I. May 2020

II. Parliamentarian’s Report

III. Kimmy Szeto, Parliamentarian; Brian McMillan, Assistant Parliamentarian

IV. Board Action Required

BAR 1: Remove an obsolete reference in the Administrative Handbook to an ex-officio appointment to the 2020 Program Committee.

VI.H.6.b. MEMBERSHIP

The Program Committee consists of six regular members; two members will be newly appointed each year for three-year terms; of these two, one will chair the committee the third year. Once selected, the incoming Chair’s term will be extended for an additional, fourth year. In addition, there are the following ex-officio members: the liaison from the board (the Planning and Reports Officer), a representative of the Education Committee, a MOUG representative, and the Convention Manager. An MLStEP Liaison is appointed ex officio for 2020. Regular members shall serve through the end of the annual meeting for which they were appointed. The Program Chair works closely with the chair of the Education Committee. (rev. 4/2009) (rev. 12/2013) (rev. 5/2014) (rev. 3/2016) (rev. 1/2019) (rev. 5/2019) (rev. 6/2020)

**Notes on the remaining BARs:** These suggestions were developed in consultation with the past parliamentarian. MLA already has an elected representative body, which is the Board. It follows that after discussion among the membership, it is not inappropriate for member concerns to be further considered by the Board. BARs 2 and 3 follow this model; BAR 4 is a practical solution to our current situation; BAR 5 is gives the presiding officer full discretion. For BAR 3, only one of each should be adopted, i.e. either BAR 3a or BAR 3b but not both. BAR 5 becomes moot if any version of BAR 2 is adopted; BAR 4 becomes moot if any version of BAR 3 is adopted. I recommend discussions of BARs 2-3-4-5 to be combined, but voting to be held in sequence.
BAR 2a: Agenda items for the Business Meeting must be submitted to the Secretary 14 days in advance in order to be included on the agenda.

Description. This BAR allows the membership time to receive notice of agenda items.

Note. This BAR encourages advance notice of agenda items prior to the Business Meeting. It does not bar members from making a motion from the floor, or amending the agenda prior to its adoption. The period of two weeks is the same as submitting a topic for discussion to a Board meeting (per Open Board Meeting Guidelines). The advance notice gives the Secretary time to refine the item.

BAR 2b: No new business may be introduced at the Business Meeting after the adoption of the agenda.

Description. This BAR ensures an orderly proceeding of the scheduled order of business at the Business Meeting.

Note. This BAR encourages the viability and suitability of new business to be discussed before the meeting commences.

BAR 3a: All main questions passed, after having been added to the agenda within 14 days of the Business Meeting, will be automatically reconsidered by the Board within 30 days.

Description. This BAR will allow the board to review and refine policies adopted at the Business Meeting.

Note. This only applies to motions from the floor, assuming that items on the agenda have already been reviewed and refined. There is nothing that prohibits the Board from doing this already. However, having a policy that makes reviews of all resolutions of this type automatic gives the membership a clear expectation and prevents the Board from appearing arbitrary or capricious. Making the policy 30 days reassures the membership that the Board will deal with these issues swiftly. The 30-day period here does not preclude the Board taking up the issue again at a later time.
BAR 3b: Any main questions added to the agenda within 14 days of the Business Meeting will be limited to nonbinding recommendations to Board.

**Description.** This BAR will allow the board to review and refine policies proposed at the Business Meeting.

**Note.** There is nothing that prohibits any member from asking to amend the motion. However, making it a policy allows the Board, which is elected by and represents the entire membership, to consider these proposals.

BAR 4: Allow main questions in the New Business portion of the Business Meeting to be conducted out of order for a maximum of 14 days.

**Description.** This BAR will allow time for new items initiated at the Business Meeting to be debated and voted on online for up to 2 weeks.

**Background.** In light of the increasing and the possible necessity of virtual attendance, the Planning Committee discussed the logistics of including the membership on deliberations on new business items at the Business Meeting. There’s currently nothing in the DC Nonprofit Codes or MLA bylaws that prohibits electronic meetings or electronic voting. However, extending debate and voting to the online environment asynchronously will prevent the meeting from progressing and adjourning. In other words, by extending discussions online, members who are not in physical attendance will now have the chance to participate in debate and vote on new business. Per Robert’s Rule, unfinished business will not be carried over to next year’s Business Meeting. If the issue is so complex that it cannot be resolved in 2 weeks, my suggestion is to find other ways to resolve it.

