I. February 2023

II. Parliamentarian’s Report

III. Kristi Bergland, Parliamentarian; Ray Heigemeir, Assistant Parliamentarian

IV. Board Action Required

BAR 01: Revise the following section in the Administrative Handbook:

**Note:** These changes reflect the Board approval of the reorganization of the Diversity Committee and Equity and Inclusion Subcommittee into one new committee called Inclusion, Diversity, Equity and Accessibility (IDEA) Committee. (Spring 2022, part 2, 10.f)

**VI.H.23. INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY (IDEA) COMMITTEE**

**VI.H.23.a. CHARGE**

**CURRENT:** The committee will work to advance the organization’s efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The committee will advocate for the recruitment, retention and advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization’s efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA.

The Chair will also serve ex officio on the Membership Committee and the Career Development and Services Committee and will consult with the Diversity Scholarship Awards Committee as needed. (approved 6/2014; added 5/2017; rev. 4/2018) (rev. 10/2019)

**REVISED:**
The committee will work to advance the organization’s efforts in diversity by encouraging the participation of groups historically under-represented in music librarianship; including, but not limited to: African Americans, Asian Americans, Latin Americans and Native Americans. The committee will advocate for the recruitment, retention and advancement of members of these groups in MLA and in the profession. Activities will include advising the organization on issues of diversity, monitoring the organization’s efforts in this area, and supporting activities, events and initiatives advancing diversity in MLA.

The Chair will also serve ex officio on the Membership Committee and the Career Development and Services Committee and will consult with the Diversity Scholarship Awards Committee as needed. (approved 6/2014; added 5/2017; rev. 4/2018) (rev. 10/2019)

The Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee works to create an inclusive organizational environment that actively fosters a richly diverse membership, with a particular focus on welcoming and supporting those from traditionally underrepresented and marginalized communities. The Committee advocates for equitable recruitment, retention, and advancement practices in MLA and in the profession, with the ultimate goal of removing the systemic barriers that cause inequity in the first place. MLA’s Diversity Statement will guide the work of this Committee and any possible subcommittees and working groups.

Committee activities will include triennial administration of a climate survey; advising MLA on IDEA issues and monitoring the Association’s efforts in this area; and sponsoring and creating IDEA-related resources and opportunities within MLA.

Committee members act as ex officio members on other relevant MLA groups to bolster efforts in this area across the entire Association (including the Program Committee, Career and Development Services: New Members Forum, and including an ex officio from the Board of Directors to IDEA, rotating one-year terms). Subcommittees and working groups on specific IDEA topics will be formed as needed within the Committee. (approved 3/2023)

CLEAN TEXT:
The Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee works to create an inclusive organizational environment that actively fosters a richly diverse membership, with a particular focus on welcoming and supporting those from traditionally underrepresented and marginalized communities. The Committee advocates for equitable recruitment, retention, and advancement practices in MLA and in the profession, with the ultimate goal of removing the systemic barriers that cause inequity
in the first place. MLA’s Diversity Statement will guide the work of this Committee and any possible subcommittees and working groups.

Committee activities will include triennial administration of a climate survey; advising MLA on IDEA issues and monitoring the Association’s efforts in this area; and sponsoring and creating IDEA-related resources and opportunities within MLA.

Committee members act as ex officio members on other relevant MLA groups to bolster efforts in this area across the entire Association (including the Program Committee, Career and Development Services: New Members Forum, and including an ex officio from the Board of Directors to IDEA, rotating one-year terms). Subcommittees and working groups on specific IDEA topics will be formed as needed within the Committee. (approved 3/2023)

VI.H.23.b. EQUITY AND INCLUSION SUBCOMMITTEE
CURRENT:
In an effort to address intersectionalities of the music librarianship profession, as well as the MLA membership, the Equity and Inclusion Subcommittee (EIS) will work to advance the organization’s efforts in equity and inclusion by supporting the participation of marginalized communities in music librarianship. The subcommittee will advocate for the recruitment, retention, and advancement of members of these groups in MLA and in the profession. Activities will include triennial administration of a climate survey, advising the organization on issues of equity and inclusion, monitoring the organization’s efforts in this area, and supporting activities, events, and initiatives advancing diversity in MLA. The Chair of EIS will also serve ex officio on the Diversity Committee. (passed 6/2020; added 2/2022)

REVISED:
[Strike entire section.]

BAR 02: Revise the following section of the Administrative Handbook.

