

MPLA Bylaws and Procedures Committee Report July 12, 2003 CO-2

Bylaws. Section 1. (Vote of the membership REQUIRED)

DELETE the numbering ONLY: 1.1, 12.1 & 13.1: unneeded – no #2, so no #1 needed. Wording unchanged.

DELETE 4.2.1 (UNNEEDED):

The Vice-President and the Recording Secretary shall be elected by mail ballot.(covered in 10.1 Elections)

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. (covered in 4.1 & 4.1.2)

The outgoing president shall become the Past President. (obvious/redundant)

5.1 needs the Webmaster added:

The appointed officers of the Association shall be an Executive Secretary, ~~and~~ the Editor of the official publication of the Association, **and the Webmaster for the Association web site**. The Board of Directors shall, following an annual performance review, appoint or reappoint these officers at the first Board of Directors meeting subsequent to the annual meeting of the Association.

REVISE 5.1.2 to be consistent with other Appointed Officers info:

The Editor of the official publication of the Association shall perform such duties as normally belong to that office, **as prescribed in the *Manual of Procedure***, or as directed by the President ~~and~~ or the Board of Directors.

ADD 5.1.3 is needed to describe the duties of the Webmaster:

The Webmaster for the Association web site shall perform such duties as normally belong to that office, as prescribed in the *Manual of Procedure*, or as directed by the President or the Board of Directors.

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Recommended changes in MPLA Manual of Procedure for EC discussion &/or approval:

p. ii Expanded Table of Contents

1. Bylaws by Article

3. Evaluation forms under Immediate Past President
Webmaster

p. iii 5. State Association Representatives expanded

6. Dropped Chair from Committee listings and added &/or adjusted to
alphabetical order

p. v. Introduction expanded

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On 2.6 second sentence – change from eleven to **twelve** states

Middle of page, delete: ~~The annual report of the Association should continue to be included in the *MPLA Newsletter*. (Board of Directors 5/2/90)~~

On 2.7 Board of Directors Reports

It is customary for Board of Directors members and others with information for the Board of Directors meetings to prepare the report in writing, **or submit the report electronically**. Those who have action items are encouraged to prepare these in advance and send them to the President for inclusion in the mailing, **or e-mailing**, with the agenda, **or posting to the web site**, whenever possible. Those who bring their reports to the Board of Directors meeting itself should prepare 40 copies. **Those whose reports are distributed electronically should bring 15 paper copies. Everyone is encouraged to print off board meeting informational materials from e-mail or the web site. A table is most often provided on which to place these items.** Please type the appropriate number, shown below, in the upper right hand corner of your written report and action recommendations.

On 2.7 & 8 Add Codes for **WM Webmaster;**
IC Leadership Institute Coordinator;
CO-11 Electronic Communications Committee;
CO-12 Leadership Institute Committee
 Delete IN-1 Interlibrary Loan Interest Group

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On 3.1 Interest Groups (**None at this time**)

Add **MPLA Webmaster**
Leadership Institute Coordinator
Parliamentarian

On 3.4 d. should read Bylaws **and Procedures** Committee

On 3.5 & 3.7 Conference or Conference Program for the Committee, should read Conference **Planning**

On 3.11 Post-Conference Duties and Activities, item 3. Acting for the Executive Committee of the Board of Directors, conduct evaluation of the appointed officers of the association: the executive secretary, **and** the newsletter editor **and the webmaster**. (See ~~attached~~ survey forms **following**.)

On Evaluation forms 3.13 (Exec. Sec.), 16 (Newsletter Editor) & 18 (Webmaster):

Part 1: Job Description

The job duties of the (appointed officer), **are as** listed in the *MPLA Manual of Procedure*, Section 3: Elected and Appointed Officers, **and is** attached to **distributed print copies** of this survey form.

Part 2: Performance Areas

Please **underline** ~~eirele~~ the category that best describes performance.

On 3.18 & 19: Which Webmaster Evaluation form, or parts does the Board wish to use?

