

# N J M M A

New Jersey Municipal Management Association, Inc.

*Robert F. Casey*

*Executive Director*

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Dear Municipal Administrator / Manager:

The New Jersey Municipal Management Association (NJMMA) needs your assistance to provide not only professional management to local governments in the State but also the personal and financial protections that Administrators and Managers require to perform their tasks.

## WHO WE ARE

NJMMA is an organization of professional local government Managers, Administrators and Assistants whose goal is to improve the quality of local government in New Jersey through professional management and to provide the personal support and security that those in the profession require.

At this time our organization has over 235 members actively serving in local governments, most of which are municipal managers and administrators. Our goal is to include all appointed chief administrative and executive officers in the state, thereby increasing our capability and acceptance as the advocate of, and spokesperson for, professional local management.

## WHAT WE DO

The Association provides an information, training and support network which offers the free flow of ideas amongst peers thereby enhancing each member's ability to deal with the problems and pressures of the profession.

NJMMA has functions scheduled throughout the year which enable the membership to meet socially and to grow as professionals: monthly luncheon meetings, a three day Spring Conference, special sessions at the League's annual conference, an annual holiday awards program, and occasional seminars and social events are a part of the NJMMA environment.

Our monthly newsletter serves as an important communication link as well as providing information on management and position openings.

We have an on line listserv (MUNICIPALTALK) where members can inquire from their peers on issues confronting them or seek work products that they can use.

We have a mentoring program for newer members, assistance to municipalities seeking information on management improvement, assistance to Municipalities who are recruiting professional administrators / managers, educational programs for various

educational institutions and others, assistance to those in transition, and legal assistance to those facing termination.

We encourage and support various county and regional meetings for local administrators and managers.

#### ADVOCACY AT THE STATE LEVEL

In addition to the above, the Association has employed a recognized Governmental Affairs agency in Trenton to monitor the actions of the Statehouse that may affect the ability of an Administrator / Manager to perform their responsibilities in a reasonable manner and/or may adversely impact on the security and financial wellbeing of someone serving in this very public role.

Although we are supportive of and become involved in many of the issues promoted by the League of Municipalities and Conference of Mayors, our primary concerns are more focused on the internal management of our municipalities, issues which often do not attract the full attention of elected officials but are essential to the proper operation of the municipality. In addition we concentrate on those issues that can personally affect an Administrator / Manager. For example after the adoption of the "pension reforms" in 2007 we were very active in working with the Administration, the Division of Local Governmental Services, and officials of P.E.R.S. to achieve regulations that protected the existing status of all members and allow an existing member to continue in the PERS system upon transferring to a new position. We continue to monitor very closely the numerous legislative attempts for additional changes in the PERS and now the DCRP systems to insure that our membership is advised of any pending developments and is represented in any legislative meetings on these and similar topics.

#### ETHICS

NJMMA is allied with the International City and County Management Association (ICMA) and subscribes to its Code of Ethics governing our professional and personal conduct. One of these rules for full corporate membership substantially limits political activity. However for those who are involved politically, there is a non-corporate membership category allowing you to participate in the Association. Under either circumstance, by choosing to become a member of NJMMA, you agree to conform to a detailed series of ethical standards and guidelines designed to insure that those serving in these appointed chief administrative and executive positions are acting in the best interest of their communities and not solely for personal gain.

#### PERSONAL INVOLVEMENT

One of the most treasured facets of NJMMA is the opportunity for you to meet with fellow administrators and managers on a one on one or peer group basis obtaining information, assistance, and sometimes needed emotional and psychological support as we face our local trials and tribulations. If you are new to the State, or are changing positions, the Association is ideal for you to get acquainted with other Managers, Administrators and Assistants and to share experiences and/or obtain needed information.

## WHY JOIN

We need more of the Administrators and Managers in the State to join NJMMA (or if you were previously a member, to rejoin) so that we can be effective in protecting management prerogatives, promoting proper management activities and actions, and protecting the personal and financial wellbeing of all Administrators and managers in the State. By increasing our membership base we not only make the cost of our activities more affordable to all who benefit but also we increase our “credibility” before various state agencies by having a larger statewide constituency. Finally, if we have to do a grassroots advocacy for our position on a critical issue, we need a larger statewide constituency to be more effective.

