

110: Preface

Last Revised 10/22

The basic document prescribing the structure and functioning of the New Mexico Library Association is the Bylaws of the Association. To accomplish the functions of the Association effectively, each officer, chair, committee and liaison has duties and responsibilities that must be carried out.

This Procedural Handbook sets forth the specific duties and responsibilities of each unit of the Association. Every officer and chair receives a copy upon assuming office and is responsible for that copy, for maintaining it in good order, and for passing it on to the succeeding officer or chair. Every holder of a Handbook should take time to become familiar with it as soon as possible after assuming office. During the period following the annual conference and prior to the second meeting of the Executive Board in early summer, the holder should read carefully: first, the particular pages pertaining to the office or chair held; second, the Association's Bylaws; and third, the remainder of the Procedural Handbook. It is not enough to be familiar only with one's own particular unit. Effective functioning of N.M.L.A. requires that officers, committees, and liaisons interact with each other and act through the Executive Board. Therefore it is important that each member of the Executive Board, whether voting or non-voting, understands how the Association works.

Keep this Procedural Handbook close by as you carry out your responsibilities and duties. As you note omissions, inconsistencies, deficiencies and errors, please write down any of these, present them to the chair of the Bylaws and Procedures Committee, and if necessary discuss them with that chair. Any recommended changes in procedures must be recorded in every Procedural Handbook, not in just one person's.

Because of your capabilities and interests, you have been chosen to serve as a member of the Executive Board of the New Mexico Library Association. Service on the Executive Board requires a considerable share of your time and efforts, but you will be rewarded for your efforts through a genuine rapport with other Executive Board members and through a strong feeling of professional pride.

"...what's past is prologue,
what to come is yours and my discharge."
(Shakespeare, The Tempest)

115: How to Cope With NMLA Paperwork

Organizing Reports Received at Executive Board Meetings

During Executive Board meetings, many officers and unit chairs will distribute written reports on their activities. Some of these reports need to be filed in your Procedural Handbook. Others may be kept elsewhere, and still others can be discarded. Most people tend to keep too much.

If a report is to go in the Handbook, this will be mentioned by the person giving the report, the President or the Chair of the Bylaws and Procedures Committee. Consult the table of contents for the Procedural Handbook for guidance about what to keep in the Handbook, and for how long.

You need:

- All papers about your own unit
- Correspondence
- Current budget and financial information
- Membership information
- Current conference plans and budgets
- Certain reports to the Executive Board for the current year and the previous year or two.
- Reports not to be filed in your Handbook may be kept until minutes are received, then discarded.

Minutes

When Executive Board Meeting Minutes come from the Secretary, it is part of every Executive Board member's job to be sure that your segment of the Minutes is accurate and contains all essential information which you presented about your unit's activities. Also skim the rest of the Minutes for accuracy.

Paperwork from your Unit

Your own unit reports and other documents should be numbered for your own file, so that they can be kept in the Handbook assigned for that unit. An easy way to do this is to use your work file number, followed by the date. If more than one document is produced on the same day (such as letters), they can be differentiated on a second line, as:

525: 4-7-92

Wilson

525: 4-7-92 Sabatini

125: Mission Statement

The New Mexico Library Association enriches the lives and lifelong learning of all New Mexicans by actively promoting the cooperation and development of libraries and their personnel.

126: New Mexico Library Association Goals

GOALS

- Through NMLA's advocacy, New Mexicans have open, equal, and free access to information and services through their libraries
- NMLA fosters cooperation among all New Mexico libraries.
- NMLA attracts, retains, involves and develops active members and leaders for the library community.
- NMLA facilitates development and improvement of New Mexico libraries.
- NMLA effectively manages its resources to accomplish the Association's mission

127: New Mexico Library Association Strategic Plan

Strategic Plan

2004 – 2008

Mission

The New Mexico Library Association enriches the lives and lifelong learning of all New Mexicans by actively promoting the cooperation and development of libraries and their personnel.

Goal 1

Through NMLA's advocacy, New Mexicans have open, equal, and free access to information and services through their libraries.

Objectives:

A. the NMLA Legislation and Intellectual Freedom Committee will lead the members to influence decision- makers (government and tribal officials, voters, administrators) in relation to censorship issues and library support. On-going

B. NMLA, through membership and the committees, will collaborate with others who share similar goals.

C. the NMLA membership will continue to promote equal access to resources and the continuing value of libraries as public institutions. On-going

Goal 2

NMLA fosters cooperation among all New Mexico libraries.

Objectives:

A. the NMLA Executive Board will seek opportunities for cooperation and will collaborate with state, regional and national associations to exert influence. Ongoing.

B. the Public Relations Committee will continue to develop electronic communication from members to NMLA through developing and maintaining an interactive website.

C. the NMLA Education Committee will maintain current links to central registries and clearinghouses for sharing information.

Goal 3

NMLA attracts, retains, involves and develops active members and leaders for the library community.

