MLA Web Committee Procedures
Created April 2014

I. Structure

Committee members include:

A. Chair – appointed by the MLA President in consultation with MLA Board of Directors ("the Board").
B. Committee members – officially appointed by the MLA President in consultation with the Web Committee Chair and the Web Manager.

All members must be in good standing with MLA.

II. Subcommittees

A. The Web Committee recommends creation of subcommittees as the need arises, with the approval of the Board.
B. Subcommittee chairs are appointed by the MLA President in consultation with the Membership Committee Chair and the Board.
C. Subcommittee members must belong to MLA and have an active interest in the work of the particular subcommittee. They support the needs of MLA membership in their areas of responsibility, actively communicating topics of current national interest, identifying and framing issues, conducting discussions, preparing proposals and discussion papers, and answering questions.

III. Task Forces

The Web Committee may create two different types of task forces, formal and informal. In both cases, task forces study a specific problem or complete a task, normally within a specified time frame.

A. Formal task forces
The Board must approve the creation and charge of task forces that require a budget, specified meeting spaces at the Annual Meeting, and/or inclusion into the official MLA Administrative Structure. The MLA President appoints the MLA members of the task force, in consultation with the Web Committee Chair. Normally the task force chair will be a member of Web Committee; task force members are not required to serve concurrently as a member of the Web Committee. Members of formal task forces receive official appointment letters.

B. Informal task forces
The Web Committee Chair may appoint short term task forces made up of Web subcommittee members without Board approval.

IV. Responsibilities

"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 the MLA Administrative Handbook, Section V. A-G are carried out; and that committee members are kept fully advised of and involved in all committee activities." (MLA Administrative Handbook, Section V. C)

A. Web Committee Chair

Administrative tasks:
1. Develop calendar of activities in consultation with the Web Manager.
2. Work with the Web Manager to contact YM in case of website outage 727-827-0046.
3. Work with the Web Manager to contact Site5 in case of website outage 1-888-748-3526.
5. Archive completed documents by storing in the Web Committee online work space.
6. Maintain a listserv for Web Committee member discussion.
7. Plan the year’s activities in consultation with the Web Manager.
8. Plan meeting agendas, including the annual meeting agenda.
9. Take and distribute meeting minutes.
10. Lead the group’s planning for annual meeting program proposals.
11. Communicate purposed web site changes to the MLA Board.
13. Submit budget to MLA Financial Officer.
14. Issue call for Web Committee applicants on MLA-L prior to Annual Meeting;
15. Make recommendations for appointments.
17. Write thank you letters for service to retiring Web Committee members.
18. Compile the Web Committee annual report and quarterly board reports.
20. Create and distribute work assignments for committee members.
21. Prepare other written reports as requested by the Board.
22. Provide orientation for incoming chair.

Proactive tasks:
1. Communicate to the MLA membership any upcoming changes to the web site;
2. Lead discussions, both in person and in electronic forums;
3. Work with Committees, Round Tables, and Task Forces on ways to share their work via the web.
4. Work with Committees and Task Forces on ways to archive their work privately.

**Reactive tasks:**
1. Prepare summaries of comments or written reports;
2. Rely questions from MLA membership to the Web Manager.

**B. Committee Members**
1. Participate in online meetings.
2. Participate in group discussions, both in person and in electronic forums, drawing on personal experience, skills and knowledge.
3. Provide feedback on documentation, proposals, and requests for comments.
4. Complete projects as assigned in a timely manner.

**V. Qualifications for Appointment**

**A. Web Committee Chair**
1. Member in good standing of the MLA.
2. Able to attend the MLA Annual Meeting and to lead Web Committee meetings.
3. Strong awareness of and professional interest in the promotion of best practices for music libraries.
4. Strong professional interest in committee business and a particular skill, area of expertise, or point of view to contribute to committee discussions.
5. Has previously worked in a CMS environment.
6. Strong leadership, diplomatic, organizational, and writing skills.
7. Able to represent the music community's viewpoint in national meetings, both verbally and in writing.
8. Willingness to subscribe to and read electronic mailing lists that support committee topics.

