

**The Mississippi  
Library  
Association  
Handbook**



**2016 Edition**

**Mississippi Library Association Handbook**

## Preface

This Handbook is intended to serve as a manual of operation for the members of the Mississippi Library Association. Each Handbook committee has attempted to make the Handbook compatible with the Constitution and Bylaws. However, should there be any conflict, the Constitution and Bylaws will be followed.

It is hoped that this Handbook will provide continuity of purpose and a foundation for new endeavors and outreach for the organization. It is further hoped that it will help members gain a better understanding and appreciation of the Association.

The revisions of the Handbook are based on changes that have been authorized by the Executive Board of the Mississippi Library Association or by the appropriate membership group. The Handbook Committees for each revision gratefully acknowledge the cooperation of the many members who provided assistance in each endeavor and the current committee welcomes suggestions for improvement.

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# CHAPTER 1: Officers

## PRESIDENT

### I. General Duties

- A. Presides at Executive Board meetings, general and business sessions of the annual conference
- B. Represents the Association in official capacities
  - 1. Represents MLA at Annual Conference of ALA Midwinter, ALA National Conference, National Library Legislative Day and other professional association meetings. The President's travel is paid by the Association
  - 2. Serves as liaison between the Association and other organizations
- C. Coordinates the work of the Association's officers, Sections, Roundtables and Committees
  - 1. Interprets the objects of the Association
  - 2. Provides continuity for long-range plans of the Association
- D. Calls all meetings of the Executive Board
  - 1. Selects date, time, and place of such meetings and works with the MLA Web Committee to announce them on the MLA website
  - 2. Works with the Executive Administrator to arrange a facility for meetings, meals, parking, etc.
  - 3. Prepares agenda and distributes it via email to Executive Board, Section and Committee chairs and MLA Executive Administrator
  - 4. Writes correspondence throughout the year as needed

### II. Committees

- A. Appoints all committee chairs for the upcoming year after the conference in October and before January 31 (Vice President appoints conference committees) Follows guidelines for making committee appointments.
  - 1. Appoints a representative from each type of library interest for each committee.
  - 2. When possible, makes appointments for each committee from different geographical locations throughout the state.
  - 3. Monitors committee preference from the MLA web site as members renew their membership and select a committee preference.
  - 4. Considers the abilities and interests of the appointees in making committee assignments.
- B. Presents list of all Committee chairs to the Executive Board and asks the Web Committee to post them on the MLA web site
- C. Fills vacancies that occur in committees during the year
- D. Appoints a Parliamentarian to the Executive Board

- E. In certain years the Executive Board makes recommendations for the Board of Commissioners of the Mississippi Library Commission. The President provides the Governor with a list of six names to be considered for the MLC Board. In years ending in 2 and 7 a list of public library trustees is provided and in years ending in 3 and 8 a list of librarians is provided. The appointment is for July first of the year. (See the MLA Bylaws Article III Section 4.)

### **III. Finances**

- A. Serves as a member of the Fiscal Management Committee. Helps to prepare a budget to submit to the Executive Board at the December meeting.
- B. Approves vouchers not authorized in the budget
- C. Countersigns all checks with the Treasurer
- D. Receives and reviews annual financial report of Mississippi Libraries

### **IV. Records, Handbooks, Annual Reports**

- A. Informs each new Executive Board member of the Association's online handbook, and all necessary information to perform their duties
- B. Arranges for orderly transfer of files at end of the year
- C. Sends copies of important papers, letters, decisions, etc., during the year to the MLA office for filing by mail or email

### **V. Publicity**

- A. Coordinates the publicity of the Association by informing the Chair of Publicity Committee of items to be made public in newspapers, professional journals, as well as the MLA web site, MLA Facebook and Twitter pages
- B. Appoints a search committee as needed to recommend to the Executive Board an individual to serve as editor of *Mississippi Libraries*.
- C. Writes a President's column for *Mississippi Libraries*

### **VI. MLA Office**

- A. Performs personnel duties as required, including hiring, evaluating, monitoring personal and sick leave, training, terminating, etc.
- B. Supervises the operations of the MLA office
  1. Meets with, telephones or emails MLA Executive Administrator regularly to discuss office procedures, routing of mail, policies, etc.
  2. Monitors any problems with the phone, internet, etc.

## **PRESIDENTIAL TIMETABLE**

### **I. December-January**

#### **A. Outgoing President**

1. Examines annual reports of the committees for recommendations, which are the responsibility of the outgoing Executive Board.
2. Examines minutes and prepares agenda to complete work at the final Executive Board meeting in December.

#### **B. Incoming President**

1. Directs Fiscal Management Committee to submit budget at the December Executive Board meeting
2. Completes committee assignments and supplies chairpersons with necessary guidelines, etc.
3. Prepares for joint December board meeting.
4. Reminds next year's Conference Chairperson (Vice President) to select a conference theme
5. Keeps informed of activities of National Library Week
6. In certain years, provides to the Governor's office a list of six names for one to be chosen for appointment on July first to the Board of Commissioners of the MLC. In years ending with 2 and 7, a list of public library trustees is provided. In years ending with 3 and 8, a list of librarians is provided.
7. Attends ALA Midwinter and Chapter Leaders program.

### **II. February**

#### **A. Conference plans.**

1. Works with Vice President to support conference planning and asks for progress report at first Executive Board meeting.
2. In conjunction with Vice President, makes arrangements to have the August Executive Board meeting at the conference hotel. The hotel may offer some complimentary space or services.

#### **B. Publicity**

1. Gives progress reports of Sections, Committees and other news to Chair of Publicity Committee and Web committee

### **III. March - April**

- A. Checks with Election Committee regarding electronic ballots for election of officers on April 1st of each year
- B. Participates in National Library Week celebration and Mississippi Pie Day
- C. Participates in ALA Legislative Day in Washington
- D. Continues to keep in contact with committee activities

### **IV. May-July**

- A. Plans for an Executive Board meeting between May 1 and May 15.
  1. Receives report of Election Committee
  2. Reviews conference plans

- B. Immediately notifies all candidates of election returns
- C. Notifies editor of *Mississippi Libraries* and the Web Committee chairperson of election returns
- D. Attends American Library Association conference

#### **V. August-September**

- A. Plans for an early August Executive Board meeting
- B. Reviews conference plans with Vice President
- C. Writes President's welcome for the conference program.

#### **VI. October**

- A. Examines annual reports of committees, sections, and roundtables as they are received
- B. Schedules pre-conference Executive Board meeting including chairs of Registration, Hospitality, Exhibits, Local Arrangements, and Publicity Committees
- C. Prepares agenda of general business session
- D. Reminds the Credentials Committee of its responsibilities during the business meeting (see Bylaws).
- E. Decides with the incoming President on a date for the joint December board

#### **VII. November-December**

- A. Acknowledges and thanks everyone who participated in the conference program.
- B. Prepares for joint Executive Board meeting – Outgoing and incoming
- C. Transfers information to the incoming President. Sends past year's papers to the MLA Executive Administrator for filing
- D. Presents specific recommendations from annual reports to the Incoming President

### **VICE PRESIDENT (PRESIDENT-ELECT)**

#### **I. General Duties**

- A. Votes as member of the Executive Board.
- B. Writes LSTA grant to the Mississippi Library Commission for funding in support of the MLA conference. Responsible for grant reports including final report
- C. Presides at meetings in the absence of the President
- D. Performs duties assigned by the President
- E. Replaces the President in case of resignation or death
- F. Attends National Library Legislative Day in Washington, DC during the month of May

## **II. Conference**

- A. Selects conference theme and presents to Executive Board. (December or January)
- B. Provides names of General Session speakers for Executive Board approval
- C. Serves as Conference Chairperson and appoints Local Arrangements, Poster, Exhibits, and Hospitality Chairs before the annual conference
- D. Chairs the Conference Site Selection Committee. This committee includes Vice President, Vice-President Elect, Treasurer, and Immediate Past President
  1. Maintains a four-year calendar for conference sites.
  2. Negotiates terms and signs (Vice President) the contract for facilities for the following year's conference.
  3. Recommends specific facilities for the fourth year conference and books tentative dates
  4. Ensures that the MLA Web Committee posts conference information on the MLA website as well as MLA Facebook and Twitter pages

## **VICE PRESIDENT ELECT**

As soon as notice is received of election to the office of Vice President/President-Elect, the Vice President-Elect shall:

- I. Obtain a copy online of the MLA Handbook for study.
- II. Attend as many Executive Board/Section/Round Table/Committee meetings as possible.
- III. Attend ALA Midwinter if possible.

## **SECRETARY**

- I. Votes as member of Executive Board
- II. Keeps accurate minutes and supporting documents of Executive Board meetings.
  - A. Prepares minutes for distribution to Executive Board members within one month of all meetings, including the annual business meeting via email.
  - B. Sends corrected minutes to the MLA webmaster for posting to website
  - C. Informs MLA Handbook Committee of any changes needing to be made in the official online handbook.
- III. Reviews old minutes and keeps the Executive Board informed of outstanding matters
- IV. Maintains files of correspondence
- V. Prepares to turn files of minutes and records over to the new Secretary at



- the December Executive Board meeting
- IV. Submits to new Secretary the minutes of outgoing board's last meeting after the joint December board meeting. The incoming Secretary e-mails the minutes to the incoming board
  - V. Requests that the MLA Executive Administrator to prepare and mail/email resolutions approved by the Executive Board to the President and Vice President for their signatures. Secretary also signs resolutions

## **TREASURER**

- I. Votes as a member of the Executive Board
- II. Serves as a member of the Fiscal Management Committee, but does not serve as committee chair
- III. Transacts financial responsibilities
  - A. Receives all vouchers
    - 1. Verifies voucher requests using current year's budget and checks account balance
    - 2. Submits vouchers not authorized in the budget to the President for approval
    - 3. Numbers vouchers and codes for posting
  - B. Processes payment of vouchers through online Bill Pay and/or writes and signs checks to send to the President for co-signature
  - C. As vouchers are processed, promptly scans and emails all vouchers to the MLA Administrator
  - D. Sends statements for checking and debit accounts to MLA Administrator as soon as they are available the 1st of each month.
  - E. Receives monthly, quarterly, and end-of-the-year reports from MLA Administrator
  - F. Keeps the President apprised of financial condition of the organization
  - G. Presents financial reports at Executive Board meetings and membership meetings
  - H. Prepares a copy of the annual financial report for the spring or summer issue of Mississippi Libraries
  - I. Pays approved speakers and caterer on-site at the MLA Conference as approved by the Vice-President.
  - J. Submits the annual financial report at the conference
  - K. Plans for the orderly transfer of records to the new Treasurer at the December Executive Board meeting

## **IMMEDIATE PAST PRESIDENT**

- I. Votes as a member of the Executive Board
- II. Advises the President of policies and procedures of the association
- III. Plans and presides at the Past Presidents Breakfast at the annual conference

- IV. Performs other duties as assigned by the President
- V. Chairs Past Presidents Committee
  - A. Past Presidents Committee is composed of a committee of Past Mississippi Library Association Presidents
  - B. The purpose of the committee is to select the recipient of the Past Presidents' Award.
  - C. The committee receives nominations by the standard awards nomination form (see Awards Committee) and provides the appropriate award to be presented at the conference.
- VI. Responsible for ordering and presents a plaque to the outgoing President at the conference

## **AMERICAN LIBRARY ASSOCIATION COUNCILOR**

- I. Election
  - A. An election is held for Councilor every three years
  - B. One Councilor, who is a member of ALA, is elected by the MLA membership during the election of officers in the spring. The term of office is three years.
  - C. The MLA Nominating Committee submits nominations to the Executive Board for the position of ALA Councilor.
  - D. The ALA Councilor may serve two consecutive terms
- II. Duties
  - A. Attends Executive Board meetings as a voting member
  - B. Acts as a liaison between the American Library Association and the Mississippi Library Association
  - C. Attends ALA Mid-Winter and ALA Annual Conference with travel paid by MLA
  - D. Informs Chair of Publicity Committee and Web Committee of items to be publicized
  - E. Fills out reports as needed for the American Library Association on behalf of MLA

## **SOUTHEASTERN LIBRARY ASSOCIATION REPRESENTATIVE (SELA)**

- I. Election
  - A. One representative, who is a member of SELA, is elected by the MLA membership during the annual election of MLA officers. The MLA Nominating Committee submits nominations for the position of SELA Representative
  - B. The term of office is four years (Jan - Dec.) Funding for SELA conferences is provided by MLA each fiscal year in the amount of \$1,000 unless otherwise

noted by the MLA Treasurer.

II. Duties

- A. Attends MLA Executive Board meetings as a voting member
- B. Acts as a liaison between the Southeastern Library Association and the Mississippi Library Association
- C. Attends SELA conferences and the SELA board meetings

**PARLIAMENTARIAN** (Appointed by the President)

- I. Attends Executive Board meetings as a non-voting member
- II. Advises and makes parliamentary decisions at meetings or at the request of the President.
- III. Uses *Robert's Rules of Order, Revised* as authority unless the MLA Constitution and Bylaws differ.

**MLA ADMINISTRATOR**

Job Description:

This is a part time contract position which will be negotiated annually by the Mississippi Library Association (MLA) Executive Board and includes secretary and conference planning responsibilities.

SECRETARIAL RESPONSIBILITIES:

- 1. Manages the office of the MLA Association
- 2. Maintains membership records of the Association
- 3. Maintains files of correspondence, reports, publications, etc., of the Association
- 4. Handles all correspondence of the Association, either answering or routing to the proper individual or committee
- 5. Prepares bulk membership mailings and/or emails as requested by the President
- 6. Prepares correspondence for the President. Prepares for Executive Board meetings
- 7. Attends Executive Board meetings and other meetings as requested by the President
- 8. Serves as ex-officio member of certain Association committees
- 9. Works with Association committees, Round Tables, and Sections in preparing for conferences, conventions, workshops, etc., sponsored by the Association
- 10. Maintains Association property such as furniture, supplies, and equipment
- 11. Represents the Association when requested by the President
- 12. Performs other duties as assigned

13. Receives from Treasurer each month's vouchers and receipts by the 10th of the following month
14. Manages invoice process to ensure all MLA invoices are paid
15. Serves in an advisory function with the Fiscal Management Committee
16. Makes deposits of membership and conference payments
17. Works a schedule, as negotiated in the annual contract, that is spread out during the week so that members can be responded to in a timely manner
18. Learns to use MLA's online membership system to manage membership, send reports to the executive board, set up forms, set up events and send electronic invoices
19. Develops and monitors timelines, deadlines and a master checklist related to all aspects of the MLA work to ensure that committees, roundtables, and sections meet their responsibilities
20. Proposes new ideas to improve the MLA organization

#### CONFERENCE PLANNING RESPONSIBILITIES:

1. Develops and monitors timelines, deadlines and a master checklist related to all aspects of the MLA conference, ensuring the information is communicated to the executive board, sections, roundtables and committees
2. Drafts grant documents for president's signature, ensures that grant deadlines are met, and maintains print and electronic files related to grants
3. Creates events and manages database and online registration process, reporting information to the registration chairperson and MLA vice president
4. Along with committee, roundtable, and section chairs, collects information for speakers including W9s and contracts and helps arrange for travel as necessary
5. Manages, along with the registration chairperson, on-site registrations, to assure accurate registration data, name badges (and ribbons), fee collection, counts for specific events, etc.
6. Coordinates with the Vice President to provide and process CEU credits for conference attendees
7. Attends the MLA conference and provides on-site support
8. Maintains print and electronic records of conference contracts, statistics, publicity and finances
9. Provides any follow-up to the events such as thank you letters to speakers, vendors, sponsors, volunteers, etc., as needed, working with the sponsor/exhibit coordinator and vice-president
10. Proposes new ideas to improve the MLA conference planning and implementation process

SUPERVISION RECEIVED: Reports to the MLA President

## **Mississippi Library Association Policy for Travel**

The Mississippi Library Association (MLA) will be guided by common sense, professionalism, and the rules and regulations established by the Mississippi Department of Finance and Administration (DFA) regarding travel. DFA establishes the reimbursement rates for travel, lodging, and meals. Officers, elected representatives, and the MLA Administrator may receive reimbursement based on this information up to, but not to exceed, the amount assigned and specified in the approved MLA annual budget. Alcohol and entertainment expenses are not eligible for travel reimbursement. Travel to MLA board meetings, committee meetings, and the annual MLA conference is not eligible for reimbursement, with the sole exception of the conference travel expenses for the MLA Administrator. Board-approved representatives are eligible to receive travel support to attend position-related conferences (ALA, SELA, for example) and the National Legislative Day, and this support is specified in the annual budget. Conference site-selection travel is eligible when the budget allows.

The officers and representatives should coordinate soon after the conference each year to plan future travel to ensure prudent and equitable use of funds.

Requests for travel funds disbursement must be approved by the President. Reimbursement must be submitted in a timely manner to the MLA Treasurer on the MLA Voucher Form, and requests must be submitted prior to the end of the fiscal year. Requests not received within one month of travel or by the end of the fiscal year will not be reimbursed. Requests must include receipts/invoices to be approved.

## **CHAPTER 2: Sections**

### **BYLAWS OF THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARY SECTION MISSISSIPPI LIBRARY ASSOCIATION**

#### **ARTICLE I. NAME**

The name of the organization shall be the Association of College and Research Libraries – Mississippi Chapter of the Mississippi Library Association.

#### **ARTICLE II. MISSION**

ACRL is dedicated to enhancing the ability of academic library and information professionals to serve the information needs of the higher education community and to improve learning, teaching, and research. (Mission Statement taken from the ALA ACRL Web site)

#### **ARTICLE III. GOALS**

- Goal 1. Library facilities, materials and services should be made available to support the educational and research function of each institution.
- Goal 2. To attract and retain sufficient and qualified professional and support staff to meet the general and specialized library needs of the academic communities.
- Goal 3. Each academic library should strive to reach appropriate national and regional standards.