Objectives:

- A.** the NMLA Membership and Public Relations Committees will develop and conduct a needs assessment survey of current members, non-members and institutions in relation to NMLA services and programs, beginning in October 2005 and will report findings to the Executive Board.
- B.** the NMLA Awards Committee will evaluate awards and recognition programs and develop proposed changes for presentation to the Executive Board at the October meeting each year.
- C.** the NMLA Executive Board will establish a leadership development program for New Mexico library personnel and will include a leadership training session at each Conference.
- D.** the NMLA Membership Committee will work with the Education Committee to develop a clearinghouse of NMLA information for members and non-members on the NMLA web site.
- E.** the Education Committee will work with other committees to develop more effective ways of sharing information with members. On-going

Goal 4

NMLA facilitates development and improvement of New Mexico libraries.

Objectives:

- A.** the New Mexico Library Association will continue to educate decision-makers (government and tribal officials, voters, administrators) about library funding. On-going
- B.** the Public Relations Committee will explore the development of a marketing plan to effectively promote the use of New Mexico Library services and report at the Annual Pre-Conference Executive Board Meeting.

Goal 5

NMLA effectively manages its resources to accomplish the Association's mission.

Objectives:

- A.** the NMLA Executive Board will review annually and update as needed a long range financial plan.
- B.** the NMLA Executive Board will review annually the fee and dues structure and will recommend changes where needed. Dues changes will be approved by the Membership at the annual meeting.
- C.** the Public Relations Committee will support NMLA committees and SIGs in meeting their marketing and communication needs.
- D.** New Executive Board Member Orientation will be developed and conducted annually.

200: Executive Board

Membership

1. The officers of the Association shall be a President, a Vice-President who is president-elect, a Secretary and a Treasurer. (Bylaws, Article IV)
2. The President shall be chair of the Executive Board. (Article X, Section 1)
3. Voting members of the Executive Board will include the officers, the ALA Councilor and the four Members-at-Large. (Article I, Sections 2-3)
4. Each of the voting members holds an elected position, and therefore represents the Association membership.
5. Non-voting members of the Executive Board include, ex-officio, the Editor of the official periodical of the Association and the chairs of the committees (except when they may be officers of the Association, in which case they shall have the right to vote). (Article X, Section 4)

Meetings and Operations

1. The Executive Board shall convene at the beginning of the annual conference, with at least three other sessions called at the discretion of the President. Special meetings of the Executive Board may be called by the President, or upon request of a majority of the Executive Board, at such time and place as may be designated. (Article XI, Section 1)
2. Executive Board meetings are open meetings, which anyone may attend.
3. Two-thirds of the voting members of the Executive Board shall constitute a quorum. (Article X, Section 7)
4. Interest Groups shall be assigned a Member at Large liaison who shall represent the groups at Executive Board meetings. (Article XV, Section 3)
5. The President or Executive Board may wish to invite other persons and representatives of other organizations as resource persons from time to time. (Article X, Section 6)
6. Any visitor or non-voting member may participate freely in discussion, but only voting members may make or second motions and vote upon them.
7. The President shall order that minutes of each Executive Board meeting be reproduced and distributed to the members of the Executive Board, and copies made available to the membership. A summary of the action shall be reported in the Association's official periodical. (Article X, Section 8)
8. If urgent business must be acted upon by the Executive Board, and a called meeting is impractical, the business may be presented to the Executive Board members by email, or phone, and voting may be done by email or orally, recorded by the originator (normally the President), and presented for the record at the next Executive Board meeting.
9. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not

inconsistent with the Association's Bylaws or and special rules of order the Association may adopt. (Article XVIII) Executive Board members should become familiar with it.

10. By custom, the Association pays for a meal for Executive Board members at the pre-conference Executive Board meeting for both outgoing and incoming Executive Board members at the post-conference Executive Board meeting.

11. Stationery and envelopes for use of members of the Executive Board are supplied by the Secretary and the Administrative Contractor.

Duties

1. The business of the Association shall be entrusted to the Executive Board. (Bylaws, Article X, Section 1)

2. The Executive Board, at its first meeting, held in the summer, shall recognize the Interest Groups affiliated with the Association for the next Association year using the guidelines set in (Bylaws, Article XV, Section 1 and 3)

3. The Executive Board shall set the time and place of the annual conference. (Bylaws, Article XI, Section 5) Annual conference sites should be selected at least three years in advance.

4. The Executive Board may fix a registration fee for all persons attending any meetings or workshop presented by the Association and may determine other fees such as those for exhibitors. (Bylaws, Article XI, Section 3)

5. The Executive Board shall approve the Association budget and all other Association Expenditures. (Bylaws, Article XI, Section 4)

6. The Executive Board may make temporary arrangements to cooperate with other organized groups to promote joint interests. Any permanent commitments for cooperation or affiliation between the New Mexico Library Association and other organizations must be approved by the Executive Board and must be voted upon by two-thirds of the members present and voting at a business meeting. (Bylaws, Article IX, Section 1)

7. Each member of the Executive Board is responsible for maintaining a copy of the Procedural Handbook in good order, consulting the chair of Bylaws & Procedures Committee about anything in it that may seem insufficient, inconsistent or incorrect. Review the guidelines for maintaining the Procedural Handbook in Section 115; "How to Cope with N.M.L.A. Paperwork." The Procedural Handbook should be correct and up-to-date- when it is passed on to the succeeding officer or chair at the first (summer) Executive Board meeting.