Note: This change reflects the Board approval of the reassignment of duties previously held by the Publicity and Outreach Officer to various other groups and officers. By rescinding Section III.D, the Board confirms the elimination of the Publicity and Outreach Officer position.

III.D. PUBLICITY & OUTREACH OFFICER (rev. 4/2014)

CURRENT TEXT: The Publicity & Outreach Officer promotes the interests and activities of the Association by cultivating an overarching vision of promotion and outreach for
MLA, then coordinating and overseeing MLA’s presence, both in person at the Association’s Annual Meeting and other conferences, and through electronic and print venues. The Publicity & Outreach Officer works closely with the chairs of the Awards, Development, Education, Program, Publications, and Web committees, and the MLA Newsletter editor. The Publicity & Outreach Officer is an ex officio member of the Membership Committee and the Music Library Advocacy Committee. The Publicity & Outreach Officer reports to the President and the Board of Directors and prepares relevant budgets and reports. (rev. 2/2017; rev. 6/2018; rev. 1/2019)

Interests and activities to promote include (but are not limited) to the following:

- publicize the purposes and activities of MLA
- announce applications for and results of MLA awards
- advertise MLA publications
- publicize future meetings
- announce official MLA advocacy statements
- inform about current issues which affect the profession
- cover worldwide news events concerning music libraries
- share interesting and entertaining items of musical interest
- promote music libraries
- present music librarianship as an attractive career choice.

The Publicity & Outreach Officer coordinates the Association’s organizational liaisons, provides publicity materials for outreach events, and pursues avenues for increasing the Association’s visibility to underrepresented groups. The Publicity & Outreach Officer or the Advertising Manager distributes artwork when MLA purchases advertising space or uses exchange advertising space to promote its publications. Copies of the Association's recruitment brochures are sent to individuals and organizations upon request, or when the Publicity & Outreach Officer thinks it advisable.

The Publicity & Outreach Officer coordinates and oversees MLA’s presence on multiple social media platforms as they are deemed significant and relevant --not only to MLA’s membership, but also to a wider audience outside the Association. The Publicity & Outreach Officer will delegate, monitor and advise the activities of each platform’s working team.

The Publicity & Outreach Officer receives gratis MLA regular membership and MLA annual meeting early-regular-member registration.

REVISED TEXT: III.D. PUBLICITY & OUTREACH OFFICER (rev. 4/2014)
[position eliminated] (2/2023)
[Delete this section]

REVISED TEXT: [section deleted and following sections renumbered]
BAR 03: Revise the following sections of the Administrative Handbook.

V.C.1. PUBLICATION

CURRENT TEXT: The *MLA Newsletter* is published six times a year, September–October, November–December, January–February, March–April, May–June, and July–August, and is issued to its members for free. The purpose of the *Newsletter* is to keep the membership of the Association abreast of events, ideas, and trends related to music librarianship. (rev. 5/2017)

REVISED TEXT: The *MLA Newsletter* is published on an as-needed basis on the MLA website, six times a year, September–October, November–December, January–February, March–April, May–June, and July–August, and is issued to its members for free. The purpose of the *MLA Newsletter* is to keep the membership of the Association abreast of events, ideas, and trends related to music librarianship. (rev. 5/2017) (rev. 2/2023)

CLEAN TEXT: *MLA News* is published on an as-needed basis on the MLA website. The purpose of *MLA News* is to keep the membership of the Association abreast of events, ideas, and trends related to music librarianship. (rev. 5/2017) (rev. 2/2023)

VIII.E. ANNUAL REPORTS

CURRENT TEXT: Interest group coordinators are responsible for submitting summaries of conference activities to the MLA News Editor for inclusion in one of the three issues that follow the annual meeting. The report should summarize the content of meetings, the attendance, and plans for future meetings and activities. (rev. 9/2016) (rev. 2/2023)

REVISED TEXT: Interest group coordinators are responsible for submitting summaries of conference activities to the MLA News Editor for inclusion in one of the three issues that follow the annual meeting *MLA News*. The report should summarize the content of meetings, the attendance, and plans for future meetings and activities. (rev. 9/2016) (rev. 2/2023)

CLEAN TEXT: Interest group coordinators are responsible for submitting summaries of conference activities to the MLA News Editor for inclusion in *MLA News*. The report should summarize the content of meetings, the attendance, and plans for future meetings and activities. (rev. 9/2016) (rev. 2/2023)
BAR 04: Revise the following section of the Administrative Handbook.
Note: These changes reflect a revision of language around the no-longer-extant official calendar.

