



MLA Manual

2024-2025

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I. Maryland Library Association

A. MLA Office Fact Sheet

Location:	1401 Hollins Street Baltimore, MD 21223
Phone:	410-947-5090
Email:	mla@mdlib.org
Website:	www.mdlib.org

Business Hours: 9:00 a.m. – 5:00 p.m. Monday to Friday

In-Office Hours: 10:00 a.m. – 4:00 p.m. Monday, Wednesday

HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

SERVICES:

Jobline

To list a position, log into your [MLA Info Hub](#), navigate to the Jobline section, and click “add” to complete the Jobline form. If you do not have Info Hub access, submit our [advertising form](#) and we will get you set up in the Info Hub.

Jobs will be posted within 2 business days of receiving the submission. There is a \$50 fee for each 2-week listing, or \$100 fee for each 30-day listing, for users who are not affiliate or corporate members of the Association. The jobs are posted at members.mdlib.org/jobline.

Database

Use your login and password to access the [MLA Info Hub](#) to make changes to your account (address, email), update membership, and register for programs. Your login and password can be modified after your initial sign-in. Contact the MLA office for assistance at any time.

PUBLICATIONS

The Happenings – A monthly online notice of upcoming meetings and programs.

The Crab – A quarterly journal which is posted on the MLA website at mdlib.org.

B. Membership Information

Membership dues are payable annually on the anniversary date of the individual, affiliate, or corporate member.

Checks should be payable to the Maryland Library Association and sent to the office at 1401 Hollins Street, Baltimore, MD 21223 or applications and renewals can be submitted online.

Changes of name, address, or email address can be made online via the Info Hub or sent to the MLA office.

DUES

Schedule of dues for membership year (individual anniversary date.)

Individual Membership – Library Staff

Annual Salary	Dues
Up to \$25,000	\$50
\$25,0001-30,000	\$65
\$30,001-35,000	\$79
\$35,001-40,000	\$94
\$40,001-45,000	\$115
\$45,001-50,000	\$130
\$50001-60,000	\$144
\$60,001-70,000	\$158
\$70,001-80,000	\$173
\$80,001-90,000	\$180
\$90,001+	\$187

Individual Membership – Other

Membership Type	Dues
Dual Membership (ALA/MLA) initiated through ALA	\$42
Trustees/Retired	\$58
Friends	\$29
Students	\$22

MASL/AIMS	\$24
Corporate	\$300

Affiliate Membership

Institutional Budget	Dues
Under \$100,000	\$900
\$100,001-500,000	\$1,400
\$500,001-1 million	\$1,900
\$1.1-3 million	\$2,400
\$3.1-10 million	\$3,600
\$10.1-\$15 million	\$5,000
\$15.1-20 million	\$7,500
\$20.1-25 million	\$9,000
\$25.1-35 million	\$10,500
\$35.1 million+	\$12,500

MEMBERSHIP LIST

MLA Divisions, Committees, and Interest Groups may request copies of the membership list for their unit from the MLA Office.

C. Executive Board Roster

2025-2026 BOARD ROSTER

The most up-to-date list of executive board members can be found on the MLA website at:
<https://www.mdlib.org/board-of-directors/>

D. MLA President's Goals and Objectives

2025-2025=6 DAVID DAHL, MLA PRESIDENT

Associate Dean of Libraries, Digital Services and Technologies, UMD Libraries

Engage our core

Create way to maintain, and grow, our members' opportunities to engage with MLA.

Expand our coalition

Identify partnerships beyond library organizations. Pursue community engagement opportunities.

Construct our future

Determine where we envision MLA going and progress towards that vision.

E. Meeting Schedule

EXECUTIVE BOARD/ADVISORY COUNCIL AND STEERING COMMITTEE MEETINGS

Wednesdays 1:00–3:00 p.m.; virtual unless otherwise planned and communicated.

Meeting Dates

- Wednesday, July 16 – Executive Board and Advisory Council
- Wednesday, August 20 – Steering Committee
- Wednesday, September 17 – Executive Board and Advisory Council
- Wednesday, October 15 – Steering Committee
- Wednesday, November 19 – Executive Board and Advisory Council
- Wednesday, December 17 Steering Committee
- Wednesday, January 21 – Executive Board and Advisory Council
- Wednesday, February 18 – Steering Committee
- Wednesday, March 18 – Executive Board and Advisory Council
- Wednesday, April 15 – Steering Committee
- Wednesday, May 20 – Executive Board and Advisory Council
- Wednesday, June 17 – Steering Committee

F. MLA Officer / Chair Responsibilities

WHAT TO DO	WHEN
1. Attend Executive Board/Advisory Council Meetings Association Officers attend Steering Committee Meetings	Bi-monthly, the third Wednesday of each month, beginning July Bi-monthly, the third Wednesday of each month, beginning August
2. Report on your unit's activities with an oral unit report during each Executive Board/Advisory Council meeting. If you are unable to attend and a representative is not available to attend in your place, notify the MLA Office, mlaexec@mdlib.org .	Monthly
3. Recruit new unit members	July/August
4. Prepare unit membership list and send to MLA office	September
5. Prepare workplan. Send to Planning & Bylaws Chair by October 1	October
6. Prepare Annual Report. Send to Planning & Bylaws Chair by June 30	June
7. Divisions: Nominate candidates for office Conduct at least one membership activity (program) beyond the Annual Conference	October

G. Association Affiliations

MEMBERSHIPS

American Library Association (ALA), affiliated 1929

Freedom to Read Foundation

International Council of Library Association Executives (ICLAE)

Citizens for Maryland Libraries, Board Member

Maryland Association of Public Library Administrators (MAPLA)

RECIPROCAL AGREEMENTS – member rates offered to attend educational programs and annual conferences.

Citizens for Maryland Libraries (CML)

Congress of Academic Library Directors (CALD)

Law Library Association of Maryland (LLAM)

Maryland Association of School Librarians (MASL)

COLLABORATIONS

Delaware Library Association (DLA) – Joint Conference

Maryland Association of Public Library Administrators (MAPLA)

MACo Exhibitor

Maryland Association of School Librarians (MASL)

Citizens for Maryland Libraries (CML)

Congress of Academic Library Directors (CALD)

Maryland State Library Agency (MSLA)

H. Annual Awards

INDIVIDUAL RECOGNITION AWARDS

1. Maryland Library Association Outstanding Member Award

Purpose: The purpose of the Maryland Library Association Outstanding Member Award is to recognize an MLA Member who has effectively provided sustained service to MLA and significantly enhanced its mission and goals.

Eligibility: Any MLA member is eligible for the award. A member who allows his/her membership to lapse upon retirement from the library profession is eligible for the award for up to 12 months after membership has expired. No person may receive the award more than once.

Criteria: The recipient of the award will have met these criteria:

- Provided effective and sustained service to MLA and its membership
- Enhanced the mission and goals of MLA through an elected or appointed position in MLA, including a position on the Executive Board, Advisory Council, committee or panel
- Demonstrated leadership in supporting library development, funding, services, customers and/or staff on the local, state and/or national level
- Demonstrated personal characteristics that make the recipient an inspirational role model for the diverse MLA membership

2. The Margaret Carty Emerging Leader Award

Purpose: The purpose of The Margaret Carty Emerging Leader Award is to recognize a MLA member working in a library who has demonstrated strong leadership potential and to encourage the recipient to assume an increasingly responsible role in librarianship. This award is named after former MLA Executive Director Margaret Carty who was an outstanding mentor and colleague to new librarians and MLA members at various stages of their career.

Eligibility: Any MLA member with less than ten years of experience working in a library, has been a member of MLA for at least one year at the time of nomination, currently employed in a library, is eligible for the award. No person may receive the award more than once.

Criteria: The recipient of the award will have met these criteria:

- Demonstrated strong communication skills
- Demonstrated initiative and creativity
- Created a positive vision, communicated it to others and inspired and guided others to achieve it
- Played an increasing leadership role in libraries and library associations, including MLA
- Demonstrated a commitment to the future of library service in his/her work or professional activities

3. Maryland Library Association Outstanding Support Staff Award

Purpose: The purpose of the Maryland Library Association Outstanding Paraprofessional Award is to recognize a library paraprofessional or support staff member who has made a significant contribution to libraries in Maryland.

Eligibility: Any MLA member who does not possess an MLS degree is eligible for the award. No person may receive the award more than once.

Criteria: The recipient of the Award will have met these criteria:

- Promoted professional growth for, and solidarity among, library paraprofessional or support staff on the local, state or national level
- Demonstrated active support for library development, funding, services, customers or staff on the local, state or national level

The winner will receive a one-year membership to MLA, if their system does not already have an institutional membership.

4. Maryland Library Association Distinguished Service Award

Purpose: The purpose of the Maryland Library Association Distinguished Service Award is to recognize a Maryland resident who has demonstrated effective library advocacy over an extended period and whose contribution to libraries transcends the boundaries of one county or political jurisdiction in Maryland.

Eligibility: Any Maryland resident who is not a library employee is eligible for the Award. No person may receive the Award more than once. Recipients might include:

- Library advocates, trustees or friends
- Legislators on the local, state or national level
- Elected or appointed government officials
- School/academic administrators
- Foundation/corporate leaders
- Attorneys who have successfully championed libraries

Criteria: The recipient of the Award will have provided successful and sustained advocacy or lobbying on behalf of library development, funding, services, customers or staff on the state or national level.

5. Maryland Library Association Outstanding Volunteer Award

Purpose: The purpose of the Maryland Library Association Outstanding Volunteer Award is to honor any library volunteer in Maryland who exemplifies the positive impact that volunteers can make in libraries through their outstanding service.

Eligibility: Any library volunteer in Maryland is eligible for the Award. No person may receive the award more than once.

Criteria: The recipient of the Award will have met these criteria:

- Made a positive impact on library development, services, resources or promotion
- Demonstrated sustained support for library customers, staff or other volunteers
- Overcame an unusual situation to volunteer or volunteered a significant number of hours

6. Maryland Library Association Honorary Membership

Purpose: Maryland Library Association Honorary Membership recognizes a lifetime of significant contributions to libraries and librarianship.

Eligibility: Any Maryland resident is eligible for MLA Honorary Membership.

Criteria: The recipient of the Award will have met these criteria

- Provided sustained, effective and significant contributions to librarianship over the recipient's lifetime on the state and/or national level, including contributions to libraries, library associations, library education and/or library advocacy
- Provided sustained, effective and significant contributions to librarianship based on the recipient's achievements as an individual rather than as the representative of an organization, association or group of individuals
- Demonstrated sustained commitment to the mission, values and ethics of the Maryland Library Association

7. MLA President's Customer Service Award

Purpose: The purpose of the Maryland Library Association President's Award is to recognize outstanding achievement in offering customer service and providing community leadership.

Eligibility: Any individual or library system that has positioned the library to make a positive difference in the community and has been recognized by the community for their impact.

Selection Process: The current President of MLA will recommend a recipient(s) for this award and send the name to the Award Committee for approval. Nominations will be sent to the President for consideration. The award will be presented at the Opening General Session (Wednesday afternoon) of the Annual Conference.

Criteria: The recipient of the Award will have met these criteria:

- Created a new or enhanced service to meet a community need; communicated it to others and inspired and guided other partners to get involved.
- Played a leadership role in the community.
- Demonstrated commitment to the future of libraries as important partners in reaching the goals of their community or their institution.

TEAM AWARDS

1. Libraries Change Communities Award

Honoring a collaborative effort to promote innovative library-based initiatives involving the community. The award recognizes good practice in any innovative library-related effort that involves communities, demonstrates imagination and innovation, and has the potential to be developed and adapted elsewhere. Community can be defined in the broad or narrow sense depending on the collaborated effort (e.g. school or school districts, state or county agencies). The initiative should affect people's lives for the better, contribute to equality of access, and impact the end users.

2. Project of the Year

Honoring a project completed by a group of people, exemplifying the highest level of achievement and professional standards and providing inspiration to other libraries. The project must have been operating during the previous calendar year, may involve more than one library and is open to any type of library. The committee considers the project's breadth and how much the library has improved its service due to the project.

3. MLA also distributes the following awards through separate committees:

- Marketing Committee: Excellence in Marketing Award which recognizes the talent of communications and marketing personnel within Maryland libraries while sharing ideas, learning from peers, and validating the importance of library marketing.
- Maryland Author Award Committee: Maryland Author Award
- Blue Crab Award Committee (a division of Youth Services): Maryland Blue Crab Young Reader Award

BLUE CRAB AWARD

Maryland Blue Crab Young Reader Award – Awarded by the Youth Services Division

Purpose: To identify and promote the best fiction and nonfiction books published at the K-2nd grade reading level and at the 2nd to 4th grade reading level, both for children reading at grade level and for reluctant older readers. The purpose also is to provide teachers, librarians, and caregivers with a resource list of excellent books for beginning readers, and to encourage publishers, authors and illustrators to create high quality books for beginning readers.

Eligibility: Nominations may be made by any Maryland staff member, MLA member, MASL member, or MSTA member.

Criteria Nominated titles must meet the award's eligibility criteria:

- Literary Merit
- Quality of illustrations, with special attention to features appropriate to the needs of beginning and transitional readers

A book will be selected to receive the award in each of the following categories each year:

- Beginning Reader Fiction
- Beginning Reader Nonfiction
- Transitional Fiction
- Transitional Nonfiction

AWARDS COMMITTEE PROCEDURES

Awards Committee procedures need to include these verifications:

MLA Outstanding Member Award/MLA Emerging Leader Award/MLA Honorary Membership

The Chair of the Awards Committee will forward the final nominee to the MLA Executive Director prior to submission to the MLA Executive Board to verify the nominee's activities in MLA

MLA Outstanding Paraprofessional Award

The Chair of the Awards Committee will verify that the final nominee is an MLA member

MLA Distinguished Service Award

The Chair of the Awards Committee will forward the final nominee to Chair of the MLA Legislative Panel for approval prior to submission to the MLA Executive Board.

Some awards may not be presented in a given year, either because no nominations were submitted to the Awards Committee or because the Committee or MLA Steering Committee voted that none of the nominations met the eligibility or criteria for that year.

Awards are primarily intended for living persons. Under unusual circumstances, awards may be given to recently deceased persons. Please provide concrete examples of the work/volunteer accomplishments of your nominee to support your nomination. Nominations without supporting documentation of accomplishments will not be considered by the Awards Committee.

MARYLAND AUTHOR AWARD COMMITTEE

Introduction

The Maryland Author Award was established in 1996 to honor Maryland authors. The winning author receives the award at the MLA annual conference and speaks at a conference luncheon. The committee distributes to conference attendees a brochure highlighting the author, along with other notable Maryland authors within the genres specified below. The conference is the largest gathering of librarians in the state and is an ideal venue for increasing awareness of Maryland literature.

The award rotates each year among four genres: adult fiction, young adult, non-fiction, children's and poetry. Members of the Maryland Author Award Committee participate in an in-depth analysis of Maryland authors within that particular year's genre.

Goals

The goals of this committee are as follows:

- To identify and promote the best Maryland authors in the areas of adult fiction, youth literature, poetry, and non-fiction.
- To provide librarians and teachers with a resource list of excellent Maryland writers within genres mentioned above.
- To encourage Maryland authors and the publishers who represent them to create high quality books for readers.

Additionally, the committee seeks to enhance the works skills of its participants by helping to:

- Develop each member's evaluative skills related to the year's genre.
- Enhance each member's readers' advisory capabilities.
- Develop skills in the areas of communication, collaboration, and leadership.
- Develop in-house resource persons for libraries in the area of Maryland literature specific to that year's genre.
- Encourage greater reading and discussion of local writers within the Maryland community.

Outcomes

By the end of committee's tenure, participants will have gained a good working knowledge of a variety of Maryland authors within that year's genre (adult fiction, youth fiction, poetry, or non-fiction). Furthermore, participants will have developed or refined evaluative skills related to reviewing authors based on the following criteria:

- Merit: consideration of merit might include these or other factors:
 - Clarity, accuracy, and organization in presentation of information
 - Character development
 - Plot development
 - Appropriateness of style

- Delineation of setting
 - Creative use of language
- Readability
- Strength of the author's or the work's relationship to Maryland
- Quantity of the body of work
- Comments and response from reviewers (both within the committee and from the reading and reviewing community at large)
- Receipt of one or more writing or literary awards

On a peer level, members will refine their abilities to communicate and collaborate.

In addition to participating in selecting the winning author, each member of the committee will participate in compiling an annotated list of additional exemplary authors. This list will be available for use by librarians and teachers.

Methods

Once the committee members are chosen, each committee member is responsible for thoroughly understanding the criteria of the award, soliciting recommendations for nominations and nominating authors to be considered in that year's category.

Once an initial list of authors is compiled, each committee member is responsible for reading one or more books by the author between meetings and researching the author's background, published work(s), critical and reader reception, past literary awards and potential connection to Maryland.

Each member will also present a written and verbal report that examines each area of the award criteria and bring back his results to the next meeting.

The committee member will present her findings to the committee and discuss why the author should or should not go to the "next round."

Additionally, the member will also offer an opinion as to whether the author should possibly go on the final annotated list for the Award Luncheon's program.

Each committee member is required to contribute to the discussion of authors under consideration, to eliminate authors that do not fit the criteria of the award, to choose an author who is clearly the award winner and the choose those authors that will merit inclusion in the final annotated list.

The co-chairs will present, to the President and for Executive Board approval, the committee's written recommendation for the award recipient by December 1st.

Each committee member will write annotations for the final list that will be disseminated.

Each committee member will be responsible for attending the awards ceremony at the annual Maryland Library Association Annual Conference.

Committee Responsibilities

Tenure:

The committee meets face to face once a month for 5-6 months, or until an author is chosen and an annotated list is prepared via email. The entire time commitment is 12 months. Email discussion of potential authors begins in June, the deadline for a chosen winner is December 1.

The first order of business is to find the authors that meet the award's criteria and bring them to the meeting for consideration.

Committee chair(s) is responsible for arranging for the winning author to speak at the MLA annual conference.

Attendance:

In order to receive continuing education credits, no more than one meeting may be missed.

Reading:

The committee examines 30+ books per year. Members spend at least 40 + hours per year reading the books.

How Training Relates to the Job:

The responsibility of librarians is to be well-versed in all types of material and to have a working knowledge of the books that are available to our customers. Serving on the Maryland Author Award gives staff members the training necessary to perform the following job functions:

- Recommend quality materials to readers
- Annotate lists for use by customers and/or educators
- Evaluate all types of materials in terms of merit, readability and audience
- Possess a solid working knowledge of Maryland authors

Transfer of Learning

The Maryland Author Award is a positive training opportunity for its members. Committee members will then be able to transfer learning to their own jobs and to their colleagues in several potential ways.

- Deepened knowledge of Maryland and Maryland authors
- Available to speak at staff meetings to recommend excellent Maryland authors during their year on the committee
- Able to prepare and present book talks based on Maryland authors
- Extended reader advisory knowledge base. The member will be able to recommend excellent, diverse Maryland writers to staff and public

- Able to select materials for booklists, the creation of annotated lists and the evaluation of what makes an excellent book and author
- Exposure to a wide range of literature, nonfiction, poetry and teen fiction
- Exposure to varying ideas and points of view about books and authors, an opportunity for opening their mind to other opinions or points of view for professional growth
- Increased depth to their ability to critique of materials
- Extended knowledge in the mechanics of writing
- Committee experience

Evaluation process:

Each committee member is expected to bring authors to the committee for consideration, fully participate in the discussions, bring their prepared remarks for their assigned authors, read from their assigned author(s) between meetings, participate in the discussions and in the voting process and to contribute to annotations to the final product. Evaluations are given to supervisors upon request.

I. MLA Archivist

The President with the approval of the Executive Board will appoint an MLA Archivist.

Responsibilities:

- To oversee and implement the Archives and Records Retention Policies and Procedures as outlined in the MLA Manual.
- To serve as liaison between the MLA office and the Historical Manuscripts and Archives Department of the University of Maryland College Park Libraries.
- To process archived materials for addition to the existing MLA archives in conjunction with the staff of the Historical Manuscripts and Archives Department.

II. Bylaws

MARYLAND LIBRARY ASSOCIATION, Inc. BYLAWS

ARTICLE I NAME

The name of this organization shall be the Maryland Library Association, Inc.

ARTICLE II PURPOSE

The purpose of the Maryland Library Association is to build and promote a strong, engaged, knowledgeable, diverse, and inclusive library community to advance the transformational impact of Maryland's library staff and libraries.

ARTICLE III MEMBERSHIP

Section 1. MEMBERS. Any person, library, or other institution or organization interested in the purpose of the Association may become a member upon payment of the prescribed dues.

Section 2. RIGHTS AND TYPES OF MEMBERSHIP.

- a. **INDIVIDUAL MEMBERS.** An individual may choose to join the Association. A person joining the Association as an individual shall be entitled to vote at all annual and special elections, at Association annual business meetings and Association special meetings, to hold office and to seek appointments on Association committees, advisory panels, and interest groups, and to hold office and seek appointments within divisions with which the member is affiliated. Individual members may affiliate with one or more units of the Association.
- b. **AFFILIATE MEMBERS.** Library systems and consortiums may choose to join the Association as an Affiliate Member. This membership allows all staff under that system or consortium to become the equivalent of an individual member of the Association.
- c. **HONORARY MEMBERS.** Honorary membership may be conferred on any living person whose contribution to librarianship or a closely related field is of lasting importance to library development in the State. It should reflect honor upon the Maryland Library Association as well as upon the individual. The Executive Board will elect honorary members upon the written recommendation of a member of the Executive Board or the Awards Committee. A nomination may be approved at any Executive Board meeting. Only living persons will be considered for honorary membership. Honorary members shall pay no dues and shall have all the rights of individual members.

Section 3. DUES.

- a. Dues shall be determined by the Executive Board, subject to ratification by a two-thirds ($\frac{2}{3}$) majority vote of members participating in the vote; provided notice of those proposed

changes shall be given to all voting members at least thirty (30) days prior to the voting deadline. The Executive Board shall have authority to determine the mechanics of voting.

- b. A membership year and anniversary date commences whenever an individual member pays the prescribed dues to join the Association, or when their library system or consortium pays the prescribed dues for the Affiliate Membership. Dues are payable annually by the anniversary date.
- c. An individual or affiliate member whose dues continue to remain unpaid for one (1) month after the anniversary date and who has been notified of the delinquency shall be automatically dropped from the membership of the Association and its units.
- d. Caucuses may require dues in addition to Maryland Library Association membership and membership to their caucus. These additional dues shall be outlined in the caucus bylaws and shall be paid by the member to the caucus.

ARTICLE IV TYPES OF UNITS OF THE ASSOCIATION

Section 1. DIVISIONS. A division is a unit within the Association that represents a broad-based area of concern and long-term interest in librarianship. Divisions are required to create their own bylaws, in which they outline specific duties of the elected officers of their division. Division officers must coordinate meetings with their membership quarterly and are responsible for consistent communication with their members. Divisions must conduct at least one (1) professional development program per year in addition to the Annual Conference program. Divisions will oversee assigned interest groups and comply with written procedures of the Association as outlined in the Manual of the Association.

- a. **ESTABLISHMENT.** Divisions shall be established upon completion of the following steps -
 - 1. Receipt of a written petition of ten percent (10%) of current Association membership, 2. a majority vote of the Executive Board to authorize the development of a division,, 3. a majority vote by the Executive Board to grant final approval of the division if the following criteria have been met within the division's first full fiscal year:
 - i. Nomination of at least one candidate for each divisional elected office.
 - ii. Conduction of quarterly meetings with division membership.
 - iii. Conduction of at least one (1) professional development program per fiscal year in addition to the Annual Conference program.
 - iv. Compliance with written procedures of the Association as outlined in the Manual of the Association.
 - v. Approval of bylaws by the Executive Board of the Association.
- b. **GOVERNANCE.** The officers of the division shall consist of at least the President, Vice President, and Secretary. Any additional officers shall be determined by the division bylaws. The chair of any Interest Groups overseen by the Division shall serve in an advisory

capacity to elected officers of the Division. All officers for the division shall be elected in the annual election for the Association. Division Presidents shall serve on the Association Executive Board as a voting member.

- c. DISCONTINUANCE.** Any Division failing to comply with the criteria established will be placed on probation by majority vote of the Executive Board. An action plan approved by the Executive Board to establish viability of the Division shall be developed. If after a probationary period the criteria for establishment are not met, the division will be dissolved by a majority vote of the Executive Board.