Calendar of Executive Board Meetings

First Meeting. This meeting should be held early in the summer. Based upon budget requests submitted to the Treasurer, the Association's annual budget is established. Members-at-Large and committee chairs present plans to complete work programs for the coming year. The Executive Board approves the minutes of the general business meetings of the previous conference, to be printed in the preconference issue of the Newsletter prior to the next conference.

Second Meeting – Annual Conference. This is a joint meeting of outgoing and incoming Executive Board members held at the beginning of the annual conference and is presided over by the President. A meal is provided for the Executive Board members in conjunction with this meeting. All unfinished business for the past year should be reviewed and a date should be set for the work to be completed. The agenda for the conference business meeting is reviewed so that officers and chairs know when to present unit reports to the Association membership. The finalized Association work program is approved at this meeting. Committee chairs are reminded that their annual reports must be submitted to the Editor as soon as possible for inclusion in the post-conference issue of the Newsletter. The Editor announces deadlines for articles to be included in issues of the Newsletter.

Third Meeting. This meeting should be held in January or February, on or around Legislative Day in Santa Fe. The Vice-President presents tentative themes for the conference to be discussed; and a theme is adopted. Conference registration and exhibitor fees are established.

Fourth Meeting. This meeting should be held in April or at the mini-conference, if one is scheduled. At this meeting, the Vice-President presents a completed program and budget for the annual conference. The Local Arrangements Chair will report on plans for the annual conference. Any awards and/or honorary memberships recommended by the Awards Committee are approved so that certificates, plaques or gifts may be secured prior to the conference. The work program for the next year is presented by the members-at-Large, committee chairs and Interest Group liaisons.

201: Conflict of Interest

A policy statement for N.M.L.A. Executive Board members.

In their dealings with the business or property of the Association, members of the Executive Board may not use their relation to the Association for their own personal gain.

Principles

The following five principles will serve as guidelines for Executive Board members:

- 1.** Members of the Executive Board shall maintain the highest standards of business ethics in transactions with the Association.
- 2.** Members of the Executive Board are expected to perform their duties faithfully and efficiently and never give rise to suspicion of improper conflict within the Association.
- 3.** Members of the Executive Board shall not accept any favor or gratuity from any person, firm or which is engaged in or attempting to engage in business transactions with the association, which might affect the Executive Board members' judgment in the impartial performance of his duties.
- 4.** Executive Board members are not privileged to use inside information for their own personal advantage or fail to disclose relevant information or misrepresent facts to the Association's members.
- 5.** Full disclosure by a member of any potential conflict between his or her personal interest and the interest of the Association is required by the standard of good faith.

Procedure

- 1.** When any such interest becomes relevant to any subject requiring action by the Executive Board or any of its committees, the Executive Board member having a conflict shall call it to the attention of the Executive Board or committee, and the Executive Board member shall not vote on the subject in which the member has a conflict of interest, shall not use personal influence, and, in those cases where a quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Executive Board member shall not be counted.
- 2.** If excluded from voting because of a conflict of interest, an Executive Board member will be required to state briefly the nature of the conflict, and may be requested to answer pertinent questions of other Executive Board members when that Executive Board member's knowledge of the subject will assist the Executive Board or any of its committees. The Executive Board may request that an Executive Board member thus excluded from voting on a subject leave the meeting temporarily while the subject is being debated and voted upon.
- 3.** The minutes of the meeting shall reflect that a disclosure was made, that the Executive Board member who stated a conflict of interest did abstain from voting, and, in those cases where a quorum was not already established, and that the Executive Board member was not counted in determining the quorum.

Adopted January 1981

220: President

- 1.** The President shall serve for one year. (Bylaws, Article V, Section 1)
- 2.** The President shall preside at all meetings of the Association and the Executive Board. (Bylaws, Article V, Section 1)
- 3.** The President shall sign all contracts ordered by the Executive Board (Bylaws, Article V, Section 1), including contracts for future conference facilities approved by the Executive Board. (Bd. Mtg., 2-11-78)
- 4.** The President may sign orders drawn on the treasury.
- 5.** The President shall file appropriate documentation and/or form with the New Mexico State Corporation Commission to maintain the Association's non-profit corporation status. The NMLA Archivist will be listed as the Association's registered agent.
- 6.** The President shall appoint such committee members as shall be necessary and shall serve as an ex-officio member of all committees except the Nominations and Elections Committee. (Article V, Section 1)
- 7.** The President should become familiar with the Bylaws, especially with those sections dealing with the Executive Board and with committees. The President must consider the duties and composition of the committees, as specified in the Bylaws, as well as expiration dates of member's terms, when filling vacancies. It may be desirable to appoint co-chairs for committees whose duties encompass more than a single working area.
- 8.** When special committees are appointed, a written copy of the charge to the committee and the members thereof must be submitted to the Secretary for inclusion in the minutes of the Executive Board meeting.
- 9.** Before each annual business meeting, the President shall appoint as parliamentarian the chair of the Bylaws & Procedures Committee or a designated alternate.
- 10.** The President shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The handbook should be correct and up-to-date when passed on to the succeeding President.
- 11.** Space is provided in each issue of the N.M.L.A. Newsletter for the President to write a column, to inform members of Association activities.

