

Introduction

This *Manual of Procedure* has been compiled to clarify the duties assigned to MPLA officers, committees, section officers, state representatives and others. This manual is issued to each **electd or appointed MPLA officer, section chair, and each** committee chair, and **state representative**. It should be read ~~in its entirety by those to whom it is issued~~, to provide an overview of the Association's goals and operations. Each **committee** chair should distribute to **fellow officers, or** committee members, the appropriate parts that concern the **section or** committee itself. ~~For the sake of convenience, committee responsibilities have been listed under the heading for the Chairs.~~

(NOTE: The above paragraph combines information from the previous first paragraph (first sentence) and last paragraph (remainder) of the Introduction to the Manual & updates the information.)

~~It~~ **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 Committee and/or** the President.

The official MPLA Manual of Procedure will reside with the Executive Secretary, with a mirror posted on the website in a suitable secure format (currently PDF). When revisions and additions are approved, the Chair of the Bylaws and Procedures Committee will supply an updated copy, both in print and on diskette, to the Executive Secretary, as well as to the Webmaster in the current appropriate electronic format for posting to the Association web site.

Duties and Annual Conference (NOTE: New heading & rearrangement of paragraphs)

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 ~~this event~~ **the annual conference** in MPLA activities ~~has~~ led the **Bylaws and Procedures Committee** to incorporate conference planning information into a separate *Conference Planning Manual*, **which is held by the Vice-President/President-Elect**. (This was verified at Board Meeting)

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

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.

(May 1978; Sept. 1985; April 1995; Jan. 1996; **October 2003**)