



Membership Application

for International Professionals

About ICMA

ICMA is the premier local government leadership and management organization. Its mission is to create excellence in local governance by developing and advocating professional management of local government worldwide. ICMA provides member support; publications, data, and information; peer and results-oriented assistance; and training and professional development to more than 8,200 city, town, and county experts and other individuals throughout the world.

ICMA membership is for individuals and is not transferable.

membership@icma.org

202-962-3680, fax 202-962-3565

icma.org/membership

Office Use Only

Date: _____

Staff: _____

iMIS#: _____

NL: Y _____ N _____ COE: _____

Category: _____

Source Code: _____

A. Complete name, contact, personal, education, employment, and interest information

Mr. Ms.

First Name Middle Initial Last Name Suffix

Nickname

Business

Title Employer

Street Address or PO Box for mailings

City State/Province Postal Code Country

Bus. Phone Bus. Fax Bus. E-mail

Home

Street Address/PO Box

City State/Province Postal Code Country

Home Phone Home E-mail

Send ICMA mailings to (select only one): Business street address Business PO Box Home

Send ICMA e-mail communications to (select only one): Business e-mail Home e-mail

Personal Information

Personal information is used by ICMA to better acquaint itself with the membership. This information will not be used to discriminate against any individual or group, regardless of age, national origin, gender, or marital status.

Date of birth (mm/dd/yyyy) _____

Gender: Male Female

Partner's name (if applicable):

First Name Last Name E-mail

Education

List only completed undergraduate and graduate degrees.

| Degree (e.g., MPA, BS) | Year Completed | Name of Institution | Country |
|------------------------|----------------|---------------------|---------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Employment Experience

Start with your current position. Do not send resume. Include internships if they were full-time, paid positions.

| From (MM/DD/YYYY) | To (MM/DD/YYYY) | Title | Name of Local Government/Other Employer | Country | Local Government? |
|-------------------|-----------------|-------|---|---------|--|
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Interest Areas (please check off any areas of interest/expertise that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Career Resources | <input type="checkbox"/> Human Resources/Personnel | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Human Services/Youth at Risk/ Health and Welfare | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Council-Manager Form of Government | <input type="checkbox"/> Information Management/ E-government/Technology | <input type="checkbox"/> Records Management/Imaging |
| <input type="checkbox"/> Council-Manager Relations | <input type="checkbox"/> Management Practices | <input type="checkbox"/> Regionalism |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Performance Measurement | <input type="checkbox"/> Service Delivery |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Planning | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Environmental Management | <input type="checkbox"/> Police and Fire Services/Public Safety | <input type="checkbox"/> Training/Professional Development |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Public/Private Partnerships | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Finance | | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Housing | | |

Reason for joining ICMA:

- | | |
|--|--|
| <input type="checkbox"/> Access to resources and information | <input type="checkbox"/> Upon recommendation from: |
| <input type="checkbox"/> Conference discount | <input type="checkbox"/> Colleague <input type="checkbox"/> Elected official |
| <input type="checkbox"/> ICMA's reputation | <input type="checkbox"/> ICMA staff <input type="checkbox"/> Professor |
| <input type="checkbox"/> Networking | <input type="checkbox"/> State association <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Professional development | <input type="checkbox"/> Other: _____ |

B. Select your membership category

Full Member

I am employed as a chief appointed administrative officer, assistant administrator, or administrative assistant in a municipality, county, or regional government. My position has overall management responsibility and was appointed or confirmed by the chief appointed administrative officer, legislative body, and/or the elected chief executive. (Elected officials are not eligible to become Full members.)

Certification of application for Full membership

I certify that the local government in which I am employed provides for overall management responsibilities in a designated position appointed or confirmed by the legislative body or appointed by the elected chief executive.

Signature Date

Affiliate Member: Any person who does not meet the qualifications for Full membership.

C. Review and sign adherence to code of ethics

I have read the enclosed ICMA Code of Ethics and agree to abide by it. I also understand that I am subject to the ICMA Rules of Procedure for Enforcement of the Code of Ethics. I meet the appropriate membership criteria and have fully completed the application.

Signature _____ Date _____

D. Complete dues payment information

Please refer to the enclosed sheet to determine your dues rate and the correct address for returning the application with payment. All fees must be paid in U.S. currency.

Total Payment. \$ _____

Payment Information (check one)

- Enclosed is my check/money order, payable to ICMA in U.S. currency.
- Please charge my VISA MasterCard American Express

Account # _____ Exp. Date _____ Total _____

Signature _____ Date _____ Print name exactly as it appears on card _____

E. Return completed application with dues payment to ICMA

If you are paying by credit card and NOT joining one of the affiliate organizations listed on the enclosure, you may fax your application with payment to 202-962-3565. Otherwise, please refer to the enclosure to determine if you should mail this form with payment to an affiliate organization OR to ICMA at ICMA Membership Payments, PO Box 79403, Baltimore, MD 21279-0403

Be sure to complete this application in its entirety before submitting with payment. Incomplete applications will be returned. ICMA mailings will be sent via surface mail, with the exception of the bi-weekly *ICMA Newsletter*, which is only available via e-mail for international members.

