I. October 2021

II. Parliamentarian’s Report

III. Brian McMillan, Parliamentarian; Kristi Bergland, Assistant Parliamentarian

IV. Board Action Required

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

Note: This Administrative Handbook change corresponds to item 12a in the minutes of the June 2020 meeting. This change, which specifically addresses the implicit bias training and reporting responsibilities of Board members, completes the revision of the Administrative Handbook necessitated by this BAR. Similar, and in some cases identical, phrasing was approved by the Board in May 2021 for Music Library Association committee members, subcommittee members, interest group coordinators, special officers, and editors.

From the minutes of the June 2020 Board meeting: 12.a. **BAR: It was moved by Jon and seconded by Liza to require that all Music Library Association committee members, subcommittee members, interest group coordinators, special officers, editors, and Board members take an implicit bias test to reveal their biases (to themselves), or, complete implicit bias training.**

**II.A.3. TERMS OF OFFICE**

Officers serve until the adjournment of the final session of the annual meeting at which the names of their successors are made public. Elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years. Officers elected to a two year term may serve in an appointed capacity for an additional four years. **Officers must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports.** (rev. 3/2011) (rev. 5/2014) (rev. 10/2021)

BAR 02: Remove references to the Local Arrangements Committee, defunct since 2016, from the Administrative Handbook.
VI.H.16. LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee works with the Convention Managers and the Program Committee to prepare for the annual meeting. The Development Officer is an *ex officio* member of the Local Arrangements Committee. As of March 2016, the Local Arrangements Committee is inactive. (rev. 7/2011) (rev. 3/2016) Being inactive since March 2016, the Local Arrangements Committee was dissolved in October 2021. (rev. 7/2011) (rev. 3/2016) (rev. 10/2021)

BAR 03: Remove the Newsletter Editor *Ex-Officio* role from the Music Library Advocacy Committee and replace it with an informal liaison relationship.

Note: These Administrative Handbook changes correspond to item 13.e in the minutes of the June 2021 board meeting.

VI.H.24 MUSIC LIBRARY ADVOCACY COMMITTEE

VI.H.24.a CHARGE

This committee supports both individual and Association-wide efforts to promote music library resources, advocate for our users, and communicate the value of staff expertise.

The Music Library Advocacy Committee

- Maintains an online clearinghouse of user-submitted advocacy resources
- Manages the online Advocacy Forum
- Creates new materials, subject to Board approval, that convey MLA’s positions on advocacy topics (e.g. a brochure on “Why we need music librarians”)
- Collaborates with other MLA committees and groups to develop resources supporting music library advocacy (e.g. Education Committee, for advocacy training; Web Committee, for online advocacy resources; committees and roundtables representing various types of music libraries, to help address specific advocacy needs)
- **Maintains an informal liaison relationship with the MLA Newsletter Editor**
- Acts as a resource and sounding board for MLA leadership when the opportunity arises for official responses to advocacy-related issues
- Works with outside organizations that have an interest in music library advocacy. The Chair of the Music Library Advocacy Committee serves as a liaison to IAML’s Advocacy Committee (IAML membership is encouraged but not required) (approved 8/2018, added 1/2019) (rev. 5/2019) (rev. 10/2021)

VI.H.24.b MEMBERSHIP

The Music Library Advocacy Committee consists of two *ex officio* members (the Newsletter Editor and the Publicity and Outreach Officer) and four to six appointed members. One of the appointed members serves as Chair. As much as possible,
committee membership should reflect the breadth of music library types represented in MLA as a whole.

All members serve four-year terms. However, in order to establish continuity in the committee, initial terms will be staggered, with two members serving a two-year term, two serving a three-year term, and two (including the chair) serving a four-year term. (approved 8/2018, added 1/2019) (rev. 10/2021)

V.C.2. EDITOR

The editor of the MLA Newsletter solicits items for publication and scans library and other relevant literature for additional information that should be brought to the attention of members of the Association. The editor edits all material, prepares copy and oversees printing and distribution. The editor submits three Board reports each year (see section V.A.3.a) plus an Annual Report (see section VI.D.7.), and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and as an ex officio member of the Web Committee. The editor maintains an informal liaison relationship with the Music Library Advocacy Committee. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (rev. 3/2014) (rev. 6/2018) (rev. 10/2021)

BAR 04: Revise the following section in the Administrative Handbook:

Note: These Administrative Handbook changes correspond to item 13.d in the minutes of the June 2021 board meeting, the motion to “discontinue the honorarium offered to the Open Access Editor at the end of the incumbent's term in 2022.” The motion further clarifies that “the position will continue to receive gratis conference registration and regular membership.”