Responsibilities in the State

- 1.** The President should maintain close contact with the State Librarian so that the Association may work closely with the State Library in advancing library service in New Mexico.

2. The President should invite the State Librarian to attend meetings of the Executive Board, and should send the agenda for each meeting to confirm the invitation.
3. The President may invite the presidents of regional library associations in and including areas in New Mexico to attend Executive Board meetings.

Responsibilities to the American Library Association

1. The Association shall maintain chapter membership in the American Library Association. (Article IX, Section 1) This makes the N.M.L.A. President an A.L.A. Chapter President. Such duties as fall to A.L.A. Chapter Presidents are therefore the duties of the N.M.L.A. President. This activity is simplified if the President is a member of A.L.A.
2. The President shall appoint, at the request of the A.L.A., a Federal Relations Coordinator, who shall be an ex-officio member of the N.M.L.A. Legislation and Intellectual Freedom Committee.
3. The President shall appoint such other representatives to A.L.A. or its subdivisions as may be suitable.
4. All appointments shall be reported at the following Executive Board meeting, and be recorded in the minutes.

Calendar of Specific Duties

November - December

Assumes office at the end of the business meeting of the annual conference. Announces committee chair appointments, and closes business meeting. President completes appointments to all committees, sets the date and place for the winter Executive Board meeting and arranges for the Executive Board directory to be updated. Sees that A.L.A. gets a copy of the directory. Work with the Legislation Committee, the State Librarian and the N.M.L.A. Legislative Advocate to prepare for possible library issues in the upcoming legislative session.

January - February

President maintains contact with Executive Board members as officers, members-at-large and committees begin their work. President prepares and emails the agenda for winter Executive Board meeting. Attends the Midwinter meeting of the American Library Association to represent N.M.L.A. at various A.L.A. Chapter-related functions. Monitors legislative activities. Files non-profit corporation form to the Secretary of State.

March – April

The President schedules, prepares and sends the agenda for the spring Executive Board meeting to the Executive Board members.

May – June

The President assists the Treasurer in assembling a budget proposal to submit to the Executive Board for the upcoming fiscal year. Attends the annual conference of the American Library Association and represents N.M.L.A. at various A.L.A. Chapter-related functions. The President

schedules, prepares and sends the agenda for the summer Executive Board meeting to the Executive Board members.

September - October

Prepares agendas for annual conference business meeting(s) and the pre-conference Executive Board Meeting. Appoints a parliamentarian (usually the Chair of the Bylaws & Procedures Committee) for the conference. Asks the Vice-President to preside at the general session of the conference. Sees that the proper courtesies are extended in the name of the Association. Presides at meetings during the annual conference. Passes the gavel to the incoming President.

230: Vice President/President-Elect and Conference Program Chair

1. The Vice-President shall serve for one year and shall become President the following year. (Bylaws, Article V, Section 2)
2. The Vice-President shall act for the President in the President's absence. (Article V, Section 2)
3. The Vice-President shall be the Program Chair for the annual conference that coincides with his/her vice-presidency. (Article V, Section 2)
4. In the event of a vacancy in the office of President, the Vice-President/President-Elect shall serve as President for the remainder of the unexpired term, and may continue in office for the full succeeding term for which he/she was elected. (Article XII, Section 4)
5. The Vice-President shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on to the succeeding Vice-President.

Calendar of Specific Duties

November - December

Begins conference program planning with the Program Committee. Meets with Local Arrangements Chair who is organizing local committees. There must be a clear written agreement with the convention center or conference hotel/motel headquarters, signed by the N.M.L.A. President.

January - February

Bring tentative themes for consideration by the Executive Board, which approves the conference theme. Invites Local Arrangements Chair to the third Executive Board Meeting. Confers with Treasurer to outline total conference budget.

March – April

Continues conference planning with the Program Committee, outlining a tentative program, selecting speakers and determining what honoraria and expenses these may require.

May - June

Prepares final conference program and budget for presentation to first Executive Board meeting. Invites Local Arrangements Chair(s) and subcommittee chairpersons to attend the Executive Board meeting. Continues conference planning. Prepares a brief announcement of conference for the N.M.L.A. Newsletter.

July - August

Sees that the conference program speakers have been confirmed and that there are plans for hosting them. Prepares further conference publicity for the Newsletter. May request Editor to publish form with checklist for members to indicate interest in NMLA committee appointments. Post preliminary conference program on NMLA website.

September – October

Prepares detailed conference program with the assistance of the Local Arrangements Committee and the Program Committee to include in pre-conference registration materials to be sent to members in advance of conference dates. Arranges with Treasurer for the details of payments of honoraria and expenses to conference speakers. Prepares background materials on speakers for use in introductions. Works with Newsletter Editor on stories in the preconference issue.

