

# Membership Policy

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## 1. Membership Eligibility Requirements

- 1.1. Employment by meeting the membership eligibility requirements as stated in Section 5 of this policy.
- 1.2. Eligible for Membership in ICMA.

## 2. Application Requirements

- 1.1. Applications shall include a statement on ethics, as well as information on initial (online ethics test) and ongoing ethics requirements (annual training).
- 1.2. Application by individuals who are not already ICMA members shall require the endorsement of an affiliate, full, or life member.
- 1.3. Applications by students shall not require an endorsement at the time of application, but must submit an endorsement by an affiliate, full, or life member at the time of their first membership renewal.
- 1.4. Corporate applications shall not require an endorsement.

## 3. Application Process

- 3.1. Application is received and staff identifies appropriate membership category. Once application is deemed complete, acknowledgement of the receipt is provided to applicant by e-mail.
- 3.2. Applicant's name is then listed in the next newsletter as a prospective member, which begins the 30-day comment period.
- 3.3. If, during the 30-day comment period, no comments are brought forth, application is presented to the membership committee at its next meeting for consideration.
  - 3.3.1. Only prospective members who have completed the initial ethics requirement will be considered for approval by the membership committee. Those who have not completed the initial ethics requirement will be held without consideration until the requirement is met.
  - 3.3.2. Should a prospective member fail to complete their initial ethics requirement within three months of the beginning of the 30-day comment period, their application will be deemed void.
- 3.4. If, during the 30-day comment period, a comment or question is received regarding a prospective member, then the application is forwarded to the Board of Directors by the Membership Committee for consideration under Section 4 of this policy.
- 3.5. Following application approval, staff will invoice prospective member for the annual dues, and

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membership shall commence upon payment of that invoice.

3.5.1. New members joining FCCMA in the last two months of the fiscal year (August and September) and pay for a full year membership will be entitled to up to fourteen months membership.

3.5.2. A new member is not billed for dues until the entire membership application process has been completed. In some instances, a potential member sends dues with the application. These dues will be deposited upon receipt. Should an applicant whose dues were prepaid not be approved for membership, his/her dues would be refunded.

## 4. Membership Objection Process

4.1. Objection is received.

4.2. Membership committee refers the membership objection to the FCCMA president.

4.3. Applicant receives letter from FCCMA President outlining the objection. Objector name shall be confidential.

4.4. Applicant has thirty (30) days from receipt of letter to consent to investigation.

4.5. If the applicant does not consent, the applicant is deemed ineligible for admission.

4.6. If the applicant consents, the President will appoint the Ethics Committee to investigate and the Committee will commence the investigation.

4.7. Upon completion of the investigation, a report will be sent to the Board of Directors who then provides said report to the applicant and the applicant will have thirty (30) days to provide a response in writing to the Board of Directors.

4.8. At its next Board meeting the Board of Directors will consider the application by reviewing the original application, the objection, the investigation, and the applicant's response (if provided).

4.9. The Board of Directors will take one of the following actions on the application, under the guidance provided:

4.9.1. Admit – No evidence of unethical behavior.

4.9.2. Admit with Advice – Some evidence that the actions outlined in the objection raise ethical concerns, but individual is willing to reaffirm to the ICMA Code of Ethics. Letter of admittance includes guidance to the applicant on the issue of concern so the applicant better understands the obligations of the Code of Ethics.

4.9.3. Admit with Advice and a Requirement for Additional Remedial Education, such as:

4.9.3.1. Reading ICMA ethics-based materials.

4.9.3.2. Attending an ethics workshop or training offered by ICMA, FCCMA, CFLGE or

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similar association.

4.9.3.3. Having a personal counseling session with a peer, such as a current or former Board member, senior advisor, or staff member.

4.9.4. Do Not Admit – There is evidence of serious unethical conduct that raises questions about the individual’s commitment to the Code of Ethics.

## 5. Membership Categories

### 5.1. Full Member

5.1.1. Eligibility: Any person who is the full-time, appointed chief administrative officer (or deputy, assistant, or equivalent, as endorsed by the chief administrator as having significant general administrative responsibilities) of a municipal or county government, and recognized by ICMA; or, any person meeting the above criteria employed in a city or county government not recognized by ICMA, but who is an active ICMA dues- paying full member.