## HOW TO JOIN

Enclosed is information on membership categories and a membership application. We look forward to hearing from you. Annual dues for 2010 are \$275 per year if you receive a printed copy of the monthly newsletter or \$260 per year if you receive and electronic copy. AS AN INDUCEMENT THE ASSOCIATION IS OFFERING A FIRST YEAR DISCOUNT OF \$100 resulting in a the new member rate of \$175 for the printed copy or \$160 for the electronic copy.

Please contact me if you have any question concerning the Association, your potential membership or other matters that may relate to the Association. If you are joining, please return the completed application to me at the above address together with your municipality’s purchase order or other form of payment. If you are planning to the annual dues from the 2010 budget, send in the application now and indicate on the Application when payment will be made in 2010. You can start participating in our activities now and make the payment when funds are available.

Bob Casey  
NJMMA Executive Director

## NJMMA / ICMA

# Code Of Ethics

The mission of NJMMA and 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, shall govern the conduct of every member of NJMMA / 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.
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.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
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.
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.
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.
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.
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.
12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

# N J M M A

## New Jersey Municipal Management Association, Inc.

### NJMMA OFFICERS

President - Christopher Schultz  
Township of Moorestown  
Vice President - Kelly Cupit  
Township of Green Brook  
Treasurer - Gary Kratz  
Borough of Waldwick  
Secretary, Tara Lovrich  
Township of Manalapan

### NJMMA EXECUTIVE BOARD

Eric Berry, City of Burlington  
Greg Bonin, Township of Branchburg  
Tom Carroll, Borough of Wanaque  
Tom Ciccarone, Chatham Township  
Robert Hoffmann, Borough of Westwood  
Karen Waldron, Borough of Highland Park  
Jasmine Lim, Township of Parsippany  
(Past President)

Bob Casey, Executive Director

### NJMMA Membership

Membership is offered to individuals and not the municipality or entity they represent.

Membership in the Association shall include Corporate membership including Life, Honorary Life, and Retired members. In addition there are Associate Partners who participate in all of the educational and social activities of the Association but do not have voting privileges. These Associate categories include Non-Corporate, Cooperating, Affiliate, Student and Supporter Partners.

The Association also has a **Affiliate Corporate Partnership Program** for representatives of business and commercial interests. For further information on this program, please contact the Executive Director of the Association

New applicants shall file application forms with the Executive Director who shall present them to the Membership Committee Chair. The Membership Chair will review them, discuss the request with the Applicant and present new applicants to the Executive Board at their next meeting. If the Executive Board approves, the candidacy for membership shall be published once in the Association Newsletter next following the meeting. If after thirty (30) days following publication, the Secretary has received no objections, then membership shall be considered granted to the applicant. If any member raises objection, the matter shall be reviewed by the Executive Board whose decision shall be final.

Annual dues are effective January 1 through December 31. The dues of a new member who joins in or after September will be credit against the dues for the upcoming year.

**Corporate Membership**                      **\$275 per year (\$260 for electronic only newsletter)**

Any person occupying a position of a municipal or county manager, administrator, executive, assistant, or deputy who agrees to comply with the restrictions concerning not holding elected or appointed political office as outlined in the Code of Ethics. Corporate members have full voting privileges.

**Life and Honorary Life** memberships are bestowed by the Executive Board upon retired members who have been active in the association or in local government affairs for a number of years or upon those individuals who, although not a local government appointee, have provided assistance to local government on a continuing basis for a number of years.

**Retired Membership**                      **\$25 per year (\$20 for electronic only newsletter)**

Any person who has retired from active local government service and was a corporate member in good standing in NJMMA prior to his/her retirement. Retired members are eligible to participate in all NJMMA activities and will receive all notices, newsletters, etc. provided to corporate members.

**Non-Corporate Partners**                      **\$275 per year (\$260 for electronic only newsletter)**

Those serving in local government management positions, state employees, and educators who agree to comply with the restrictions concerning not holding elected or appointed political office as outlined in the Code of Ethics.

