

CO-2

MPLA Bylaws and Procedures Committee Report
December 5, 2001

Question for consideration:

What is considered the Official Record of MPLA? Print or Electronic??

There is no pagination on web.

Many organizations still consider print the official record. Bylaws, Revised June 1999, are on the website, but unpagged.

However, the MS Word file for downloading and printing does not include the 1999 revision.

Also, the paging through that file is incorrect.

Updating on the web is inconsistent. The ONLY place I could find written procedure for Electronic Communications Committee was on the web under Committees & Chairs- not in any minutes, or attachment. However, it's not listed in the Manual of Procedure Table of Contents on the web, though the Committee page has a link back to the ToFC.

Changes in MPLA Manual of Procedure needed:

This refers to the print (MS word) version. In some cases it also applies to the web version, in some cases webpage info has been changed.

I have taken all this from the MPLA Board Minutes, what has been approved, but has not appeared in all formats, as yet.

p. ii Under 4. Sections and Interest Groups

Section Bylaws

Correct name of section: **Preservation, Archives and Special Collections Section**

p. iii Under 6. Standing Committees Add Electronic Communications Committee and adjust Page numbers from that point as appropriate.

p. 2.1 First paragraph, **add** New Mexico (1999). **Change last sentence:** Today it comprises **over** 20 percent of the...

p. 3.1 Under State Association Representatives, **add** New Mexico. (1/1999Brd. Minutes)

p. 3.18 Under 3.a.i. (10/28/2000 Board Minutes)

Present wording: Prepares a monthly listing of "bills to be paid" and sends it to the chair of the Finance Committee for approval for payment as well as a copy to the President. The Finance Chair can authorize payment by e-mail or fax. (Board of Directors, 1/6/1996)

Change to: If within the budget, allow the Executive Secretary to pay the bills directly. (Board of Directors, 10/28/2000)

p. 4.1 Under Officers (10/25/2000 Board Minutes)

Present wording: Sections may elect such officers as they deem necessary, but including at least a Chair, a Vice-Chair/Chair-Elect, and a Recording Secretary. Section officers must be individual members in good standing of MPLA.

Change to: Sections may elect such officers as they deem necessary, but including as least a Chair and Vice-Chair/Chair-Elect. The position of Secretary is optional, and may be appointed by the Chair. Section officers must be individual members in good standing of MPLA. **Under Nominating Committee 1.** (7/29/2000 Board Minutes)

Present wording of first sentence: Each Section Chair should appoint a Nominating Committee of at least three members within two months after the annual conference.

Change to: Each Section Chair should appoint a Nominating Committee consisting of the vice-chair/chair-elect as the Chair and at least two other members within two months after the annual conference.

2. **Add sentence at end:** Write in candidates will not be counted. **NOTE:** Need to add #3. back on Web copy. It has sentence above as #3. Item 3 was never changed or deleted. It addresses letting nominees know of reimbursement policy.

ACADEMIC SECTION BYLAWS

p. 4.6 - Article II. Purpose. D.

Present wording: Promote scholarship and research among MPLA's academic librarians by sponsoring an annual Research Forum and publishing the proceedings of that Forum.

Change to: Promote scholarship and research among MPLA's librarians by sponsoring an annual Professional Forum.

p. 4.7 - Article IV. Officers and Duties. Section 3. C.

Present wording: The vice chair/chair elect shall serve as a member of the section's Conference Planning Committee and as chair of the Research Forum Committee. The vice chair/chair elect shall appoint jurors to review papers submitted to the Research Forum and shall conduct the Research Forum.

Change to: The vice chair/chair elect shall serve as a member of the section's Conference Planning Committee and as chair of the Professional Forum Committee. The vice chair/chair elect shall appoint jurors to review papers submitted to the Professional Forum and shall conduct the Professional Forum.

Section 4. Present wording: The secretary/treasurer shall handle financial matters, including sale of Research Forum proceedings, keep minutes of section meetings, and shall keep records deemed necessary. He/she shall serve on the Research Forum Committee.

Change to: The secretary/treasurer shall handle financial matters, keep minutes of section meetings, and shall keep records deemed necessary. He/she shall serve on the Professional Forum Committee.

Section 5. Present wording: The past secretary/treasurer shall serve on the Research Forum Committee and shall be responsible for all publicity relating to the Forum, receiving papers submitted for the Forum, facilitating the juried review of papers, directing the editing of papers, submitting papers to be printed in Forum proceedings, and submitting proceedings for indexing in Library Literature.

