I. May 2023

II. Parliamentarian’s Report

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

IV. Board Action Required (3 items)

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

Note: These changes reflect the Board approval of the changes to the titles of Planning and Reports Officer and Assistant Planning and Reports Officer to Planning Officer and Assistant Planning Officer (Board vote 2/28/2023).

AH CURRENT

II.A.5.b. APPOINTMENTS AND EVALUATIONS

3) Appointment of the Editors of Publications, the Fiscal Officer, Parliamentarian, et al. In consultation with the Board and from among the Board members the President appoints a Parliamentarian, an Assistant Parliamentarian, the Fiscal Officer and Assistant Fiscal Officer, and the Planning and Reports Officer and Assistant Planning and Reports Officer. The President appoints the chairs of all committees, interest group coordinators, all special officers, the Convention Manager, the Assistant Convention Manager, and the editors of MLA News, the Music Cataloging Bulletin, the MLA Technical Reports, and the MLA Index and Bibliography Series. The Board appoints the editor of NOTES. (rev. 4/2009) (rev. 3/2011) (rev. 3/2016) (rev. 9/2016) (rev. 2/2023)

II.B.5.a. GENERAL INFORMATION

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

1. a member-at-large to be Fiscal Officer
2. a member-at-large to be Assistant Fiscal Officer
3. a member-at-large to be Parliamentarian and to maintain and update the Administrative Handbook (rev. 5/2014)
4. a member-at-large to be Assistant Parliamentarian, and to assist with the maintenance of the Administrative Handbook (rev. 5/2014)
5. a member-at-large to be Planning and Reports Officer
6. a member-at-large to be the Assistant Planning and Reports Officer
7. the Chairs of all other committees and task forces, in consultation with outgoing chairs and other members of the committees
8. Chairs of joint committees (e.g. RISM, RILM) and representatives to other organizations
9. all other Special Officers (e.g. Convention Manager, Placement Officer, Development Officer) (rev. 2/2023)
10. the editors of the MLA News, the Music Cataloging Bulletin, the MLA Technical Reports, and the MLA Index and Bibliography Series (rev. 4/2009) (rev. 2/2023)
11. the coordinators of the Program for Cooperative Cataloging (PCC) funnels: NACO Music Project, SACO Music Funnel, and BIBCO Music Funnel (added 2/2016)
12. interest group coordinators (added 3/2016) (rev. 9/2016)

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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)

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

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VI.D.5. REPORTS AND RECOMMENDATIONS

Reports and recommendations of a committee can contain only what has been agreed to by a majority of its members.

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 and Reports Officer (see section VI.D.7.). All reports submitted to the Board should include reports of
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VI.D.7. ANNUAL REPORT

An annual report is submitted after the end of the fiscal year (June 30). That report will be requested by and sent to the Planning and Reports Officer who will announce the deadline for the annual report, typically August 1. The report should be in a form appropriate for publication. (rev. approved 5/2013, updated 7/2018)

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), representatives of the Education Committee and IDEA Committee, a MOUG representative, and the Convention Manager. 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) (rev. 3/2023)

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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. (need updated date)

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)

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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.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 Chief Financial Officer. (rev. 5/2014) (rev. 9/2016) (rev. 2/2021) (rev. 2/2022)

AH CHANGES

Index

II. E.11. Planning and Reports Officer and Assistant Planning and Reports Officer

Text

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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 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) (rev. 5/2023)

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 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) (rev.
VIII.G. BOARD LIAISON

The Assistant Planning 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 Chief Financial Officer. (rev. 5/2014) (rev. 9/2016) (rev. 2/2021) (rev. 2/2022) (rev. 5/2023)

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

Note: Proposal: remove Assistant Mediator position from AH due to non-appointment and apparent lack of need. From the Winter 2023 Board meeting minutes (2/28/2023): "The Assistant MLA-L Mediator position was never filled and there no longer seems to be a need for the role so it can be removed from the Administrative Handbook."

AH CURRENT

Index:

III.I. MLA-L Mediator and MLA-L Assistant Mediator

Text:

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 News 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)
III.A.1. CURRENT SPECIAL OFFICERS

There are twelve 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 MLA-L Assistant 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.

III.I MLA-L MEDIATOR AND MLA-L ASSISTANT MEDIATOR

The MLA-L Mediator and MLA-L Assistant Mediator determine and address violations of the MLA Code of Conduct that appear in the MLA-L forum (listserv) and make attempts to resolve conflicts arising from the MLA-L forum. Responsibilities include receiving and investigating questions, concerns, and complaints, suggesting resolutions, and requesting actions by the forum owners. In lieu of the annual review by the MLA Board, the MLA-L Mediator and MLA-L Assistant Mediator are reviewed annually by an independent panel of three (3) members. The review panel is to be selected by the membership and reports to the membership. The MLA-L Mediator and MLA-L Assistant Mediator receive gratis MLA regular membership, MLA annual meeting early-regular-member registration, and support for expenses necessary to carry out the responsibilities of the positions (including training). (added 10/2020)
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meeting early-regular-member registration, and support for expenses necessary to carry out the responsibilities of the positions (including training). (added 10/2020) (rev. 5/2023)

CLEAN TEXT

Index:

III.I. MLA-L Mediator

Text:

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

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BAR 03: Revise the following section in the Administrative Handbook:

Note: Update student member privileges. Student members can chair committees; can be editors; can be special officers (Board vote 03/01/2023).

AH CURRENT

VI.A.1. ELIGIBILITY

Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. MLA student members may not serve as committee chairs, as members of awards committees where members automatically rotate to chairpersonship, or on the Nominating Committee. (rev. 07/2011) (rev. 5/2014)

Note:
A review of eligibility for special officers and editors shows only general language about needing to be a member in good standing (i.e., no further restriction are articulated)

III.A.1. CURRENT SPECIAL OFFICERS

“Special officers must be personal members of MLA in good standing.”
VI.A.3. PUBLICATIONS AND EDITORS
"Editors must be personal members of MLA in good standing

AH CHANGE

VI.A.1. ELIGIBILITY

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AH CLEAN TEXT

VI.A.1. ELIGIBILITY

Committee membership is open to all personal and student members of the Association and to all persons designated as institutional representatives. (rev. 07/2011) (rev. 5/2014) (rev. 5/2023)

V. Other Activities

a. Administrative Handbook updates
   i. Ray and Angela have been updating the Parliamentarian’s master task list to determine which approved changes to the AH (and website) still need to be implemented.

b. Future BARs
   i. Ray and Angela are still developing the BAR for the new Assistant Development Officer position.
VI. Alignment with the 2022-2030 Strategic Plan Objectives

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

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

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