



Membership Upgrade Form

Please complete this form to upgrade your membership from Affiliate to Full (voting) status. A Full member is anyone serving as chief administrative officer (CAO) in a city, county, council of governments, or state/provincial association of local governments. Assistant administrators and other senior staff reporting directly to the CAO are also eligible. Dues for Full membership are 0.008 X your annual gross salary.

membership@icma.org
202-962-3680, fax 202-962-3565
icma.org/membership

Complete contact information

Full Name _____ Title _____

Employer _____

Street Address or PO Box for mailings _____ City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Bus. Phone _____ Bus. Fax _____ Bus. E-mail _____

Home Address _____ City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Start date of current position (mm/dd/yyyy) _____ Employed by a local government?: ☐ Yes ☐ No

Office Use Only

Date: _____

Staff: _____

Mbr#: _____

NL: Y

Review eligibility requirements for Full (voting) membership

Six criteria are used to determine whether chief appointed executives and other senior professional positions in local government have the level of independence, authority, and responsibility necessary to function in a professional manner.

To upgrade from Affiliate to Full (voting) membership, a chief administrator must occupy a position in local government that, by legislation or practice, meets the six criteria outlined in the attachment titled "Criteria for voting membership." If you are in a non-CAO position, you must report to a person in a CAO position that meets these criteria and you must affirm that you occupy a position with significant general administrative responsibilities.

Please read page 2 and then select one of the statements below:

- ☐ I am in a CAO position that meets all of the six criteria outlined on the attachment and am thereby eligible for Full membership.
- ☐ I am in a non-CAO position, but was appointed by the CAO, have significant administrative duties, and report to a CAO whose position meets the six criteria. I am thereby eligible for Full membership.

Return completed upgrade form to ICMA

ICMA Member Services
777 North Capitol St. NE
Suite 500
Washington, DC 20002-4201;
membership@icma.org;
202-962-3565 (fax).

All upgrades in status from Affiliate to Full Member will appear in the *ICMA Newsletter*, as required by ICMA's Constitution. Current voting members have 60 days to file a written objection to an upgrade in membership to Full status. Should an objection be raised, the applicant will be notified and informed of the appeals process. If no objections are filed, the individual will be considered a Full member at the end of the 60-day period.



Criteria for Voting 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.)

For More Information

Contact Member Services at 202-962-3680 or membership@icma.org if you have any questions.