Section 2. INTEREST GROUPS. An interest group is a unit in the Association, overseen by a Division assigned by the Executive Board upon establishment, that is organized around professional interests reflected by MLA members and the Maryland library community. Interest group Chairs must coordinate meetings with their membership quarterly and are responsible for consistent communication with their members. Interest groups are required to sponsor one (1) program for the Annual Conference of the Association, but are not required to prepare additional programs throughout the year.

- a. ESTABLISHMENT.** An interest group may be initiated by the President or upon recommendation by a Division, followed by a written petition to the Executive Board by ten (10) Association members and shall become official upon the majority vote of the Executive Board.
- b. GOVERNANCE.** All interest groups shall be overseen by a Division selected by the executive board of the Association upon establishment of the interest group. Interest groups shall choose a Chair and an optional Co-chair to handle the logistics of the group. Neither bylaws nor election of officers through the annual Association election process is required. The chair of each interest group shall be a member of the Advisory Council to the Executive Board.
- c. DISCONTINUANCE.** Interest groups are designed to continue only as long as the current need exists or the common cross-divisional interest is maintained. An interest group shall be discontinued upon the recommendation of its Division, followed by a majority vote of the Executive Board of the Association.

Section 3. CAUCUSES. A caucus is a unit in the Association that is also an affiliate with another outside organization. Caucuses focus on a specific area of interest or experience and provide a holistic approach to professional development, programming, networking, and social opportunities connected to that area of interest or experience.

- a. ESTABLISHMENT.** Caucuses shall be established by means of a majority vote by the Executive Board of the Association and with approval of the affiliate organization. Within one (1) fiscal year of the Executive Board's vote, a caucus must meet the following criteria:
 - i.** Nomination of at least one candidate for each caucus elected office in accordance with the election procedures laid out by the caucus bylaws.
 - ii.** Communication with its membership at least twice a year.

- iii. Conduction of at least one (1) membership activity or professional development program in addition to the Annual Conference program.
 - iv. Compliance with written procedures of the Association as outlined in the Manual of the Association.
 - v. Approval of caucus bylaws by the Executive Board of the Association.
- b. **GOVERNANCE.** A caucus shall be governed by a steering committee consisting of a president, vice president, and secretary. The steering committee may also include a treasurer. Caucuses may also include sub-committees focusing on more specific needs and areas of interest within the caucus. A caucus may choose to establish an executive committee, consisting of steering committee members and chairs of each sub-committee. Caucuses may choose to collect a separate membership due from the Association membership dues. The amount collected and use of those dues shall be outlined in the caucus bylaws. Caucus membership, not the Association membership, shall vote for the officers of the steering committee. The process for annual elections of caucus steering committee members and sub-committee chairs shall be outlined in the caucus bylaws.
- c. **DISCONTINUANCE.** Any caucus failing to comply with the criteria established will be placed on probation by majority vote of the Executive Board after consultation with the outside affiliate group. An action plan approved by the Executive Board in consultation with the outside affiliate group to establish viability of the caucus shall be developed. If after a probationary period the criteria for establishment are not met, the caucus will be dissolved by a majority vote of the Executive Board.

Section 4. ADVISORY PANELS. Advisory Panels, led by the Advisory Panel Officer, shall be responsible for developing and recommending policy and for monitoring issues within specific areas of jurisdiction corresponding with the major goal areas of the Association. Recommendations for the creation of an Advisory Panel could come from the membership or any member of the Executive Board or Steering Committee, then brought to the Executive Board for discussion.

- a. **ESTABLISHMENT.** Upon majority vote by the Executive Board, an Advisory Panel will be recommended based on the needs of the Association. Establishment of a new Advisory Panel is only complete when the bylaws have been revised to include the existence of the new Advisory Panel Officer position. Revisions of the bylaws, including an addition of an Advisory Panel Officers, must be approved by a vote of the membership of the Association at the annual membership meeting. Upon recommendation of the new Advisory Panel, the Advisory Panel Officer shall be appointed by the President and approved by the Executive Board of the Association. After appointment by the Executive Board, the new Advisory Panel Chair shall appoint members of the Advisory Panel.
- b. **GOVERNANCE.** Within the respective areas of responsibility as described in the Manual of the Association, each appointed officer with the assistance of his or her advisory panel, is responsible for carrying out the business of the panel and developing and recommending

policy to the Executive Board. Each appointed officer shall chair an advisory panel as defined in the Manual of the Association. Advisory panel members shall be appointed by the respective officer in consultation with the President. Advisory Panel chairs shall serve on the Association Executive Board as a voting member.

- c. **DISCONTINUANCE.** Advisory panels may be discontinued when the work they were appointed to do has been completed or is no longer relevant. An advisory panel shall be discontinued by majority vote of the Executive Board of the Association. The bylaws must be revised to remove the advisory panel, which requires a vote by the membership of the Association.

Section 5. STANDING COMMITTEES. Standing committees are constituted to perform a continuing function designed to carry out the business of the Association and to implement specific charges by the Executive Board of the Association.

- a. **ESTABLISHMENT.** Standing committees shall be created by a majority vote of the Executive Board of the Association.
- b. **GOVERNANCE.** The chairs of the standing committees shall serve on the Advisory Council to the Executive Board. The Vice President/President-Elect shall appoint, with approval of the Executive Committee, the chairs of standing committees. Committee members shall be appointed by the respective committee chair in consultation with the President which shall be for one (1) fiscal year.
- c. **DISCONTINUANCE.** Standing Committees may be discontinued when the work they were appointed to do has been completed or is no longer relevant. A standing committee shall be discontinued by majority vote of the Executive Board of the Association.

Section 6. AD HOC COMMITTEE. Ad hoc committees are created to complete a specific task or assignment needed by the Association over a specific time frame.

- a. **ESTABLISHMENT.** Ad hoc committees shall be created by a majority vote of the Executive Board of the Association. The Executive Board shall specify a time during which the committee shall be constituted.
- b. **GOVERNANCE.** The chairs of ad hoc committees shall serve on the Advisory Council to the Executive Board. The Vice President/President-Elect shall appoint, with approval of the Executive Committee, the chairs of ad hoc committees. Committee members shall be appointed by the respective committee chair in consultation with the President which shall be for one (1) fiscal year, or for the duration of the committee. Ad Hoc Committee members shall attend Executive Board meetings when deemed necessary to update the Executive Board on the work being completed by the Ad Hoc Committee.
- c. **DISCONTINUANCE.** Ad Hoc committees shall be dissolved at the end of the time period specified when created or when the work they were appointed to do has been completed.

ARTICLE V EXECUTIVE DIRECTOR

Section 1. HIRING AND APPOINTMENT PROCESS. The Steering Committee shall appoint members to a Selection Committee for the Executive Director. The Selection Committee shall determine the means and process of recruiting and interviewing candidates for the position. Upon selection of a candidate, the Executive Director shall be appointed upon the recommendation and approval of the Executive Board.

Section 2. DUTIES. The Executive Director of the Maryland Library Association is responsible for the execution of the Association's strategic initiatives, membership relations and development, organizational administration, planning and program initiatives, and external relations. They serve as an ex officio, non-voting member of the Executive Board and Steering Committee.

Section 3. GROUNDS FOR REMOVAL. The Executive Board may, upon affirmative majority vote, assign the Executive Director to administrative leave with pay and benefits, suspend without pay for cause, dismiss for cause, or dismiss without cause as outlined in the Director's employment contract. Removal requires the following steps:

- a. Any member of the association may alert a voting member of the executive board or advisory committee of the Executive Director's failure to meet the duties of office or failure to attend meetings.
- b. The executive board will conduct a review of the Executive Director's performance, which may include interviews of other members of the association, observations of the Executive Director's performance, or additional methods.
- c. Removal is accomplished by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board.

Section 4. VACANCY. In the event of a vacancy in the Executive Director position, the Steering Committee shall be responsible for selecting an Interim Executive Director, as well as a Selection Committee to begin the process of hiring a new Executive Director.

ARTICLE VI ELECTED OFFICERS

Section 1. ELECTED OFFICERS OF THE ASSOCIATION. The elected officers of the Association shall be the President, the Vice-President, the Past President, the Secretary, the Treasurer, and the ALA Chapter Councilor. The specific duties of each of the elected officers of the Association shall be outlined in detail within the Manual of the Association.

Section 2. ELECTED OFFICERS OF UNITS. The elected officers of units of the Association shall be the President, the Vice-President, and the Secretary. Units may decide to include additional officers for appointment or election which shall be outlined in the individual unit's bylaws. Units with elected officers include divisions and caucuses.

Section 3. TERMS OF OFFICE FOR ELECTED OFFICERS. The Vice-President shall be elected for a term of three (3) years, serving the first year after election as Vice-President, the second year as President, and the third year as Past President. The Secretary shall be elected for a term of two (2) years in even-numbered years. The Treasurer shall be elected for a term of two (2) years in odd-

numbered years. The American Library Association Chapter Councilor shall be elected for terms as prescribed by the Bylaws of the American Library Association. Elected officers may serve two (2) consecutive terms and shall be eligible for reelection after one year out of office. Elected officers for divisions and caucuses shall serve a term of one (1) year. The elected officer term limits shall be set by the division or caucus and stated in their bylaws. The terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. Partial terms served due to replacing officers who have left mid-term will not count toward term limits.

Section 4. GROUNDS FOR REMOVAL FROM ELECTED OFFICE. Elected officers may be removed from office due to repeated failure to attend meetings and/or failure to meet the duties of the office. Removal requires the following steps:

- a. In the case of an Association-wide office, any member of the Association may alert a voting member of the Executive Board or advisory committee of the elected-officer-in-question's failure to meet the duties of the office or failure to attend meetings.
- b. The Executive Board or unit-elected officer notified will conduct a review of the elected-officer-in-question's performance, which may include interviews of other members of the Association, observations of the officer's performance, or additional methods.
- c. Removal is accomplished by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board for Association-wide offices.
- d. Removal procedures for elected officers of units shall be defined within that unit's bylaws.

ARTICLE VII APPOINTED OFFICERS

Section 1. APPOINTED OFFICERS. With the approval of a majority vote of the Executive Board, the Vice President/President-Elect shall appoint for the year in which they will serve as President: an Assistant Conference Director, a Legislative Officer, an Intellectual Freedom Officer, an Equity, Diversity, and Inclusion Officer, and a Professional Development Officer.

Section 2. TERMS OF OFFICE FOR APPOINTED OFFICERS. Appointed officers serve for a one-year term, with the exception of the Assistant Conference Director who is appointed for a term of two (2) years, serving the first year as the Assistant Conference Director and the second year as the Conference Director. Appointed officers may serve four (4) consecutive one (1) year terms and shall be eligible for reappointment after one (1) year out of office. The terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. Partial terms served due to replacing officers who have left mid-term will not count toward term limits.

Section 3. GROUNDS FOR REMOVAL FROM APPOINTED OFFICE. Appointed officers may be removed from office due to repeated failure to attend meetings and/or failure to meet the duties of the office. Removal requires the following steps:

- a. Any member of the Association may alert a voting member of the Executive Board or advisory committee of the appointed-officer-or-chair-in-question's failure to meet the duties of office or failure to attend meetings.

- b. The Executive Board or advisory committee notified will conduct a review of the appointed-officer-or-chair-in-question's performance, which may include interviews of other members of the Association, observations of the officer's or chair's performance, or additional methods.
- c. Removal is accomplished by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board for Association-wide offices.

Section 4. APPOINTED COMMITTEE CHAIRS. The President, subject to the approval of the Executive Board, shall appoint committee chairs to lead standing committees or ad hoc committees for the performance of specific duties as determined by the Executive Board. Such appointments shall terminate with the completion of assignments or at the end of the fiscal year. Those appointed as committee chairs shall attend Executive Board meetings when deemed necessary to update the Executive Board on the work being completed.

ARTICLE VIII EXECUTIVE BOARD/STEERING COMMITTEE

Section 1. EXECUTIVE BOARD MEMBERSHIP. The Executive Board shall consist of the President, Vice President, Past President, Secretary, Treasurer, ALA Chapter Councilor, the division presidents, the caucus presidents, the Conference Director, the Legislative Officer, the Intellectual Freedom Officer, the Equity, Diversity, and Inclusion Officer, and the Professional Development Officer. The Executive Director of the Association shall serve as an ex-officio non-voting member of the Executive Board.

Section 2. STEERING COMMITTEE MEMBERSHIP. The officers of the Association and the Conference Director shall constitute the Steering Committee of the Executive Board. The Executive Director of the Association shall serve as an ex-officio non-voting member of the Steering Committee of the Executive Board.

Section 3. DUTIES. The Executive Board shall constitute the managing board of the Association. As such, it shall have power and authority to carry out policies of the Association and have custody of all property of the Association. Between meetings of the Executive Board, the Steering Committee may act in lieu of the Executive Board when deemed necessary by the Executive Director or MLA President, although it may not modify any action taken by the Executive Board and its actions shall not be binding or constitute policy until approved by the Executive Board. In consultation with the Executive Director, the Steering Committee considers and prioritizes business for the Executive Board agenda and supports the Executive Director in carrying out Association responsibilities. Specific duties of the Executive Board and Steering Committee are outlined in the Manual of the Association.

Section 4. LIMITATION OF AUTHORITY. No action or resolution shall be binding or constitute an expression of the policy of the Association until it shall have been approved by the Executive Board. The President, the American Library Association Chapter Councilor, and the Legislative Officer may speak for the Association on pertinent issues when conditions preclude consultation with the Executive Board.

Section 5. VACANCIES. Any vacancy occurring on the Executive Board by reason of resignation, removal, or death shall be filled in the following manner:

- a. President: The Vice President/President-Elect shall automatically assume the duties of the President.
- b. The Vice President/President-Elect: The office will remain vacant if caused by the incumbent's elevation to the office of President and is within six (6) months of the start of the next term. If the vacancy occurs in the first 6 months of the term or if the vacancy occurs other than by succession to the presidency, a special election shall be held.
- c. Division or Caucus President: To be filled in accordance with the rules governing the division or caucus.
- d. Any other vacancy on the Executive Board shall be filled by appointment of the President with the approval by a majority vote of the Executive Board. Those appointees shall serve out the term of the individual elected or appointed to that office.

Section 6. QUORUM. A simple majority of over 50% of the members of the Executive Board shall constitute a quorum.

ARTICLE IX ADVISORY COUNCIL TO THE EXECUTIVE BOARD

Section 1. MEMBERSHIP. The Assistant Legislative Officer, the Assistant Conference Director, the chairs of the interest groups, standing committees, and ad hoc committees shall constitute an advisory council to the Executive Board. Upon appointment by the President and with Executive Board approval, representatives/liaisons from the Association to other similar organizations may serve on the Advisory Council.

Section 2. RIGHTS AND PRIVILEGES. The members of the Advisory Council shall have the privilege of attending and participating in all meetings of the Executive Board except executive sessions, but shall not have the right to vote.

ARTICLE X MEETINGS

Section 1. MEETINGS. All meetings of the Association shall be held at times and in places determined by the Executive Board. Meetings may be in-person or virtual and will be communicated no less than one week prior to the meeting date.

- a. There shall be an annual meeting held each spring to transact the business of the Association.
- b. Special meetings may be called by the Executive Board for the purpose of transacting extraordinary business of the Association. Such meetings shall only be open to members of the Association. The members present shall constitute a quorum provided the membership has been notified at least five (5) days in advance of the meeting date.
- c. Meetings of the Executive Board shall be held at least once every two (2) months on a schedule established by the President.

- d. Meetings of the Steering Committee shall be held at least once every two (2) months on a schedule established by the President.

Section 2. QUORUM. At any meeting of the Association for the transaction of business, the members present shall constitute a quorum.

Section 3. ATTENDANCE. Attendance is expected at all meetings of their respective units and at all meetings of the Association as outlined in the Manual of the Association. A unit may send a substitute to attend meetings in their place.

Section 4. CONDUCTING BUSINESS BETWEEN ANNUAL MEETINGS. Voting by the membership as a whole may be authorized by the Executive Board between annual meetings when, in its opinion, such action is warranted. Two thirds (2/3) of those voting shall be required to approve any issue. The Executive Board shall have authority to determine the mechanics of voting.

ARTICLE XI NOMINATIONS AND ELECTIONS

Section 1. COMMITTEE. The President of the Association, with the approval of the Executive Board, shall appoint the chair of the Nominations and Elections Committee, who shall appoint a committee. It shall consist of no fewer than three (3) members. The Nominations and Elections Committee shall nominate candidates for elective offices of the Association as a whole and conduct the annual election for the Association as a whole and for all divisions.

Section 2. CANDIDATES. The Nominations and Elections Committee shall select at least two (2) candidates for each elective office of the Association. The Committee shall present the names of candidates, together with their written acceptances, to the Executive Board no later than five (5) months before the annual business meeting of the Association. The Executive Board shall make suitable provisions for promptly informing the membership of these nominations. Additional candidates may be nominated by petition, which states the name of the candidate and includes the written acceptance of the candidate. Petitions must be supported by the signatures of ten (10) members of the Association. Petitions must be sent to the Nominations and Elections Committee no later than four (4) months before the annual business meeting.

Section 3. ELECTIONS. The committee shall prepare an official ballot listing all candidates for elected officers of the Association as a whole and for all division elective offices. All individual members shall be eligible to vote for all elected officers of the Association. Each ballot shall give the professional position and business address of each candidate. Ballots shall be distributed to each current member with a deadline for completing the ballot, at least forty-five (45) days before the annual business meeting of the Association. The candidate for each office receiving the largest number of votes shall be declared elected, and a report of their election shall be made by the committee chair to the Executive Board and at the annual business meeting. In case of a tie vote, the successful candidate shall be determined by lot conducted by the Nominations and Election Committee.

Section 4. SPECIAL ELECTIONS. The Executive Board shall have the authority to set times and conditions under which the Nominations and Elections Committee shall conduct special elections.

ARTICLE XII ASSOCIATION MANUAL

There shall be an Association Manual outlining the policies and operations of the Association which will be reviewed on an annual basis and revised as needed.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The current edition of *The Standard Code of Parliamentary Procedure* governs the Association in all parliamentary situations that are not provided for in the Bylaws or adopted rules.

ARTICLE XIV AMENDMENTS

These Bylaws may be amended by a simple majority vote at the annual business meeting or by electronic vote at any time, with 60 days' notice of the changes prior to the vote given to members.

APPROVED BY MLA MEMBERSHIP June 10th, 2024

III. Strategic Plan

2023 STRATEGIC VISION

The most up-to-date strategic plan can be found on the MLA website at:

<https://www.mdlib.org/about-mla/>

IV. Executive Board and Advisory Panels

The Executive Board originated as the Executive Committee upon the organization of the Maryland Library Association (MLA) in 1923. Since incorporation of the MLA in 1974, members of the Executive Board serve as directors of the Corporation.

A. General Information

1. MEMBERSHIP

- a. The following constitute **voting** members of the Executive Board:
 - (1) Elected officers of the Association:
PRESIDENT, VICE-PRESIDENT/PRESIDENT-ELECT, SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT and ALA CHAPTER COUNCILOR .
(They also serve as the Steering Committee of MLA.)
 - (2) Appointed officers of the Association:
INTELLECTUAL FREEDOM OFFICER, LEGISLATIVE OFFICER, PROFESSIONAL DEVELOPMENT OFFICER and CONFERENCE DIRECTOR (Conference Director serves on the Steering Committee).
 - (3) Division Presidents.
- b. The Executive Director serves as an ex-officio non-voting member of the Executive Board and the Steering Committee of MLA.
- b. All members of the Executive Board must be current members of MLA.

2. MEETINGS

- a. Regular meetings of the Executive Board shall be held bi-monthly.
- b. Attendance is expected at all Executive Board meetings and at all business meetings of the Association as a whole. Failure to attend meetings without an acceptable explanation constitutes grounds for removal from office or from one's position in MLA (MLA Bylaws, Art. XI, Sect. 4).
- c. If unable to attend an Executive Board meeting a member should inform the MLA Executive Director and either send a representative to report on your activities, or submit a written report.
- d. Travel expenses to attend Executive Board meetings may be reimbursed as described in the MLA MANUAL.

- e. Special meetings may be called by the President or the Executive Board at any time.
- f. Quorum is a majority of the Executive Board members [MLA Bylaws, Art. V, Sect. 4.]
- g. Members of the Advisory Council to the Executive Board participate fully in all Executive Board meetings except they shall have no vote.

B. Duties

1. EXECUTIVE BOARD

As managing board of the Association, the Executive Board:

- a. Has the legal and financial power, authority and responsibility for the Association between annual business meetings:
 - 1) to formulate, to approve, to promulgate and to carry out the policies and goals of the Association.
 - 2) in person, mail or online votes are authorized in the bylaws.
 - 3) to determine actions or resolutions to be taken by the Association.
 - 4) to determine and establish positions and to direct that action be taken on library related and intellectual freedom legislation based on a recommendation of the Legislative Panel.
 - 5) to set Association policy and to establish positions on intellectual freedom and on access to information issues based on a recommendation of the Intellectual Freedom Advisory Panel.
 - 6) to make specific charges or to assign specific duties to elected or appointed officers of the Association, or to any unit or standing committee of the Association
- b. Conducts the business of the Association between the annual business meetings.
 - 1) approves the annual Association budget: approves all major and non-budgeted expenditures from Association funds within 60 days of submission by the MLA Executive Director or Treasurer. Executive Board is responsible for the financial well- being of the Association and shall monitor that expenditures stay within the budget limits.
 - 2) approves and carries out financial policies and procedures for the Association.
 - 3) sets Association membership policies and dues structure subject to ratification by the Association membership at the next annual business meeting.
 - 4) takes final action on the appointment, retention or dismissal of the Executive Director based on the recommendation of the President.
 - 5) approves editorial purpose, guidelines and policy relating to the journal of the Association and other MLA publications.
 - 6) determines time and place of special meetings for purpose of transacting extraordinary business of the Association.
 - 7) approves nominations for honorary membership and other awards of the Association, except the President's award.

- 8) ensures the custody of all Association property; approves Presidential appointment of MLA Archivists. [See Archives and Records Retention Policies and Procedures in MLA Manual Section VII Official Policies].
- c. Receives and acts upon petitions requesting the formation of new divisions or interest groups.
- 1) verifies membership status of petitioners.
 - 2) authorizes development of a division or interest group.
 - 3) advises petitioners in preparing an action plan, including goals and objectives.
 - 4) grants final approval of a division or interest group if all criteria for governing a division or interest group were met. [See for divisions (MLA Bylaws, Art., VII, Sect. 1 & 2); for interest groups (MLA Bylaws, Art. IX, Sect. 2). Section VI Advisory Council to the Executive Board--Chairs of Interest Groups and Section V Divisions in the MLA Manual].
- d. Reviews annually the functioning and accountability of the Association and its units.
- 1) receives Planning and Bylaws Committee report on annual work plans of each division, interest group, standing committee, appointed officer/advisory panel.
 - 2) approves bylaws of authorized new divisions; approved amendments to bylaws within three (3) months of their approval by a division's membership [MLA Bylaws, art. VII, Sect. 2a].
 - 3) reviews annually with the President the need to dissolve, retain, create or restructure Association committees, advisory panels, representatives/liaisons and overall Association structure.
 - 4) reviews and evaluates at scheduled meetings progress on all goals and objectives of the President, and work plans of the divisions, interest groups, Association standing committees, and appointed officers and their advisory panels.
 - 5) publishes an annual report for distribution to membership indicating results of Association goals.
 - 6) places division or interest group on probationary status for failing to comply with the provisions for continuance and government as found in MLA Bylaws.
 - 7) confers with and assists those divisions verging on or under probationary status to develop an action plan designed to reestablish compliance with criteria for governing a division before the next fiscal year.
 - 8) dissolves division if after probationary period the action plans and compliance with the MLA Bylaws are not met [MLA Bylaws, Art. VII, Sect. 1 & 2].
- e. Approves appointments made by the Vice-President/President-Elect of standing committee chairs and appointed officers for the next fiscal year.
- f. Approves President's appointments:
- 1) to fill Executive Board vacancies
 - 2) of representatives/liaisons from the Association to other similar organizations.
 - 3) to any special committees/assignments deemed necessary to perform those duties authorized by the Executive Board.

