

Manual of Procedure

Bylaws and Procedures Sub-Committee

Mountain Plains Library Association May 1978

Revised April 1997

Revised October 2004 Revised September 2006

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Introduction

This *Manual of Procedure* has been compiled to clarify the duties assigned to MPLA officers, committees, state representatives and others. This manual is issued to each elected or appointed MPLA officer, committee chair, state representative and conference sub-committee chair. It should be read by those to whom it is issued, to provide an overview of the Association's goals and operations. Each chair should distribute to fellow officers, or committee members, the appropriate parts that concern the section or committee itself.

This manual is not all-inclusive, but it does incorporate all major responsibilities, position descriptions, evaluation forms, award criteria, and some historical information. Anyone becoming aware of needed additions, deletions, clarifications, or resolutions of conflicts is urged to call them to the attention of the Bylaws and Procedures Sub-Committee and/or the President.

It is recommended that the Chair of the Bylaws and Procedures Sub-Committee maintain computer diskettes, or comparable current medium, with the most recent revised edition of the *Manual* thereon, in both the current word processing software files and text-based files for transferability. Approved additions and changes will be forwarded to the Webmaster, as well as the Executive Secretary. The web version of the *Manual* will be kept continuously updated, and will serve as the official version of the *Manual*. The *Manual* in a secure format (presently pdf) will be maintained on the web. Board members may print updates from that format during the year, if they wish.

Duties and Annual Conference

Many of MPLA's efforts during the year are focused on the annual conference. Most duties are described in terms of the three major areas of Post-Conference, Pre-Conference, and Conference. There are no distinct time periods for each of these. Most duties begin with election or appointment at or immediately after the annual conference. Incumbents will insure that conference activities are carried out successfully and are primarily concerned about the following year's conference. This manual is intended to provide direction, beginning with appointment or election.

The prominence of the annual conference in MPLA activities led the Bylaws and Procedures Sub-Committee to incorporate conference planning information into a separate *Conference Planning Manual*, which is held by the Vice-President/President-Elect.

Post-Conference Duties and Activities

These activities are those which must be resolved at, or immediately after, the conference at which the member was elected or appointed. There is no distinct point at which this phase ends and the next one begins, but it would generally approximate a 2-3 month period after the end of the annual conference.

Pre-Conference Duties and Activities

These activities are directly concerned with making the next conference a success. Generally, this period would begin about 2-3 months after the close of the previous conference and end immediately preceding the first event on the conference program. In some cases, however, preparation for next year's conference responsibilities begins almost immediately after the last conference.

Conference Duties and Activities

These activities begin with the first formally organized program listed as part of the annual conference--including pre-conferences, workshops, round-tables, seminars, etc.

Joint Conference Duties and Activities

MPLA Manual of Procedure

When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Planning Committee may have to adjust to accommodate their counterparts in the other Association.

1. ASSOCIATION BYLAWS

Bylaws

[Revised August 2017]

Article I. Name.

The name of this Association shall be the Mountain Plains Library Association; its official acronym shall be MPLA.

Article II. Mission.

2.1 The mission of the Association is to further the professional and/or individual development of its members and to promote quality library and information service in the MPLA region.

2.2 The MPLA region shall include the states of Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, and Wyoming

2.3 Restrictions on activities of the Association.

2.3.1 The Association shall not conduct or carry on activities which are not permitted to be conducted or carried on by an association exempt under Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

2.3.2 No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Mission of the Association.

2.3.2 Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

Article III. Membership.

3.1 Any person, institution, or organization interested in supporting the Association in its mission shall be eligible for membership.

3.2 There shall be the following classes of membership:

3.2.1 Personal members include librarians, other library employees and others employed in library service or related activities.

3.2.2 Institutional members shall include libraries, firms or organizations who have an interest in or relationship to library work that have applied for membership and have paid annual dues. Institutional members shall not be entitled to the privileges of personal members.

3.2.3 State Library Association members. When a state library association elects to apply for membership in the Association, it shall have voted to become a member in such a manner as shall be prescribed by its constitution and/or bylaws and shall have certified to this action in its initial application for membership. A state association's application for membership must be approved by a three-fourths vote of the MPLA Executive Board. Upon acceptance, the state association shall thereby be entitled to voting representation on the Executive Board.

3.2.4 Special memberships shall include students, retirees, trustees/friends, and members in transition. Student members are those currently enrolled in an undergraduate or graduate library/information science or library media program and are limited to two years. Retired members are those who have been employed or associated with a library and who are now officially retired and not currently employed. Trustees and Friends are those who are not employed in libraries or related activities but who serve in a volunteer capacity on boards or support groups and who are interested in the work of the Association. Members in transition are those who have indicated to the Executive Secretary the need to drop their membership because of financial hardship. Eligibility for this status, which includes the normal privileges of personal membership, has a limit of two years, and is determined on a case-by-case basis by the President, in consultation with the Chair of the Membership Committee.

3.2.5 Author members. Published authors, including those who write for children and young adults, are eligible. Author membership includes a credit which can be used toward any advertisement or combination of advertisements in the MPLA newsletter. The annual credit is not cumulative and must be used within the membership year. Membership includes a listing on the Authors Supporting MPLA section on the website, and will include the author's name, home state, and a link to a personal website. Author

members are entitled to personal voting privileges, but are not eligible for professional development grants. Author members are not eligible to run for MPLA office.

3.3 Privileges, Rights and Dues

3.3.1 The privileges of personal membership include the right to vote in elections and to hold office, hold positions on committees, and pay membership rates at conferences and MPLA sponsored programs. Privileges for all members include the right to apply for grants and awards, receive publications and other Association communications, and access Association web sites and online services. Special membership members are entitled to pay membership rates at conferences and MPLA sponsored programs. conferences and MPLA sponsored programs.

3.3.2 Annual dues shall be payable the first of January of each year. The dues for each membership class shall be determined by the Executive Board upon recommendation of the Administration Committee subject to ratification by a majority vote at any annual meeting or by a majority vote of the membership.

3.4 Membership privileges of personal members shall be suspended upon failure to pay the annual dues by April 1 of the new membership year.

3.5 Members may resign by sending written notice to the Executive Secretary, but no refund of dues will be given.

Article IV. Elected Officers.

4.1 The elected officers of the Association shall be a President, a Vice-President, who shall be President-Elect, an immediate Past President, and a Recording Secretary. These officers shall perform the duties prescribed by these Bylaws, the Manual of Procedure and other such duties as may be approved by the Executive Board.

4.1.1 The President shall preside at all general meetings of the Association and all meetings of the Executive Board, and shall approve all official actions undertaken on behalf of the Association by the Executive Secretary.

4.1.2 The Vice-President shall assume the duties of the President should the President be unable to perform them; shall chair the Conference Program Council, and be the Association representative on the Joint Conference Planning Committee.

4.1.3 The immediate Past President shall chair the Administration Committee.

4.2 The term of office for elected officers shall be approximately one year or until the close of the annual conference after their successors' election is announced. In

transitional years when the annual conference cycle changes from spring to fall or fall to spring, the terms shall run for approximately eighteen months or until the close of the next conference. The terms for officers elected to fill a vacancy shall begin immediately upon their election and run until the end of the unexpired term.

- 4.3 The Vice-President and the Recording Secretary shall be elected by vote of the membership. The Vice-President shall, at the end of his/her term or in event of the president's inability to serve, assume the office of President. The outgoing president shall become the Past President.
- 4.4 All elected officers of the Executive Board, state representatives and appointed committee chairs shall be members of the Association and reside in the Mountain Plains Region and/or be employed in a library within the region.
- 4.5 An elected officer who finds it necessary to resign may do so by a letter to the President or, in the event of the President's resignation, to the Vice-President. A vacancy occurring in an elected office of the Association, (except for the immediate Past President, which shall not be filled), shall be filled by reconvening the Nominating Committee to nominate candidates whose names shall be submitted to the membership for election by vote. A vacancy with 6 months or less remaining shall be filled by the President, who shall make the appointment with the approval of the Board.

Article V. Staff Positions

- 5.1 The Association may hire or appoint staff to carry out the functions of the Association as needed. Specific positions, responsibilities and duties shall be determined by the Executive Board and included in the Manual of Procedure.
- 5.2 A paid staff person who finds it necessary to resign may do so by a letter to the President. A staff vacancy occurring in the Association shall be filled by the Administration Committee with the approval of the Executive Board.

Article VI. Executive Board.

- 6.1 The Executive Board shall consist of the elected officers of the Association, one representative from each member state library association, and the chair of each standing committee. All members of the Executive Board shall be personal members in good standing of the Association. Should Executive Board members fail to pay dues following written reminder by the Executive Secretary, they shall be removed from the Executive Board and a successor for the office shall be appointed by the President with the exception of state representatives who shall be replaced in office by the appropriate state association as provided in their procedures or bylaws.