Applications for Full membership status are announced in the *ICMA Newsletter* as required by ICMA's Constitution. Current voting members have 60 days to file a written objection to an application for voting membership. Should an objection be raised, the candidate for membership will be notified and informed of the appeals process. If no objections are filed, the individual will be considered a member at the end of the 60-day period.



International Membership Dues

(Effective November 2001 and subject to change.)

Membership Dues for Individuals Outside the United States, Canada, and the United Kingdom

Annual membership dues for individuals outside the United States, Canada, and the United Kingdom are listed below. ICMA mailings will be sent via surface mail, with the exception of the biweekly *ICMA Newsletter*, which is only available via e-mail for international members. **All fees must be paid in U.S. funds.**

| Country | ICMA Annual Dues |
|---|------------------|
| Australia, Industrialized Asia, Middle East, New Zealand, Western Europe | U.S. \$135 |
| Africa, Latin America, Non-industrialized Asia, Eastern Europe, former Soviet republics | U.S. \$70 |

Membership Dues for Individuals in Canada

ICMA and the Canadian Association of Municipal Administrators (CAMA) have agreed to set ICMA annual dues for individuals belonging to both organizations at US \$135. Individuals wishing to participate in this special arrangement must complete the ICMA application and send it with payment to:

Jennifer Goodine
 Canadian Association of Municipal Administrators
 PO Box 128, Station A
 Fredericton, NB E3B 4Y2
 Canada

ICMA membership dues for individuals in Canada not wishing to participate in the ICMA/CAMA joint arrangement are given below. Payment by check or credit card must be made directly to ICMA. **All fees must be paid in U.S. funds.**

| Membership Category | ICMA Annual Dues |
|---|----------------------|
| In service (working for a local government) | .008 × annual salary |
| Not working for a local government | U.S. \$135 |

Membership Dues for Individuals in the United Kingdom

ICMA and the Society of Local Authority Chief Executives (SOLACE) have agreed to an arrangement under which ICMA annual dues for individuals belonging to both organizations will be reduced to US \$105. Members joining ICMA under this agreement will receive copies of *Public Management* from the SOLACE office, and copies of the *ICMA Newsletter* via e-mail directly from ICMA. Individuals in the United Kingdom wishing to participate in this special arrangement must complete the ICMA application and send it with payment to:

Kathryn Rossiter, Director of Development & Operations
 SOLACE
 Hope House
 45 Great Peter Street
 London SW1P 3LT
 United Kingdom

ICMA membership dues for individuals in the United Kingdom not wishing to participate in the SOLACE/ICMA joint arrangement are the same as those given above for other ICMA members in Western Europe—U.S. \$135 for annual dues. **All fees must be paid in U.S. funds.**

For More Information

Contact ICMA Member Services at 202-962-3680 or membership@icma.org.



Code of Ethics with Guidelines

Keep for your files.

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in May 1998. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in July 2004.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure (at icma.org/ethics or upon request by calling 202-962-3680), shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

ADVICE TO OFFICIALS OF OTHER LOCAL GOVERNMENTS.

When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

PUBLIC CONFIDENCE. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

IMPRESSION OF INFLUENCE. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

APPOINTMENT COMMITMENT. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

CREDENTIALS. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

PROFESSIONAL RESPECT. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

REPORTING ETHICS VIOLATIONS. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

CONFIDENTIALITY. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

SEEKING EMPLOYMENT. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

LENGTH OF SERVICE. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

CONFLICTING ROLES. Members who serve multiple roles—working as both city attorney and city manager for the same community, for example—should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

ELECTIONS OF THE GOVERNING BODY. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not engage in active participation in the election campaign on behalf of or in opposition to candidates for the governing body.

ELECTIONS OF ELECTED EXECUTIVES. Members should not engage in the election campaign of any candidate for mayor or elected county executive.

RUNNING FOR OFFICE. Members shall not run for elected office or become involved in political activities related to running for elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

ELECTIONS. Members share with their fellow citizens the right and responsibility to vote and to voice their opinion on public issues. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office.

ELECTIONS IN THE COUNCIL-MANAGER PLAN. Members may assist in preparing and presenting materials that explain the council-manager form of government to the public prior to an election on the use of the plan. If assistance is required by another community, members may respond. All activities regarding ballot issues should be conducted within local regulations and in a professional manner.

PRESENTATION OF ISSUES. Members may assist the governing body in presenting issues involved in referenda such as bond issues, annexations, and similar matters.

8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINES

SELF-ASSESSMENT. Each member should assess his or her professional skills and abilities on a periodic basis.

PROFESSIONAL DEVELOPMENT. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

INFORMATION SHARING. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

EQUAL OPPORTUNITY. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status. It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

GUIDELINES

GIFTS. Members should not directly or indirectly solicit any gift or accept or receive any gift—whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other

form—under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In de minimus situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES. Member should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments. Purchases and sales which might be interpreted as speculation for quick profit ought to be avoided (see the guideline on "Confidential Information").

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to accepting their position as local government administrator or prior to any official action by the governing body that may affect such investments.

PERSONAL RELATIONSHIPS. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

CONFIDENTIAL INFORMATION. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

PRIVATE EMPLOYMENT. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

REPRESENTATION. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

ENDORSEMENTS. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.