**B. Committee Members**
1. Members in good standing of MLA.
2. Able to attend MLA Annual Meeting to the best of one’s abilities.
3. Actively participate in the work of the committee.
4. Specific professional interest in subcommittee/task force business and a particular skill, area of expertise, or perspective to contribute to discussions.
5. Willingness to subscribe to and read electronic mailing lists that support subcommittee/task force topics.

**VI. Appointment Procedures**

**A. Web Committee Chair**
The outgoing chair recommends a successor to the Web Committee for consideration. The candidate should meet the qualifications identified in section V.A of this document. The current chair submits the recommendation to the MLA President for finalization of the appointment.

B. Web Committee Members
Those who are interested in joining the Web Committee send a message to the Chair expressing their interest and relevant skills and expertise. Requests will be immediately considered if there is a vacancy. The Chair will inform the committee of the candidates and solicit recommendations for approval. Following a majority approval of the candidate by the Web Committee, the current chair submits the recommendation to the MLA President for finalization of the appointment. Recommendations for committee members can be made at any time.

C. Ex Officio Members
The Web Committee consists of three ex officio members: the Administrative Officer, a Business Office representative, and the BCC Web Master.

1. Administrative Officer: The Administrative Officer (AO) serves as the umbrella manager of the YourMembership Platform, overseeing the membership directory and financial aspects of YourMembership. The AO works on the financial end of the website in conjunction with the Business Office and the MLA Board. The AO also serves as the Web Committee’s Board liaison. He/She maintains/updates the administrative structure on the websites.

2. Business Office representative: The Business Office representative is the liaison between the Business Office and the Web Committee. The Business Office representative offers website information and feedback relating to renewals, the annual meeting website, and the membership database.

3. BCC Web Master: The BCC Web Master serves in a liaison role between the Web Committee and the BCC. The BCC Web Master offers the BCC perspective as new web projects are planned and manages the BCC microsite, blog, committee pages, etc.

VII. Length of Appointment

A. Committee Chair
Typically serve no more than four consecutive years. The four-year period restarts when a committee member becomes a committee chair.

B. Committee members
Normally serve no more than four consecutive years. In exceptional situations, the Web Committee may recommend a one-year extension of a given committee member’s term. Per the MLA Administrative Handbook (V.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.”

C. Ex Officio members
Ex Officio members serve in their ex officio role until they come to the end of the appointment in their respective roles.

**VIII. Resignations**

A. Resignations
Resignations of Web Committee members should be submitted in writing to the Web Committee chair. The Web Committee chair then sends a message acknowledging the resignation and recognizing the work of that member.

B. Mandatory termination of service
If a Web Committee member ceases to be an active participant in the committee as determined by the Chair, the Chair may write the member to ask whether the member wishes to continue. If the Chair deems a member to be non-responsive or not cooperative after repeated attempts to encourage him/her to participate, the member will be asked to resign.

**IX. Meetings**

A. A Web Committee meeting is held in person at every annual MLA meeting and as needed online. The Web Committee Chair convenes and conducts the meeting(s).
B. Four members constitute a quorum.
C. Web Committee business meeting agendas include: reports from Committee members on their assigned projects, questions from the Board, planning for future web site projects.
D. Anyone wishing to place an item on the agenda should submit a request to the Chair at least one week before the meeting.
E. The Web Committee Chair will distribute a preliminary agenda to members at least one week in advance of the meeting.
F. The Chair will take meeting minutes and post them to the Web Committee’s online workspace.
G. Guests may attend and may speak upon recognition from the Chair.

**X. Absences at MLA Annual Meetings**

A. Chair
1. The Chair may designate another member to act as temporary Chair.
2. If the Chair should somehow fall ill or otherwise have an emergency during the conference that precludes them from attending the meeting, the Chair will notify the committee, and the members shall designate one of their members to serve as temporary Chair.

B. Members
1. If a member knows s/he will be absent at a meeting, s/he must notify the Chair no later than 1 week before the meeting.
2. If a member should somehow fall ill or otherwise have an emergency during the conference that precludes them from attending the meeting, s/he must notify the Chair as soon as possible.