**Cooperating Partners**                      **\$275 per year (\$260 for electronic only newsletter)**

Those individuals who are active in local government and ascribe to strong professional management in local government and who would otherwise be eligible for corporate membership except that they hold an elective or appointed political office in the community in which they work or reside.

**Student Partners**                      **\$20 per year (\$10 for electronic only newsletter)**

Full or part-time students currently matriculated in a course leading to a degree in Public Administration or any related field and not qualifying in any of the other membership categories.

**Supporter Partners**                      **\$25 per year (\$20 for electronic only newsletter)**

Those who endorse the goals and objectives of the association and wish to be included in its communication and training programs but who do not currently hold a local government position in New Jersey.

**Subscription**                      **\$25 per year (\$20 for electronic only newsletter)**

The NJMMA newsletter will be available to any subscriber without necessity of membership.

Mail the completed application to NJMMA, c./o Bob Casey, Executive Director, 13 Walker Avenue, Succasunna, N. J. 07876. If you have any questions concerning the Association or membership, please contact an Officer of the Association or the Executive Director (201-874-4050) (or by email at [njmmaexdir@aol.com](mailto:njmmaexdir@aol.com)) For more information, please visit the web site at [njmma.org](http://njmma.org).

# NJMMA

## New Jersey Municipal Management Association, Inc.

### APPLICATION FOR MEMBERSHIP

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street Town Zip County

Phone Fax E-mail

Home Address \_\_\_\_\_  
Street Town Zip County

Phone Fax E-mail

I hereby apply for membership under the category checked:

**CORPORATE MEMBERS** (Open to Municipal Managers, Administrators & Assistants)  
(Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service with particular regard to the provisions governing professional conduct and political activity.)

**COOPERATING PARTNERS** (Administrators, Managers, Assistants and other officials in local government holding a political office) (Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service and professional conduct with the exception of those tenets which concern political activity.)

Appointment Date \_\_\_\_\_ Authority for Position: Faulkner Act  
(Council/Manager \_\_, Strong Mayor \_\_ other: \_\_), \_\_ Local Ordinance (Borough and Township form), \_\_ Other: specify \_\_\_\_\_

Annual Membership Fee: **\$275.00** enclosed Personal check # \_\_\_\_\_ Municipal voucher #. \_\_\_\_\_

Names of three (3) NJMMA members for references (optional):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**NON -CORPORATE PARTNERS** (Local government management personnel, Authority managers, state employees and educators) (Members must accept and be bound by the International City Management Association Code of Ethics as the guiding principles of municipal service with particular regard to the provisions governing professional conduct and political activity.)

Annual Membership Fee: **\$275.00** enclosed Personal check # \_\_\_\_\_ Municipal voucher #. \_\_\_\_\_

**STUDENT PARTNERS and SUPPORTERS**

Student Annual Membership Fee: **\$20.00** enclosed

Supporters Annual membership Fee: **\$25.00** enclosed

HISTORICAL INFORMATION

Number of years of experience in government administration \_\_\_\_\_

Number of years in current position \_\_\_\_\_

Previous Governmental Employment 1. from \_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

2. from \_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

3. from \_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Are you currently or have you been a member of the International City Management Association or NJMMA

Yes: \_\_\_\_ no: \_\_\_\_ if yes, when: \_\_\_\_\_

Do you currently hold an elected or appointed political office or serve in any leadership capacity in a political party in the municipality in which you work or with any other municipality / County or State organization in New Jersey: yes: \_\_\_\_ no: \_\_\_\_

Education School \_\_\_\_\_ Degree \_\_\_\_\_

Year \_\_\_\_\_

COMMENTS OR OTHER INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



If accepted for membership in the Association, I agree to acknowledge and support the Constitution of the Association and the Code of Ethics guidelines which impact on my position.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Executive Board Provisional Approval \_\_\_\_\_ Date \_\_\_\_\_

Date Published \_\_\_\_\_

Membership Awarded \_\_\_\_\_ Date \_\_\_\_\_

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Member advised of status: \_\_\_\_\_ added to mailing list \_\_\_\_\_

Added to data base: \_\_\_\_\_ added to email list \_\_\_\_\_ added to website \_\_\_\_\_

Other

\_\_\_\_\_  
\_\_\_\_\_