- 6.2 The Executive Board shall act for the membership in the administration of the affairs of the Association between meetings of the membership, and shall perform such duties as are specified in these Bylaws and the Manual of Procedure.
- 6.3 Unless there are extraordinary circumstances, the Board shall meet face-to-face not more than twice each fiscal year: once immediately prior to each annual conference and once between scheduled conferences assuming there is sufficient business to require the time and expenses for the second meeting. A quorum shall consist of a simple majority of the Board members.
- 6.4 Each member state library association member in the Association shall choose a representative, who shall be selected in such a manner as shall be prescribed by its constitution and/or MPLA Manual of Procedure
 - 6.4.1 Representatives shall serve for three years or until their successors are chosen, and their term of office shall begin at the first MPLA Executive Board Meeting following election by their state association.
 - 6.4.2 If a member state library association has not chosen a representative within four months following the beginning of the representative's term of office, or in case a representative has resigned and no provision for replacement been made in that association's constitution and/or bylaws, the President in consultation with the President of the state association, shall appoint a member from that state to serve as representative.
 - 6.4.3 If a representative is unable to attend an Executive Board meeting, the President of that representative's state association may appoint a substitute to attend and vote in that meeting by giving written advance notice to the MPLA President and Executive Secretary, provided that the substitute is a current member of both MPLA and the state association.
- 6.5 The Executive Board may vote electronically on important issues requiring immediate action between Board meetings. To be valid, such votes require that 1) Board members receive prior notice of the vote, 2) a quorum of the Board participates in the vote (with passage requiring a two-thirds majority), and 3) that a motion to enter the date and result of the vote into the minutes is made at the next regular meeting of the Board.
- 6.6 The Administration Committee of the board shall consist of the elected Association Officers, the Executive Secretary (ex officio, non-voting), one state representative, one member to be selected from currently serving committee chairs, and the chair of the Bylaws subcommittee. This committee shall act on behalf of the Executive Board between meetings of the board to facilitate the business of the Association. Its powers shall be limited to the following:
 - 6.6.1 Taking action on matters specifically delegated to it by the Board.

- 6.6.2 Overseeing the fiscal policies and procedures for the Association, including budgeting, auditing, investments and the dues structure, and making financial and other decisions requiring action before the next regular Board meeting, subject to review by the Board at the next meeting.
- 6.6.3 Conducting preliminary studies and investigations and preparing recommendations for the Board on matters of Association policy, operations, activities, and priorities.
- 6.6.4 Handling personnel issues for the paid staff, including recruiting and interviewing for staff positions and recommending candidates to the Board for approval; evaluating paid staff annually.

Article VII. Meetings of the Association.

- 7.1 The annual meeting of the Association shall be held at such time and place as shall be determined by the Executive Board. The membership shall be notified of the annual meeting at least sixty days prior to that meeting.
- 7.2 Special meetings of the Association may be called by the President, upon approval of the Executive Board, provided that one month's notice shall be given to the membership.
- 7.3 The members attending a membership meeting who are privileged to vote shall constitute a quorum.
- 7.4 All meetings of any board, committee, or other body of the Association at which Association business is discussed or formal action is taken shall be open to the membership of the Association.

Article VIII. Committees.

- 8.1 The President shall appoint such standing or ad hoc committees to carry on the work of the Association as the Executive Board or the membership may authorize.
- 8.2 The term of appointment for committee members shall normally be for two years, except in transitional years as explained in Article IV. Section 4.2, when terms will be for two and one-half years.
- 8.3 The specific responsibilities and duties, the number of members and their geographical distribution, the meeting frequencies, etc. for the various committees shall be determined by the Executive Board and included in the Manual of Procedure.

Article IX. Elections.

- 9.1 Within two months after the annual meeting at which the President takes office, the President shall appoint a Nominating Committee, with one member from each member state, to arrange for nominations of at least two candidates each for the offices of Vice- President and Recording Secretary. The Committee Chair shall prepare and send to the Executive Secretary the approved slate of candidates, including their photos, biographical information, and position statements, not less than four months before the annual meeting at which elections are to be concluded.
- 9.2 Annual elections shall take place not less than two months prior to the annual meeting.
- 9.3 Votes shall be counted and candidates informed of the results not later than one month prior to the annual meeting.

Article X. Affiliations.

- 10.1 Affiliation of MPLA or any Board-sanctioned group within the association with other related organizations may be made by a majority vote of the Executive Board.
- 10.2 Petitions from organizations or groups wishing to affiliate with MPLA shall be approved by a majority vote of the Executive Board.

Article XI. Parliamentary Authority.

The rules contained in the latest edition of Sturgis, The Standard Code of Parliamentary Procedure shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt. The President shall appoint one member of the Executive Board to serve as Parliamentarian during all Board and membership meetings.

Article XII. Amendment of Bylaws.

These Bylaws can be amended by a two-thirds vote at any annual meeting, or by a two-thirds majority of those voting by ballot, provided that the amendment shall be submitted to the membership either by mail or by e-mail at least thirty days prior to the vote.

MPLA Manual of Procedure
Section 2: General

2.1
Revised 06/2015

2. General

General Information and Responsibilities

Positions in MPLA as an officer, committee chair, and board member all require a commitment of time, effort and some travel. Individuals should be sure their institution is able to provide support in adequate release time for meetings and other work, travel to attend the annual conference which is not covered by MPLA, and possible additional travel expenses. Refer to the MPLA Expense Reimbursement Policies below.

State Representatives to the Executive Board are expected to be supported financially by their state associations in the performance of their responsibilities, including travel to attend board meetings, conferences, etc.

The Executive Secretary is able to provide letterhead stationery and computerized lists of the membership, arranged in various categories, e.g. by section, by state, or of the total membership by surname through MemberClicks.

By Executive Board action (4/22/95). MPLA endorses the Revised ALA "Code of Professional Ethics." - **See Appendix A**

MPLA Expense Reimbursement Policies

The first paragraph above under "General Information and Responsibilities," provides for the reimbursement of the Executive Board members for certain authorized expenses incurred on behalf of the Association for travel, supplies and outside services. The Association is financially unable to do so for other positions.

Expenses should be documented over a period of time with appropriate receipts; however, some judgment should be exercised before submitting requests to the Executive Secretary for reimbursement of small sums which the individual or parent library might well bear.

MPLA will reimburse officers, committee chairs and Board members for the first meeting, but not the second as follows:

1. Board members will be reimbursed to attend one in person meeting held once a year. This reimbursement does not include attendance at the annual conference or Executive Board meeting which occurs at the annual conference, which will be paid for by the member. Reimbursement will cover the least expensive form of transportation (mileage or airfare); airport shuttle if necessary and one night lodging for the first meeting attended.
2. For board positions with a multiple-year term, such as Vice-President to President to Past President, the board member is responsible for travel and lodging expenses for only one meeting.
3. When a board member who has already met the "one meeting" requirement sends a substitute to represent him/her at a board meeting, the substitute is eligible for reimbursement.

4. When a board member resigns, the replacement will be expected to attend the first nonconference board meeting with reimbursement. Attendance at subsequent board meetings will be covered as stipulated in item 1.

5. No reimbursement is given for travel expenses of Executive Board members to attend the annual conferences or Executive Board meetings which occur at the annual conference.

6. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences.

The reimbursement authorized above applies only to the following expenses:

1. Transportation at the lowest possible fare or mileage for the shortest route at the amount per mile allowed for federal income tax deductions.

2. One overnight room charge at the board meeting headquarters hotel, at the reduced rate negotiated with the hotel by MPLA. If the air fare transportation expense and related reimbursement can be significantly reduced by extending the stay an additional night, the second night charge can only also be reimbursed by approval from the MPLA President.

Request for reimbursement should be submitted to the Executive Secretary in writing and with the original copy of a receipt showing payment of the transportation and hotel expense. If mileage reimbursement is requested, a written statement detailing the miles should be supplied in lieu of a receipt. The Executive Secretary is not authorized by the Executive Board to provide reimbursement if the necessary documentation is not provided with the request.

In the event inclement weather prevents the planned attendance of a board member, and travel expenses have been incurred which the board member will unavoidably be responsible for, the board member will be reimbursed for those expenses.

With the exception of the meal provided at the board meeting or meetings, the board member is responsible for meal expenses incurred during travel.

Paid staff, if they are asked to attend a meeting, will have their expenses covered. This applies to the Newsletter Editor, Webmaster, Portal Administrator, Executive Secretary and Leadership Institute Coordinator.

In consideration of the potential expense to the Association which this policy allows, each board member is asked to minimize board-related travel expense in every way possible.

The Administration Committee is directed to evaluate this reimbursement policy and its financial impact on the Association each year. Any necessary recommendation for change in the reimbursement policy should be included with the Committee's annual budget proposal to the Executive Board.