V.J.2. [OPEN ACCESS] EDITOR

The Open Access Editor manages the strategic vision for and facilitates implementation of open access activities of the Association. The editor collaborates with the Chair of the Publications Committee, MLA monographic series editors, and various MLA committees, group coordinators, and chapters to identify and prioritize opportunities for open practices in publishing where appropriate. The editor also collaborates with other committees, such as the Web Committee, to review and recommend infrastructure projects to support open access publication and discovery. The editor receives and solicits proposals and manuscripts, and consults with appropriate readers in the selection of projects or manuscripts for publication, and coordinates any peer review of submissions (if applicable). The editor, in collaboration with publishing partners, establishes timelines and workflows. The editor edits content for publication, or collaborates with more appropriate editors in subject specialties. With other MLA
representatives (such as the Business Office, Administrative Officers, Web Manager, among others) the editor oversees contract agreements and content specifications for any OA platform.

The editor submits three Board reports each year (see section V.A.3.a) plus an Annual Report (see section VI.D.7) and sends copies to the chair of the Publications Committee. The editor serves as a member of MLA’s Publications Committee and receives a quarterly honorarium. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (approved 07/2018; rev. 7/2018) (rev. 10/2021)

BAR 05: Revise the following sections of the Administrative Handbook to reflect the amalgamation of the Carol June Bradley Award Committee and the Walter Gerboth Award Committee.

These Administrative Handbook changes correspond to item 9.e in the minutes of the May 2019 board meeting. The new name of the amalgamated committee was approved in June 2021 (10.a.iv.).

Note: The charge for the new, amalgamated Carol June Bradley and Walter Gerboth Awards Committee was approved at the August 2021 board meeting. I have included it below for reference only. To avoid confusion, this new text will not be published in the Administrative Handbook until the separate committee charges are removed.

VI.H.9.b. WALTER GERBOTH AWARD COMMITTEE

The Walter Gerboth Award Committee consists of three or more members, with staggered three-year terms, appointed by the President. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members. The Committee recommends the recipient or recipients of the Walter Gerboth Award to the Board annually. The award, made to music librarians who are members of the Association and in the first ten years of their professional or paraprofessional library careers or new to research, is made to help support a research project in progress. As of 2021, the Walter Gerboth Award Committee merged with the Carol June Bradley Award Committee to form the Carol June Bradley and Walter Gerboth Awards Committee. See VI.H.9.i. (rev. 7/2011) (rev. 9/2014) (rev. 4/2018) (rev. 10/2021)

VI.H.9.e. CAROL JUNE BRADLEY AWARD COMMITTEE

The Carol June Bradley Award Committee consists of three or more members, with staggered three-year terms, appointed by the President, to recommend to the Board annually a recipient of the Carol June Bradley Award for Historical Research in Music Librarianship. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members. The award is made to
support a research project for historical research in music librarianship. As of 2021, the Carol June Bradley Award Committee merged with the Walter Gerboth Award Committee to form the Carol June Bradley and Walter Gerboth Awards Committee. See VI.H.9.i. (rev. 7/2011) (rev. 9/2013) (rev. 10/2020) (rev. 10/2021)

FOR REFERENCE ONLY:
Carol June Bradley and Walter Gerboth Awards Committee
FINAL Charge (Approved August 2021):

The Carol June Bradley and Walter Gerboth Awards Committee is responsible for two annual research awards. It recommends to the Board annually one or more recipients of each award. The committee consists of three or more members, with staggered three-year terms, appointed by the President. The chair rotates each year to a member beginning the third year of their term. All members of this committee must be personal members of MLA.

The Carol June Bradley Award for Historical Research in Music Librarianship exists to support research into the history of music libraries and music librarianship. The award is open to MLA members and non-members alike. The number and size of grants awarded will be determined by the income available from the endowment fund.

