by and as amended from time to time by the Executive Board.

The Executive Board, or in the event of exigent circumstances, the officers designated in the MMLA Legislative Emergency Procedures, shall determine whether to support or oppose a legislative, administrative, regulatory or policy position recommended by the Legislative Committee. Upon such a determination, the President shall designate a member of the Committee who may along with the President, or the President's designee from the Executive Board, represent MMLA and advocate on its behalf before the Legislature or the agency responsible for the subject regulation or policy.

Finance Committee. There shall be a Finance Committee, which shall recommend an annual budget to the Executive Board. The Committee shall also review the Association's financial and accounting practices, records, and statements, and recommend policies and procedures to implement best practices regarding the Association's finances to the Executive Board. The Committee shall consist of the Treasurer and up to four (4) members of the Association, at least two (2) of whom shall be members of the Executive Board and who shall serve for a term of two (2) years.

Programming Committee. There shall be a Programming Committee, which shall be responsible for programming events for the benefit of the general membership of the Association. The Committee shall be responsible for identifying and planning programming events, including but not limited to periodic single-topic educational programs, half-day programs, and an annual conference. The Committee shall make recommendations for programming events to the Executive Board for its review and approval. The

Committee shall also be responsible for coordinating the logistics of programming events, including but not limited to scheduling, arranging for speakers, and booking venues, subject to the approval of the Executive Board. The Committee shall also perform such other responsibilities as may be assigned to it from time to time by the Executive Board. The Committee shall consist of up to seven (7) members of the Association, at least one (1) of whom shall be a member of the Executive Board. Each member of the Committee shall serve a term of two (2) years.

Annual Conference Planning Committee. There shall be an Annual Conference Planning Committee, which shall be responsible for planning and conducting an Annual Conference of the Association to include panel discussions, social functions, and networking opportunities. The Committee shall also be responsible for coordinating the logistics of conference events, including but not limited to scheduling, arranging for speakers, and booking venues, subject to the approval of the Executive Board. The Committee may work with the Programming Committee in its planning work, particularly with respect to determining the focus of the Annual Conference. The Committee shall consist of the Vice-President and up to four (4) members of the Association, who shall serve a term of two (2) years.

Member Outreach and New Lawyers Committee. There shall be a Member Outreach and New Lawyers Committee, which shall be responsible for assisting lawyers new to the practice of municipal law (within 5 years) successfully navigate the challenges of practicing municipal law. The Committee shall be responsible for organizing networking receptions, community outreach and practical skills programming. The Committee shall also be responsible for coordinating the logistics of programming events, including but not limited to scheduling, arranging for speakers, and booking venues, subject to the approval of the Executive Board. The Committee may work with the Programming Committee. The Committee shall also perform such other outreach responsibilities as may be assigned to it from time to time by the Executive Board. The Committee shall consist of up to five (5) members of the Association, at least one (1) of whom shall be a member of the Executive Board. Each member of the Committee shall serve a term of two (2) years.

Governance Committee. There shall be a Governance Committee, which shall be responsible for advising the President and the Executive Board on matters of governance and procedure, interpretation of the Association's Bylaws, and best practices. The Governance Committee shall consist of up to five (5) members of the Association, one (1) of whom shall be a past president of the Association. Each member of the Committee shall serve for a term of 2 (two) years.

At least once every seven (7) years, or sooner if deemed necessary by the Governance Committee Chair, President, and Vice President of the Association, the Governance Committee shall undertake a review of the Bylaws and make recommendations to the Executive Board about any proposed changes, which, upon affirmative vote of the Executive Board, shall be brought to the membership, in accordance with section XI of the Bylaws.

Emeritus Committee: There shall be an Emeritus Committee, which may advise the President and the Executive Board on any matters concerning the Association. The Emeritus Committee shall consist of any past presidents of the Association who are members in good standing, and who elect to serve on such committee. Emeritus Committee members shall be exempt from all Bylaw provisions relating to term limits.

The Emeritus Committee shall meet at least semi-annually, shall report to the Association on its activities at the Annual Business Meeting, and shall choose a Chair from among its membership. The Chair of the Emeritus Committee shall attend Executive Board meetings as an ex-officio member, so as to be current on the activities of the Association.