These guidelines are an attempt to indicate the current policy of the Association in the matter of expense reimbursements. Times change and unexpected problems and/or obligations occur. When this happens please ask before, not after, incurring an obligation on behalf of the Association.

Board Reports

Board reports are required of all officers, committee chairs, paid staff and state representatives at every meeting.

Items which should be included in reports include:

1. Procedural changes.
2. Problems arising and their solutions or lack thereof.
3. Financial statements, including expenditures actual and desired.
4. Programs or projects initiated, accomplished, considered or recommended.

Any officer or chair submitting a report should see that his successor receives a copy of that report along with other appropriate papers, when officeholders change each year.

Executive Board Reports

A – Committee Reports

Committee reports shall include recommendations for board action when appropriate rather than merely reports of options. A committee recommendation is a motion that does not require a second. The nature of these reports will hinge upon the stated purpose of these individual committees.

B - State Reports

Shall be in writing and on-line only (due one week before a board meeting) and shall be included in the newsletter in summarized or full format. Should include information on how the state representative has worked on actions requested of them, such as membership calls, letters, etc., as well as newsworthy items from member states such as significant new appointments, controversies, innovative programs, and library-related legislation.

C - Paid Staff Reports

The Executive Secretary, Newsletter Editor, Portal Administrator and Webmaster should prepare reports and an opportunity to ask questions should be provided.

Special Note

Any committee or officer to whom Association funds have been entrusted should provide an accounting of the disposition of those funds to the Executive Board and the Executive Secretary, even if no further report is appropriate.

All reports are distributed electronically ahead of each meeting and must be sent to the Board list and posted on the website one (1) week before every board meeting. Paper copies are not distributed; attendees are responsible for bringing their own copies of all documents.

- 1-1 1 President
- 1-2 2 Vice President
- 1-3 3 Past President
- 1-4 4 Recording Secretary
- CPA Community Portal Administrator
- ES Executive Secretary
- NE Newsletter Editor
- WM Webmaster
- ST-1 Arizona State Representative
- ST-2 Colorado State Representative
- ST-3 Kansas State Representative
- ST-4 Montana State Representative
- ST-5 Nebraska State Representative
- ST-6 Nevada State Representative
- ST-7 New Mexico Representative
- ST-8 North Dakota State Representative
- ST-9 Oklahoma State Representative
- ST-10 South Dakota State Representative
- ST-11 Utah State Representative
- ST-12 Wyoming State Representative
- CO-1 Administration Committee
- CO-2 Bylaws and Procedures Sub-Committee
- CO-3 Awards Committee
- CO-4 Communications Committee
- CO-5 Leadership Institute Committee
- CO-6 Membership Committee
- CO-7 Nominating Committee
- CO-8 Professional Development Committee

MPLA Board Choice Awards

The Board Choice Award is a personal initiative by Board members to identify and recruit individuals with demonstrated ability in a library setting to membership in the Mountain Plains Library Association. The person is selected by consideration of their potential to benefit MPLA and the profession in a broader sense. MPLA Board members use this award to identify and recruit future library leaders, those who will serve their own library, their state and regional associations well.

Each member of the MPLA Administration Committee is eligible and encouraged to name one recipient per year. Administration Committee members should communicate who their selected Board Choice winner is and why they were chosen.

Members of the Administration Committee are the President, Vice President/ President Elect, Past President, Recording Secretary, Chair of the Bylaws and Procedures Subcommittee, one Committee Chair, and one State Representative.

Board Choice nominees should be selected no later than September 30th and their membership information sent to the Chair of the Awards Committee for publicity, listing on the web page, and recognition of the award winner. Nominators should make sure that their nominee is profiled in the *MPLA Newsletter* and on the website, including a photo if available. Each Administration Committee member should follow up during regular meetings in person, by phone, or online with their nominees and encourage their involvement in the organization, especially conference attendance.

Recipients receive a complimentary one-year MPLA membership. Registration fees for the annual conference will be waived for Board Choice nominees for the year they are nominated. If they are unable to attend the annual conference that year, the registration fee will be waived for conference the following year if they continue to be members. Nominees will pay half price membership for their first paying year (second membership year). Each nominee receives a letter from the MPLA President, as well as an email communication from the Executive Secretary, including directions for access and use of Memberclicks.

Archives

General

The Association archives are housed at the Denver Public Library. To ensure that a documentary history of the Association, its activities, conferences, decisions, officers, and other pertinent information is preserved, all officers are expected to deposit to the archive the following types of documents each year:

1. Official correspondence of President, electronic communities and committee chairs.
2. Minutes of Executive Board and committee meetings.
3. Membership directories.
4. Copies of the *MPLA Newsletter*.
5. *Manual of Procedure* (each new edition) and revisions to present edition.
6. Conference Planning Manual, convention programs, and other relevant convention
7. Financial reports, budgets, and audit reports.

8. Reports of the Association, State Representatives, and committees.

9. Files of State Representatives and committees.

Procedures

1. The outgoing Recording Secretary shall be responsible for securing and delivering to the archives all designated records of the Association as outlined in the Archive Checklist below. This should be done annually to assure that Association files are kept current and that historical information is forwarded to the archives on a timely basis.

Item to Deposit	By Whom	Gather From Whom	Method of Securing Material	When to Send
Official correspondence of president and committee chairs	Recording Secretary	Each officer	Request from each officer	End of calendar year
Minutes of Executive Board and committee meetings	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Membership directories and directory of Board/officers	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Copies of <i>MPLA Newsletter</i>	Recording Secretary	Newsletter Editor	Printed copy of each issue	End of calendar year
<i>Manual of Procedure</i>	Recording Secretary	Executive Secretary	Web	From the End of calendar year

Conference Planning Manual, convention programs, other relevant conference materials	Recording Secretary	Recording Secretary	Collect after Conference	End of calendar year
Financial reports, budgets, audit reports	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Reports of Association, State Representatives and Committee Chairs	Recording Secretary	Each officer	From the Web	End of calendar year
Files of joint conference contracts with each state	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Files of State Representatives and committees	Recording Secretary	Each Chair and Representative	Request from Executive Secretary	End of calendar year

2. The Recording Secretary should determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at Conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

3. The Webmaster shall retain Board Reports posted on the Association web site in electronic format for a period of five years. Records further back shall be retained in whichever format is deemed most suitable for archival purposes by the Executive Board.

4. Archival materials should be sent to the following address:

MPLA Archive
Denver Public Library
Western History/Genealogy Dept.
10 West Fourteenth Avenue Parkway
Denver, CO 80204-2731
The telephone number is 720-865-1821.

Jobline

The Jobline (job listing on association website) is maintained by the Webmaster in electric format. Submissions are required in electronic format. Each new position is listed on MPLA's electronic list as it is received. Jobline listings on the website are updated on a weekly basis. They remain there until the closing date listed on each position announcement or, if no closing date is given, four weeks after posting.

A charge of \$25 for out-of-region listings includes posting both on the electronic list and on the website. This will be in effect for four weeks.

MPLA Manual of Procedure
Section 3: Officers

3.1
Revised 2/2016

3. ELECTED OFFICERS AND APPOINTED STAFF

MPLA Executive Board

Elected Officers

President
Vice-President/President-Elect
Past President
Recording Secretary

State Association Representatives

Arizona
Colorado
Kansas
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
South Dakota
Utah
Wyoming

Standing Committee Chairs

Administration
Awards
Communications
Leadership Institute
MPLA Program Council
Membership

Nominating
Professional Development

Task Forces, Subcommittees & Ad Hoc Committees
Chair, Administration Subcommittee on Bylaws and Procedures

Paid Staff and Contractors
Executive Secretary
Newsletter Editor
Webmaster
System Administrator

Others
Leadership Institute Coordinator

Quorum

A simple majority of the voting members defines a quorum of the Executive Board.

Board Meetings

In Person

1. Immediately prior to each annual conference at the conference location
2. Once between scheduled conferences assuming there is sufficient business to require the time and expenses for the second in person meeting.
3. During a transition year from spring-to-fall or fall-to-spring conference schedules, the Board may meet up to three times in person if the Administration Committee deems it necessary.

Electronic or Telephone Conference Meeting

The president may call an electronic or telephone conference meeting when there is sufficient need for Board action. Special meetings to discuss specific concerns shall be called by the president, as a result of floor action, or upon petition in writing by five or more members of the organization.

