

- I. October 2026
- II. Parliamentarian's Report
- III. Matthew Vest, Parliamentarian;
Amy Strickland, Assistant Parliamentarian
- IV. Board Action Required

2026-10 BAR 01: Update the Administrative Handbook to reflect changes to the Development and Marketing Committee

Background:

This Administrative Handbook change corresponds to an item from the winter Board meeting.

This BAR will update the language in the Administrative Handbook.

Rebekah responded with the following about the silent Auction:

"As to the silent auction, it is not listed in the Development Officer handbook, only the Marketing Subcommittee Handbook in their charge and in an appendix about the committee calendar (with a specific timeline about silent auction activities). I am not planning to reinstate the silent auction but want to focus on reimagining an online store (Cafe Press or something else) with branded merchandise. The language of "coordinated marketing efforts" in the Administrative Handbook allows for it to be revived in the future if warranted, desired, etc."

AH CURRENT WITH CHANGES

III.F. DEVELOPMENT OFFICER AND ASSISTANT DEVELOPMENT OFFICER

The Development Officer and Assistant Development Officer oversee the development/fund-raising functions of the Association, and work 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) (rev. 8/2023)

~~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.~~ The Development Officer chairs the Development and Marketing Committee and together with the Assistant Development Officer monitors its activities and is responsible for providing general oversight of all the Association's fund-raising activities, through coordination with the Board, MLA Business Office, and other appropriate committees. In collaboration with the Board, the Development Officer and Assistant Development Officer chart the Association's course of fund development, and acknowledge 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. (rev. 8/2023) (rev 10/2026)

The duration of appointment for the Development Officer and Assistant Development Officer is one year with reappointment possible for a second year in each role. 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) (rev. 10/2024)

VI.H.2. DEVELOPMENT AND MARKETING COMMITTEE

VI.H.2.a. CHARGE

The Development and Marketing Committee coordinates the fundraising activities of the Association, including the establishment of annual giving and campaign strategies; develops expertise in the area of fundraising; and recommends to the Board specific fundraising ventures on areas of need and the means to implement them. The committee promotes the value of fundraising to the Association's membership through email communication, a dedicated presence on the MLA website, and additional online and/or print efforts as needed. The committee coordinates the sale of promotional merchandise through online and in-person shops as appropriate. Coordinated marketing efforts, including merchandise sales, generate a sense of community among MLA members and contribute to overall fundraising goals. The committee is responsible for the creation and dissemination of fundraising materials such as brochures, websites, video projects, etc. (rev. 10/2024) (rev 10/2026)

VI.H.2.b. MEMBERSHIP

The Development Committee members serve for a term of four years.

The following are voting members:.

- Development Officer, *ex officio* chair
- Assistant Development Officer, *ex officio*
- President, *ex officio*
- Vice-President/Past President, *ex officio*
- Chief Financial Officer, *ex officio*
- Assistant Chief Financial Officer, *ex officio*

- ~~Marketing Subcommittee chair, *ex officio*~~
 - Advertising Manager, *ex officio*
 - one ~~to~~ **four** other MLA members not currently serving on the Board
- (rev. 5/2013) (rev. 3/2019) (rev. 2/2022) (rev. 3/2023) (rev. 10/2024) (**rev 10/2026**)

VI.H.2.c. PROCEDURES AND POLICIES

Members of the committee follow the relevant procedures and policies outlined for committees in sections VI. A-G above.

VI.H.2.d. ~~MARKETING SUBCOMMITTEE~~

~~The Marketing Subcommittee plans, coordinates, and executes the selling of merchandise as promotional and fundraising initiatives for the Association. All MLA merchandise must be approved by the Board of Directors in advance of its sale and must display the full name and/or official logo of the Association. The Subcommittee coordinates the installation and staffing of the MLA Shop at annual Association meetings. The Chief Financial Officer serves as a voting *ex officio* member of the subcommittee. (rev. 5/2013) (rev. 3/2019) (rev. 2022) (rev. 3/2023) (rev. 10/2024)~~

AH CLEAN TEXT

III.F. DEVELOPMENT OFFICER AND ASSISTANT DEVELOPMENT OFFICER

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The following are voting members:

- Development Officer, *ex officio* chair
- Assistant Development Officer, *ex officio*
- President, *ex officio*
- Vice-President/Past President, *ex officio*
- Chief Financial Officer, *ex officio*
- Assistant Chief Financial Officer, *ex officio*
- Advertising Manager, *ex officio*
- one to four other MLA members not currently serving on the Board

(rev. 5/2013) (rev. 3/2019) (rev. 2/2022) (rev. 3/2023) (rev. 10/2024) (rev 10/2026)

VI.H.2.c. PROCEDURES AND POLICIES

Members of the committee follow the relevant procedures and policies outlined for committees in sections VI. A-G above.