VI.H.1. GENERAL INFORMATION

CURRENT TEXT: (Section of the constitution and by-laws applicable to this section: VI.)

The Board or the Association may direct the President to appoint committees in addition to those specified by this Administrative Handbook.

Members of committees follow the relevant procedures and policies outlined for all committees in sections VI. A-G above. In addition, the chair of each committee except the Finance Committee submits a written report of interim activity to the President for each Board meeting by the date specified on the official calendar. (rev. 3/2009)

REVISED TEXT: (Section of the constitution and by-laws applicable to this section: VI.)

The Board or the Association may direct the President to appoint committees in addition to those specified by this Administrative Handbook.

Members of committees follow the relevant procedures and policies outlined for all committees in sections VI. A-G above. In addition, the chair of each committee except the Finance Committee submits a written report of interim activity to the President for each Board meeting by the date specified on the official calendar. (rev. 3/2009) (rev. 2/2023)

CLEAN TEXT: (Section of the constitution and by-laws applicable to this section: VI.)

The Board or the Association may direct the President to appoint committees in addition to those specified by this Administrative Handbook.

Members of committees follow the relevant procedures and policies outlined for all committees in sections VI. A-G above. In addition, the chair of each committee except the Finance Committee submits a written report of interim activity to the President for each Board meeting by the date specified on the official calendar. (rev. 3/2009) (rev. 2/2023)

BAR 05: Revise the following section of the Administrative Handbook.
Note: These changes reflect the Board approval of the establishment of a Committee Management Team (Fall 2022)
Parliamentarian’s note: The language included here establishes the CMT and changes are intended to get the CMT up and running, but as the “the Board, team, and CMC should revisit timeline and process after one year to see if it’s working”, it is also advisable to revisit any language which may or may not need to be added to the Administrative Handbook after the group has had a chance to see what works, specifically, but not limited to, inclusion of Planning/Assistant Planning Officers as ex officio team members (in their job descriptions) and language about team member term lengths and rotation.

II.B.5.a. GENERAL INFORMATION

CURRENT TEXT: In consultation with the Board of Directors, the President appoints:

1. a member-at-large to be Fiscal Officer
2. a member-at-large to be Assistant Fiscal Officer
3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook (rev. 5/2014)
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook (rev. 5/2014)
5. a member-at-large to be Planning and Reports Officer
6. a member-at-large to be the Assistant Planning and Reports Officer
7. the Chairs of all other committees and task forces, in consultation with outgoing chairs and other members of the committees

REVISED TEXT: In consultation with the Board of Directors, the President appoints:

1. a member-at-large to be Fiscal Officer
2. a member-at-large to be Assistant Fiscal Officer
3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook (rev. 5/2014)
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook (rev. 5/2014)
5. a member-at-large to be Planning and Reports Officer
6. a member-at-large to be the Assistant Planning and Reports Officer
7. the Chairs of all other committees and task forces, in consultation with outgoing chairs and other members of the committees the Committee Management Team (rev. 2/2023)

REVISED TEXT: In consultation with the Board of Directors, the President appoints:

1. a member-at-large to be Fiscal Officer
2. a member-at-large to be Assistant Fiscal Officer
3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook (rev. 5/2014)
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook (rev. 5/2014)
5. a member-at-large to be Planning and Reports Officer
6. a member-at-large to be the Assistant Planning and Reports Officer
7. the Chairs of all other committees and task forces, in consultation with the Committee Management Team (rev. 2/2023)

VI.A.2. METHOD OF APPOINTMENT
CURRENT TEXT: Chairs of committees are appointed by the President in consultation with the Board and other parties as appropriate except when otherwise specified. Other committee members are appointed by the President in consultation with the chair of the committee and the Board, except when otherwise specified.

REVISED TEXT: Chairs of committees are appointed by the President in consultation with the Board and other parties as appropriate except when otherwise specified. Other committee members are appointed by the President in consultation with the Committee Management Team, chair of the committee and the Board, except when otherwise specified. (rev.2/2023)

CLEAN TEXT: Chairs of committees are appointed by the President in consultation with the Board and other parties as appropriate except when otherwise specified. Other committee members are appointed by the President in consultation with the Committee Management Team, except when otherwise specified. (rev.2/2023)

VI.H.25. COMMITTEE MANAGEMENT TEAM

VI.H.25.a. CHARGE
The Committee Management Team is charged with coordinating an annual recruitment and selection process for MLA’s committees and committee chairs. Transparency and inclusivity are the values driving this effort.

