

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. Audits will be carried out annually.
2. An audit will be carried out by a CPA firm every 3 years.
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.

Comment [WU1]: Does this refer to an internal only audit? Needs to be clarified, very confusion with line 2

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.
3. 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. *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.
 - d. Non-MPLA members receiving awards may appreciate the Chair making room reservations.
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

Comment [WU2]: What? Don't understand this at all

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://www.mpla.us/forms/awardsnom.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 General 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 Home Page - <http://www.mpla.us/committees/nominating/index.html>

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 other 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://www.mpla.us/forms/formindex.html>