- 4) of MLA Archivist.
- g. Approves appointments of Association members to Association standing committees and to the advisory panels of appointed officers.
- h. Oversees the annual election process for the Associations' elected officers, for divisional elected officers and for ALA Chapter Councilor as detailed in MLA Bylaws, Art. XII, Sect. 2:
 - 1) receives written report of Nominations and Elections Committee on slate of candidates for elected office. No vote is needed on the slate.
 - 2) ensures publication and/or makes other suitable provisions for promptly informing Association membership of the nominations for Association and divisional elected officers and for ALA Chapter Councilor.
 - 3) ensures compliance with Nominations and Elections provisions as outlined in MLA Bylaws, Art. XII.
 - 4) sets time, conditions and balloting mechanisms for special elections; directs Association Nomination and Elections Committee to conduct such elections.

2. THE ELECTED OFFICERS OF THE ASSOCIATION

a. PRESIDENT

- 1) presides at the annual business meeting of the Association and all other meetings of the Association as a whole.
- 2) calls and presides at all meetings of the executive board and the Steering Committee of the Executive Board.
- 3) prepares the agenda with the Executive Director prior to Executive Board or Steering Committee meetings.
- 4) makes decisions together with the Executive Board/Steering Committee on Association matters.
- 5) conducts mail, telephone or online votes on emergency matters between Executive Board meetings and reports the results at the next Executive Board meeting.
- 6) serves as a representative on the Maryland Advisory Council on Libraries as an ex officio voting member (MD Law).
- 7) serves as ex officio voting member of Legislative Advisory Panel.
- 8) serves as a voting member of the Planning and Bylaws Committee. The MLA Office publishes and distributes the MLA Bylaws and MLA Manual.
- 9) speaks for the Association on pertinent issues when conditions preclude consultation with the Executive Board [MLA Bylaws, Art. X, Sect. 2]. President should seek advice from Steering Committee when possible.
- 10) appoints, subject to Executive Board approval, representatives/liaisons from MLA to other similar organizations, e.g., MASL. [See MLA Manual Sect. III General Information—Association and Affiliations].
- 11) provides advice and coordination to Association standing committees and advisory panels to ensure that appropriate activities are being conducted, deadlines are being met, etc.

- 12) makes specific annual charges with Executive Board approval to standing committees, appointed officers and any unit within the Association.
- 13) serves as an advisor to appointed officers and standing committee chairs in determining membership of committee/advisory panel. Membership is subject to Executive Board approval.
- 14) serves as an advisor to Legislative Officer and Assistant Legislative Officer/Federal Coordinator in determining Panel membership. Membership is subject to Executive Board approval.
- 15) appoints special committees or make special appointments subject to Executive Board approval.
- 16) reviews annually the overall structure, organization, function and accountability of the Association and its units with the Executive Board; determines with the Executive Director the need to dissolve, retain, create or restructure standing and special committees, advisory panels, and representative/liaison needs.
- 17) formulates and implements Association policies with the Executive Board.
- 18) implements the Association membership's approved goals with the Executive Board.
- 19) calls for written annual work plans from board officers, standing committee chairs, appointed officers, division presidents, ALA Chapter Councilor and interest group chairs by October 1 of the fiscal year; arranges for their distribution to the Planning & Bylaws Committee for their review and final approval.
- 20) prepares an annual report on the Association goals/objectives and accomplishments. Reports to the membership on the state of the Association.
- 21) monitors, in cooperation with the Treasurer and the Executive Board, the disbursement of all MLA monies, and monitors that expenditures stay within budget.
- 22) fills Executive Board vacancies in office of Secretary, Treasurer, Past President, ALA Chapter Councilor or appointed officer with the approval of the remaining Executive Board members.
- 23) fills vacancy of a standing committee chair through appointment with the approval of the Executive Board.
- 24) initiates the formation of an interest group to provide timely and flexible response to common current interests that cross divisional lines. Seeks approval of Executive Board utilizing the procedures as established by MLA policy. [See MLA Bylaws, Art. IX].
- 25) receives report from the MLA Nominations and Elections Committee of nominees to Association's elected officers for the next annual election. Submits slate to Executive Board. (No vote is required on the report.)
- 26) Remains cognizant of MLA Office operations, including all office personnel in consultation with the Executive Director.
- 27) implements personnel policies pertaining to MLA Office personnel in conjunction with the Executive Director.
- 28) appoints selection committee to evaluate position of the Executive Director; advertises any vacancy, conducts interviews and makes recommendations regarding the above position and candidates(s) to the Executive Board. Consults

with Steering Committee to appoint an interim Executive Director in the event of a vacancy.

- 29) evaluates Executive Director within prior to leaving office as President; recommends retention or termination of Executive Director to the Executive Board.
- 30) writes copy of a President's column for each issue of the CRAB by deadlines set for article submission.
- 31) works with the ALA Chapter Councilor and the Executive Director to represent the Association at American Library Association state chapter meetings.
- 32) appoints a MLA Archivists. [See Archives & Records Retention Policies and Procedures in MLA MANUAL Sect. VII Official Policies].
- 33) requests at the beginning of the MLA fiscal year, the MLA files from his/her predecessor; reviews and retains those files or copies of those documents having potential usefulness during his/her term of office; forwards remaining records to the MLA Office, to the attention of the MLA Archivists. [See Archives & Records Retention Policies and Procedures in MLA MANUAL Sect. VII Official Policies].
- 34) appoints and serves on MLA Budget & Finance Committees as a voting member of the Committee. Committee includes President, First Vice- President/President-Elect, Treasurer, Past President, Executive Director and members-at-large.
- 35) chooses recipient of President's Award [See MLA Manual Sect. I II General Information—Awards Criteria].

b. VICE-PRESIDENT/PRESIDENT-ELECT

- 1) serves as a voting member of the Executive Board Steering Committee of the Association.
- 2) assumes duties of the President in the absence of the President.
- 3) serves on Planning and Bylaws Committee of the Association as a voting member.
- 4) selects chairs of standing committees to serve during the next fiscal year. Chairs must be current members of the Association. [See Section VI Advisory Council to the Executive Board--in the MLA MANUAL].
- 5) selects appointed officers to serve during the next fiscal year. Appointed officers shall be selected on the basis of their skills and knowledge relevant to the central concern of their advisory panel. Appointed officers must be current members of the Association. [See Section IV Executive Board--Appointed Officers of the Association in the MLA MANUAL.] Appointments must be approved by the current Executive Board prior to the last meeting of the fiscal year.
- 6) prepares Association mission statement, goals and objectives for the next fiscal year. Preparation is done in consultation with the Executive Board and with the assistance of the Planning and Bylaws Committee. The document is approved by the current Executive Board prior to the annual business meeting and introduced to membership at the annual business meeting of the Association.
- 7) serves on the MLA Budget and Finance Committee as a voting member.
- 8) develops budget for Presidential year in cooperation with the Budget & Finance Committee and the Treasurer. Budget must be approved at the last Executive Board meeting of the current fiscal year.
- 9) plans with the Professional Development Panel a Leadership Training Session; at Training session provides direction to incoming Executive Board/Advisory Council

members on producing their annual work plans due the first of October of the fiscal year.

- 10) provides advice, assistance and direction in incorporating the Association goals and objectives into the incoming Executive Board/Advisory Council annual work plans.

c. SECRETARY

- 1) serves as a voting member of the Executive Board and the Steering Committee of the Association.
- 2) takes the minutes of the Executive Board/Advisory Council, the minutes of the Steering Committee and any meeting of the Association as a whole; **within one (1) week of the meeting**, forwards the minutes to the Executive Director; Executive Director distributes electronically to members of the Executive Board/Advisory Council or the Steering Committee respectively within two (2) weeks of the next scheduled meeting.
- 3) takes the minutes at Executive sessions of the Executive Board. The minutes are read and acted upon only in Executive session unless that which would be reported, i.e. the action taken as distinct from the debate, in the regular Executive Board minutes was not secret or secrecy has been lifted.
- 4) takes the minutes of the annual business meeting of the Association and forwards them to the Executive Director for production in sufficient quantity for members to approve them at the next annual business meeting; minutes must be approved at the next annual business meeting of the Association.
- 5) informs originator of request for Executive Board/Advisory Council, Steering Committee or MLA membership action or response on type of action taken or response made by the Executive Board, Steering Committee or membership unless person normally receives copies of the minutes.
- 6) endorses on written reports or documents by Committees, divisions, advisory panels, the date received, the type of action taken by Executive Board or membership, and the date action was taken.
- 7) forwards records of Association to MLA Office for Association archival files.
- 8) [See Archives and Records Retention Policies and Procedures in MLA MANUAL Section VII Official Procedures].
- 9) has a copy of MLA MANUAL and MLA Bylaws always available at meetings of the Association as a whole
- 10) handles correspondence of the Association as directed by the Executive Board.
- 11) writes copy summarizing Executive Board action for each issue of the CRAB; submits it to the MLA President **one (1) week before** the deadline set for article submission.

N.B. if the Secretary is absent from a meeting, a volunteer from the members attending will be designated to assume the duties of the Secretary

d. TREASURER

- 1) serves as a voting member of the Executive Board and the Steering Committee of the Association.

- 2) reviews with staff, on a regular basis, monies due to the Association, receipts, funds and all financial transactions of the Association. The Association maintains a checking account in the Association's name at a bank selected for accessibility by the MLA Office Staff and as approved by the Executive Board. All financial accounts must be in the name of the Association.
 - 3) processes proper signature forms upon taking office for all accounts. Signatures permit emergency access to accounts by officers.
 - 4) Monitors functions provided by the bookkeeper and the Executive Director. Bills/invoices that have been budgeted are approved for payment by the Executive Director. Checks are signed by the Executive Director, or the
 - 5) Treasurer or President in the absence of the Executive Director. (See Internal Controls Policies and Procedures, Section VII)
 - 6) prepares and files documents related to Association employees with appropriate officials. Payroll is managed by the Baltimore County Public Library. Other personnel-related checks (staff reimbursement) are issued by the bookkeeper upon approval by the Executive Director. The Treasurer will sign checks due to the Executive Director. The ED will sign checks for staff.
 - 7) presents written monthly financial reports to the Steering Committee and the Executive Board providing balance at beginning and at end of reporting period.
 - 8) calls for submission of requests for anticipated expenses to be budgeted in the next fiscal year by April 1. [See Section II General Information--Requests for Funds for Anticipated Expenses in MLA MANUAL].
 - 9) In cooperation with the MLA Executive Director develops the MLA budget for the next fiscal year with the MLA Budget and Finance Committee; seeks approval of the budget from the Executive Board at the last Executive Board meeting of the current fiscal year.
 - 10) makes an annual financial report to the Association at the annual business meeting providing a balance at beginning and end of reporting period. Forwards report to the Executive Director to reproduce in sufficient number for distribution at the annual business meeting.
 - 11) year end financial reports for fiscal year are prepared by the executive Director and Executive Assistant, reviewed and approved by the Treasurer and Steering Committee and presented to the auditor(s). If any serious questions arise concerning the auditor's report, the President should appoint an auditing Committee to investigate and report on their findings at the next Executive Board meeting.
 - 12) Serves as chair of the MLA Budget & Finance Committee and acts as financial advisor to the Association; [See Section VI Advisory Council to the Executive Board and Standing Committees.
 - 13) forwards financial records of Association to the MLA Office for the Association archives. [See Archives and Records Retention Policies Procedures in MLA MANUAL Section VII Official Policies].
- N.B.** If Treasurer is absent from a meeting, a member of the Steering Committee shall be designated to assume the duties of the Treasurer

e. PAST PRESIDENT

- 1) serves as a voting member of the Executive Board and the Steering Committee of the Association.
- 2) serves as an ex officio voting member on the Professional Development Panel. Brings knowledge of the organization and expertise acquired in previous roles as President and Vice- President/President Elect to this group.
- 3) assumes other duties as assigned by the Executive Board and President.
- 4) serves as voting member of the MLA Budget and Finance Committee.

3. APPOINTED OFFICERS OF THE ASSOCIATION

a. GENERAL INFORMATION

- 1) responsible for developing and recommending policy with the advice of their advisory panel and for monitoring issues within specific areas of jurisdiction corresponding with the major goal areas of the Association.
- 2) will be selected for the next fiscal year by the Vice President/President-Elect and approved by the Executive Board prior to the last Executive Board meeting of the current fiscal year.
- 3) must be current members of MLA.
- 4) will be selected on the basis of their skills and knowledge relevant to the central concern of their advisory panel.
- 5) term of appointment is for one (1) fiscal year.
- 6) for specific areas of responsibility of each advisory panel, see Section IV Executive Board and Advisory Panels--Advisory Panels in the MLA MANUAL.
- 7) at the beginning of the MLA fiscal year, request the MLA files from their predecessors; review and retain those files or copies of documents having potential usefulness during their terms of office; forward remaining records to the MLA Office, to attention of the MLA Archivists. [See Archives and Records Retention Policies and Procedures in MLA MANUAL—Official Policies]

b. SPECIFIC DUTIES OF APPOINTED OFFICERS

- 1) Intellectual Freedom Officer
 - a) serves as a voting member of the Executive Board.
 - b) calls and presides at meetings of the Intellectual Freedom Advisory Panel (IFAP).
 - c) prepares agenda for meeting and distributes to Advisory Panel members prior to the meeting.
 - d) recommends policies or actions to the Executive Board on issues of intellectual freedom and access to information.in consultation with the Legislative Advisory Panel and the IFAP
 - e) ensures communication and cooperation with the Legislative Officer and the Legislative Advisory Panel on state/federal legislation dealing with intellectual freedom, censorship, and access to information issues.
 - f) serves as a voting member on the Legislative Advisory Panel.
 - g) appoints Advisory Panel members in consultation with the President and subject to the approval of the Executive Board. Appointments are for one

(1) fiscal year and should represent all types of libraries and all areas of Maryland. All voting members of an advisory panel must be current members of the Association. Submits roster of panel members to the MLA Executive Director by September 1.

- h) appoints a member or members, at the beginning of the fiscal year, for each of the following functions: advocacy; coordination of education and programming; publicity and membership; secretary.
- i) submits annual work plan to the MLA Planning and Bylaws by October 1 of the fiscal year. [See Section IX Other Procedures and Forms—MLA Work Plan in the MLA MANUAL].
- j) submits a written annual final report to the Executive Director by June 15. The results of this evaluation should be used in developing the next year's work plan. [See Section IX Other Procedures and Forms--B & C in the MLA MANUAL].
- k) complies with all the MLA financial guidelines and procedures. [See Sections VII-IX of MLA MANUAL].
- l) implements specific annual charges given by the President and Executive Board.

2) Legislative Officer

- a) serves as a voting member of the Executive Board.
- b) calls and presides at all meeting of the Legislative Advisory Panel.
- c) prepares agenda for meeting and distributes to the LAP members prior to the meeting.
- d) conducts mail or telephone votes on emergency matters between LAP meetings. Must report the results at the next Executive Board or Steering Committee meeting whichever occurs first and at the next LAP meeting.
- e) ensures communication and cooperation with the Intellectual Freedom Advisory Panel on state/federal legislation dealing with intellectual freedom, censorship, and access to information issues.
- f) recommends policies, positions or actions to Executive Board on library legislative issues in consultation with LAP,
- g) speaks for the Association on pertinent issues when conditions preclude consultation with the Executive Board.
- h) appoints no more than twelve (12) LAP members in consultation with the President and subject to the approval of the Executive Board.
Appointments are for one (1) fiscal year and should represent all types of libraries and all areas of Maryland. All voting members of the Advisory Panel must be current members of MLA. Submits roster of panel members to the MLA office by September 1.
- i) submits a written annual report to the President by June 15. This evaluation should be used in developing the next year's work plan. [See Section IX Other Procedures and Forms-- B & C in the MLA MANUAL].
- j) assures compliance of Panel with all Association planning
- k) and financial policies and procedures. [See Sections VII-IX of MLA MANUAL].

l) implements specific annual charges given by President and Board.

3) Assistant Legislative Officer/Federal Coordinator

For duties and responsibilities see Section VI Advisory Council to the Executive Board and Standing Committees--B2a Duties--Specific Advisory Council Members in the MLA MANUAL.

4) Professional Development Officer

- a) serves as voting member of the Executive Board.
- b) acts as resource to internal groups that conduct programs.
- c) reviews the Activity/Program Approval Forms and makes decision on approving the activity/program; reports to the MLA Office and the program chair of the Division/Interest Group on the approval status of the activity/program.
- d) submits annual work plan to the MLA Planning and Bylaws Committee by October 1. [Section IX Other Procedures and Forms--A MLA Work Plan in the MLA MANUAL].
- e) submits a written annual report to the Executive Director by June 15. The results of the evaluation should be used to develop the next year's annual work plan. [Section IX Other Procedures and Forms--B & C in the MLA MANUAL].
- f) complies with all MLA programming, planning, financial guidelines and procedures. [See Sections VII-IX in MLA MANUAL].
- g) implements specific annual charges given by President and Executive Board.
- h) forwards copies of all changes in programming procedures, policies and guidelines to the Executive Director for inclusion in the MLA MANUAL.
- i)

5) Conference Director

- a) serves as Assistant Conference Director during the first year of term. In this capacity serves as member of Advisory Council.
- b) serves as voting member of the Executive Board and the Steering Committee of the Association during second year of term.
- c) calls and presides at meetings as the Director of the Annual Conference Committee of the Association.
- d) coordinates a program planning session with the Professional Development Officer.
- e) requests the MLA files, at the beginning of the MLA fiscal year, from his/her predecessor; reviews and retains those files or copies of documents having potential usefulness during his/her term; forwards remaining records to the MLA office, to the attention of the MLA Archivist.

4. APPOINTED OFFICERS OF THE ASSOCIATION

Elected every three (3) years in the spring. Term of office begins at the end of the following Annual Conference of the American Library Association and continues through the next three mid-winter/annual conferences of the American Library Association.

- a. Elected by all members of MLA at time of Association's annual election (ALA Bylaws).
- b. Serves as a voting member of the MLA Executive Board/Steering Committee.
- c. Submits written annual work plan to the Association Planning and Bylaws Committee by October 1.
- d. [See Section IX Other Procedures and Forms--A MLA Work Plan in MLA MANUAL].
- e. Submits a written annual report to the Executive Director by June 15. The results of this evaluation should be used in developing the next year's work plan. [See Section IX Other Procedures and Forms-- B & C in MLA MANUAL].
- f. Attends mid-winter and Annual Conference meetings of the American Library Association and represents the Chapter on the ALA Council and at any ALA state chapter meetings.
- g. Consults with the Executive Board on matters to be brought up at the meetings of the American Library Association.
- h. If appropriate, holds Chapter caucuses of MLA members at the MLA annual conference and at the ALA annual and mid-winter conferences to discuss policies, issues, etc. before ALA or to brought before ALA.
- i. Makes verbal reports to the Executive Board following the ALA Council meetings and as issues arise.
- j. Writes reports for the Crab on the mid-winter and annual meetings
- k. of ALA and as issues arise. Copy is submitted by deadlines for article submission.
- l. works with the MLA President and Executive Director to represent the Association at ALA state chapter meetings.
- m. requests the ALA files from his/her predecessor at the beginning of the MLA fiscal year, reviews and retains those files or copies of documents having potential usefulness during his/her term of office; forward remaining records to the MLA Office, to attention of the MLA Archivists.
- n. [See Archives an Records Retention Policies and Procedures in MLA MANUAL--Official Policies--K & L].

5. PRESIDENTS OF DIVISIONS

- a. serve as voting members of the Executive Board of the Association.
- b. call and preside at business meetings of division and all other meetings of the division as a whole.
- c. call and preside at all meetings of the division Steering Committee.
- d. prepare agenda for all meetings and authorize division Secretary to distribute them to Steering Committee members prior to Steering Committee meeting.
- e. make decisions together with division Steering Committee on division business.
- f. act upon specific charges from the MLA President or Executive Board.
- g. recommend policy, positions or actions to be taken by the Executive Board, but may not speak for the Association.
- h. represent division in organizations with similar interests

- i. conduct mail, telephone, online votes on emergency matters between meetings of Steering Committee. Report the results of such votes at the next Steering Committee meeting.
- j. serve as ex officio member on division committees, except Nominations Committee.
- k. chair and appoint members of Association to a division Steering Committee comprised of at least five (5) members: (1) division President, (2) President-elect,
- l. (3) division Secretary, (4) Nominations Committee Chair, and (5) Program Committee Chair.
- m. appoint additional members-at-large to serve on Steering Committee. All members of the Steering Committee must be current members of
- n. the Association and the division. Submit roster of Steering Committee and division committee members to Executive Director by September 1.
- o. fill all vacancies on Steering Committee as specified in division Bylaws.
- p. Set nomination deadlines based on Association's deadlines and receive nominations from Nominations Committee for division's elected officers for next Association annual election; submit slate to division Steering Committee and then to the Association Nominations and Elections Committee.
- q. establish committees to conduct business of division and make specific charges to the committee subject to Steering Committee approval.
- r. provide coordination and advice to division committees to ensure that appropriate activities are being conducted, deadlines are being met, and division and Association procedures are being followed.
- s. appoint, subject to Steering Committee approval, representatives / liaisons from division to other similar organizations.
- t. submit annual work plan for the Division after consultation with division Steering Committee to the Association Planning and Bylaws Committee by October 1 of the fiscal year. [See Section IX Other Procedures and Forms--MLA Work Plan in the MLA Manual].
- u. develop a means for annual division self-evaluation. The results of this evaluation should be used in developing next fiscal year's annual work plan.
- v. review annually with Steering Committee the structure and function of the units, committees and appointments of the division and recommend retention, creation or restructure.
- w. review annually whether division is in compliance with the criteria for governing a division [MLA Bylaws, Art., VII, Sect. 1 & 2]. If not, seek assistance of division Steering Committee and Association Executive Board to bring division into compliance before the next fiscal year.
- x. submit a written annual report to the Executive Director by June 15. The results of this evaluation should be used in developing the next year's annual work plan. [See Section IX Other Procedures and Forms--B & C in the MLA MANUAL].
- y. prepare copies of the annual report for distribution to membership at division's annual business meeting in accordance to the MLA Bylaws, Art. VII, Sect 2a, submit new division bylaws and amendments to Bylaws to the Association Planning and Bylaws Committee for approval by December 1.
- z. develop a mechanism for communication with their entire membership at least twice a year.
- aa. assure that division abides by all Association policies and procedures. [See Sections VII-IX in MLA MANUAL].
- bb. perform those duties as prescribed in division's bylaws.

- cc. attend all Executive Board, division business meetings and Association and division's annual business meeting. Failure to attend meetings without an acceptable explanation constitutes grounds for removal from office [MLA Bylaws, Art. XI, Sect. 4]. Inform Executive Director if unable to attend; send a representative to report on division activities or send a written report. [See Section IV Executive Board & Advisory Panels--A2c General Information--Meetings in MLA MANUAL].
- dd. request at the beginning of the MLA fiscal year, the MLA files from their predecessors, Division officers and appointees; review Division custodial files with Division Secretary and retain those files or copies of documents having potential usefulness during their terms of office; forward remaining records to the MLA Office, to attention of the MLA Archivists. [See Archives and Records Retention Policies and Procedures in MLA MANUAL--Official Policies K & L].
- ee. Share appropriate parts of the MLA MANUAL with Division officers and committees.
- ff. submit requests, in consultation with Division President-elect, to the MLA Treasurer by April 1 for anticipated expenses in the next fiscal year. [See Section III General Information--C Requests for Funds for Anticipated Expenses in the MLA MANUAL].
- gg. Submit all bills/invoices and report on any outstanding encumbrances to MLA Office by June 25. [See section III General Information-E Payment of Invoices/Bills].

C. Advisory Panels

1. General Information

- a. responsible for developing and recommending policy with the advice of their respective appointed officer and for monitoring issues within specific areas of jurisdiction corresponding with the major goal areas of the Association.
- b. Panel Officers appoint no more than twelve (12) members of the Association to serve on their advisory panel, with the exception of the Intellectual Freedom Advisory Panel, which has no limit on the number of members. Appointments are made in consultation with the MLA President and Executive Director, and subject to the approval of the Executive Board. Appointments are for one (1) fiscal year and should represent all types of libraries and all areas of Maryland. All voting members of an advisory panel must be current members of MLA.
- c. Include designated ex officio non-voting liaisons representing organizations with mutual interests.
- d. Include designated ex officio voting elected or appointed MLA officers or representatives from other advisory panels.
- e. Attendance of panel members is expected at all advisory panel meetings. Failure to attend meetings without an acceptable explanation to the respective appointed officer constitutes grounds for removal from advisory panel membership [MLA Bylaws, Art. XI, Sect. 4].
- f. Quorum is a majority of the advisory panel members.
- g. For specific duties of appointed officers, see Section IV Executive Board and Advisory Panels--B3 Appointed Officers of the Association in the MLA MANUAL.