Working with current committee chairs, the Team will identify upcoming committee vacancies, including chair vacancies, advertise and recruit for vacancies, and develop a recommended slate of candidates to fill vacancies to be delivered to the President for final approval and appointment.
The Team will develop and implement a common application for committee membership. This application will be a simple online form on the MLA website that can be completed at any time. It will include a question allowing applicants to voluntarily self-identify as a member of an underrepresented group(s). The Team will work closely with Chairs in identifying the best-qualified candidates. (approved 2/2023)

VI.H.25.b. MEMBERSHIP
The Team members will serve two years and the Chair will serve three years. The Planning Officer shall serve as the inaugural Chair for one year. Beginning the following year, the Planning and Assistant Planning Officers may serve as ex officio members, but not Chair. Membership Management Officer and Assistant MMO serve as ex officio members. In addition, three or more members recruited by open call to the membership will serve. (approved 2/2023)

V. Other activities

a. Administrative Handbook updates
i. Administrative Handbook updates presented and approved in the Parliamentarian’s Report at the October 2022 meeting have been reflected on the MLA website, and the updated full-text searchable version has been made available in Dropbox.

ii. Changes made to the following sections reflect the reorganization of the Diversity Committee and Equity and Inclusion Subcommittee into one new committee called Inclusion, Diversity, Equity and Accessibility (IDEA) Committee. (Spring 2022, part 2, 10.f): VI.H.6.b., VI.H.8.a., VI.H.9.f., VI.H.19.a., VI.H.23.

iii. Changes made to the following section reflect the Board approval of the Program Committee’s request to add an ex officio member from the IDEA Committee (Spring 2022, part 2, 10.q): VI.H.6.b.

iv. Changes made to the following sections reflect the reassignment of duties previously held by the Publicity and Outreach Officer to various other groups and officers: (rev. 2/2023): II.A.4.i., II.B.5.a., III.A.1., III.B.1., III.E.1., IV.B.1., V.A.2., V.E.2., V.F.2., V.G.2., VI.H.2.b., VI.H.2.d., VI.H.19.a., VI.H.24.b

v. Changes made to the following sections reflect the change of MLA Newsletter Editor to MLA News Editor and the transition of the MLA
vi. Changes made to the following sections reflect the addition of a member of the Public Libraries Committee as an ex officio member to the Membership Committee: VI.H.13., VI.H.19.a.

vii. Changes made to the following sections reflect the addition of the Chief Financial Officer and Assistant Chief Financial Officer to the Web Committee: II.F.7., II.G.7., VI.H.22.

viii. Changes made to the following sections reflect removal of language around the no-longer-extant official calendar: II.B.6. (removed and II.B. renumbered), II.F.13. (removed and II.F. renumbered), II.F.1., II.F.12., III.E.1., VI.H.5.a., VII.C.

ix. Changes made to the following sections reflect the addition of the Membership Management Officer and Assistant Membership Management Officer as ex officio members to the Committee Management Team:

x. A change was made to III.J. to correct a grammatical error.

xi. A duplicated paragraph was removed from II.G.6.

b. Parliamentarian Handbook

i. The PH has been revised to reflect transfer of duties formerly carried out by the Assistant Parliamentarian to the Membership Management Team.

c. Onboarding new Assistant Parliamentarian

i. Ray and Kristi have been working with incoming At-Large Board member Angela Pratesi.

ii. Together we have made further refinements to the Parliamentarian Task list spreadsheet.

VI. Alignment with the 2022-2030 Strategic Plan Objectives

Goal 1 Objective 1.1 - Review and update MLA’s Mission and Core Values to reflect MLA’s priorities and promote a culture of inclusivity, innovation, collaboration, and information sharing – by ensuring that MLA meetings are run in an organized and
equitable manner and by maintaining the Administrative Handbook, so that the MLA membership has access to important information about the organization.

Goal 3 Objective 3.5 - Prioritize accessibility at all MLA events, in-person and virtual, and in all MLA virtual spaces – by working to keep MLA documentation accessible and readily available.

Goal 4 Objective 4.2 - Streamline the MLA website and conduct user studies on how both members and external constituents find information about MLA on the website – by getting MLA Administrative Handbook changes up as efficiently as possible.