Items to be posted to the Website prior to a face to face or electronic meeting:

1. Minutes: Draft minutes from each Board meeting must be available on the web no later than two weeks after any meeting is held. Once minutes have been approved by an online vote of the Board members, the corrected minutes should replace the draft on the website.
2. Agenda
3. Committee Reports with recommendations
4. Reports from Executive Secretary, Newsletter Editor, Webmaster, and System Administrator
5. President's Report
6. State Representative Reports
7. Any reports from working groups or activities requiring decisions
8. Conference program reports, as needed from Vice President/President-Elect

Activities to take place online before a face to face or electronic meeting:

1. Additions or corrections to minutes, and approval (vote)
2. Amendments to the agenda
3. Opportunity to ask questions, seek clarification and get answers on all reports prior to the meeting
4. Announcements

Activities to take place during a face to face or electronic meeting

1. Decisions on action items from committees
2. Decisions on spending money, new policies or resolutions
3. Decisions on Bylaws changes or procedures
4. Issues related to Long Range Plan activities and goals
5. Working sessions on membership strategies and other initiatives or programs of the Board
6. Discussion on policies and procedures as needed

President

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serves ex-officio as an advisory member of all committees, except the Nominating Committee.
3. In order to be aware of all procedures and policies, the President must read and become familiar with the *Manual of Procedure* and discuss any problems with the Past President.

Executive Board Appointments

1. Appoint chairs of committees, according to procedures in Section 6 of this Manual. Committees may include but are not limited to:

Administration
Awards
Communications
Leadership Institute
MPLA Program Council

Membership
Nominating
Professional Development

2. Select and appoint other committee members according to the procedures outlined in Section 6, Standing Committees, of this Manual.
3. When finalized, submit lists of all committee members to the *MPLA Newsletter* Editor, the Webmaster, and to the Executive Secretary.
4. Appoint State Representatives in consultation with state association presidents, if state associations have not provided representatives within four months after the annual conference date.

Meeting Activities

1. Notify Recording Secretary of each meeting date for the Executive Board and Administration Committee. Specify other officers and functionaries whose attendance is required. Send announcements of a meeting to the Administration Committee and Board members at least one month in advance, so that travel, phone or electronic conferencing arrangements can be made.
2. Preside over each Executive Board meeting called.
3. Notify Committee Chairs from whom reports are appropriate, and State Representatives that an annual report summarizing the year's activities is to be submitted in conformance with Section 2.4, Board Reports, of this Manual.

Conference Duties and Activities

1. Preside over Pre-Conference Executive Board meeting.
2. Schedule and hold membership meeting at each annual conference.
3. Attend conferences of member-state library organizations on a rotating basis, ideally attending four such conferences per year and thus appearing at each state conference once every three years. Maintain a record of conferences with the assistance of the Executive Secretary.
4. Preside over general sessions and other selected meetings, luncheons, banquets, etc., as necessary.
5. Present awards to winners at conference award events.
6. Pass the gavel to the incoming President at the last conference business meeting.

Vice-President/President-Elect

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual conference.
2. Become familiar with and perform the duties of the President in that officer's absence.
3. Represent the President when necessary.
4. Chair the MPLA Program Council and serve as liaison between MPLA and the host state association's conference planning group.
5. Serve as a member of the Executive Board.

Pre-Conference Duties and Activities

1. Consult with the President and the state Conference Chair in seeking qualified annual conference speakers and in offering a proper honorarium based on status and qualifications.
2. Correspond with possible speakers, notifying them of tentative conference details and specifying allowed honoraria (if requested) and other paid expenses.
3. Obtain copies of biographies and photos, when possible, from speakers.
4. Provide President, Executive Secretary, conference webmaster, and Newsletter Editor with details about speakers as they are received.
5. Finalize details with the state Conference Planning Committee concerning all program events, especially awards, membership meeting times and the Board meeting. Provide copy to the state Conference Chair for printing of programs, and to the Newsletter Editor and Executive Secretary.

Conference Duties and Activities

1. Maintain close liaison with the state Conference Chair. Insure that all speakers are properly greeted, transported, and housed.
2. Arrange for award winners to be met and escorted to tables and arrange for their guests, if they have any.

See Appendix A, Program Planning – Vice President/President-Elect

Past President

General

The Past President has several responsibilities required by the Bylaws or assigned by the Executive Board:

1. Advise and counsel the President.
2. Chair the Administration Committee, which consists of the President, Past President, Vice-President Elect, Recording Secretary, Chair of the Bylaws and Procedures Subcommittee, one Committee Chair and one State Representative.

Duties and Activities

1. Prepare, with the Administration Committee, a proposed budget for approval by the Board.
2. Work with the Administration Committee to conduct evaluation of the paid staff and independent contractors of the association: the Executive Secretary, the Newsletter Editor, the System Administrator and the Webmaster.
 - a. Electronically send evaluation forms to all members of the retiring Board to be returned within 30 days to the past president.
 - b. Tabulate the results and review these with the Administration Committee.
 - c. Prepare a recommendation for reappointment or non-reappointment to the Executive Board for presentation at the first Board meeting subsequent to the annual conference.
 - d. Following vote of the Executive Board, convey the results to the persons being evaluated, noting particular strengths, weaknesses, and recommendations for changes or improvements.

See evaluation forms in Appendix A of Section 6

Pre-Conference Duties and Activities

1. Attend all Executive Board meetings.
2. Advise the incumbent Executive Board of the actions of the preceding Executive Board resolving conflicts where necessary.

Conference Duties and Activities

1. Attend Pre-Conference Board meeting.
2. Advise and assist the President in every way possible.

Recording Secretary

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serve as a member of the Executive Board.

Duties and Activities

1. Record all meetings of the Executive Board and Administrative Committee throughout the year.
2. Submit minutes of each meeting no later than 10 working days following the meeting.
3. After outgoing Recording Secretary has drafted the proceedings of the annual conference, request the file of past minutes and other pertinent correspondence.
4. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

End of the calendar year

1. Secure and deliver to the archives the following designated records of the Association:
 - a. Official correspondence of President and Committee officers.
 - b. Minutes of Executive Board, Administration Committee, and committee meetings.
 - c. Membership directories.
 - d. Copies of the *MPLA Newsletter*.
 - e. *Manual of Procedure* (each new edition) and revisions to present edition.
 - f. Conference Planning Manual, conference programs, and other relevant conference materials.
 - g. Financial reports, budgets, audit reports.
 - h. Reports of Association, State Representatives, and committees.
 - i. Files of State Representatives and committees.
2. Determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site,

picking up materials at conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

Executive Secretary

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Expenses reimbursed as per contract.
4. Establishes and maintains official MPLA mailing address.
5. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.
 - i. Provides a quarterly report of MPLA financial transactions (income/expenditures, including checks written) to both the President and Chair of the Administration Committee.
 - ii. Provides Budget reports at Board meetings.
 - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Executive Board. All checks received must be deposited within two weeks of receipt.
 - c. Maintains a money market account for the Association.
 - d. Pays promptly all bills authorized by the Executive Board through the budget approval process. If within the budget, may pay bills directly.
 - e. Attends by invitation meetings of the Administration Committee.
6. Responsible for maintaining membership records and emailing materials to members.
7. Sets rates for subscriptions and advertising for the newsletter in consultation with the Administration Committee.
8. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application or in their member profiles.
- 9.. Maintains the MPLA booths and exhibit materials, schedules their use with the State Representatives, and ships or arranges shipping to arrive at the time and place arranged with the state representative.

10. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
11. Makes arrangements for all Board meetings by securing meeting rooms, preparing necessary documents, arranging for hotel rates and making food arrangements as requested.

Post-Conference Duties and Activities

1. Ensures all incoming members of the Executive Board are listed on the website and understand the resources available on the website.
2. Aids the Administration Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Executive Board.
3. Reports on the financial and membership status of the Association at all Executive Board meetings.
4. Maintains the current membership file.

Pre-Conference Duties and Activities

1. Provides information to aid the Vice-President/President-Elect in contributing to the conference website. Reviews proposed contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
2. Checks to be sure the conference website is up and fully functional no later than two months prior to the first day of the annual conference.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions no later than four months prior to the first date of the annual conference at which elections are to be concluded. Posts the slate (including brief biographical information) and makes it available for electronic voting no later than three months prior to the first date of the annual conference. The Executive Secretary and the Chair of the Nominating Committee will verify the election results, and the Chair of the Nominating Committee will inform candidates of the results no later than two months prior to the annual conference.
4. Prepares the contract for annual conference and assists in its negotiation.
5. Provides membership list to state associations as requested.
6. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.

Conference Duties and Activities

1. Secures and forwards all membership information to MemberClicks and deposits dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Executive Board.

MPLA Newsletter Editor

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Responsible for: soliciting articles, writing, setting special themes, production, editing and layout of the *MPLA Newsletter*.
5. Expenses reimbursed as per contract..
6. Maintains positive working relationship with Executive Secretary, members of Executive Board, state associations, advertisers, and joint conference planning committees.