#### **ARTICLE IV. MEMBERSHIP**

##### Section 1.

Members of the Association of College and Research Libraries – Mississippi Chapter of the Mississippi Library Association shall be members of the Mississippi Library Association (MLA) and shall be encouraged to become members of the national ACRL division.

##### Section 2.

Members of this Section shall consist of those who are interested in academic libraries in Mississippi and who designate ACRL as his/her library sectional membership.

#### **ARTICLE V. OFFICERS**

##### Section 1.

- A. The officers of this Section shall be a chairperson, chairperson-elect who shall

- serve as vice-chairperson, and a secretary/treasurer. The chairperson and chairperson-elect shall be members of the national ACRL Division.
- B. These officers and the immediate past chairperson shall constitute the executive council of the Association of College and Research Libraries Section of the Mississippi Library Association.
  - C. The executive council shall meet annually.
  - D. Officers shall assume their responsibilities on January 1 and shall serve for one calendar year or until their successors are chosen.
  - E. No elected officer shall serve successive terms unless that person has served less than one-half a term.

#### Section 2.

After the MLA annual conference, the nomination committee shall use a survey tool to e-mail electronic ballots containing the names and biographical data for nominees to voting members in good standing at the time of the mailing (based on a list prepared by the MLA executive secretary). Nominees for Chairperson-Elect must be members of ALA/ACRL. Election results shall be printed and kept by the ACRL Secretary for one calendar year. These results should be given to the incoming Vice President of the Mississippi Library Association by January 1 following the MLA annual conference.

#### Section 3.

The chairperson shall appoint committees, serve as chairperson of the executive council, serve as liaison to the MLA Executive Board and attend those meetings quarterly, preside at all business meetings, and serve as a delegate to the Chapters Council of the ACRL of the American Library Association.

#### Section 4.

The chairperson-elect shall be the vice-chairperson, serve as program chairperson for the annual meeting, and function as a delegate to the Chapters Council of the ACRL of the American Library Association. In case of a vacancy in the office of chairperson, the vice-chairperson shall succeed to the office of chairperson.

#### Section 5.

The secretary/treasurer shall keep a record of the proceedings of each meeting of the Section and the executive council, shall keep the financial records for the Section, and shall send a report of annual and special meetings to the executive secretary of ACRL within one month following the meeting.

### **ARTICLE VI. COMMITTEES & SPECIAL PROJECTS**

#### Section 1. Nominating and Elections Committee

- A. The executive council of the Section shall appoint a committee of not less than

three members-at-large, none of whom shall be members of the executive council.

- B. Committee members shall be appointed for a one-year term and, upon expiration of their terms, shall not be eligible for immediate reappointment.

#### Section 2. Standing Committees

- A. The Section may establish standing committees.
- B. Committees shall consist of not less than three members (membership shall consist of an uneven number)

#### Section 3. Special Committees

Committees not authorized as standing committees shall be special committees that may be authorized by the Section or the executive council.

#### Section 4. Special Projects

The Section will also work with other MLA organizations as needed on special projects and activities.

### **ARTICLE VII. MEETINGS**

#### Section 1. Annual Meeting

There shall be an annual meeting of the membership of the Association of College and Research Libraries – Mississippi Chapter of the Mississippi Library Association that shall be held during the time of the annual MLA conference.

#### Section 2. Spring Meeting

When possible, a spring meeting of the membership of the Association of College and Research Libraries – Mississippi Chapter of the Mississippi Library Association devoted to topics of interest to the Section shall be held.

#### Section 3. Special Meetings

Special meetings of the members of the Section may be called by the executive council or by petition of a majority of the membership.

### **ARTICLE VIII. CONFORMITY WITH MLA**

These bylaws and the purpose of the Association of College and Research Libraries – Mississippi Chapter of the Mississippi Library Association shall not be in conflict with the constitution and bylaws of MLA.

### **ARTICLE IX. AMENDMENTS OF BYLAWS**

These bylaws may be amended at any regular annual meeting of the Section by a two-thirds vote of those members present and voting (without previous notice). These bylaws may be amended at any special meeting provided that notice is given outlining the



subject matter and substance of the proposed amendments in the same manner provided for the notice of special meetings.

## **BYLAWS OF THE PUBLIC LIBRARY SECTION MISSISSIPPI LIBRARY ASSOCIATION**

### **ARTICLE I. NAME**

The name of this organization shall be the Public Library Section of the Mississippi Library Association, Incorporated.

### **ARTICLE II. OBJECT**

The object of this Section shall be to speak for the interests of public libraries within the Association and to work for the establishment and development of effective public library service in Mississippi.

### **ARTICLE III. MEMBERS**

Any person, library or institution interested in public library work may become a member upon payment of dues to the Mississippi Library Association as provided in their bylaws and designation of their interest in affiliation with this Section.

### **ARTICLE IV. OFFICERS**

#### Section 1.

The officers of this Section shall be a chair, vice-chair/chair-elect, and a secretary. The chair shall be the representative head of the Section and shall serve on the executive board of the Association. The chair shall appoint the parliamentarian, all necessary committees, and shall serve as chair of the Section executive board and serve as presiding officer at all business meetings. The chair shall plan the annual meeting at the annual MLA conference. The vice-chair shall be the chair-elect and shall assume the office of the chair in case of death, resignation or removal of the chair from office before her/his term has expired. The secretary shall keep a record of the attendance and proceedings of each meeting of the Section and of the Section executive board.

#### Section 2.

The officers shall be elected by mail ballot or via online voting prior to the regular annual meeting of the Association. Elected officers shall serve for two years or until their successors have been duly elected. Terms of office shall coincide with those of the Association.

#### Section 3.

In case of vacancy in any office except that of chairman, the executive board

shall designate someone to discharge the duties of the office for the duration of the unexpired term. When it becomes necessary for the vice-chairman to assume the office of chairman, the immediate past chairman or someone designated by the Section executive board shall discharge the duties of the vice-chairman

Section 4.

No elective officer shall succeed themselves unless he/she has served less than one-half of a term.

Section 5.

No elected officer shall hold another elected office in the Section or the Association.

## **ARTICLE V. MEETINGS AND AMENDMENTS**

Section 1.

The annual business meeting of the Section shall be held each year at the time of the annual conference of the Mississippi Library Association unless otherwise determined by the Section executive board.

Section 2.

Special meetings of the Section may be called by the chairman or the executive board and shall be called upon the written request of fifteen members of the Section. The purposes of the special meeting must be stated in the call. Written, electronic or published notice shall be given at least ten days prior to the meeting.

Section 3.

Ten percent of the active members shall constitute a quorum for the transaction of the business, including amendments to the By-Laws, of the Section.

## **ARTICLE VI. EXECUTIVE BOARD**

Section 1.

The chairmen of standing committees, the immediate past chairman of the Section, and the elected officers of the Section shall comprise the executive board.

Section 2.

The executive board shall have general supervision of the affairs of the Section between business meetings; establish the hour and place of meetings, make recommendations to the Section, and other such duties as may be specified in these bylaws.

## **ARTICLE VII. COMMITTEES**

### Section 1.

The executive board as needed may name standing committees. The Section Chair shall appoint members and chairs of all standing and other committees.

### Section 2.

All standing committees shall make an annual report of their activities at the annual business meeting.

### Section 3.

The chairs of all standing committees shall serve concurrently with the elective officers. Meetings of these committees may be called by the Standing Committee Chair and shall be called upon the request of the Section executive board and/or upon the written request of one-third of the committee membership.

## **ARTICLE VIII. NOMINATION AND ELECTION OF OFFICERS**

### Section 1.

The Chair shall appoint an election committee composed of three (3) members one of whom who will announce nominations at least two (2) months before the election for Section Chair, Vice-Chair/Chair Elect and Secretary via mail or electronic means. Nominations will be accepted by mail or electronic means and closed two (2) weeks before the election. The consent to serve, if elected, and professional address must be obtained from each person before the name can be presented by the election committee.

### Section 2.

The election committee will present to the section via email at least one name for each office for voting at least two (2) weeks before the election.

### Section 3.

The election committee shall mail a printed copy of the ballot, with biographical data for each nominee, or conduct online voting for each voting member of the Public Library Section in good standing and a paid member of the Association at the time of the mailing (based upon a list prepared and furnished by the MLA Administrator). Ballots shall be marked or selected online and returned to the election committee for tabulation.

### Section 4.

For each office, the candidate receiving the largest number of votes shall be elected and shall be so reported to the Section by the election committee. Results of the election shall be reported to the membership in *Mississippi Libraries* and via email.

## ARTICLE XI. PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order* shall be the parliamentary authority of this Section.

### GOALS AND OBJECTIVES

#### Goal I.

Standards should be established for public libraries in Mississippi to guide and upgrade current services.

##### Objectives:

- A. To develop measurable criteria for evaluation
- B. To adequately assess current levels and plan future developments
- C. To assist in local strategies for improvements

#### Goal II.

The Public Library Section of the Mississippi Library Association should provide leadership in continuing education for public library staffs.

##### Objectives:

- A. To create a vehicle for continuing education of professionals and paraprofessionals through workshops, webinars, bibliographies, publications, etc.
- B. To become a clearinghouse for sharing worthy developments made in individual libraries.
- C. To serve as an "ad agency" for educational opportunities from universities, library associations, individual libraries, Mississippi Library Commission, commercial consultants, etc.

#### Goal III.

The Public Library Section of the Mississippi Library Association should explore and monitor the development of automation in Mississippi libraries.

##### Objectives:

- A. To encourage compatibility of data by use of a common input format.
- B. To expedite future resource sharing through planning for compatibility.
- C. To create a network for sharing automation information and experience.

#### Goal IV.

The Public Library Section of the Mississippi Library Association should become more active.

##### Objectives:

- A. To provide leadership at several times during the year as well as at MLA.

B. To make contact with individual members of the Public Library Section through mail teleconferences, electronic mail, etc.

## **Mississippi Association of School Librarians Constitution**

### **Article I - Name**

**Section 1** - The name of the organization shall be the Mississippi Association of School Librarians (MsASL). No other name will be used in the advertisement or representation of the organization.

**Section 2** - The territory of this Association shall be the state of Mississippi.

**Section 3** - The fiscal year of the Association shall be January 1 through December 31 of each year.

### **Article II - Purpose**

The purpose of this organization shall be to:

- Strengthen and support school library media services in Mississippi
- Stimulate and encourage continuing professional growth and development of Mississippi school librarians and media specialists
- Promote cooperation among school librarians, administrators, classroom teachers and other persons interested in school library media programs
- Establish a network among school library media personnel in Mississippi
- Serve as an advocate for school libraries and the profession to society at large

### **Article III - Affiliation**

This organization will maintain its affiliation with the Mississippi Library Association, the American Association of School Librarians, and the Mississippi Department of Education. The Mississippi Association of School Librarians will operate under the

guidelines of the Mississippi Library Association Handbook as a section that adheres to the Mississippi Library Association by-laws in order to preserve the section's status as a voting member.

#### **Article IV - Membership**

Membership is open to all members of the Mississippi Library Association who indicate a preference for the School Library Section upon payment of annual dues. This includes school librarians who work in public, private, or parochial schools in the state of Mississippi.

#### **Article V – Officers**

##### **Section 1 – Officers**

Officers of this organization may include president, vice-president/president elect, secretary and treasurer. All officers shall be active/paid members of the Mississippi Library Association and the president and the vice-president/president elect shall be active/paid members of the American Association of School Librarians.

##### **Section 2 - Term of Office**

- Officers shall serve for two years and be elected at the Mississippi Library Association MsASL meeting. No member shall hold office more than twice in succession.
- The term of office shall begin at the December Mississippi Library Association Executive Board meeting (e.g., if the president is elected and begins office in December 2019, then his/her term will end December 2021).
- In the event of death, disability, or resignation of an officer, the MsASL Executive Committee shall appoint a member to serve in that office until the next meeting of the MsASL.

#### **Article VI - Meetings**

**Section 1** - The association shall hold a membership meeting in conjunction with the annual MLA conference.

**Section 2** - The association shall hold an annual membership meeting during the fall Mississippi Library Association conference.

**Section 3** - Regional meetings shall be scheduled each year prior to March. The regional coordinator shall be responsible for scheduling the meeting, securing a meeting place, and notifying members of the time and place of the meeting.

**Section 4** - The president has the ability to schedule additional meetings as necessary and shall notify members at least two weeks prior to the scheduled meeting.

## **Article VII - Executive Committee**

**Section 1** - The MsASL Executive Committee shall consist of the officers of the MsASL, the immediate past-president, and 6 regional directors from across the state who shall be elected from the active/paid members of the association. The six regions shall be North Mississippi, East Mississippi, Delta, Southwest Mississippi, Central, and Gulf Coast. To Assure continuity of the business and welfare of the MsASL, regional directors shall serve for two years on a rotating basis. The president shall be chairman of the MsASL Executive Committee.

**Section 2** - Meetings of the MsASL Executive Committee shall be held at least two times a year. Special meetings may be called at any time by the president or vice-president/president-elect, if necessary.

**Section 3** - A majority of the members of the executive committee shall constitute a quorum.

**Section 4** - Any officer who cannot or fails to perform his/her duties may be removed from office by a majority vote of the executive committee.

## **Article VIII - Amendments**

**Section 1** - This constitution may be amended by vote of two-thirds of the members present at any annual meeting provided.

**Section 2** - The amendments are offered in writing to the president and the executive committee sixty (60) days prior to the date of the annual meeting.

**Section 3** - The amendments are made available to the membership through email or other communication at least thirty (30) days prior to the annual meeting.

## **Mississippi Association of School Librarians Bylaws**

### **Article I - Nominations and Elections**

Officers shall be elected by mail or electronic ballot and shall be active/paid members of the Mississippi Association of School Librarians and the American Association of School Librarians. The president shall appoint a nominating committee to develop a slate of officers.

### **Article II - Duties of Officers**

**President** shall:

- preside over all meetings of the MsASL and the MsASL Executive Committee;
- develop the agenda for all meetings;
- appoint committees as deemed necessary;
- serve as ex officio member of all committees;



- perform all duties as designated by the membership or MsASL Executive Committee;
- represent the MsASL, or designate a representative if necessary, to the Mississippi Library Association Executive Board, the American Library Association, the American Association of School Librarians and/or any other organizations;
- work with the Mississippi Library Association to promote school library participation in the annual conference including MLA conference planning and selection of the Carroon Apple Award winner;
- report annually to the membership of the MsASL; and
- perform other duties outlined in the Officers and Committee Handbook and in Robert's Rules of Order.

**Vice-President/President Elect** shall:

- perform the duties of the president in the absence of the president;
- serve as ex officio member of all committees;
- represent the MsASL, or designate a representative if necessary, to the Mississippi Library Association Executive Board, the American Library Association, the American Association of School Librarians and/or any other organizations;
- coordinate with MLA Conference Planning Committee;
- coordinate communication to the membership;
- perform other duties outlined in the Officers and Committee Handbook and in Robert's Rules of Order; and
- become president upon completion of his/her second term as vice-president/president elect.

**Secretary** shall:

- record and keep a record of the minutes of all meetings;
- develop a synopsis to be sent the MsASL Executive Committee;

- have available for reference at all meetings a copy of the constitution, bylaws, officers and committee handbook, and a list of the officers, task force and committee chairs with a listing of their duties;
- keep on file all communications received and copies of all letters sent;
- perform such other duties as are requested by the president or executive committee; and
- perform such other duties as outlined in the Officers and Committee Handbook and Robert's Rules of Order, Newly Revised.

**Treasurer shall:**

- work with the Mississippi Library Association Executive Board treasure regarding all dues, fees, and contributions made to the MsASL and all authorized bills;
- assist in the preparation of the annual budget report and keep all financial records of the organization;
- perform such other duties as are requested by the president or executive committee; and
- perform such other duties as outlined in the Officers and Committee Handbook and Robert's Rules of Order, Newly Revised.

**Article III - Executive Committee**

**Executive Committee shall:**

- have the power to administer the affairs of the organization between meetings and shall report its actions to the organization;
- approve the annual budget developed by the finance committee; and
- approve recommendations for chairs of all task forces and committees.

**Article IV - Nominating Committees**

**Section 1 - Officers and Executive Board**

The president shall appoint a nominating committee composed of three (3) members who shall present to the organization through publication in an email one name for each office. After announcement of these names at the annual meeting, nominations from the floor shall be in order, provided consent of the nominee has been obtained.

**Section 2 - Carroon Apple Award**

The president shall appoint a nominating committee composed of four (4) members who shall promote and select the winner of the Mississippi Library Association annual Carroon Apple Award.

#### **Article V - Suspension of Bylaws**

The bylaws may be suspended in case of emergency by unanimous vote of all members present at the annual meeting or by the recommendation of the executive committee meeting.

#### **Article VI - Order of Business**

Business shall be conducted according to the MsASL Officer and Committee Handbook and, when needed, according to Robert's Rules of Order, Newly Revised.

### **BYLAWS OF THE SPECIAL LIBRARIES SECTION MISSISSIPPI LIBRARY ASSOCIATION**

#### **ARTICLE 1. NAME**

The name of this organization shall be the Special Libraries Section of the Mississippi Library Association.

#### **ARTICLE II. PURPOSE**

The purposes of this organization shall be to promote effective library service and professional librarianship in special libraries in the State of Mississippi, to establish programs to improve the standards of library service, and to advance the professional and scholarly growth of librarians working in special libraries.

#### **ARTICLE III. MEMBERSHIP**

Membership shall be open to any member of the Mississippi Library Association associated with any special library or interested in the promotion of such libraries.

#### **ARTICLE IV. OFFICERS**

Section 1.

There shall be two three officers, Chair, Vice-Chair and Secretary. They shall serve for one calendar year or until their successors are elected. Officers shall not succeed themselves. The Vice-Chair shall become Chair.

Section 2.

The Chair shall oversee the general business of the Section, preside at meetings of the Section and appoint all committees, except the nominating committee.

Section 3.

