

TSS Board Orientation Manual

This document may be posted on the MLA Web site. Its primary purpose is for the internal use of current board members of the Minnesota Library Association's Technical Service Section.

Created August 2017; last updated 25 September 2017 and 6 August 2019

Shortcut to access this document: <http://bit.ly/2v8qPji>

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1. TSS Purpose Statement

From MLA's 'Technical Services Section' page,
<https://mnlibraryassociation.site-ym.com/?page=TSS>

Purpose: To provide members and other Minnesota library workers with opportunities to discuss current issues and future developments in library technical services, and to educate and inform.

2. TSS Membership

Members of this Section shall be those members of the Minnesota Library Association who designate the Technical Services Section on their membership application.

3. Bylaws

TSS's bylaws, ratified by the TSS membership at the 2017 Business Meeting, may be found here: <http://bit.ly/2vHhrNu>

Following are the relevant sections of MLA's bylaws (last amended October 2015), which can be downloaded at <http://www.mnlibraryassociation.org/default.asp?page=AboutMLA>

Article 5, 'Subunits'

ARTICLE 5 SUBUNITS

5.1. The Subunits of the Association shall be: Divisions, Sections, and Round Tables.

5.2. Only Active, Life, and Affiliate members of the Association may be members of a Subunit.

5.3. Each Subunit shall be governed by the Bylaws of the Association. Each Division may adopt bylaws, but not in conflict with those of the Association. Copies of the bylaws and bylaws amendments shall be filed with the Secretary of the Association.

5.4. A Subunit may adopt a distinctive name and shall have the authority within its own field as defined by the Association to determine its own policies and to develop its own programs provided these do not conflict with the established policies and programs of the Association.

5.5. Minutes of the Subunit and an annual report shall be filed with the President and Executive Director.

5.6. A Subunit may issue policy statements in the name of the Subunit, but it may not commit the Association on any policy without proper approval of the Association.

5.7. A Subunit may establish committees and subordinate groups as may be required to discharge its responsibilities, except that it may not establish a committee to operate in the field of an association committee, unless it be established as a subcommittee of the larger committee.

5.8. A Subunit may impose a registration fee for any meetings held separately from the conference of the Association. An increased registration fee shall be imposed for non-MLA members attending subunit events.

5.9. Subunits shall notify the MLA Office of forthcoming meetings and programs of the units.

Article 7, 'Sections'

ARTICLE 7 SECTIONS

7.1. The purpose of a Section is to promote the study and development of a particular function or aspect of librarianship which has relevance for more than one type of library.

7.2. A Section may be established by the Association upon petition of not fewer than 50 members representing two or more Divisions, providing the activity it is proposed to promote is clearly interdivisional in nature.

7.3. The Association may discontinue a Section when the membership in to [a] Section has fallen below 50, or in response to a petition signed by a majority of the Section's members.

4. Responsibilities of the TSS Board

As of 2017, the descriptions of board members' responsibilities here align with what appears in the official Bylaws, which may be seen at <http://bit.ly/2vHhrNu>.

The Technical Services Section board, also known as the TSS Executive Committee, consists of a **Secretary**, a **Chair Elect**, a **Chair**, and a **Past Chair**. All should be Section members in good standing. They are elected by TSS members as a whole during TSS's annual business meeting; following their election, they take office on January 1.

Secretary

1. Serves a two-year term
2. Distributes announcements of the meetings of the Section and records official Minutes for those meetings, including the TSS annual business meeting. Following approval of the previous year's Minutes at the business meeting, submits those Minutes to the Executive Director of the MLA for posting on the TSS page of the MLA Web site
3. Keeps a file of the Section's records (online and/or in print) and makes them available to the Section's Executive Committee

4. Assists the Chair and other members of the TSS Executive Committee in conducting outreach for TSS at the annual MLA conference or other venues. When needed, assists Chair in submitting news items to MLA Roundup, or otherwise communicating with TSS members
5. Assists the Chair in planning the TSS business meeting at MLA's annual conference — working with the other members of the TSS Executive Committee
6. Contributes to other TSS activities as planned by the Executive Committee
7. May run for a consecutive two-year term, if desired

Chair Elect

1. Serves a three-year term (first year, Chair Elect; second year, Chair; third year, Past Chair)
2. Completes the MLA New Leaders orientation (usually a one-hour meeting in early December or January)
3. Assists the Chair in planning the TSS business meeting at the annual MLA conference — working with the other members of the TSS Executive Committee
4. Serves as Chair of the TSS Program Committee and representative to the MLA Program Committee
5. Contributes to other TSS activities as planned by the Executive Committee