Duties and Activities

1. Edits the *MPLA Newsletter* on a bimonthly basis sending copy to the Executive Secretary for publishing, and an electronic version to the Webmaster for posting on the Association web pages. Maintains and meets all deadlines for submitting to the newsletter.
2. Works with MPLA Webmaster on coordination of photos and news releases between the two communication mediums.
3. Communicates with Membership Committee and State Association Representatives, sharing and receiving information and publicity copy.
4. Works with the Planning Committee of the joint conference to produce feature stories about the coming conference for the *MPLA Newsletter*.
5. Provides the Executive Secretary with a list of national, regional, and other library association publications to which the newsletter should be sent.
6. Manages newsletter advertising accounts: solicits advertising, and handles billing.
7. Works with Executive Board (on advice of the Communications Committee) to set advertising rates for the newsletter based on rates for similar publications.

System Administrator

General

1. Is given a one year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee.
4. Serves as a resource to all committees and Webmaster.
5. Jointly with the Communications Committee manages the website, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.
6. Expenses reimbursed as per contract and registration paid to MPLA conference if invited to attend.

Duties and Activities

1. Configure and manage web hosting server for the MPLA website
 - Select and arrange for web hosting.
 - Configure the Web Hosting Server through the services control panel.
 - Develop and manage the data and application backups.
 - Troubleshoot server problems and resolve issues utilizing the web-host's support system. MPLA

Webmaster

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee and the Professional Development Committee.
4. Responsible for organizing, designing and maintaining the MPLA web site.
5. Serves as a resource to all committees.

6. Jointly with the Communications Committee manages the web site, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.

7. Expenses reimbursed as per contract.

Duties and Activities

1. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.

2. Adapts content to web format.

3. Establishes and maintains links to other sites and specific resources on other sites, including:

-American Library Association

-State Library Associations in MPLA Region

-Annual conference site in member states.

4. Posts new content, updated and revised material, identified or created by the Communications Committee.

5. Regularly adds the following:

-Updated Job Line postings

-Photographs of MPLA activities

-Minutes of MPLA Executive Board meetings and associated reports

-Current *MPLA Newsletter*, to be provided by Newsletter editor

-Archive of *MPLA Newsletter*

-Current edition, and revisions, to the *Manual of Procedure* as approved according to MPLA Bylaws and Procedures.

6. Advises the Executive Board and the Communications Committee about emerging technologies, applications and additional uses for the web site:

-Analyzes traffic statistics and use

-Assesses new techniques and trends and suggest enhancements and improvements.

7. Retains Board Reports posted on the Association web site in electronic format for at least five years.

Leadership Institute Coordinator

General

1. Organizes the selection process for attendees and mentors. a) Creates and manages application process with state committees and the Leadership Institute Committee.
 - b) Produces an application form and the evaluation form for state committees to use.
 - c) Collects and disseminates information to and from applicants. Responds to all applicants upon receipt of their initial application. Prepares letters of notification for all applicants regarding their final status (unqualified, not selected, selected or alternate).
 - d) Assists the Leadership Institute Committee in the selection of mentors each year.
 - e) After applicant selections are completed by the state committees, identifies, organizes and distributes information for the MPLA Leadership Committee's selection of additional attendees and alternates.
2. Organizes the communication for the Institute including promotion of the Institute and recognition of selected applicants. a) Generates publicity, before and after.
 - b) Writes press release to professional journals to motivate attendance.
 - c) Posts news of program and application process to email distribution lists.
 - d) Writes generic press release that attendees may customize to release to local newspapers and other media.
 - e) Prepares pre and post event emails, letters and thank you notes as well as participant certificates.
 - f) Encourages ongoing communication among the cohorts of each year via an email distribution list.
3. Maintains contact information file of participants.
4. Organizes information for attendees: a) In coordination with the MPLA Webmaster, prepares information on the Institute for the MPLA website.
 - b) Answers applicant questions.

- the
- c) Advises attendees and mentors regarding all practical information for the week at the Institute including the likely weather and altitude-related health issues.
 - d) Collects and organizes all travel, contact, employment and emergency contact information for all attendees and mentors.
 - e) Gathers special dietary needs of participants and mentors and communicates this information to the Institute Conference Coordinator and the kitchen staff.
 - f) In cooperation with major speaker(s), creates participant's handout notebook, a detailed agenda and any pre-institute recommended reading. Arranges transportation of notebooks and other institute materials to the Institute site in advance of the institute.
 - g) Organizes mentors to provide some of the directed learning experiences with panel discussions or other instructional modes.
 - h) The Institute Coordinator may provide last day content and learning experiences for the MPLA Leadership Institute.

5. Organizes on-site flow: a) Assigns roommates and arrange for appropriate housing for all attendees including those with special needs.

- b) Provides transportation to the Institute site for those with special needs.
- c) Acts as liaison between speaker(s)/attendees and the facility.
- d) Plans, purchases, transports, and serves appropriate snacks for two daily breaks and evening activities.

6. Reports to Board a) Organizes and administers participants (fellows and mentors) valuations include preparation of the forms.

- b) Assesses the Institute site, transportation, staffing, selection of applicants, etc.
- c) Collects and reports facts and stories that show successes.
- d) Collects, selects, assesses and reports suggestions for improvement.
- e) On completion of the Institute, the Contractor shall provide, within 60 days, an in-depth evaluation that will be used as the basis of planning subsequent institutes or successor leadership development sponsored by MPLA.

7. Leadership Institute Budget

- a) Recommends annual Leadership Institute fee structure for participants.
- b) Submits all expenses in a timely manner.
- c) Reviews bills, resolves inaccuracies and forwards to the Executive Secretary for payment.

8. Negotiate contracts and agreements in accordance with MPLA policy. Agreements may be made with suppliers of goods and services for the Institute.

MPLA Manual of Procedure

4.1 Section 4: State Association Representatives

Revised
1/2013

4. State Association Representatives

General

Each MPLA member state is represented on the MPLA Executive Board by one State Representative. Each representative's term of office is for three years, beginning at the first MPLA Executive Board meeting following the representative's selection. Representatives are selected in accordance with each state association's constitution and/or bylaws. A Representative may be appointed by the MPLA President in consultation with the state association if a state association fails to elect or appoint one with four months following the annual conference at which the previous State Representative's term expired.

A State Representative must be a current member of MPLA.

State Representatives serve as voting members of the MPLA Executive Board.

Duties

1. State representatives serve three broad purposes:

- a. Promotion of MPLA membership within the state represented.
- b. Transmittal of publicity from MPLA to the state and from the state to MPLA.
- c. Two-way liaison between the MPLA Executive Board and the state association's governing board.

2. Both MPLA and the state associations can be strengthened by mutual cooperation; the state association representative is the primary vehicle of that cooperation. Representatives are not only the state associations' representatives to MPLA, but also MPLA's representatives to the state associations.

3. The duties of state representatives are not specifically tied to a conference timetable, but pertain throughout the term of office.

a. Attend state association executive board meetings and report on the activities of MPLA and the MPLA Executive Board.

b. Monitor the state association Bylaws and Procedures as they relate to its relationship with MPLA and encourage that they be kept up-to-date and adhered to in a conscientious manner. This should include the nomination of candidates/ appointees who are qualified successors.

c. Attend MPLA Executive Board meetings and report on the activities of the state association and of the association's board.

d. Provide the MPLA Executive Secretary with a complete up-to-date mailing list of all state association members in the state for the purposes of mailing membership promotional information and the pre-conference issue of the *MPLA Newsletter*.

e. Send publicity regarding MPLA to the state's newsletter editor.

f. Write for every MPLA newsletter, reports on state activities.

g. Investigate places in the state to hold MPLA/state conferences.

h. Actively assist the MPLA Conference Chair when an annual conference is to be held in the represented state. Serve when possible on the state Site Selection committee to verify locations determined by the state association for their joint conference.

i. Provide input to the MPLA Administration Committee on the evaluation of Appointed Staff of the Association (Executive Secretary, Newsletter Editor, Webmaster and Leadership Institute coordinator).

State Association Conference Responsibilities

1. Represent MPLA at the state association's conference; request time during the program to speak on MPLA activities and promote membership.

2. Obtain membership brochures and MPLA information from the Executive Secretary and be sure they are included in state association conference packets.

3. Work with MPLA Executive Secretary

The MPLA Executive Secretary must be apprised of the state association conference dates well in advance of the conference so that he/she can send the MPLA exhibit, membership brochures, membership directories, MPLA ribbons, conference packet stuffers, and free membership drawing applications to the conference locale.

4. MPLA Exhibit Space

a. Space must be booked with the state association conference exhibit coordinator for the MPLA exhibit. The exhibit is often located in the conference registration area and requires at least one table in addition to the exhibit itself.

b. The entire exhibit requires a space similar to that required by a 3' x 8' table.

5. MPLA Exhibit Assembly and Materials

a. The MPLA exhibit must be assembled upon arrival. Assembly instructions are not difficult to decipher. Assembly may require half an hour, and two people. The exhibit table should be stocked with membership brochures, Newsletters, free membership drawing applications and a box in which to place the applications.

b. Free Membership Drawings

Arrange for 10 free membership drawings at each state conference. Time should be requested in advance for the drawings to be held at a banquet or large gathering. The State Representative is responsible for publicizing the drawings, and for providing a box in which to place the application blanks. After the winning entries are drawn, they and the remaining forms should be mailed to the MPLA Executive Secretary.