The Vice-Chair shall preside in the absence of the Chair, be responsible for the

program of the annual meeting, become Chair in the event of a vacancy, and appoint the nominating committee.

Section 4.

The Secretary shall maintain the minutes of Section meetings and perform other recording and corresponding duties as requested by the Chair.

Section 5.

In the event of a vacancy in the offices of Vice-Chair or Secretary, the Chair shall appoint a replacement for the unexpired term.

## **ARTICLE V. MEETINGS**

The Section shall hold the annual meeting in conjunction with the Mississippi Library Association meeting. A quorum shall be composed of those present.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

### Section 1.

A committee of three members to nominate candidates for elective positions shall be appointed by the Vice-Chair (Chair-Elect). The nominating committee shall present at least one nomination for each office.

### Section 2.

Elections may be by ballot, electronic ballot or any other method agreed on by the delegates. Election shall be by plurality.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY**

The Parliamentary Authority for the Section shall be the current edition of *Roberts Rules of Order – Newly Revised* in all cases where it is not inconsistent with these bylaws.

## **ARTICLE VII. AMENDMENTS**

The bylaws may be amended by a two-thirds vote at the annual meeting, by mail ballot or by electronic ballot. Proposed amendments shall be mailed or sent by email to the membership at least thirty days prior to the meeting.

# **BYLAWS OF THE LIBRARY TRUSTEES SECTION MISSISSIPPI LIBRARY ASSOCIATION**

## **ARTICLE I. NAME**

The name of this organization shall be the Trustees Section of the Mississippi Library Association.

## **ARTICLE II. PURPOSE**

The purpose of this organization shall be to encourage and support the service of library trustees.

## **ARTICLE III. MEMBERS**

Any person who is a library trustee or interested in trusteeship may become a member upon payment of dues to the Mississippi Library Association as provided in its Bylaws and by designation of their interest to affiliate with the Trustees Section.

## **ARTICLE IV. OFFICERS**

### Section 1.

- i. The officers of this Section shall be a chairperson, and a vice-chairperson/chairperson-elect.
- ii. The chairperson shall be the representative head of the Section and shall serve as a voting member on the Executive Board of the Association. The chairperson shall appoint all necessary committees, shall serve as the chairperson of the Section executive board and serve as presiding officer at all business meetings of the Section.
- iii. The vice-chairperson shall be the chairperson-elect, and shall assume the office of chairperson in the temporary or permanent absence of the chairperson.

### Section 2.

The officers shall be elected at the regular annual meeting at the state conference in October. They shall take office on the following January first and shall serve for a period of one calendar year, or until their successors are chosen.

### Section 3.

In case of a vacancy in any office except that of chairperson, the Executive Board shall designate a replacement to discharge the duties of the office for the duration of the unexpired term. When it becomes necessary for the vice-chairperson to assume the office of chairperson, the Executive Board shall designate someone to discharge the duties of the vice-chairperson.

Section 4. No elected officer shall hold another elected office in the Association.

## **ARTICLE V. MEETINGS**

The Section shall hold its annual meeting at the time and place of the annual Mississippi Library Association conference. Special meetings may be called at the time and place designated by the chairperson.

## **ARTICLE VI. AMENDMENTS OF BYLAWS**

Bylaws may be adopted, suspended, or amended by a majority vote of the members of the Section attending the annual meeting, or by a two-third vote of the membership by mail ballot or by email to the members.

## **ARTICLE VII. CONFORMITY WITH MLA**

These bylaws and the purpose of the Trustees Section of the Mississippi Library Association shall not be in conflict with the Constitution and Bylaws of the Association.

# **CHAPTER 3: Roundtables**

## **CONSTITUTION AND BYLAWS OF THE BLACK CAUCUS OF THE MISSISSIPPI LIBRARY ASSOCIATION CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be the Black Caucus of the Mississippi Library Association, hereinafter referred to as the Black Caucus.

### **ARTICLE II. PURPOSE**

The purposes of the Black Caucus are:

1. to encourage and increase membership of African Americans and other ethnic groups within the Mississippi Library Association, and
2. to promote and sponsor special programs focusing on concerns, special interests and needs of the African American community.

### **ARTICLE III. MEMBERSHIP**

Membership shall be open to any person interested in library services upon payment of Black Caucus annual dues. Said person must maintain good financial standing within MLA and the Black Caucus.

### **ARTICLE IV ORGANIZATION**

- A. The Black Caucus shall have the following elected officers: Chairperson, Vice-Chairperson/Chairperson-elect, and Secretary. These positions, along with others as provided for in the Bylaws, Section 3a, shall form the steering committee.
- B. Special committees and task forces may be established in areas of activity pursuant to the purposes of the Black Caucus as described in Article II. The special committees and task forces shall elect a chairperson and other officers necessary to operate efficiently.

### **ARTICLE V. FINANCES**

Funds to support Black Caucus activities shall come from the dues of Black Caucus members.

- A. Membership dues are \$3.00 per year.
- B. Funds
  1. Officers may request funds as necessary to implement approved programs of the organization.



2. The Steering Committee shall allocate funds to each task force based upon budgets submitted by the task forces and available funds.
- C. The chairperson is authorized to approve requests for reimbursement and payment of bills from Black Caucus funds in the custody of the MLA Executive Board. Any request for a total of more than \$50.00 from a single source in a year will require Steering Committee approval prior to chairperson action.
- D. The Black Caucus shall accept voluntary contributions unencumbered by obligations.
- E. The Black Caucus shall actively solicit funds for pursuit of projects that advance the objectives of the organization.

## **ARTICLE VI. AMENDMENTS**

The Constitution and Bylaws may be amended by a majority vote of the members of the Black Caucus in attendance and voting at any annual or called conference, provided that notice of the proposed revision has been sent to members at least thirty days prior to the meeting. It may also be amended by a majority vote of those responding in a mail referendum or an email to Black Caucus members. Proposals for revision may be sent by any member to the chairperson for consideration by the Steering Committee and shall be sent to the membership for their consideration.

## **BYLAWS**

### **SECTION I. DUTIES OF THE OFFICERS**

- A. **CHAIRPERSON.** The chairperson shall have the customary duties of the office of chairperson and shall preside over all meetings of the Black Caucus and of the Steering Committee. The chairperson shall be responsible, with the Steering Committee, for fulfilling the purposes of this organization. Additionally, the chairperson shall: appoint committee and task force chairpersons and members, serve as spokesperson for the Black Caucus, serve as public relation representative for the Black Caucus, and contribute articles to *Mississippi Libraries* magazine. The chairperson shall also be a member of ALA/Black Caucus and shall represent the MLA Black Caucus Round Table at the annual and midwinter meetings of the American Library Association with the following duties:
  1. To assure that the MLA Black Caucus has paid affiliates dues to ALA Black Caucus.
  2. To share with local Black Caucus members' information from ALA Black Caucus.
  3. To bring to ALA Black Caucus any problems or recommendations for ALA Black Caucus from local Black Caucus.
- B. **VICE CHAIRPERSON/CHAIRPERSON-ELECT.** The vice chairperson/chairperson-elect shall assist the chairperson and shall be

responsible for the coordination and implementation of the work of the committees and task forces as assigned by the chairperson. When the chairperson is unable to serve, the vice-chairperson shall act as chairperson. This person will assume the chairmanship after chairperson's elected time has expired.

- C. **SECRETARY.** The secretary shall perform the customary duties of this office. This person shall keep an accurate record of all meetings of the Black Caucus and the Steering Committee and have those records available at or before the next regularly called meeting of the Black Caucus or Steering Committee; shall arrange for the preservation of the archives and records of the organization; shall make a report of the proceedings of each annual meeting to MLA for publication in its annual conference proceedings for that year; shall prepare and submit a financial statement for review at each annual meeting, which shall include all income and expenditures of the Black Caucus.

## **SECTION II. ELECTION OF OFFICERS**

- A. Members of MLA Black Caucus who wish to volunteer and/or those solicited to run for elective office and thereby serve on the Steering Committee will submit their names, their office preference, a statement of their goals for the office and a short biographical note to the Election Committee. The names of all candidates will be submitted to the Black Caucus members for election. Winners of all elections shall be determined by a plurality of those members voting. Ballots shall be mailed or sent by email according to time schedule determined by MLA Bylaws.
- B. In the event of a tie, a run-off election shall be conducted at the annual conference business meeting.
- C. Term of all officers shall be for two calendar years.
- D. A position left vacant on the Steering Committee because of the incumbent's resignation, disability, etc., shall be filled for the remainder of the unexpired term by appointment by the Steering Committee.
- E. Members of the Steering Committee elected to office by the personal members may be re-elected to the same office for no more than two consecutive terms.

## **SECTION III. COMMITTEES**

- A. **STEERING COMMITTEE.** This committee shall be comprised of the elected offices of the Black Caucus, task force chairpersons, and the chairperson of the Election Committee. The immediate past chairperson and the program chairperson shall serve as ex-officio members without vote. The Steering Committee shall have general supervision of the affairs of the Black Caucus in the intervals between membership meetings and shall have the responsibility of:
1. Determining subjects for programs and working with a program chairperson to implement these programs.

2. Submitting and endorsing projects submitted by task forces to the Black Caucus.
  3. Reporting all actions of the Steering Committee at the annual conference.
- B. **AFFIRMATIVE ACTION COMMITTEE.** This committee shall keep abreast of affirmative action legislation on national, state, and local levels as it relates to Black Caucus activities. Review nominations and committee appointments of MLA and its divisions.
- C. **FUNDRAISING COMMITTEE.** This committee shall coordinate and engage in fundraising activities to support the programs and activities of the Black Caucus. Shall solicit ideas and support for, and inform the membership of, fundraising activities, solicit donations from funding sources.

#### **SECTION IV. SPECIAL COMMITTEES**

The Steering Committee may appoint special committees for any particular or specific purpose with the review of the Black Caucus. A special committee will serve until its task is accomplished to the satisfaction of the Steering Committee.

#### **SECTION V. TASK FORCES**

- A. Members may volunteer or be appointed to form task forces to work on projects initiated to meet their own needs or on projects proposed by the Steering Committee.
- B. Task forces shall submit to the Steering Committee a short statement of membership, purpose, goals, duration of operation and a request to establish the group accompanied by a tentative budget. Written summary communications on the progress of the task force will be made to the Steering Committee for the duration of the project for its consideration and/or endorsement at the annual meeting. The summary communication will be for dissemination to the general membership after action by the Steering Committee.
- C. Task force coordinators are elected annually and may be re-elected for no more than two consecutive terms.
- D. Vacancies occurring among the task force's officers between regular elections may be filled by the task force either by election or appointment.
- E. Task forces may meet as frequently as necessary for their stated duration but meetings at the annual MLA conferences are required. Failure to hold these meetings shall automatically dissolve the task force.

#### **SECTION VI. MEETINGS**

The annual membership meeting of the Black Caucus shall be held during the annual conference of the MLA and shall include a report of the Steering Committee to the members on its activities. The Steering Committee shall meet at the annual MLA conference and other times if deemed necessary by the chairperson. All meetings shall

conform to *Robert's Rules of Order* (latest edition).

## **SECTION VII. QUORUM**

Thirty percent of the membership shall constitute a quorum at any Round Table meeting.

# **MISSISSIPPI GAMING and GRAPHIC NOVEL ROUND TABLE MISSISSIPPI LIBRARY ASSOCIATION CONSTITUTION AND BYLAWS**

## **Constitution**

### **ARTICLE I. NAME**

The name of this organization shall be the Mississippi Games and Graphic Novel Round Table, hereinafter referred to as GGNRT.

### **ARTICLE II. PURPOSE**

Sec. 1. The purposes of the GGNRT are:

Sec. 1.1 To provide a forum for the exchange of ideas and concerns surrounding games and graphic novels in libraries;

Sec. 1.2 To provide resources to the library community to support the building and maintenance of library game and graphic novel collections;

Sec. 1.3. To provide a force for initiating and supporting game programming in libraries;

Sec. 1.4. To create an awareness of, and need for, the support of the value of gaming and play in libraries, schools, conventions, conferences and related learning communities.

Sec. 1.5. To create an awareness of the value of games, gaming, and graphic novels in library outreach and community engagement plans

Sec. 1.6 To provide a professional and social forum for networking and publication among librarians and non-librarians interested in games, gaming, and graphic novels.

### **ARTICE III: MEMBERSHIP**

Membership will consist of any personal member of MLA and, upon payment of Round Table annual dues, members will receive the right to vote and to participate in the business of the Round Table.

### **ARTICLE IV: OFFICERS**

Sec. I. The Officers of the organization shall be a chair, a vice chair, who shall be the

chair-elect, and a secretary.

Sec. 2. Terms of Office. All officers of the GGNRT shall serve terms of office as specified herein, and shall be eligible for election to a second consecutive term.

Sec. 3. Officers are elected at the annual meeting.

#### **ARTICLE V: EXECUTIVE COMMITTEE**

Sec. 1. The executive committee shall consist of four members: the chair, the vice chair, the secretary, and the immediate past chair.

Sec. 2. The executive committee shall transact the business of the organization in the interim between meetings.

Sec. 3. The executive committee shall meet at the request of the chair or of two members of the executive committee.

Sec. 4. The executive committee shall have power to appoint, in case of a vacancy in any office, a member from the organization to fill the unexpired term until the next regular election.

#### **ARTICLE VI. MEETINGS**

Sec. 1. General Meetings. GGNRT may hold a general meeting of the Round Table at the time and place of the Mississippi Library Association Conference.

Sec. 2. Special Meetings. Special meetings may be called by the executive board and shall be called by the chair. At least 30 days' notice shall be given.

Sec. 3. Votes by mail. Votes by mail or email may be authorized by the chair between meetings. Ballots shall be conducted by the Chair in such a manner as the board shall determine.

#### **ARTICLE VII. FINANCES**

Sec. 1. Round Table dues are set by the Mississippi Library Association

Sec. 2. The chair is authorized to approve requests for reimbursement and payment of bills from the organization's funds in custody of the MLA Executive Board.

Sec. 3. Funding for Travel and Misc:

Sec. 3.1. Funds will be spent to help travel to locations needed if someone on the committee is not local and/or to pay the registration fee to a conference other than Mississippi Library Association Conference.

Sec. 3.2. Funds will also be used in the future for a new award such as for MLA Awards committee if enough money is raised through the years.

## **ARTICLE VIII. AMENDMENTS**

Sec. 1. These articles may be amended at any regular meeting of the organization when a quorum is present and shall require a two-thirds vote of the members present.

Sec. 2. Notice of the proposed change shall be sent to members of record by email or U.S. mail at least 30 days prior to the meeting at which a notice is to be taken on the proposed change.

## **BYLAWS of GGNRT**

### **ARTICLE I. ELECTIONS**

Sec. 1. The vice chair is responsible for preparing an election slate for a secretary for the succeeding year.

Sec. 2. Consent of the nominee(s) shall be obtained.

### **ARTICLE II. OFFICERS**

Sec. 1. Term of Office:

All officers shall serve for a two year or until the adjournment of the regular meeting at which their successors are chosen. The secretary (vice chair- elect) shall serve for two years as secretary. At the expiration of this term, or in case of a vacancy in the office of vice chair, he /she shall succeed to the office of the vice chair and shall serve until the expiration of the term. The vice chair (chair-elect) shall serve for one year as vice chair. At the expiration of this term, or in case of a vacancy in the office of chair, he/she shall succeed to the office of chair, and shall serve until the expiration of the term.

Sec. 2. Duties of Officers will be as follows:

- A. The chair shall plan the program with the help of the executive committee; preside at all meetings; approve disbursements; assign committees as needed; represent the Round Table on the Mississippi Library Association Executive Board as a non-voting member, serve as liaison with other educating groups with a similar nature,
- B. The vice chair shall, in the absence of the chair, preside at all meetings; shall present the slate of officers for the next year,
- C. The secretary shall keep and preserve the records of the meetings, handle the correspondence of the organization, subject to the direction of the chair.

### **ARTICLE III. AMENDMENTS TO BYLAWS**

Sec. 1. Amendments to the bylaws may be voted on only when a quorum is present and shall receive a majority vote of the members present.

Sec. 2. Notices of proposed change in the bylaws shall be sent to members of record by email or U.S. mail at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

## **ARTICLE IV. PUBLICATIONS**

Sec. 1. Publications may be authorized by the Board as provided for in the Bylaws of Mississippi Library Association.

Sec. 2. Publications shall include but are not limited to, Reading Advisories, Game Lists, Articles for Mississippi Libraries, and other types of helpful publications for all library types.

## **ARTICLE V. PARLIAMENTARY AUTHORITY**

Robert's Rule of Order, latest revision, shall be the governing authority in any matter not specifically covered by the constitution and bylaws.

# **BYLAWS OF THE MARKETING/PUBLIC RELATIONS ROUND TABLE MISSISSIPPI LIBRARY ASSOCIATION**

## **ARTICLE I. NAME**

The name of this organization shall be the Marketing/Public Relations Round Table (Marketing/PR RT).

## **ARTICLE II. PURPOSE**

The purpose of this organization shall be to bring together Mississippi Librarians who wish to listen, share, and learn about ideas/ways we can collectively come together to better promote the materials, programming, events, and services Mississippi Libraries have to offer all residents. Marketing, public relations, and branding efforts will serve as the main focus.

## **ARTICLE III. MEMBERSHIP**

Annual dues for full membership into the Marketing/ PR RT shall be three dollars (\$3.00) for regular MLA members. The membership year shall correspond with the calendar year. Marketing/ PR RT members receive the right to vote and participate in the business of the Round Table

## **ARTICLE IV. OFFICERS**

Section 1.

The officers of this organization shall be a chairperson, a vice-chairperson (chairperson-elect), and a secretary all of whom shall be members in good standing of the Marketing/PR RT. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Marketing/PR RT.

Section 2.

Officers shall be elected at the annual Mississippi Library Conference held each year in

October. A plurality of the votes cast shall constitute an election.

Section 3.

Officers shall be limited to one term and hold office for a term of one calendar year. No member shall hold more than one MLA office at a time.