On 3.20 Executive Secretary: Sections suggested for deletion by Exec. Sec. July 2002:

3. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.
 - ~~i. If within the budget, may pay bills directly (Board of Directors, 10/28/2000). --Moved--~~
 - ~~ii. For bills outside the budget, 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)~~
 - ~~iii. Provides a monthly printout of MPLA financial transactions (income/expenditures) to both the President and Chair of the Finance Committee. (Board of Directors, 1/6/1996)~~
 - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Board of Directors. **This includes maintaining a money market account for the Association in which to maintain sufficient funds to meet longer term financial obligations without having to maintain a large non-interest bearing checking account.**
 - c. Pays promptly all bills authorized by the Board of Directors **through the budget approval process. If within the budget, may pay bills directly (Board of Directors, 10/28/2000).**
- ~~10. Gives one-year membership to each conference exhibitor and in negotiation with each state for joint conferences, give consideration to providing each exhibitor with a free banquet ticket. (Board of Directors 5/5/84)~~
- 11. Serves ex-officio as a non-voting member of the Electronic Communications Committee.**

On 3.23 Editor, *MPLA Newsletter*

Under **General**, add new #3 & renumber:

- 3. Serves ex-officio as a non-voting member of the Electronic Communications Committee.**

Under **Duties and Activities**:

Add new #3 & renumber:

- 3. Coordinates ideas with the MPLA Webmaster.**

Delete: old # ~~7. Prints the annual report of the Association in the MPLA Newsletter each year (Board of Directors 5/2/90).~~

On 3.24 Mountain Plains Library Association Webmaster, Under **Duties and Activities**:
 Add under item 6. Regularly add the following:
- Update Job Line postings

On 3.26 & 27 Leadership Institute Coordinator description written to match format of
 other Appointed Officers. Approved 12/8/01

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On 4.1 take away Bold Face.

On 4.4 each time former wording was Conference **Program** Committee, change to
 Conference **Planning** Committee.

On 4.10 Children's and School Section Bylaws, add (Revised December 2001).

On 4.12 Article VII. Nominations. Section 1. Delete second sentence: ~~A space will be
 provided on the ballot for "write-in candidates.~~ (from Dec. 2001 Section
 minutes)

On 4.14 Government Documents Section Bylaws, add (; **Revised October 2002**)

Article IV. Officers. Section 1.

The officers of MPLA GOVDOC shall be the Chair **and** the Chair-Elect ~~and the
 Secretary~~. **Section officers must be in good standing with MPLA. A note
 taker will be designated by the chair from the membership at each meeting
 to take minutes. The note taker will send a copy of the minutes to the officers
 of the section. Financial matters of the section will be handled by the MPLA
 Executive Secretary.**

On 4.15 Article IV. Section 3. 3. to be deleted: ~~The Secretary shall record minutes of
 the meetings of the general membership and the Board of Directors.~~

Article V. Meetings Section 1. The annual meeting of GOVDOC shall be held at the
 time and place of the annual conference of MPLA. **A secretary or note taker
 will be asked to volunteer or will be selected from among the MPLA
 GOVDOC members at the annual meeting. The minutes of the meeting will
 be submitted to the MPLA GOVDOC Chair and MPLA GOVDOC members
 within a month after the annual MPLA Conference. Submission
 electronically via e-mail or related means is the preferred means of
 dissemination. Members who do not have e-mail or who have other reasons
 for wishing the minutes in another format may request that a hard copy of
 the minutes be mailed or faxed to them, provided the members also supply
 the mailing address or fax number to which minutes should be sent.**

On 4.16 Article VIII. Amendments.

Delete: ~~Section 1.~~

~~Amendments to the bylaws of this section can only be by a majority
 vote of the Executive Board of GOVDOC and with the approval of the
 Board of Directors of MPLA. Any other items to be covered by the
 MPLA Bylaws or Robert's Rules of Order.~~

Insert: **These Bylaws may be amended by the 2/3 vote of those attending the
 Business Meeting, providing the proposed Amendment has been**

mailed to members thirty (30) days preceding the meeting. The voting at the Business Meeting shall be the current membership of GOVDOC.

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On 5.1, State Association Representatives, General, second sentence: Each representative's term of office is for ~~two~~ **three** years, ...