2. Specific Advisory Panels and their Duties

a. Intellectual Freedom Advisory Panel (IFAP)

1) MEMBERS:

- a) appointed members representing all areas of Maryland and all types of libraries.
 - b) appointed members of must be current members of MLA.
- 2) reports to the Executive Board on matters relating to intellectual freedom, access to information, censorship within and outside the library field in Maryland.
 - 3) recommends policy and appropriate actions to the Executive Board and to the membership of MLA in the areas of intellectual freedom, access to information and censorship.
 - 4) encourages, supports and defends the rights of libraries, librarians and patrons to act in accordance with the "Library Bill of Rights", and "ALA Freedom to Read" statement, the "Freedom to View" statement "Professional Code of Ethics" statement, and all MLA policy statements on intellectual freedom.
 - 5) aids threatened libraries in accordance with "Handling Requests for Assistance with Intellectual Freedom Problems: as adopted by the MLA Executive Board on May 21, 1991. [See Sect. VII Official Policies in MLA MANUAL].
 - 6) represents MLA, when authorized to do so by the Executive Board, at meetings and hearings bearing on issues in the area of the panel's concerns.
 - 7) keeps abreast of national developments in intellectual freedom, censorship and access to information.
 - 8) maintains contact with the American Library Association's Office of Intellectual Freedom; serves as a clearinghouse for information of interest from ALA and elsewhere.
 - 9) serves on the legislative panel and consults with them on legislation relating to areas of mutual concern.
 - 10) provides columns on intellectual freedom, access to information, censorship, etc. in the CRAB, with approval of the MLA President and Executive Board, may write letters, editorials, etc. to newspapers and other publications, as deemed necessary.
 - 11) assists divisions in presenting programs on intellectual freedom, censorship and access to information when appropriate.
 - 12) develops and carries out programming on intellectual freedom topics carried out. Programming must follow MLA guidelines and procedures for planning, implementing, funding and evaluating programs [See Sections VII – IX of the MLA Manual].
 - 13) forms coalitions with other organizations sharing similar concerns. Financial commitments, e.g., dues, joint programming, etc., to outside organizations must receive prior approval of the Executive Board.
 - 14) assists officer in preparing annual work plan for submission to the MLA Planning and Bylaws Committee by October 1.
 - 15) promotes programs and recruits members at programs and the annual conference.

b. Legislative Advisory Panel

1) MEMBERS:

- a) appointed members representing all areas of Maryland and all types of libraries. Appointees must be active members of MLA.
 - b) the panel will include the following four (4) ex-officio voting members: (1) Assistant Legislative Officer/Federal Coordinator; (2) Intellectual Freedom Advisory Panel representative; (3) Maryland Library Association President, and (4) the MLA Executive Director.
 - c) the Panel will include the following ex officio non-voting members: Maryland State Librarian, Maryland Higher Education Commission, Maryland Higher Education Commission, Maryland Association of School Librarians liaison, Maryland Law Library Association, MAPLA (Intergovernmental Relations Committee), CALD (Congress of Academic Library Directors)
 - d) The Library Advocacy Interest Group will have 2 non voting representatives serving as interns on the panel.
- 2) monitors library-related legislation, promotes favorable legislation, and recommends positions on library or information services legislative issues to the Executive Board.
 - 3) initiates and takes positions, subject to the approval of the Executive Board, on state/federal legislation which impacts on Maryland libraries and library employees. If Board approval is not possible due to time constraints, approval of the Steering Committee of the Executive Board should be sought.
 - 4) devises means to rapidly alert MLA membership and/or specific membership groups, e.g. academic librarians, to the need to respond to potential as well as to current state/federal legislative efforts.
 - 5) recommends an annual legislative platform to the Executive Board for approval in advance of the next legislative year.
 - 6) devises educational and lobbying strategies to inform general public, non-legislative policy makers, the Maryland General Assembly and the Maryland Congressional delegation of the Association's position on library and related legislation.
 - 7) informs Association membership and the Executive Board on legislation impacting on libraries and information services being proposed in the General Assembly or Congress.
 - 8) works with the American Library Association's Washington Office in promoting federal legislation.
 - 9) shares items of mutual interest while monitoring legislation with the Intellectual Freedom Officer, the Intellectual Freedom advisory Panel and its own Federal Relations subcommittee.
 - 10) works in cooperation with the Intellectual Freedom Officer and the Intellectual Freedom Advisory Panel to recommend policy or positions to the Executive Board and to carry out Executive Board approved action on legislative issues relating to intellectual freedom, censorship, access to information, etc.
 - 11) carries out Executive Board approved action on library-related legislative issues.

- 12) for specific duties of the Assistant Legislative Officer, see Section VI Council to the Executive Board and Standing Committees--B2a Duties of Specific Advisory Council Members in the MLA MANUAL.
- 13) financial commitments, e.g., dues, joint programming, etc., to outside organizations must receive prior approval of the Association Executive Board.
- 14) assists officer in preparing annual work plan for submission to the Association Planning and Bylaws Committee by October 1.

PROCEDURES approved by Executive Board June 17, 1986.

- The Intellectual Freedom and Legislative Advisory Panels will monitor bills (federal and state) and share items of interest with each other and with the Assistant Legislative Officer of the Legislative Advisory Panel.
- Intellectual Freedom Advisory Panel will articulate issues involved in proposed legislation related to intellectual freedom, freedom of access, censorship, etc. to the Legislative Advisory Panel and to the Executive Board.
- Intellectual Freedom Advisory Panel will recommend MLA position, policy or action to the Executive Board for its approval.
- The Executive Board will decide on the MLA position, policy or action to be taken.
- Intellectual Freedom Advisory Panel will carry out approved Executive Board action in cooperation with and in consultation with the Legislative Advisory Panel.

V. Divisions

Divisions represent broad based areas of concern that are stable but flexible. They should be difficult to establish because the need must be great enough to sustain long-term interest. Divisions should actively seek to cooperate on areas of common divisional concern.

A. Current Divisions

ACRL MD (Academic and Research Libraries, Maryland) meets the needs and concerns of library staff working in academic and research institutions.

ASRD (Adult Services and Reference Division) meets the needs and interests of library staff working in all aspects of public service in all types of libraries.

LDD (Leadership Development Division) meets the needs of library staff primarily concerned with administration and management issues.

SSD (Support Staff Division) meets the needs and interests of library staff who do not have the MLS degree.

YSD (Youth Services Division) meets the needs and interests of library staff who work in children's services.

B. Establishment of Divisions

Upon the receipt of a written petition of ten percent (10%) of current Association membership, the Executive Board of the Association by majority vote may authorize the development of a division. After authorization and at the end of a full fiscal year, the Executive Board by majority vote may grant final approval of the division if the criteria for governing a division are met [MLA Bylaws, Art. VII, Sect. 1.] New divisions retain their probationary status for this year.

CRITERIA FOR CONTINUANCE AND ESTABLISHMENT

- a. Form a STEERING COMMITTEE comprised of at least five (5) members: President, President-Elect, Secretary and the chairs of the division PROGRAM and the division NOMINATIONS COMMITTEES. Additional members-at-large appointed by the division President may serve on the Steering Committee. Chairs of division sections and discussion groups should be included on division Steering Committees. All voting members of the Steering Committee must be current members of the Association and the division.
- b. Within twelve (12) month after authorization as a division has been granted, a division shall draft bylaws for its government consistent with the Bylaws of the Association and shall submit these bylaws to the Chair of the Planning and Bylaws Committee for review prior to being presented for approval to the MLA Executive Board. Bylaws amendments must also

be approved by the MLA Executive Board within three (3) months after their approval by the division membership [MLA Bylaws, Art. VII, Sect. 2a].

- c. Must develop a mechanism for communication with its entire membership at least twice a year.
- d. Must submit annual work plan for division to the Association Planning and Bylaws Committee by October 1. The work plan should take into account the mission and goals of the Association as a whole and follow the format used by the Association.
- e. Must have a method for annual self-evaluation. The results of this evaluation, including the progress on the division's annual work plan, should be reported to the MLA President in a written final annual report to the Association President by June 15. The results of this evaluation should be used in developing the next year's annual work plan.
- f. Must demonstrate its active membership by its ability to nominate at least one candidate for each of the divisional offices of President-Elect and Secretary.
- g. Must have at least one membership activity beyond the annual conference. A membership activity is not limited to a program. This activity must meet all MLA program and planning guidelines.

C. Discontinuance of Divisions

- 1. Any division failing to comply with MLA Bylaws, Art. VIII, Sect. 1 & 2 or the criteria listed above will be placed on probation by majority vote of the MLA Executive Board. An action plan must be written immediately, with the assistance of the MLA Steering Committee and with the final approval of the MLA Executive Board, to establish viability of the division before the next fiscal year.
- 2. If after the probationary period, the action plan and MLA Bylaws, Art. VII, Sec. 1 & 2 are not met, the division will be dissolved [MLA bylaws, Art. VII, Sect. 3].

D. Organization of Divisions

1. ELECTED OFFICERS

- a. PRESIDENT -- See MLA MANUAL Section IV. Executive Board and Advisory Panels - B5 -- Presidents of Divisions for duties.
- b. PRESIDENT-ELECT
 - 1) serves as voting member of the division Steering Committee.
 - 2) assumes duties of the division President in absence of the President.
 - 3) appoints committee chairs for the next fiscal year no later than the last Steering Committee meeting before the Association conference. All committee members must be current members of the Association and the division and must be approved by the Division Steering Committee.

- 4) appoints Program Committee and Nominations Committee by the 1st Monday in June; informs MLA Conference Director. [MLA Bylaws, Art. VII, Sect. 2b.] Program Chair should work with the previous Program Committee in coordinating programs being held at the beginning of the next fiscal year. Nominations for elected Division officers will be due to MLA Nominations and Elections Committee by September 1.
- 5) formulates Division annual work plan for the upcoming fiscal year in consultation with the Division President and Steering Committee; considers building on previous year's results; submits by October 1 of your Presidential year to the Association Planning and Bylaws Committee. [See Section IX Other Procedures and Forms--A MLA Work Plan in MLA MANUAL].
- 6) in consultation with Division President, submits request of anticipated expenses for the next fiscal year to the MLA Treasurer by April 1. [See Sect. III General Information--C Requests for Funds for Anticipated Expenses in the MLA MANUAL]
- 7) Assumes other duties as prescribed by Division Bylaws.
- 8) receives specific charges from the Division President and/or Division Steering Committee.
- 9) at the beginning of the fiscal year, requests files from his/her predecessor; reviews and retains those files or copies of documents having potential usefulness during his/her term of office; forwards remaining records to the Division Secretary. [See Archives and Records Retention Policies and Procedures in the MLA MANUAL Section VII Official Policies--K&L].

c. SECRETARY

- 1) serves as voting member of the Division Steering Committee.
- 2) sends out notices of all called meetings, the agendas and the minutes of previous meetings of the Steering Committee and of all division business meetings.
- 3) prepares the Steering Committee minutes and the minutes of Division business meetings.
- 4) serves as custodian of Division records; at the beginning of the MLA fiscal year, requests files from his/her predecessor; reviews with Division President and retains those copies of documents having potential usefulness during his/her term of office; forwards remaining records to the Division President for forwarding to the MLA Archives. [See Archives and Records Retention Policies and Procedures in the MLA MANUAL Section VII Official Policies--K & L].
- 5) unless person is recipient of Division minutes, informs originator of request for action or response from Division Steering Committee or Division membership of the action or response taken by the Division Steering Committee or membership.
- 6) endorses on written reports of committees, sections, discussion groups, etc. the date received, the type of action taken by Steering Committee or membership, and the date the action was taken.

- 7) furnishes committee chairs and appointees with all documents referred to them for study by the Steering Committee or the Division President.
- 8) conducts correspondence of the Division as requested.
- 9) has a copy of Division manuals and Bylaws available at all meetings of the division as a whole. Notes approved changes, additions or deletions in manuals and/or Bylaws as well as records the changes in the minutes. Makes corrections in manuals and distributes corrected pages to holders of the manuals. Changes, additions and deletions to Division Bylaws must follow prescribed procedures as described in the Division Bylaws and the Association Bylaws [MLA Bylaws, Art. VII, Sect. 2a.]
- 10) following approval of amendments to Division Bylaws by MLA Executive Board, prepares corrected copies of Bylaws and distributes them to holders of Division manuals, Association manuals, to Division elected officers, to the MLA Office, and to the Chair of Association Planning and Bylaws Committee.

2. STEERING COMMITTEE

a. MEMBERS:

- 1) elected officers of the Division: PRESIDENT, PRESIDENT-ELECT, SECRETARY
- 2) Division PROGRAM COMMITTEE CHAIR.
- 3) Division NOMINATIONS COMMITTEE CHAIR.
- 4) members-at-large appointed by Division President, including any section or discussion group chairs.
- 5) all members must be current members of the Association and the Division.
- 6) expect to attend all Steering Committee meetings and Division business meetings. Failure to attend meetings without an acceptable explanation to the President of the Division constitutes grounds for removal [MLA Bylaws, Art. XI, Sect. 4].

b. DUTIES OF COMMITTEE:

- 1) may receive specific charges from the MLA President or Executive Board.
- 2) may recommend policy to the MLA Executive Board but may not speak for the Association [MLA Bylaws, Art. X].
- 3) directs, approves, and oversees all activities and financial transactions of Division and its sections, discussion groups and other units; has financial responsibility for Division. Financial commitments, e.g., dues, joint programming, etc. to outside organizations, must receive prior approval of the MLA Executive Board.
- 4) assists Division President-Elect in preparing annual work plan for the next fiscal year; approves & submits the annual work plan to the Association Planning and Bylaws Committee by October 1.
- 5) approves, promulgates, and carries out the Division's annual work plan.

- 6) assists Division President in meeting all criteria for continuance of the Division, and in evaluating whether the Division and its sections or discussion groups remain viable.
- 7) assists Division President in evaluating the status of Division's annual work plan in preparation for writing the annual report to the Association President due June 15.
- 8) may approve the establishment or discontinuance of discussion groups.
- 9) may authorize the establishment or discontinuance of sections as outlined in Division Bylaws and MLA Bylaws, Art. VII, Sect. 2c. Submits written recommendation to Association Executive Board requesting approval for establishment of the section.
- 10) conducts the business of the Division between annual business or other meetings of Division membership.
- 11) considers and recommends any needed changes in the Division's Bylaws, and reviews them to ensure compliance with the Association Bylaws. Bylaws must include provisions governing establishment, electing of officers, programming, and continuance of sections within Division.
- 12) submits Bylaws and amendments to Bylaws to Association Planning and Bylaws Committee for review by December 1. Amendments must be approved by the Association Executive Board within three (3) months after their approval by the Division's membership [MLA Bylaws, Art. VII, Sect. 2a].
- 13) develops a mechanism for communication to Division's entire membership at least twice a year.
- 14) submits, by April 1, to MLA Treasurer for possible budgeting by MLA, all requests for anticipated expenses in the next fiscal year. [See Section III General Information--C. Requests for Funds for Anticipated Expenses, in the MLA MANUAL].
- 15) submits all bills/invoices to the MLA Treasurer by June 25, and a report of all outstanding encumbrances, bills/invoices. [See Section III General Information--E. Payment of Invoices/Bills, in the MLA MANUAL].

3. PROGRAM COMMITTEE

a. MEMBERS:

- 1) PROGRAM COMMITTEE CHAIR(S) selected according to Division Bylaws
- 2) PROFESSIONAL DEVELOPMENT ADVISORY PANEL LIAISON. The liaison is assigned by the Association's Professional Development Officer, and serves as a non-voting member. The liaison advises the Program Committee on the guidelines, policies and procedures of the Association for conducting programs and other activities outside the Annual Conference. Liaison is responsible for guiding the activity/program through the Professional Development Advisory Panel approval process.
- 3) other members-at-large including the officer/chair or other designated representative from sections or discussion groups within the Division.

- 4) all voting members of the Committee must be current members of the Association and the Division.

b. DUTIES OF CHAIR:

- 1) serves as voting member of the Division Steering Committee.
- 2) appoints members to Committee in consultation with the Division President and subject to the approval of the Division Steering Committee. Submits roster of members to Division President-Elect before first Monday in June.
- 3) appoints liaison to serve on Association's Annual Conference Committee to report on division's, including any section's and discussion group's conference plans; assures compliance with conference planning deadlines and procedures.
- 4) presides at Program Committee meetings; sets time and place of Committee meetings; prepares and distributes agenda prior to meeting.
- 5) notifies ex-officio Program Committee members of meeting schedule and agenda for meeting.
- 6) starts the program year with a planning meeting that includes all individuals involved in programming within the Division, including its sections and discussion groups. Possible outcomes are to avoid duplication, prevent conflicting dates between programs and MLA activities, to train staff on planning programs, and to review all Division and Association policies and procedures on programming, publicity and financing. Programs should be scheduled throughout the year rather than clustered in one season.
- 7) informs Steering Committee of Program Committee's actions; seeks approval of Steering Committee for membership activities and financial matters prior to submitting plans to Association's Professional Development Advisory Panel for final approval.
- 8) insures that all bills/invoices are submitted to the MLA Treasurer by June 25; verifies accuracy of bills/invoices; reports all encumbrances, outstanding bills/ invoices to the MLA Office by June 25. [See Section III General Information--E. Payment of Invoices/Bills, in the MLA MANUAL].

c. DUTIES OF COMMITTEE

- 1) must have a minimum of one membership activity, not limited to a program, beyond the annual conference [(MLA Bylaws, Art. VII, Sect. 1c); it is highly recommended that programs be planned into the Fall of the next fiscal year.
- 2) all membership activities including programs must abide by the deadlines, program planning, editorial, mailing, financial policies, and procedures of the Association. [See Sections VII-IX in the MLA MANUAL].
- 3) may receive specific charges from Division President and/or Division Steering Committee.
- 4) coordinates and assures compliance with guidelines, policies and procedure of Association's Annual Conference Committee in planning

activities during the Annual Conference.

4. NOMINATIONS COMMITTEE

a. MEMBERS:

- 1) NOMINATIONS COMMITTEE CHAIR selected according to Division Bylaws.
- 2) other members-at-large
- 3) all members of the Committee must be current members of the Association and the Division.

b. DUTIES OF CHAIR:

- 1) serves as voting member of Division Steering Committee.
- 2) informs Steering Committee of Nominations Committee actions.
- 3) ensures compliance in Division nominations for elected offices with both Division Bylaws and MLA Bylaws, Art. XII, regarding nominations and elections procedures.
- 4) presides at Nominations Committee meetings; sets time and place of meetings of Committee; prepares agenda for meeting and distributes prior to meeting.
- 5) by 1st Monday in June, appoints members to Committee in consultation with the Division President and subject to the approval of the Steering Committee; presents Division President-Elect with roster of committee members.
- 6) following approval of slate by Division Steering Committee, submits nominations for office to the Association Nominations and Elections Committee by September 1.
- 7) notifies Division President, Steering Committee and candidates of results of election upon receiving election results from the Association Nominations & Elections Committee.

c. DUTIES OF COMMITTEE

- 1) must nominate at least make every effort to nominate two (2) candidates for each elected office [MLA Bylaws, Art. VII, Sect. 1a]. All nominees and petition candidates must be members of the Association and the Division.
- 2) must abide by the timetable and procedures of Association Nominations and Elections Committee.
- 3) reports on slate to Division Steering Committee through Chair.
- 4) presents names of candidates, together with their written acceptances, to the Association Nominations and Elections Committee Chair by September 1. Include professional position and business address of nominees. All nominees must be members of the Association and the Division.
- 5) accepts nominations through individual petitions, each of which states the name of the candidate and the written acceptance of the candidate. Petitions must be supported by the signatures of ten (10) current

members of the Association and the Division [MLA Bylaws Art. XII, Sect. 2]. All nominees must be members of the Association and the Division.

- 6) submits names of nominees by petition to the Association Nominations and Elections Chair. Include professional position and business address of candidate. For deadlines, [See Section II Current Information--C. Fiscal Year Planning Calendar, in the MLA MANUAL].
- 7) preparation of the official ballot and the actual election is conducted by the Association Nominations and Elections Committee. Association Nominations and Elections Committee Chair will notify Division Nominations Chair of election results.

5. OTHER STANDING COMMITTEES may be initiated as deemed necessary to perform the duties and to carry out the work of the Division as assigned and directed by the Division President and/or Steering Committee, and in accordance with provisions of the Division Bylaws. Voting members of committees must be members of the Association and the Division.

6. SECTIONS

- a. Are the most formal, focused subgroups of the Division. They will address long-term areas of interest that fall within those of the Division.
- b. Must meet the following criteria for establishment and continued existence:
 - 1) shall be initiated by a written petition of thirty percent (30%) of the Division membership. Petition is submitted to the Division's Steering Committee.
 - 2) Division Steering Committee submits a written recommendation to the Association Executive Board requesting approval of the section. The Executive Board by majority vote may approve the establishment of a section [MLA Bylaws, Art. VII, Sect. 2c].
 - 3) follows Division Bylaws and Division and Association procedures for election of officers, for programming, for continued existence and for discontinuance.
- c. Election section President/Chair serves on the Division Steering Committee; communicates ideas, plans, and information to the Steering Committee. For duties of Steering Committee, see Section V Divisions--D.2b. Steering Committee, in MLA MANUAL.
- d. Section President/Chair or a designated representative serves on Division's Program Committee if programming is anticipated. For duties of Program Committee, see Section V Divisions--D.3c. Program Committee, in MLA MANUAL.
- e. All membership activities, including programs, must abide by the deadlines, program planning, mailing, financial policies, and procedures of the Division and the Association. [See Sections VII-IX in the MLA MANUAL].

7. DISCUSSION GROUPS

- a. Provide a timely and flexible response to a common current interest that falls within the broader concern of the Division. This is possible without the necessity of a formal structure.
- b. Continue only as long as a need exists.

- c. Require approval of Division Steering Committee for existence.
- d. Choose own Chair (and optional Co-Chair) to handle all logistics of the group.
- e. Chairs serve on the Division Steering Committee; communicate ideas, plans, and information to the Steering Committee. For duties of the Steering Committee, see Section V Divisions--D.2b. Steering Committee, in MLA MANUAL.
- f. May sponsor a program but only as part of the Division.
- g. Chair or designated representative serves on Division's Program Committee if programming is anticipated. For duties of Program Committee, see Section V Divisions--D.3c. Program Committee, in MLA MANUAL.

All membership activities, including programs, must abide by the deadlines, program planning, mailing, and financial policies and procedures of the Division and the Association. [See Sections VII-IX in the MLA MANUAL].

VI. Advisory Council to the Executive Board and Standing Committees

A. General Information

1. MEMBERSHIP

- a. The following constitute the Advisory Council to the Executive Board:
 - 1) ASSISTANT LEGISLATIVE OFFICER, who also serves as the Federal Coordinator.
 - 2) ASSISTANT CONFERENCE DIRECTOR
 - 3) interest group chairs
 - 4) standing committee chairs of the Association, with the exception of the Budget and Finance Committee Chair who as Treasurer serves as a member of the Executive Board.
- b. With Executive Board approval, appointed representatives / liaisons from the Association to other similar associations may serve on the Advisory Council.
- c. All members of the Advisory Council must be current members of the Association.

2. MEETINGS

- a. Regular meetings of the Advisory Council are held in conjunction with the Executive Board meeting and are called bimonthly by the Association President.
- b. Members of the Advisory Council to the Executive Board participate fully in the discussions at the Executive Board meetings, except when the Board is in executive session. Members of the Advisory Council have no vote on the Executive Board matters.
- c. Attendance is expected at all meetings of the Executive Board / Advisory Council, at all business meetings of the Association, and at all meetings of their respective committees or interest groups. Failure to attend meetings without an acceptable explanation to the Executive Director constitutes ground for removal from office or from one's position in the Association [MLA Bylaws, Art. XI, Sect. 4].
- d. Inform the MLA Office if unable to attend an Executive Board / Advisory Council meeting; send a representative to report on your activities and a written unit report.
- e. Travel expenses to attend Executive Board / Advisory Council meetings may be reimbursed as described in the MLA Manual Section VI Financial Information – Guidelines for Reimbursements for Travel Expenses.
- f. Special meetings may be called by the President or the Executive Board at any time.

B. Duties

1. ADVISORY COUNCIL

- a. Participates in discussion of Executive Board, except when in executive session. Members have no vote on matters before the Executive Board.
- b. Reports to the Association President and the Executive Board on status of the Association's business as conducted by their respective units.
- c. Advises on and recommends policies or actions to be taken by the Executive Board and its members.
- d. Implements specific charges given by the President and / or the Executive Board.
- e. May assist divisions in presenting programs or membership activities when appropriate. With the exception of the Annual Conference committee and the interest groups, may not independently sponsor programs.

