

Manual of Procedure

Bylaws and Procedures Sub-Committee

Mountain Plains Library Association

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Introduction

This *Manual of Procedure* has been compiled to clarify the duties assigned to MPLA officers, committees, state representatives and others. This manual is issued to each elected or appointed MPLA officer, committee chair, state representative and conference sub-committee chair. It should be read by those to whom it is issued, to provide an overview of the Association's goals and operations. Each chair should distribute to fellow officers, or committee members, the appropriate parts that concern the section or committee itself.

This manual is not all-inclusive, but it does incorporate all major responsibilities, position descriptions, evaluation forms, award criteria, and some historical information. Anyone becoming aware of needed additions, deletions, clarifications, or resolutions of conflicts is urged to call them to the attention of the Bylaws and Procedures Sub-Committee and/or the President.

It is recommended that the Chair of the Bylaws and Procedures Sub-Committee maintain computer diskettes, or comparable current medium, with the most recent revised edition of the *Manual* thereon, in both the current word processing software files and text-based files for transferability. Approved additions and changes will be forwarded to the Webmaster, as well as the Executive Secretary. The web version of the *Manual* will be kept continuously updated, and will serve as the official version of the *Manual*. The *Manual* in a secure format (presently pdf) will be maintained on the web. Board members may print updates from that format during the year, if they wish.

Duties and Annual Conference

Many of MPLA's efforts during the year are focused on the annual conference. Most duties are described in terms of the three major areas of Post-Conference, Pre-Conference, and Conference. There are no distinct time periods for each of these. Most duties begin with election or appointment at or immediately after the annual conference. Incumbents will insure that conference activities are carried out successfully and are primarily concerned about the following year's conference. This manual is intended to provide direction, beginning with appointment or election.

The prominence of the annual conference in MPLA activities led the Bylaws and Procedures Sub-Committee to incorporate conference planning information into a separate *Conference Planning Manual*, which is held by the Vice-President/President-Elect.

Post-Conference Duties and Activities

These activities are those which must be resolved at, or immediately after, the conference at which the member was elected or appointed. There is no distinct point at which this phase ends and the next one begins, but it would generally approximate a 2-3 month period after the end of the annual conference.

Pre-Conference Duties and Activities

These activities are directly concerned with making the next conference a success. Generally, this period would begin about 2-3 months after the close of the previous conference and end immediately preceding the first event on the conference program. In some cases, however, preparation for next year's conference responsibilities begins almost immediately after the last conference.

Conference Duties and Activities

These activities begin with the first formally organized program listed as part of the annual conference--including pre-conferences, workshops, round-tables, seminars, etc.

Joint Conference Duties and Activities

When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Planning Committee may have to adjust to accommodate their counterparts in the other Association.