## **ARTICLE V. MEETINGS**

Section 1.

The annual meeting of the Marketing/PR RT shall take place during the annual conference of the Mississippi Library Association.

Section 2.

Those Marketing/PR RT members present at the annual meeting shall constitute a quorum.

## **ARTICLE VI. COMMITTEES**

Section 1.

All committees shall be composed of members in good standing of the Marketing/PR RT, who shall serve until their successors have taken office or until the committee is dissolved.

Section 2.

Committees shall be appointed by the chairperson as needed or by majority vote of the membership.

## **ARTICLE VII. Parliamentary Authority**

Section 1.

The rules and procedures contained in the current *Robert's Rules of Order Newly Revised* shall govern the Marketing/PR RT where they are not inconsistent with these Bylaws, any special rules of order the Marketing/PR RT may adopt, or the Constitution and Bylaws of the Mississippi Library Association.

Section 2.

Those Bylaws can be amended only at the annual meeting by (1) a two-thirds vote of the membership present provided the amendment has been distributed to all members through email one month in advance, or (2) amendment from the floor with a three-fourths majority vote.

## **BYLAWS OF THE NEW MEMBERS ROUND TABLE MISSISSIPPI LIBRARY ASSOCIATION**



## **ARTICLE I. NAME**

The name of this organization shall be the Mississippi Library Association New Members Round Table (MLA-NMRT).

## **ARTICLE II. PURPOSES**

The purposes of this organization shall be to help members better understand the library profession and its issues, to provide an early opportunity for involvement in MLA, to promote comradeship among NMRT members, to encourage participation in library organizations, and to serve as common voice for the members of MLA-NMRT.

## **ARTICLE III. MEMBERSHIP**

### Section 1.

Full membership is open to any Mississippi Library Association member who has been in the Mississippi Library Association for ten (10) years or less. MLA members not meeting this specification may join Friends of NMRT and enjoy all privileges of NMRT membership excepting the voting privilege.

### Section 2.

Annual dues for full membership or for Friends of NMRT shall be three dollars (\$3.00) for regular MLA members. The membership year shall correspond with the calendar year.

## **ARTICLE IV. OFFICERS**

### Section 1.

The officers of this organization shall be a chairperson, a vice-chairperson (chairperson-elect), all of whom shall be members in good standing of MLA-NMRT. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by MLA-NMRT.

### Section 2.

Officers shall be elected at the annual Mississippi Library Conference held each year in October. A plurality of the votes cast shall constitute an election.

### Section 3.

Officers shall hold office for a term of one calendar year. The affiliates delegate shall serve for two calendar years, being elected at those annual meetings in odd numbered years. No member shall hold more than one MLA office at a time.

## **ARTICLE V. MEETINGS**

Section 1.

The annual meeting of MLA-NMRT shall take place during the annual conference of the Mississippi Library Association.

Section 2.

Those MLA-NMRT members present at the annual meeting shall constitute a quorum.

## **ARTICLE VI. COMMITTEES**

Section 1.

All committees shall be composed of members in good standing of MLA-NMRT, who shall serve until their successors have taken office or until the committee is dissolved.

Section 2.

Committees shall be appointed by the chairperson as needed or by majority vote of the membership.

## **ARTICLE VII. ARCHIVES**

The archival papers and records of the officers and committee chairpersons of NMRT shall be stored with the MLA archives. Other memorabilia of NMRT shall be added as necessary.

## **ARTICLE VIII. RULES**

Section 1.

The rules and procedures contained in the current *Robert's Rules Of Order Newly Revised* shall govern MLA-NMRT where they are not inconsistent with these Bylaws, any special rules of order MLA-NMRT may adopt, the Constitution and Bylaws of the Mississippi Library Association, and JMRT affiliate chapter guidelines.

Section 2.

Those Bylaws can be amended only at the annual meeting by (1) a two-thirds vote of the membership present provided the amendment has been distributed to all members through email one month in advance, or (2) amendment from the floor with a three-fourths majority vote.

# MISSISSIPPI SOCIAL JUSTICE ROUNDTABLE MISSISSIPPI LIBRARY ASSOCIATION CONSTITUTION AND BYLAWS (SJRT)

**Note:** Guidance was taken from the Public Library Association (PLA) Task Force on Equity, Diversity, Inclusion and Social Justice.

The Social Justice Round Table will provide information in the areas of equity, diversity, inclusion, and social justice. Round Table activities could include:

- making recommendations for integrating Social Justice content into MLA programs;
- elevating successful libraries as models to generate and share best practices;
- identifying ways MLA might influence equity and inclusion within Mississippi libraries; and
- helping libraries serve diverse communities and staff.

Constitution

## **ARTICLE I. NAME**

The name of this organization shall be the Mississippi Social Justice Round Table, hereinafter referred to as SJRT.

## **ARTICLE II. PURPOSE**

Sec. 1. The purposes of the SJRT are:

Sec. 1.1 To provide a forum for the exchange of ideas and concerns promoting social justice in Mississippi libraries;

Sec. 1.2 To provide resources to the library community in support of the building and maintenance of equity, diversity, inclusion, and social justice;

Sec. 1.3. To provide a force for initiating and supporting social justice programming in Mississippi libraries;

Sec. 1.4. To create an awareness of, and a voice for, the support of the value of social justice in libraries, schools, conventions, conference and related learning communities;

Sec. 1.5. To create an awareness of the value of equity, diversity, inclusion and social justice in library outreach, strategic planning and community engagement plans; and

Sec. 1.6 To provide a professional and social forum for networking and publication among librarians and non-librarians interested in social justice issues.

## **ARTICLE III: MEMBERSHIP**

Membership will be open to any personal member of MLA upon payment of Round Table annual dues to SJRT. Members will receive the right to vote and to participate in the business of the Round Table.

## **ARTICLE IV: OFFICERS**

- Sec. 1. The Officers of the organization shall be a chair, a vice chair, and a secretary.
- Sec. 2. Terms of Office. All officers of the SJRT shall serve terms of office as specified herein and shall be eligible for election to a second consecutive term.
- Sec. 3. Officers are elected at the business meeting which will occur at the Mississippi Library Association Annual Conference.

## **ARTICLE V. EXECUTIVE COMMITTEE**

- Sec. 1. The executive committee shall consist of three members: the chair, the vice chair, and the secretary.
- Sec. 2. The executive committee shall transact the business of the organization in the interim between meetings.
- Sec. 3. The executive committee shall meet at the request of the chair or of the vice chair and secretary.
- Sec. 4. The executive committee shall have power to appoint, in case of a vacancy in any office, a member from the organization to fill the unexpired term until the next regular election.

## **ARTICLE VI. MEETINGS**

- Sec. 1. Business meetings. SJRT shall hold a business meeting of the Round Table at the time and place of the Mississippi Library Association Conference. Members of the Round Table in attendance shall constitute a quorum at a business meeting.
- Sec. 2. Special Meetings. Special meetings may be called by the executive board or by the chair. At least 30 days notice shall be given.
- Sec. 3. Votes by mail. Votes by mail or email may be authorized by the chair between meetings. Ballots shall be conducted by the Chair in such a manner as the board shall determine.

## **ARTICLE VII. FINANCES**

- Sec. 1. Round Table dues are set by the Mississippi Library Association.
- Sec. 2. The chair is authorized to approve requests for reimbursement and payment of bills from the organization's funds in custody of the MLA Executive Board.
- Sec. 3. In general, SJRT funds are to be used to promote the activities of the Round Table.
- Sec. 3.1 No expenses will be authorized for reimbursement in excess SJRT funds available.

## **ARTICLE VIII. AMENDMENTS**

- Sec. 1. These articles may be amended at any business meeting of the organization when a quorum is present and shall require a two-thirds vote of the members present.

Sec. 2. Notice of the proposed change shall be sent to members of record by email or U.S. mail at least 30 days prior to the meeting at which a notice is to be taken on the proposed change.

## BYLAWS of SJRT

### ARTICLE I. ELECTIONS

Sec. 1. The vice chair is responsible for preparing an election slate for the secretary for the succeeding year.

Sec. 2. Consent of the nominee(s) shall be obtained.

### ARTICLE II. OFFICERS

Sec. 1. Term of Office: Officers shall be elected at the annual Mississippi Library Association Conference held each year. A plurality of votes shall constitute an election. Elected officers shall serve for one year or until their successors have been duly elected. Terms of office shall coincide with those of the Association.

Sec. 2. Duties of Officers will be as follows:

A. The chair shall plan the program with the help of the executive committee; preside at all meetings; approve disbursements; assign committees as needed; represent the Round Table on the Mississippi Library Association Executive Board as a non-voting member; serve as liaison with other educational groups with a similar nature.

B. The vice chair shall, in the absence of the chair, preside at all meetings; shall present the slate of officers for the next year if applicable.

C. The secretary shall keep and preserve the records of the meetings, handle the correspondence of the organization, subject to the direction of the chair.

### ARTICLE III. AMENDMENTS TO BYLAWS

Sec. 1. Amendments to the bylaws may be voted on only when a quorum is present and shall receive a majority vote of the members present.

Sec. 2. Notices of proposed change in the bylaws shall be sent to members of record by email or U.S. mail at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

### ARTICLE IV. PUBLICATIONS

Sec. 1. Publications may be authorized by the Board as provided for in the Bylaws of Mississippi Library Association.

Sec. 2. Publications shall include but are not limited to, Reading Advisories, Articles for *Mississippi Libraries*, and other types of helpful publications for all library types.

### ARTICLE V. PARLIAMENTARY AUTHORITY

*Robert's Rules of Order*, latest revision, shall be the governing authority in any matter not

specifically covered by the constitution and bylaws.

## **CONSTITUTION AND BYLAWS OF THE YOUNG PEOPLE'S SERVICES ROUND TABLE MISSISSIPPI LIBRARY ASSOCIATION CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be the Young People's Services Round Table (YPSRT) of the Mississippi Library Association.

### **ARTICLE II. PURPOSE**

The purpose of this organization shall include, but not be limited to, the following goals:

- A. To provide a forum for discussion of problems, concerns and the exchange of ideas by young people's librarians through workshops, conference meetings, newsletters, etc.
- B. To contribute to the education, training, and professional growth of all those who work with young people.
- C. To increase communication and cooperation among all those who work with or are interested in young people both in school and public libraries.

### **ARTICLE III. MEMBERSHIP**

Membership will consist of any member of Mississippi Library Association and, upon payment of \$3.00 for Round Table annual dues, receive the right to vote and participate in the business of the Round Table.

### **ARTICLE IV. OFFICERS**

The officers of this organization shall be a chairperson, a vice-chairperson/chairperson-elect, a public-librarian-at-large, a school-librarian-at-large, and a secretary. These positions shall form the executive committee.

### **ARTICLE V. AMENDMENTS**

This Constitution may be amended by a majority vote of the members of the Round Table in attendance at any annual or called conference, provided that notice of the proposed revision has been sent to members at least thirty days prior to the meeting. It may also be amended by a majority vote of those responding in a mail/email referendum to personal members. Proposals for revision may be sent by any member to the chairperson for consideration by the officers and shall be sent to the membership for their consideration.

### **BYLAWS**

## **ARTICLE I. OFFICERS**

### Section 1. Duties

- A. The chairperson shall be the head of the organization, appoint all necessary committees, serve as required on Mississippi Library Association committees, and preside at all meetings.
- B. The vice-chairperson shall be the chairperson-elect and serve as program chairperson for the meetings. In case of a vacancy in the office of the chairperson, the vice- chairperson shall succeed to the office of chairperson.
- C. The secretary shall keep records concerning the business of the Round Table. This shall include keeping minutes of all meetings held and preparing announcements to the membership.

### Section 2. Election

- B. The officers shall be elected at the annual meeting of the Round Table during the regular annual meeting of Mississippi Library Association. They shall serve for a period of one calendar year, or until their successors are chosen.
- C. In case of a vacancy in any office except that of chairperson, the executive committee shall designate someone to discharge the duties of the office for the duration of the unexpired term.
- D. No elected officer shall succeed himself unless he/she has served less than one-half of a term.

## **ARTICLE II. MEETINGS**

### Section 1.

There shall be an annual meeting of the membership of the YPSRT during the Mississippi Library Association Conference scheduled so that it will not coincide with meetings being held by either the Public or School Sections or the Mississippi Library Association. The meeting should follow guidelines set forth by the Mississippi Library Association Constitution concerning such meetings. In the event the Mississippi Library Association does not meet during the third quarter of the year, the chairperson will call a meeting of the membership of the YPSRT.

### Section 2.

The executive committee will meet at the annual Mississippi Library Association Conference and other times if deemed necessary by the chairperson.

### Section 3.

At all meetings *Robert's Rules of Order* (latest edition) will be followed.

Section 4.

The Election Committee will meet at least once prior to submitting a slate of candidates to the Round Table membership.

**ARTICLE III. FINANCES**

Section 1.

Funds to support Round Table activities will come from the dues of the Round Table membership. Dues for personal members shall be \$3.00 per year.

Section 2.

Elected and appointed officers may request funds as necessary to implement approved programs of the organization.

Section 3.

The chairperson is authorized to approve requests for reimbursement and payment of bills from Round Table funds in the custody of the Mississippi Library Association Executive Board. Any request for a total of more than \$50.00 from a single source in a year will require executive committee approval prior to chairperson action.

**ARTICLE IV. QUORUM**

Thirty percent of the membership shall constitute a quorum at any Round Table meeting.

**ARTICLE V. AMENDMENTS**

These Bylaws may be amended by a majority vote of the members of the Round Table in attendance at any annual or called conference, provided that notice of the proposed revision has been sent to members at least thirty days prior to the meeting. It may also be amended by a majority vote of those responding in a mail/email referendum to personal members. Proposals for revision may be sent by any member to the chairperson for consideration by the executive committee and shall be sent to the membership for their consideration.

**MISSISSIPPI TECHNICAL SERVICES ROUND TABLE MISSISSIPPI LIBRARY  
ASSOCIATION CONSTITUTION AND BYLAWS**

**CONSTITUTION**

**ARTICLE I. NAME**

The name of this organization shall be the Mississippi Technical Services Round Table.

**ARTICLE II. PURPOSE**



The purpose of the organization shall be to unite in one group Mississippi librarians and others interested in activities related to the acquisition, identification, cataloging, classification, and preservation of library materials, and to provide an opportunity for interchange of ideas and the discussion of problems.

### **ARTICLE III. MEMBERSHIP**

Membership will consist of any personal member of MLA and, upon payment of Round Table annual dues, members will receive the right to vote and to participate in the business of the Round Table.

### **ARTICLE IV. OFFICERS**

The Officers of the organization shall be a chair, a vice chair, who shall be the chair-elect, and a secretary. Officers are elected at the annual meeting.

### **ARTICLE V. EXECUTIVE COMMITTEE**

#### Section 1.

The executive committee shall consist of four members: the chair, the vice chair, the secretary, and the immediate past chair.

#### Section 2.

The executive committee shall transact the business of the organization in the interim between meetings.

#### Section 3.

The executive committee shall meet at the request of the chair or of two members of the executive committee.

#### Section 4.

The executive committee shall have power to appoint, in case of a vacancy in any office, a member from the organization to fill the unexpired term until the next regular election.

### **ARTICLE VI. MEETINGS**

#### Section 1.

The regular meeting shall be held during the annual meeting of the Mississippi Library Association.

#### Section 2.

A spring meeting will be held if deemed necessary by the executive committee.

#### Section 3.

Members of the Round Table in attendance shall constitute a quorum at a business meeting.

## **ARTICLE VII. FINANCES**

### Section 1.

Round Table dues are set by the Mississippi Library Association.

### Section 2.

The chair is authorized to approve requests for reimbursement and payment of bills from the organization's funds in custody of the MLA Executive Board.

## **ARTICLE VIII. AMENDMENTS**

### Section 1.

These articles may be amended at any regular meeting of the organization when a quorum is present and shall require a two-thirds vote of the members present.

### Section 2:

Notice of the proposed change shall be sent to members of record by email or U.S. mail at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

## **BYLAWS OF TSRT ARTICLE I.**

### **ELECTIONS**

#### Section 1.

The vice chair is responsible for preparing an election slate for a secretary for the succeeding year.

#### Section 2.

Consent of the nominee(s) shall be obtained.

## **ARTICLE II. OFFICERS**

### Section 1. Term of Office

All officers shall serve for one year or until the adjournment of the regular meeting at which their successors are chosen. The secretary (vice chair- elect) shall serve for one year as secretary. At the expiration of this term, or in case of a vacancy in the office of vice chair, he/she shall succeed to the office of vice chair, and shall serve until the expiration of the term. The vice chair (chair-elect) shall serve for one year as vice chair. At the expiration of this term, or in case of a vacancy in the office of chair, he/she shall succeed to the office of chair, and shall serve until the expiration of the term.

### Section 2. Duties of Officers

A. The chair shall plan the program with the help of the executive committee;

- preside at all meetings; approve disbursements; assign committees as needed; represent the Round Table on the Mississippi Library Association Executive Board as a non-voting member; serve as liaison with the Council of Regional Groups, Association for Library Collections and Technical Services, American Library Association (ALA/ALCTS/CRG).
- B. The vice chair shall, in the absence of the chair, preside at all meetings; shall present the slate of officers for the next year.
  - C. The secretary shall keep and preserve the records of the meetings, handle the correspondence of the organization, subject to the direction of the chair.

### **ARTICLE III. AMENDMENTS TO BYLAWS**

#### Section 1.

Amendments to the bylaws may be voted on only when a quorum is present and shall receive a majority vote of the members present.

#### Section 2.

Notices of proposed change in the bylaws shall be sent to members of record by email or U.S. mail at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

### **ARTICLE IV. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, latest revision, shall be the governing authority in any matter not specifically covered by the constitution and bylaws.