Change to: The past secretary/treasurer shall serve on the Professional Forum Committee and shall be responsible for all publicity relating to the Forum, receiving papers submitted for the Forum, and facilitating the juried review of papers.

p. 4.8 - Article V. Meetings. Section 1.

Present wording: Meetings of the Academic Section, including the Research Forum, shall be held in conjunction with meetings of the Mountain Plains Library Association.

Change to: Meetings of the Academic Section, including the Professional Forum, shall be held in conjunction with meetings of the Mountain Plains Library Association.

Article VI. Committees. Section 3.

Present wording: The Research Forum Committee shall plan for and conduct the section's research forum and publish the forum's proceedings. The committee will be chaired by the vice chair/chair elect and shall further be comprised of the secretary/treasurer, past secretary/treasurer, and one or more editors, and other members of the section as deemed appropriate by the vice chair/chair elect.

Change to: The Professional Forum Committee shall plan for and conduct the section's professional forum. The committee will be chaired by the vice chair/chair elect and shall further be comprised of the secretary/treasurer, past secretary/treasurer, and other members of the section as deemed appropriate by the vice chair/chair elect.

p. 4.9 - Article VII. Nominations. Section 1.

Present wording: The nominating committee, appointed by the chairperson, shall present a written slate of nominees for the office of vice chair/chair elect and secretary/treasurer. A space will be provided on the ballot for "write-in" candidates.

Change to: The nominating committee, appointed by the chairperson, shall present a written slate of nominees for the office of vice chair/chair elect and secretary/treasurer.

CHILDREN'S AND SCHOOL SECTION BYLAWS

p.4.10 - Article IV. Officers and Duties. Section 1.

Present wording: The section shall be governed by a chairperson, a vice chairperson, and a secretary/treasurer. These officers shall be elected by a mailed ballot; results of that election will be announced at the annual section meeting held in conjunction with the Association's conference.

Change to: The section shall be governed by a chairperson and a vice chairperson. These officers shall be elected by a mailed ballot; results of that election will be announced at the

annual section meeting held in conjunction with the Association's conference. **p. 4.11 - Section 3. H.**

Present wording: The secretary/treasurer shall handle all financial matters of the section, shall record minutes of the annual section meeting and distribute copies of those minutes to section officers within one (1) months of the annual meeting, and shall maintain all records for the section.

Change to: A note taker will be designated by the Chairperson at each meeting to keep minutes. The note taker will send a copy of the minutes to the officers of the section within one month of the meeting. Financial matters of the section will be handled by the MPLA Executive Secretary.

Section 4.

Present wording: These three officers and the retiring section chairperson shall comprise the executive committee for the section. This committee shall conduct the affairs of the Children's and School Section between annual business meetings.

Change to: These two officers and the retiring section chairperson...

p. 4.12 - Article V. Meetings. Section 2.

Present wording: Special meetings of the section may be called by the chairperson when required. Notification of such special meetings will be sent to all section members by the section secretary/treasurer.

Change to: Special meetings of the section may be called by the chairperson when required.

Article VII. Nominations. Section 1.

Present wording: A nominating committee, consisting of not fewer than three members and including the outgoing chairperson, shall be appointed by the chairperson to prepare a written slate of nominees for the offices of vice chairperson and secretary/treasurer. A space will be provided on the ballot for "write-in" candidates. The retiring section chairperson shall chair the nominating committee.

Change to: A nominating committee, consisting of not fewer than three members and including the outgoing chairperson, shall be appointed by the chairperson to prepare a written slate of nominees for the office of vice chairperson. A space will be provided on the ballot for "write-in" candidates. The retiring section chairperson shall chair the nominating committee.

NEW MEMBERS ROUND TABLE SECTION BYLAWS

p. 4.17 - Article IV. Officers. Section 1.

Present wording: The officers shall be 1) Chair, 2) Vice-Chair, who is the Chair-elect, and 3) a secretary/treasurer.

Change to: The officers shall be 1) Chair, and 2) Vice-Chair, who is the Chair-elect. **p. 4.18 - Section 3. c.**

Delete: The Secretary/Treasurer shall maintain all records and dispense all funds, and shall be the chair of the membership committee.

PRESERVATION, ARCHIVES, AND SPECIAL COLLECTIONS SECTION BYLAWS

p. 4.22 - Article IV. Officers and Duties. Section 1. Officers.