The Walter Gerboth Award supports a member’s research-in-progress in music or music librarianship. Preference is given to newer Association members (within their first ten years of membership) or those who are new to research.

The number and size of grants awarded will be determined by the income available from the endowment fund.

BAR 06: Revise the following sections of the Administrative Handbook to reflect the renaming of the Kevin Freeman Travel Grant Committee and the expansion of its duties to include the newly endowed Paraprofessional/Public Librarian Travel Grant.

Note: These Administrative Handbook changes correspond to item 14.b in the minutes of the February 2021 board meeting, in which the board approved the following motion: “...that the Freeman Award Committee will become the MLA Annual Conference Travel Award committee and that they will accept and review applications, and recommend to the Board, all travel awards to the MLA conference, including the Freeman award and Paraprofessional/Public Librarians Travel Scholarship.”
Note: The charge for the new Conference Travel Grants Committee (name slightly changed from the original form in the motion above) was approved at the July 2021 board meeting. I have included it below for reference only. To avoid confusion, this new text will not be published in the Administrative Handbook until the separate committee charges are removed.

VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel Grants. The chair rotates each year to the member beginning the third year of their term. At least one member of the Committee shall be from the California Chapter. All members of this committee must be personal members. Kevin Freeman Travel Grants may be given to members of the Music Library Association who are in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians in the first three years of their career, a graduate library school student, or currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification. Preference will be given to applicants who demonstrate and clearly describe their commitment to working with music collections and services. At least one grant will be awarded to a first-time attendee, if applicable. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. The number of grants awarded will be determined by the income available from the endowment fund. As of 2021, administration of the Kevin Freeman Travel Grant transferred to the Conference Travel Grants Committee. See VI.H.9.j. (added 5/2017, rev. 10/2020) (rev. 10/2021)

Note: the Paraprofessional / Public Librarian Travel Grant, being only recently endowed, does not yet exist in the Administrative Handbook. Therefore no parallel updates to make.

FOR REFERENCE ONLY:
Conference Travel Grant Committee Charge (Approved July 2021)

The Conference Travel Grants Committee is responsible for two annual awards, the Kevin Freeman Travel Grant and the Paraprofessional / Public Librarian Travel Grants. It recommends to the Board annually one or more recipients of each grant. The committee consists of three or more members with staggered three-year terms appointed by the President. The chair rotates each year to a member beginning the third year of their term. In recognition of the contributions made by Northern and Southern California Chapter members toward the endowment of the Kevin Freeman Fund, at least one member of the Committee shall be from the California Chapter. All members of this committee must be personal members of MLA.
Kevin Freeman Travel Grants enable MLA to assist its newer members by supporting and encouraging their participation in the Association's national meeting. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. Applications are welcome from MLA members who are in the first three years of their professional careers, graduate library school students, or currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification. Preference will be given to applicants who demonstrate and clearly describe their commitment to working with music collections and services. At least one grant will be awarded to a first-time attendee, if applicable. At least one grant will be awarded to an individual from an underrepresented minority group, if applicable. The number of grants awarded will be determined by the income available from the endowment fund.

Paraprofessional / Public Librarian Travel Grants provide MLA members who are paraprofessionals or public librarians with the possibility of greater access to the Association’s national meetings. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. Awardees will receive a complimentary one-year MLA membership at the regular member level. The number of grants awarded will be determined by the income available from the endowment fund.

BAR 07: Revise the following sections of the Administrative Handbook to add the Assistant Web Manager position.

III.H. WEB MANAGER / ASSISTANT WEB MANAGER

Working in close collaboration with and utilizing the support of the Web Committee, the Web Manager and Assistant Web Manager have final responsibility for overseeing visual design, functionality, and content creation on the Music Library Association’s web presence that comprises several components, including a content management system and wikis. The Web Manager ensures that the Association’s website is attractive, accurate, functional, and current. The Web Manager serves as a liaison to regional chapters, the Program Committee, and other committees mounting auxiliary web content on the MLA’s web sites. The Web Manager advises the Board on web tools for the Association’s use (such as wikis, online document sharing, web conferencing, blogs, and other social media). As an ex officio members of the Web Committee, the Web Manager and Assistant Web Manager works closely with the Chair in promoting and maintaining web-based tools for collaboration and administration. The Web Manager also serves ex officio on the Emerging Technologies and Services Committee and the Resource Sharing and Collection Development Committee. The Web Manager receives an honorarium. The Web Manager and Assistant Web Manager receive gratis MLA regular membership, and MLA annual meeting early-regular-member registration.