## CHAPTER 4: Committees

### A. Awards Committee

1. Purpose: To recognize outstanding accomplishments in the field of librarianship and/or library service and to develop and encourage interest in the library profession.
2. The Mississippi Library Association presents these awards:
  - a. Baker & Taylor/NMRT Grassroots Award (Selected by New Members Round Table)
  - b. Carroon Apple Award (Selected by School Libraries Section)
  - c. Friends of Mississippi Libraries: Chapter One Award (Selected by Friends of Mississippi Libraries)
  - d. Friends of Mississippi Libraries: Ruby Assaf Presidential Award (Selected by Friends of Mississippi Libraries)
  - e. Mississippi Authors Awards (Selected by Mississippi Authors Awards Committee)
  - f. Outstanding Achievement Award (Selected by Awards Committee)
  - g. Past Presidents Award (Selected by Past Presidents Committee)
  - h. Selected by Awards Committee: Peggy May Award, Outstanding Achievement, Mary Julia Anderson, Library Champion and Public Relations Awards

**(For details, see Appendix E, Awards.)**

## COMMITTEES (Appointed by the President)

### B. Advocacy Committee

1. Purpose:
  - a. To identify advocacy best practices for all types of libraries in Mississippi and implement as appropriate
  - b. To build partnerships with other organizations that have similar views
  - c. To educate MLA members about advocacy
2. Organization: The committee shall be formed each year from MLA members who volunteer to serve on the committee from January 1 to December 31 of the calendar year.
3. Duties:
  - a. Provide advocacy training programs at MLA conference and during the year as opportunities and funding allow
  - b. Develop educational materials and programs to improve MLA members' advocacy skills
  - c. Develop and promote annual advocacy opportunities that MLA members can implement locally in their libraries and communities

### C. Election Committee

1. Purpose: To have charge of the conduct of the elections of the Association and the counting and tabulation of votes.
2. Duties:
  - a. Obtain from the nominating committee the slate of nominees and their biographies for the offices of the Association.
  - b. Direct the preparation of an online and printed ballot, known as the "Official Ballot", which shall have the name and professional address of each nominee for office.
  - c. Printed/Paper Ballots procedure is to mail a copy of the "Official Ballot" on April 1 to each voting member of the Association in good standing without an email address/those who have opted out of online voting. (See Bylaws)
  - d. Supply envelopes bearing the words "Official Ballot Enclosed" in which the ballots may be sealed and returned to the election committee.
  - e. Online Ballots procedure is to provide nominee information to Web Committee to set up online ballot or receive login information from Web Committee to set-up online ballot. Email online ballot to each voting member of the Association in good standing on April 1st. (See Bylaws)
  - f. Count and tabulate all "Official Ballots" received. (See Bylaws.)
  - g. Report to the Executive Board by May 15 the candidate receiving the largest number of votes for each office. Actual count of votes is not reported. President will contact *Mississippi Libraries* and all candidates with election results.
  - h. In case of a tie vote, determine the successful candidate by lot. Candidates involved in the tie shall be given the opportunity to be present or represented for the lot. (See Bylaws, Article XI. Sec. 6.)

### D. Fiscal Management

1. Purpose: To review and make recommendations to the Executive Board concerning all financial matters of the Association.
2. Duties:
  - a. Review physical and financial assets each January.
  - b. Receive financial statement from the Treasurer as necessary.
  - c. Meet annually to prepare a proposed budget for the coming year to be presented to the Executive Board for approval in December.
  - d. Consult on financial matters of the Association throughout the year as needed.
3. Members: Members should be chosen from past Presidents and past Treasurers of Mississippi Libraries, with the current President, Vice President, Treasurer, and the MLA Administrator also serving as

members

E. Legislative

1. Purpose:

- a. To provide leadership in state and federal legislative action affecting or pertaining to libraries or the welfare of libraries
- b. To inform the membership and encourage active participation in the legislative process

2. Duties:

- a. Maintain an awareness of legislation important to library service and to promote and publicize such legislation.
- b. Keep abreast of federal programs affecting libraries and use available means to promote passage of needed legislation.
- c. Plan appropriate Legislative Activities
- d. Coordinate Mississippi Legislative Pie Day at the Mississippi State Capitol
- e. Attend National Library Legislative Day in Washington, DC
- f. The President, Vice-President, and Legislative Chair travel is paid by MLA

F. Long Range Planning for Library Services

1. Purpose: To provide a vehicle for encouraging and assisting the Sections, Round Tables, Committees and interest groups of the Mississippi Library Association in their long range planning.

2. Duties:

- a. To promote, encourage, and implement planning for library cooperation and development by MLA.
- b. To serve as a forum for developing statewide library ideas.
- c. To guide the effectiveness of the long-range plan and to identify and develop specific goals and objectives annually as related to the Association's mission statement.

3. Organization:

- a. Membership is open to any current member of MLA. A Chair or Co-Chairs are appointed by the MLA President. Representatives from all MLA Committees and Round Tables are encouraged to participate.

4. Recommendations:

- a. Most committee work will be done electronically through communication among all MLA membership and the Chair(s).
- b. During the Annual MLA Conference, the Committee will meet to discuss plans for the coming year. Representatives from other Committees and Round Tables are encouraged to attend the meeting and discuss their goals and assess how the various groups carried out that plan during that year. The MLA Annual Evaluation Report Form will be given to Committees and Round Tables at the MLA conference to be filled out and returned to the

- Chair(s) by November 1. Using the MLA Annual Evaluation Report form developed by the Committee, each Section, RoundTable, committee, etc. is to report, examine, and evaluate their activities in relationship to their goals or charge.
- c. The Chair(s) compiles the Annual Evaluation Reports and presents a written assessment at the December MLA Board Meeting to discuss goal and objective revisions and plans for the upcoming year.
  - d. The final Committee report is published in the winter edition of *Mississippi Libraries* for the membership to use as a guide for annual planning.

#### G. Membership

1. Purpose:
  - a. To solicit members to the Association.
  - b. To keep membership records accurate in an electronic database
2. Duties of the Chairperson:
  - a. Solicit members by
    1. Placing notices in all issues of *Mississippi Libraries*
    2. Making contact with former members
    3. Making appeals at National Library Week workshop, meetings, at state conference each year, etc.
    4. Requesting members of the membership committee to solicit members from the type libraries represented.
    5. Creating new ideas to increase membership
    6. Promoting ALA/MLA student membership
    7. Hosting a booth at the USM Children's Book Festival
3. Membership: The Chair of this committee is appointed by the President. The MLA Administrator automatically serves as a member of this committee.

#### H. Mississippi Authors Awards Committee

The purpose of the Mississippi Authors Awards Committee is to recognize and encourage Mississippi authors and promote interest in local authors' books, whether the books are about Mississippi or another subject. Appointments to this committee are for a two-year period. (See Appendix E, Awards.)

#### I. National Library Week Committee

The National Library Week program functions on the national basis using the guidelines for operation as specified as set forth by the American Library Association

1. Officers: The President appoints a chair, preferably by January.
2. Chair
  - a. Follows plan of national theme.
  - b. Asks the Governor to declare National Library Week in the state, if possible.
  - c. Promotes publicity program throughout the year via MLA Facebook, Twitter, MLA website and Pinterest page as well as

- d. creating an official Mississippi NLW poster
  - d. Writes annual report for the summer issue of *Mississippi Libraries* and for National headquarters.
  - e. Plans overall program statewide through MLA listserv and email working toward excellence and possible national recognition.
3. Schedule of Activities:
- a. Chair selects committee members if needed.
  - b. Chair shares notes and ideas with next year's chair.

J. Nominating Committee

- 1. Purpose: To select a slate of members to be nominated to fill the elective offices of the Association in accordance with the Bylaws.
- 2. Duties:
  - a. Select and secure consent of persons to be nominated along with photo and biography for online voting purposes
  - b. Present names selected in writing to Executive Board at the March meeting

K. Outreach Committee

- 1. Purpose:
  - a. To identify outreach opportunities and prioritize those opportunities in order to utilize volunteers and resources in the most efficient way to make both library professionals and library supporters across the state aware of the opportunities and resources available through MLA
  - b. To create a more visible and recognizable brand for MLA
  - c. To create a more engaged membership base within MLA through volunteer opportunities and open-communication with the member base
- 2. Organization:
  - a. The committee shall be formed each year from MLA members who volunteer to serve on the committee from January 1 to December 31 of the calendar year
- 3. Duties:
  - a. Maintain a list of important events annually that MLA should have a physical presence at (festivals, conferences, etc.)
  - b. Develop a standard for which MLA outreach opportunities should meet (standard table setup, talking points for discussion with potential new members, etc.)
  - c. Look for better opportunities to make MLA members aware of the full benefit of their membership within the organization

L. Past Presidents Committee

- 1. Purpose: To select the recipient of Past Presidents' Award.
- 2. Chair: Immediate past President serves as chair.
- 3. Duties:



- a. Receive nominations from Awards Committee.
  - b. Select recipient.
  - c. Provide appropriate award to be presented at conference by notifying the MLA Administrator to order the award
  - d. Notify *Mississippi Libraries* and Handbook Committee of recipient.
  - e. Meet at the annual conference each year.
4. Membership: Composed of a committee of Past-Presidents of the Association.

#### M. Publicity Committee

1. Purpose: To conduct an active program of publicizing the interests and activities of MLA
2. Members of the Committee:
  - a. Chairperson, appointed by the President.
  - b. Other members representing the Sections, if possible.
3. Duties:
  - a. Work with appropriate MLA Board members, Sections, Committees, and Roundtables to effectively publicize and document MLA activities and interests, to include but not be limited to:
    1. Association Activities (ongoing)
    2. MLA workshops and events (ongoing)
    3. Changes to MLA website or social media accounts (ongoing)
    4. New executive board members, section chairs, committee chairs, and roundtable chairs (December - January)
    5. MLA Midwinter/ Library Advocacy Day (February)
    6. National Library Week (March)
    7. Children's Book Festival (April)
    8. ALA Legislative Day (May )
    9. Election announcements (May – July)
    10. ALA Annual Conference (June)
    11. National Library Card Sign-Up Month (September)
    12. MLA Annual Conference (October)
    13. MLA Award winners (October)
    14. ALA Midwinter Conference (December-January)
  - b. Preparation and dissemination of news releases:
    1. Social media – Facebook, Twitter, Pinterest
    2. Newspapers
    3. Radio
    4. Television
    5. Mississippi Libraries

## 6. Professional journals

- c. Cooperation with editor of Mississippi Libraries in supplying news and coverage of events.

### N. Scholarship Committee

1. Purpose: To administer the Peggy May/MLA Scholarship which is designed to provide financial assistance of at least **\$1,000** annually for the education of individuals who plan to be professional librarians, information specialists, or media specialists in academic, public, school or special libraries. The scholarship award will be made to a qualified current student or officially admitted new student enrolled in graduate coursework in the School of Library and Information Science at The University of Southern Mississippi. Both full time and part time students are eligible. This scholarship is made possible by an endowment fund which is administered by the Mississippi Library Association and which is awarded annually on a competitive basis by the MLA Scholarship Committee.
2. Committee Duties:
  - a. Publicity for the scholarship.
  - b. Selection and notification of the scholarship recipient.
  - c. Fund raising and solicitations for funds to keep the interest on the Peggy May fund sufficient for the scholarship.
  - d. Notify Mississippi Libraries and Awards Committee of scholarship recipient.
3. Criteria:
  - a. Academic excellence and leadership capabilities.
  - b. Evidence of commitment to a career in the field of library and information science in the state of Mississippi.
  - c. Previous experience or activity in the library field is a bonus but not necessary to be considered for the award.
4. TimeLine:
  - a. Deadline for applications is April 15.
  - b. Selection will be completed and award recipient notified by May 15.
  - c. Publicity for following calendar year's scholarship is June 1 - April 1.
  - d. Scholarship will be awarded at the MLA annual conference, if possible.
5. Application submission instructions:
  - a. Applicant will submit the following to the MLA Office to the attention of the Scholarship Committee:
    1. Completed official Peggy May/MLA Scholarship application form.
    2. Official transcript from college or university granting the latest degree.
    3. Three references who can attest to the applicant's potential as a professional librarian.
  - b. The School of Library and Information Science at the University of Southern Mississippi will verify enrollment status of each applicant.

6. Publicity: Announcement of the scholarship award will be made available via several sources:
  - a. Links from the MLA, the MLC and the USM Library School Web pages.
  - b. MLA listserv
  - c. Letters included in the library school information packets on their library science program.
  - d. Meetings for the Library and Information Science Student Association (LISSA) at USM.
  - e. Other appropriate method

#### O. MLA Web Committee

1. Purpose: To provide technical support to the association and enhance communication within the MLA web community.
2. The Web Committee is responsible for:
  - a. Keeping the MLA website in good order by working with Sections, Roundtables, Committees and the Executive Board to ensure the content is current, informative, and accurate.
  - b. Managing the MLA email listserv.
  - c. Providing technical support for the MLA Administrator and ensuring that data on the MLA computer is backed up regularly.
  - d. Recommending necessary upgrades to the MLA Administrator's computer, peripherals and internet technology to the Executive Board.
  - e. Preparing the website for Conference
    1. Work with Registration Committee chair to set up online registration.
    2. Work with Exhibitor Committee chair to set up vendor online registration.
    3. Work with Conference Committee to update pages as necessary.
  - f. Work with Election Committee Chair to set up online ballots, and provide a list of email addresses of members in good standing as of March 1 of the election year.
  - g. Keeping the website's Content Management System, database, and security measures up to date.
  - h. Keeping the website's committee and officers' lists up to date.
3. Recommended Qualifications for the Web Committee Chairperson:
  - a. Should have served on the Web Committee for at least one year before becoming chairperson.
  - b. Should have an understanding of the structure and organization of MLA.
  - c. Should have a basic knowledge of good user-centered web design and be familiar with HTML and Cascading Style Sheets.
  - d. Should have experience troubleshooting computers.
  - e. Submitting activity reports to the Executive Board as required, at

least once per year.

- f. Attending Executive Board meetings, although not required, is recommended so that the Web Committee can be informed of any changes that might affect the information on the web page.
- g. Ensuring that the MLA Administrator has a file of all relevant documentation, records and passwords.

4. Timeline

- a. January - Update website with new Executive Board contact information.
- b. April/May - Post poster and program proposal form and vendor registration on website.
- c. July/August - Open online conference registration and post print form on website.
- d. October - Close online conference registration two weeks prior to conference.

- 5. The MLA Board shall appoint a Technical Services Support staff person for a one-year term to provide technical support to the MLA administrator and website. The Tech Service Support is paid a \$500 stipend at the end of the budget year.

## CHAPTER 5: Conference

- I. Vice President
  - A. Serves as general Conference Chair and is responsible for planning the overall conference program, coordinating all details of the conference, and working with the Executive Board, MLA Administrator, catering staff at the conference center and conference committees concerning conference plans.
  - B. Appoints conference committee chairs soon after election to the office and calls a planning meeting of the annual conference.
    1. Conference committees are:
      - a. Local Arrangements Committee
      - b. Hospitality Committee
      - c. Registration Committee
      - d. Exhibits Committee
      - e. Poster Sessions Committee
  - C. Works with each conference committee chair to appoint committee members.
  - D. Performs conference duties (Also see Officer section of Handbook) as follows:
    1. Selects conference theme
    2. Plans all general session programs, making all necessary contacts and arrangements.
    3. Works with chairs of all Sections, Round Tables, and committees, especially Mississippi Authors Awards Committee, in planning conference programs.
    4. Reviews and accepts program proposals based on LSTA grant funds, conference theme and appeal to all types of libraries
    5. Works with President and Treasurer to keep program planners within MLA allocated funding and to keep overall conference costs within budget. Utilizes MLA Speaker form for LSTA Grant funds and MLA vouchers to the Treasurer.
    6. Works with Local Arrangements Chair for overnight housing, needs of general session speakers and informs conference center personnel of any equipment needed for speakers.
    7. Works closely with Local Arrangements Chair in planning the schedule, making meeting room assignments, caterer and menus for all meal functions, receptions, table decorations, seating arrangements, etc.
    8. Works with Registration Chair in planning details of pre-registration, on-site registration, required equipment, signs, badges, meal tickets, registration packets, etc.
    9. Prepares pre-conference publicity in conjunction with the Registration Committee Chair and Publicity Chair and distributes it via MLA listserv.
    10. Arranges for printing of conference program.

- a. Determines the number of copies to be printed and the costs to be incurred.
  - b. Works with Exhibits Committee Chair to obtain additional funding for the conference. Example: Coffee & water stations, popcorn, printing of the conference book, etc.
  - c. Arranges for distribution of the program at the conference through the Registration Committee.
  - d. Obtains list of exhibitors' names and addresses for inclusion in the conference program.
  - e. Reminds the President to write the welcome for the program.
11. Supplies Publicity Committee Chair with photographs of general session speakers, conference theme, schedule, etc. Publicity chair takes photos to upload to the MLA Facebook, Pinterest and Twitter pages.
  12. Works with the editor of *Mississippi Libraries* and the Publicity Committee Chair to include conference publicity in the journal.
    - a. Pre-conference publicity should go in the Fall issue and may include black and white, color glossy photos of speakers, speaker biographies, conference artwork, schedule, program information, etc.
  13. Hosts the reception for the President during the conference, making necessary arrangements for the reception with the Local Arrangements and Hospitality Committees.

## II. Local Arrangements Committee

### A. Pre-conference

1. Confers with hotel sales and catering office personnel in January to determine exact room sizes, hotel regulations, equipment hotel can furnish, confirm conference dates, shuttle buses, etc.
2. Works with the Vice President to prepare a brief local arrangements form for distribution at first Executive Board meeting of the year. (See sample at end of conference section.
  - a. Forms should go to all Section, Round Table, and committee chairs as well as to ALA, SELA, USM School of Library and Information need space or equipment for meetings, displays, meals, etc.
  - b. Forms should request the following information: name, phone and address of contact person; program title; preferred day and time; speaker's name; program format; estimated attendance; registration charge, excluding meals; food requirements; equipment needs.
  - c. Forms should be returned to Local Arrangements Chair in March or April.
  - d. As soon as conference schedule is set, dates and times of programs should be confirmed with program planners.

