MLA Nominating Committee Handbook

Last updated: May 12, 2023

Contents:
Charge
Committee membership, appointment, and voting
Responsibilities
Qualifications for Appointment
Appointment Procedures
Length of Appointments
Resignations
Meetings
Absences
Budget
Work of the Committee
Documentation
Communication Tools
Appendix 1. MLA Nominating Committee Calendar and Checklist
Appendix 2: External Reporting
Appendix 3: Past Slates, 1978-
Appendix 4: Sample Call for Nominations Text
Appendix 5: Information for Phone Calls to Potential Nominees
Appendix 6: Election Consent Form
Appendix 7: Template for Summary of Activities and Diversity/Philosophical Statement
Appendix 8: Past Citation Texts
Appendix 9: Common Questions in the Nominating Process

Charge: The Nominating Committee seeks candidates for offices whose terms are next to expire and recommends persons to receive citations. (MLA Administrative Handbook, Section VI.H.5.a)

Music Library Association (MLA) committees function according to the policies and procedures in the MLA Constitution and By-laws (Article VI. Committees) available at https://www.musiclibraryassoc.org/page/ConstitutionBylaws and the MLA Administrative Handbook (Section VI.H.5. Nominating Committee), available at https://www.musiclibraryassoc.org/mpage/admin_handbook_IN and https://docs.google.com/document/pub?id=1OjxFYM2zt6Uafydh2Li3yMpTwsrwTw6NwqPMT6RWPwM#id.cr00cac3iais. The Administrative Handbook takes precedence over this document should conflicts arise.

For additional historical context, see also the MLA Board meeting minutes from May 2013 (Section 13.c, which covers the report from the Nominations Task Force), and the Nominating

Note: This handbook covers Nominating Committee procedures for developing candidate slates and recommendations for Vice President/President-Elect, Recording Secretary, Members-at-Large, Student/Early Career Representative, and the MLA Citation.

I. Committee membership, appointment, and voting:

A. The Nominating Committee includes five members, only one of whom may be a member of the MLA Board of Directors (“the Board”). Only the chair may serve a consecutive term, and that person may only serve two consecutive years. (MLA Administrative Handbook, Section VI.H.5.b)

B. Committee chairs are appointed by the MLA President in consultation with the Board. All committee chairs must be personal members of MLA in good standing. The President will appoint one non-Board member to serve as chair-elect in their first year on the committee; that person will continue to serve on the committee for a second year as chair.

C. Four additional committee members are appointed by the MLA President in consultation with the committee chair and the Board. All committee members must be personal members of MLA in good standing throughout their tenure and have an active interest in the work of the particular committee.

D. MLA student members may not serve on the Nominating Committee. (MLA Administrative Handbook, Section VI.A.1)

E. All members of the Nominating Committee are voting members.

F. The membership of the Nominating Committee should represent the professional, geographic, institutional, and gender diversity of the Association.

II. Responsibilities

A. Committee Chair

“The chair of each committee is responsible for assuring that the charge given to the committee by the President and the committee’s obligations as described in Section VI. A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities.” (MLA Administrative Handbook, Section VI.C).

Committee Chair shall:

- Follow the MLA Administrative Handbook, Sections VI. H, as appropriate.
- Prepare the committee roster.
- Develop calendar of activities.
- Track and distribute documents.
• Make work assignments.
• Anticipate budget needs, if any.
  o Submit receipts/Requests for Payment (RFPs) for expenses, as needed to the MLA Administrative Officer.
• Submit budget requests to MLA Financial Officer, as needed.
• Prepare agendas.
• Make recommendations to the President for appointments.
• Process resignations by preparing letters.
• Write “thank you” notes to Committee members at the end of their terms.
• Maintain committee handbook.
• Submit four reports to the Board each year, with deadlines based on the Board’s meeting calendar. (See MLA Administrative Handbook, Section VI.D.5 and Appendix 2 of this document)
  o Three reports submitted to the President prior to each meeting of the 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. Clearly label content which should remain confidential to the Board and not be publicly posted (e.g., a recommended candidate slate or MLA Citation recipient). Such content will be discussed by the Board in executive session.
  o An Annual Report submitted to the Student/Early Career Representative.
  o Monitor the MLA-L and MLA_COMM email lists for report deadlines.
• Communicate to the MLA membership issues of broad concern.
• Lead discussions, both in person and virtual.
• Prepare summaries of comments or written reports.
• Field and delegate questions from MLA membership.
• Maintain confidentiality concerning all potential candidates and all deliberations of the Committee.

B. Committee Members shall:

• Participate in group discussions, both in person and virtual, drawing on personal experience, skills and knowledge.
• Take assignments seriously and complete them in a timely fashion.
• Provide feedback on documentation, proposals, and requests for comments.
• Maintain confidentiality concerning all potential candidates and all deliberations of the Committee. Candidate slates remain confidential until approved by the Board. MLA Citation nominations and deliberations remain confidential in perpetuity and may not be discussed outside the committee.

III. Qualifications for Appointment

A. Chair:

• Personal member in good standing of MLA national.
• Ability to participate in the work of the committee.
• Strong professional interest in committee topic.
• Strong leadership, diplomatic, organizational, and writing skills.
• Willingness to subscribe to and read electronic mailing lists that support committee topics.
• Previous or current experience on the committee, desirable but not required.

B. Committee Members:

• Personal member in good standing of MLA national (student members may not serve on the Nominating Committee).
• Ability to participate actively in the meetings and work of the committee.

IV. Appointment Procedures

A. The President will name a Nominating Committee Chair Elect by the end of the annual meeting preceding the election. This person will serve a two-year term on the committee, assuming the role of chair in their second year. The President will also designate one member who has recently rotated off the Board to provide an association-level perspective.

B. The Committee Chair works with the President to propose a list of Committee members, taking into careful account the need for balance within the group. It is the Chair’s responsibility to check the membership directory to verify that a candidate is a member in good standing.

C. The President makes the final decision and appointment. Appointments are not final, nor should they be announced, until individuals receive appointment letters. Because of this, chairs should not promise appointments to people.

V. Length of Appointments

A. With the exception of the Chair, committee members serve for one year and will not succeed themselves.

B. Per the MLA Administrative Handbook (VI. A. 3.), “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.”

VI. Resignations

A. To resign from a committee, the member writes a letter to the MLA President but submits it to the Chair.

1. The chair forwards a copy of the written resignation to the MLA President.

2. The chair prepares a written letter of acknowledgment to the individual (with a copy to the MLA President) for their contributions and service to MLA.

VII. Meetings

A. The Nominating Committee conducts all of its business between annual meetings and, as such, does not have a business meeting at the MLA conference. The committee will, however, conduct virtual meetings throughout the nominating period.
1. A majority of voting members constitutes a quorum.

2. Anyone wishing to place an item on the agenda should submit a request to the Chair before the meeting.

3. The Chair will distribute a preliminary agenda to members at or in advance of the meeting.

VIII. Absences

A. Chair

1. The Chair may designate another voting member to act as temporary Chair.

2. If the Chair is unexpectedly absent, the voting members shall designate one of their members to serve as temporary Chair.

B. Members

Members should inform their committee chair if they will be unable to attend a meeting, but they need not send a proxy.

IX. Budget

Committee chairs submit a budget proposal (as needed) to the Finance Committee of the Board each spring; budget proposals are typically due at least four weeks before the start of the spring Board meeting. Estimates should be realistic, and goals should be clear. Generally, the Nominating Committee does not have any budget requests to submit. Previously, Nominating Committee made a budget request for costs related to the award presented for the MLA Citation, but as of 2020 that expense is covered and requested by a different budget line.