2026-10 BAR 02: Update the Administrative Handbook to reflect changes to the reports schedule

Background:

This Administrative Handbook change corresponds to an item from the spring Board meeting.

This BAR will update the language in the Administrative Handbook.

Note: This will require 15 edits to the AH of two major types. To present this in a clear way, I have presented first the clean text of both types and then have all 15 edits listed with struck text and insertions.

See detailed background information below the AH text, which includes proposed online forms for both Reports and BARs.

AH CLEAN TEXT TO REPLACE STRUCK TEXT

TEXT A

[...]two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate.

[which is supplemented (as appropriate) with]

Copies of all reports are also sent to the chair of the Publications Committee.

[or]

Copies of all reports are also sent to the chairs of the Publications Committee and the Cataloging and Metadata Committee.

(rev 10/2026)

TEXT B

...winter [Board report]

(rev 10/2026)

AH CURRENT WITH STRUCK TEXT AND INSERTIONS

TEXT A

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS

Special Officers are required to submit ~~four reports each year. Three Board reports are submitted to the President: 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 submitted to the Planning Officer (see section [VI.D.7.](#))~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate.** The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain confidential information for executive session will not be publicly posted; see the Board Open Meeting Guidelines, posted on the [Board page](#) of the MLA site, for more information about executive session. (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2024) (**rev 10/2026**)

V.A.3.a. EDITORS' TERMS OF OFFICE AND ANNUAL REPORTS

Editors (excepting those under the supervision of the *Notes* Editor) are required to submit ~~four reports each year. Three Board reports are submitted to the President: 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 submitted to the Student/Early Career Representative (see section [VI.D.7.](#))~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate.** Copies of all reports are also sent to the chair of the Publications Committee. The majority of Board reports will be publicly posted before each Board meeting. Only Board reports which contain confidential information for executive session will not be publicly posted; see the Board Open Meeting Guidelines, posted on the [Board page](#) of the MLA site, for more information about executive session. Reports will record ongoing activity; the Annual Report will also present plans for the following year. (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2024) (rev. 10/2024) (**rev 10/2026**)

V.B.2. EDITORS

The *Notes* Editor appoints and supervises the staff, solicits articles, and maintains the necessary liaison with the printer. The editor reports changes in the *Notes* staff to the President. The editor submits ~~three Board reports each year (see V.A.3.a) plus an Annual Report (see section [VI.D.7.](#))~~ and sends copies to the chair of the Publications

~~Committee.~~ two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee. The editor and Assistant Editor for Electronic Vendors serve as members of MLA's Publications Committee. The editor receives an honorarium. The editor, assistant editors, and book and music review editors receive gratis MLA regular membership and MLA annual meeting early-member registration. (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev 10/2026)

V.C.2. EDITOR

The *MLA News* Editor 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.~~ two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent 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) (rev. 2/2023) (rev 10/2026)

V.D.2. EDITOR

The *Music Cataloging Bulletin* Editor receives monthly updates from the Music Division of the Library of Congress on their activities related to changes to authorized access points. The Editor compiles information from other sources including Library of Congress vocabularies approved lists, submissions from NACO-Music Project participants, reports on cataloging sessions at national meetings, and other news in coordination with the Cataloging and Metadata Committee. *MCB* issues may also include other music cataloging news and questions from individuals. The Editor prepares each issue for online distribution. The Editor is an *ex officio* member of the Cataloging and Metadata Committee and the Publications Committee. The Editor submits ~~three Board reports each year (see V.A.3.a.) plus an Annual Report (see section VI.D.7.) and sends copies to the Chairs of the Publications Committee and the Cataloging and Metadata Committee.~~ two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action

can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chairs of the Publications Committee and the Cataloging and Metadata Committee. The Editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. The search committee for the *Music Cataloging Bulletin* Editor should include the Chair of the Cataloging and Metadata Committee as a member. (rev. 3/2014) (rev. 5/2015) (rev. 6/2018) (rev. 5/2013; updated 7/2018) (rev. 2/2025) (rev 10/2026)