XI. Document Approval Process

Web Committee -sourced documents

A. Documents are developed collaboratively via Google Docs.
B. Final draft is shared with Web Committee members, who review it and provide suggestions for revisions under a set deadline.
C. The principal writer of the document takes comments under review and prepares the final document.
D. The final document is posted the Web Committee online work space.
E. Web Committee Chair notifies MLA Board of action and distributes document as appropriate.

XII. Voting

A. A voting member is defined as a member of the committee who is current in MLA dues.
B. Issues shall be decided by a majority vote of the voting members present, or when the vote is conducted electronically, by a majority of the voting membership.
C. In the event of a tie, the issue shall be considered defeated.

XIII. Budget

The Web Committee Chair submits a budget proposal to the Finance Committee of the MLA Board each spring. All requests for money to cover expenses during the upcoming fiscal year (typically for pre-conferences) must be made at this time.

IX. Documentation

A. Internal working papers of the committee are tracked by the chair and posted to the committee’s online work space.
B. Internal documents reviewed by the Web Committee include business meeting minutes, quarterly and annual reports to the MLA Board, and any reports of task forces. These documents are written by the Chair, unless otherwise designated. See Appendix A for a timetable of documents.
C. The work of procedure writing is shared amongst Web Committee members with follow up by the Chair.
D. Document distribution is the responsibility of the Chair.
E. The Web Committee 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 files are currently in electronic format. The Chair should consult with the MLA Archivist on the best way to transfer electronic files.

X. Communication Tools

A. The committee chair is added to MLA-COMM email list, which is 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.

B. The Web Committee Chair is responsible for establishing and maintaining any other communication channels for the use of its members, including a distribution list for all members of the Web Committee if desired.

XI. Revisions to Procedures

A. Revisions to this procedures handbook can be proposed by any current Web Committee member.

B. Procedures for revisions will follow the same ones as outlined in section XI, Document Approval Process.

C. Once approved, the revised procedures handbook is sent to the MLA Board Planning Officer.

Appendix A: Web Committee Calendar

January
- Begin work with next year’s Program Committee Chair on the call for proposals and business meeting forms
- Begin work on the slides and handouts form
- Call for subcommittee applicants posted on MLA-L.
- Check for webpages in need of review.
- Work with Convention Managers to add the Twitter feed to the annual meeting website.
- Contact Local Arrangements Committee about setting a logo for the next annual meeting with the logo ready to be unveiled at the current annual meeting in February or March.

February
- Announcement of Web Committee-sponsored sessions posted on MLA-L.
- Prepare and send an agenda for the Business meeting at the MLA Annual Meeting
- Prepare Google Analytics report to share with stakeholders
- Check for webpages in need of review.

**March**
- Work with next year’s Local Arrangements Committee Chair to begin building next year’s annual meeting web site.
- Begin building the Slides & Handouts space of this year’s annual meeting web site and work with the Program Chair to post a call for submissions to MLA-L
- Discuss topics for next year’s annual meeting sessions.
- Appointment recommendations sent to MLA President.
- MLA President sends copies of appointment letters to Chair.
- Chair sends letters of thanks to retiring members, with copies to President.
- Check for webpages in need of review.

**April**
- Check for webpages in need of review.
- Work with new Awards & Grants Committee Chairs on updating content and online submission forms.
- Update work space membership based on the new Administrative Structure.
- Update MLA gmail accounts based on the new Administrative Structure.
- Administrative Officer, Business Office, and the Board decide on member renewal rates and begin building the renewal form.

**May**
- Prepare Google Analytics report to go with the MLA Annual Report
- Budget request due to MLA Fiscal Officer.
- MLA Board report (Spring) due to MLA President.
- Meeting room & Equipment request for next MLA Annual Meeting sent to MLA Program Chair.
- Check for webpages in need of review.

**June**
- Annual MLA report due to Chair, who forwards to the MLA Board Liaison.
- Check for webpages in need of review.
- Member renewals go live.

**August**
- MLA Board report (Fall) due to MLA President.
- Check for webpages in need of review.

**October**
- Prepare Google Analytics Report to share with stakeholders.
- Check for webpages in need of review.
- Conference registration form goes live.
November
  ● Check for webpages in need of review.

December
  ● Check for webpages in need of review.