Chair

In addition to the **Chair Elect** duties, the **Chair**:

1. Acts as the representative of TSS to MLA during the year as the active Chair: Receives communications from the MLA President, participates in spring selection of conference proposal sessions, regularly reports to membership by submitting news to the MLA Roundup, participates in MLA activities as requested by members of the MLA Executive Board — see the MLA “Chair, Subunit” document, a PDF copy of which is here: <http://bit.ly/2ui0k17>
2. Schedules, sets objectives for, prepares agendas for, conducts, and maintains records of all meetings of the Section and of its Executive Committee, including the TSS annual business meeting at the MLA Conference, and presents the previous year’s Minutes to TSS members for approval at the business meeting
3. Works with the Past Chair to determine the status of outstanding projects. Determines and executes a plan of action that supports the goals of the MLA’s strategic planning process, and cooperates with other MLA subunits, MLA committees, and the MLA Executive Director in accomplishing the goals and objectives in the plan
4. Evaluates the TSS Web site for inclusiveness and currency, and determines what content needs to be added. Submits edits and additions to the MLA Executive Director
5. Recruits and encourages TSS members to submit breakout session proposals for the MLA Annual Conference
6. Prepares and submits a budget if so requested by MLA. Signs any expense reports for disbursement of TSS funds
7. By December 1, submits an annual report to the MLA Board and the MLA Executive Director, including Minutes of TSS meetings for the year

from the MLA subunit chair job description, 2017:

<http://bit.ly/2ui0k17>

CHAIR, SUBUNIT

Term Length:

One year. Term may commence beginning of the second fiscal year following election as Vice-Chair.

Responsibilities:

To represent the subunit to the MLA Board of Directors and to chair the Division.

Duties:

Works with the past chair of subunit to determine status of outstanding projects.

Determine and execute a plan of action, and cooperate with other MLA subunits, MLA committees, and the MLA Office in accomplishing goals and objectives in the plan.

Participate in MLA's strategic planning process by focusing outcomes on goals and objectives in the plan.

Review MLA Bylaws for Association policies. Contact the MLA Office for interpretations or questions.

Evaluate unit's website for inclusiveness and currency and determine what content needs to be added. Submit edits and additions to the MLA Office.

Schedule, prepare agendas, conduct, and maintain records of all meetings.

Meetings should be scheduled during Annual Conference, and at other times deemed necessary by the Chair.

Prepare and submit a budget to the MLA Office as requested in the fall.

Obtain prior authorization from the Executive Board for projected expenses.

Be responsible for a conference program by setting objectives and scheduling content during the unit's session time at the Annual Conference. This should include a brief business meeting.

Recruit and encourage membership to submit breakout session proposals for the Annual Conference.

Report minutes of the Subunit and an annual report to the board and executive director by December 1.

Estimated time commitment: 1-2 hours per month

Reports:

Annually or as needed to the Board of Directors.

Division Executive Committee and Membership Meeting

Reports to membership through the MLA Round Up.

Past Chair

Following service as **Chair Elect** and **Chair**, the **Past Chair**:

1. Serves as a member of the Executive Committee
2. Assists the Chair by coordinating submission of TSS content on the MLA Web site and, if desired, managing the blog and other social media outreach of the Technical Services Section

5. History of TSS

This section is under construction

6. Roster of Current Board Members

See the Leadership Roster on TSS's MLA Web page, <https://mnllibraryassociation.site-ym.com/?page=TSS> . It is the responsibility of the Chair and the Secretary to contact MLA to update it after every election.

7. Planning Calendar of Regular TSS Board Activities

The MLA fiscal year runs January through December.

January

- New board members should attend the MLA Subunit Leadership Orientation, if not completed in December
- Two MLA divisions have all-day mini-conferences in April: PLD Day ([Public Libraries Division](#)) workshops are usually held on a Friday in mid-April, and ARLD Day ([Academic and Research Library Division](#)) on a Saturday toward the end of April or, rarely, at the beginning of May. In January, the TSS board should look up the deadlines for submitting a presentation/workshop proposal to PLD and ARLD, and send a timely e-mail encouraging TSS members to put together presentations at one (or both!) of these events
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at](#) <http://www.mnllibraryassociation.org/?page=news>

February

- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at](#) <http://www.mnllibraryassociation.org/?page=news>

March

- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at](#) <http://www.mnllibraryassociation.org/?page=news>