V.E.2. EDITOR

The *MLA Index and Bibliography Series* Editor is responsible for the acquiring and editing of all titles published in the series; the editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The publisher notifies the Chief Financial Officer of all publishing dates in advance, so that the Business Office may prepare for distribution and advertising. The editor submits ~~three reports to the President each year: the Annual Report (see section VI.D.7.), due prior to the Annual Meeting; a Spring report, due prior to the Board's Spring meeting (usually May); and a Fall report, due prior to the Board's Fall meeting (usually September) and sends copies to the chair of the Publications Committee.~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee.** The editor serves as a member of MLA's Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. 2/2022) (rev. 3/2023) (rev 10/2026)

V.F.2. EDITOR

The *MLA Technical Reports* Editor is responsible for the acquiring and editing of all titles published in the series; the editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The publisher notifies the Chief Financial Officer of all publishing dates in advance, so that the Business Office may prepare for distribution and advertising. The editor submits ~~three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7.) and sends copies to the chair of the Publications Committee.~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1).**

Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee. The editor serves as a member of MLA's Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. approved 5/2013, updated 7/2018) (rev. 2/2022) (rev. 3/2023) (rev 10/2026)

V.G.2. EDITOR

The *Basic Manual Series* Editor receives and solicits manuscripts and consults with appropriate readers in the selection of manuscripts for publication. Upon the submission being approved by A-R Editions, the President signs the publication contract. The editor oversees the final editing of the manuscripts prior to publication. The publisher oversees the publication and distribution process for each volume. The editor notifies the Chief Financial Officer of all publishing dates in advance, so that the Business Office may prepare for distribution and advertising. The editor submits ~~three reports to the President each year: the Annual Report (see section VI.D.7.), due prior to the Annual Meeting; a Spring report, due prior to the Board's Spring meeting (usually May); and a Fall report, due prior to the Board's Fall meeting (usually September) and sends copies to the chair of the Publications Committee.~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee.** The editor serves as a member of MLA's Publications Committee and receives a per-title honorarium. (rev. 2/2009) (rev. 3/2014) (rev. 2/2022) (rev. 3/2023) (rev 10/2026)

V.I.2. EDITOR

The Copyright Website Editor solicits and develops content in collaboration with the MLA Legislation Committee, the MLA Web Manager, and the MLA Board and keeps content current. The editor responds to queries sent to the copyright website or forwards them to the Chair of the Legislation Committee for further consideration. The editor submits ~~three Board reports each year (see V.A.3.a) plus an Annual Report (see section VI.D.7.) and sends copies to the chair of the Publications Committee.~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee.** The editor serves as an *ex officio* member of MLA's Publications Committee and the Legislation Committee and receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (rev. 7/2011) (rev. 3/2014) (rev. 2/2017) (rev. approved 5/2013, updated 7/2018) (rev. 10/2019) (rev 10/2026)

V.J.2. EDITOR

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.~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate. Copies of all reports are also sent to the chair of the Publications Committee.** The editor serves as a member of MLA's Publications Committee. The editor receives gratis MLA regular membership and MLA annual meeting early-regular-member registration. (approved 07/2018; rev. 7/2018) (rev. 10/2021) **(rev 10/2026)**

VI.D.5. REPORTS AND RECOMMENDATIONS

Committee chairs are required to submit ~~four reports each year. Three Board reports are submitted to the President per year, 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 submitted to the Planning Officer (see section [VI.D.7](#)).~~ **two reports each year. The winter Board report is typically due in January, prior to the Board's Winter meeting; and the Annual Report is typically due in July, after the start of the fiscal year (July 1). Requests for Board action can be made at any time by submitting a separate Board Action Request (BAR). Submitted BARs are scheduled for Board consideration by the President or designate.** All reports submitted to the Board should include reports of any and all subcommittees. 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) (rev. 5/2023) **(rev 10/2026)**

TEXT B

II.A.3. TERMS OF OFFICE

Officers begin their term at the end of the MLA Business Meeting that follows their election and serve until the adjournment of the Business Meeting at the end of the term for their office, during which the names of incoming and outgoing officers are shared. Elected officers of the Board of Directors may 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~~ **winter** Board reports. (rev. 3/2011) (rev. 5/2014) (rev. 10/2021) (rev. 10/2024) (rev 10/2026)

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS

Special Officers generally serve a term of four years subject to favorable annual reviews. Special officers are evaluated annually at the fall board meeting. Terms expire at the conclusion of the annual meeting of the Association. Candidates applying for Special Officer positions submit a diversity statement as part of their application materials for consideration. Special Officers must take an implicit bias test or complete implicit bias training each year and report this activity in their ~~spring~~ **winter** Board reports. (rev. 7/2018) (rev 10/2020) (rev. 6/2021) (rev. 2/2024) (rev 10/2026)