The Web Manager succeeds to the position after a one-year term as Assistant Web
Manager. After two years as Web Manager, the incumbent returns to the position of Assistant Web Manager for one final year. (rev. 10/2021)

V.H.2. WEB MANAGER / ASSISTANT WEB MANAGER

See the description of the Web Manager and Assistant Web Manager positions at III.H. (rev. 10/2021)

VI.H.22. WEB COMMITTEE

The Web Committee maintains the Association’s website and related online tools. Members of the committee will be assigned functional responsibilities related to the website (or other online tools) for which they are responsible. The Committee will solicit and maintain content that is accurate and current. Committee members are responsible for clear, consistent communication with assigned constituencies in MLA (chapters, committees, special officers, the Board, business office), and they ensure that members' needs are being met to the greatest extent possible. The Committee works with the Web Manager and Assistant Web Manager to advise the Board and the Association in all matters related to publishing web content and related web-based technologies. It establishes general policies and procedures related to the Association's web presence, formulating policy related to website design, maintenance, style, and content. (rev. 2/2017) (rev. 10/2021)

V. Other activities

a. Administrative Handbook updates --
   i. Administrative Handbook updates presented and approved in the Parliamentarian’s Report at the May 2021 meeting have been reflected on the MLA website, and the updated full-text searchable version has been made available in Dropbox.

b. Administrative structure maintenance --
   i. Administrative structure updates continued through this reporting period. Changes not automatically updated via YM were reviewed and updated where necessary. Changes to the MLA Chapter Chairs list were made when requested.

c. Parliamentarian Handbook
   i. No updates were made to the Parliamentarian Handbook since the last report.
d. The following changes were made to the Administrative Handbook that are the result of previous Board votes:

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 Publicity & Outreach Officer, the Advertising Manager, the Development Officer, the Archivist, the Web Manager, the Assistant Web Manager, the MLA-L Mediator, and the MLA-L Assistant Mediator. 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 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)

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

No elected officer, member, or delegate of a member receives compensation as such. The Administrative Officer, Convention Manager, Notes Editor, Open Access Editor, and Web Manager receive an honorarium, the amount determined by the Board. The Administrative Officer, Assistant Administrative Officer, Advertising Manager, Archivist, Convention Manager, Assistant Convention Manager, Development Officer, Placement Officer, Publicity & Outreach 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)

The Board will review all honoraria at the spring meeting of the Association. All Board members are reimbursed for expenses incurred in attending Board meetings, including transportation, lodging, and a per diem for meals (up to half of the rate set by the US General Services Administration). Reimbursement for travel by car includes the cost of gas, tolls, and parking rather than the IRS mileage rates, not to exceed the cost of reasonable airfare. Both sitting Board members and incoming Board members are reimbursed for expenses incurred during the Board meeting held before the MLA Annual Meeting. Expenses covered for that meeting are lodging and half per diem only, limited to the days of the Board meeting. With Board approval, the Vice-President/Past President or other designated Board member may receive reimbursement for travel to and from one regional chapter meeting. In all cases such reimbursement is only for that part of the specified expenses not covered by Board members' institutions, is requested from the Administrative Officer in writing and is
accompanied by written receipts for travel and lodging. When appropriate, the tax-
exempt number (Employer Identification Number) 52-6056338 is used in making MLA

VI.H.9.a. PUBLICATION AWARDS COMMITTEE

The Publication Awards Committee recommends to the Board publications that it
regards as qualified to receive the following prizes awarded annually by MLA:

1. The Vincent H. Duckles Award for the best book-length bibliography or other
research tool in music, including works dealing with music librarianship;

2. The Richard S. Hill Award for the best article on music librarianship or article of a
music-bibliographic nature.

3. The Eva Judd O'Meara Award for the best review in NOTES.

Publications are considered during the year following their imprint date and awards are
announced at the annual meeting in the year following, that is, prizes for publications
issued in 1981 are announced in 1983, etc.