2. SPECIFIC ADVISORY COUNCIL MEMBERS

- a. ASSISTANT LEGISLATIVE OFFICE / FEDERAL COORDINATOR
 - 1) appointed on the basis of the skills and knowledge of the individual relevant to the central concerns of the Legislative Advisory Panel and its Federal Relations sub-committee specifically.
 - 2) appointed for the next fiscal year by the First Vice-President / President-Elect and approved by the Executive Board no later than the Executive Board meeting following the annual business meeting of the Association.
 - 3) must be a current member of the Association.
 - 4) appointment is for one (1) fiscal year.
- 5) DUTIES OF OFFICER:
 - a) serves on Advisory Council to the Executive Board.
 - b) serves as an official voting member of the Legislative Advisory Panel.
 - c) calls and presides at all meetings of the Federal Relations sub-committee of the Legislative Advisory Panel.
 - d) prepares and distributes agenda to sub-committee members prior to meeting.
 - e) notifies ex-officio members of sub-committee of the meeting schedule and agenda for meeting.
 - f) communicates and cooperates with the Legislative Officer and the Intellectual Freedom Officer on federal legislation and policies, including issues of intellectual freedom, censorship and access to information.
 - g) serves on planning Committee for the American Library Association Legislative Day held in Washington, DC during national library week.
 - h) appoints sub-committee members in consultation with the Association President and the Legislative Officer, and subject to approval by the Executive Board. Sub-committee members are

appointed for one (1) fiscal year and should represent all types of libraries and all areas of Maryland. All voting members of the sub-committee must be current members of the Association. Reappointments to provide continuity are permissible. Submits roster of sub-committee members to MLA President by September 1.

- i) submits for approval the sub-committee's annual work plan to the Legislative Advisory Panel for inclusion in the Advisory Panel's annual work plan. Advisory Panel must submit their annual work plan to the Association's Planning and Bylaws committee by the October 1 of the fiscal year. [See Section VIII Forms-- Work Plan in Section VIII of the MLA Manual].
- j) submits to the Association President a written final report by June 15. Copies of this report should be submitted to the Legislative Officer as well. The results of the evaluation should be used to develop the next year's work plan. [See Section VIII, Forms, in the MLA Manual]

6) DUTIES OF FERAL RELATIONS SUB-COMMITTEE:

- a) includes no less than three (3) or more than twelve (12) members representing all areas of the state and all types of libraries. All voting members of the sub-committee must be current members of the Association. In addition to appointed members, the sub-committee will include the following three (3) ex-officio, non-voting members:
 - i. CHIEF OF THE PUBLIC LIBRARIES BRANCH, DIVISION OF LIBRARY DEVELOPMENT AND SERVICES.
 - ii. CHIEF OF THE SCHOOL MEDIA BRANCH, DIVISION OF LIBRARY DEVELOPMENT AND SERVICES.
 - iii. MARYLAND HIGHER EDUCATION COMMISSION REPRESENTATIVE.
- b) promotes federal library legislation and takes the appropriate action called for by the American Library Association and the American Library Association Washington Office, subject to the approval of the Maryland Library Association's Executive Board. If seeking Board approval is not possible, seek approval of the Association's Steering committee.
- c) monitors federal legislation / policy and issues which impact on Maryland libraries and library employees, and reports on their development to the Legislative Advisory Panel; shares information of mutual interest with the Intellectual Freedom Officer and Advisory Panel.
- d) initiates and recommends to the Legislative Advisory Panel policies or positions on federal issues or legislation of benefit to libraries and library employees. This includes intellectual freedom, censorship, and access to information issues.

- e) recommends an annual federal legislative platform to the Legislative Advisory Panel for submission to the Association's Executive Board.
- f) devises, in consultation with the Legislative Advisory Panel, educational and lobbying strategies to inform the general public, non- legislative policy makers, the Maryland Congressional delegation and Association membership of Association position on federal library and related legislation.
- g) devises means to rapidly alert Association membership and / or specific membership groups, e.g., academic librarians, of the need to respond to potential as well as current federal legislative efforts.
- h) assists Assistant Legislative Officer / Federal Coordinator in preparing annual work plan for submission to the Legislative Advisory Panel

b. CHAIRS OF INTEREST GROUPS

- 1) interest groups provide a timely response to a common current interest that crosses divisional lines. Interest groups continue only as long as the current need exists or the common cross-divisional interest is maintained.
- 2) interest groups may program following the program planning and financial procedures and policies of the Association.
- 3) interest groups may be initiated by the Association President or upon written petition to the Executive Board by ten (10) current Association members. The petition must include a statement of purpose. Interest groups become official upon majority vote of Association Executive Board. [MLA Bylaws, Art. IX, Sect. 1].
- 4) chairs and optional co-chairs handle logistics of interest groups. Neither bylaws nor election of officers through annual Association election process are required.

5) CURRENT INTEREST GROUPS:

Government Information Interest Group
Maker Interest Group
Maryland Adult Programming Interest Group
New Member Interest Group
Outreach Services Interest Group
Readers Advisory Interest Group
Social Media Users Group
Teens Interest Group

6) DUTIES OF INTEREST GROUP CHAIRS

- a) serves on Advisory Council to the Executive Board.
- b) calls and presides at meetings of interest group.
- c) prepares agenda for all meetings and distributes to members prior to the meeting.

- d) following consultation with interest group membership, may recommend policy, positions or actions to be taken by the Executive Board, but may not speak for the Association.
- e) may represent interest group in organizations with similar interests. Financial commitments, e.g., dues, joint programming, etc., to outside organizations must receive prior approval by the Executive Board.
- f) may appoint working committees as deemed necessary to conduct business of the interest group and may make specific charges to the committee.
- g) may serve as ex-officio member on interest group committees.
- h) provides coordination and advice to committees to ensure that appropriate activities are being conducted, deadlines met, and Association policies and procedures met.
- i) submits annual work plan for the interest group to the Association Planning and Bylaws Committee by October 1. [See Section VIII Forms -- Work Plan in the MLA Manual].
- j) submits to the a written annual report to the MLA Office by June 15. The results of this report should be used in developing the next year's work plan. [See Section VIII Forms -- B&C in MLA Manual].
- k) acts upon specific charges from Association President and / or Executive Board.
- l) annually reviews with membership and Association President the need to dissolve, restructure or continue the interest group.
- m) appoints liaison to Association's Annual Conference committee if interest group plans to conduct a business meeting or program at the Association's Annual Conference.
- n) at the beginning of the MLA fiscal year, requests the files from his/her predecessor; reviews and retains those files or copies of those documents having potential usefulness during his / her term of office; forwards remaining records to the MLA Office, to the attention of the MLA Archivists for inclusion in the MLA Archives. [See Archives & Records Retention Policies & Procedures in MLA Manual Sect. VII Procedures and Policies.]
- o) submits to MLA Treasurer requests for anticipated expenses to be budgeted in the next fiscal year by April 1st. [See Sect. VIII Forms Requests for Anticipated Expenses, in the MLA Manual].

c. CHAIRS OF ASSOCIATION'S STANDING COMMITTEES

- 1) with the exception of the Budget and Finance Committee Chair who is an elected Association officer, standing committee chairs are selected for the next fiscal year by the Vice-President / President-Elect and approved by the Executive Board no later than the first Executive Board meeting following the annual business meeting of the Association.

- 2) term of appointment for the chairs is for one (1) fiscal year. Chairs must be current members of the Association.
- 3) GENERAL DUTIES OF STANDING COMMITTEE CHAIRS:
 - a) with the exception of the Annual Conference Committee Chair and the Budget and Finance Committee Chair who are elected Association officers and serve on the Executive Board, serve on the Advisory Council to the Executive Board.
 - b) in consultation with the Association President and subject to Executive Board approval, appoint a minimum of three (3) members to their committee. Committee members are appointed for one (1) fiscal year and should represent all types of libraries and all areas of Maryland. Committee members must be current members of the Association. Reappointments to provide continuity are permissible. Submits roster of committee members to MLA President by September 1.
 - c) call and preside at meetings of the committee.
 - d) prepare agenda and distribute to committee members prior to the meeting; notify liaisons from other Association units of meeting schedule and meeting agenda.
 - e) in consultation with committee members, recommend policy or action to be taken by the Executive Board but may not speak for the Association. No action or resolution shall be binding or constitute an expression of the policy of the Association until it is approved by the Executive Board [MLA Bylaws, Art. X, Sec. 2].
 - f) implement specific annual charges given by the Association President and/or the Executive Board.
 - g) may participate with divisions in presenting programs when appropriate but, with the exception of the Annual Conference, may not independently sponsor programs.
 - h) provide coordination between the function of the committee and related activities of advisory panels, divisions, interest groups, etc. to ensure that the Association guidelines are being followed, and duplication is avoided.
 - i) serve as advisor to elected Association officers and to units of the Association in those areas within the committee's domain.
 - j) submit annual work plan to the Association Planning and Bylaws Committee by October 1 of the fiscal year. [See Section VIII Forms--Work Plan in the MLA Manual].
 - k) submit to the Association President a written final report to the Association President by June 15. The results of the evaluation should be used to develop the next year's work plan. [See Section VIII Forms, Forms B & C in MLA Manual].
 - l) review annually and recommend to the Executive Board the need to dissolve, retain or restructure the committee and its duties, taking

into account the functions and the accountability of the committee within the Association.

- m) set timetables for committee work and for needed responses from Association's units; prepare and distribute written policies, procedures and guidelines to all holders of the MLA Manual.
- n) comply with all policies and procedures of the Association.
- o) at the beginning of the MLA fiscal year, requests the files from his/her predecessor; reviews and retains those files or copies of those documents having potential usefulness during his / her term of office; forwards remaining records to the MLA Office, to the attention of the MLA Archivists for inclusion in the MLA Archives. [See Archives and Records Retention Policies & Procedures in the MLA Manual, Section VII].
- p) submits to MLA Treasurer requests for anticipated expenses to be budgeted in the next fiscal year by April 1. See Section VIII Forms, Requests for Anticipated Expenses in the MLA Manual.

C. Standing Committees of the Association

1. GENERAL INFORMATION

- a. Perform a continuing function designed to carry out the business of the Association.
- b. Recommend policy or action to be taken by the Executive Board but may not speak for the Association [MLA Bylaws, Art. X Sec.6].
- c. Implement specific annual charges given by the Association President and / or the Executive Board.
- d. Assist divisions in presenting programs when appropriate but, with the exception of the Annual Conference Committee, may not independently sponsor programs.
- e. Advise and cooperate with Association officers and other units of the Association in those areas within the committee's domain.
- f. May include designated liaisons from other units of the Association sharing mutual interests.
- g. Attendance of members is expected at all committee meetings. Failure to attend meetings without an acceptable explanation to the committee chair constitutes grounds for removal from committee membership [MLA bylaws, Art XI, Sect. 4].
- h. Appointments are for one (1) fiscal year and members should represent all types of libraries and all areas of Maryland. All committee members must be current members of the Association.
- i. Quorum is a majority of the committee members.
- j. For specific duties of the chairs, see Section VI Advisory Council to the Executive Board--Duties--Chairs of Association's Standing Committees in the MLA Manual.

2. SPECIFIC STANDING COMMITTEES AND THEIR DUTIES

- a. ANNUAL CONFERENCE COMMITTEE

1) MEMBERS:

- a) Conference Director
- b) Assistant Conference Director
- c) Subcommittees – Vendor Chair
- d) division program committee liaisons if program or meeting is planned at the annual conference
- e) interest group liaisons if program or meeting is planned at the annual conference.
- f) Professional Development Advisory Panel Liaison.
- g) any other appointed members-at-large.

2) DUTIES OF THE CONFERENCE DIRECTOR

- a) serves on Advisory Council to the Executive Board. For duties as Advisory Council member in the MLA Manual, see Section V Advisory Council to the Executive Board.
- b) for duties as elected officer of the Association, see Section III Executive Board, Elected Officers of the Association in the MLA Manual.
- c) coordinates closely with subcommittee Vendor Chair if exhibits are to be included at the conference or at future conferences

3) DUTIES OF THE ASSISTANT CONFERENCE DIRECTOR:

- a) serves on Advisory Council to the Executive Board. For duties as Advisory Council member See Section V Advisory Council to the Executive Board .
- b) succeeds to the office of Second Vice-President and takes over duties of that office in case a vacancy occurs during the term of office of the Second Vice-President.
- c) when requested by the President, serves on a subcommittee of the Committee concerned with the selection of a site or sites for future conferences. Subcommittee membership should include the Chair of the Exhibits subcommittee as well as other members of the Annual Conference Committee who have the expertise or interest in site selection.
- d) assists and learns about conference planning from the Second Vice President.
- e) attends all Annual Conference Committee meetings.
- f) prepares and distributes minutes of the Annual Conference Committee meetings in the absence of the committee secretary.
- g) selects an Assistant Vendor Chair who will assist the Vendor Chair (MLA Staff).

4) DUTIES OF THE VENDOR CHAIR

- a) maintain and add to the list of potential vendors for the MLA Conference
- b) prepare a letter to solicit participation from potential vendors

- c) be the contact person for vendors prior to, during and after the conference
- d) keep track of vendor registrations and assure all necessary information is on hand
- e) collect vendor web sites URLs and forward this information to the Conference Web Coordinator
- f) collect camera ready ads from vendors for inclusion in the conference brochure
- g) allot space to vendors on a first-come, first-served basis
- h) pursue delinquent registrations
- i) greet vendors and assist with set-up the evening before the conference
- j) coordinate with conference chair for the “Grand Opening” of exhibits
- k) assist vendors during exhibit periods, and work with conference site staff to assure that any contracted amenities (such as coffee) are provided
- l) work with conference site staff to assure that the vendor area is secured when not in use
- m) provide vendors with an evaluation form, and solicit comments for improvement
- n) send a note of appreciation for vendor’s participation, and invitation to return next year.

5) DUTIES OF THE COMMITTEE:

- a) with the Professional Development Officer, holds a programs planning meeting that includes the members of the Annual Conference Committee, the division and the interest group Program Committee Chairs. Purpose is to:
 - i. share tentative programs plans for the fiscal year to prevent duplication.
 - ii. encourage joint sponsorship of programs and joint mailings of program publicity.
 - iii. prevent date conflicts both within the Association and other agencies, e.g. Division of Library Development and Services, etc.
 - iv. assure that programs are spread throughout the fiscal year instead of clustered in a few months.
 - v. improve Annual Conference Committee planning. By hearing what is being planned, the committee can evaluate which programs should be offered, expanded upon or continued at the conference.
 - vi. explain Association policies, guidelines and procedures related to programming and financing of programs.

- b) plans and produces the Association's Annual Conference with the Executive Director assuming responsibility for hotel communications.
- i. defines program needs and plans sessions to address these needs.
 - ii. evaluates and responds to facility and logistical needs (guest rooms, meeting rooms, exhibitor needs, equipment / supplies needed, parking, meals, etc.)
 - iii. schedules and assigns meeting rooms and exhibit spaces.
 - iv. arranges for luncheon and banquet programs.
 - v. provides for accommodations, meals, and travel arrangements for luncheon and dinner speakers and guests of the Association.
 - vi. contracts for food service: table arrangement and assignment; decoration for luncheon and dinner tables.
 - vii. determines budget and conference costs; determines and seeks Executive Board approval for registration charge to attendees.
 - viii. develops and coordinates with the MLA Office personnel, the pre-registration process, including speakers, guests, exhibitors etc. and serves as a registration committee to handle at-door registration of conference attendees, speakers, guests, exhibitors, etc.
 - ix. oversees all operations during the conference.
 - x. conducts post-conference evaluation.
 - xi. provides copy to CRAB editors on the Conference plans according to CRAB deadlines for article submission.
 - xii. prepares pre-conference brochure, coordinates printing and mailing with the Executive Director.
 - xiii. prepares and coordinates with the MLA Office the preparation and distribution of conference registration packets, meal ticket distribution, name tags, etc.
 - xiv. works with the Marketing Committee on issuing publicity to local professional media.
 - xv. acts as host at the Conference for all speakers, guests and exhibitors of the Association as a whole.
 - xvi. works with Association Treasurer and Executive Director in handling financial details and with the Executive Director in providing support services prior to and at the conference.

b. AWARDS COMMITTEE

- 1) solicits recommendations for nominations for the Association Awards.
- 2) reviews the nominations; gathers information on the nominees.
- 3) establishes and reviews criteria for awards and recommends, subject to Executive Board approval, all changes, additions or deletions to criteria; prepares copies of criteria for inclusion in the MLA Manual.

- 4) presents the committee's written recommendation for award recipients to the President by January 1 for Executive Board approval.
- 5) determines standards for award plaques / citations; assures preparation of the awards, citations, etc. for presentation at the annual conference.
- 6) acts as hosts to award winners at annual conference; expedites their conference registration, orders meals, etc. with the Annual Conference Committee.
- 7) coordinates with Marketing Committee the issuing of press releases and / or publicity on award winners to professional and local media. Rev 3/93
- 8) chair presents awards to recipients at annual conference.
- 9) keeps up-to-date records on past award winners.
- 10) for criteria and procedures, see Section I, MLA Information Awards in the MLA Manual. Additional information on honorary memberships is included in the MLA Bylaws, Art III., Sect. 2c.
- 11) chair notifies the MLA Office to ensure that the membership status of new recipients of honorary Association membership changes in the member database.

c. BUDGET AND FINANCE COMMITTEE

- 1) MEMBERS: The Association President appoints and serves as a voting member with the First Vice-President / President-Elect, the Treasurer, and MLA Past President. Members-at-large may be appointed by the President. The Treasurer serves as Chair of the Committee.
- 2) DUTIES OF THE COMMITTEE
 - a) formulates financial policies and procedures and seeks approval of the Executive Board; determines financial implications of matters referred by the Executive Board of MLA Steering Committee and makes recommendations to the Executive Board.
 - b) does financial planning and reviews existing and long-range financial plans to the Association as a whole; recommends their adoption to the Executive Board.
 - c) prepares annual Association budget for presentation at the last Executive Board meeting prior to the new fiscal year. [See Section III General Information in the MLA Manual].
 - d) annually recommends salary of Executive Director to the Steering Committee. Salary recommendations for the Administrative Assistant and the Executive Assistant are submitted by the Executive Director to
 - e) serves as financial advisor and provides guidance to the MLA Treasurer and the MLA Executive Board.

d. EDITORIAL COMMITTEE

- 1) GENERAL INFORMATION:
 - a) The CRAB is the official journal of the Maryland Library
 - b) Association and serves as a vehicle of communication among its members. Its primary functions are to report on and promote the

various activities of the Association, and to inform the membership on issues and events concerning libraries and librarianship in Maryland. Reporting provided adequately by national publications shall not be duplicated.

- c) for reasons of continuity and experience, it is recommended that chair(s) and committee members be appointed to serve two or more terms. All types of libraries should be represented on the committee to ensure broad coverage of library developments.
- d) chair(s) serve(s) as editor(s) of the CRAB.
- e) due to heavy editorial workload, it is recommended that the editors job be shared: one editor could handle the content, the other the business aspects; or editors could alternate responsibility for issues, etc.
- f) transfers an electronic copy of the CRAB to the MLA Office for inclusion in the MLA Archives.

2) DUTIES OF COMMITTEE

- a) plans, edits, publishes and evaluates on a regular basis the Association's journal the CRAB.
- b) may write or solicit articles for publication in the CRAB.
- c) coordinates with the Web Master arrangements for posting the CRAB
- d) to the Association web site.
- e) evaluates and recommends to the Executive Board any changes in methods of producing the CRAB.
- f) recommends to the Executive Board editorial and financial policies relating to the CRAB; prepares copies of editorial policy and procedures for enclosure in the MLA Manual; informs the Association membership of editorial policies and procedures as needed.
- g) cooperates with the Annual Conference Committee for publicity and coverage of the Annual Conference.
- h) cooperates with the marketing Committee in publicizing the activities of the Association and the profession.
- i) maintains an active list of volunteer photographers. (i) seeks revenue from library-related businesses through their advertising in the CRAB.

3) EDITORIAL POLICY AND PROCEDURES FOR ARTICLE

SUBMISSION: see Section VII Official Policies--D CRAB Editorial Policy in the MLA Manual.

e. MARKETING COMMITTEE

- 1) Brand and position MLA in the marketplace.
- 2) Identify and engage potential and lapsed members for the Association; make contact with new members of the profession; build contact with library populations that have not joined the Association.

- 3) Work with MLA office personnel in determining membership needs and concerns.
- 4) Create print and online materials (brochures, forms, web pages, etc.) to promote MLA and membership; explain the purpose and scope of the Association and its units.
- 5) Promote activities and accomplishments of MLA and its units and provide marketing resources to MLA units.
- 6) Work with the Trustee Division in contacting newly appointed trustees and encouraging Association and Division membership.
- 7) Work with divisions and interest groups in their membership recruitment efforts.
- 8) Investigate and recommend to the Executive Board incentives for increasing membership.
- 9) Evaluate and recommend changes in dues structure, policies and procedures to the Executive Board for approval [See MLA Bylaws, Art. III].
- 10) Produce appropriate letters to be included in membership renewal mailings, new member mailings and any other mailing as needed. The membership database is maintained by MLA office personnel.

f. NOMINATIONS AND ELECTIONS COMMITTEE

1) GENERAL INFORMATION:

- a) no member of the Executive Board may serve on this Committee. The MLA President shall not serve on this committee in an ex-officio capacity.
- b) committee members should have many contacts in the state and have some acquaintance with the previous service / work records of potential candidates.
- c) For procedures and deadlines for nominating and electing officers see MLA Bylaws, Art. XII . For Association elected officers and their terms of office See MLA Bylaws Art. IV Sect. 1 & 2 ; For division elected officers see Article VII, Sect 2b .
- d) each division must nominate at least one (1) candidate for each divisional elected office [MLA Bylaws, Art. VII, Sect 1a].
- e) consideration should be given to having candidates from various areas of the state and various types of libraries.
- f) all candidates for Association and divisional elected offices must be current members of the Association.

2) DUTIES OF THE COMMITTEE:

- a) prepares criteria for the candidates for each Association elected office, including ALA Chapter Councilor, for Executive Board approval, and finds candidates to meet the criteria.
- b) prepares a timetable early in the fiscal year that meets the deadline specified in the Association Bylaws; informs Division Nominations Committees of the timetable and explains procedures to be followed.

- c) prepares a written slate for election of the necessary officers, including ALA Chapter Councilor, as described in the MLA Bylaws. Submits slate to the Executive Board at least five (5) months before the annual business meeting. No vote is taken by the Executive Board on the slate.
- d) coordinates division nominations and announces all candidates for the Association, ALA Chapter Councilor and division offices in the appropriate issue of the MLA journal, the CRAB. Notices of petition procedures should be printed in the MLA journal, the CRAB.
- e) receives additional nominating petitions for Association and ALA elected offices, no later than four (4) months before the Association's annual business meeting. Such petitions must be supported by signatures of ten (10) current members of the Association, and are to be accompanied by the candidate's written acceptance.
- f) works with the Executive Director to provide the proper balloting and timely posting of the Associations, ALA Chapter Councilor and divisional ballots.
- g) Reports on the ballot counts to the President and Executive Director.
- h) Chair notifies the Executive Board of all election results as soon as they are tabulated; notifies all Association candidates, including ALA Chapter Councilor, of the results of the voting by ballot as soon as they are tabulated; notifies Division Nominations Committee Chair of the results of divisional election balloting so that the divisions can notify their candidates.
- i) files tally sheet showing number of ballots returned, and tabulation of votes for each candidate. These are filed in the Association archives.
- j) Chair announces the results at the annual business meeting at the Annual Conference.
- k) may be directed by the Executive Board to conduct special elections under the time-frame and conditions determined by the Executive Board.

g. PLANNING AND BYLAWS COMMITTEE

1) GENERAL INFORMATION:

- a) Chair should be someone with experience and interest in MLA, and if possible, should have served on this Committee in the past.
- b) members include the Association PRESIDENT and the VICE-PRESIDENT / PRESIDENT ELECT, and a cross-section of current Association members from all types of libraries.

2) DUTIES OF THE COMMITTEE:

- a) coordinates and monitors the planning process of the Association and its units.