6. Return of MPLA Exhibit

The State Representative is responsible for sending the MPLA exhibit back to the Executive Secretary or next location designated by him/her. Use mailing label(s) included in the exhibit procedure materials. Send UPS and insure for \$200 each.

7. MPLA President

If possible, the MPLA President should be invited each year by the State Representative to attend his/her annual state conference, beginning with the following rotation: 2007 – Utah, Montana, Nebraska, Kansas; 2008 – Arizona, North Dakota, Oklahoma, Wyoming; 2009 – Nevada, South Dakota, Colorado, New Mexico. The State Representative is responsible for making the necessary arrangements with the MPLA President. MPLA has traditionally covered the cost of transportation and lodging, and the state association has provided a complimentary registration and meals. Time for the MPLA President to give a membership appeal during the conference should be requested from the state association president.

Membership Promotion Responsibilities

1. Status of MPLA Members and Non-members within your State

a. Each year the State Representative should request from the Executive Secretary an up-to-date listing of MPLA members within his/her State so that non-members can be contacted for potential membership.

2. Payment of Dues

- a. State Representatives are given a list of their states' former members, or members who have not paid their dues. They are responsible for contacting each party on the list with a renewal appeal, and sending all correction of status/address information to the Executive Secretary.
- b. Encourage prompt payment of MPLA annual dues by state associations.
- c. Resolve problems with membership by acting as liaison with the MPLA Executive Secretary.

3. Membership Promotion Appeals

- a. MPLA membership promotion appeals should be made regularly at state association meetings, and other library functions.
- b. Promote MPLA state pre-conference grants and professional development grants and Jobline,
- c. Assist the Executive Secretary in maintaining and updating the membership records by reviewing lists and forwarding information on members who have relocated, retired, or become inactive for a similar reason, and contacting members who have not renewed. The last task should be done with the membership; committee member from the state.

Reporting Responsibilities

1. Annual Reports

- a. For the state association: report on MPLA
- b. For MPLA: report on the state (due before the *MPLA Newsletter's* August issue deadline: on or around July 7).
- c. Annual reports for state association boards need to be copied and sent to the MPLA Executive Secretary.

2. Reports at Meetings

- a. At state association meetings report on MPLA and MPLA membership.
- b. At MPLA Executive Board meetings report on state's library activities and state association.
- c. A copy of the written report to the state association board needs to be sent to the MPLA Executive Secretary after each State Association Board meeting.

3. *MPLA Newsletter* and Public Relations

Provide library news of the state to the *MPLA Newsletter* Editor, the Webmaster, and the Executive Secretary as appropriate, by:

- a. Providing lists of state association officers, activities, programs, conference, etc.
- b. Providing news of significant library personnel changes.
- c. Providing news of innovative programs.
- d. Seeing that the Newsletter Editor and the Executive Secretary are on the mailing list for the state association and state library newsletters.
- e. Encouraging libraries in the state to mail their press releases and newsletters to the Newsletter Editor, and to place him/her on their mailing lists.

Publication deadlines for the six *MPLA Newsletter* issues are listed in the publication information box in each issue of the Newsletter.

For a checklist of state representatives responsibilities see Appendix A

To see samples of announcements, reminders, etc, see Appendix B

For Best Practices for State Representatives, see Appendix C

MPLA Manual of Procedure
Section 5: Committees

5.1

Revised 6/2015

5. Standing Committees

Information pertaining to all committees:

1. The President is an Ex-Officio member of all committees except the Nominating Committee.
2. A quorum for a committee shall consist of a simple majority of the committee, when members have been given adequate advance notice (48 hours by email or 4 hours in person by phone).

Administration Committee

General

1. Responsible to the Executive Board for overseeing the corporate affairs of the Association, including:

- a. Budgeting
- b. Auditing
- c. Investments
- d. Dues structure
- e. Bylaws and procedures
- f. Personnel – See Appendix A for evaluation forms

2. The Chair of this committee is the Past President. The committee members are the President; Past President; Vice President/President-Elect and Recording Secretary. Three additional members are appointed by the President for one-year terms renewable for a second year and staggered to provide continuity. One of these members shall be a state affiliate representative. A second shall be gifted in the area of writing bylaws and procedures and shall chair a subcommittee on bylaws and procedures. The third shall be a committee chair.

3. The Chair reviews monthly printouts of financial transactions (income/expenditures) to keep apprised of the financial obligations, cash flow, etc.

Post-Conference Duties and Activities – Budgeting

- 1. Reviews prior year's budget and prepares the budget based upon predicted income and expenses.
- 2. Budgets seed money for the annual conference.
- 3. Presents the budget to the Executive Board for approval at the first meeting of the new calendar year. The previous year's budget will remain in effect until a new budget is approved.
- 4. Approves retaining of a CPA firm to audit the Association's financial resources every 3 years.

MPLA Audits

- 1. Internal Financial Reviews will be carried out annually.
- 2. An audit will be carried out by a CPA firm every 3 years. Internal Financial Reviews will be carried out in years in which an audit does not occur.
- 3. A CPA firm in the immediate locale of the Executive Secretary will be retained to audit the books of the Association. This will be done before March 1 in the year following the year on

which the audit is to be performed. The Executive Secretary will check with and obtain the approval of the Chair of the Administration Committee regarding the firm to be used and will be responsible for making sure that the audit is carried out in the appropriate years. A copy of the audit will be forwarded to the Administration Committee Chair immediately after it is completed.

4. CPA audits will be standard minimum audits (balance verification, sampled verification of records, and verification of Executive Secretary's bond), except when there is a change in Executive Secretary or an expanded audit is requested by the Chair of the Administration Committee, the President, or Executive Board.

5. Member-conducted audits will expand the standard minimum audit to include greater emphasis upon verification of expenditures and receipts and compliance with MPLA financial policies.

6. Expenses for member conducted audits will be limited to \$300.

Guideline Statement on Investment of MPLA Funds

The MPLA Executive Board recognizes the importance of maximizing the return on accumulated Association funds which are temporarily not being used for programs and activities. It also recognizes that the tax exempt status of the Association would probably preclude investments which, while financially sound, might hint of a "for profit" gain which could be construed as unaligned with the intent and purpose of the organization. The investment policy of this Association, and to whom it delegates the authority to handle its funds, will be to secure the maximum available profit from commercial sources for all funds temporarily not needed. Currently, money market investments have proven reasonable investments; in the future, there may be other approaches within the parameter of allowable use as determined by the IRS status of the Association.

To assure that sufficient funds are available to meet the ongoing expenses of the Association without maintaining large non-interest bearing balances in the checking account, a money market fund should be established in which a reasonable level of relatively fluid money is available for current expenses obviating the need for the association to borrow money to avoid losing interest or paying penalties for the early withdrawal of funds from longer-term investments.

Loans by the Association to any personal member could create conflicts which might result in embarrassment to the Association and to the individual concerned; therefore all such activity is prohibited.

Loans by personal members to the Association could create conflicts which might also result in embarrassment to the Association and to the individual concerned. All such activity is prohibited.

MPLA Credit Card

The following guidelines were developed by the MPLA Administration Committee with regard to the MPLA credit card:

1. A bank credit card in the name and financial responsibility of MPLA is authorized to be held and used only by the Association's Executive Secretary.
2. The MPLA credit card is to be used only for activities directly related to an association meeting or event for the charge of expenses which cannot be handled conveniently through a reimbursed transaction. The Executive Secretary may use the charge account to assume authorized expenses of Association officers or other members when a reimbursement process is not expedient.
3. Original monthly account statements identifying all charges and related payments are to be kept on file for audit.
4. A current status fiscal note on the charge account should be included in each periodic Association financial statement prepared for the Executive Board.

MPLA Dues Structure

Dues can be paid via PayPal using a credit card or via check sent to the Executive Secretary.

Yearly Salary Dues

Up to \$29,999 \$40
\$30,000-\$49,999 \$55
over \$50,000 \$65

*First year personal membership dues are half of the above prices.

*Retiree, Student, Trustee membership \$15

*State Library Association membership \$100

*Institutional membership

Annual Budget Dues

Under \$100,000 \$50
\$100,000-\$299,999 \$75
\$300,000-\$499,999 \$100
\$500,000 and up \$125

Pre-conference Duties and Activities – Bylaws and Procedures

1. Prepares proposed Bylaws changes.
2. Provides proposed Bylaws changes to the Executive Secretary to include in the conference mailing. This will include the proposed changes (to be mailed at least 30 days prior to first date of the annual conference).