April

- The LIS Professional Associations Fair is held in April, and the chair of the TSS board is usually invited to staff a table there; contact the St. Catherine University MLIS Program for details
- Two MLA divisions have all-day mini-conferences in April: PLD Day (Public Libraries Division) workshops are usually held on a Friday in mid-April, and ARLD Day (Academic and Research Library Division) on a Saturday toward the end of April or, rarely, at the beginning of May. See January re: encouraging TSS members to make presentations at these events. We should also be encouraging our members to attend the event that meets their needs, possibly with an all-TSS e-mail at the beginning of the month
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

May

- All MLA subunit and committee chairs are expected to participate in the MLA Conference Session Selection meeting, traditionally held in early May — the meeting that decides which sessions will be included in the fall's MLA Annual Conference. (If the chair can't attend, s/he finds a substitute.) Session proposals are e-mailed out a week before the meeting for advance review; contact the MLA Conference Program Committee for details
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

June

- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

July

- TSS Board meets in July or August to plan MLA Annual Conference activities, including TSS Annual Business Meeting
- Nominating Committee for the TSS Board Elections should be formed by the end of the summer
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

August

- By the end of August or early September: Nominating Committee should submit a list (with contact information and brief bios) of people willing to run for open TSS board positions
- TSS Board meets in July or August to plan MLA Annual Conference activities, including TSS Annual Business Meeting

- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

September

- Ballot for TSS Board Elections should be finalized in September
- Agenda for the TSS Annual Business Meeting should be finalized in September, and posted on <http://www.mnlibraryassociation.org/?page=TSS>
- If desired, e-mail TSS members to inform them about the upcoming meeting and election, with brief bios of the candidates
- The two-day MLA Annual Conference takes place in either September or October; see <http://mnlibraryassociation.org> for current dates. Board members plan and run the TSS Annual Business Meeting there, and also plan and staff a table for informal member activities
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

October

- The two-day MLA Annual Conference takes place in either September or October; see <http://mnlibraryassociation.org> for current dates. Board members plan and run the TSS Annual Business Meeting there, and also plan and staff a table for informal member activities
- Inform candidates and members about the results of the TSS Board Elections
- File approved minutes from the TSS Annual Business Meeting with the MLA President and Executive Director (to be posted on <http://www.mnlibraryassociation.org/?page=TSS>)

November

- Contact the MLA Executive Director to update the TSS board information on the MLA Web site, <http://www.mnlibraryassociation.org/?page=TSS>
- Prepare an annual report (due December 1) of TSS activities (including minutes of Executive Committee meetings) for the MLA Executive Board
- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

December

- New board members should attend the MLA Subunit Leadership Orientation (in person or virtually)
- If requested, prepare and submit a budget to the MLA Executive Board

- Towards the end of the month, if desired: Submit an article to the monthly MLA Roundup about recent TSS activities; [link is at http://www.mnlibraryassociation.org/?page=news](http://www.mnlibraryassociation.org/?page=news)

8. Responsibilities at the MLA Conference

This section is under construction

9. Responsibilities at the TSS Annual Business Meeting

The only requirement is to hold an election; the rest of the content is up to the executive committee.

10. Other Resources

Members List

Logged-in MLA members at <https://www.mnlibraryassociation.org/> can see a current list of TSS members at **Membership > Member Directory**. (Limit 'Section and Roundtables' to **Technical Services Section**.)

MLA Board Meetings

Although TSS officers are not voting members of the MLA Board of Directors, they are welcome to attend MLA board meetings and participate in discussions there. These meetings are generally held the third Friday of the month, 10 a.m. to noon, in the conference room of the MELSA office (Metropolitan Library Service Agency), which is 1619 Dayton Ave. Suite 314, St. Paul, MN 55104-1849.

See the MLA Web site's "Board of Directors" section, http://www.mnlibraryassociation.org/?page=board_of_directors#events, for agendas, minutes, and upcoming events.

Nominating Committee

This is a committee of three or more people **[who should be TSS members in good standing?]**. They should not be either members of the TSS Executive Committee or potentially running for election. The committee is formed in July or August, and its purpose is to prepare for the election at the annual TSS Business Meeting. Its responsibilities are:

1. Secure nominees for the open position(s), minimum of 1 nominee per position. This can be done by either inviting people who have come forward, or personally inviting TSS members who you know would be good in the role
2. Gather their names, their job titles, and brief biographies, and submit them to the TSS secretary for inclusion on the annual ballot

Updating TSS side of MLA Web Page

See https://mnlbraryassociation.site-ym.com/?page=forms_and_logos

Virtual Meetings ('Go to Meeting' Information)

This section is under construction