X. Work of the Committee

The steps outlined in this section present a summary of the nominating process. For additional details and timing of each step, see Appendix 1: MLA Nominating Committee Calendar and Checklist.

A. Prepare Ballot for Members at Large

1. *Issue call for nominations:* Solicit nominations via MLA-L, Committee Chairs listserv, MLA News, through chapters, and any other places that seem viable (see Appendix 4 for sample text). The Chair should also work with the MLA Web Manager to send the call for nominations as a direct email to the MLA membership.

2. *Complete nomination window:* Gather and review nominations, perhaps with eye to narrowing list.

3. *Contact potential nominees:* Contact nominees to gauge interest (being very clear that this is the first round only); be sure to set deadline for their response and follow up (See Appendix 5 for topics to cover).
4. **Gather candidate materials:** Collect a summary of activities, CV, and diversity statement from each nominee willing to run (see Appendix 7 for a template). The diversity statement should be no more than 300 words in length and may describe the candidate’s view of diversity, equity, and inclusion, especially within the context of MLA and the profession.

5. **Rank nominees:** Share with the rest of the committee details about candidates’ interest and their summaries of activities and diversity statements. Rank remaining candidates; conduct interviews with those remaining if the committee needs more information to help narrow the pool.

6. **Narrow list to final slate:** Practice has been to narrow the final list to six (6) candidates based on rankings and, as much as possible, balance between geography, gender, library type, and so on. Beginning in 2022, practice has been to have all nominated candidates appear on the ballot.

7. **Notify slate and obtain consent forms:** Notify those on the final list that their names are going to the Board on the ballot and secure written expression of willingness to run and perform duties of office if elected from each, still emphasizing conditional and confidential nature (see Appendix 6 for the Election Consent Form).

8. **Notify nominees not selected for slate:** Notify those whose names are not going to the Board.

9. **Submit slate for Board approval:** Submit slate to President (marked "Confidential"). Typically, include a public report with statistics from the process but no names, and attach the slate and summaries of activities and diversity statements as a separate, confidential appendix.

10. **Once approved, contact slate:** Pending approval of ballot, notify final candidates (and other nominees, if not notified above).

11. **Forward slate and candidate materials for ballot:** Submit the completed Election Consent Forms to the Administrative Officer. Forward the candidate slate and formatted activity summaries and diversity statements to the Administrative Officer and the Web Manager.

**B. Prepare Ballot for Vice President/President Elect (odd numbered years only)**

Follow Members-at-Large procedures with these exceptions:

- In step 4, collect a summary of activities, philosophical statement, and CV from each candidate. The philosophical statements should be no more than 800 words in length and may describe the candidate’s view of the importance of MLA to the profession and their vision for the future of the association, giving particular attention to the roles of diversity, equity, and inclusion in this vision.

- In step 6, narrow list to 2 candidates.

- In step 9, forward the philosophical statements to the Board as part of the confidential appendix.
• In step 11, forward the formatted philosophical statements to the Administrative Officer and the Web Manager together with the activity summaries. (The CVs are for committee use and are not forwarded.)

C. Prepare Ballot for Recording Secretary (odd numbered years only).

Follow Members-at-Large procedures with these exceptions:

• If there is an incumbent Recording Secretary who has only served 2 years, consult with that person to determine if they want to run again.

• In step 6, narrow list to 2 candidates.

D. Prepare Ballot for Student/Early Career Representative (even numbered years only).

Follow Members-at-Large procedures with these exceptions:

• If there is an incumbent Recording Secretary who has only served 2 years, consult with that person to determine if they want to run again.

• In step 6, practice in 2022 was to have all nominees appear on the ballot. However, this may change in the next election cycle (2024) for this position. Earlier practice was to narrow the list to 2 candidates.

E. Solicit Nominations for MLA Citation and Make Recommendation to Board if Appropriate

1. *Issue call for nominations:* Solicit nominations via MLA-L, Committee Chairs listserv, Newsletter, through chapters, and any other places that seem viable (see Appendix 4 for sample text). Optionally, work with the MLA Web Manager to also send the call for nominations as a direct email to the MLA membership.

2. *Gather nominee information:* Request more input from nominators if necessary. Oftentimes, people will just submit a name, but if members of the committee are not familiar with the contributions of individuals nominated, ask the nominator for a more extensive narrative.

3. *Evaluate nominees:* Review and discuss nominations. The Committee members then vote “yes” or “no” on each of the Citation nominees. Decide whether to recommend a candidate or candidates for the Citation.

4. *Compose narrative:* If making a recommendation, compose a narrative describing the qualifications of the potential recipient(s), quoting nominations as appropriate.

5. *Send recommendation to the Board:* Submit recommendation and narrative to President (marked "Confidential"). As with the slate, this should be attached to the report as a separate, confidential appendix.

6. *Refine narrative:* If the Board elects to award the Citation, reduce the narrative to a length that can fit on a certificate and return to the President for him/her to give to a calligrapher (see Appendix 8 for samples).
XI. Documentation

A. External reporting to the Association and Board - see Appendix 2

B. Document distribution is the responsibility of the Chair.

C. For minutes/recordkeeping requirements, see Admin Handbook VI. D. 6:

"Each committee keeps a record of its meetings in the nature of minutes for the use of the committee and the Board."

D. Archives

The Chair sends committee files that are no longer required for current business to the MLA Archives. The Chair will archive correspondence of a substantive nature, while using discretion in determining exactly what is substantive.

The Chair should send electronic copies of the following documents, collected in labeled files, using the document transmittal form found on the MLA website, at https://www.musiclibraryassoc.org/page/Forms. See also the Guidelines for Transfer document available at https://www.musiclibraryassoc.org/page/archives_transfer.

xxxx = previous year  yyyy = current year  zzzz = upcoming year

Reports (xxxx-yyy)
Chair’s Report to the Board (Fall xxxx)
xxxx Annual Reports (Parent Committee and Subcommittees)
Agendas (Business, Open)
Minutes (xxxx Conference)
Roster (yyyy-zzzz)
Calendar (yyyy-zzzz)
Appointments (yyyy)
Recommendations to President if additional to Board reports (yyyy)
Thank You Letters to Retiring Members (yyyy)

E. Submitted Nominations

Nominations for MLA Board positions and submitted nominee materials are not retained from one year to the next. This includes nominations for Vice President/President-elect (odd years only), Secretary (odd years only), Student/Early Career Representative (even years only), and Members-at-Large.

Nominating Committee compiles a list of potential candidates for MLA Board positions who express interest in running in the future. That list is passed on to the next year’s Nominating Committee chair, but any submitted nominee materials (e.g., activity summaries) are not transferred since they may not remain current. To be considered for
future slates, nominees must resubmit requested materials during the year(s) for which they wish to be considered.

Nominations and nomination letters for MLA Citation are also not retained from one year to the next. If a nominee does not receive the MLA Citation, the nomination and nomination letters must be resubmitted the following year to be reconsidered by Nominating Committee for the award.
XII. Communication Tools

[subject to change pending MLA IT Task Force work]

A. MLA infrastructure

1. Tools:
   i. **Private Work Spaces** may be requested for use at webeditor@musiclibraryassoc.org. Private Work Spaces offer the ability to store documents historically in file libraries, collaborative edit content on custom web pages, discuss questions as a group through forums, share photos (please see the MLA permissions form), post meeting times in a group calendar, and set up blogs. Documents in collaborative work spaces should use relatively uniform and consistent templates.

   ii. **Public Committee/Task Force Spaces** provide the opportunity to publicly share their work via their Committee or Task Force public space. The committee or task force chair is the administrator of the public space. Work can be shared publicly through blogs, forums (online discussion boards), file libraries of files or links, photos (please see the MLA permissions form), an events calendar, and custom web pages.

   iii. **Communication** may be set up through MLA’s Google Apps. You may request a musiclibraryassoc.org email address to perform the work of MLA in your Special Officer or committee roles. Send your email account request to webeditor@musiclibraryassoc.org. From your musiclibraryassoc.org email address, you will also have Google Docs and various other Google Apps for your committee’s use.

   iv. **Forms and Surveys** may be created by the Web Committee and used to gather awards submissions, conference proposals, and more. Forms can be set up to take attachments. The Web Committee will export your data for you when appropriate.

   v. **Stand-alone websites** may be created with their own menu structure. See the 2014 or 2015 [A1] annual meeting websites for examples of a stand-alone site that can be created.