In preparation for the Presidential year, contacts members for appointments to committee chairs and memberships. Utilizes the current directory and committee guidelines in the Procedural Handbook for this. Tells new committee members the terms of their appointment (normally three years) and the duties involved. Informs committee chair-designates that they must attend the Executive Board meeting at the annual conference. The appointments are effective at the time in the close of the business meeting during the annual conference when the Vice-President assumes the Presidency and announces appointments.

Arranges for Procedural Handbook and Directory page revisions as necessary. This is usually done by providing the information to the Chair of the Bylaws & Procedures Committee, starting 6 weeks before the annual conference. Presides at general session, assumes Presidency at the end of the business meeting and announces committee appointments then.

240: Members at Large

General Duties

1. Members at Large shall serve for two years. (Article X, Section 3)
2. Members at Large shall attend and vote at meetings of the Executive Board. (Article X, Section 3)
3. Members at Large shall perform such duties as may be required in preparation for the mini-conference(s) that coincides with his/her year term.
4. The Members at Large shall be the liaison contacts for special interest groups. (Article XV, Section 3)
5. The Members at Large shall be prepared to undertake any special task that the President may assign, and be especially active in membership promotion.
6. The Members at Large shall be the Program Chairs for the mini-conference(s).
7. The Members at Large may plan educational activities.
8. The Members at Large shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on to the succeeding Members at Large.

Calendar of Specific Duties

Executive Board Meetings

Prepares a report for presentation at quarterly meetings of the Executive Board regarding the status of the interest group(s).

October

Begin mini-conference program planning, when scheduled. Notifies Executive Board of suggested program theme. Assists interest groups in meeting their goals. Prepare special interest group annual report for the Executive Board meeting.

November - December

Prepares tentative mini-conference program and budget, when scheduled. Confers with Treasurer to outline total mini-conference budget. Assist interest groups as needed.

January-March

When a mini-conference is scheduled, the members-at-large bring tentative theme and registration fees to the ~~first~~ Executive Board for approval. Prepares announcement including mini-conference date and program theme for the Newsletter, when scheduled. Prepares mini-conference registration materials to be sent to members one month in advance of the date. Continue to support special interest group(s).

April – September

Continue to support and assist interest group(s) in meeting their goals. When scheduled, begin planning for next mini-conference.

250: Secretary

General Duties

1. The Secretary shall serve for two years, with the term beginning at the second (Annual Conference) Executive Board meeting following the election of officers. (Bylaws, Article V, Section 3)

2. The Secretary shall keep the minutes of all Executive Board and Association business meetings and have custody of all books and papers relative to the transaction of meetings. (Article V, Section 3) The minutes of meetings for the previous five years shall be available at each Executive Board meeting.

The Secretary may use a recording device to aid in keeping minutes.

4. The Secretary may remind members at the beginning of each meeting that all motions and resolutions must be presented in writing.

5. The Secretary prints one (1) copy of each Executive Board member's report, retaining these for the Secretary's records. Executive Board reports are included in the minutes and are distributed to all Executive Board members electronically and posted on the Association's webpage once they are approved.

6. The rough draft of the minutes of each meeting should be sent to the President for review, prior to final preparation and distribution to the Executive Board for approval.

7. Minutes of Association business meetings are reviewed by the President or an ad hoc committee. After review, the Secretary makes any corrections and sends a copy to the Newsletter Editor for the pre-conference issue the following year, where they must be published prior to action/approval by the members at the next conference. Other copies are distributed as outlined in the bylaws. (Article X, Section 8)

8. The Secretary may confer with the President and the Archivist to determine other materials to be sent to the Archivist at the end of the year. All correspondence which establishes precedents, sets forth responsibilities or has historical value should go to the Archives.

9. The Secretary shall be on the Association's banking checking account signature card along with the Treasurer.

10. The Secretary shall maintain and house the Association's stationery (letterhead and envelopes) and shall make a supply available at each Executive Board meeting.