3. Voting may be done via a vote at the membership meeting at the annual conference or via e-mail voting using MemberClicks. Electronic voting results will be jointly compiled by the Executive Secretary and the Chair of the Nominating Committee, who will certify the results to the Executive Board.

Conference Duties and Activities

1. Provides annual report in conformance with reports section of this manual as appropriate.
2. Transfers pertinent committee records and documents to the incoming committee Chair.
3. Presents and moves for adoption of proposed changes to Bylaws, or reports results of email voting at membership meeting.

Personnel - See Appendix A, Administration Committee Evaluation of Paid Staff

Bylaws and Procedures Sub-Committee

General

The Chair and at least three additional committee members are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Post-Conference Duties and Activities

1. Review the Bylaws and the *Manual of Procedure*, noting inconsistencies and additions or deletions required. Attempt to make the Manual a more usable document through revision wherever necessary.
2. Review the minutes of every Executive Board meeting to make recommendations on changes that should be incorporated in the Bylaws and *Manual of Procedure*.

Pre-Conference Duties and Activities

1. Having noted required and suggested changes, solicit opinion from officers and other committee chairs as required. Meet with committee members or provide contemplated changes by email.

2. Submit proposed changes to the Bylaws and *Manual of Procedure* to the administration Committee for approval.
2. Provide proposed Bylaws changes to Executive Secretary to include in "Call to Conference" package. This may consist of notice of proposed changes (to be posted to the website at least 30 days prior to first date of the annual conference)

Conference Duties and Activities

1. Present and move adoption of proposed changes to Bylaws.
2. Provide annual report in conformance with Reports section of this Manual as appropriate.
3. Transfer pertinent committee records and documents to the incoming committee chair when appointed.
4. Supply the Webmaster with an updated copy of the *Manual of Procedure* in the current appropriate electronic format for posting to the Association website.

Awards Committee

General

A Chair and six members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Every award need not be given every year; if no nominations are submitted for a category or the committee does not find a worthy candidate among those nominated, no award should be given. The award categories are:

1. The *MPLA Unsung Hero Award*: To be given to any library individual(s) or group(s) in the MPLA region who have worked on a special project that has some significance to a community but which has not been eligible for a library award or which has for other

reasons specified by the nominator not been recognized, to the degree that it merits, by any library organization.

2. *Carl Gaumer Library Champion Award*: To be given to the individual, organization or company whose positive support of the Mountain Plains Library Association is demonstrated by repeated conscientious endeavors towards libraries, library staff, trustees and professional activities.

3. *MPLA Distinguished Service Award*: To be given to an MPLA member who has made notable contributions to the library profession or has furthered significant development of libraries in the Mountain Plains region, or has performed exemplary service for an extended period of time. In the case of retired individuals, the nominee may be a past member of MPLA.

4. *MPLA Literary Contribution Award*: To be given to an author whose published writings have successfully furthered an understanding and appreciation of the Mountain Plains region. The author need not reside in the region, and the selection may be based on either a single work or a body of works. Published works will be evaluated on the basis of literary worth, readability, and evidence of responsible research.

5. *MPLA Beginning Professional Award*: To recognize an MPLA member, who as a librarian/media specialist within the first five years after receiving a library/media masters degree, has made a positive impact on the quality and role of library service. Factors such as innovative programming and planning, use of resources, and special projects will be considered.

6. *MPLA Innovator Award*: To recognize an up-and-coming individual(s) or group(s) in the MPLA region for a creative, inventive, trail-blazing project that has significance to the library community.

Nominations may be submitted from MPLA membership at large; the Awards Committee members should also take an active role in preparing nominations. Final determination of award recipients is the responsibility of the Awards Committee.

Additional award categories may be added if determined to be appropriate by the Executive Board.

Post-Conference Duties and Activities

1. Post-conference activities related to the awards given at the just concluded conference include:

a. Submit article(s) detailing the recipients' achievements. The article(s), accompanied by a photograph of the winners should be forwarded to the *MPLA Newsletter* editor in accordance with copy deadlines for the post-conference issue of the *MPLA Newsletter*.

- b. Prepare and promptly distribute press releases regarding awards made at the MPLA conference to the news media, library publications in each recipient's area and to the State Representatives.
- c. Submit pertinent expense receipts for award recipients to the Executive Secretary for reimbursement. See 6.9 4:c under "Pre-Conference Duties and Responsibilities" for policies on expenses that will be covered for award winners.
- d. Update records of award recipients and send relevant materials to incoming chair.

Pre-Conference Duties and Activities

1. The Chair and all committee members are responsible for soliciting nominations. The Committee Chair should prepare nomination forms for distribution in order to publicize the awards to be given and their criteria. Nominations should be solicited through the *MPLA Newsletter*, the various state publications, the website and other appropriate means. A deadline should be established for the receipt of nominations at least three months prior to the next annual conference; this deadline should appear on the nomination form. The nomination form should also request supporting documentation to be submitted with the nomination form to ensure the Award Committee's ability to make critical assessments of the nominees' achievements and contributions.
2. Chair to receive all nominations, verify current MPLA membership of submitting individual, and distribute copies of the nomination forms and the supporting documentation to all committee members.
3. Notify Executive Board of the names of individuals and the awards for which they were nominated.
4. Select with the committee, award recipients during a pre-arranged telephone conference call. Final decision on awards should be made at least eight weeks prior to annual conference. Written notification of the committee's selection(s) should be sent to all members of the Executive Board.
5. Notify award recipients of their selection. The following items should be covered in the notification:
 - a. Recipient should provide a digital photograph for inclusion in the *MPLA Newsletter*.
 - b. The date, time and location of the event.
 - c. Winners will be the guest of MPLA at the event and will be provided with two free meal tickets, for the recipient and one guest.

6. Prepare specific wording to be included on the plaque and submit to the Executive Secretary. These items should be submitted to the Executive Secretary at least six weeks prior to the conference. The Executive Secretary is responsible for production of the plaques and for their transportation to the conference.

7. Coordinate awards event with Conference Committee and host state association, including planning for table reservations and seating arrangements, meeting nonmember recipients and taking them to the location of the event, information for the awards program, and order of awards ceremony.

8. Prepare certificates for Board Choice winners and have them signed by the nominator and president at the Executive Board meeting prior to conference so that they can be presented during the awards presentation.

Conference Duties and Activities

Prepare the script for the President to read for each award winner. Awards are presented by the MPLA President at the annual conference awards function.

For nomination form, see <http://mpla.us/forms/award-nomination.html>

Communications Committee

Composition: At least six members, to be appointed by the president; no two should be from the same state. If possible, members should also be from different kinds of libraries so there is representation from academic, public, and school libraries. The Webmaster, System administrator and Newsletter Editor are ex-officio members of this committee.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Major responsibility: Assists in developing policy and uses, and in some cases content and procedures, for the four major communications tools used by MPLA: MemberClicks, the newsletter, the website, and social media. Serves as advisory group to the Newsletter Editor, Webmaster, and the System Administrator in their functions to communicate effectively with members. Contributes to evaluation of communication services and products and makes recommendations to the board on changes.

Newsletter: May suggest feature stories, themes, and topics for issues of the newsletter; help the editor make decisions about content and resolve policy questions, identify possible contributors; evaluate new ideas, and provide feedback to the editor and the Board on the effectiveness and quality of the publication.

Website: Forum for the Webmaster when policy, structure and content questions arise; may serve as a test group for new services or design features; suggest changes or improvements, and provide the Board with input on the design, quality and effectiveness of the website.

MemberClicks: Develop expertise in the structure and uses of this product. Identifies and promotes improvements and additional uses of MemberClicks, assists the Board in evaluating the product and making recommendations on policies and for its use.

Post-conference duties and Activities

1. May create sub-committees or teams to serve as liaison and support for each of the four areas: website, newsletter, MemberClicks and social media.
2. Review previous year's newsletters and discuss plans for the coming year with Newsletter Editor.
3. Check various sections of website and meet with Webmaster to discuss any updates or changes.
4. Review strategic plan for activities to accomplish and develop strategies and timelines to complete them.
5. Chair to attend Board meetings and provide regular reports on progress and activities.

Leadership Institute Committee

General

1. Responsible for the planning and running of a Leadership Institute.
2. Committee shall consist of at least five members appointed by the MPLA President for two year staggered terms commencing with the end of the annual conference. Appointees should have been active in MPLA for at least three years with preference to individuals who have experience with the Leadership Institute in some capacity. (i.e., a mentor, graduate, a state association office holder previously charged with selection of attendees.)

The Chair shall be an experienced committee member who has served at least one prior year. At the discretion of the MPLA President, the Chair may serve a total of four years on the committee, up to two additional years after appointment as Chair. Co-chairs are also acceptable with approval of MPLA President.

