

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
Membership
Nominating
Professional Development
Program Council

Task Force, Subcommittee & Ad Hoc Committees

Administration Subcommittee on Bylaws and Procedures

Paid Staff

Executive Secretary
Newsletter Editor
Leadership Institute Coordinator
Webmaster

Others

Electronic Communities Moderators

Quorum

A simple majority of the voting members defines a quorum.

Meetings

Board Meetings

In Person

1. Immediately prior to each annual conference at the conference location
2. Once 6 to 8 months later
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 meeting when there is sufficient need for Board action.

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 web site.
2. Agenda
3. Committee Reports with recommendations
4. Reports from Executive Secretary, Webmaster, and Newsletter Editor

5. President's Report
6. State Representative Reports
7. Any reports from working groups or activities requiring decisions.
8. Conference Program Council 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. Amend or add to 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 of 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, 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
 - Membership
 - Nominating
 - Professional Development
 - Program Council
2. Select and appoint other Committee members according to the procedures outlined in Section 6, 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 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, 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. Preside over general sessions and other select meetings, luncheons, banquets, etc., as necessary.
4. Present awards to winners at conference award events
5. 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, 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. Is Chair of the Conference Program Council and 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 expected honorarium (if requested to do so) and other paid expenses.
3. Obtain copies of biographies and photos, when possible, from speakers.
4. Provide President, Executive Secretary and Newsletter Editor with details of 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.
6. Send a letter inviting each non-host State Association President or President-Elect to attend the MPLA Conference with registration paid by MPLA. Arrange for recognition of each of the presidents or president-elects at an appropriate conference function.

Conference Duties and Activities

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

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, and one State Representative, one Electronic Community Moderator and the Executive Secretary who is an ex officio member.

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 of the association: the Executive Secretary, the Newsletter Editor and the Webmaster. **(See evaluation forms in Appendix A of this Manual)**
 - 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.

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, 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 Executive Board meeting, recording minutes of this and all subsequent Executive Board and Administrative Committee meetings throughout the year.
2. After outgoing Recording Secretary has drafted the proceedings of the annual conference, request the file of past minutes and other pertinent correspondence.
3. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

Conference Duties and Activities

1. Transfer all working papers, minutes and files to the incoming Recording Secretary. Copies of select papers sent to the Executive Secretary should also be provided for purposes of job continuity.

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 convention 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. Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.
4. Establishes and maintains official MPLA mailing address.
5. Maintains bulk mail permit.
6. 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.
 - i. Deposits all checks received 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.
8. Responsible for maintaining membership records and mailing materials to members.
9. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA member states a copy of the *MPLA Newsletter*.

10. Sets rates for subscriptions and advertising for the newsletter in consultation with the Newsletter Editor.
11. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
12. Maintains the MPLA booth and its exhibit materials, schedules its use with the State Representatives, and ships it to arrive at the time and place arranged with the state rep.
13. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
14. 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 have access to the *Manual of Procedure*.
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, including a mailing list for the *MPLA Newsletter*.

Pre-Conference Duties and Activities

1. Provides information to aid the Vice-president/President-Elect in preparing conference issue of the *MPLA Newsletter*, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
2. Mails the conference issue of the *MPLA Newsletter* to membership no later than two months prior to the first date 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 the Registration Sub-Committee Chair with an MPLA membership list prior to each conference.
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 as 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. Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.
6. Maintains positive working relationship with Executive Secretary, members of Executive Board, state association executive secretaries, 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 mailing, and an electronic version to the Webmaster for posting on the Association web pages. Maintains and meets all deadlines for submitting the newsletter for printing and posting.
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 state to produce a preliminary conference program 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 Communication Committee) to set

advertising rates for the newsletter based on rates for similar publications.

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 and Electronic Communities
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. Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.

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 a period of five years.

Leadership Institute Coordinator

General

1. Designs the Institute forms, to include the Application form and Evaluation form.
2. Creates and enables the annual calendar for the Institute
3. Promotes the Institute by sending announcements to state representatives, the Newsletter Editor and the Webmaster.
4. Maintains communication with, and provide orientation information for Institute participants and mentors.
5. Is charged with local arrangements details before and on-site for the Leadership Institute event.
6. Serves as lead mentor for the Institute.
7. Serves ex-officio on the LI Committee to advise and assist the committee members' activities.