- b) assists Vice-President / President Elect in developing the Association goals statement for the next fiscal year. They must be approved and presented to the MLA Membership at the annual business meeting.
- c) by the November Executive Board meeting, reviews and submits to the Executive Board for approval the division / advisory panel / standing committee / interest groups, and ALA Chapter Councilor annual work plans; distributes copies to the MLA Steering Committee members, to the Executive Director, and to the respective Chairs, Officers, etc. Annual work plans are due to the Committee by October 1 of the fiscal year.
- d) by December 1, considers and recommends any needed changes in the Association Bylaws; seeks approval by Executive Board for changes to Bylaws before submitting them to Association membership as outlined in MLA Bylaws, Art. XV.
- e) submits an official copy of membership approved Association Bylaws to the Executive Director for reproduction and distribution to all MLA Manual holders and for placement in the Association archives.
- f) sends copies of any newly amended Association Bylaws to the Chapter Relations Office of the American Library Association.
- g) review updates to the MLA Manual. The MLA Manual is posted online.
- h) by December 1, reviews and recommends changes in division Bylaws to ensure their compliance with the Association Bylaws; recommends approval by Executive Board; distributes copies of the official division Bylaws for inclusion in all copies of the MLA Manual.
- i) Chair acts as a consultant in interpreting the Association Bylaws as needed.
- j) arranges for presence of a parliamentarian at the annual business meeting of the Association.

h. STEERING COMMITTEE

- 1) MEMBERS: The elected officers of the Association constitute the voting members of the committee. The Executive Director serves as an ex-officio non-voting member of the committee.
- 2) MEETINGS: Held bi-monthly in the months when the Executive Board / Advisory Council meetings are not held. For meeting schedule, see Sect. I-E, Meeting Dates, in the MLA Manual.
- 3) QUORUM: A majority of the voting members of the Steering Committee constitutes a quorum.
- 4) DUTIES OF THE COMMITTEE:

- a) has power of the Executive Board between meetings of the Executive Board, although the committee, or any of its members, may not modify any action taken by the Executive Board.
- b) no action or resolution shall be binding or constitute an expression of the policy of the Association until it shall have been approved by the Executive Board. This limitation applies to any Association member, elected officer, or standing Committee of the Association as a whole. The President, the American Library Association Chapter Councilor, and the Legislative Officer may speak for the Association on pertinent issues when conditions preclude consultation with the Executive Board [MLA Bylaws, Art. X, Sect. 2].
- c) may formulate and recommend policies for presentation and approval to the Executive Board.
- d) reviews planning and finances of the Association as a whole; recommends their adoption by the Executive Board.
- e) advises Association President-Elect on possible appointees for appointed offices of the Association and for Standing Committee chairs. Advises President of possible appointees for special Committee chairs. Final appointments must be approved by the Executive Board.
- f) makes recommendations on action to be taken by the Executive Board; reviews and prepares agenda for annual business meeting of the Association.
- g) handles routine business matters of Association during the months when the Executive Board does not meet.
- h) serves as advisor and consultant to the Association President, American Library Association Chapter Councilor, and the appointed officers, on pertinent issues when conditions preclude consultation with the Executive Board.
- i) oversight responsibility for reviewing scholarship submissions and making final decisions.

VII. Financial Information

A. Long Term Financial Plan for the Maryland Library Association

I. Background

The Maryland Library Association is a nonprofit 501(c)(3) organization that supports libraries and librarians within the state. In its mission it has four mandates: to advocate for the improvement and support of the Association and libraries, to provide and promote opportunities for personal and professional growth, to provide and develop leadership in the library community and to promote equal access to information.

II. Association Assumptions

MLA maintains an office and an adequate staff whose responsibility it is to facilitate member activities and initiatives by providing coordination and support. It maintains effective channels of communication with the membership. New programs and services which generate revenue and/or increase membership are investigated and evaluated.

III. Program Assumptions

The Association, working through its members provides a diverse range of programming and continuing education activities; provides a leadership role in support of libraries and library staff and on issues facing the profession. To that end MLA:

- a. Sponsors an annual conference.
- b. Offers high quality, cost-effective continuing education programs as geographically widespread as active members can carry out.
- c. Markets programs widely to the Maryland library community.
- d. Serves the common needs of a diverse membership.
- e. Encourages participation by new and existing members.

IV. Financial Assumptions

- a. Financial stability is a function of adequate and dependable revenues from diverse sources.
- b. The annual conference and programs are profit-generating activities.
- c. Revenue-generating activities will be reviewed annually.
- d. While a fund balance is appropriate to cover unexpected revenue shortfalls or unbudgeted expenses, as a member organization, most money should provide benefits for members.
- e. The Budget and Finance Committee will meet at least twice yearly to discuss fiscal matters.
- f. The Executive board reviews the Association's finances on a regular basis.
- g. Expenses will not exceed revenues and prudent fiscal management is the responsibility of the MLA Steering Committee.
- h. The dues structure will be reviewed at least every five years.

V. **Financial Objectives**

Revenues are generated from a mix of dues and non-dues sources. Non-dues revenue includes the annual conference, continuing education programs, publications and donations.

- a. The Fundraising Committee will develop opportunities for external funding, grants, funding options and raising other monies.
- b. Programs and services made available to non-members will be priced at a higher rate than to members.
- c. The Association will make every effort to maintain a long-term balance equivalent to at least six (6) months of operating funds.
- d. The Association has, as a long-term goal, to increase its fund balance.

Adopted by the Executive Board

July 17, 2001

Revised by the MLA Executive Board

May 20, 2008

Reviewed and approved by the MLA Executive Board

September 21, 2016

B. Reimbursement Policy for Expenses

All expense vouchers must be submitted to the MLA Treasurer, c/o the MLA Office for reimbursement within 30 days of the date the expenditure was made, or by June 15 of the current fiscal year, whichever occurs first. A Request for Payment/Reimbursement form must be submitted with backup receipt(s). The form can be found in section 8 of your manual or online at www.mdlib.org (click on more under forms on the right hand side of the screen, scroll down to Divisions, PDP Request for Payment).

No vouchers for reimbursement of expenses may be carried forward from one fiscal year to the next.

Approved by the Executive Board

March 16, 1999

Reviewed and Approved by the Executive Board

November 14, 2012

Reviewed and Approved by the Executive Board

September 21, 2016

C. Payment of Invoices/Bills

1. Do not make any budgeted financial commitments prior to receiving approval of the MLA Executive Director
2. Persons responsible for initiating a program, activity, purchase, contract, etc. should check all invoices/bills for accuracy and attach to an MLA Request for payment Form (Financial Transaction Record Form #2) with any explanatory notes. Request for payment must be submitted to the MLA office.
3. All invoices/bills must be submitted to the MLA office no later than June 15 for payment in the current fiscal year. Notify the office by June 15 of any outstanding encumbrances or outstanding bills/invoices. By July 1, the Treasurer must inform the Budget and Finance Committee of any outstanding bills/invoices and other encumbrances.
4. The Executive Director will consult with the President for unbudgeted purchases above \$1,000.00 and, as appropriate, it will be approved or forwarded to the Budget and Finance Committee, Steering Committee or Executive Board for approval.

Approved by the MLA Planning & Bylaws Committee

February 1, 1991

Revised and Approved by the MLA Executive Board

March 18, 2003

Revised and Approved by the MLA Executive Board

May 20, 2008

Revised and Approved by the MLA Executive Board

September 21, 2016

D. Guidelines for Reimbursement for Refreshments

Reasonable reimbursement for a maximum of \$1.00 per person per meeting is permitted to cover refreshment costs at division business meetings or any meeting for the purpose of conducting Association business.

Program, workshop or conference refreshment costs should be included as part of the program expenses to be recovered through registration fees.

Submit the Financial Transaction Form to the MLA office. Receipts must be attached and total the requested amount. A copy of the form is located in the program Planning Guidelines and in the MLA Manual.

NO SALES TAX WILL BE REIMBURSED.

The MLA Sales Tax Exemption Number is 3106250-9.

(A copy of the Sales Tax Exemption Form can be obtained from the MLA office.)

Approved by the Executive Board

January 22, 1991

Revised and Approved by the MLA Executive Board

March 18, 2003

Reviewed and Approved by the MLA Executive Board

September 21, 2016

E. Guidelines for Travel Expenses

Travel expenses to attend Executive Board/Advisory Council meetings for Executive Board/Advisory Council members may be reimbursed as follows. However, it is requested that reimbursement not be sought except in the case of long distance traveled or where reimbursement cannot be paid by an employer. Submit requests for reimbursement quarterly.

1. Persons living within a 25 mile radius of the designated meeting place will not receive any travel reimbursement. Persons living 25 or more miles from the meeting place may be reimbursed at the current rate established by MLA, based on the IRS current recommended rate. Mileage may be reimbursed at the rate established by MLA only for that mileage in excess of 25 miles one way.
2. Tolls and parking may be reimbursed.
3. Unreimbursed professional expenses such as mileage are an eligible income tax deduction. Please keep documentation for travel expenses.

Approved by the MLA Executive Board

March 18, 2003

Reviewed and Approved by the MLA Executive Board

September 21, 2016

F. Refunds Policy

Purpose:

To ensure fair and consistent handling of refunds and to allow MLA program planning groups to commit for food, facilities, speakers, publicity, etc.

The date for accepting refund requests may be established by the sponsoring group based on their fiscal commitments, but the date shall be at least one (1) week prior to the event.

"MLA cannot issue refunds for any cancellations received after _____"

Issues:

1. The refund date may be established by the sponsoring group based on their fiscal commitments, but the refund date shall be at least one week prior to the event.
2. The refund statement shall appear on all notices for programs that charge the attendees.
3. The sponsoring group may choose to keep a waiting list when the registration exceeds the limit, and then give refunds to anyone who cancels, as long as the slot is filled.
4. If MLA cancels an event, full refunds shall be made.
5. Exceptions to the refund policy can be made by the Executive Director, the President and/or the Treasurer in consultation with the President/Chair of the sponsoring group.

Approved by the MLA Executive Committee

September 1986

Revised and Approved by the MLA Executive Board

March 18, 2003

Reviewed and Approved by the MLA Executive Board

September 21, 2016

G. Policy Statement on the Sale of the Membership List

The Maryland Library Association may sell for library purposes its membership mailing list to individuals or library related organizations as a source of revenue. Interested individuals or organizations may purchase the Maryland Library Association membership mailing list at the rate set by the Executive Board provided the price covers the full cost of printing and mailing each list and/or each set of mailing labels requested.

There will be no charge for membership mailing lists or mailing labels produced for the purpose of conducting Association business. Maryland Library Association members shall be charged a reduced rate as set by the Executive Board provided the price includes the full cost of printing and mailing each list and/or each set of mailing labels requested.

In lieu of sale, the Association reserves the right to exchange at no charge its complete mailing list with such groups as the Special Library Association, or the Maryland Association of School Librarians for their membership mailing lists. Such exchanges will be considered on a case by case basis.

The Maryland Library Association President is authorized by the Executive Board to make mailing list use and sale decisions after consultation with the Maryland Library Association Office staff.

Members who have indicated that they wish to have their names removed from the mailing list must recognize they may miss important notices, programs, etc. related to librarianship.

Approved by the MLA Executive Board

January 22, 1991

Revised and Approved by the MLA Executive Board

September 21, 2016

**PURCHASE PRICE OF THE MARYLAND LIBRARY ASSOCIATION
MEMBERSHIP MAILING LIST**

MLA MEMBERS (Individual, Institutional, Honorary)

\$25.00 per membership mailing list and/or set of
mailing labels requested

Non-MLA Members

\$150.00 per membership mailing list and/or set of
mailing labels requested.

Approved by the Executive Board

July 17, 1990

Revised and Approved by the Executive Board

March 18, 2003

Reviewed and Approved by the MLA Executive Board

September 21, 2016

H. Policy Statement on the Sale of Books

Costs of books to be ordered for sale at Maryland Library Association programs must be included on the Maryland Library Association Activity/Program Approval Form and must be approved by the MLA Executive Director or MLA Steering Committee prior to any financial commitment being made.

These books can be ordered only from the authors, through jobbers, libraries, vendors, local bookstores or the MLA Office. Books being sold at the annual conference are ordered according to the Conference Planning Guidelines.

Approved by the Executive Board

January 22, 1991

Revised and Approved by the MLA Executive Board

March 18, 2003

Revised and Approved by the MLA Executive Board

September 21, 2016

I. Policy on Payment of Annual Conference Expenses for Conference Planners

The MLA President, Conference Director, Exhibits Chair, MLA Office Staff and other support staff as deemed necessary and recommended by the Executive Director, and approved by the Steering Committee to be within the approved budget, will have their conference expenses provided by MLA on the following basis:

REGISTRATION FEES: The MLA Office Staff, the Conference Director, Exhibits Chair and other approved support staff will not be charged registration fees for the Annual Conference.

HOTEL ROOM: The Association will provide a single hotel room for up to three (3) nights for the MLA President, the Conference Director, MLA Staff, Exhibits Chair and other approved support staff.

MEALS: MLA will provide meals for MLA Staff and other approved support staff. MLA will not pay for alcoholic beverages.

TRAVEL EXPENSES: MLA will reimburse travel expenses to and from the conference for MLA Staff. MLA will reimburse non-librarian or out-of- state program speakers for reasonable travel expenses. Maryland librarians who are presenting a conference program will be reimbursed if they are traveling to the conference for the sole purpose of presenting a program and they are not remaining for the conference.

MLA OFFICE STAFF: will be paid their salaries, and overtime as appropriate, at their normal hourly rate for time spent working at the conference.

Approved by the Executive Board
September 18, 2001

Revised and Approved by the Executive Board
March 18, 2003

Revised and Approved by the Executive Board
May 20, 2008

Reviewed and Approved by the MLA Executive Board
September 21, 2016

J. Expenses for ALA Chapter Councilor and Executive Director – ALA Midwinter and Annual Conference

1. ALA Chapter Councilor

The Maryland Library Association will pay the following expenses of the ALA Chapter Councilor or a designated Executive Board approved alternate if the councilor's institution is unable to provide financial support. The maximum expense allowance shall be determined by the MLA Executive Board in consultation with the ALA Chapter Councilor and approved as a line item in the MLA budget.

REGISTRATION FEE: MLA will pay the registration fee for the days the ALA Councilor will be attending meetings as a MLA representative.

HOTEL ROOMS: MLA will pay for a single hotel room for a specified number of nights as approved and budgeted by the Executive Board.

MEALS and DRINKS: MLA will not pay for meals or alcoholic beverages.

TRAVEL EXPENSES: MLA will pay for transportation to and from the Conference as approved and budgeted by the Executive Board.

2. MLA Executive Director

The Maryland Library Association will pay for the following expenses of the Executive Director for attendance at ALA Midwinter, ALA Annual Conference, MACO, MASL and other meetings as approved by the Steering Committee.

REGISTRATION FEE: MLA will pay the registration fee for attendance.

HOTEL ROOM: MLA will pay for a single hotel room for the duration of the meeting.

MEALS AND DRINKS: MLA will pay per diem according to IRS guidelines. MLA will not pay for alcoholic beverages.

TRAVEL EXPENSES: MLA will pay for travel to and from meetings.

Approved by the MLA Executive Board

March 18, 2003

Updated and Approved by the MLA Executive Board

May 20, 2008

Reviewed and Approved by the MLA Executive Board

September 21, 2016

K. Policy on Non-Budgeted Association Publications

As a component of the Maryland Library Association's mission to provide opportunities for professional development and communication and to advocate principles and issues related to librarianship and library service, the Association supports the publication of appropriate handbooks, manuals, directories, and other professional print or non-print materials that will be of benefit to the communities we serve, members of the Association, and/or the profession as a whole. Publications will be required to cover cost and to realize a profit of at least 2.5%.

In order to support the overall mission of the Association, to coordinate the activities of the various Divisions and Committees of the Association, and to avoid unrealistic fiscal commitments, projects involving publications should adhere to the following guidelines:

—Projects must be under the aegis of a recognized Division or Committee of the Association and must have the majority support of the officers of the Division or the members of the Committee and be a major component of the group's Annual Work Plan.

—Proposals for Association publications must be submitted to either the Association's Steering Committee or to the Association's Executive Board/Advisory Council. Proposals must include the following: A statement of purpose; a projected overall cost--printing, labor (if relevant), postage, promotion, etc.; a projected timeline, indicating costs at various junctures; and a plan to recover costs--charge for the publication itself, advertising, subsidy; and to realize the required profit.

—Existing publications proposed for revision must conform to the above requirements and include an evaluation (both a qualitative and a cost benefit analysis) of the preceding edition of the publication.

—The usual procedures--reimbursements, support of Association staff, and so forth--for Division and/or Committee projects apply. Note pages III-4,5 and IX-H of the Association Manual.

Approved by the MLA Executive Board

November 19, 1991

Reviewed and Approved by the MLA Executive Board

September 21, 2016

L. Fee for Non-Affiliate or Corporate Members Listing Positions on the Maryland Library Association Jobline

Affiliate and Corporate members of MLA will receive free listings on the Jobline.

Non-institutional members will be charged \$50.00 per job listing for a two week announcement on the Jobline. Job listings will be posted on the web site for two weeks.

Invoices will be generated as required. A second notice will be mailed if payment is not received within 30 days. A late fee of 5% will be charged.

Approved by the MLA Executive Board/Advisory Council

September 15, 1992

Price increase approved

September 2001

To be effective January 1, 2002

Price increase approved

July 19, 2005

Effective January 1, 2006

Reviewed and Approved by the MLA Executive Board

September 21, 2016

M. Maryland Library Association Investment Policy

Purpose of Long-Term Investments

- To create, maintain and preserve long-term financial stability:
 - For capital expenditures,
 - In the event on a downturn in membership,
 - For other major unanticipated expense.
- To allow the Association to accrue at least six months of operating expenses as reserves.

Statement of Responsibility

- The Maryland Library Association Executive (MLA) Board will approve policies and guidelines.
- The MLA Treasurer will be the primary contact. The President and/or Executive Director will act as secondary contacts.
- The MLA's Budget and Finance Committee will propose changes to the Investment Policy and forward recommendations to the MLA Executive Board for approval.
- The Investment Manager will have day-to-day responsibility for the fund.

Investment Objectives and Goals

- Objectives
 - Increase capital,
 - Moderate risk,
 - Balanced investment.
- Goals
 - At least 7% average annual return over a 5 year period.

Investment Guidelines

- Fee based asset management account including option for easy transfer between bank reserves or checking no more than a few times yearly.
- Conservative to moderately conservative* fiduciary responsibility to association membership.

Asset Allocation

- Determined by recommendation of the Fund manager with approval of the Budget and Finance Committee.

Performance Review and Evaluation

- Review of policy, annually or semi-annually*, with Budget and Finance Committee.

Communication

- Monthly statement to include list of assets, current valuations, and other relevant data.

**Will change depending upon advice to reflect decided course of action.*

Adopted by the Executive Board

September 18, 2001

Revised and approved by the Executive Board

May 20, 2008

Revised and approved by the Executive Board

November 20, 2013

Reviewed and Approved by the MLA Executive Board

September 21, 2016

N. Technology Replacement Policy

The systematic replacement of all computer equipment, software, networking devices, and copiers is required to maintain quality customer service and to transact the business of the Association in an efficient manner. This ongoing capital improvement replacement schedule is based on a 4-year useful equipment life (except 5 years for copiers), and begins in FY2002.

Equipment will be evaluated on an annual basis and priority given to the computers supporting the membership database. An inventory of computer and copier equipment will be maintained.

A dedicated budget line, which will accrue annually, will support the equipment replacement. Equipment replacement will be dependent upon the fiscal position of the Association.

Adopted by the Executive Board

September 18, 2001

Revised and Approved by the MLA Executive Board

September 21, 2016

O. Returned Check Fee Policy

The Maryland Library Association will charge a fee of \$25.00 for a returned check. Upon notification from the bank, an invoice for \$25.00 per check will be sent to the originator of the check.

If not paid within 30 days, an additional invoice will be generated for the outstanding balance and a 5% penalty for late payment.

Adopted by the Executive Board

July 17, 2001

Reviewed and Approved by the MLA Executive Board

September 21, 2016

P. Maryland Library Association Purchasing Practices

It shall be the practice of the Maryland Library Association to maximize available resources that include funds, personnel, and time when making purchasing decisions.

1. Purchases of goods and services are made only after review, documentation, and approval. Approval is the responsibility of the Executive Director.
2. Competitive means such as requests for bids are used wherever they can be effective.
3. Negotiation is used wherever it can be effective.
4. Technical assistance is sought from disinterested experts whenever it can be effective.
5. When making purchase decisions, the use of funds and personnel time is appropriate to the total amount of the purchase.
6. The organization recognizes community considerations in its purchasing activities.

Purchasing Responsibility

- The Executive Assistant monitors office supply levels and projects needs. Supply orders will be prepared, and placed by the Executive Assistant after review and approval by the Executive Director.
- The Executive Director is authorized to approve expenditures up to \$1,000.00. All approved expenses must be allocated in the budget and there must be remaining funds available for the purchase. The Executive Director will consult with the President for purchases above \$1,000.00 and, as appropriate, it will be approved or forwarded to the Budget & Finance Committee, Steering Committee or Executive Board for approval.
- The Executive Assistant will verify delivery by checking merchandise against the packing slip. Outstanding invoices must be approved by the Executive Director before being forwarded to the Bookkeeper for payment.
- A periodic review of catalogs and websites will be made to determine which vendors offer the lowest price.
- Program supplies are purchased by the unit sponsoring the program or through a request to the MLA office. The sponsoring unit will determine the vendor to use and will place the order (or have the office carry out this step). The Executive Director approves the request for payment (form is found in the MLA Manual and program Planning Guidelines Manual), from the sponsoring unit, submitted with the invoice before forwarding to the Bookkeeper for payment.
- Requests for new equipment/furniture (over \$1,000.00) require bids from a minimum of three vendors. The Executive Director reviews the bids taking into account price, reputation, and availability and determines the vendor to recommend. The request is taken to the President/Budget and Finance Committee/Steering Committee for review and approval. The executive Director is authorized to place the order for the Association and is responsible for verifying delivery. The Executive Director must approve the invoice.

Oversight of service contracts, computer networks, design and printing contracts, conference hotel contracts and staff conference and routine travel is the responsibility of the Executive

Director. Consultation with the appropriate Association officer or committee chair and if there are remaining budgeted funds will determine if further approval is required.

Q. Maryland Library Association Internal Control Policy

Scope of this policy:

This statement reflects the general policy relating to internal controls for the association.

Delegation of Authority:

The Board delegates the authority for developing internal control procedures to the staff of the association.

The Board retains authority to engage an auditing firm to perform an annual financial audit of the association and produce audited financial statements. Selection of the auditing firm is delegated to the Budget & Finance Committee.

General Goals of the Internal Control System:

General principles
Record Keeping
Fund Raising
Cash Disbursements
Personnel
Internal and External Reporting
Accounting Information Systems

General Principles:

- All financial activity advances the purpose of the association, either for program activity, general and administrative support, or fund raising.
- Staff members responsible for tasks relating to financial transactions have a level of training and experience that enable them to exercise the level of skills and judgement required by the most critical aspects of the task.
- No person makes commitments for the association beyond their level of authority.
- More than one person is involved in the completion of every financial transaction.
- An assessment is made of additional separation of duties and rotation of responsibilities, as far as is possible with consideration of staff size.
- Care is taken to ensure that closely related individuals are not in a position of reviewing or authorizing each other's transactions.
- There is no significant period of time in which tasks relating to financial transactions are not performed.
- An assessment is made of the risks involved in all transactions and in maintaining the financial and physical property of the association. Procedures are established to reduce the risks that are identified. Procedures balance the risk of loss with the cost of controls.

Record Keeping:

- Transactions are recorded in the accounting system of the association as closely as possible to the time when they occur.

- Transactions are classified and recorded accurately based on objective criteria and consistent treatment of similar transactions.
- Documentation of accounting transactions is clear and legible.
- The media on which documentation is recorded remains readable until the time when the record is destroyed.
- Special care is taken to identify and to record accurately non-cash financial transactions, whether they result in income, expense, assets, or liabilities.
- Activities are not recorded on a net basis. When an activity includes transactions that increase and decrease a financial account, the increase and decrease transactions are recorded separately.

Fund Raising Record Keeping:

- Any fundraising through sale of merchandise representing MLA and its units will be handled on the retail site chosen by the Steering Committee.
- Proceeds will be deposited into the MLA general fund and not attributed to any specific account.
- Care is taken to ensure that money received from donors for specific purposes is used for those purposes and that reporting is provided as required.