2. Guides: Up to date guideline and best practices for web space development may be found on the Help menu of the MLA website.

B. Outside of MLA infrastructure

Groups are encouraged to use free, web-based tools for committee business, but should be sure to save/backup data where possible and strive for consistency in public-facing documents.

Tools include Skype, PBworks, Google Docs, listservs hosted at members’ institutions, Facebook, institutional listservs, institutional servers, Jing, Sharepoint, SurveyMonkey, and many others. These are merely examples; groups may use developing tools that suit their purposes.
C. Listserv

Committee chairs are added to MLA-COMM email list:

A listserv hosted at Indiana University, MLA-COMM-L@listserv.indiana.edu, exists for committee chairs and MLA Board members. This listserv is typically used for administrative matters related to the running of committees and reporting of their work, including calls for reports. The listserv moderator updates the list membership at least once per year, following annual committee appointments. Questions regarding this listserv and membership should be directed to the MLA President, MLA Administrative Officer, or the listserv owner, Dick Griscom, griscom@upenn.edu.
Appendices

Index to Appendices:

- **Appendix 1**: MLA Nominating Committee Calendar and Checklist
- **Appendix 2**: External Reporting
- **Appendix 3**: Past Slates, 1978-
- **Appendix 4**: Sample Call for Nominations Text
- **Appendix 5**: Information for Phone Calls to Potential Nominees
- **Appendix 6**: Election Consent Form
- **Appendix 7**: Template for Summary of Activities and Diversity/Philosophical Statement
- **Appendix 8**: Past Citation Texts
- **Appendix 9**: Common Questions in the Nominating Process
## Appendix 1:
### MLA Nominating Committee Calendar and Checklist

<table>
<thead>
<tr>
<th>March (following MLA Annual Meeting)</th>
<th>Determine Committee members and calendar.</th>
</tr>
</thead>
</table>
| Chair tasks                         | • Working with the MLA President, identify and recruit potential Committee members. The MLA President sends letters of appointment.  
• Prepare and distribute the Committee calendar. (MLA calendar: [http://www.musiclibraryassoc.org/events/event_list.asp](http://www.musiclibraryassoc.org/events/event_list.asp))  
• Ask Committee members if there are any times during the nominations process (especially April-July) when they will be away from email. |

<table>
<thead>
<tr>
<th>April</th>
<th>Issue call for nominations.</th>
</tr>
</thead>
</table>
| Chair tasks                         | • Issue a call for nominations on MLA-L, with a deadline of the end of May. ([See Appendix 4.](#))  
  • *Even-numbered years:* Members-at-Large (3), Student/Early Career Representative, MLA Citation  
  • *Odd-numbered years:* Vice President/President-Elect, Recording Secretary, Members-at-Large (3), MLA Citation  
  • Contact the MLA Web Manager to post the call for nominations to the MLA News blog.  
  • Optionally, also contact the MLA Web Manager to send the call for nominations as a direct email to the MLA membership.  
  • If there is an incumbent Recording Secretary who has only served 2 years, consult with that person to determine if they want to run again.  
  • Divide up the list of chairs of all committees, subcommittees, and chapters and select interest groups for Nominating Committee members to contact. Especially include the Public Libraries Committee and the Music Library Students & Emerging Professionals Interest Group to ensure those populations are represented.  
  • Submit budget requests to MLA Financial Officer, as needed (this is rare). |

| Committee tasks                     | Contact the assigned committee, subcommittee, chapter, and interest group chairs to request nominations.  
  • Forward nominations to the Chair (including nominations submitted to the committee member as well as their own nominations). |

<table>
<thead>
<tr>
<th>May</th>
<th>Continue gathering nominations.</th>
</tr>
</thead>
</table>
| Chair tasks                         | • In mid-May, repeat the call for nominations on MLA-L.  
  • By the end of May, receive all nominations.  
  • Prepare and submit the spring Board report (by posted deadline; [see Appendix 2](#)). |

<table>
<thead>
<tr>
<th>June/July</th>
<th>Narrow down candidate list, collect candidate materials, and determine candidate slate(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair tasks</td>
<td>• Contact by phone the nominees for Vice President/President-Elect, Recording Secretary, Student/Early Career Representative, and Member-at-Large to ask informally whether each nominee wishes to be considered as a candidate, or divide up the nominee list for Committee members to contact. (<a href="#">See Appendix 5.</a>)</td>
</tr>
</tbody>
</table>
After contacting nominees by phone, send a follow-up email confirming the details discussed and the timeline for the nominating process. Attach the template for the summary of activities and diversity/philosophical statement (with a deadline for submission; see Appendix 7).

Gather candidate materials from nominees who wish to be considered.
- *From Vice President/President-Elect candidates*: summary of activities, philosophical statement, and CV.
- *From Recording Secretary, Student/Early Career Representative, and Member-at-Large candidates*: summary of activities, CV, and diversity statement.
- If needed, solicit additional nominations from Committee members or other MLA members, or conduct interviews with remaining nominees if the committee needs more information to help narrow the pool.
- Begin a list of potential candidates wishing to be considered for future ballots but not for the current year.
- For MLA Citation nominees, request a more extensive narrative from the nominator(s) if needed, but especially if members of the Committee are not familiar with the contributions of the individuals nominated.

### Committee tasks
- Contact any assigned nominees to ask informally whether each nominee wishes to be considered as a candidate, and request candidate materials from any nominees who wish to be considered.
- If needed, contribute or seek additional nominations.

### Chair tasks
- Compile nominee lists and candidate materials for assessment by the Committee.
  - *For Vice President/President-Elect candidates*: nominator names and comments, activity summaries, philosophical statements and CVs
  - *For Recording Secretary, Student/Early Career Representative, and Member-at-Large candidates*: nominator names and comments, activity summaries and diversity statements
  - *For MLA Citation nominees*: nominator names and comments.

### Committee tasks
- Review the candidate materials and MLA Citation nominations.
- For Vice President/President-Elect, Recording Secretary, Student/Early Career Representative, and Member-at-Large candidates, rank each list of willing nominees, considering their professional, geographic, institutional, and gender representation and diversity. (See Appendix 9, especially the section on criteria for selection.)

### Chair tasks
- Based on the total points received, re-order the list of nominees, highest-to-lowest, for Vice President/President-Elect, Recording Secretary, Student/Early Career Representative, and Member-at-Large.