**Note.** This BAR is not necessary if one of BAR 3 is adopted. This BAR introduces parliamentary procedures that make it possible to conduct this particular aspect of new business in the current environment, and is not meant to cover all MLA business situations, or to suggest that electronic business will actually be implemented.

BAR 5: The presiding officer of the Business Meeting may deny motions from the floor that result in adding main questions of New Business.

**Description.** This BAR gives the presiding officer the flexibility to manage the flow of business during the Business Meeting.
Note. This BAR is not necessary if one of BAR 2 is adopted, because, in that case, any motion to bring up a new main question during New Business would become out of order, and the presiding officer could, then, deny the motion for being out of order.

V. Other activities

a. Ex-officio appointment resolutions/reviews --
   i. The membership of the Publications Committee has now been correctly reflected in the Administrative Handbook arising from a resolution at the Montreal 2018 board meeting (see VI.H.7.b in the “changes made” section below).
   ii. The chairs of Membership and Diversity Committees have been notified of the recent changes to ex-officio appointments.
   iii. The chair of the Publications Committee has been notified of the membership change arising from a board action in November 2018 which just has just now been reflected in the Administrative Handbook.

b. Administrative structure maintenance --
   i. Brian trained with Janelle West and received YM and MLA listserv permissions. All changes to the MLA Administrative Structure 2020-21 spreadsheet (as of May 13, 2020) have been updated in YM, appointment and thank you letters generated, and mlcomm-l listserv memberships updated. Some other administrative updates not captured in the spreadsheet may still need to be addressed. Necessary website updates not automatically updated via YM must still be completed.
   ii. The Administrative Handbook addition for the Student/Early Representative to the Board has been drafted as follows. The language follows closely the BAR (2019 Middleton) which established the position.

II.A.9. Student/Early Career Member Representative
The Board shall appoint one Student/Early Career Member Representative (non-voting) in years 2020, 2021, and 2022 to serve on the board for one non-renewable term until the adjournment of the final session of the annual
meeting in the following year. The representative must be a student registered at a recognized college or university, or in the first five years of post-student status in MLA at the time of appointment, and be a personal member in good standing throughout the term.

c. **Parliamentarian Handbook**
   i. A full handbook draft is still continuing to be developed, especially to include the new section on administrative structure maintenance

d. **The following changes were made to the Administrative Handbook that are the result of previous Board votes:**

**VI.H.8. CAREER DEVELOPMENT and SERVICES COMMITTEE**

**VI.H.8.a. CHARGE**
The Career Development and Services Committee exists to provide ongoing programs that assist music librarians to secure suitable and relevant employment and to establish and maintain viable and meaningful career paths. The membership of the Committee seeks to provide experienced and unbiased mentoring and counsel on matters pertaining to career development and workplace dynamics. In addition, the Committee monitors developments in personnel-related areas and seeks to provide guidance through individualized counseling and, as deemed beneficial, sponsor or provide relevant Conference programming. The New Members Forum Coordinator, the Conference Mentoring Program Coordinator, the Diversity Committee chair, the Placement Officer, and an MLStEP representative elected officer, usually the MLStEP Chair, serve ex-officio on the Committee. A member of the Career Development and Services Committee serves as the MLStEP advisor. (rev. 4/2009) (rev. 10/2019) (rev. 2/2020)

**VI.H.8.b. NEW MEMBERS FORUM**
The purpose of the New Members Forum is to welcome first-time attendees and new members of MLA at the start of each annual meeting; provide an overview of MLA, including the structure of the organization, and how to navigate the annual meeting itself; provide an opportunity for new members to meet members of the MLA Board and various committee members and learn
The purpose of the Conference Mentoring Program is to offer first-time attendees the opportunity to be paired with a mentor during the annual meeting. The Coordinator is appointed by the President for a four-year term, and serves ex officio on the Career Development and Services Committee. The Coordinator will solicit applications from first-timers and prospective mentors and match them based on their professional interests prior to the conference. The Coordinator will work with the New Members Forum Co-Coordinators in planning for mentors and mentees to meet each other as early as possible at the annual meeting, preferably before the opening reception. Mentors will answer questions about the structure of MLA, the purposes of the conference, and how those purposes are carried out in the various forums; attend a session, interest group, poster session, or exhibits with their mentee; perform introductions to people at the conference; and perhaps share coffee or a meal together. Mentors can further assist first-time attendees by being friendly and supportive contacts shortly before, throughout, and after the annual meeting. (added 1/2018)