5.1.2. Dues: \$3.00 per \$1,000 of base salary or \$200, whichever is greater.

### 5.2. Affiliate Member

5.2.1. Eligibility: Any person who does not meet the criteria for a full member employed in local government or an individual employed by a not-for-profit agency, association, university, etc.

5.2.2. Dues: \$150 per year.

### 5.3. Corporate Member

5.3.1. Eligibility: Any person seeking or engaged in a business relationship with a local government. Unlike other member categories, the Corporate Membership is in the company's name and remains with the company, not the individual. Members who were once more associated with another membership category are required to move to the corporate category during their time associated with the corporate entity.

5.3.2. Dues: \$250 per year.

### 5.4. Life Member

5.4.1. Eligibility: Any former FCCMA member or ICMA member from another state, in good standing, who has retired from the profession and wishes to maintain an affiliation or begin an affiliation with the Association. This would include senior advisors who were not bestowed an honorary award. A 2/3 vote of the Board of Directors can bestow complimentary membership to a FCCMA Life Member who

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has made a substantial contribution to the Association.

5.4.2. Dues: \$25 per year.

## 5.5. Student Member

5.5.1. Eligibility: Any person who is primarily a student in public administration or public affairs that intends to follow a career in local government; any full-time intern; or fellow working in local government and is not eligible, or more appropriately classified, in another membership category.

5.5.2. Dues: \$10 per year.

## 5.6. Subscriber Member

5.6.1. Eligibility: Any person who is interested in receiving all the publications and keeping in contact with the Association but who is not residing in the State of Florida or is a MIT whose benefits have expired but who remains in transition. A subscriber member of the Association cannot serve on the committees of the Association.

5.6.2. Dues: \$25 per year.

## 6. Dues

6.1. FCCMA membership dues are payable on October 1 each year.

6.2. Dues are delinquent 30 days after billing.

6.3. A member whose dues are delinquent for a period of three months will have their membership terminated (Section 7.1).

## 7. Termination of Membership

7.1. Termination of membership will occur for any member who has not paid dues.

7.2. Termination shall occur for any member who has been expelled from ICMA due to an ethics matter.

7.3. Termination may occur if the Board of Directors determines it is appropriate in order to maintain the professional standards of the Association.

## 8. Suspension of Membership

8.1. Suspension will occur for any member who is out of compliance with the Association's ongoing ethics training requirements.

8.2. Suspension may occur if the Board of Directors determines it is appropriate in order to maintain the professional standards of the Association.

8.3. A suspended member will not receive any communication from FCCMA, and is not eligible

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to register for, attend, or participate in FCCMA events unless that event will bring the member into compliance with the Association's ethics policy.

## 9. Reinstatement

- 9.1. Any member who has been suspended for failure to comply with the annual ethics training requirement must submit a report of the required training hours prior to consideration of reinstatement.
- 9.2. Any former member who asks to re-join FCCMA, will be asked to reapply for membership if he/she has been gone for more than one year. If the former member has been gone less than one year, the former member shall be noticed in the monthly newsletter, and if no comments are made, shall be reinstated in the category fitting their current employment status. The person will not be reinstated at a former membership category unless it is applicable.
- 9.3. Any former member who left the Association during or prior to an investigation must come into compliance with the Association By-laws.

## 10. Upgrades and Downgrades

- 10.1. Each September, member's current position will be used to determine membership category.
- 10.2. A change in job position may automatically cause a change in membership category.
- 10.3. Members may appeal for a change in membership category. All appeals for changes in membership category shall be forwarded to the Membership Committee.
- 10.4. Any member who has at one time been a full member may elect to retain the full member status, if he/she so chooses, and pay the commensurate dues rate.
- 10.5. Any member who has left a position eligible for full member status may downgrade their membership if the member chooses.

## 11. Military Service

- 11.1. If a member is called to active duty in the U.S. Military, the member shall remain in active status with all dues and ethics requirements suspended through the next fiscal year from when he/she returns from active duty. Such a member will not be required to maintain employment through this period.

## 12. Membership Incentive

- 12.1. Members who have not previously been a member of FCCMA shall receive a \$100.00 discount to the upcoming Annual Conference. Should such a member join between the

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time of the Winter Institute and the Annual Conference, he/she will be allowed to defer the credit until the next Annual Conference.

- 12.2. The Board of Directors may provide for temporary incentives for membership groups by vote of the Board. Such temporary incentives will be in effect for up to one year from passage at the expiration of which the Board must adopt the incentive by policy to continue its effect.