The Awards Committee consists of three or more members each with staggered three-
year terms. The chair rotates each year to a member beginning the third year of their
term. All members of this committee must be personal members. (rev. 7/2011) (rev.
6/2021)

VI.H.9.c. DENA EPSTEIN AWARD COMMITTEE

The Dena Epstein Award Committee consists of three or more members, with
staggered three-year terms, appointed by the President to recommend to the Board
annually one or more recipients of the Dena Epstein Award for Archival and Library
Research in American Music. American music is defined broadly. The chair rotates
each year to a member beginning the third year of their term. All members of this
committee must be personal members. The award is made to support a research
project on any aspect of American music, utilizing resources or archives within the
United States or abroad. For the purposes of the award, "American music" is defined
here as music directly relating to or that has some direct connection with the United

VI.H.9.f. DIVERSITY SCHOLARSHIP AWARDS COMMITTEE

The Diversity Scholarship Awards Committee consists of three or more members, with
staggered three-year terms, appointed by the President. The chair rotates each year to
a member beginning the third year of their term. All members must be personal members. The Committee reviews applications and recommends to the Board annual recipient(s) of the MLA Diversity Scholarship Award. The scholarship award supports eligible student(s) in a master’s program in library and information science (MLIS), and reflects the ongoing commitment of MLA to address the growing need for professional staff in music and performing arts libraries to better reflect the evolving demographics of students and faculty in these fields. In addition to financial benefits such as tuition support or relocation costs, successful applicants also receive a complimentary student membership in MLA, career placement assistance (mentoring program, resume review, career advisory service), and a forwarding of their application to the Kevin Freeman Travel Grant Committee. Selection is based on criteria reviewed annually by the Committee to ensure focus on outreach to underrepresented populations. The Committee will consult with the Chair of the Diversity Committee as needed. (added 5/2017; rev. 4/2018) (rev. 10/2019) (rev. 6/2021)

VI.H.9.g. BEST OF CHAPTERS AWARDS COMMITTEE

The Best of Chapters Awards Committee consists of three or more members, with staggered three-year terms, appointed by the President. The chair rotates each year to a member beginning the third year of their term. All members must be personal members. The purpose of the committee is to solicit and receive nominations annually from the chapters for presentations to be considered for the Best of Chapters Session at the annual meeting, to review and make decisions about which presentations should be given at the annual meeting for that session, and to review policies and procedures for said nominations on a regular basis for necessary revision. (approved 10/2004; added with rev. 7/2017) (rev. 6/2021)

[Note: changes to the Walter Gerboth Award Committee and the Carol June Bradley Award Committee included in BAR 02 of the May 2021 meeting were not submitted for updating in the Administrative Handbook since they were subsequently superseded by the Board’s decision to amalgamate the 2 committees.]

VIII.B.2. STRUCTURE

Each interest group is led by a Coordinator appointed by the President in consultation with the Board and other parties as appropriate. Coordinators must be current, personal members of MLA. Coordinators must take an implicit bias test or complete implicit bias training each year and report this activity to the Planning and Reports Officer by May 1. The Coordinator serves no more than four consecutive years unless an exception is made by the President. The appointment of co-coordinators is discouraged. There are no other officers and no specified membership. Interest groups do not have members; they have attendees. (rev. 9/2012) (rev. 9/2016) (rev. 2/2017) (rev. 6/2021)

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS
Candidates applying for Special Officer positions submit a diversity statement as part of their application materials for consideration. The term of office of most special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting. Special officers must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports. (rev. 7/2018) (rev 10/2020) (rev. 6/2021)

Special officers are required to submit four reports each year. Three Board reports are submitted to the President, prior to each meeting of the MLA Board: a Spring report, due prior to the Board’s Spring meeting (usually May); a Fall report, due prior to the Board’s Fall meeting (usually September); and a Winter report, due prior to MLA’s Annual Meeting. An Annual Report is due at the end of the fiscal year (see section VI.D.7.) The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain executive session information will not be publicly posted; see the Board Open Meeting Guidelines, posted on the Board page of the MLA site, for a definition of executive session content. (rev. 3/2014) (rev. approved 5/2013, updated 7/2018)