VI.H.8.d. MUSIC LIBRARY STUDENTS AND EMERGING PROFESSIONALS (MLStEP)

The purpose of the Music Library Student and Emerging Professionals (MLStEP) is to connect students, prospective students, and librarians within the first five years of their career with interest in music librarianship. A member of the Career Development and Services Committee serves as the MLStEP advisor. MLStEP members govern their own administrative structure and membership, but elected officers of MLStEP are required to be personal members of the Association. An MLStEP elected officer, usually the MLStEP Chair, serves ex-officio on the Career Development and Services Committee. MLStEP recommends to the President which elected officer serves ex-officio on the Education Committee. (added 2/2020)
To develop and coordinate continuing educational opportunities for a diverse audience including professional music librarians at all levels of their career and other professionals, paraprofessionals, and students regardless of whether they are MLA members or have a background in music or music librarianship. The committee should pursue both traditional and innovative delivery methods, both in person and digital. The committee will maintain a rotation of educational opportunities related to all aspects identified in the Core Competencies for Music Librarians and other evolving needs of the profession. An MLS*EP member serves ex-officio on the committee. (rev. 4/2009) (rev. 6/2017) (rev. 4/2019) (rev. 2/2020)

VI.H.21. PLANNING COMMITTEE (added 9/2013)

VI.H.21.b. MEMBERSHIP

The Planning Committee consists of five voting members. The Planning and Reports Officer serves as Chair of the committee. The Assistant Planning and Reports Officer, the Recording Secretary, and the Parliamentarian and Assistant Parliamentarian are voting members. The Planning and Reports Officer, Assistant Planning and Reports Officer, Recording Secretary, Parliamentarian, and Assistant Parliamentarian serve ex-officio on the Planning Committee. The Planning and Reports Officer serves as Chair.

II.E.11. PLANNING AND REPORTS OFFICER AND ASSISTANT PLANNING AND REPORTS OFFICER

One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are compiled and published on the MLA website. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting’s Program Committee. The Assistant Planning and Reports Officer will act as the liaison between the Board and interest group coordinators, including receipt of letters supporting an interest group’s renewal, and will schedule a meeting with coordinators. The Planning and Reports Officer chairs the Assistant Planning and Reports Officer is an ex-officio members of the Planning Committee, with the Planning and Reports Officer serving as Chair. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019) (rev. 2/2020)
II.A.5.h. CATEGORIES OF MEMBERSHIP

Categories within each classification of membership may be established by the Board.

The current categories within each class:

- STUDENT: Student
- INSTITUTIONAL: Institutional
- CORPORATE: Member, Patron

VI.H.7.b. MEMBERSHIP

The membership of the Publication Committee consists of the following: an appointed chair who oversees the work of the committee's charge and is ultimately responsible for its implementation. They report to the Board as outlined in section VI.A-G above, but because the work of this committee generates part of the Association's income as well as its expenses, the chair stays in especially close contact with the President (see also II.B.1.); the Administrative Officer of the Association; the Assistant Administrative Officer of the Association; the Publicity & Outreach Officer of the Association; the Advertising Manager, the editor of NOTES; the Assistant Editor for Electronic Vendors of NOTES; the editor of the MLA Newsletter; the editor of the Music Cataloging Bulletin; the editor of the MLA Index and Bibliography Series; the editor of the MLA Technical Reports; the editor of the Basic Manual Series; MLA Web Manager; the editor of the Copyright for Music Librarians website (rev. 7/2011) (rev. 2/2017); MLA Business Office Manager. (rev. 11/2018)

II.E.13.c. REVISION OF THE ADMINISTRATIVE HANDBOOK

The Parliamentarian incorporates new Board decisions and MLA policies into the Administrative Handbook, including charges for new committees and subcommittees, and revisions to existing charges. 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. When appropriate, the Parliamentarian recommends other alterations, including those for consistency and/or clarity, which are also presented in writing for Board approval. The Parliamentarian incorporates revisions and new changes into the Handbook within one month of the issuance of the final minutes from each Board meeting and submits the complete revised text in electronic form to the Web Committee chair. The official machine-readable version of the Handbook is kept by the Parliamentarian. The text and format of the document should remain simple and linear, avoiding special encoding such as page headers, footers, numbering, textual effects, auto-formatting, and hyperlinks. (see also II.A.4.l, Software Standards). Dates of
The Parliamentarian should send notice of substantive changes in the Administrative Handbook to the Fiscal Officer, the Planning and Reports Officer, the Convention Managers, and all committee chairs. (rev. 5/2015)