### Committee tasks
- Review the ranked lists of nominees for Vice President/President-Elect, Recording Secretary, Student/Early Career Representative, and Member-at-Large. If needed, discuss and problem-solve (e.g., if six candidates are needed for the slate and the first five on the list are middle-aged, white males from Massachusetts) to arrive at the slate of candidates. Keep the recommended slate confidential until approved by the Board.
  - *For Vice President/President-Elect, Student/Early Career Representative, and Recording Secretary slates*: generally, 2 candidates for each open position
  - *For Member-at-Large slates*: generally, 6 candidates for 3 open positions
  - In 2022, practice has been to include all nominees on the ballot.
- Discuss the nominees for the MLA Citation. (Retain positive notes from these discussions, as they may serve as the basis for the wording of the Citation, if awarded.) The Committee members then vote “yes” or “no” on each of the Citation nominees. Keep recommendations for the MLA Citation confidential.
### Chair tasks
- Check the online MLA Directory to determine whether the candidates are members-in-good-standing.
- Send each of the potential candidates for the Vice President/President-Elect, Recording Secretary, Student/Early Career Representative, and Member-at-Large slates an official letter of invitation.
  - Inform candidates that they are not officially nominated until the Board approves the slate, and ask them to keep their candidacy confidential.
  - Include an Election Consent Form, to be signed and returned to the Chair via scan, email, or regular mail. E-signatures are fine if the candidate intent is clear.
  - If candidates are not members-in-good-standing, remind them to pay their MLA dues ASAP. Vice president/President-elect candidates must also be members of IAML prior to standing for election.
  - Although the slate has not been officially approved by the Board at this point, as a courtesy, notify the remaining nominees who were willing to run that they were not selected.

### August/September (up to the fall Board meeting)

**Prepare slate and candidate materials for the Board and the ballot.**

<table>
<thead>
<tr>
<th>Chair tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Collect Election Consent Forms from candidates. Recommended format: PDF (See Appendix 6.)</td>
</tr>
<tr>
<td>- Prepare and submit the fall Board report (by posted deadline; see Appendix 2). In the public portion of the report, include statistics from the process but no names. Attach as separate confidential appendices:</td>
</tr>
<tr>
<td>- Complete slate of candidates (in alphabetical order by category).</td>
</tr>
<tr>
<td>- For Vice President/President-Elect slate: activity summaries and philosophical statements.</td>
</tr>
<tr>
<td>- For Recording Secretary, Student/Early Career Representative, and Member-at-Large slates: activity summaries and diversity statements.</td>
</tr>
<tr>
<td>- Any recommendation(s) for the awarding of the MLA Citation. Compose a narrative describing the qualifications of the potential recipient(s), quoting nominations as appropriate.</td>
</tr>
<tr>
<td>- Connect with the MLA Administrative Officer and Web Manager to confirm the format and timing of candidate materials for the ballot. (Do not forward the candidate materials or slate at this time, as the Board has not yet approved the slate.)</td>
</tr>
<tr>
<td>- So that the ballot preparations can begin ASAP after Board approval of the slate, prepare formatted, camera-ready copy of the activity summaries and diversity statements and the philosophical statements. Preferred format: MS Word (ready for HTML markup without further editing; the AO and Web Manager do not edit or reformat. See Appendix 7).</td>
</tr>
</tbody>
</table>

### After the fall Board meeting

**Contact candidates, forward formatted ballot materials, and discharge the Committee.**

<table>
<thead>
<tr>
<th>Chair tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- After the MLA President reports to the Chair regarding Board action on the submitted candidate slate, contact the candidates.</td>
</tr>
<tr>
<td>- Notify them that their candidacy has been approved by the Board and is now official.</td>
</tr>
<tr>
<td>- Inform candidates that they should wait to hear results of the election before making travel arrangements to the annual meeting, since newly elected officers and Board members are invited to attend the next Board meeting even though they are not yet officially in office until the end of that meeting.</td>
</tr>
<tr>
<td>- ASAP after the Board meeting, forward to the Administrative Officer and Web Manager:</td>
</tr>
</tbody>
</table>
| Chair tasks | Complete candidate slate (in alphabetical order by category).
|             | Formatted activity summaries and diversity statements (both odd and even years) and philosophical statements (odd years only, for Vice President/President-elect slates). Preferred format: MS Word
|             | Forward signed Election Consent Forms to the Administrative Officer. Recommended format: PDF
|             | Prepare thank-you letters to Committee members and discharge the Committee.
|             | Prepare Annual Report (watch for posted deadline, which may be earlier in the calendar year; see Appendix 2).

**After the fall election**
*Complete MLA Citation text, handbook updates and archives submission.*

| Chair tasks | Together with the President, draft the text of any MLA Citations awarded. *(See Appendix 8)*
|             | Update the Committee Handbook, including Appendix 3: Past Slates, 1978-
|             | Submit appropriate documents to the MLA Archives. *(See XI. Documentation)*
|             | Prepare and submit the winter Board report (by posted deadline; see Appendix 2).

**After the annual meeting**
*Transition to new Nominating Committee chair.*

| Chair tasks | Transfer working documents to the incoming Committee chair, including a list of potential candidates wishing to be considered for future ballots.
Appendix 2:  
External Reporting

1. **Annual Reports**

MLA issues a formal Association-wide Annual Report each year. This glossy, edited publication appears online as a PDF and is used for promotional purposes and as the primary summary of MLA activities for that fiscal year. Past reports are available online at [http://www.musiclibraryassoc.org/about.aspx?id=55](http://www.musiclibraryassoc.org/about.aspx?id=55). The MLA Board Planning and Reports Officer collects content for this report, issuing a call for submissions with sufficient notice so that reports can be compiled soon after the close of an MLA fiscal year on June 30. All committees, joint committees, and special officers must submit a report for this publication, according to a standard format provided as part of the call for reports. Other groups, such as the MLA Board of Directors also submit reports, and summary MLA budgetary information also appears. The MLA Newsletter Editor, with the assistance of A-R Editions, edits the submitted reports for content, length, and style, and typesets the text into the formal publication. The previous year’s Annual Report is typically issued prior to the MLA Annual Meeting. Individual sections of the Annual Report typically represent a committee or officer’s work at a fairly high level, suitable for promotional purposes and introduction to the Association for those not intimately familiar with it. Annual Reports are separate from the more periodic Board Reports, and should be prepared separately.

Since the annual report deadline was changed to June 30, the Nominating Committee rarely submits one because its work is ongoing at that point. Do check in with the Planning Officer when the call comes and make sure they know whether the committee will be filing a report. (*Note: In 2020, the annual report deadline was in mid-November and the Nominating Committee Chair submitted a report.*)

2. **Reports to the Board of Directors**

Board reports summarize committee activity since the previous Board meeting, including requests for Board decisions/actions, if needed. Reports for the spring Board meeting should include budget requests, if needed, for the fiscal year to come, July-June. Reports for the fall Board meeting should include committee goals for the current fiscal year, July-June. Reports are normally due 2 weeks prior to each board meeting as announced by the President (September, February, June).

In the body of the report, include activities and statistics but not candidate names. This report will be available for viewing by all MLA members. Attach the ballot and Citation recommendation as separate appendix files marked “Confidential”; the appendices will be available only to Board members.
Sample Report to the Board of Directors

I. Report Date: 27 September 2013

II. Committee: Nominating Committee

III. Committee Members: Susannah Cleveland (chair), Neil Hughes, Anna Kijas, Steve Nordstrom, Amanda Pilmer

IV. Board Action Required:
- Approve slate of nominees for Board Members-at-Large (Appendix A)
- Consider recommendations for MLA Citation (Appendix B)

V. Brief Summary of Activities
- To solicit MLA Board Member-at-Large and MLA Citation nominees, the committee sent the call for nominations to MLA-L, MLA News blog, chapter chairs, and committee chairs, with a deadline of June 1.
- We received 40 nominations for Members-at-Large. We began contacting nominees, and the pool of 40 was narrowed to a smaller list of those willing to run this year. Many not able to run this year expressed a willingness to stay on the list for future years. The committee members ranked the candidates individually then did a bit more shifting to allow for geographic/library type/gender distribution to arrive at the final slate.
- For candidates on the slate submitted for approval (Appendix A), we gathered activity summaries and diversity statements and Election Consent Forms.
- The committee received 7 nominations for the MLA Citation. After discussing the nominees and their contributions to the organization and the profession, we settled on one nominee as our recommended recipient (Appendix B).