V.A.3. PUBLICATIONS AND EDITORS

MLA publishes the following titles in addition to the MLA and Copyright for Music Librarians websites: NOTES, the MLA Newsletter, the Music Cataloging Bulletin, the MLA Index and Bibliography Series, the MLA Technical Reports, and the MLA Basic Manual Series. Each publication has an editor or editors—appointed by the President with approval of the Board and in consultation with other parties as appropriate—who, with the Publications Committee, oversee the Association’s publications. Editors must be personal members of MLA in good standing. Editors must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports. (rev. 5/2014) (rev. 2/2017) (rev. 6/2021)

VI.A.3. TERMS OF OFFICE

Except when otherwise specified, committee chairs and members may serve no more than 4 consecutive years, as stated in the Report of the Ad Hoc Committee on Term Limit Appointments, August 2000. Service as a member does not preclude subsequent service as chair with four additional years. Committee members and chairs must take an implicit bias test or complete implicit bias training each year. This activity is reported in each committee’s spring Board report. In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee’s charge. Members may be reappointed after being off a committee for one year. (rev. 6/2021)

VI.A.6. SUBCOMMITTEES

The President appoints subcommittee members according to the procedures described
above for committees. Subcommittees are responsible to and report to the parent committee. All subcommittee members and chairs must take an implicit bias test or complete implicit bias training each year. This activity is reported in each subcommittee’s spring Board report. (rev. 7/2011) (rev. 6/2021)

VI.H.11. LEGISLATION COMMITTEE

The Legislation Committee provides current information to the membership regarding legislative matters likely to affect music libraries nationally and internationally, especially with respect to copyright. When appropriate, the committee prepares position papers or statements representing the opinion of the membership for government agencies, such as the Copyright Office, to further the Association’s mission to support, preserve, and enhance equitable access to the world’s musical heritage. The Editor of the MLA Copyright for Music Librarians website serves as an ex-officio member of the Legislation Committee. The Chair of the Legislation Committee serves as the Association’s liaison to the ALA Legislation Assembly Subcommittee. (rev. 11/2013) (rev. 5/2014) (rev. 10/2019) (rev. 6/2021)

VI.H.10.c. LIAISONS

The Committee has formal liaison relationships with the following outside organizations: ALA groups: Committee on Cataloging: Description and Access (CC:DA), Subject Analysis Committee (SAC); LC group: MARC Advisory Committee (MAC). The Committee also maintains informal liaison relationships with other groups as outlined in the Committee Handbook. (rev. 6/2021)

The following changes were submitted without prior approval of the Board as per II.E.13.c.: Revision of the Administrative Handbook: “Without prior Board approval, the Parliamentarian may incorporate changes which are typographical, grammatical, or enumerative in nature, and changes based on Board actions, but will submit the list of changes in the Parliamentarian’s report for the next in-person Board meeting.”

(1) Standardization of capitalization in VIII. INTEREST GROUPS

VIII. INTEREST GROUPS

VIII.A. PURPOSE

Interest groups are assemblies of members of the Association that convene at the Association’s annual meeting to exchange ideas on topics not specifically addressed by the committees of the Association. System User Groups are considered interest Groups and are governed by the same policies. A list of existing interest groups may be found in

VIII.B. GUIDELINES FOR ESTABLISHING

VIII.B.1. AUTHORIZATION AND RENEWAL

The President may authorize the establishment of an interest group for a period of four years.

Upon expressions of interest from MLA members, the President will then ask for six letters of support from members in good standing of the Association to be sent to the Assistant Planning and Reports Officer (APRO), identifying a common area of concern; the President will be notified when six letters are received. Application for an interest group can be made at any time during the year, with the term of the interest group beginning at the end of the next annual meeting.

Renewal of the authorization for another four years also requires six letters of support from members in good standing. The letters, which may be in either paper or electronic form, are due to the APRO by February 1 of the year of expiration. After the February 1 deadline the APRO will report to the President whether those interest groups have been renewed or not.

Letters of support may be submitted from members of any membership type, but limited to only one letter per interest group per membership.

