

3. ELECTED AND APPOINTED OFFICERS

Board of Directors

Executive Committee

President
Vice-President/President-Elect
Immediate Past President
Recording Secretary
Executive Secretary

Section Chairs

Academic
Children's and School
Government Documents
New Members Round Table
Preservation, Archives & Special Collections
Public Library/Trustee
State Agency, Cooperatives & Systems
Technical Services

Interest Group Chairs

(None at this time)

State Association Representatives

Arizona
Colorado
Kansas
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
South Dakota
Utah
Wyoming

Editor, *MPLA Newsletter*

MPLA Webmaster

Leadership Institute Coordinator

Parliamentarian

(December 2001; July 2003)

Quorum

A simple majority of the voting members define a quorum.

Meetings

1. At close of each annual conference, with the retiring Board of Directors.
2. On call of the President.
3. Upon request of a majority of the Board of Directors.
4. Prior to each annual conference.

Post Conference Duties and Activities

1. Meet at close of the annual conference with the retiring board members.
 - a. Conduct annual review and appoint or reappoint *MPLA Newsletter* Editor at first board meeting subsequent to the annual conference.
 - b. Conduct annual review and appoint or reappoint Executive Secretary.
 - c. Approve or disapprove petitions for the organization of new Sections.
 - d. Set time and place for annual conference at least two years hence.
 - e. Vote for discontinuance of any section whose usefulness is deemed to have ceased. If discontinuance is approved, another vote must be taken with the same result at the next Board of Directors meeting to discontinue the Section. Second vote will be binding and the Section Chair will be notified of Board of Directors action by the President.
 - f. Consider (and possibly select) the theme of next annual conference, upon recommendation of the vice-president/president-elect.
 - g. Consider those persons upon whom honorary memberships may be conferred. Requires an affirmative vote of three-fourths of the membership present at the next annual conference.
 - h. Take action to implement recommendations that have received a favorable vote of the membership and or Committees.

- i. Elect a state representative and a section chair to serve as members of the Finance **and Management** Committee.

Pre-Conference Duties and Activities

1. Meet, usually in January prior to a fall conference and in September prior to a spring conference, at the call of the President, to coordinate annual conference plans with the Conference Chair, the Subcommittee Chairs and other Committee officers.
 - a. Select annual conference theme, if this has not already been done.
 - b. Consider possible annual conference speakers and the amount of funds which may be allocated for each, including honoraria, transportation, housing, meals, etc.
 - c. Approve the budget prepared by the Finance **and Management** Committee. Make budget adjustments as necessary and inform Sections and Committees of the amount available for the conduct of their business.
 - d. In consultation with the ~~Joint~~ Conference Planning Committee, set registration and exhibit fees for the annual conference.
 - e. Receive reports from annual Conference Chair and other Committee persons to determine what has been accomplished thus far, what problem areas exist, and how they may be resolved.
 - f. Receive reports from Committee Chairs. Determine what reports they need to make at the annual conference, time required, at what point they will make their contribution, etc.
2. Meet usually in late spring and/or summer prior to a fall conference and in late fall or winter prior to a spring conference at the call of the President.
 - a. Discuss and resolve last minute annual conference problems.
 - b. Review the annual conference program to insure that changes in the printed program are noted and to insure that membership will be advised of them at the first general session.
 - c. Discuss financial status and viability of the organization with input from the President, Executive Secretary, and annual Conference Chair.
 - d. Discuss and approve changes in the *Bylaws* and *Manual of Procedure*

recommended by the Bylaws **and Procedures** Committee or from other sources where Board of Directors approval only is necessary, or referred to the membership for approval at the annual conference.

- e. Approve or amend awards recommended by the Awards Committee as necessary.

(May 1978; May 1984; Dec. 1985; May 1986; April 1995; Jan. 1996; July 2003)

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 should read and become familiar with the *Manual of Procedure* and discuss any problems with the Past President.

Post Conference Duties and Activities

1. Conduct post-conference meeting of retiring Board of Directors and the new Board of Directors.
2. Appoint Chairs of Committees, according to procedures in Section 6 of this *Manual*. Committees may include but are not limited to:

Awards	Finance and Management (Past President, chair)
Bylaws and Procedures	Intellectual Freedom
Chapter Relations	Leadership Institute
Conference Planning	Nominating
Continuing Education	Professional Development Grants
Electronic Communications	Public Relations/Membership

In so far as it fits the appointment procedures, and for the sake of continuity, the Chair of each Committee should ideally be a member of that Committee from the preceding year. The immediate past Chair should be, if possible, an ex-officio member of the Committee.