11. The Secretary shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on to the succeeding Secretary.

260: Treasurer

- 1.** The Treasurer shall serve for two years with the term beginning January 1 following the election of officers. (Bylaws, Article V, Section 4)
- 2.** The fiscal year shall be from July 1 to June 30. (Bylaws, Article V, Section 4)
- 3.** The Treasurer shall be bonded annually. (Executive Board, 10-7-77, p. 2)
- 4.** The Treasurer shall collect all dues and keep all accounts and fiscal documents. (Bylaws, Article V, Section 4)
- 5.** The Treasurer shall present the Association's annual budget to the Executive Board (Bylaws, Article V, Section 4) Budget requests from the Association units are requested in advance of the summer Executive Board meeting, and these requests may be reviewed and revised before they are submitted to the Executive Board. (Executive Board, 10-2-76, p. 2)
- 6.** The budget will include Association operating expenses and conference expenses.
- 7.** The Treasurer shall be responsible for all funds and shall pay all bills which fall within the adopted budget. (Bylaws, Article V, Section 4)
- 8.** The travel expenses allowed as part of the budget are those of the President and A.L.A. Councilor to attend meetings of the American Library Association and those of the Federal Relations Coordinator to attend Legislative Day in Washington, D.C. when the libraries in which these officers and chair(s) are employed cannot or do not pay their expenses.
- 9.** Those items which exceed budgeted amounts must have the approval of the Executive Board before payment is made.
- 10.** The final financial statement for the previous five years shall be available from the Treasurer at each Executive Board meeting, as shall all records relating to the current budget year.
- 11.** The Treasurer reports on finances at every Executive Board meeting and at the annual business meeting. The Treasurer will provide Executive Board members with quarterly financial reports. Financial reports will show separate statements for any designated special funds (i.e., scholarship funds) and for conference funds.
- 12.** The Treasurer should make an annual inventory of materials and equipment held by N.M.L.A. as capital assets. (Executive Board, 2-1-80, p. 2)
- 13.** The Treasurer keeps sufficient money for operational expenditures on deposit in a checking account. Other money may be placed in certificates of deposit, bonds, or in a savings account or other investments upon the approval of the Executive Board.
- 14.** The Treasurer's books will be ready for the certified public accountant by July 15 of each year. The Treasurer will suggest a certified public accountant, and when the Executive Board agrees to the certified public accountant, the financial review will proceed. (Article V, Section 4)
- 15.** The Treasurer may rent a post office box if this is advantageous in handling Association business.

16. The Treasurer shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on to the succeeding Treasurer.

Calendar of Specific Duties

Executive Board Meetings

Prepares a Treasurer's Report for presentation at quarterly meetings of the Executive Board.

November – December

Completes conference finances, working closely with the Local Arrangements Committee the Vice-President and Administrative Contractor. Ensures that all bills are paid promptly and cash receipts are secured during conference.

January - June

Prepares a working draft of the following fiscal year's budget, in consultation with the Administrative Contractor.

Solicits budget proposals from the various units for the following fiscal year to be due by date established by the Treasurer.

Presents a draft budget proposal to the Executive Committee of the Executive Board for their input and approval.

Prior to the end of the second year of duties, begins the orderly transition to the newly elected Treasurer by training/orienting him/her to treasury procedures in coordination with the association's Administrative Contractor.

Presents new Financial Year budget for approval at summer Executive Board meeting.

July – October

Closes books on the recent fiscal year after all encumbrances are paid. Submits books to NMLA Executive Board approved CPA for review. CPA also prepares the Association's IRS form 990 by November. The Treasurer files the same with the IRS in a timely fashion by Certified Mail.

Verify with President that appropriate documentation and/or form is filed with the New Mexico State Corporation Commission to maintain the Association's non-profit corporation status. Some conference income and expenses can be expected during this period, so conference books should be set up with the Vice-President. Makes the financial review available for the Annual Conference Executive Board meeting.

September - October

Intensive period for conference income and expenses. Maintains a close working relationship with the Vice-President, the Local Arrangements Chair, and the Administrative Assistant.

Ongoing

Collects dues and continues to pay bills.

280: American Library Association-Allied Professional Association (ALA-APA) Councilor

General Duties

- 1.** The ALA-APA Councilor shall serve a term of three years or until a successor is selected and qualified. The Councilor must be a member of the New Mexico Library Association and of the American Library Association-Allied Professional Association. The ALA-APA Councilor represents the Association and shall be certified and have powers and duties as prescribed by the Bylaws of the American Library Association (Article III). The Councilor shall take office and attend the ALA-APA midwinter conference following his/her election. (Bylaws, Article VIII, Section 3)
- 2.** The ALA-APA Councilor is nominated by the Nominations and Elections Committee of N.M.L.A. on a written ballot, as provided for in the Nominations and Elections Committee procedures. Elections are held in 2000, 2003, 2006 etc. The Chair of the Nominations and Elections Committee sends the certificate of election to ALA immediately following the election.
- 3.** The ALA-APA Councilor is a voting member of the Executive Board. (Article VIII, Section 2)
- 4.** The ALA-APA Councilor attends all ALA-APA. Council meetings and membership meetings at ALA-APA and annual conference and midwinter meetings, and reports on ALA-APA activities at Executive Board meetings and annual business meeting of N.M.L.A. The Councilor is not instructed on how to vote at Council meetings, as it is difficult to know in advance what will come before a Council meeting. The Councilor should consider questions which come before Council meetings in light of the best interests of our state as a whole; and should report controversial matters to the Executive Board as soon as possible.
- 5.** Act as a liaison between NMLA and ALA-APA. Hold necessary meetings to acquaint Chapter members with ALA-APA activities and to hear views. Advise and coordinate mutual activities of NMLA and ALA-APA.
- 6.** Represent the NMLA in special meetings including those of the ALA-APA Chapter Relations Committee.
- 7.** Work to promote the American Library Association to all NMLA members; including coordinating an AALA-APA table exhibit at the annual conference of NMLA.
- 8.** The ALA-APA Councilor should prepare news items or articles on ALA-APA activities of special interest to NMLA members for the Newsletter and stage an annual national and state issues forum or program at the NMLA conference.
- 9.** The ALA-APA Councilor may request funds to attend ALA-APA meetings if the library in which the Councilor is employed cannot or does not pay expenses at these meetings.
- 10.** The ALA-APA Councilor should maintain a file of Council materials (ALA-APA Council and Executive Board minutes, controversial reports and pertinent committee files) from which items of special interest may be requested by interested NMLA members.