Cash Disbursements:

- The purpose of each expense transaction is documented at the time of the transaction. Documentation with each transaction provides adequate explanation for an independent reviewer unfamiliar with the details of the transaction.
- Care is taken to prevent duplicate payment for the same goods or services.
- Settlement of any claims against the association are reviewed and approved before payment.

Personnel:

- Payment for employee compensation or benefits is made only on behalf of bona fide employees for services performed as authorized and documented in employee time and attendance records.
- Personnel additions, employment contracts, separations, wage rates, salaries, deductions, and severance payments are authorized and documented in the accounting records.
- There are written personnel policies and procedures made available and applied equitably to all employees that provide for consistency in recruitment, compensation, discipline, separation, and termination of employees.
- Employees are hired, compensated, and separated in compliance with applicable federal and state laws, including the Fair Labor Standards Act, (FLSA) requirements issued by the U.S. Department of Labor, effective December 1, 2016.
- Employee leave balances are tracked and regularly verified.

Internal and External Reporting:

- Internal financial reporting is on a basis consistent with external financial reporting.

- Financial statements present adequate information to serve as the basis for informed review.
- All requirements are met for federal and state registration and all taxes are paid.

Accounting Information Systems:

- Accounting records are organized to facilitate retrieval of documents when needed.
- Accounting records are retained until the time designated for destruction and they are destroyed when that time arrives.
- Legal documents (such as executed contracts) and personnel records are kept separate from accounting records.
- Special care is taken to ensure the integrity of computerized accounting records.
- Care is taken to ensure that technical support is available for accounting systems.

Approved by the Executive Board

November 19, 2002

Revised and Approved by the MLA Executive Board

September 21, 2016

INTERNAL CONTROLS PROCEDURES

Safeguard Assets

An inventory of equipment and supplies is maintained and updated semi-annually to ensure sufficient insurance coverage.

- The MLA Disaster Plan is attached.
- All Association equipment and files are locked with keys stored in a locked key box in the MLA office when staff is not present. Access to the key box is limited to staff. Duplicate keys are stored off-site.

Payroll Service – is provided by Baltimore County Public Library. Time sheets are faxed to BCPL every two weeks and maintained on file in the MLA office.

Check the Accuracy and Reliability of Its Accounting Data

- Mail is opened by the Administrative Assistant.
- Check information is recorded on the membership application, program registration, donor letter, etc.
- Checks are stamped with the receipt date on the front and deposit stamp on the back, and photocopied.
- Deposit forms are completed by the Executive Director and a deposit record form filled out. The deposit record form indicates the line item to be credited.
- A copy of the deposit record form, the deposit form and photocopies of the checks are stapled to the deposit form receipt from the bank and filed in a binder for the fiscal year which is housed in the MLA office.
- Membership applications and program registrations are received through a secure server on-line, by fax and through the mail. Charges are processed by the Executive Assistant or Administrative Assistant. A receipt is emailed to the participant with an acknowledgement of receipt. A summary from Timberlake of the charges is filed in the charges binder for the fiscal year.
- Cash is recorded on the bank deposit form and on the deposit record form indicating the line item to be credited.
- Petty cash is maintained in a secure location in the MLA office. Detailed receipts for expenditures are placed in the box. When petty cash needs to be replenished, a summary of the receipts is forwarded to the Treasurer with a request for additional funds.

Payment of Invoices

- The Executive Director reviews all invoices for correctness and accuracy. Approval for payment is signified by recording the date of approval, initials and designation of the line item to be charged.
- A photocopy of invoices is maintained in a binder in the MLA office.

- Invoices are forwarded to the Executive Director for approval and payment. The Executive Assistant maintains a file of paid invoices with the check information. The Executive Assistant prepares checks mails them after obtaining the signature of the Executive Director. The decision to require only one signature is based on the geographic distribution of the officers throughout the state, and the mail and time considerations. All bookkeeping tasks are the responsibility of the Executive Assistant.

Bank Statements and Financial Reports

- Monthly bank statements are reviewed by the Executive Director for accuracy before being forwarded to the Executive Assistant for reconciliation.
- The Executive Director reviews the reconciliation statements monthly.
- Monthly financial reports are prepared by the Treasurer for presentation to the Steering Committee/Executive Board. These reports compare actual performance against the approved budget. Variances are explained in narrative form by the Treasurer.
- An annual audit is conducted by an independent auditor.
- Transaction records are archived annually.

Accounts Receivable

- Invoices are copied and maintained in a binder in the MLA office.
- Payment is recorded on the invoices upon receipt.
- Receivables are reviewed monthly.
- Membership notices marked “Second/Third Notice” are sent out automatically by the computer system.
- Follow-up calls are made to organizations for non-payment by the Administrative Assistant.
- Outstanding receivables are reported to the Executive Director for follow up action.

Promote Operational Efficiency

Operational efficiency is achieved through consistent monitoring and review of the Associations progress. This is done through monthly status reports on membership, educational program outcomes, web site utilization, and other areas of activity. These reports are used internally and those pertinent to the Board or a committee/interest group/task force are disseminated at regularly scheduled meetings. The Association is proactive in instituting change to improve efficiency.

Encourage Adherence to Prescribed Managerial Policies

Constant monitoring of the affairs of the Association and annual evaluations address adherence to managerial policies.

Adequate screening and reference checks are conducted during employee selection process. Turnover is very low at MLA and therefore, this has not been an issue.

Worker safety is addressed in the MLA Personnel Manual found in IV-a. The MLA Employee Manual is under IV-a.

Insurance coverage held by MLA includes:

- Director & Officers Insurance

- Liability Insurance

- Bonding

- Personnel Insurance coverage is extended under the plan of the Baltimore County Public Library.

R. Disaster Plan

1. In the event of an emergency in or threat to the MLA office building, staff and all occupants of the building will immediately exit the premises. The Executive Director and/or the Administrative Assistant will ensure that all persons leave the building space occupied by MLA.

The Executive Director or Administrative Assistant will immediately notify the proper authorities and then the President of MLA. Phone numbers are posted in the office workspace and should be carried with the cell phone at all times.

2. Computer – A daily system backup is run automatically at 8:30 AM. Each evening a flash-drive is removed from the premises until the next working day. It is the responsibility of the Executive Assistant to oversee the backup program and assume custody of the flash-drive. (In his/her absence, the Administrative Assistant or Executive Director will assume this responsibility.)

Any emergency concerning the computer will be reported immediately to the Carroll County Public Library technical staff.

3. A binder of copies of all official documents, contracts and insurance documents is maintained off premises. It is the responsibility of the Executive Director to ensure the safety of these documents in a secure location. The President of MLA will be notified of the location and any change to that location and/or access.

November 12, 2001

Revised and Approved by the Executive Board

September 21, 2016

S. Policy on Reduced Fees for Students

All Maryland Library Association members who are full or part-time students in a degree program are eligible for a 15% reduction in registration fees for all MLA programs, including the annual conference.

Approved by the Executive Board

January 20, 2004

Reviewed and Approved by the MLA Executive Board

September 21, 2016

T. Board Review of Form 990 Policy

The Maryland Library Association is committed to appropriate fiscal oversight by the organization's board of director's. As such, MLA works to ensure the highest standards in review of its Internal Revenue Service Form 990.

Each year, prior to the submission of the organization's Form 990 to the Internal Revenue Service, each voting member of the board of directors shall be provided with a copy of the final Form 990 as completed by the organization's Certified Public Accountant. Board members shall be provided with at least five (5) business days to review the Form and should have an opportunity to raise questions, make suggestions, and address any potential problems or concerns with the Executive Director, Treasurer or President.

Approved by the MLA Executive Board

September 16, 2009

Reviewed and Approved by the MLA Executive Board

September 21, 2016

VIII. Procedures and Policies

A. Guidelines for Services to Young Adults

In response to expressed concerns of MLA members for assistance in the development of Young Adult Services in public libraries (or public library systems) throughout the State, the Guidelines for Services to Young Adults listed below were prepared by a MLA-AYASD Committee. These Guidelines were discussed at the MLA-AYASD Workshop on March 29, 1979, and suggestions made by those attending the Workshop have been incorporated.

GUIDELINES FOR LIBRARY SERVICE TO YOUNG ADULTS

The most important component of Young Adult Service is the trained person(s) whose primary job responsibility/focus is service to young adults both inside and outside the library.

To do this job he or she needs:

1. To be able to empathize with, understand the needs of, and to communicate with young adults.
 - a. To respect YA's as individuals and as a group with a basic right to information.
 - b. To be aware of the emotional, physical, and mental changes that YA's experience in order to use materials, services and programs to meet these needs.
 - c. To develop effective listening and communication skills.
2. To be aware of current young adult interests, needs and trends.
 - a. To maintain a continual awareness by communicating with young adults, reading professionally related materials, attending formal or informal courses and workshops related to the teen age.
 - b. To translate "awareness" into developing an active service and program based on goals; awareness cannot be an end itself.
3. To select and introduce appropriate print and non-print materials as well as other resources that provide relevant, immediate, and up to date information and promote reading for pleasure as a lifetime activity.
 - a. To establish a policy for the selection of materials for young adult collections/use.
 - b. To provide active service to readers by constantly developing a book background and knowing the materials of potential use.
4. To control allocated funds too purchase materials.
 - a. To select appropriate, relevant, current materials to meet needs.
 - b. To entice teenagers to use the total library.
5. To promote YA library service to the staff and to the community.
 - a. To communicate and clarify by written and oral means aims/purposes/goals of YA service.

- b. To write articles, news releases, and other public relations techniques to include speaking with community groups.
- 6. To program for YA's informational, educational and recreational needs that are unmet elsewhere in community.
 - a. To include all public services activities as well as talking with teens about ideas, problems, concerns, needs which may result in formal programs to meet stated/unstated needs.
 - b. To be aware of programs already established in the community so that programs meet unmet needs rather than duplicate.
- 7. To cooperate with schools, groups and agencies in providing services to YA's who are not able or willing to use the library.
 - a. To provide outreach to institutionalized/handicapped individuals.
 - b. To function as a liaison between the library and the community in providing resources and services.

YA service is a service to people, not a collection of books. Without relevant, concerned services to young adults, Maryland libraries and librarians are not reaching a total publication of library users and thus potentially are losing these users for the future as well.

B. Statement on Professional Ethics, 1981

INTRODUCTION

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

CODE OF ETHICS

- I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- II. Librarians must resist all efforts by groups or individuals to censor library materials.
- III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- VI. Librarians must avoid situation in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Adopted by the Executive Board

March 31, 1982

Reviewed and Approved by the MLA Executive Board

September 21, 2016

C. Speakers Policy

ANNUAL CONFERENCE

The Maryland Library Association Conference Committee will have some restrictions as to the payment of meals, hotel rooms, etc. for Conference speakers.

Hotel Rooms: The Association will pay for a single hotel room for one (1) night for the speaker who cannot make arrangements for arrival and return home on the same day as their program. This does not apply to MLA members who would be attending the Conference.

Meals: The Association will pay for one (1) meal for all speakers at the Conference. Under most circumstances, this will be the meal immediately prior to or after their program. This applies to MLA members as well as non-members. An MLA member hosting a guest speaker for the day will not have meals paid for by the Association. MLA members and officers who are not speakers are expected to pay for their own meals. This includes the President, Exhibits Chair and Conference Chair.

Drinks: **Alcoholic beverages are not covered.**

Speaker's Fee and Travel Expenses: **For any librarian in Maryland** — no fee offered; travel expenses are negotiable. **For any other speaker** — fees and travel expenses negotiable.

Registration Fees: MLA members are responsible for the payment of their own registration fees.

DIVISION PROGRAMS

Other than for the Annual Conference, payment of expenses for speakers at programs should be covered in the cost of registration. As the cost of local experts increases, or in unusual circumstances, or when local experts cannot be identified, or where expenses incurred may go beyond the break even point, prior approval from the MLA Executive Board must be obtained before confirming any speaker.

Approved September 1984

Reviewed and Approved by the MLA Executive Board

September 21, 2016

D. The Crab Editorial Policy and Information

Purpose:

The Crab, a virtual quarterly newsletter, is the official publication of the Maryland Library Association and serves as a vehicle of communication among its members.

Functions:

- To objectively report on the business of the association that concerns the broad membership
- To fairly promote the events and programs of the association
- To inform members about issues concerning libraries and librarianship in Maryland

Guidelines:

1. Ideally, *The Crab* should have two editors at all times with each serving two-year terms on alternating schedules.
2. Final decisions regarding editing, selecting and publication of all materials in *The Crab* rest with the editor(s).
3. Members are encouraged to submit appropriate articles, not to exceed five double-spaced, typewritten pages. All articles will be attributed to the authors.
4. Editorial comments on matters that fall within the scope of *The Crab's* purpose may be made in the Editor's Notes of any issue.
5. Letters to the editor must be signed, although names may be withheld from publication upon request.
6. Graphics including photographs and advertising may be solicited according to the specifications preferred by the editor.
7. Reviews of books and other materials, based on their local and state interest, will be considered for publication.
8. Advertising will be accepted with priority given to library-related services or products.
9. News that has been adequately covered by national publications shall not be duplicated. Coverage that is within the scope of *The Crab's* purpose is not to be avoided or censored simply because of the controversial nature of its subject matter.
10. The editorial guidelines of *The Crab* are subject to modification and approval by the MLA Executive Board.
11. Editors of the virtual quarterly are encouraged to work in conjunction with editors of alternative publications so as to avoid unnecessary duplication of information while providing maximum and timely coverage.

EDITORIAL INFORMATION

The Crab is issued four times a year. Issue months are September, December, March and June. The deadline for copy is one month prior to publication.

Approved by the MLA Executive Board
March 18, 2003

Revised and Approved by the MLA Executive Board
September 21, 2016

E. Handling Intellectual Freedom Issues at the State Legislative Level

The Executive Board will work with the Intellectual Freedom and Legislative Committees to ensure communication and cooperation on state legislative intellectual freedom issues.

The Legislative Committee and the Intellectual Freedom Committee will exchange liaison members, either the chairs, or someone appointed by the chairs.

Procedures

1. The Intellectual Freedom and Legislative Committees monitor bills, each sharing items of interest with the other.
2. The Intellectual Freedom Committee articulates issues involved in proposed legislation related to intellectual freedom.
3. The Intellectual Freedom Committee recommends MLA position on issues to the Executive Board for action.
4. The Executive Board decides MLA position/action on intellectual freedom issues.
5. The Intellectual Freedom Committee carries out approved action in consultation with the Legislative Committee.

— Approved by the MLA Executive Board
June 17, 1986

Revised and Approved by the MLA Executive Board
September 21, 2016

F. Intellectual Freedom Advisory Panel

SUGGESTED PROCEDURES FOR RESPONSE TO LOCAL LEGISLATIVE INITIATIVES WHICH WOULD RESTRICT THE FREEDOM TO READ

Maryland Library Association's Intellectual Freedom Advisory Panel is offering this guide to help threatened libraries respond quickly and avoid the problem of a public agency lobbying in its own behalf.

Before the problem arises acquaint your Board of Trustees or other governing body thoroughly with selection procedures and written policies, including The Library Bill of Rights and The Freedom to Read statement, which should be a part of each library's written selection policy. A Board cannot react quickly if they are not confident about what they are defending.

PROCEDURES

I. Meet with Board

- A. Establish an official Board policy on the proposed legislation, ideally a reaffirmation of existing policies and a statement of opposition to the legislation. A realistic appraisal of the politics involved is necessary in developing a defensible position.
- B. Decide who will testify for the library officially at any public hearing or other legislative session, preferable the president of the Board and the library director.
- C. Enlist members of the Board to talk with individual members of the legislative body. A possible approach is to supply Board members with copies of items threatened by the legislation.
- D. Request Board approval to present the library's concern via a public information packet or similar means.

II. Public Information Packet Contents.

- A. Statement of Board and administration opposition to proposed legislation. Word carefully, using such phrases as "could be interpreted to mean." Avoid flat statements such as "will prohibit". -- these can bounce back uncomfortable. The state should outline possible consequences of enactment, including specific examples of types of materials you feel are threatened. Mention any existing procedures such as parents' right to limit their children's borrowing privileges. Include information about the time and place of any public meetings dealing with the proposed legislation, and how individuals may register to speak. Request specific actions from concerned citizens, e.g. to write or call legislators, attend or speak at public hearings.

- B. Copy of proposed legislation.
- C. Library selection policy.
- D. Names, addresses, telephone numbers, and legislative districts of legislators, including district numbers and geographic areas covered.
- E. Copies of any media reports on the legislation.

III. Public Information Packet Production

- A. MLA will produce your information packet to avoid possible charges of lobbying by a public agency.
- B. A network of libraries willing to do speedy copying for MLA has been established. These libraries may bill MLA for material costs. Contact the Chair of the IFC as far in advance as possible to schedule packet production.

IV. Public Information Packet Distribution

- A. MLA/IFC considers that a library's public stance on a censorship issue is a proper exercise of its duty to support intellectual freedom.
- B. Public support for the library's defense of intellectual freedom is helpful. Because individual cases and circumstances vary, each library system should decide how best to assure public support.

V. MLA Sources of Assistance.

- A. If you would like assistance in preparing the public information packet, or other help, contact the Intellectual Freedom Committee chairperson, who will see that you get immediate assistance.
- B. If you feel it would be helpful, MLA will testify in your behalf at a public hearing or by a written statement.

G. Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by Educational Film Library Association's Freedom to View Committee, and was adopted by the American Library Association's Intellectual Freedom Committee and the ALA Council in June, 1979.

Libraries and educational institutions are encouraged to adopt this statement and to display in their catalogs or libraries.

The text of the statement may be reprinted freely; permission is granted to all educational institutions to use it.

EDUCATIONAL FILM LIBRARY ASSOCIATION
43 W 61 Street, New York, NY 10023

H. Archives, Records, and Retention Policies and Procedures

FOREWORD:

The Maryland Library Association (MLA), founded in 1923, was organized to "promote library interests in the State of Maryland". In 1975 this goal was modified to permit the MLA to "promote and develop library interest and development and the profession of librarianship in the State of Maryland".

In the belief that certain records of the MLA and its proceedings will prove useful to those who promote the Association and its goals, the MLA Archives Committee of 1988 offers the following policies and procedures to assure the collection, preservation, and retention of pertinent documents.

POLICIES:

- A. The Executive Board of the Maryland Library Association will appoint one or two persons to serve as MLA Archivist(s). This/These individuals shall have the following responsibilities:
 - 1) to oversee and implement the archives and records retention policies and procedures as outlined below,
 - 2) to serve as liaisons between the MLA and the Historical Manuscripts and Archives Department, University of Maryland College Park Libraries,
 - 3) to process archival materials for addition to the existing MLA Archives in conjunction with the staff of the Historical Manuscripts and Archives Department.
- B. The following types of MLA records will be collected:
 - Annual Reports
 - Association Minutes
 - Committee Files
 - Division Files
 - Financial Records
 - Publications of the Association
 - MLA Programs
 - Special Projects Files (for inclusion in the General Subject Files)
 - Official Correspondence
 - Other records determined to have permanent administrative, historical, legal, or fiscal value
 - Photographs
- C. The above materials will be housed in the Maryland Library Association (MLA) office and in the Historical Manuscripts and Archives Department (HMAD), University of Maryland College Park Libraries, University of Maryland, College Park, MD 20742, as outlined in numbers 1) and 2) below.

- 1) MLA records (as outlined under B. above) relating to the current Association operating year, and the three prior operational years, will be housed at the MLA Office. MLA officers and committee chairs will also maintain records relating to the current operating year, as created in accordance with their duties and responsibilities.
 - 2) MLA records (as outlined under B. above) covering all years prior to the time frame outlined under C.1 above, will be housed in the Historical Manuscripts and Archives Department, McKeldin Library, University of Maryland, College Park.
- D. MLA archival materials will be made available to any interested person, in accordance with the existing guidelines established by the Historical Manuscripts and Archives Department.
- E. A complete set of the minutes of the Steering Committee and the MLA Executive Board/Advisory Council will be housed in the Historical Manuscripts and Archives Department, McKeldin Library. Copies of such minutes generated in the current operating year and the three prior years will be housed at the MLA Office.

PROCEDURES:

- A. At the beginning of each MLA operating year, new officers and committee chairs will request the MLA files of their counterparts who are ending their terms of office.
- 1) After reviewing these files and retaining complete files or copies of those individual documents having potential usefulness during their term of office, new MLA officers and committee chairs will forward the remaining records to the MLA Office, to the attention of the MLA Archivists. This should be done within two (2) months of assuming office.
 - 2) The MLA Archivists and staff at the MLA Office will add these records where they belong in the time frame outlined under Policy C.1.
- B. At the beginning of each MLA operating year, staff at the MLA Office and the MLA Archivists will gather the MLA records for that year moving them out of the time frame outlined under Policy C.1 above and transferring them to the Assistant Curator for Historical Manuscripts and Archives, Historical Manuscripts and Archives Department (HMAD), McKeldin Library, University of Maryland, College Park, MD 20742.
- 1) Staff at the HMAD will work with the MLA Archivists in processing these materials, adding them to the appropriate series as outlined in the "Guide to the Archives of the Maryland Library Association" developed by the staff of the Historical Manuscripts and Archives Department.
- C. The MLA Archivists will provide an orientation and written report on the archives each operating year at the first meeting of incoming officers and committee chairs.

Approved by Executive Board, June 20, 1989

Revised and Approved by the MLA Executive Board, March 18, 2003

Reviewed and Approved by the MLA Executive Board
September 21, 2016

I. Guidelines for Archiving Specific Items

CORRESPONDENCE:

- A. Official — A fairly obvious area, but none the less it deserves some explanation. The MLA member or division chair should transfer only items that were created by or addressed to that member or division.
- B. Personal — Items that are to be archived by the Maryland Library Association that originate as personal correspondence should consist of information on the Association or that person's official role in the Association.

MINUTES:

Minutes of meetings, programs, chapter meetings and the like should be transferred only if they bear directly upon the activities of that group or division. Again, you should only transfer those minutes that are generated by your particular division. Ideally, each member or division is responsible for transferring material to that group only.

FINANCIAL MATERIAL:

Only that financial material that bears directly upon the functions of the individual office or division. At least two copies of each year-end audit should remain at the MLA Office and with the Association's chief financial officer.

PUBLICATIONS:

Each chapter, division and special interest group will be responsible for retaining and transferring at least two copies of any publication they create. Do not transfer extra copies of the CRAB. This will be the responsibility of the CRAB Editorial Committee.

REPORTS / PROGRAMS OF OTHER LIBRARY GROUPS:

Reports addressed to the Maryland Library Association from other library groups (ALA, MARLF, etc.) should be retained/transferred by the division or individual to whom the materials is addressed. Once at the MLA Office, this material will be sorted and a determination made as to whether it should remain with the MLA group or added to a separate file for the originating agency.

Approved by the Executive Board

May 15, 1990

Reviewed and Approved by the MLA Executive Board

September 21, 2016

J. Guidelines for MLA Press Releases

The Guidelines for MLA Press Releases were developed to help MLA reach its goal to disseminate and communicate ideas and information about the Association, libraries, and library issues to the library community and the public.

1. A Press List, including contact name, media name, address and deadline date will be maintained in the MLA office. This list will serve as a master list and a target list will be developed for each press release issued.
2. A portion of the MLA postage budget will be used to mail the association-wide press releases.
3. The postage costs for press releases for division or interest group programs must be included in the program costs.
4. A press release letterhead will be designed.
5. Requests for press releases may come from Committee/Panel/Interest Group Chairs, Division Presidents, the MLA Executive Director, or any interested MLA member.
6. Requests for press releases should be made during the planning stage. (At least four months prior to a program and as soon as possible for other association news.)
7. Requests for press release should be submitted to the Executive Director. The request may be made in writing, in person, or by telephone. The Executive Director will discuss the news item or program and to whom the press release should be distributed. This will allow a computation of estimated cost for the press release.
8. The Executive Director will bring any concerns regarding press releases to the attention of the MLA Steering Committee or the Executive Board/Advisory Council.

Approved by the MLA Executive Board & Advisory Council

September 15, 1992

Reviewed and Approved by the MLA Executive Board

September 21, 2016

from the
MARYLAND LIBRARY ASSOCIATION

**Contact: Ima Librarian
 (410) 555-5555**

**FOR IMMEDIATE RELEASE
September 15, 1995**

SAMPLE PRESS RELEASE

The main facts--who, what, where, when and why-- will be stated succinctly in the opening paragraph.

