



# MML ADMINISTRATIVE PROXY

Elections/Credentials Committee  
Maryland Municipal League  
1212 West Street  
Annapolis, MD 21401

This is to inform you that elected officials from \_\_\_\_\_  
*Name of City/Town*

will not be present at the League Business Meeting, on June 14, 2022 in Ocean City, Maryland, and  
that \_\_\_\_\_  
*Name of Person and Position*

who is an administrative officer in our city/town, is authorized to vote on all matters on behalf of the  
city/town. Furthermore, I, the undersigned, certify by my signature that I have read the Official MML  
Proxy Procedure.

\_\_\_\_\_  
*Name of Elected Official Authorizing the Proxy*      \_\_\_\_\_  
*Signature of Elected Official Authorizing the Proxy*

\_\_\_\_\_  
*Title of Elected Official Authorizing the Proxy*      \_\_\_\_\_  
*Date*

**NOTE:** Read procedures and deadline requirements on reverse side before signing and  
submitting. Please email to Bill Jorch by COB June 10, [billj@mdmunicipal.org](mailto:billj@mdmunicipal.org) or  
bring a copy to hand in at the time of in-person voting on June 14.

## **MML ADMINISTRATIVE PROXY PROCEDURES\***

If no elected municipal official is present at a League meeting from a given municipality, an administrative officer (manager, administrator, clerk, etc.) of that municipality may exercise all rights as a delegate provided the officer receives the written authorization (Administrative Proxy) to do so from the administrative officer's municipality.

Administrative Proxies may be exercised at any general membership meeting if they are transmitted on the provided official forms to the Executive Director or the Executive Director's designee.

Proxies may be rejected for any of the following reasons:

1. Evidence of altering the substance of the proxy; or
2. Lack of clear intent to award the proxy to a given administrative official.

The proxy submission deadline will be printed prominently on the front of the proxy forms. The proxy voting procedures will be printed on the reverse side of the proxy forms. It is highly recommended that proxies be submitted as early as possible so that any deficiencies in meeting the requirements can be remedied prior to the submission date.

**\*Adopted by the MML Board of Directors August 12, 1979 and amended October 20, 1994.**

**NOTE: This proxy form should be emailed to Bill Jorch, [billj@mdmunicipal.org](mailto:billj@mdmunicipal.org) by COB June 10. Administrative proxies may also be handed in at the time of in-person voting on June 14. No faxes will be accepted.**