Appendix A: Member-at-Large slate recommended for 2013 election
CONFIDENTIAL
See separate attachment for Appendix A.

Appendix B: Recommendation for MLA Citation 2014
CONFIDENTIAL
See separate attachment for Appendix B.
Appendix 3:
Past Slates, 1978-

Note: **name in bold** indicates candidate elected

<table>
<thead>
<tr>
<th>Nomination Year</th>
<th>Vice President / President-Elect</th>
<th>Recording Secretary</th>
<th>Members-at-Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>1978</td>
<td></td>
<td></td>
<td>Forrest Alter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arne Arneson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stephen Fry</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gerald Gibson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kathryn Logan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ida Reed</td>
</tr>
<tr>
<td>1979</td>
<td>Donald Krummel</td>
<td>George Hill</td>
<td>Liselotte Andersson</td>
</tr>
<tr>
<td></td>
<td>Jason Newsom</td>
<td>Connie Nisbet</td>
<td>Pauline Shaw Bayne</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Garrett Bowles</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Harold Diamond</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kathleen Moretto</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>John Tanno</td>
</tr>
<tr>
<td>1980</td>
<td></td>
<td></td>
<td>Olga Buth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Danny Hatcher</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Margaret Lospinuso</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Suzanne E. Thorin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Charles Simpson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Donald Thompson</td>
</tr>
<tr>
<td>1981</td>
<td>Mary Wallace Davidson</td>
<td>Pauline Shaw Bayne</td>
<td>Gillian Anderson</td>
</tr>
<tr>
<td></td>
<td>John Tanno</td>
<td>George Hill</td>
<td>Brenda Chasen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Goldman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Robert Parks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Neil Ratliff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vicki Skinner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annie F. Thompson</td>
</tr>
<tr>
<td>1982</td>
<td></td>
<td></td>
<td>Dee Baily</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jean Geil</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Judith Kaufman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Joan Kunselman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Donna Mendro</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gordon Rowley</td>
</tr>
<tr>
<td>1983</td>
<td>David Fenske</td>
<td>Ruth Tucker</td>
<td>Arne Arneson</td>
</tr>
<tr>
<td>(Ida Reed, Chair)</td>
<td>Geraldine Ostrove</td>
<td>David Sommerfield</td>
<td>Frank Gramenz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ruth Henderson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Richard Jones</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Karen Nagy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jerry Persons</td>
</tr>
<tr>
<td>Year</td>
<td>Chair</td>
<td>President</td>
<td>University Librarian</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------</td>
<td>--------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>1984</td>
<td>(David Fenske, Chair)</td>
<td></td>
<td>Dee Bailey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mary Kay Duggan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Joan Kunselman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R<strong>a</strong>lph Papakhian</td>
</tr>
<tr>
<td>1985</td>
<td>(Jean Geil, Chair)</td>
<td>Lenore Coral</td>
<td>Ruth Henderson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gordon Rowley</td>
<td>Geraldine Laudati</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1986</td>
<td>(Ruth Tucker, Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pauline Shaw Bayne</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Marsha Berman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>James Coover</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>John Druesedow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dorman Smith</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gail Sonnemann</td>
</tr>
<tr>
<td>1987</td>
<td>(Judith Kaufman, Chair)</td>
<td>Don Roberts</td>
<td>Jean Geil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Susan Sommer</td>
<td>Ruth Henderson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1988</td>
<td>(Don Roberts, Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1989</td>
<td>(Ruth Henderson, Chair)</td>
<td>Don Roberts</td>
<td>Nancy Nuzzo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John Roberts</td>
<td>Shirlene Ward</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990</td>
<td>(Richard Griscom, Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991</td>
<td>(Gordon Theil, Chair)</td>
<td>Michael Ochs</td>
<td>Nancy Nuzzo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sherry Vellucci</td>
<td>Stephen Yusko</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>(Chair)</td>
<td>Chair</td>
<td>Members</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>1992</td>
<td>(James Farrington)</td>
<td>Elizabeth Davis, David Day, Alison Hall, David Hunter, Paula Matthews, Barbara Strauss</td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>(Mimi Tashiro)</td>
<td>Linda Solow Blotner, David Farneth, Jane Gottlieb, Laura Snyder, Deborah Campana, Bonnie Jo Dopp, Jerry McBride, Jean Morrow, John Shepard, Judy S. Tsou</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>(David Farneth)</td>
<td>Paula Elliot, Michael Fling, Steve Fry, Christine Grandy, Mark McKnight, Brad Young</td>
<td></td>
</tr>
<tr>
<td>1995</td>
<td>(Paula Matthews)</td>
<td>John Druesedow, Diane Parr Walker, Jean Purnell, Laura Snyder, Jeanette Casey, Calvin Elliker, David Farneth, Marjorie Hassen, Vincent Pelote, Mimi Tashiro</td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>(Jerry McBride)</td>
<td>Pauline Bayne, Deborah Campana, Michael Colby, Christine Grandy, John Howard, Dan Zager</td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>(Mark McKnight)</td>
<td>Linda Solow Blotner, Paula Matthews, Roberta Chodacki, Carolyn Dow, Robert Curtis, Eileen Dolan-Heitlinger, Bonnie Jo Dopp, Allie Goudy, Debbie Pierce, Ned Quist</td>
<td></td>
</tr>
<tr>
<td>1998</td>
<td>(Marjorie Hassen)</td>
<td>Leslie Bennett, Jeannette L. Case, Jim Farrington, Ruthann Boles McTyre, Brad Short, Patricia Elliott Stroh</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Chair</td>
<td>Members</td>
<td>Chair</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>2000</td>
<td>Roberta Chodacki</td>
<td>David Day &lt;br&gt;Neil Hughes &lt;br&gt;Lynne C. Jaffe &lt;br&gt;Deborah Pierce (appointed) &lt;br&gt;Elisabeth Rebman (resigned) &lt;br&gt;Michael Rogan</td>
<td>David Day &lt;br&gt;Neil Hughes &lt;br&gt;Lynne C. Jaffe &lt;br&gt;Deborah Pierce (appointed) &lt;br&gt;Elisabeth Rebman (resigned) &lt;br&gt;Michael Rogan</td>
</tr>
<tr>
<td>2001</td>
<td>Leslie Bennett</td>
<td>Laura Dankner &lt;br&gt;Nancy Bren Nuzzo</td>
<td>Michael Colby &lt;br&gt;Linda Blair</td>
</tr>
<tr>
<td>2002</td>
<td>Phil Vandermeer</td>
<td>Bonna Boettcher &lt;br&gt;Daniel Zager</td>
<td>Michael Colby &lt;br&gt;David Hursh</td>
</tr>
<tr>
<td>2003</td>
<td>Michael Rogan</td>
<td>Bonna Boettcher &lt;br&gt;Daniel Zager</td>
<td>Michael Colby &lt;br&gt;David Hursh</td>
</tr>
<tr>
<td>2004</td>
<td>Virginia Danielson</td>
<td></td>
<td>Linda Blair &lt;br&gt;Jeanette L. Casey &lt;br&gt;Paul Cauthen &lt;br&gt;Amanda Maple &lt;br&gt;Jane Edmister Penner &lt;br&gt;Tracey Rudnick</td>
</tr>
<tr>
<td>2005</td>
<td>Pauline Bayne</td>
<td>Ruthann McTyre &lt;br&gt;Phil Vandermeer</td>
<td>Karen Little &lt;br&gt;Patricia Stroh</td>
</tr>
<tr>
<td>2006</td>
<td>Matthew Wise</td>
<td>George Boziwick &lt;br&gt;Carolyn Dow &lt;br&gt;Patricia Fisken &lt;br&gt;Rick McRae &lt;br&gt;Eunice Schroeder &lt;br&gt;Holling Smith-Borne</td>
<td>George Boziwick &lt;br&gt;Carolyn Dow &lt;br&gt;Patricia Fisken &lt;br&gt;Rick McRae &lt;br&gt;Eunice Schroeder &lt;br&gt;Holling Smith-Borne</td>
</tr>
<tr>
<td>Year</td>
<td>Chair</td>
<td>Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>2007</td>
<td>(Paul Cauthen, Chair)</td>
<td>Leslie Bennett</td>
<td>Karen Little</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ruthann McTyre</td>
<td>Stephen Luttman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>(David Gilbert, Chair)</td>
<td>Leslie Bennett</td>
<td>Karen Little</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ruthann McTyre</td>
<td>Stephen Luttman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>(Eunice Schroeder, Chair)</td>
<td>Jerry McBride</td>
<td>Pamela Bristah</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark McKnight</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>(Paul Cary, Chair)</td>
<td>Michael Colby</td>
<td>Pamela Bristah</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wendy Sistrunk</td>
<td>(unopposed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>(Linda Fairtile, Chair)</td>
<td>Michael Colby</td>
<td>Pamela Bristah</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wendy Sistrunk</td>
<td>(unopposed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>(Susannah Cleveland, Chair)</td>
<td>Sarah Adams</td>
<td>Stephanie Bonjack</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Michael Duffy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rick McRae</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jennifer Matthews</td>
</tr>
<tr>
<td>2013</td>
<td>(Liza Vick, Chair)</td>
<td>Deborah Campana</td>
<td>Ana Dubnjakovic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael Rogan</td>
<td>Lisa Shiota</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>(Rebecca Littman, Chair)</td>
<td>Deborah Campana</td>
<td>Ana Dubnjakovic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael Rogan</td>
<td>Lisa Shiota</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Chair Name and Title</td>
<td>Member 1</td>
<td>Member 2</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>2015</td>
<td>Jason Imbesi, Chair</td>
<td>Mark McKnight</td>
<td>Misti Shaw</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Liza Vick</td>
<td>Lisa Shiota</td>
</tr>
<tr>
<td>2016</td>
<td>Damian Iseminger, Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>Andrew Justice, Chair</td>
<td>Susanna Cleveland</td>
<td>Misti Shaw</td>
</tr>
<tr>
<td>2018</td>
<td>Mary Brower, Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>Gerry Szymanski, Chair</td>
<td>Liza Vick</td>
<td>Misti Shaw</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holling Smith-Borne</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>Melissa Moll, Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>Joe Clark, Chair</td>
<td>Paula Hickner</td>
<td>Veronica Wells</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Richard Griscom</td>
<td>Beth Royall</td>
</tr>
</tbody>
</table>
### Appendix 4:
#### Sample Call for Nominations Text