All press releases will have a contact name with a phone number and a release date. The release will be double spaced to allow for editing notes. The press release letterhead will be used. One page press releases are preferred.

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**Maryland Library Association 1401 Hollins Street
Baltimore MD 21223
(410) 947-5090 FAX (410) 947-5089**

K. Statement on Equal Employment/Non-Discrimination

Whereas the Maryland Library Association encourages through its Intellectual Freedom Manual the adoption and implementation of policies guaranteeing access to services and materials on a nondiscriminatory basis and that provide access to materials representing diverse points of view on political, social, economic, and lifestyle issues.

The Maryland Library Association encourages the adoption of policies that seek to ensure a diverse work force.

The Maryland Library Association supports the adoption and implementation of policies in the library community that guarantee equal opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, physical or mental disability, marital status, sexual orientation, veteran status, political beliefs, or age. Such policies should relate to all phases of employment, including but not limited to, recruitment, employment, placement, promotion, demotion, transfer, reduction in force, termination, compensation, training, use of facilities, and employee activities.

L. Maryland Library Association Statement on Electronic Access to Information

The Maryland Library Association supports the principle of open and equitable access to information and ideas, regardless of the format in which they exist. The Association upholds the right of each person to electronically access constitutionally protected information and ideas in libraries. The Association also upholds the confidentiality of user records as stated in State and Federal law.

The Maryland Library Association reaffirms its endorsement of the American library Association's intellectual freedom documents, including the *Library Bill of Rights*, the *Interpretations of the Library Bill of Rights*, the *Freedom to Read*, the *Statement of Professional Ethics and Libraries: An American Value*. The Association also reaffirms its endorsement of the American Film and Video Association's Freedom to View Statement.

Restrictions on electronic access to constitutionally protected information and ideas are not consistent with the Maryland Library Association's position on intellectual freedom and access to information. Therefore, the Maryland Library Association emphatically opposes any State or Federal government restrictions on electronic access to constitutionally protected information and ideas, including mandating the use of Internet filters in libraries.

Adopted by the MLA Executive Board
March 16, 1999

Reviewed and Approved by the MLA Executive Board
September 21, 2016

M. Division or Interest Group Program Policy

Speaker Fee:

For any member of the Maryland library community: no fee offered; travel expenses are negotiable.
For any other speaker: fees and travel expenses are negotiable.

Program Planner Registration Fees:

There will be ONE program registration fee waived per division/interest group for a “Program Planner”. Each division or interest group will determine the individual whose fee will be waived and notify the MLA office on the Program Approval Form (PAF).

Acknowledgements:

Each speaker will receive a certificate of appreciation from MLA.

Approved by the MLA Executive Board

March 18, 2003

Reviewed and Approved by the MLA Executive Board

September 21, 2016

N. Internet Site Policies

1. The Maryland Library Association (MLA) internet site shall consist of the Association's homepage and the pages of all subordinate units, plus any additional resource pages approved by the MLA Executive Board.
2. Information on the MLA internet site shall be consistent with the mission and goals of the Association as iterated in the MLA Manual. (This includes Crab advertising and design issues.)
3. Information on the internet site shall be kept current and accurate.
4. The MLA President shall appoint the MLA Web Coordinator for a one-year term.
5. The MLA Web Coordinator shall serve Ex-Officio on the MLA Executive Board.
6. The MLA Web Coordinator shall fulfill the responsibilities as detailed in the MLA Manual.
7. MLA units shall comply with the page design guidelines as detailed in the MLA Manual.

Approved by the MLA Executive Board
September 21, 1999

Revised and Approved by the MLA Executive Board
September 21, 2016

WEB COORDINATOR RESPONSIBILITIES

The Web Coordinator will:

- A. Work with the Internet site host institution to load all updates to the internet site and assure compliance with MLA internet site policies and procedures.
- B. Review all sites and additions/updates to existing sites to ensure the integrity of the design and compliance with the Association's policies.
- C. Present proposed links for the internet site to the Steering Committee for discussion and referral to the Executive Board for approval/disapproval when there is any question of appropriateness of the link.
- D. Provide a Work Plan, Annual Report in compliance with the procedures as set forth in the MLA Manual.
- E. Review and revise policies and guidelines annually.
- F. Policy revisions will be presented to the Executive Board for approval.

Approved by the MLA Executive Board
September 21, 1999

Revised and Approved by the MLA Executive Board
September 21, 2016

MLA WEB SITE PAGE DESIGN GUIDELINES

R

1. All MLA units shall use the approved template in developing internet pages.
2. Those individuals with web page responsibility shall review internet resources used on a monthly basis to ensure currency and accuracy.
3. Links to external resources will be limited to those directly relevant to the unit's mission.
4. Communication for unit page initiation, updates and substantive revision approvals shall be directed to the Web Coordinator.
5. Template content:
 - A. The approved MLA Logo shall be used.
 - B. MLA and sub-unit names must appear on each page.
 - C. The page author and/or division contact person must be identified on each unit page.
 - D. The page should include the approved navigation bar.
 - E. Standard web design conventions shall be used, which includes use of:
 - 1) Graphic files (jpg, gif) not larger than 100K.
 - 2) Current Hypertext Markup Language (HTML) format
 - 3) Internal anchors for long documents to facilitate navigation, or divide into smaller files.
 - 4) Files named *****.htm**, in lower case, no spaces, to ensure continuity. Non-standard file extensions are to be avoided.
 - 5) File names which reflect the content, e.g. **jobline.htm**.
 - 6) The "Alt" command whenever possible to improve ADA accessibility.
 - 7) Functions unique to a specific browser are not to be included.

Approved by the MLA Executive Board

September 21, 1999

Reviewed and Approved by the MLA Executive Board

September 21, 2016

O. Cancellation Policy for Programs and Meetings

Educational programs and Division/Interest Group meetings will be cancelled/postponed in the event that schools are closed due to weather in the county/city where the event is scheduled to be held. A notice will be emailed to the group's Listserv and posted on MLA Connect.

In the event that a decision is made to proceed with the program/meeting, the individual responsible for the program/meeting should notify the office of that decision and notify participants individually, if practical.

Rescheduling information should be supplied to the office as soon as possible to be posted on MLA Connect. It is the responsibility of the sponsoring unit to notify the MLA office.

Adopted by the MLA Executive Board
February 15, 2000

Revised and Approved by the MLA Executive Board
September 21, 2016

P. Maryland Library Association Fund Raising Policies and Practices

The Maryland Library Association's fundraising program is maintained on a foundation of truthfulness and responsible stewardship. Fund raising practices are consistent with its mission, compatible with its organizational capacity and respectful of the interests of donors and prospective donors

Practices followed by the Association and its groups to assure responsible stewardship include:

- Solicitation and promotional materials are accurate, truthful, and correctly identify the association, its mission, and the intended use of the solicited funds.
- All statements made in its fund raising appeals about the use of a contribution are honored.
- MLA honors the known intentions of a donor regarding the use of donated funds.
- MLA respects the privacy of donors and safeguards the confidentiality of information that a donor reasonably would expect to be private.
- MLA will provide donors an opportunity to state that they prefer to remain anonymous and that their name, the amount of their gift, or other information not be publicly released.
- MLA will provide donors an opportunity to have their names removed from any mailing lists that are sold.
- MLA will honor requests by a donor to curtail repeated mailings or telephone solicitations from in-house lists.
- Solicitations will be free from undue influence and excessive pressure, and will be respectful
- of the needs and interests of the donor or potential donor.

Donor Privacy:

All information concerning a donor or prospective donor, including their name, address, telephone numbers, fax number, email address, and the amount of their gift, etc., shall be kept strictly confidential by MLA and its staff unless permission is obtained from the donor to release such information.

Examples of statements for inclusion in solicitation materials:

- I wish to keep my identity and gift anonymous. Please do not use my name on donor lists, annual reports, or similar publications.
- Please remove my name from donor lists that are sold by the Maryland Library Association.
- I give the Maryland Library Association authorization to share my name and address with other related organizations.

Acceptance of Gifts:

The Maryland Library Association solicits and accepts gifts that are consistent with its mission and that support its programs and special projects.

Donations are generally accepted from individuals, corporations, foundations, government agencies, or other entities, without limitations – unless acceptance of gifts from a specific source is inconsistent with MLA’s mission

MLA will accept donations of money, securities, real property, and personal property. Certain types of gifts must be reviewed prior to their being accepted because they may create liabilities or impose special obligations on MLA. Gifts that require review are:

- Real property – may only be accepted upon approval of the Executive Board or its designated
- committee.
- Personal property – may only be accepted upon approval of the Executive Director.
- Securities – may be accepted upon the approval of the Executive Director.
- Restricted gifts – gifts that may only be used for restricted purposes may only be accepted upon approval of the Executive Director.
- Unusual gifts – gifts that are out of the ordinary, such that they differ significantly from the
- amounts or types of gifts that are routinely received by the association, may only be accepted upon approval by the Executive Director.

MLA may elect to refuse gifts if:

- There is reason to believe that such gifts are incompatible with the mission of the association,
- Conflict with its core values,
- Would create a financial or administrative burden.

The Executive Director is directed to refer questionable gifts to the Steering Committee or the Executive Board for guidance on a case-by-case basis.

MLA may elect to refuse gifts of any type if the potential gift poses a conflict of interest – including but not limited to real conflicts of interests, appearances of conflicts of interest, or perceived of conflicts of interest.

- MLA follows the Donor Bill of rights (developed by: American Association of Fund Raising Counsel, Association for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the national Society of Fund Raising Executives). Attached.

Q. Maryland Library Association Conflict of Interest Policy

I. Application of Policy

This policy applies to board members, staff and certain volunteers of the Maryland Library Association. Persons covered under this policy are hereinafter referred to as “interested parties.”

II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the association. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following.

Financial Interests – A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the association. Examples include situations where:

- the association contracts to purchase or lease goods, services, or properties from an interested party, or a relative, or business associate of an interested party;
- the organization offers employment to an interested party, or a relative, or business associate of an interested party, other than the person who is already employed by the association;
- An interested party, or a relative or business associate of the interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity that does business, or seeks to do business, with the organization.

Other Interests – A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with the association, or where his/her duty or responsibility owed to the association conflicts with a duty or responsibility owed to some other organization. Examples include where:

- an interested party seeks to obtain preferential treatment by the organization for himself, or relative, or business associate;
- an interested party seeks to make use of confidential information obtained from the association for his own benefit, or for the benefit of a relative, business associate, or
- other organization; an interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which s/he has reason to believe would be of interest to the organization.

III. Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire, in the form attached hereto as Appendix A, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the organization, and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President of the Board, or in the case of the President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of the association.

In the case of staff with decision-making authority, the disclosure statements shall be provided to the Executive Director of the organization, or in the case of the Executive Director's disclosure statement shall be provided to the President of the Board.

The Secretary of the board of directors shall file copies of all disclosure statements with the official corporate records of the organization.

IV. Procedures for Review of Actual or Potential Conflicts – Generally

Whenever there is reason to believe that an actual or potential conflict of interest exists between the Maryland Library Association and an interested party, the Board of Directors shall determine the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described in Section V, below, with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an employee of the organization other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the organization. The Executive Director shall report to the President the results of any review and the action taken. The President, in consultation with the Steering Committee, shall determine if any further board review or action is required.

V. Procedures for Addressing Conflicts of Interest – Specific Transactions

Where an actual or potential conflict exists between the interests of the Maryland Library Association and an interested party with respect to a specific proposed action or transaction, the Maryland Library Association shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the Executive Board of the Association. The following procedures shall apply:

An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the association shall not participate in any way in, or be present during, the deliberations and decision making of the association with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the action or transaction;

The disinterested members of the Executive Board may approve the proposed action or transaction upon finding that it is in the best interests of the association. The Executive Board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party;

Approval by the disinterested members of the Executive Board shall be by a vote of majority Board members in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of Board members in attendance;

The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

VI. Violations of Conflict of Interest

If the Executive Board has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigations as may be warranted in the circumstances, the Executive Board determines that the interested party has in fact failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and corrective action.

Adopted by the Executive Board
September 18, 2001

Reviewed and Approved by the MLA Executive Board
September 21, 2016

MARYLAND LIBRARY ASSOCIATION

**Conflict of Interest Policy
Annual Affirmation of Compliance
And Disclosure Statement**

I have received and carefully read the Conflict of Interest Policy for Executive Board members, staff and volunteers of the Maryland Library Association and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of INTEREST Policy. I further understand that the Maryland Library Association is a 501.(C)3 organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of the Maryland Library Association, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the Association or the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print)

Signature

Date

July 2001
September 21, 2016

Disclosure Statement

Please complete the questionnaire below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction on an additional piece of paper.

Financial Interests

Please indicate, during the past 12 months:

1. Has the association contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates?
☐ Yes ☐ No
2. Has the association offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the organization?
☐ Yes ☐ No
3. Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the association?
☐ Yes ☐ No
4. Have you, or any of your relatives or business associates, been gratuitously provided use of the facilities, property, or services of the association?
☐ Yes ☐ No

Other Interests

Please indicate if at any time during the past 12 months:

- I. Did you obtain preferential treatment by the organization for yourself, or for any of your relatives or business associates?
☐ Yes ☐ No
- II. Did you make use of confidential information obtained from the association for your own benefit, or for the benefit of a relative, business associate, or other organization?
☐ Yes ☐ No
- III. Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the organization?
☐ Yes ☐ No

July 2001
September 21, 2016

R. Maryland Library Association Confidentiality Policy

The Maryland Library Association considers certain information to be confidential. Such information should not be communicated without proper authorization from your supervisor.

Confidential information can include: certain business information such as financial data, budget information, bid proposals, and contract negotiations; personnel actions, such as terminations, personnel controversies, compensation, payroll data, performance appraisals, personal information of an embarrassing nature or that an employee specifically requested be kept confidential; and information about members of a personal nature. If you are not sure if the information you are handling is confidential, consult your supervisor.

Do not reveal any confidential information except under the direction and with the approval of your supervisor.

Ensure that the recipient of the confidential information has a legitimate need to know the information.

Avoid displaying confidential data where it can be easily observed. Immediately inform your supervisor of the loss of any confidential information. Make sure that you properly dispose of all confidential information.

Do not remove any confidential information from the MLA office without specific authorization to do so. When you leave employment at MLA, return all confidential information directly to your supervisor.

July 2001

Reviewed and Approved by the MLA Executive Board

September 21, 2016

**MARYLAND LIBRARY ASSOCIATION
CONFIDENTIALITY AGREEMENT**

This agreement is made this _____ day of _____, _____ by and between the Maryland Library Association, hereinafter called MLA, and _____.

In consideration of the employment or continuance of employment (as the case may be) of _____ by MLA, it is hereby agreed as follows:

1. **CONFIDENTIAL INFORMATION:** During my period of employment, MLA may disclose or cause to be disclosed to me, confidential information relating to personnel matters, financial information regarding contractual arrangements, letters of agreement or understanding, identifiable confidential matters, or information regarding prospective business of MLA. I agree to hold such information in trust and solely for MLA's benefit and not to disclose such information to those inside or outside MLA either during or after employment, without the written consent of the Executive Director and/or the President of MLA.
2. **SUBSEQUENT EMPLOYMENT AND TERMINATION OF EMPLOYMENT:** This agreement shall continue in any subsequent employment of mine by MLA, and extend to MLA's successors or assigns.

Upon leaving MLA's employ, I agree not to take with me, without first obtaining the written consent of the President of MLA, any document or tangible evidence of confidential information or data belonging to or under the control of MLA, whether on disk, recorded or hard copy, whether an original or a reproduction.

3. **FORMER OBLIGATIONS:** I will strictly adhere to any obligations, which I may have with former employers insofar as the use or disclosure of confidential information is concerned.
4. **CONSEQUENCES OF BREACH:** I understand that any breach of this agreement is grounds for corrective action, up to and including immediate dismissal.

By the Maryland Library Association:

Employee Signature

Supervisor's Signature

Date

Date

July 2001
September 21, 2016

S. Policy for Staff on Reporting Improprieties, Fraudulent or Dishonest Conduct

It is the policy of the Maryland Library Association to safeguard and protect all of the Association's resources. MLA administrators are primarily responsible for safeguarding the Association's resources by establishing and maintaining sound internal controls designed to deter and detect potential misuse of resources, by taking action to minimize financial loss when misuse occurs, and by correcting abuse. All employees and board members, and volunteers are responsible for reporting improprieties they observe.

MLA will investigate any possible impropriety, fraudulent or dishonest use or misuse of MLA's resources or property by board, staff members or volunteers. Anyone found to have engaged in an impropriety or fraudulent activity is subject to disciplinary action by MLA up to and including termination or dismissal, and civil or criminal prosecution when warranted.

All members of the MLA, Executive Board and volunteers are to report possible fraudulent or dishonest conduct (including but not limited to financial improprieties or misuse of the organization's resources) confidentially to the MLA Treasurer. If for any reason an employee finds it difficult to report his/her concern to the Treasurer, the employee can report it directly to the Executive Director or the MLA President.

Examples of fraudulent conduct or impropriety include:

- Forgery or alteration of documents;
- Pursuit of a benefit or advantage in violation of MLA's conflict of interest policy;
- Misappropriation or misuse of the association's resources, such as funds, supplies, other assets;
- Authorizing or receiving compensation for goods not received, services not performed or hours not worked; and
- Fraudulent financial reporting.

Criteria used to determine whether certain activities or behavior constitute misuse of resources include state and federal laws, and MLA's policies and procedures.

All efforts will be made to provide confidentiality to those reporting financial improprieties. However, in certain situations, legal requirements make confidentiality impossible.

Approved by the Executive Board
November 19, 2002

Reviewed and Approved by the MLA Executive Board
September 21, 2016

T. MLA Communication System Policy

The Maryland Library Association maintains email, a telephone system, computers, Internet access and other business equipment in order to conduct the business of the Association. The devices and the data stored on these Systems are the sole property of MLA and must be protected appropriately. The Association may monitor use of the Systems on a random or other basis to ensure that the Systems are being used for proper purposes.

Employees may not use any of these Systems for non-job-related solicitations, organizational campaigns, political or religious causes or other non-business purposes during work time. The Systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or harassing nature, or materials that are abusive, profane or offensive, obscene or x-rated, including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference. Harassment of any kind is absolutely prohibited.

The Systems may not be used for any purpose that is illegal, in violation of MLA policy, or contrary to the organization's best interest. Illegal activity may be referred to law enforcement as appropriate.

With the authorization of the Director, the Association has the right to retrieve and read any messages sent or received via the MLA's communication systems. All messages created, sent or retrieved over the Systems and any information of any type in any Systems component, including but not limited to, all information stored on personal computers and removable media (diskettes, zipdisks, cd-roms, etc.) are the property of MLA and may be saved, accessed and reviewed by management. Staff cannot consider any message sent, received, or stored via these systems as your private property. Deleted information may be retrieved and subject to review by management. The Association reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. Under certain circumstances, employees may be required to divulge their password to their supervisor.

Employees shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than MLA. When obtaining access to another organization's or individual's materials, staff must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with the permission of the holder of the copyright. Staff may not violate any software licenses, including, but not limited to, making illegal copies of software. All software licenses, manuals and documentation must be available for inspection in the event of a software inventory or audit.

Upon orientation, employees will be required to sign that they have read, understand and will comply with the MLA Communications Systems Policy Agreement. The Maryland Library Association also reserves the right to advise appropriate legal officials of any illegal violations. Failure to comply with this policy may result in disciplinary action, up to and including termination.

I have read and fully understand the MLA Communication Systems policy.

Name

Date

Reviewed and Approved by the MLA Executive Board
September 21, 2106

U. Maryland Library Association Social Media Policy

1.0 PURPOSE

Social Media (defined here as the use of third party hosted online technologies that facilitate social interaction and dialogue) provides alternative ways for Maryland Library Association to share information with a broader audience. Social Media includes social networking sites like Facebook, micro-blogging tools such as Twitter and audio-visual networking sites such as Flickr and YouTube. Maryland Library Association encourages the use of social media sites and tools to further the goals of the organization and the missions of its groups and members, where appropriate.

This policy establishes guidelines for the Maryland Library Association's use of social media.

2.0 GROUPS AFFECTED

All MLA divisions, interest groups, committees and panels will follow this policy.

3.0 PROCEDURES

3.1 Creating Social Media Sites

- 3.1.1 Prior to creating a Social Media site, affiliated organizations should consider the need and value of a division/interest group/panel-dedicated site versus relying on the MLA social media to disperse information. Since Social Media sites lose the interest of their audiences when not updated regularly, members should calculate the time and effort it will take to maintain a site so that visitors continue to find value over time. As a rule of thumb, Social Media sites should be updated at least once per week. MLA strives to update its Facebook and Twitter at least once per week and no more than twice per day.
- 3.1.2 To avoid duplication, MLA groups must obtain approval via email from the MLA Executive Director prior to creating a Social Media site.
- 3.1.3 Once approval is received, the group must use the common Social Media site guidelines outlined in this policy to create the Social Media page in order to ensure appropriate information is posted and to maintain consistency with other MLA-affiliated Social Media sites.
- 3.1.4 The MLA office shall maintain a list of all MLA Social Media sites that are operating. Groups must inform the MLA Executive Director if they intend to stop operating their Social Media site.
- 3.1.5 The group leader must appoint a specific committee member(s) to maintain and monitor the Social Media site as administrators. For continuity of operations, at least three, but no more than five, administrators will be

assigned to the page.

At least one of the administrators should be a staff member from the MLA office. Group leaders are responsible for ensuring their members follow the procedures set forth in this Social media Policy. If a login and password are involved, the login and password should also be reported to the MLA Executive Director who will track this access information. Please note: Adding someone as an administrator does not require the sharing of personal information.

- 3.1.6 In compliance with sections 3.2, group members are responsible for regularly posting information, monitoring comments, removing any prohibited content as set forth in section 3.2.2.
- 3.1.7 A Comment Policy Notice must be displayed on all Social Media sites that allow posts, indicating the discussion is moderated and inappropriate content will be removed.
- 3.1.8 Initially, MLA will solicit units to inform the MLA Executive Director of the existence of a social media page and will subsequently provide a directory of social media pages on the MLA website. The above policies do not need to take effect immediately, a timeframe for policies to take effect will be established by the MLA Executive Director and communicated to MLA units so there is time to comply with the new guidelines.

3.2 Information Posted on Social Media Sites

3.2.1 *MLA-Posted Information*

- 3.2.1.1 The most appropriate uses of MLA Social Media sites are: (1) for time-sensitive and emergency information; and (2) as a communications/promotional/marketing tool which increases the organization's ability to broadcast its message to the widest possible audience.
- 3.2.1.2 Information to be posted on the main MLA sites should be submitted to the MLA office who will edit the post to fit with MLA style and post to the appropriate social media sites.
- 3.2.1.3 A link to MLA's website must be included on all Social Media sites, directing users back to the Maryland Library Association website for in-depth information on the posted content.
- 3.2.1.4 Group moderators must maintain accurate MLA information on Social Media sites by frequently reviewing and updating it as necessary and

appropriate.

3.2.2 Information Posted by Outside Individuals

3.2.2.1 For all MLA Social Media sites that allow posts, those sites are limited public forums, moderated by MLA staff/members to ensure content posted by outside users is appropriate.

3.2.2.1.1 Posted content (including comments, photos and links) must be related to the topic(s) posted by MLA to be considered appropriate.

3.2.2.1.2 Inappropriate and prohibited content subject to immediate removal from the site, includes, but is not limited to content that, subject to the discretion of the administrators:

- ☐ Is not topically related to the particular article being commented upon.
- ☐ Promotes or advertises commercial services, entities or products.
- ☐ Supports or opposes political candidates or ballot propositions.
- ☐ Is obscene.
- ☐ Discusses or encourages illegal activity.
- ☐ Promotes, fosters or perpetuates discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- ☐ Provides information that may tend to compromise the safety or security of the public or public systems.
- ☐ Violates a legal ownership.

Administrators reserve the right to block individuals/groups for excessive posting of inappropriate content. If such an action is taken, the MLA Executive Director should be immediately notified via email of the block and the circumstances behind it. Copying and pasting offensive/inappropriate posts into this email prior to deleting them and blocking the individual/group is advised so the Executive Director can be fully aware of the circumstances.

3.2.2.2 Inappropriate content must be removed immediately. (Please refer to section 3.1.7 regarding MLA's Comment Policy Notice.)

4.0 QUESTIONS

All questions relating to this policy should be directed to the MLA Office.

Reviewed and Approved by the MLA Executive Board
September 21, 2016

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