3. In discussion with Chairs appointed in 2. above, select and appoint other Committee members according to the procedures outlined in the Committees section of this Manual.
4. Appoint a Parliamentarian.
5. When finalized, submit lists of all Committees to the *MPLA Newsletter* Editor, **the Webmaster**, and to the Executive Secretary.

6. Appoint State Association Representatives in consultation with state association presidents, if state associations have not provided representatives within four months after the annual conference date.
- ~~7. Appoint, with the vote of the Board of Directors, an editor for the *MPLA Newsletter*.~~

Pre-Conference Duties and Activities

1. Notify Recording Secretary of each meeting date for the Board of Directors and Executive Committee. Specify other officers and functionaries whose attendance is required.
2. Preside over each Board of Directors and Executive Committee meeting called.
3. See Board of Directors section for further duties.
4. Notify Section, Committee and Sub-Committee chairs from whom reports are appropriate that an annual report summarizing the year's activities is to be submitted in conformance with the reports section of this Manual.

Conference Duties and Activities

1. Preside over Pre-Conference Board of Directors meeting.
2. Preside over general sessions and other select meetings, luncheons, banquets, etc., as necessary.
3. Pass the gavel to the incoming President at the last conference business meeting.

(May 1978; April 1995; Oct. 1995; July 2003)

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. Position automatically carries with it that of Conference Planning Committee Chair.
5. Serve as a member of Board of Directors.

Post-Conference Duties and Activities

1. Attend post-conference Board of Directors meeting, presiding in the absence of the President.
2. Communicate or meet with all Section Chairs (see Conference Planning Committee section) relative to the next annual conference program, offering and accepting suggestions based on the annual conference theme (once established) and organizing an integrated program of general as well as sectional interest.
3. Consult with the President and the Conference Chair in seeking qualified annual conference speakers and in offering a proper honorarium based on status and qualifications.
4. Correspond with possible speakers, notifying of tentative conference details and specifying expected honorarium (if requested to do so) and other paid expenses.

Pre-Conference Duties and Activities

1. Obtain copies of biographies and photos, when possible, from speakers.
2. Provide President, Publicity Sub-Committee Chair, Executive Secretary and *Newsletter* Editor with details of speakers as they are received.
3. Finalize details with Conference Planning Committee concerning all program events. Provide copy to the Conference Chair for printing of programs, and to

Newsletter Editor and Executive Secretary.

4. 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. In this regard, maintain close liaison with Hospitality and Transportation Sub-Committee Chair, Section Chair and the Conference Chair.

(May 1978; April 1997; July 2003)

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 Board of Directors.
3. Forward copies of all handouts along with Board of Directors meeting minutes to Board of Directors members who were unable to attend a Board meeting.

Post-Conference Duties and Activities

1. Attend post-conference Board of Directors meeting, recording minutes of this and all subsequent Board of Directors and Executive 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. Notify committees, officers, and sections of meetings called by the President or Board of Directors, as necessary.
4. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

Pre-Conference Duties and Activities

1. Advise all committee and section Chairs of budget allocations provided by the Board of Directors.
2. Prepare reports on innovative programs and developments taking place at the Board of Directors meetings and furnish to the Public Relations/Membership committee and *Newsletter* Editor.
3. Notify each Section Chair that a copy of the minutes of their annual meeting, if any, at the annual conference is to be provided to the Recording Secretary within three weeks following the annual conference.

Conference Duties and Activities

1. If necessary, arrange for stenographer, tape recorder, or other assistance for

recording minutes of Board of Directors meetings and general sessions at the annual conference.

2. Obtain list of names and addresses of individuals who have extended courtesies to the Association from the Conference Chair. Draft letter of thanks for each to be signed by the President.
3. Provide names of Association Section Officers to the *Newsletter* Editor for publication and to the Executive Secretary **and Webmaster** as soon as possible after the annual conference.
4. Send copy of any resolutions presented by the Conference Chair to each Association officer and others concerned with the recommendation.
5. Obtain list of attendees to the annual conference from the Registration Sub-Committee and provide to the Executive Secretary.
6. **With all reports, letters, etc. concluded, transfer all official papers to the Executive Secretary including proceedings, if any, of last conference.**
7. Transfer all working papers and files to the incoming Recording Secretary. Copies of select official papers sent to the Executive Secretary should also be provided for purposes of job continuity.