The President may dissolve an interest group at any time, if it appears that it no longer serves a need or that a committee of the Association could carry on its work more effectively. An interest group that has not been renewed may again be authorized after a hiatus of at least one year following the same guidelines for the establishment of a new interest group. (rev. 9/2012) (rev. 5/2013) (rev. 9/2016) (rev. 10/2019)

VIII.B.2. STRUCTURE

Each interest group is led by a coordinator appointed by the President in consultation with the Board and other parties as appropriate. Coordinators must be current, personal members of MLA. Coordinators must take an implicit bias test or complete implicit bias training each year and report this activity to the Planning and Reports Officer by May 1. The coordinator serves no more than four consecutive years unless an exception is made by the President. The appointment of co-coordinators is discouraged. There are no other officers and no specified membership. Interest groups do not have members; they have attendees. (rev. 9/2012) (rev. 9/2016) (rev. 2/2017) (rev. 6/2021)

VIII.C. MEETINGS
Interest group meetings and other interest group activities may be announced in the MLA Newsletter and listed in the program of the annual meeting. System User Groups are scheduled to meet simultaneously in an unopposed time slot during the Annual Meeting. (rev. 9/2016) (rev. 5/2019)

**VIII.D. PROJECTS**

Interest groups are discouraged from pursuing formal projects, but in special circumstances, an interest group might undertake a project. In such a case, the coordinator must consult with the Board via the Assistant Planning and Reports Officer to ensure that any project is consistent with the goals and programs of the Association. Funding may be made available by the Board for selected interest group projects. Requests for funding should be submitted to the Fiscal Officer no later than four weeks before the Spring Board meeting. (rev. 9/2011) (rev. 9/2012) (rev. 5/2014) (rev. 9/2016)

**VIII.E. ANNUAL REPORTS**

Interest group coordinators are responsible for submitting summaries of conference activities to the MLA Newsletter 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)

**VIII.F. PUBLICATIONS**

As a general rule, interest groups are discouraged from issuing separate newsletters. (rev. 9/2016)

**VIII.G. BOARD LIAISON**

The Assistant Planning and Reports Officer will act as the liaison between the Board and the interest group coordinators, and will schedule meetings with the coordinators as needed. The Board liaison is charged with maintaining the list of current interest group coordinators, and sending any changes to the list to the Administrative Officer. (rev. 5/2014) (rev. 9/2016) (rev. 2/2021)

**e. The following website updates were forwarded to the Web Committee that are the result of previous Board votes:**

**Charge of the Electronic Scores Working Group**

0.d It was moved by Jon and seconded by Casey to accept the charge from the Electronic Scores Working Group. [Winter 2021]
The charge:

MLA’s Electronic Scores Working Group is charged with gathering, generating, and sharing information to inform and assist librarians working with digital scores and performing materials, both commercial and independently published, as well as composers hoping to increase the likelihood of their materials being preserved by libraries. Further, the group will propose strategies to advocate for the needs of library users and libraries with composers, publishers, database providers, and aggregators. The working group defines electronic scores as sheet music published and distributed in electronic format. “Electronic scores” and “digital scores” are used interchangeably in this group’s work. The Working Group will serve as a steering committee to develop common terminology and help connect the work created by smaller working groups that will explore, at a minimum, licensing and acquisition, cataloging, tangible preservation and binding, digital preservation, and discovery. Within the first three months, the Working Group will develop a timeline for the forthcoming two years’ activities, along with a schedule of expected deliverables.

0f.6. Charge for Committee Recruitment Task Force

Committee Recruitment Task Force Draft Charge

The Committee [Appointment Process] Task Force is charged with developing processes for how members of MLA Committees are recruited and selected. Outcomes should include methods that:

- increase the diversity of committee composition:
- increase opportunities for people from underrepresented groups to attain chair positions;
- demystify and standardize the committee application and appointment process;
- ensure that the committee appointment process is more equitable and accessible;
- and mitigate the workload of committee chairs.

The Task Force should propose a comprehensive revision to current practices that will increase transparency of the process and remove barriers to participation by all members. The group should submit a proposal outlining a new process for committee membership selection and appointment that will address recruitment of committee
members and chairs, selection of committee members and chairs, and workloads of chairs.