Call for Nominations: MLA Vice-President/President-Elect, Recording Secretary, Members-at-Large and the MLA Citation

The [2021] MLA Nominating Committee welcomes nominations for:

**Vice-President/President-Elect**
The President serves as the executive officer and official representative of the Music Library Association. The President's term is two years [(2023-2025)]; it follows the one-year term of Vice-President/President-Elect [(2022-2023)] and succeeds to the one-year term of Past President [(2025-2026)]. Incumbents may not succeed themselves. Candidates for Vice President/President-Elect must be personal members of the Association and members of IAML.

**Recording Secretary**
The Recording Secretary records and distributes the minutes of the business meetings of the Association and the meetings of the Board of Directors. The Recording Secretary is elected by the membership for a term of two years [(2022-2024)]. Incumbents may succeed themselves. Candidates for Recording Secretary must be personal members of the Association.

**Three Members-at-Large to serve on the Board of Directors for a two-year term, [2022-2024]**
Board members represent the membership as they carry out the Association’s work. The three incoming Board members will be selected by the President to serve as Assistant Parliamentarian, Assistant Planning and Reports Officer, or Assistant Fiscal Officer. Nominations should reflect the entire range and nature of the work of the Association’s members. Incumbents may not succeed themselves. Candidates for office must be personal members of the Association.

We are especially eager to create a slate of candidates that represents the diverse personal and professional aspects of our membership, and ask that you consider this when proposing nominations. Self-nominations are also welcome. The Nominating Committee will consider all nominations received and narrow to a final slate, which will then be sent to the Board for approval.

The MLA Citation
The MLA Citation, the Association’s tribute for lifetime achievement, is awarded in recognition of contributions to the profession over a career. MLA membership need not be a pre-requisite to the receiving of a citation, but the recipient should have contributed to the national affairs of the Association and to the furthering of the Association’s aims, even if not via MLA directly.

Resources for more detailed information:
- For FAQs about nominations, please consult our Committee Handbook at https://www.musiclibraryassoc.org/members/group.aspx?id=119041
- For information about the Board of Directors, see the MLA Administrative Handbook (Section II): https://www.musiclibraryassoc.org/mpage/admin_handbook_IN
- For information about the MLA Citation, see https://www.musiclibraryassoc.org/page/MLACitation.

Nominating Committee does not retain nominations or nomination letters from one year to the next (including for the MLA Citation). If you previously submitted a Board member nomination but that individual was not elected, or an MLA Citation nomination but that individual was not selected for the award, we encourage you to resubmit for consideration this year.

Please send your recommendations by [Tuesday], June 1, to one of the Nominating Committee members listed below. Please include:
- The institutional affiliation for each proposed candidate
- A very brief justification for your recommendation
- Whether you have discussed your nomination with the individual and obtained their approval in advance

Please send your nominations by the end of the day, [Tuesday], June 1, 2021 to one of the following Nominating Committee members:
- [contact information for each committee member]

Nominations should be received by [Tuesday, June 1, 2021] to be guaranteed full consideration.

Thank you for participating in this important process. The continued vitality and growth of MLA is dependent on the outstanding contributions of its members, and your nominations are critical to recruiting the leadership that the Association needs.
Appendix 5:
Information for Phone Calls to Potential Nominees

Information in brackets is to be settled by each Nominating Committee. Be sure to check with the President following the Board’s Spring meeting (when the budget is set each year) to be sure that any changes to funding (recent ones noted below in red) are updated before contacting potential nominees.

1. The purpose of these initial informal contacts is to ascertain whether individuals who have been recommended to the committee are willing to be considered for nomination.

2. Please try to contact each person by phone. Inform the person you are calling because someone has recommended that they be nominated for the respective office, and that the purpose of your call is to ask whether they are willing to be considered for nomination. Do not state who submitted their name for recommendation. Please make clear that the committee has not yet selected nominees. Those willing to be considered will be informed in [July] whether or not they have been nominated, and at that time, the nominees will be asked to submit a consent-to-run form. Let them know that we’ll be generating a slate of 6 candidates for the 3 Member-at-Large positions.

3. People may want to take some time before responding, which of course is fine. Please ask that they respond to you by [DATE]. Share with them as much of the information below as seems appropriate, depending on the questions they may ask, and offer to email the details. If they ask a question to which you do not know the answer, say you’ll get back to them, and refer the question to the committee. Potential nominees may also find the information in Appendix 9 helpful, covering common questions in the nominating process.

4. Ask those who agree to be considered to email you a summary of their MLA activities (see Appendix 7). Please share these with the rest of the committee.