11. The ALA-APA Councilor shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on the succeeding ALA-APA. Councilor.

300: Standing Committees

General Duties

- 1.** Standing committees shall be created by the Executive Board with majority approval of the membership present and voting at a business meeting or upon written request of 20 members and majority approval of the membership present and voting at a business meeting. (Bylaws, Article XVI, Sect. 4)
- 2.** The Executive Board may recommend the discontinuance of a standing committee when in its opinion; the usefulness of that committee has ceased. The Executive Board shall submit such a recommendation to the next business meeting of the Association and, if the recommendation is adopted by a majority of the members present and voting, such standing committee shall thereupon be dissolved. (Article XVI, Sect. 6)
- 3.** The President shall appoint such committee members as shall be necessary and shall serve as an ex-officio member of all committees except the Nominations and Elections Committee. The President shall designate the chair of each committee and shall make such appointments as necessary to complete the term when vacancies occur. (Article XVII, Sect. 1) Note that appointments to fill vacancies are to complete the term of the vacating member; this maintains the balance of expiration dates of the committee members' terms, and allows each President to appoint 1/3 of the members at the beginning of his/her term.
- 4.** The chairs of committees shall serve as non-voting, ex-officio members of the Executive Board except when they may be officers of the Association, in which case they shall have the right to vote. (Article X, Sect. 4)
- 5.** Unless otherwise indicated, the President shall determine the number of members on a committee. (Article XVI, Sect. 1)
- 6.** The term of appointment to a standing committee shall be for three years. Membership shall be rotated to preserve continuity of membership on the committee with the President reserving the privilege of replacing inactive members. (Article XVI, Sect. 5)
- 7.** "Frequently boards and committees contain some members who are members by virtue of their office, and, therefore, are termed ex-officio members. If the ex-officio member is under the control of the society, there is no distinction between him and other members except where the President is ex-officio member of all committees, in which case it is evidently the intention to permit, not to require, him to act as a member of the various committees, and therefore in counting a quorum he should not be counted as a member." (Robert's Rules of Order, Sect. 51) This assures ex-officio members the right to vote unless that right is expressly denied. "If the ex-officio member is not under the authority of the society, he has all the privileges, including the right to vote, but none of the obligations of membership." (Robert's, Sect. 51)
- 8.** The chair of each committee shall report on committee activities at each Executive Board meeting. Recommendations for Executive Board action shall be submitted in writing. Each committee chair shall submit a written annual report electronically to the secretary and to the newsletter editor to be published in the post-conference issue of the Association's official periodical. (Bylaws, Article XVI, Sect. 2)

9. The chair of each committee shall submit to the Executive Board, prior to the second meeting of the Executive Board, a budget for the year. (Bylaws, Article XVI, Sect. 3)

Specific Duties and Responsibilities of Committee Chairs

1. Prior to the annual conference, the First Vice-President/President-Elect appoints new chairs, securing their consent to serve. Often the chair is in the second or third year of a three-year committee appointment. The President-Elect also appoints new members to the committee, indicating to them the term of appointment (usually three years) and the functions of the committee. Chairs are announced and introduced at the business meeting of the annual conference, when their terms begin.

2. It is the chair's responsibility to organize the committee and to direct its activities in such a way as to fulfill the committee's objectives.

3. Each chair submits a budget request to the Treasurer prior to the summer Executive Board meeting and outlines a work program to the Executive Board.

4. Once the Association's budget has been approved, expenditure of any funds above the committee's budgeted amount must be requested from and approved by the Executive Board, in advance.

5. Each committee chair presents a report of committee progress at each meeting of the Executive Board. This report is to include committee activities and recommendations and is to be submitted electronically by the dates indicated in the current NMLA Calendar. If committees are unable to submit a report prior to the meeting, a written report may be presented at the meeting. A copy of the report must be provided to those attending the meeting. A recommendation for action should be stated clearly and separately at the end of the report, which may serve as a motion for Executive Board action.

6. Committee chairs will report on the committee's work at the business session at the annual conference. A written annual report is distributed to Executive Board members at the pre-conference meeting, and a copy is sent to the Editor to be published in the post-conference issue of the Newsletter.

7. All bills for committee expenses must be submitted to the Treasurer promptly. The bills must clearly state to whom the money is owed, for what purpose, and to which committee account the bill is charged.

8. Any newsworthy committee activity or news relating to the committee's interests and objectives should be reported to the Editor for inclusion in the Newsletter. Committee chairs should keep aware of the publication schedule and supply material for publication accordingly.

9. Non-current materials relating to the committee's work which may be of permanent value should be turned over to the Archivist.