(May 1978; April 1995)

End of the calendar year

- 1. Secure and deliver to the archives the following designated records of the Association:**
 - i. Official correspondence of President, and other general, section, interest group, and committee officers.**
 - ii. Minutes of Board of Directors, Executive Committee, Section, Interest Group and Committee meetings.**
 - iii. Membership directories.**
 - iv. Copies of the MPLA Newsletter.**
 - v. Manual of Procedures (each new edition) and revisions to present edition.**

- vi. Conference Planning Manual, convention programs, and other relevant convention materials.**
 - vii. Financial reports, budgets, audit reports.**
 - viii. Reports of Association, sections, state representatives, interest groups and committees.**
 - ix. Files of sections, state representatives, interest groups, 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, section chairs, interest group, round table and committee chairs.**

(Oct 2004)

Immediate Past President

General

The Immediate Past President has several responsibilities required by the Bylaws or assigned by the Board of Directors:

1. ~~Act as the Interest Group Coordinator.~~ **Advise and counsel the President.**
2. Chair the Finance **and Management** Committee, which consists of the Executive Committee of the Board of Directors and two additional members of the Board, one section chair and one state representative, to be nominated and elected by the Board at the first meeting of the new Board after new officers have assumed office.
3. ~~Advise and counsel the new President.~~ **Act as the Interest Group Coordinator**

Post-Conference Duties and Activities

- ~~1. Advise and counsel the new President.~~
1. Prepare, with the Finance **and Management** Committee, a proposed budget for approval by the Board.
2. ~~Acting for the Executive Committee of the Board of Directors,~~ Work with the Finance **and Management** Committee to conduct evaluation of the appointed officers of the association: the executive secretary, the *newsletter* editor and the Webmaster. (See survey forms following **in the Committee Section of this Manual**)
 - a. Give 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 Executive Committee of the Board.
 - c. Prepare a recommendation for reappointment or non-reappointment to the Board of Directors for presentation at the first board meeting subsequent to the annual conference.
 - d. Following vote of the Board of Directors, 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 Board of Directors meetings.
2. Advise the incumbent Board of Directors of the actions of the preceding Board of Directors--resolving conflicts where necessary.

Conference Duties and Activities

1. Attend Pre-Conference Board of Directors meeting.
2. Advise and assist the President in every way possible.

(May 1978; Dec. 1987; Jan. 1995; Jan. 1996; July 2003)

Executive Secretary

General

1. Serves at the pleasure of the Board of Directors, subject to an annual review by the Executive Committee of the Board of Directors prior to reappointment.
2. Serves as a member of the Board of Directors with voting rights.
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 to 3c.~~
 - ~~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).**
 - d. Serves as a member ex-officio of the Finance Committee with voting rights.
4. Responsible for maintaining membership records and mailing materials to members.
5. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states a copy of the *MPLA Newsletter*. (Board of Directors 12/17/84)

6. Sets rates for subscriptions and advertising for the *Newsletter*. (Board of Directors 9/26/81)
7. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
8. 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.
9. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
- ~~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 as ex-officio as a non-voting member of the Electronic Communications Committee.**

Post-Conference Duties and Activities

1. Provides all incoming members of the Board of Directors with copies of the *Manual of Procedure*.
2. Transfer official documents, vouchers, papers, etc. to the archivist when no longer needed for conducting the on-going affairs of the Association.
3. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the *Manual of Procedure* as needed.
4. Aids the Finance Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
5. Reports on the financial and membership status of the Association at all Board of Directors meetings.
6. Maintains the current membership file, including a mailing list for the *MPLA Newsletter*.
7. Notifies the membership each November that dues are payable on January 1, and sends out periodic reminders as needed.

8. Notifies subscribers when renewals are due for the *MPLA Newsletter* subscriptions.

Pre-Conference Duties and Activities

1. Prepares the Membership Directory and distributes it to members of the Association by May 1. (Board of Directors 1/6/96)
2. Provides information to aid the Conference Chair (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.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, and section nominating committees indicating Section nominees, no later than four months prior to the first date of the annual conference at which elections are to be concluded. Duplicates ballots (including brief biographical information) and mails them to members no later than three months prior to the first date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.
4. Mails the conference issue of the *MPLA Newsletter* to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
5. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
6. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
7. 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 records all membership dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Board of Directors.