5. Ask potential nominees whether they are currently running for major office in another professional organization (including MLA chapters) and strongly encourage them to choose one or the other or, at the very least, ask them the bow out of the later of the two elections if elected in the first.

What they need to know when they agree to run:

- Members-at-Large serve two years and may not succeed themselves. The section of the Administrative Handbook dealing with their responsibilities is II.E and can be found on the MLA site (For Members > Handbooks & Manuals > Administrative Handbook).
- Board officers and members-at-large are expected to attend all Board meetings. There are three annually: at the annual meeting of the association, in late spring (usually May), and in fall. At the MLA annual meeting, the Board typically meets on the Tuesday and Wednesday before the conference starts and the Sunday morning after the annual meeting, so Board members must be prepared to travel to the meeting as early as the previous Monday and stay the entire week. The spring and fall meetings generally run from Wednesday through Friday, or Thursday through Saturday. The spring meeting is held in Middleton, Wisconsin at the offices of A-R Editions. The fall meeting is hosted by
a Board member, so the location varies. The full Board is polled for meeting dates, so, other than the annual meeting, none of the ones that new members will attend have been scheduled prior to their election.

- MLA covers Board members’ expenses for attendance at the spring and fall Board meetings by paying transportation, lodging in a double room, and 50% of meals and incidental (M & I) expenses per diem. Transportation includes ground transport. MLA uses the U.S. GSA meals and incidental expenses per diem rates as the base rate to determine reimbursement rates for M & I; these rates vary by location in the continental U.S. See the MLA Administrative Handbook (Section II.A.4.i Honoraria/Reimbursement/Per diem).

- For attendance at the Board meeting held in conjunction with the association’s annual meeting, MLA pays those expenses the Board members would not otherwise have paid to attend the annual meeting, i.e., 50% of M & I and a double occupancy room for the two additional days of Board meetings that precede the annual meeting. MLA will not reimburse Board members for travel, registration, or M & I for the days of the conference itself (typically, Wednesday evening until Saturday evening). It is assumed that Board members will depart after Sunday morning meetings and not need reimbursement for Sunday night lodging.

- The terms of the newly elected officers and Members-at-Large begin at the end of the annual meeting following their election. The incoming Board members are encouraged to attend the Board meeting held at this annual meeting even though they have not yet officially started their terms of office; they may participate in discussion, but not vote. The association will pay for an additional night’s lodging at the annual meeting as they’re rotating onto the Board. However, they are strongly encouraged to attend that meeting if it is at all possible. If it is not possible for them to attend all of it, they are encouraged to come to at least part of it, such as the Wednesday morning or at least the final Sunday morning meeting.

- The Board has been experimenting with monthly virtual meetings, and is now substituting virtual meetings for some of the Board subcommittee meetings (these have typically been the first day of a Board meeting, so that shaves a day and hotel night from face-to-face meetings). If they’re elected, the Board will tell them what brand and model of webcam to get. If they cannot fund it from their institutions, then MLA will pay for it. Of course, if MLA pays, they may have to relinquish it at the end of their term if the hardware is not obsolete by then.

- MLA Board members are not required to be a IAML member prior to election (other than President) but will be expected to join IAML if elected because the Board is representing the interests of the IAML-U.S. chapter.

- If now is not a good time to run, but a potential candidate would be interested in running in the future, the committee will include that person on a list to pass on to next year’s committee.
Appendix 6:
Election Consent Form

Music Library Association
Election Consent Form

I hereby agree to run for election as [a Member-at-Large, Recording Secretary, Student/Early Career Representative, President/Vice President] on the Board of Directors of the Music Library Association.

If elected, I agree to serve a [two-year term], beginning at the conclusion of the Annual Meeting in [location] on [last day of conference].

Name (printed): ____________________________________________________________

Signature: __________________________________________________________________

Date: _____________________________

Please return by [date]:

[Committee chair name and contact info]
Appendix 7:  
Template for Summary of Activities and Diversity/Philosophical Statement

Please follow the formatting as shown in the example below.

NAME:

JOINED: [year]

CURRENT POSITION:

PREVIOUS POSITION(S):

ACADEMIC TRAINING:

SERVICE TO MLA:  
Including national and chapter committee/subcommittee memberships/Chairships, Coordinator positions, Special Officer positions, etc. (with years).

OTHER SERVICE:

PRESENTATIONS:

RESEARCH & PUBLICATIONS:

DIVERSITY STATEMENT (Recording Secretary and Member-at-large nominees):  
The diversity statement should be no more than 300 words in length and may describe the candidate’s view of diversity, equity, and inclusion especially within the context of MLA and the profession.

PHILOSOPHICAL STATEMENT (Vice-President/President-elect nominees):  
The philosophical statement should be no more than 800 words in length and may describe the candidate’s view of the importance of MLA to the profession and their vision for the future of the association, giving particular attention to the roles of diversity, equity, and inclusion in this vision.

Example (with formatting):
NAME: John Bach

JOINED: 2010

CURRENT POSITION: Music Librarian, University of Leipzig, 2014-
PREVIOUS POSITION: **Performing Arts Librarian, Köthen Castle**, 2010-2014

**ACADEMIC TRAINING:** **MLS, University of North Texas, 2010; MM, Composition, Cleveland Institute of Music, 2008; Fulbright Fellowship, Musikhochschule Lübeck, 2007-2008; BM, Organ Performance, Eastman School of Music, 2007.**

**SERVICE TO MLA:** Search Committee, Assistant Convention Manager, 2020; Reference & Access Subcommittee, Chair, 2016-2020, Member, 2014-2016; Nominating Committee, 2015; Conference Mentor, 2014-2019.


**OTHER SERVICE:** Primo Discovery Work Group, University of Leipzig, 2018-; *The American Organist*, Peer Reviewer, 2017-; American Guild of Organists, New Member Committee, 2013-2015; University of Leipzig School of Music, Adjunct Organ Instructor, 2014-.


**DIVERSITY STATEMENT:**
[Add diversity statement here, max 300 words]
Appendix 8:
Past Citation Texts

Here are some previous citation texts to shed light on the end product to be presented to the recipient. Follow the links to the full articles to see samples of text that you might include in your recommendation to the Board.

Linda Solow Blotner
“A tireless and inspiring leader in the profession she is a consummate practitioner and true Renaissance woman. Author, editor, reviewer, and indexer she has been involved in a number of the discipline’s most significant publications. As Editor-in-Chief of Notes, she continued, in the tradition of her predecessors, to produce a journal indispensable to the fields of music librarianship and musicology. In her work with the Publications Committee she has been in the forefront of creating improvements to all MLA publications. Active in service locally, nationally, and internationally she has always been available to lead committees, present research, consult with practitioners, and encourage all of us to innovate, to experiment, and to work at the highest level of professionalism.”

Ralph Papakhian
“A fearless advocate for the profession of music librarianship and the people who embrace it, he has played a central role in many of the transformations of the world of the music cataloger over the past three decades, providing a source of knowledge and inspiration to scores of people beginning or enhancing their careers as music librarians, and mentoring a generation of highly respected music catalogers. As co-creator of MLA-L, he has enhanced communication among colleagues, encouraged intelligent discourse, posed gently provocative questions, and provided a regular, calm voice of reason. In his leadership of MLA, his advocacy for excellence in music cataloging, selfless education of students, and unwavering sense of justice has been an inspiration to us all.”
Appendix 9:  
Common Questions in the Nominating Process

MLA’s Constitution and Administrative Handbook dictate the procedures for elections. Each Nominating Committee also grapples with issues not addressed in existing documentation and must rely on past practices and common sense to come to decisions. This document represents an attempt to create some consistency in such practices as well as giving those wishing to run for office in MLA an overview of how the Nominating Committee creates the ballot.

