I. September 25, 2023

II. Parliamentarian’s Report

III. Ray Heigemeir, Parliamentarian; Angela Pratesi, Assistant Parliamentarian

IV. Board Action Required (2 items)

**BAR 1: Add Assistant Development Officer position to the Administrative Handbook**

**AH CURRENT**

Table of Contents

III.F. Development Officer

**III.F. DEVELOPMENT OFFICER**

The Development Officer oversees the development/fund-raising functions of the Association, and works closely with MLA’s Board of Directors, Chief Financial Officer, Business Office, and President to foster a culture of philanthropy that supports fund development and the organization’s mission. (rev. 2/2022)

The Development Officer is responsible for providing general oversight of all the Association’s fund-raising activities, chairs the Development Committee and monitors its activities, and that of its subcommittees, through coordination with the Board, MLA Business Office, and other appropriate committees. In collaboration with the Board, the Development Officer charts the Association’s course of fund development and acknowledges all contributions to the Association. If questions regarding the appropriateness of, desirability for, or intended end use of fundraising efforts arise, the Board of Directors shall have final approval.

The duration of appointment for the Development Officer is one year, beginning 1 July annually, with reappointment possible for a total of four years. The Board reviews the performance of the Development Officer annually. The President reappoints upon successful review and the desire of the incumbent to continue.

The Development Officer may attend Board meetings at the President’s discretion. (rev. 5/2014)
The Development Officer receives gratis MLA regular membership and MLA annual meeting early-regular-member registration, as well as support for expenses necessary to carry out the responsibilities of the position (telephone, postage, supplies, etc.). (3/2014) (rev. 10/2021)

II.A.4.i. HONORARIA/REIMBURSEMENT/PER DIEM

No elected officer, member, or delegate of a member receives compensation as such. The Chief Financial Officer, Convention Manager, Membership Management Officer, Notes Editor, Open Access Editor, and Web Manager receive an honorarium, the amount determined by the Board. The Chief Financial Officer, Assistant Chief Financial Officer, Advertising Manager, Archivist, Convention Manager, Assistant Convention Manager, Development Officer, Membership Management Officer, Assistant Membership Management Officer, Placement Officer, Web Manager, Assistant Web Manager, MLA-L Mediator, MLA-L Assistant Mediator, Copyright Website Editor, Music Cataloging Bulletin Editor, Notes Editor, Notes Assistant Editor, Notes Book Review Editor, Notes Music Review Editor, MLA Newsletter Editor, and Open Access Editor receive gratis MLA regular membership and MLA annual meeting early-regular-member registration during years in which they serve. (rev. 6/2008) (rev. 3/2011) (rev. 3/2014) (rev 2/2017) (rev. 6/2021) (rev. 2/2022) (rev. 3/2023)

III.A.1. CURRENT SPECIAL OFFICERS

There are eleven special officers of the Music Library Association: the Convention Manager, the Assistant Convention Manager, the Placement Officer, the Advertising Manager, the Development Officer, the Archivist, the Web Manager, the Assistant Web Manager, the MLA-L Mediator, the Membership Management Officer, and the Assistant Membership Management Officer. They coordinate and oversee the annual convention, the MLA Placement Service, publicity for the MLA, advertising in NOTES, development activities, the MLA Archives, the MLA website and Web Committee, and application of the MLA Code of Conduct in the Association listserv, and the currency of Association membership information respectively. (The Convention Manager and the Placement Officer have separate manuals.) Special officers must be personal members of MLA in good standing. (rev. 5/2011) (rev. 6/2012) (rev. 9/2012) (rev. 2/2017) (rev. 6/2021) (rev. 2/2022) (rev. 2/2023) (rev. 5/2023)

AH CHANGES

Table of Contents

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The duration of appointment for the Development Officer and Assistant Development Officer is one year, beginning 1 July annually, with reappointment possible for a total of two years. The Board reviews the performance of the Development Officer and Assistant Development Officer annually. The President reappoints upon successful review and the desire of the incumbents to continue. The Development Officer succeeds to the position after a two-year term as Assistant Development Officer. (rev. 8/2023)

The Development Officer and Assistant Development Officer may attend Board meetings at the President's discretion. (rev. 5/2014) (rev. 8/2023)

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Table of Contents

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BAR 02: Revise the following section(s) in the Administrative Handbook:

Note: These changes reflect current Board meeting practices.

AH CURRENT

II.A.4.b. FREQUENCY OF AND PROCEDURES FOR CALLING BOARD MEETINGS

The Board meets in conjunction with the annual meeting of the Association and may meet at other times. It is customary for the Board to hold multi-day meetings three times a year as well as shorter, monthly meetings. Special meetings may be convened either when called by the President or when requested in writing by three of its members.

AH CHANGES

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AH CLEAN TEXT

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V. Brief Summary of Activities

Since the spring Board meetings, we reviewed and updated our internal workflow documents to identify unfinished tasks and bring them to completion. We confirmed Administrative Handbook updates with the Web Committee.

During a review of the Administrative Handbook, we discovered the annual reappointment for a number of special officer positions is not mentioned. We will prepare a future BAR to correct the oversight.

In preparing BAR 02 of this report concerning Board meeting practices, we found a section in the MLA Board Open Meetings Guidelines that would benefit from clarification. This document does not require a BAR to change, but we need to identify who has editing permissions.

The Spring 2023 Parliamentarian Report did not include confirmation that both Parliamentarian and Assistant Parliamentarian have completed their required annual implicit bias training. We regret the error and affirm we are in compliance.

VI. Alignment with the MLA 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.