MPLA Manual of Procedure
Section 3: Officers

3.17
Revised 10/2004

(May 1978; Sept. 1985; April 1995; Jan. 1996; TO BE REVISED)

Editor, *MPLA Newsletter*

General

1. Appointed by the Board of Directors, subject to an annual review for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. **Serves as ex-officio as a non-voting member of the Electronic Communications Committee.**
4. Serves ex-officio as a non-voting member of the Electronic Communications Committee.
5. Responsible for the editing of the *MPLA Newsletter*.
6. Expenses paid to each Board of Directors meeting. (Board of Directors 9/12/83)
7. Receives a stipend as set by the Board of Directors.

Duties and Activities

1. Edits the *MPLA Newsletter* on a bimonthly basis sending copy to the Executive Secretary for publishing and mailing, and to the Webmaster for posting to the web site.
2. Communicates with Public Relations/Membership Committee and State Association Representatives, sharing and receiving information and publicity copy.
3. **Coordinates ideas with the MPLA Webmaster.**
4. Provides membership with an annual report at the annual conference, to include finances and policy. May be written or verbal.
5. Submits written annual report in conformance with the "Reports" section of the *Manual*.
6. Provides the Executive Secretary with a list of national, regional, and other library publications to which the *Newsletter* should be sent.
7. Manages *Newsletter* Advertising Accounts.

(May 1978; April 1995; Jan. 1996; April 1997; July 2003)

Mountain Plain Library Association Webmaster

General

1. Appointed by the Board of Directors, subject to an annual review for reappointment.
2. Serves ex-officio as a non-voting member of the Board of Directors.
3. Serves ex-officio as a non-voting member of the Electronic Communications Committee.
4. Responsible for organizing and maintaining the MPLA web site.
5. Jointly with the Electronic 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 Board of Directors.
6. Expenses paid to each Board of Directors meeting.
7. Receives a stipend as set by the Board of Directors.

Duties and Activities

1. Organize and design the web site.
2. Produce a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
3. Adapt content to web format.
4. Establish and maintain 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
5. Post new content, updated and revised material, identified or created by the Electronic Communications Committee (ECC).
6. Regularly add the following:
 - Update Job Line postings
 - Photographs of MPLA activities

- Minutes of MPLA Board of Directors 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.

7. Advise the Board of Directors and the EEC about emerging technologies, applications and additional uses for the web site.
 - Analyze traffic statistics and use
 - Assess new techniques and trends and suggest enhancements and improvements.

(February 2002; October 2002; July 2003)

- 8. Retain Board Reports posted on the Association web site in electronic format for a period of five years.**

(Oct 2004)

Leadership Institute Coordinator

General

The Institute Coordinator will be offered a one year contract subject to renewal.

The Leadership Institute Committee will set the payment schedule and evaluation criteria

Qualifications

1. An individual who has experience coordinating similar events for library organizations.
2. Prefer a library professional with library work experience or a person who is very familiar with library organizations.
3. Prefer an individual who is not employed full time in another capacity.

Duties

1. Organize the selection process
 - a. Create and manage application process
 - b. Produce an application form (models available from ALA chapters)
 - c. Collect and disseminate information from applicants
 - d. Liaison for selection committee
2. Organize the promotion of the Institute and recognition of selected applicants
 - a. Generate publicity, before and after
 - b. Write press release to professional journals to motivate attendance
 - c. Post news of program and application process to List Serves
 - d. Write press release to attendee's local news and in-house newsletters
3. Organize getting people there
 - a. Answer applicant questions
 - b. Help attendees make travel itineraries to Albuquerque airport and local site (generally that should be fairly self service, but help if they seem unsure.)
 - c. Arrange for transport to local site (Liaison for site connection with ground transportation. Make sure this is transparent to the attendees. Check off arrival on site of each individual)
 - d. Repeat the above items for mentors
4. Organize on-site flow
 - a. Help with housing choices and getting settled
 - b. Act as liaison between speaker(s)/attendees and the facility

- c. Arrange meal choices and snacks
- d. And, because little problems can arise, be on-site confidant/counsel/mother hen for all participants.

Reports to Board

1. Organize and administer evaluation
2. Assessment of factors involved in doing this activity
(Site, transportation, staffing, selection of applicants, et al)
3. Collect and report facts and stories that show successes
4. Collect, select, assess and report suggestions for improvement

(12/8/01 Board of Directors)

Parliamentarian

General

Appointed by the President for a one-year term.

Post-Conference Duties and Activities

Advises President of correct parliamentary procedure at post-conference Board of Directors meeting and others throughout the year.

Pre-Conference Duties and Activities

Studies MPLA Bylaws and *Manual of Procedure* prior to the annual conference.

Conference Duties and Activities

Advises on the constitutionality of an action during annual conference meetings and sessions.

(May, 1978)