Responsibilities:

1. Committee:

- a. Recommend structure or recommend amending the selection process for participants.
- b. Seek nominations for mentor slots and select mentors for the Institute.
- c. Meet as necessary to consider, revise, and advise the Executive Board of the current state of Institute business and of the processes, contracts, and procedures for the Institute.
- d. Recommend an Institute Coordinator and appropriate compensation to the Board.

e. Recommend a primary Content Provider as Institute Facilitator/Lead faculty member with appropriate compensation to the Executive Board. May sponsor a session at the annual conference to stimulate interest.

2. Chair:

- a. Coordinate communication and meetings of the committee
- b. Coordinate outside funding efforts for production of the Leadership Institute
- c. Prepare contract(s) for Institute staff
- d. Ensure the performance of committee and Institute staff tasks
- e. Act as liaison to the Executive Board for Board approval of agreements to which they will be a party.

3. Institute Coordinator:

- a. Shall design the Institute forms, to include the Application form and Evaluation forms.
- b. Create calendar for the Institute
- c. Promote the Institute by sending announcements to state representatives, the Newsletter Editor and the Webmaster.
- d. Maintain communication with, and provide orientation information for Institute participants and mentors.
- e. Shall be charged with local arrangements details before and on-site for the Leadership Institute event.
- f. Serve as lead mentor for the Institute.
- g. Shall serve ex-officio on the LI Committee to advise and assist the committee members' activities.

4. Content Provider/Facilitator:

- a. Shall be the primary Institute content provider, structuring learning sessions and presenting content and learning exercises that effectively create a learning environment for participants.
- b. Will integrate mentors, including the Institute Coordinator as mentor leader, into the learning process for Institute participants.

The Executive Board shall deliberate and act upon committee recommendations, including:

- Criteria for Institute participants
- Procedure for selection of Institute participants

- Institute Coordinator Selection and compensation
- Institute primary Content Provider, and compensation
- Approval of partnership agreements related to funding for the Institute
- Registration fee for participants in Leadership Institute
- Other duties that would necessarily fall within the purview of the Board.

MPLA Program Council

The MPLA Vice-President is the Chair of its Program Council. The Vice-President/President-Elect shall appoint members to the Program Council. Members shall be representative of the different fields of interests and be from varying representative states.

The Vice-President/President-Elect and the host state's Program chair(s) have final approval of all expenditures.

Committee Duties

1. Discuss and prioritize program proposals.
2. Send list of recommended programs to Vice President/President-Elect.
3. Vice-President/President-Elect sends accepted program proposals to the host state association's planning group.

Membership Committee

General

A Chair and six members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting. Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

The Membership Committee has two major goals:

1. Promotion of new membership.
2. Retention of members

The duties of the committee in furthering these goals are closely tied in with those of the Executive Secretary, the State Association Representatives, the Newsletter Editor and the Webmaster. Close contact

and communication should be maintained among all four; the Webmaster, Executive Secretary and the Newsletter Editor are ex-officio members of the committee.

Post-Conference Duties and Activities

New Members

1. Set measurable goals for recruitment of new members for the year and review or develop strategies to reach goals.
2. Review content of packets sent to new members and recommend additions of changes that will help new members connect with MPLA.
3. Recommend to the President a moderator from among the Membership Committee members; work with Webmaster and Executive Secretary to register new members; plan, promote and sponsor discussions for new members for the year.
4. Propose a conference program for new members at the conference; plan, sponsor and promote the program if it is accepted.
5. Work with the state representatives to be sure every new member gets a personal contact from a committee member, state representative, or other MPLA member to welcome them to MPLA, answer questions, and tell them how to work with the organization.
6. Review membership goals and objectives in the current Long Range Plan and develop strategies and actions to accomplish goals.
7. Review membership brochure and plan to update it as necessary.
8. Develop strategies to help get first-year members to the annual conference.

Retention of members

1. With the Executive Secretary, set up reports for collecting membership information, such as total years of membership, renewal data, effectiveness of programs that recruit new members and the retention rate of members. Review and analyze reports.
2. Develop ways to acknowledge those who achieve membership milestones (10, 15, 20 year members, for example).
3. Review renewal process, notices, and information that is sent to members for impact and improvement.
4. Survey those members who do not renew to find out reasons and address them in future plans.
5. Develop plans to assure that members continue to re-join.
6. Review current Long Range Plan for goals that relate to retention of members and plan strategies to accomplish objectives.

Conference Duties and Activities

1. Convey all relevant materials to the incoming Chair.

Nominating Committee

General

The Chair is appointed by the President. The committee consists of a committee member from each state; each member could be a current state representative, a former state representative, or a current board member from that state.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

The committee nominates two candidates for Vice-President/ President-Elect and two for Recording Secretary.

Post-Conference Duties and Activities

1. The Chair of the committee should review the Nominating Committee Procedure Manual for a calendar, specific forms and resources for guiding the nomination process. (See the link to the Nominating Committee Home Page below.)
2. Following appointments by the President, the Chair solicits names of potential nominees from committee members. In lieu of a meeting, members participate in confidential discussions and tentative recommendations through conference calls and correspondence. Potential nominees are not notified that they are being considered.
3. All candidates must be current members of the Association at the time of nomination.

Pre-Conference Duties and Activities

1. When consensus of the committee is reached, the Chair contacts each candidate in the order determined by the committee to request acceptance of the nomination and formal consent for the name to go on the ballot. The Chair also notifies committee members when nominations have been accepted.
2. The Chair is responsible for explaining the term of office and directing possible candidates to information about the role and duties that the office entails, and professional expenses that may need to be covered.
3. Prepares and sends to Executive Secretary and Webmaster master copies of official ballots for officer candidates at least four months prior to the first day of the annual conference. The election will be electronic and is conducted by the Webmaster and the System Administrator.
4. The count of the Electronic ballots is validated jointly by the System Administrator, the Chair of the Nominations Committee and the Executive Secretary.
5. Candidates are notified of the outcome by Chair of the Nominations Committee.

6. The committee provides information about all candidates to the Newsletter Editor so that it is available to members prior to the voting period, normally at least four months prior to the first day of the annual conference.

Conference Duties and Activities

1. Reports election results to Executive Board and to membership at annual meeting (Executive Secretary notifies all candidates of election results prior to annual meeting).
2. Transfers pertinent committee records and documents to incoming Chair when appointed.

For nomination procedures and forms, refer to the Nominating Committee Procedures Manual - <http://mpla.us/documents/bylaws-and-manual-of-procedure/standingcommittees/appendix-d-nomination-form-and-procedures.pdf>

Professional Development Committee

General

Support avenues of continuing education and research experiences for individuals employed in the library or related professions in the Mountain Plains region by:

- Coordinating MPLA grants for state association pre and post conferences.
- Sponsoring and coordinating MPLA professional development grants.
- Exploring avenues of continuing education in the region, such as establishment of a regional clearinghouse, with recommendations to be made to the Executive Board.
- Recommending programs or areas of continuing education concern to the Program Council.

Committee Membership

A Chair and three members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Responsibilities

Committee

1. Examine pre/post-conference and individual grant applications for approval or rejection and notify recipients.
2. Require that recipients submit an evaluative report prior to the next annual conference.
3. Review evaluative reports for approval or rejection
4. Conduct an annual survey of all members about their continuing education needs.
5. Explore partnerships with other organizations for conference program planning and Byother educational opportunities.
6. May sponsor a session at the annual conference to stimulate interest in the grants program and to offer a forum for grant recipients to present the results of their projects.

Chair

1. Schedule and conduct committee meetings and conference calls.
2. Distribute grant applications and evaluative report forms, if a member is unable to access them electronically from the MPLA website.
3. Notify applicants of committee actions within 20 days following such actions
4. Serve as a member of the Executive Board.
5. Provide the Board with committee reports.
6. Verify with Chair of the Administrative Committee the amount of funding available for the next calendar year grants and provide a suggested annual budget to the Administrative Committee.
7. Place announcements concerning the grants program and deadlines for submitting applications in the *MPLA Newsletter* and other state and regional newsletters as well as the MPLA website.
8. Email a copy of announcements and deadlines for applications to State Representatives.

Chair Post-Conference responsibilities

1. Update records of the committee and other relevant materials and forward to new Committee Chair.
2. Provide copies of Evaluative Reports to the incoming Newsletter Editor, Webmaster, and the Executive Secretary for publicity.
3. Submit other materials to the Recording Secretary to be submitted to the Archives.
4. Hold materials for one year past the year action was taken.

MPLA Executive Secretary responsibilities

1. Participate as ex-officio as a non-voting member of the committee.
2. Receive and distribute applications and evaluative reports.
3. Determine grant eligibility.
4. Issue checks to reimburse grant related expenses.
5. Advise the committee on policies and procedures.

Meetings

1. The committee holds conference calls or electronic meetings on a bimonthly schedule set by the Chair.

For grants information including forms, see

<http://mpla.us/about/professional-development-grants.html>