- e. Gives the conference schedule and information from these forms to hotel sales and catering office in August so that hotel can help make room assignments and make suggestions regarding conference traffic flow.
3. Meets often with Conference Chair to discuss specific schedule, meeting room assignments, menus for all meal functions, receptions, exhibitors' cocktail party, seating arrangements, required equipment, refreshments to be served in the Exhibit Hall, etc.
4. Confirms with Conference Chair the housing and equipment needs of general session speakers. At the request of the Conference Chair, makes local travel arrangements for general session speakers, including transportation to and from airport, registering at hotel, and notifying the Conference Chair of their arrival.
5. Pre-registers with the hotel all general session needing overnight accommodations. MLA pays for general session speakers' accommodations; Sections and Round Tables are responsible for paying for their speakers' rooms. Also, pre-registers any MLA officers or conference committee chairs who will be in complimentary rooms. Complimentary rooms should be given to the President, Vice-President and MLA Administrator if available.
6. Makes plans for the President's reception with the Conference Chair.
7. After consulting with Conference Chair regarding room size, hotel regulations, etc., arranges for flowers and any other decorations to be used at general sessions, meal functions, and receptions. Consults with the hotel regarding storage of flower arrangements. Groups wanting flowers or decorations are responsible for their own.
8. Confers with Registration Committee Chair about equipment needs for registration.
9. As early as possible, asks hotel conference center to set a time when the exhibit room will be available for Convention Display Service, Inc. to set up booths. Exhibits Chair and Conference Chair, sets the opening time for exhibits.
10. By mid-August, finalizes all room and meal prices. Gives the menus and prices to Registration Chair. Meal prices which will go on the registration form must include gratuity and tax. In addition, figures in costs for complimentary meals as determined by the Conference Chair.
11. Keeps totals on ticketed workshops, sessions, and meals. Keeps hotel sales and catering office informed, so any necessary changes can be made in room assignments. Notifies Registration Chair of deadlines for accepting on-site reservations for meals.

12. Consults with Conference Chair on seating at head tables at general session meals.
13. Checks on the availability of telephone lines, if needed. Confirms Wi-Fi connections for all programs and for MLA attendees.
14. Works with any Section and Round Table needing transportation for local tours.
15. Keeps records of all conversations and correspondence. Notes particularly names, addresses, telephone numbers, prices, requests, guarantees, etc.
16. Makes arrangements for hotel parking passes if required.

#### B. Conference

1. Serves as a welcoming group. The committee should include some members from the host city.
2. Meets with Executive Board and all conference committee chairs to go over details.
3. Prior to each meeting and meal function, checks seating arrangements, microphones, and audio-visual equipment furnished by the hotel. Checks on electrical cables and cords on floor and near podium for possible safety hazard.
4. As each deadline for meal function arrives, gets total from Registration Chair and gives to hotel sales and catering office.
5. Circulates in exhibits area to be sure everything is running smoothly. Checks on the coffee/water stations for exhibitors.
6. Be available on the floor during the conference to handle any problems that may arise and to answer questions.
7. Insures that speakers and caterer events off-site are paid at the conference by conferring with the MLA Treasurer

#### C. Post-conference

1. Obtains final billing from hotel as well as any other outstanding bills.
2. Works with MLA Treasurer to assign charges to appropriate group and submit to MLA for payment.
3. Organizes, files, and turns over to Local Arrangements Chair for next year's conference.

### III. Hospitality Committee

- A. Procures free giveaway materials from the local Convention and Visitors' Bureau and local businesses to be used in conference bags. There must be enough of each item for all conference attendees.
- B. Assembles the conference bags before the conference and gives them to the Registration Committee to be distributed at the registration desk.
  1. Procures free giveaway items from local businesses to be used as door prizes



2. In the exhibit hall as well as soliciting from MLA members via the listserv.
- C. Schedules a member to be on duty during exhibit hours to provide hospitality and general assistance. The member will also announce and give away door prizes to exhibit attendees.

#### IV. Registration Committee

##### A. Pre-conference

1. Prepares online and print registration form and assists Vice President in recommending conference registration fees. The final copy should be ready by late July.
2. The form should include all meals, ticketed workshops and sessions, special tours and events, and registration fees.
3. Consults with the Exhibits Committee Chair regarding a separate online registration form for exhibitors in April/May.
4. Checks with the Local Arrangements Chair/Vice-President for ticketed events, including meal events/boxed lunches.
5. Prepares online registration by working with the web committee. Also, posts paper registration that can be downloaded and returned to the MLA Office via regular mail.
6. Send email to listserv when online registration opens, no later than August 15th.
7. Decides type of conference bags will be distributed to conference attendees in conjunction with the Vice-President
8. Arranges for printing of tickets. Tickets for each function should be printed on a different color paper and should be ready to be put in registration envelopes as the forms are returned.
9. Solicits or make arrangements for materials donated by vendors for use at registration and/or requests funds from Treasurer (name tag holders and printing).
10. Handles pre-registration.
  - a. MLA Administrator sends a photocopy of pre-registrations received via mail. Web Committee Chair sends spreadsheet of online registrations.
  - b. Maintains a count on meals and all ticketed events. Keeps Local Arrangements Chair/Vice-President informed of registration figures for each event.
  - c. Prints name tags for persons pre-registered and for exhibitors and guests.
  - d. Prepares and alphabetizes registration packets (envelopes) for pre-registered attendees: includes a receipt, tickets, and a nametag.
  - e. Prepares registration packets for exhibitors and guest speakers. (May give exhibitors' packets to Exhibits Committee

- Chair to distribute at the conference or keep at registration desk.)
- f. MLA Administrator places pre-registration forms in alphabetical order by name in three-ring binder. These will be kept at the registration desk for verification purposes.
11. Consults with Conference Chair about registration hours. (Usually Tuesday, 1 hour before preconference starts, Wednesday 7:30am – 5:00pm, Thursday 7:30am – 5:00pm, Friday, 8:00-9:00am).
    - a. Schedule committee members and others to work; The Committee Chair, MLA Administrator, and two others are required during busy periods, usually Wednesday mid-morning and Thursday early morning.
  12. Maintains a count on meals and all ticketed events. Keeps Local Arrangements Chair/Conference Chair informed of registration figures for each event.
  13. Works with MLA Administrator to arrange for coding of forms as they are received. Makes a photocopy of registration form with copy of check and gives to MLA Administrator. Gives money and checks to MLA Administrator. Reports total collected to Treasurer.
  14. Consults with the Local Arrangements Chair regarding the number of tables and chairs for registration (at least two tables, four chairs), outlets, etc., and arrangements for keeping money in the hotel safe.
  15. Gathers all supplies needed for registration desk.
    - a. Registration forms and clipboards
    - b. Plastic name tag badges. Colored adhesive marker may be used to designate members, non-members, guests, and exhibitors.
    - c. Name tags. Software for producing nametags is available at the MLA office and badge kits can be purchased online or office supply store
    - d. Envelopes: small for tickets, money, etc., large for daily reports.
    - e. Office supplies: printer paper, stapler, receipt books, pencils, pens, markers, scratch paper, clear tape, masking tape, paper clips, scissors, etc.
    - f. Computer and printer or other method of preparing nametags on site.
    - g. Signs for pre-registration and on-site registration.
    - h. PayPal reader device to accept credit and debit cards.
    - i. Collated annual reports of MLA committees, Sections, and Round tables.
    - j. Optional: large plastic bags, folders, etc., to hold individual registration materials.

**B. Conference**

1. Meets with the Executive Board and the Conference Committee chairs to finalize details.
2. Requests \$250 from the Treasurer for change.
3. Places cash box in hotel safe immediately after registration closes each day.
4. Gives Local Arrangements Chair daily registration totals for meal functions. Finds out from Local Arrangements Chair the cut-off time for registration for each meal function.
5. Assigns people to collect tickets at all ticketed functions.
6. Gives all money received at the conference to the MLA Administrator. Reports total collected to the Treasurer.
7. Prepares registration committee report to show final attendance figures for each event and total registration figures for the conference.
8. Helps with transaction for the MLA Silent Auction via Paypal

**C. Timeline**

<b>July</b>	Prepare registration forms with the help of Conference Chair
<b>August 15th</b>	Open online registration and post print registration form on website
<b>August-October</b>	Prepare registration packets with name badge, receipts, and tickets
<b>September</b>	Recruit and schedule committee members and others to work registration desk and collect tickets at ticketed events
<b>1-2 weeks before conference</b>	Close registration. Provide number of meal ticketed events to Local Arrangement and Conference Chair
<b>Days of Conference</b>	Bring all supplies, registration packets, request change from Treasurer
<b>After Conference</b>	Prepare registration report to show final attendance figures for each ticketed event and overall conference

**V. Exhibits Committee**

**A. Pre-conference**

1. Committee chair attends Executive Board program planning meetings and Conference Committee meetings.
2. Engages services of Convention Display Service, Inc. in Jackson for exhibit booths. Organizes financial arrangements for payment of exhibit booth costs with the Executive Board approval.

3. Obtains list of former and potential exhibitors from files of former committee chair.
4. Writes first letter to exhibitors no later than February 1st, giving the following information
  - a. Dates and location of conference
  - b. Name of conference headquarters hotel and conference center
  - c. Price and layout of exhibit space. Allow exhibitors to list preferences in booth location and/or assign booths on a first come first served basis. (Exhibitors often do not want to be located near a particular company or type of company.)
5. Writes a follow-up letter to the companies that have purchased exhibit space, including the following:
  - a. Location of exhibit room
  - b. Hours the exhibits will be open each day
  - c. Tentative conference program schedule.
  - d. Equipment (tables, chairs, electrical outlets, etc.) available through Convention Display Service, Inc.
  - e. Shipping instructions. (Number of days prior to the conference the hotel and/or conference center will accept prepaid shipments.)
  - f. Days and hours the exhibit room will be available for setting up displays. Checks with the Local Arrangements Chair to determine when the hotel/conference center will have the exhibit room available for Convention Display Service, Inc. to set up booths, then determines the time for Convention Display Service, Inc. to have the room ready for exhibitors to set up their displays. Convention Display Service, Inc. handles unaccompanied displays.
  - g. The time Exhibits Chair will meet with exhibitors prior to the exhibits opening to discuss mutual problems, routines, procedures, and suggestions. At this time, the exhibitors may wish to elect a spokesperson for the next year.
  - h. A reminder that exhibit booth fees cannot be refunded to a firm canceling its reservation later than 60 days prior to the conference.
6. Acknowledges receipt of payment if check has accompanied reply from exhibitor. Exhibitors should mail checks to the MLA office for deposit by the MLA Administrator.
7. In June, sends a second letter to firms who have not reserved exhibit space.
8. Approximately one month before conference, sends a reminder to exhibitors of dates, etc.
9. Confirms with Convention Display the dates, booth assignments, required equipment, etc. with Convention Display Service, Inc.

10. Completes diagram of exhibit area as made up by Convention Display Service, Inc. Furnishes a copy to the hotel sales and catering office and to the Conference Chair.
11. Schedules committee members to be present when exhibitors arrive to offer assistance and information.

B. Conference

1. Checks on arrivals of unaccompanied exhibit materials and makes periodic checks of these during the conference.
2. Obtains exhibitors' registration packets and printed program from Registration Chair.
3. Schedules a committee member to be present in the exhibit hall during all times the exhibits are open.
4. Schedules a committee member to be present to open and lock up the exhibit hall.
5. Chair submits a report on the number of exhibitors present for the general business session.
6. Convention Display Service, Inc. dismantles and returns unaccompanied exhibits at close of conference exhibit hall on Thursday.
7. Provides National Library blue color ribbon for MLA President to cut at the opening of the exhibits

VI. Poster Sessions Committee

- A. Committee chair attends MLA Executive Board meetings as requested by the Conference Chair.
- B. Recruits four other members of the Poster Session Evaluation Committee to serve for the conference.
- C. Sends out calls/emails for proposals and distributes proposal submissions to committee members for evaluations
- D. Works with Conference Chair in planning times, dates, and number of poster sessions.
- E. Schedules individual poster sessions.
- F. Arranges with the Exhibits Chair for rental of peg boards with cork fronts from Convention Display Service, Inc.
- G. Proofreads poster session listing before conference program is printed.
- H. Sends acceptance and rejection emails to poster sessions presenters and others who submitted proposals.
- I. Poster Session Committee Chair will provide a list of Poster Session Committee members and a copy of each abstract around June 1st for inclusion in the conference program booklet.
- J. Poster Session Evaluation Committee
  1. Duties include reviewing the poster session applications and selecting the most appropriate for presentation at the conference.

## VII. Conference Site Selection Committee

A. Vice-President appoints the Chair of the Conference Site Selection Committee. This committee may include the Vice President, Vice-President Elect, Treasurer, Immediate Past President and other members as appropriate.

1. The committee maintains a three-year calendar for conference sites.
2. The committee negotiates terms and the committee chair signs the contract for facilities for the annual conference after receiving Executive Board approval.

## CHAPTER 6: Mississippi Libraries

Policies  
Duties  
Suggested Items  
Convention News

*Mississippi Libraries* is a quarterly journal that is published by the Mississippi Library Association. The governing body of *Mississippi Libraries* shall be the Editorial Board. The composition of the Editorial Board shall be as follows:

- a) Editor (chair of the board)
- b) Assistant Editor
- c) MLA Reporter (MLA Publicity Committee Chair)
- d) Other members of the *Mississippi Libraries* staff as designated by the Editor

### I. Policies

Note: In 2012 the Membership voted to transition *Mississippi Libraries* to an online only publication. This was done to save funds and to support the open access movement. At the same time, the Membership voted to have one peer-reviewed issue annually.

1. *Mississippi Libraries* shall be published quarterly: Spring (March), Summer (June), Fall (September), and Winter (December).
2. The deadlines for copy submission shall be February 5 (Spring), May 5 (Summer), August 5 (Fall), and November 5 (Winter). These and other deadlines shall be posted on the MLA website.
3. *Mississippi Libraries* shall publish articles and information (1) of activities, reports, etc., of MLA; (2) of general interest to the library profession; and (3) reflecting ideas of the MLA membership. It shall also publish links to the MLA website for (4) minutes of all MLA Executive Board meetings and (5) Treasurer's reports.
4. The Editor shall be appointed by the MLA Executive Board and shall serve for a three-year term. The Editor is paid a \$500 stipend annually to help cover expenses.
5. Other staff members may be selected by the Editor.
6. The Editor shall consider all copy for its appropriateness and timing. In cases of doubt, the Editorial Board may be consulted.
7. Copy supplied by the MLA President shall not be materially changed without approval from the person submitting the copy.
8. Unsigned letters shall not be printed in *Mississippi Libraries*.
9. The Editorial Board shall meet at least once a year.

## II. Duties

1. The MLA President, working with the MLA Reporter (Publicity Committee Chair), is responsible for providing Association material for *Mississippi Libraries*.
2. The Editor shall be responsible for preparing and proofing all copy, creating the pdf of the issue, posting the pdf to the MLA website, and maintaining the *Mississippi Libraries* section of the MLA website.
3. The Assistant Editor will serve in an advisory capacity assisting the Editor in proofing copy and performing other duties as needed by the editor.
4. The MLA Reporter shall be responsible for submitting any MLA information as directed by the MLA President and as specified in the policies of *Mississippi Libraries*.

## III. Suggested Items

### All Issues:

MLA news and President's Page  
Membership Reminder (link)  
Articles of general interest to the profession  
Book reviews

### Spring Issue:

National Library Week items  
Nominations for MLA officers for following year  
MLA Treasurer's Report (link)

### Summer Issue:

Follow-up story on National Library Week  
Pre-conference information Awards deadline announcement  
Proposed changes in MLA Bylaws  
Announcement of MLA officers elected for following year

### Fall Issue:

Peer-reviewed articles  
Tentative conference program

### Winter Issue:

Conference follow-up story  
List of MLA committees for the next year  
List of MLA Section and Round Table chairs  
Annual Index

## IV. Conference News

The fall and winter issues of *Mississippi Libraries* shall carry the MLA convention story.



Pre-Conference Coverage:

1. The MLA Vice President shall supply a tentative convention program to the MLA Reporter.
2. The MLA Reporter, working in cooperation with the MLA Vice President, shall write the convention story from information received from the Vice President and/or directly from the convention speakers.

Conference Coverage:

1. The MLA Reporter, working in cooperation with the MLA Vice President, shall work with the Section chairs to provide conference coverage.
2. The MLA Reporter shall arrange the taking of convention pictures.

Conference Follow-up:

1. The MLA Vice President and the MLA Reporter shall be responsible for the writing of general follow-up stories and/or for copies or abstracts of speeches at the general sessions of the convention.
2. Section chairs shall cooperate with the MLA Reporter in supplying information on Section activities at the convention.

# **Appendix A: Mississippi Library Association Constitution**

*As amended October 1991*

## **ARTICLE I. NAME**

The name of this organization shall be Mississippi Library Association, Incorporated, and subsequent informal references to the organization in the Constitution and Bylaws shall be understood to mean this title.

## **ARTICLE II. OBJECT**

The object of this organization shall be the establishment and development of effective library service in Mississippi.

## **ARTICLE III. MEMBERS**

Any person, library or institution interested in library work may become a member of the Mississippi Library Association upon payment of the dues provided in the Bylaws.

## **ARTICLE IV. OFFICERS**

The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer.

## **ARTICLE V. AFFILIATION**

### Section 1.

This Association shall be a chapter of the American Library Association and shall elect representatives as provided in the Constitution and Bylaws of that Association.

### Section 2.

This Association shall be a chapter of the Southeastern Library Association and shall elect representatives as provided in the Constitution and Bylaws of that Association.

## **ARTICLE VI. MEETINGS**

### Section 1.

There shall be an annual meeting of the Association at such time and place as may be determined by the Executive Board.

Section 2.

The Executive Board may make provisions for district meetings when they are deemed advisable.

