

MLA Education Committee Procedures
Created January 2014; edited March 2023

I. Structure

Committee members include:

- A. Chair – appointed by the MLA President in consultation with MLA Board of Directors (“the Board”).
- B. Professional Development Workshops Subcommittee Chair – appointed by the MLA President in consultation with the Education Committee Chair and the Board.
- C. Committee and subcommittee members – officially appointed by the MLA President in consultation with the Education Committee Chair.

All members must be in good standing with MLA.

II. Subcommittees

The MLA Professional Development Workshops Subcommittee oversees the submission, review, and notification process for professional development workshop proposals; serves a support role for the selected proposals; and assesses the workshops each fiscal year. It also develops and maintains relevant procedural documents.

III. Task Forces

The Education 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 Education Committee Chair. Normally the task force chair will be a member of the Education Committee; task force members are not required to serve concurrently as a member of the Education Committee. Members of formal task forces receive official appointment letters.

B. Informal task forces

The Education Committee Chair may appoint short term task forces made up of

Education 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. Education Committee Chair

Administrative tasks:

1. Develop a calendar of activities.
2. Update Education Committee roster in the MLA Administrative Structure and submit corrections.
3. Track and distribute documents.
4. Submit budget to MLA Financial Officer.
5. Prepare agendas;
6. Issue call for Education Committee applicants on MLA- L prior to Annual Meeting;
7. Make recommendations for appointments.
8. Process resignations by sending emails.
9. Write thank you letters for service to retiring Education Committee members.
10. Compile the Education Committee annual report and quarterly board reports.
11. Maintain the Education Committee Procedures document.
12. Prepare other written reports as requested by the Board.
13. Provide orientation for the incoming chair.

Proactive tasks:

1. Communicate to the MLA membership issues of concern related to music librarianship education;
2. Lead discussions, both in person and in electronic forums;
3. Lead planning for program sessions.

Reactive tasks:

1. Prepare summaries of comments or written reports;
2. Field and delegate questions from MLA membership.

B. Committee Members

1. Participate in group discussions, both in person and in electronic forums, drawing on personal experience, skills and knowledge.
2. Provide feedback on documentation, proposals, and requests for comments.

3. Serve on task forces, when needed.

V. Qualifications for Appointment

A. Education Committee Chair

1. Member in good standing of the MLA.
2. Able to attend the MLA Annual Meeting and to lead Education 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. Strong leadership, diplomatic, organizational, and writing skills.
6. Able to represent the music community's viewpoint in national meetings, both verbally and in writing.
7. 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. Education Committee Chair

The outgoing chair recommends a successor to the Education 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. Committee Members

Those who are interested in joining the Education 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 Education 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.

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 Education 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."

VIII. Resignations

A. Resignations

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

B. Mandatory termination of service

If an Education 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. An Education Committee meeting is held at every annual MLA meeting. The Education Committee Chair convenes and conducts the meeting(s).

B. Five members constitute a quorum.

C. Education Committee business meeting agendas include: correction and approval of the previous year's minutes; reports from the Education Committee, representatives and task forces if any; and planning for the coming year.

D. Anyone wishing to place an item on the agenda should submit a request to the Chair at least two weeks before the meeting.

E. The Education Committee Chair will distribute a preliminary agenda to members at

least one week in advance of the meeting.

F. The Chair may designate a member to volunteer as a Recording Secretary for that meeting.

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 2 weeks 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

Education Committee -sourced documents

- A. Final draft is shared with Education Committee members, who review it and provide suggestions for revisions.
- B. The principal writer of the document takes comments under review and prepares the final document for vote.
- C. The Education Committee votes on the final draft.
- D. The Education Committee Chair notifies MLA Board of action and distributes documents as appropriate.

XII. Voting

- A. A voting member is defined as a member of the committee who is currently 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 Education 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.

XIV. Documentation

- A. Internal working papers of task forces and subcommittees are handled individually by the chair.
- B. Internal documents reviewed by the Education 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. An external document produced by the Education Committee is the *Directory of Library School Offerings in Music Librarianship*, at <http://www.musiclibraryassoc.org/?page=LibSchoolDirectory>. See **directory-documentation.pdf** on instructions on how to prepare this directory.
- D. Document distribution is the responsibility of the Chair.
- E. The Education 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.

XV. Communication Tools

- A. The committee and subcommittee chairs are 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 Education 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 Education Committee and EOP Subcommittee if desired.

XVI. Revisions to Procedures

- A. Revisions to this procedures handbook can be proposed by any current Education 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: Education Committee Calendar

February

Announcement of Education Committee-sponsored sessions posted on MLA-L.
 MLA Annual Meeting
 Minutes and summary reports due to Chair.
 Summary report is forwarded to Newsletter Editor.

March

Topics for annual meeting sessions, preconference discussion.
 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.

April

Education Committee members consulted about potential meeting time conflicts at next MLA Annual Meeting.

May

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.

June

Annual MLA report due to Chair, who forwards to the MLA Board Liaison.

August

MLA Board report (Fall) due to MLA President.

October -November

Announcement on MLA-L about preconference.

December

Final titles and speakers for printed Annual Meeting program sent to MLA Program Chair.

January

Annual Meeting business meeting agendas (draft) distributed to committee members for review.

MLA Board report (Annual Meeting) due to MLA President.

Call for subcommittee applicants posted on MLA-L.