### Eligibility

1. Do nominees for President need to have served on the Board previously?
   The Constitution, Handbook, and Robert’s Rules of Order are silent on this. While it can be helpful to have previous Board experience, our structure of giving an incoming President one year as President Elect allows for some time to learn how the Board works before taking power and allows us not to require previous Board service for this office.

2. Are Honorary Members allowed to run for Board positions?
   Yes.

3. Are previous Members-at-Large eligible to run for At-Large positions again?
   Yes, but they may not succeed themselves. This is, however, not an ideal way to spread leadership opportunities throughout the membership but might be something to consider when previous Board experience could be particularly beneficial to current Board activities.

4. If someone runs for any position on the Board and is not elected, when may they run again?
   Someone who runs but is not elected may run again as early as the next year if they are willing.

5. What are the limitations for successive Board service?
   Currently, “elected officers of the Board of Directors serve for up to six consecutive years. Appointed officers serve up to four consecutive years…” (Administrative Handbook, II.A.3). So, for instance, if somebody just completed two two-year terms as Recording Secretary, they would not be eligible to run for Vice President/President Elect because that would be another four-year commitment that would result in eight consecutive years as an elected officer. If, on the other hand, a person was completing a two-year term as Member-at-Large, they would be eligible to run for Vice President/President Elect because the resulting combined terms would be 6 years.

   If a person completes a four-year term to an appointed Board position (Administrative Officer), they would be eligible to run for any elected Board position right away.

   The board has voted to strongly recommend limiting consecutive Board service to four years, regardless of whether service is elected or appointed.
6. Is it a problem for someone to be serving as an officer or board member at the chapter level while also serving on the national Board? What about running for both simultaneously? Similarly, is it a problem for someone to be serving as an officer or board member of another national organization while also serving on the national Board?

While it is common for people to worry about missed opportunities that occur if they do not respond affirmatively to requests for service, running for office in two national organizations, or at the MLA chapter and national levels simultaneously, can create unwieldy workloads that could be detrimental to both organizations. Potential Board nominees are strongly encouraged to hold a major officer position only in MLA during the time that they would be serving on the national Board. Likewise, candidates should not run for major officer positions in another organization while running for membership on MLA’s Board. If this does occur, it is advisable that the candidate agree to withdraw from consideration from the election that happens later if they are elected in the earlier election.

7. Are Nominating Committee members eligible to run for election?

While they are serving on the Nominating Committee, committee members are not eligible to stand for election because this would be a conflict of interest.

<table>
<thead>
<tr>
<th>CRITERIA FOR SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What criteria does the committee consider when assembling the Board slate?</td>
</tr>
<tr>
<td>While an exact rubric for what qualifies one for Board service is impossible due to the changing needs of the organization and the need of each Nominating Committee to select a slate from those nominated within a given year, there are several factors that go into selection and that could help someone wishing to run for office to prepare over time.</td>
</tr>
</tbody>
</table>

- **History of Involvement in the Organization**
  At any given time, there might be a perceived need for more experience and wisdom on the Board or for fresh faces, but in either case, it is important that candidates for the Board have enough experience within the organization to grapple with the issues that come before it. Ideally, a candidate’s experience is varied and has included demonstration of leadership. Involvement will include not only committee service but might also be represented by coordination of activities, Special Officer positions held, conference presentations, publications, and more. The Committee works with A-R Editions to document past involvement as well as reviewing nominations and the candidate’s statements.

- **Representation of Library/Librarian Types, Geographic Areas, Gender, Race, etc.**
  The demographics of the Board – including professional characteristics - should reflect those of MLA’s membership, and the Nominating Committee attempts to balance these on the slate as much as possible. Institutional racism and gender bias are difficult to recognize and are especially pernicious. Therefore, the Nominating Committee should actively seek qualified minority candidates for all of its Board positions in every election. Because MLA is
not currently a racially diverse organization, it may not be possible to find minority candidates for every election, but every attempt should be made to do so.

- **Collegiality**
  Board meetings are days-long events in close quarters and it is important that people serving on the Board have a reputation for working collegially with peers. This is an area where nominators can be particularly helpful in shedding light.

- **Nominations**
  Extensive narratives are not required for nominations (most Member-at-Large nominations simply come as a suggested name), but a well-reasoned nomination can help the committee to see strengths in a candidate that they might not have recognized already.

- **Chapter Involvement**
  It is not required that Board members have been active at the chapter level, but having a strong perspective on these activities of the organization can be helpful and might strengthen the committee’s perception of one candidate over another, all other things being equal.

- **IAML Membership**
  Candidates for Member-at-Large are not required to be IAML members to stand for election but will be expected to join if elected. Because MLA serves as the U.S. Branch for IAML, it is important that members of the Board be “citizens” of both organizations.

2. **What factors does the Nominating Committee weigh when assembling the slate for Vice President/President Elect?**

The above qualifications will likely apply to candidates for President, in addition to several additional factors. Diversity of candidates becomes even more important in the case of a Presidential election as there are only two candidates; these two candidates should offer as broad a spectrum of professional background, geographic location, etc., as possible.

- **Demonstrated Leadership**
  While it is helpful for Members-at-Large to have strong leadership experience, it is crucial that candidates for President have a strong record of leadership within MLA. This should include demonstrated capacity for listening to all viewpoints and deliberating patiently before acting on information gathered.

- **IAML Membership**
  The President of MLA is now also the president of the U.S. branch of IAML and, as such, must be a IAML member. Further involvement in IAML – beyond simply being a member – will put a potential candidate in a much better position to understand the relationship between MLA and IAML and strengthen a person’s candidacy.

- **Institutional Support**
  The office of President is an extremely time-consuming one, so it is important that candidates are confident that their institutions will be supportive of the time commitment.

3. **What factors does the Nominating Committee weigh when assembling the slate for Recording Secretary?**
The Recording Secretary is a voting member of the Board, so again, the same qualifications that are valuable in Members-at-Large will be valuable in a Recording Secretary, but additional factors will also be helpful.

- **Organizational Skills**
  Minutes from face-to-face meetings are quite long and document complicated discussions. The Recording Secretary must be able to synthesize and summarize discussions in a timely fashion following the meetings as well as update the Index to Board Policies with new decisions.

- **Collegial Information-Gathering Skills**
  The Recording Secretary must often follow up with meeting attendees to clarify discussions in meeting; diplomacy and efficiency are crucial in these duties.

4. **May the public see the candidate rankings that the Committee compiled?**
No. In order to protect the privacy of all potential candidates, all deliberations of the Nominating Committee are confidential.

1. **The Handbook is explicit about the expectation that committee chairs should step down if elected to the Board. Does the same apply to subcommittee chairs?**
Because the workloads of sub-committee chairs vary widely, it is not necessarily required that elected Board members step down from such positions, but, in general, they should. A discussion of the potential election with their main committee chair is advised, and they should make a decision together.

2. **Is it acceptable to have candidates run unopposed?**
In the interest of offering our members a choice in the leadership of the organization, this is not considered an ideal practice in MLA. In the case of the Recording Secretary, where the term is 2 years but the incumbent can run for another 2-year term, the incumbent is usually re-elected if they choose to run, and it can be a courtesy not to strong arm someone else into running for the sole purpose of avoiding an unopposed election. Nominations should, nevertheless be solicited, and this option should be exercised only if nobody else is willing to run.

3. **If someone is contacted to run one year and can't run that year, but wishes to run in a successive year, what do they do?**
They should simply let the Nominating Committee know. Each committee will pass to the next year's committee a list of candidates contacted with notes on the candidates' willingness to run in the future. Each committee chair will pass this information to their successor and include this list with documents sent to the Archives.