Duties, item 3. new b. & realphabetize:

- 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.**

On 5.3, revise item 6. Return of MPLA Exhibit

The State Representative is responsible for sending the MPLA exhibit back to ~~Jim Dertien, who coordinates its shipment to the next site. the Executive Secretary or next location designated by him/her.~~ Use mailing label(s) included in the exhibit procedure ~~manual~~ **materials**. Send UPS and insure ~~for \$500~~ **the "tube" and base for \$200 each.**

On 5.4, under Membership Promotion Responsibilities 1. Status of MPLA Members and Non-members within your State new item b. & realphabetize:

- b. Nominees for the Board Choice Award of a free one-year MPLA membership should be sent to the Executive Secretary by December 10th.**

On 5.2 ~~delete~~ item g. – to go on 5.5 under Reporting Responsibilities:

Provide the Newsletter Editor and the Public Relations Committee with library news of the state, including:

- i. State association officers, activities, programs, conference, etc.
- ii. Library personnel changes.
- iii. Innovative programs.

On 5.5, item 3.

Former wording:

3. *MPLA Newsletter*

Provide the *MPLA Newsletter* Editor with library news of the State 6 times a year. See that the *Newsletter* Editor and the Executive Secretary are on the mailing list for the state association and state library newsletters. Publication deadlines for the six *MPLA Newsletter* issues are listed in the publication information box in each issue of the *Newsletter*. Encourage libraries in the state to mail their press releases and newsletters to the *Newsletter* Editor, and to place him/her on their mailing lists. Newspaper clippings should also be sent when available.

New wording:

3. *MPLA Newsletter and Public Relations*

Provide library news of the state to the *MPLA Newsletter* Editor, **the Webmaster,**

the Public Relations Committee and the Executive Secretary **as appropriate, by:**

- a. Providing lists of state association officers, activities, programs, conference, etc.
- b. Providing news of library personnel changes.
- c. Providing news of innovative programs.
- d. Providing an article regarding the selected Board Choice Awardees.**
- 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.
- f. Newspaper clippings should also be sent when available.

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

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On 6.7, Bylaws and Procedures Committee, Conference Duties and Activities, add
5. Supply the Webmaster with an updated copy of the *Manual of Procedure* in the current appropriate electronic format for posting to the Association web site.

On 6.10 & 11, move Conference Planning Committee into alpha order in chapter & replace Program with Planning in each instance for committee name.

On 6.12, Continuing Education Committee, under General add new item 2 & renumber:
2. Coordination of the MPLA Grant for State Association Pre-Conferences. See Procedures, Application Form and Evaluative Report on pages following this section.

On 6.20 & 21, move Electronic Communications Committee into alpha order in chapter.

On 6.39, MPLA Professional Development Grant Application, to item 10. add:
f. Describe other sources of funding that you have sought or intend to use to support this activity. (Brd of Directors, 6/99)
And renumber correctly on 6.40.

On 6.44, Public Relations/Membership Committee, under General, last paragraph should be updated:

The duties of the Committee in furthering these goals are closely tied in with those of the State Association Representatives, the Newsletter Editor, **the Webmaster, the Electronic Communications Committee**, and the Conference Publicity Subcommittee. Close contact and communication should be maintained among all ~~four~~ **six**.

On 6.45: These mailing lists can **probably** be computerized for production of address labels by the Executive Secretary, upon request of the Committee Chair.

Questions that need addressing:

p. 2.4 What was decided re: illness preventing attendance?

Discussed at April 2000 board meeting, no note of motion to approve.

p. 2.6 Does the "Officer Transfer of Responsibilities Checklist" exist? If so, shouldn't it be in the MoP?

p. 2.11 Jobline??? What should this say? The 605 area # gets a Fax machine & the 800 # reaches "The Taggerts".

4.6 Has Academic Section had a revision of Bylaws since October 2000?

4.13 Does the Children's and School Section have anything they want to say? Or delete? Article X. Finances. NMRT; Public Library/Trustees; and State Agency, Cooperatives & Systems Sections have sections in their Bylaws on Finances.

4.14 Gov Docs will need to update Bylaws with revisions to be voted on this fall.

Any other Section Bylaws Updates???

Public Library/Trustees; State Agency, Cooperatives & Systems; and Technical Services Sections still have Secretaries. Needed?

Technical Services Section can't tell me if they passed their Bylaws revisions last Oct. 2002. Presently have nothing about resignation or the Vice-Chair moving up to Chair, if they're no longer able to serve. The changes proposed addressed optional secretary & nominations.

6.29 Leadership Institute Committee description still needed.