Section 3.

Special meetings of the Association may be called by the Executive Board and shall be called by the President on written request of ten percent of the membership of the Association. At least one month's notice of such special meeting shall be given, and only business specified in the call may be transacted at the meeting.

## **ARTICLE VII. SECTIONS**

Section 1.

Sections of the Association may be organized as provided in the Bylaws.

Section 2.

Each Section shall represent a field of activity in general distinct from that of other Sections.

## **ARTICLE VIII. AMENDMENTS**

This Constitution may be amended at any regular meeting of the Association by a two-thirds vote of those members present and voting, provided the proposed amendment shall have been published in the official organ of the Association in an issue prior to the meeting and during the same fiscal year, or provided that the proposed amendment shall have been sent to each member of the Association at least one month before its adoption.

# Appendix B: Mississippi Library Association Bylaws

*As amended October 2002 & October 2003 & October 2006 & December 2015*

## ARTICLE I. OFFICERS AND GOVERNMENT

### Section 1.

- A. The officers shall be elected by mail ballot or via online voting prior to the regular annual meeting of the Association. They shall take office on the following January first and shall serve for a period of one calendar year or until their successors are chosen.
- B. In case of a vacancy in any office except that of President, the Executive Board shall designate someone to discharge the duties of the office for the duration of the unexpired term. When it becomes necessary for the Vice-President to assume the office of President, the Executive Board shall designate someone to discharge the duties of the Vice President. Prior to the annual meeting of the Association, the nominating committee shall submit a nominee or nominees for President to be voted on in the same manner as the other elective officers.
- C. No elective officer, except the Treasurer, the ALA Councilor and the SELA Representative, shall succeed himself unless he/she has served less than one-half of a term.
- D. No elective officer shall hold two voting positions on the Executive Board at the same time. The Board member holding two such positions shall be asked to vacate one position. The Board will promote the vice chair, if the vacated position is from one of the Sections. The Board shall call for special elections if the position being vacated is that of Treasurer, Secretary, ALA Councilor, or SELA Representative.

### Section 2.

The President shall be the representative head of the Association, shall appoint the Parliamentarian, all necessary committees, and serve as chair of the Executive Board and shall preside at all business meetings.

### Section 3.

The Vice President shall assist the President with organizational planning and shall be responsible for incoming committee appointments. The Vice President shall serve as program chair for the annual meeting. In case of death, resignation or removal of the President, the Vice President will become President for the remainder of the term. The Vice President shall, at the request of the President, serve as representative head of the Association.

### Section 4.

The Secretary shall keep a record of the attendance and proceedings of each meeting of the Association and the Executive Board.

Section 5.

The Treasurer shall serve as the official fiscal officer of the Association; shall oversee the collection of membership dues; shall keep a full and accurate account of receipts and expenditures; shall receive and review the monthly financial records and reconciliation reports, prepared by a commercial accounting firm and in accordance with the budget adopted by the Association, shall make disbursements as authorized by the President or the Executive Board. The Treasurer may expend any unbudgeted funds as approved by the President or the Executive Board. The Treasurer shall present annually the financial report of the Association audited by a Certified Public Accountant. Said report shall be published in the official organ of the Association. The Treasurer shall receive Round Table/Section dues and disburse Round Table/Section funds as requested on vouchers approved by the Round Table/Section chair. The Treasurer will furnish a statement of the account upon the request of the Round Table/Section chair.

Section 6.

The ALA Councilor shall be nominated and elected in the manner prescribed by the American Library Association. The Councilor shall serve as a voting member of the Executive Board of the Mississippi Library Association and shall act as liaison between the American Library Association and the Mississippi Library Association.

Section 7.

The SELA Representative shall be nominated and elected in the manner prescribed by the Southeastern Library Association. The Representative shall serve as a voting member of the Executive Board of the Mississippi Library Association and shall act as liaison between the Southeastern Library Association and the Mississippi Library Association.

Section 8.

The fiscal year of the Association shall begin January first and end on December thirty-first of each year.

## **ARTICLE II. QUORUM**

Ten percent of the membership shall constitute a quorum for the transaction of the business of the Association.

## **ARTICLE III. EXECUTIVE BOARD**

Section 1.

The Executive Board shall consist of the elective officers of the Association, the immediate past president, the chairs of MLA sections, the ALA Councilor, and the SELA Representative. The business of the Association shall be conducted by the

Executive Board, but the Association may by a majority vote of those members present and voting override or reverse the action of the Executive Board, or give mandatory instruction. A mail or email vote may be taken upon the written request of at least ten percent of the membership.

Section 2.

The Executive Board shall be responsible for the programs for all meetings of the Association and shall supervise the presentation and printing of papers and reports.

Section 3.

Members of the Executive Board may be reimbursed for actual expenses incurred in attending business sessions of the Executive Board. The expenses of the Executive Board to the annual meeting will not be paid by the Association.

Section 4.

When, as provided in the library laws of the state of Mississippi, it becomes necessary for the Mississippi Library Association to recommend candidates for the Board of Commissioners of the Mississippi Library Commission, recommendations shall be made by the Executive Board in accordance with the library laws of the state of Mississippi.

Section 5.

The majority of its members shall constitute a quorum for the Executive Board. Participation of a Board member in an Executive Board meeting via a telephone conference call is authorized in extraordinary cases and for no more than two members of the Executive Board in attendance. Notice of a proposed meeting shall be provided to all Executive Board members.

Section 6.

The Executive Board shall be invested with the authority to omit or postpone state meetings when an emergency arises.

Section 7.

The Executive Board shall have the authority to obtain the services of a MLA Administrator.

Section 8.

The Executive Board shall have the authority to conduct limited items of business via electronic means in cases where time is a crucial factor in the decision-making process. A written record of the action will be maintained and entered into the minutes of the next Executive Board meeting, at which time any actions of the Executive Board previously undertaken by electronic means shall be reaffirmed.

Section 9.

The Executive Board shall have the authority to update or change the Mississippi Library Association Handbook by a majority vote of board members.

**ARTICLE IV. COMMITTEES**

Section 1.

The members of all committees shall serve concurrently with the administration.

Section 2.

At the discretion of the Executive Board, committee members may be reimbursed for actual expenses incurred in attending committee meetings, except when the meeting coincides with the annual meeting of the Association.

Section 3.

All committees shall make an annual report of their activities at the annual meeting.

Section 4.

The President shall establish such committees as may be necessary, and shall report all appointments for publication in *Mississippi Libraries* and on the Mississippi Library Association website.

**ARTICLE V. MEMBERSHIP**

Section 1.

Membership shall be of five categories: individual, institutional, life, honorary, and vendor.

Section 2.

Individual members shall be those individuals who have paid dues for the current year.

Section 3.

Institutional members shall be those institutions with paid dues for the current year. Institutional membership shall be a non-voting membership.

Section 4.

Life members shall be those individuals who have paid the designated Life Membership dues, either in a single payment or in divided payments spread over a period of up to five years.

Section 5.

Vendor members shall be those vendors with paid dues for the current year. Vendor membership shall be a non-voting membership.

#### Section 6.

Honorary members shall be those individuals who do not pay yearly dues and are invited to attend all MLA functions. These designated individuals will be non-voting members and be approved by the MLA Executive Board so that their names will be recorded in the minutes. A certificate will be mailed to each individual informing them of their honorary membership status.

#### Section 7.

The membership year for individual members begins January first and expires December thirty- first. This membership year applies for dues paid from the beginning of the year through dues paid with advance registration for annual conference. Dues paid at or after annual conference apply to the following year.

### **ARTICLE VI. DUES**

#### Section 1.

The annual dues may be set or changed at any annual meeting by a two-thirds vote of those members present and voting, such change to take effect in the following calendar year, the amount becoming due and payable in advance in January.

### **ARTICLE VII. SECTIONS**

#### Section 1.

The Executive Board may authorize, upon petition of ten percent or 50 members of the Association, whichever is greater, the organization of a new section, those petitioners being charter members of the section. Members of a section shall be interested in the same general field of library activity.

#### Section 2.

Each section shall elect a chair, a vice chair, a secretary and such other officers as it deems necessary. These officers shall be elected according to the terms of the bylaws of each section. The section chairs shall work with the Vice President/President-elect in planning Section programs for the annual meeting. Names of section officers will be reported for publication in the winter issue of *Mississippi Libraries* by the incoming section chair.

#### Section 3.

Section officers shall perform the duties pertaining to their respective offices. A report of the annual meeting of each section shall be filed with the secretary of the Association before the end of the fiscal year. A progress report shall be made at the annual meeting of the Association.

#### Section 4.

Sections may adopt bylaws for their own use, provided they are not in conflict with the Mississippi Library Association Constitution & Bylaws.



Section 5.

The Executive Board may discontinue a section when in the opinion of the Executive Board the usefulness of that section has ceased.

## **ARTICLE VIII. ROUND TABLES**

### Section 1.

The Executive Board may authorize the organization, as a new round table, of any group of not less than 10 members of the Association upon petition of such group which shall include a statement of purpose, such purpose being within the object of the Association.

### Section 2.

The Executive Board may discontinue a round table when in the opinion of the executive board the usefulness of that round table has ceased.

### Section 3.

Each round table shall submit an annual report to the Executive Board.

### Section 4.

A representative from each round table may attend meetings of the Executive Board so that the Board may be informed of the activities of the round table throughout the year. There shall be no reimbursement to these representatives from the Association for expenses to attend these meetings.

### Section 5.

Round tables may adopt bylaws for their own use provided they are not in conflict with the Mississippi Library Association Constitution and Bylaws.

### Section 6.

Each round table may collect dues which will be received by the Mississippi Library Association Treasurer who will disburse round table funds on vouchers approved by round table chairs.

## **ARTICLE IX. VOTING**

### Section 1.

The voting body of the Association shall be composed of those individuals whose dues are paid for said current year or who hold life memberships.

### Section 2.

A credentials committee shall be appointed to serve during the annual meeting.

The duties of this committee shall be:

1. Certifying membership and designating voting members;
2. Designating tellers to be in charge of counting votes;
3. Preparation of special ballots as needed.

## **ARTICLE X. NOMINATION AND ELECTION OF OFFICERS**

### Section 1.

The incoming President shall appoint the nominating and official election committee chairs.

### Section 2.

At the March Executive Board meeting, the nominating committee shall present the names of two (2) individuals from the membership as candidates for each office to be filled; the consent to serve, if elected, must be obtained from each person before the name can be presented by the nominating committee. Any member may present a petition, signed by not fewer than ten members, proposing additional nominations to the chair of the nominating committee. Such nominations, if received by March 15, shall be included on the official ballot. The approved slate of nominees for officers shall be published, with biographical data, in the spring issue of *Mississippi Libraries*.

### Section 3.

The election of officers shall be conducted under the Official Election Procedure and shall be by mail ballot or online voting.

## **ARTICLE XI. OFFICIAL ELECTION PROCEDURE**

### Section 1.

The Incoming President shall appoint an election chair and the chair shall appoint the committee members who shall have charge of the conduct of the elections of the Association, and the counting and tabulation of all votes.

### Section 2.

The election committee shall obtain from the nominating committee the slate of nominees for office.

### Section 3.

Nominations shall be placed before the members of the Association on a printed ballot and/or available via online voting which shall be prepared under the direction of the election committee and which shall be known as the "Official Ballot."

### Section 4.

The professional address of each nominee shall be given on the Official Ballot.

### Section 5.

On April 1, the election committee shall mail a copy of the ballot, with biographical data for each nominee, or conduct online voting for each voting member of the Association in good standing at the time of the mailing (based upon a list prepared and furnished by the MLA Administrator). Ballots shall be

marked or selected online and returned to the election committee by May 1 in sealed envelopes supplied by the committee. These envelopes shall bear on the outside the words, "Official Ballot."

#### Section 6.

For each office the candidate receiving the largest number of votes shall be elected and shall be so reported to the Association by the election committee. In the case of a tie vote the successful candidate shall be determined by a lot conducted by the election committee. Candidates involved in the tie should be given the opportunity to be present or represented for the lot. The Executive Board and the candidates should be notified of the results of the election by May 15<sup>th</sup>. Said results shall be reported to the general membership in the summer issue of *Mississippi Libraries* or via email.

### **ARTICLE XII. OFFICIAL ORGANS OF COMMUNICATION**

The official organs of communication shall be the Mississippi Library Association website and a publication with a title designated by the Executive Board of the Mississippi Library Association. Minutes of meetings of the Executive Board, including financial reports, will be published in both of the official organs. Other official business and reports will be published on the Mississippi Library Association website.

### **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Revised shall be the parliamentary authority of this organization.

### **ARTICLE XIV. AMENDMENTS OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of those members present and voting, provided the proposed amendment shall have been published in the official organ of the Association in an issue prior to the meeting and during the same fiscal year, or provided that the proposed amendment shall have been sent to each member via email of the Association at least one month before its proposed adoption. The Bylaws may be amended at any regular meeting of the Association without prior notice by a three-fourths vote of those members present and voting.

## Appendix C: Historical Notes on MLA

The Mississippi Library Association was organized October 29, 1909, by Whitman Davis, librarian at Mississippi A & M College. There were eleven persons present.

On January 13, 1968, the Association became a corporation with its official name being Mississippi Library Association, Inc.

The Executive Board is made up of the elected officers and the Section chairs. It is the official governing body of the Association. The Section chairs were added to the board in October 1973.

In October 1973, the Mississippi Library Association and Mississippi Education Association school library sections became separate entities.

In March 1974, MASL (Mississippi Association of School Librarians) became MAME (Mississippi Association of Media Educators).  
In 1987 MAME (Mississippi Association of Media Educators) became ECTR (Educational Communication & Technology Round Table) of MLA.

In October 1978, the Association employed its first Executive Secretary and established offices at Millsaps College. In January 1982 the office was moved to the library at Mississippi College and in August 1987 it was moved to the Mississippi Library Commission building at 1221 Ellis Avenue, Jackson, Mississippi.

The Mississippi Library News became *Mississippi Libraries* in 1979. It is the official publication of the Association.

With the completion of the Mississippi Library Commission building in November 2005, the MLA office moved to that facility at 3881 Eastwood Drive, Jackson.

The Mississippi Library Association adopted online voting for members March 2015.

## Appendix D: Past Presidents of the Mississippi Library Association

Whitman Davis	1909 -1911
George F. Boyd	1911 - 1915
Whitman Davis	1916 - 1917
Pearl Travis	1918 - 1920
A. K. Hamm	1920 - 1921
Whitman Davis	1921 - 1933
Nannie H. Rice	1933 - 1937
Anna Roberts	1937 - 1940
William D. McCain	1940 - 1943
Eleanor Harkins	1943 - 1945
Gertrude Rowzee	1945 - 1947
Augusta B. Richardson	1947 - 1949
Donald E. Thompson	1949 - 1951
Anona Jenkins Falls	1951 - 1953
Manie L. Berry	1952 - 1955
Mary E. Love	1953 - 1957
Jeanne Broach	1957 - 1959
Mary Jo Magee Ross	1960
Alan G. Skelton	1961
Glida L. Bethea	1962
Maria F. Person	1963
Etta E. Pace	1964

Maxyne M. Grimes	1965
Mary Emma Smith	1966
Sybil Ann Hanna	1967
Margaret Peebles	1968
Frances Hardy	1969
J. B. Howell	1970
Edith H. Everett	1971
Iola Magee	1972
Eleanor Drake	1973
Warren Tracy	1974
LePoint Smith	1975
Jeannine Laughlin	1975
Jim Anderson	1977
Jim Parks	1978
Lelia Rhodes	1979
	1980
Savan Tynes Wilson	1981
Jack Mulkey	1982
Myra Jo Wilson	1983
Anice Powell	1984
Barbara Carroon	1985
Frances N. Coleman	1986
Pamela S. Lambert (Pridgen)	1987
Jane C. Bryan	1988

Sid Graves	1989
June M. Breland	1990
Richard Greene	1991
Kendall P. Chapman	1992
Sherry Laughlin	1993
Deb Mitchell	1994
Charline Longino	1995
Glenda Segars	1996,1997
Paulette D. Entrekin	1998
Suzanna (Suzy) Turner	1999
Rhonda Tynes	2000
Henry Ledet	2001
Terry Latour	2002
Prima Plauche'	2003
Juanita Flanders	2004
Susan Cassagne	2005
Susan Cassagne (Served additional year because of Hurricane Katrina)	2006
Catherine Nathan	2007
Jeff Slagell	2008
Jan Willis	2009
Ann Branton	2010
Jennifer Smith	2011
Stephen Cunetto	2012



Lynn Shurden	2013
Amanda Clay Powers	2014
Patsy C. Brewer	2015
Molly McManus	2016
Jennifer Stephenson	2017
Sarah Mangrum	2018
Sarah Crisler-Ruskey	2019
Mary Beth Applin	2020
Mara Villa-Polk	2021
Stephen Parks	2022
Phillip Carter	2023
Ashley Dees	2024

## Appendix E: Awards

- Outstanding Achievement
- Peggy May
- Mary Julia Anderson
- Library Champion
- Public Relations
- Carroon Apple
- Past Presidents'
- Baker & Taylor/NMRT Grassroots
- Friends of Mississippi Libraries: Chapter One
- Friends of Mississippi Libraries: Ruby Assaf Presidential
- Mississippi Authors

Awards are presented annually except when, in the opinion of the Awards Committee, there is no worthy recipient nominated. The Awards Committee is responsible for selecting the recipients of 5 awards: Outstanding Achievement, Peggy May, Mary Julia Anderson, Library Champion and Public Relations Awards. The School Libraries Section selects the recipients of the Carroon Apple Award. The Past Presidents Committee selects the recipient of the Past Presidents' Award. The Friends of Mississippi Libraries selects the recipients of the Chapter One Award and the Ruby Assaf Presidential Award. The New Members Round Table selects the recipient of the Baker & Taylor/NMRT Grassroots Award.

All these awards are coordinated through the Awards Committee.