Present wording: The Section shall be governed by a Chairperson, Vice Chairperson/Chair Elect and Secretary/Treasurer. These officers shall be elected by a mailed ballot and the results will be announced at the first business meeting of the Section at an MPLA Conference and at the first Executive Board meeting held at the same MPLA Conference.

Change to: The Section shall be governed by a Chairperson and Vice Chairperson/Chair Elect. These officers shall be elected by a mailed/e-mailed ballot and... **p. 4.23 - Section 4.**

Present wording: Secretary/Treasurer.

The Secretary/Treasurer shall keep minutes of Section meetings, and shall keep records as are deemed necessary. The Secretary/Treasurer shall submit receipts on behalf of the Section for reimbursement to the Executive Secretary of MPLA, and shall maintain records of expenditures for the Section. The term of office shall be for one year.

Change to: Note taker.

A note taker will be designated by the Chairperson at each meeting to keep minutes. The note taker will send a mail/e-mail copy of the minutes to the Chairperson within one month of the meeting. **Section 5. Executive Board.**

Present wording: The three officers together shall constitute an Executive Board which shall undertake administrative responsibilities pertaining to the activities of the Section.

Change to: The two officers together shall constitute an Executive...

p. 4.24 - Article VII. Nominations. Section 1.

Present wording: A Nominating Committee, appointed by the Chairperson, shall present a written slate of nominees for the office of Vice Chairperson/Chair Elect and Secretary to the Association's Nominating Committee by the deadlines determined by the Association's Nominating Committee.

Change to: A Nominating Committee, appointed by the Chairperson, shall present a written slate of nominees for the office of Vice Chairperson/Chair Elect to the Association's Nominating ...

Article VIII. Section 2.

Present wording: These bylaws may be amended by a 2/3rds vote of those attending the annual business meeting or those voting by mailed ballot. The voting shall be restricted to the current membership of the Preservation, Archives, and Special Collections Section.

Change to: These bylaws may be amended by a 2/3rds vote of those attending the annual business meeting or those voting by mailed/e-mailed ballot. The voting ...

Chapter 6. - Why are all the Committee procedure documents headed: _____

Committee Chair?? They're for the whole Committee. The Chair is addressed within the procedures.

On the web it links to _____ Committee Bylaws - they aren't really Bylaws either.

p. 6.2 - Awards Committee

Web site has the two following Awards the print Manual does not:

7. MPLA Youth Services Excellence Award: To be given to a library that exemplifies excellence in library services to youth. This excellence can be demonstrated through one or more of the

following: reference and information services, access to technology, reading promotion, youth participation, collaborative efforts, education support, staff and volunteer development, intergenerational activities, programs and services that address special needs patrons; programs and services that emphasize the library's role in a state, region or local municipality.

When was this passed by the Board?

8. *MPLA Intellectual Freedom Award*: This award is given to an individual or group making significant contributions to the enhancement of First Amendment rights. The recipient should have demonstrated a clear understanding of the principles, nature, responsibilities, and implications of the First Amendment. The recipient should have applied that understanding of the principles in one or more of the following ways: In defense of the First Amendment principles in the face of a serious challenge to those principles though not necessarily limited to libraries. In support of the First Amendment principles through an active role in: 1. Formulating programs which develop people's ability to deal with a full range of opinion/controversy and with the issues associated with such controversy, or 2. Developing, or materially assisting in the development of a legal base for the continued enjoyment of freedom of mind, its strengthening, and its defense, or 3. Expanding the philosophical foundations of the principles or contributing to a better understanding of them.

This wording does not completely match the wording of the proposal as passed by the Board. The fact applications are to be judged on the above PLUS "The significance of the impact on the enhancement of First Amendment rights in the Mountain Plains region." Is not stated. Also, left off is: "The recipient should live within the Mountain Plains region or be a non-resident whose contribution has a demonstrable effect on the Mountain Plains region."

I will work with Joe and Dan to get all complete and up-to-date.

Some Sections have not addressed changes in their Bylaws to address Nominations, Secretary/Treasurer, or Write-in ballots. So we'll probably want to wait on those changes.

We can then decide if the Manual should be reprinted for Board Members' notebooks.

It has been almost five years since the last printing (4/97).

I would like to divide the Manual by chapters for it to be available for downloading from the web, so that it's not such a huge file.