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 News*, 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~~ **winter** Board reports. (rev. 5/2014) (rev. 2/2017) (rev. 6/2021) (rev. 2/2023) (rev 10/2026)

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~~ **winter** 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) (rev 10/2026)

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~~ **winter** Board report. (rev. 7/2011) (rev. 6/2021) (rev 10/2026)

DETAILED BACKGROUND INFORMATION

Developed with Andi Beckendorf

Proposed Report form

(We suggest this is created by the webeditors in the website in order to facilitate posting reports in wordpress and that the President, VP, and Planning Chair have access to the results)

Uses the current Annual report form:

<https://wp.musiclibraryassoc.org/2026-annual-report-submission-form/>

AND adds:

Brief Summary of Activities [required]

[Paragraph Answer]

Implicit Bias Testing Reporting [Required]

Due for Annual Report (July); if there are updates, include those for Winter Board (January) report.

Proposed BAR form

(We suggest putting this form in google forms (linked on the website) and that the President, VP, and Secretary have access to the results. The Parliamentarian and Planning officer will collaborate to create the form and then transfer ownership to the President, VP and Secretary.)

Committee or role [required]

[Short Answer]

Name [required]

[Short Answer]

Email [Required]

Please provide your email in case of questions and receive notification of action on your BAR.

[Short Answer]

Board Action Requested (BAR) [required]

BAR writing tips:

- Board Action Requests, or BARs, are motions that come from a committee or a member. BARs are specifically policy-setting motions.
 - N.B.: Requesting the Board to discuss a topic is NOT a BAR.
- There's no specific formula for BARs, but it's very helpful to answer WHO, WHAT, WHEN, WHERE, WHY, and HOW (and to leave out any of these elements that are not applicable). In short, BARs should:
 - Cover one topic.
 - Ask for an action.
 - Be presented in the positive.
- Examples of a well-written BARs, including background information which provides proper context and clarifies the BAR's rationale:
 - BAR sample 1: The Publications Committee requests entering into a contract with Music Publishing Company in 2030.
 - Background: In 2029, former Music Publishing Company informed us that they would no longer be able to....
 - BAR sample 2: The Convention Managers recommend that the Board adopt a policy of holding MLA Conventions only in U.S. states or territories.
 - Background: In looking at the volatility of the current political climate....
- A lot of BARs are created through Board discussion, and the reasoning behind why decisions were made isn't always captured in the notes; because of this, being clear in the language used in BARs is very helpful and will make it easier for future Boards to understand what was requested.

[Paragraph Answer]

Context and background for the BAR [required]

[Paragraph Answer]

If the bar is time sensitive, please provide rationale or additional information (optional)

[Paragraph Answer]

V. Brief Summary of Activities

a. Administrative Handbook updates

- i. Updates reflecting approved BARs have been made to the official version of the Administrative Handbook (available in Google Drive).

1. 3 Bars from the nominating Committee (passed February 2026)

2. 1 bar from the nominating committee (passed May 2026)

b. Other Activities

i. Administrative Handbook (AH) Task Force

1. We have established regular working meetings for the Administrative Handbook Task Force and look forward to providing initial recommendations to the board soon.

VI. Alignment with the 2022-2030 [Strategic Plan Objectives](#)

- Goal 1: Organize Strategically, 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.
 - Provide guidance on matters of parliamentary procedure and MLA policy.
 - Bring proposed AH updates to the Board to reflect changes and updates in policy and to improve accuracy, consistency, and understandability.
- Goal 2: Develop and Retain Membership, Objective 2.3: Explore educational and networking opportunities beyond annual and chapter conferences. Sustain member contact throughout the year. Formalize more opportunities to meet virtually and more frequently.
 - Hold online sessions with key stakeholders where feasible to solicit feedback about the AH.
- Goal 3: Cultivate Inclusivity, Objective 3.4: Reflect DEIA principles in MLA's leadership, membership, core values, mission, strategies and operations. Devote resources to clarifying and strengthening the "E" and "I" in DEIA.
 - Review the Constitution and Bylaws for gendered language to bring to the membership to update.
- Goal 4: Strengthen Communication, 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. Conduct an evaluation of MLA's methods of external communication.
 - Continue the work of the AH Task force to edit and update the content.
 - Move the online AH to WordPress to improve usability. (Also relates to Objective 3.5.)