### I. Committee Duties

- A. Contact membership for recommendations by
  1. Making announcements at meetings
  2. Providing online standard nomination forms by June 1
- B. Receive nominations of names of qualified persons
- C. Keep continuous list of persons receiving recognition and provide names to the membership, the first printing to be in Mississippi Libraries with subsequent annual updates on the website under Awards.
- D. Ensure that appropriate award is provided to be presented at the annual conference.
  1. Printed citation or certificate or wooden plaque
    - a. Signed by the President (where applicable)
    - b. Stamped with official seal of MLA (where applicable)
  2. Other as indicated below
- E. Ensure that recipients are present to receive awards.

## II. AWARDS

### I. Outstanding Achievement Award

#### A. Recipient

1. A librarian who is recognized for contributions in one or more of the following areas:
  - a. Library promotion resulting in permanent library service improvement
  - b. Contributions to professional literature
  - c. Outstanding service in one individual library unit
2. A library trustee who has planned and executed a program of Library promotion that resulted in permanent library improvement in the development of public libraries.
3. Any citizen who has been instrumental in bettering public knowledge and understanding of library and professional resources, needs and uses.
4. An organization (exclusive of Friends of Libraries groups) whose support has resulted in improvement of library facilities or services.

- #### B. Nomination form should include the following information: Nominee's name; library name; address; nominee's position or title; a list of awards, accomplishments and contributions to library development or service in Mississippi; additional remarks (if needed); and the name and address of the person submitting the nomination. Nomination form is found under Awards tab on website.

### II. Peggy May Award

- #### A. History: Peggy Jane May, Assistant Director for Library Development, Mississippi Library Commission, was kidnapped and murdered on September 17, 1974. Subsequent to these events, a representative of the Peoples Bank of Collinsville (Peggy's home) called and volunteered his bank as depositor for funds collected to be used as a reward for information leading to the apprehension of the perpetrator of the crime. The criminal was apprehended, and since no one came forward to claim the reward, the trustees of the funds (Mary Love, Mrs. Gordon White, and Simmie Roberts), after consultation with several librarians, decided to use the funds in a way that would memorialize Miss May and her work as a librarian. The decision was that an award be dedicated to her for her outstanding work on behalf of library development and recruitment of librarians throughout the state. This award was also thought to recognize her professional legacy embodied in the Long Range Program for Library Development which can be a guide for present and future generations of Mississippians.

- #### B. Recipient

1. A person in the field of endeavor who has made special contributions in the area of library development, such as
    - a. Outstanding work on any statewide committee whose activities lead to specific accomplishment in library development.
    - b. The organization of local and/or state-wide groups for this purpose.
    - c. Leadership at the local level that results in accomplishments which have state-wide application.
  2. A person who has made substantial efforts in recruiting new personnel to the profession.
- C. Nomination form should include the following information: Nominee's name; library name; address; nominee's position or title; a list of awards, accomplishments and contributions to library development or service in Mississippi; additional remarks (if needed); and the name and address of the person submitting the nomination. (See Nomination Form on website under Awards)
- D. Funding
1. The funds of this account shall be increased by means of solicitations of gifts of money to an amount sufficient to maintain (by earning interest) or via the MLA Silent Auction a \$1000.00 scholarship or an annual cash award to be used for a continuing education activity such as a workshop, conference, or other beneficial "short course".
  2. The President and Treasurer will be cosigners and administrators of the funds.
  3. The specific responsibility will be vested in the Awards Committee with the understanding that this award never loses its identity and purpose. A nomination form is found under Awards tab on website.

### **III. Mary Julia Anderson Award**

Sponsored by the Mississippi Library Association

The Mary Julia Anderson Award recognizes a paraprofessional member of MLA for contributions in one or more of the following areas:

- Planning and promoting library programming or services;
- Increasing public knowledge and understanding of library and professional resources, needs, and uses;
- Promoting the development and recognition of the paraprofessional as an important and vital member of the library workforce;
- Encouraging discussion, activities and programs which support the Mississippi Library Association and its members;
- Acting as a stimulus to make Mississippi Library Association more responsive to paraprofessional concerns; and
- Supporting and maintaining a cooperative relationship among paraprofessionals and other library staff.

Nomination form is found under Awards tab on website.

#### **IV. Mississippi Library Champion Award**

The Mississippi Library Association recognizes individuals, businesses and organizations that contribute tremendously to outstanding library service in our communities. These awards recognize individuals (not employed by a Mississippi Library, the School of Library and Information Science at the University of Southern Mississippi, or the Mississippi Library Commission), businesses, and community organizations for their substantial involvement with Mississippi's libraries or who have contributed time, talent or resources that resulted in the enhancement, improvement, or recognition of library service in the State of Mississippi.

Library Champions work tirelessly in promoting significant advocacy for all types of libraries and/or the library profession throughout the state. The MLA Library Champion award began in 2011 in response to outstanding advocacy in support of maintaining state funding for libraries by Representative Cecil Brown and Representative Billy McCoy, who were the first recipients.

The deadline for nominations is Sept.1. Recipients will be honored at the Mississippi Library Association Annual Conference Awards Luncheon held every year on Friday, the last day of the annual MLA Conference.

Anyone may submit a nomination for Library Champion. Previous recipients are eligible for re-nomination. To nominate a recipient, please fill out the nomination form online and e-mail it to [info@misslib.org](mailto:info@misslib.org) or mail it to the Mississippi Library Association, P. O. Box 13687, Jackson, MS 39236-3687. Nomination form is found under Awards tab on website.

#### **V. Public Relations Awards**

The Public Relations Award winners will be announced during the Awards Luncheon at the annual Mississippi Library Association convention held in October of each year.

**Entries** representing Mississippi libraries will be accepted in an organized format relevant to the project: scrapbooks, displays, audio/video tapes, slides, DVDs, online submissions, etc. The categories of entries are as follows:

- Best effort by an individual library to publicize library services around a single theme or event.
- Best coordinated effort of several libraries to publicize library services around a single theme or event.
- Best year-round effort by an individual library to publicize library services in general.

- Best year-round coordinated effort by a group of libraries to publicize library services in general.
- **Golden Book Award**—Most outstanding volunteer effort by an individual or group deemed to have contributed most to library awareness in the past
  - or present.
- Best newsletter submitted by library group. Please submit one newsletter edition that best represents the library's best public relations activities

**Guidelines** are as follows:

- All entries are required to have a project abstract. Failure to submit abstract will render entry invalid. Online submissions require a written abstract to be submitted providing the appropriate links to entry and the information requested below.
- All parts of an entry must be clearly identified, and their role in the project must be stated.
- Public Relations Awards Criteria have been developed to aid in submission and judging. Please be sure to consult these criteria as entries are developed. Entries will be judged based on these criteria. Based on the Awards Criteria, a minimum score of 75 is required for consideration of award. See [MLA Public Relations Awards Criteria \(PDF\)](#)
- Awards will not be presented if the criteria and minimum score aren't met.
- Each entry must be accompanied by a separate entry form and include the following information:

<b>Type of Library:</b> ( ) College/ University ( ) Institution ( ) Public ( ) Special ( ) School
<b>Name of Library:</b>
(if branch, list headquarters):
<b>Address:</b>
<b>Name and affiliation of person reporting:</b>
<b>Phone number:</b>
<b>Entry's audience:</b>
<b>Entry's objective:</b>
<b>Estimated population served by library:</b>

The time frame for entries is the fiscal year (October-August) prior to the MLA convention. Entries must be received by September 1 of each year.

Please send your entry (with the above entry form) to:  
MLA Attn: Awards Committee, PO Box 13687  
Jackson MS 39236-3687 or via email to [info@misslib.org](mailto:info@misslib.org)

## **VI. Carroon Apple Award**

- A. History and Purpose: The School Libraries Section shall select and present the Carroon Apple Award for the purpose of recognizing outstanding accomplishment in the field of school library media services. The award seeks to recognize the professional legacy begun by Barbara Carroon in this area of school librarianship. The first “APPLE” award was presented to Barbara Carroon, and thereafter has been known as the “Carroon Apple.” The award consists of a brass apple engraved with the words “MS. LIBRARY ASSN. – CARROON APPLE – OUTSTANDING SERVICE.”
- B. Eligibility
  - 1. The recipient must be a MLA member.
  - 2. Nominators may be members of MLA or non-members who have worked with the nominee, such as principals, teachers, district media directors, etc.
- C. Nomination form should include the following information: Nominee’s name; school or system name; address; a list of accomplishments and contributions in the field of school library media services; and the name and address of the person submitting the nomination.
- D. Funding
  - 1. The President and Treasurer will be cosigners and administrators of the funds.
  - 2. The specific responsibility for the award will be vested in the School Libraries Section with the understanding that this award never loses its identity and purpose.

## **VII. Past Presidents’ Award**

- A. Purpose: To recognize outstanding performance by a beginning professional librarian in Mississippi.
- B. Eligibility
  - 1. Master’s degree in librarianship.
  - 2. At least two and no more than six years’ professional experience, two of which have been in Mississippi at the time of nomination.
  - 3. Active member of the Mississippi Library Association.
  - 4. Employed in Mississippi at the time of the nomination.
  - 5. Nominator must be a member of the Mississippi Library Association.
  - 6. Nomination form should include the following information:
    - a. Nominee’s name;
    - b. library name and address;

- c. nominee's positions held in Mississippi (include the position, library name and dates);
  - d. education information including dates and institutions for both undergraduate and graduate degrees;
  - e. a list of awards, accomplishments and contributions to the profession; and,
  - f. the name and address of the person submitting the nomination.
- C. Recipients are selected by the former Presidents of MLA.

#### **VIII. Awards Committee Procedures:**

- A. Attend December MLA Board meeting if you have been selected by the President to head the Awards Committee by then.
- B. January/early February: select committee members. It is important to have a good mix of public/academic/school librarians represented on the committee. Suggestions can come from the annual committee report, people you know would be good, or suggestions from others. Having the previous year's chairman on the committee is often beneficial. There are no limits to how many years someone may serve on the committee.
- C. By June 1: send out nominations forms and information for the five awards this committee chooses. These are the Library Champion, Mary Julia Anderson Award, the Public Relations Award(s), the Outstanding Achievement award, and the Peggy May award (not the scholarship)
- D. Plan to send out a few notices/reminders about awards to the listserv to encourage people to make nominations, and repeat the deadlines. If no nominations are received by deadline, that award is not given that year.
- E. Nominations: All entries should be emailed to the MLA Administrative Assistant at info@ misslib.org. Scrapbooks go to that office as well.
- F. The PR awards need to be voted on in a face to face meeting, since these often include bulky physical materials. The committee chair can opt to send some of the other nominations to the committee to review via email, but the final vote on all should be done by mid-September at a meeting in MLC's small conference room in Jackson. The MLA Administrator may wish to sit in on any awards committee meetings.
- G. Once the recipients have been chosen, wooden plaques are ordered for all but the Public Relations Awards. Sometimes the MLA Administrator orders these, sometimes the Vice President in charge of the conference does. Confirm who will be ordering them.
- H. NOTE: The Public Relations awards winners receive a certificate. Purchase simple wooden frames with glass and submit your receipt to the MLA Treasurer for reimbursement. The current MLA Board President and the Awards Committee Chair sign them before they are handed out.

#### **Prior to conference:**

- A. Once the Awards committee selects the 5 winners, you will need to contact the person who made the nomination to see if they wish to present the award at the luncheon or have someone in mind to do so. And, they need to make



- sure the winner will attend the luncheon, if at all possible! Obviously, the winners are kept in the dark.
- B. You will also need to contact other groups who make awards: the Scholarships and Past Presidents' committees, the Friends and the School Library Section. The Peggy May and Virgia Brocks-Shedd Scholarship, the Apple Caroon and the Past Presidents award winners are usually announced at the Friday luncheon.
  - C. Menu: You can select the menu for the awards luncheon on the Friday of the conference and sit at the head table. Often the Vice President planning the conference makes those selections.
  - D. Head Table: The Awards Committee Chair, the current MLA President and Vice President, and immediate past president. If the Black Caucus is not having a luncheon, they will want to do so at the Awards meal. Please have them sit at the Head Table as well to present the Brocks-Shedd Scholarship. You can fill out any remaining seats at the head table with members of your committee. Having those presenting the awards close by speeds up the process, as everyone is ready to go home by then! Plan to start the awards ceremony as soon as you have finished eating to speed things along.
  - E. Photos/Publicity: Compile a list of all award and scholarship winners. This gets published on MLA's website and placed in Mississippi Libraries. Work with the Public Relations Chair to get pictures and brief information about the winners to the local papers. If there is no official photographer or PR chair, get someone to take pictures of the winners as they leave the platform.

**IX. Friends of Mississippi Libraries: Chapter One Award**

- A. Purpose: To honor a local Friends of the Library chapter which is affiliated with Friends of Mississippi Libraries.
- B. Eligibility
  1. Any local Mississippi Friends of the Library organization.
  2. Must be affiliated with Friends of Mississippi Libraries.
- C. Nomination form should include the following information: Name of the Friends chapter along with the complete address and phone number; name of the president of the chapter; remarks about accomplishments; and the name and address of the person submitting the nomination.
- D. Sponsor: Friends of Mississippi Libraries.

**X. Friends of Mississippi Libraries: Ruby Assaf Presidential Award**

- A. History: Established in 1991 to honor Mrs. Ruby Assaf, longtime supporter of libraries in Mississippi and a president of Friends of Mississippi Libraries.
- B. Purpose: To honor an outstanding volunteer who is a member of either the state organization (Friends of Mississippi Libraries) or of a local Friends chapter.
- C. Nomination form should include the following information: Name of the volunteer along with the complete address and phone number; name of the sponsoring chapter with complete address and phone number; and remarks about accomplishments.

D. Sponsor: Friends of Mississippi Libraries

## **XI. Mississippi Authors Awards**

A. The purpose of the Mississippi Authors Awards Committee is to recognize and encourage Mississippi authors and promote interest in local authors' books, whether the books are about Mississippi or another subject. This award was begun in 1987.

B. Criteria for Awards

1. Awards may be presented in three categories: Adult Fiction; Adult Non-fiction; or Youth Fiction or Nonfiction; if meritorious works have been published in each category.
2. The honored author[s] must be a Mississippian or have lived in Mississippi for at least five consecutive years.
3. An editor, illustrator, or translator may be considered.
4. The honored author[s] must be living.
5. The award[s] shall be presented for a specific work rather than a body of work.
6. To be eligible for consideration, a book must have been published within three calendar years preceding the year in which the award is made.
7. Each work should be judged on its overall quality, with consideration given to literary merit, style and technique, originality, grammar, and if applicable, accuracy, authenticity, and illustrations.
8. Nominations for works must be made by a current member of MLA to a committee member who will then bring the nomination to the full committee for consideration.
9. If there are no worthy nominations in a category, no award will be given.
10. Previous winners may be considered.

C. Committee Composition

1. The committee shall have eight to fifteen members appointed by the Association President and approved by the Association Board, serving overlapping two year terms.
2. The co-chair is appointed by the President from among the new members and becomes chairperson the following year.

D. Committee Procedures

1. The first official meeting of the committee is held by February 15<sup>th</sup>. The chairperson arranges space and time for the meeting to be held, and notifies all committee members of the meeting's time, location and agenda via e-mail. When it is possible, have the first meeting coincide with a regularly scheduled MLA Board Meeting so that the MLA President, Fiscal Management Chair and Executive Secretary may also attend.
2. In early January, the chairperson will send an email to all MLA members asking for nominations for the award to be sent to committee members. The list of last year's nominations will form the basis for the current year, and each committee member will be asked at the meeting to provide any new nominations. Nominations must meet the criteria specified in Section II.. Initial committee assignments will be given at the first meeting.

3. Within two weeks after the first meeting, the nominations will be closed and a current list of nominated books will be compiled by the chairperson and sent to all members of the committee. Each member is asked to specify books that he/she would be willing to read and critique; however, everyone is encouraged to read as many books as possible. Reviews of the eligible books from the previous year, and all new reviews, will be shared with members of the committee by e-mail. E-mail subject lines should contain the wording, "Review of [title]." Each review should indicate whether or not the committee member deems the work worthy of the award; a simple "recommended" or "not recommended" will suffice. It should be understood that reading is the biggest commitment to this committee.
  4. Committee members will read and review books during the months of February through April.
  5. A deadline will be set by the Chairperson for all readings to be completed, and the Chair will compile the list of recommended titles into categories for electronic voting. Voting continues until a winner is chosen from the recommended titles.
  6. The Chairperson will contact the winners with an official letter with information regarding the award and particulars regarding the Convention.
  7. Publicity information will be sent to *Mississippi Libraries* in time for publication in the winter issue of ML after the MLA Conference.
  8. The Chairperson forwards the names of the winners to the MLA Webmaster for inclusion on the list of award winners.
- E. Recipients receive:
1. Plaque
  2. Honorarium of \$200
  3. Hotel accommodations for one night
  4. Meals for the day of the presentation
  5. Tickets to Awards Banquet for honoree plus three guests
  6. Honorary membership in MLA (voted by executive board, May. 1989).

#### **MISSISSIPPI LIBRARY ASSOCIATION AWARDS INITIAL DATES**

<b>AWARDS</b>	<b>INITIAL DATES</b>
Life Membership	1949
Certificate of Appreciation	1962
Award of Appreciation	1962
Award of Outstanding Service	1964
Citation of Merit	1966

Award of Merit	1967
Resolution of Commendation	1972
Past Presidents	1973
Peggy May	1975
Outstanding Achievement	1976
Baker & Taylor/NMRT Grassroots	1982
Edward Ransdell Instructional Television	1983
MLA Mississippi Authors	1987
Carroon Apple	1989
Chapter One	1991
Ruby Assaf Presidential	1991
Peggy May Scholarship	1992
Virgie Brock-Shedd Heritage Award	1994
Progressive School Library Media	1997
Mary Julia Anderson Award	2006
MLA Library Champion	2011
MLA Public Relation Awards	Various years