10. Each chair should maintain the committee's copy of the Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incomplete. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

305: Archivist

General Duties

- 1.** The Archivist shall provide for the preservation of records, documents and all materials pertaining to the history of the New Mexico Library Association; see that the archives of the Association are safely and carefully stored and maintained; and make these records and archival materials accessible to any person with a serious need to use them. (Bylaws, Article XVII, Section 1)
- 2.** The Archivist is an ex-officio, non-voting member of the Executive Board.
- 3.** As Association records and materials are deposited in the archives, the Archivist should sort and catalog them, carefully filing the various materials so that access to needed specific items may be easily gained.
- 4.** At least annually the Secretary should turn over to the Archivist the various reports, minutes and accompanying documents not needed in the current Secretary's file. The Archivist may remind the Secretary to do this.
- 5.** Archivist should print out the regularly submitted NMLA newsletter and archive a paper copy.
- 6.** From time to time other officers, chairs and members may donate items to the archives. The Archivist may sort these, retaining as many copies of individual items as seem essential to maintain the files, and discarding unneeded additional copies.
- 7.** The Archivist should report to the Executive Board at least annually on archival developments and use. This report should be included in the post-conference issue of the Newsletter.
- 8.** The Archivist should become familiar with the Bylaws, especially with the articles on committees and divisions, and with the Procedural Handbook pages on standing committees (PH300).
- 9.** The Archivist should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The handbook should be correct and up-to-date when it is passed on to the succeeding Archivist.
- 10.** The Archives are stored in Association-owned file cabinets housed at the New Mexico State Library.
- 11.** The Archivist is listed as the registered agent for the Association's New Mexico State Corporation Commission nonprofit corporation registration. The Archivist should forward to the President the appropriate documentation and/or form to file to maintain the Association's non-profit corporation status.

310: Awards Committee

General Duties

1. The Awards Committee shall receive recommendations for awards and honorary memberships and recommend to the Executive Board recipients of awards and memberships. (Bylaws, Article XVII, Section 2)
2. The Committee should review the types of awards presently given and their criteria (PH 312-316) each year, and may make recommendations for changes to the Executive Board.
3. The Committee solicits and receives recommendations for award recipients, and selects nominees to be recommended to the Executive Board. Upon approval of the Executive Board, the Committee is responsible for obtaining suitable mementos for the awardees and shall organize the presentation ceremony during the annual conference banquet. Award selection must be finalized at least 30 days prior to presentation, so that mementos can be prepared in time for the ceremony.
4. The Committee will submit annual updates of all awards and honorary memberships which have been granted by the Association, including names of recipients, dates awarded, and descriptions of the awards, to the webmaster/webmistress for inclusion on the NMLA web site. It is especially important that a list of honorary members be maintained so that they will receive the Newsletter and other Association publications, but will not be billed for dues.
5. The Committee chair should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees. (PH 300)
6. The chair should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties

April- May

the committee chair submits a budget request prior to the first meeting of the Executive Board. Request suggestions from members concerning any awards or honorary memberships to be offered. Publicity concerning these should be sent to the Editor for publication in the Newsletter.

June - August

Report on committee activities at the first Executive Board meeting, submitting award and honorary membership nominees for approval.

September 30

Names of award winners are needed at least 30 days prior to conference, so that mementos can be prepared in time for presentation at the conference banquet. Any certificates, plaques or other form of award to be presented should be secured in plenty of time to have these ready for presentation at the conference banquet. Persons to make awards presentations should be designated. An annual report should be prepared for presentation at the ~~fourth~~ second Executive Board meeting, the business meeting at the annual conference, and for publication in the post-conference issue of the Newsletter.

312: Honorary Life Membership

This is the highest award the Association can give.

This award is given to individuals who have made outstanding contributions to the purposes of the New Mexico Library Association. The award is made for constructive accomplishment rather than longevity of service.

A person being nominated for this award should meet the following criteria:

- A significant contribution to the Association and its activities throughout his/her library career in New Mexico.
- The scope of activity has reached beyond his/her own work location. This person's achievements and contributions to Association growth are known within the library community of the state, as well as being recognized by other persons or entities in New Mexico.

The award is not limited to librarians, but may be made to those who have helped the Association and/or the work of libraries in New Mexico.

Honorary Life Members pay no dues, but enjoy all of the rights and privileges of members.

There shall be no more than fifteen Honorary Life Members at one time.

Only one Honorary Life Membership shall be awarded in any given year.

Living Honorary Life Members should be noted in the annual membership directory.

A suitable memento of the occasion shall be presented during the annual conference, when possible.

313: New Mexico Library Leadership Award

This award is made to individuals who have rendered outstanding library service beyond their local communities.

A person being nominated for this award should meet one or more of the following criteria:

- Notable contribution to the advancement of libraries within the state, known and recognized in more than one community.
- Contributions of a nature that bring recognition and/or enhance the image of libraries in general within New Mexico.
- Activities and efforts that have helped other librarians to improve their service capabilities.

Nominations and supporting letters for this award should document the specific actions, etc., that meet these criteria.

The award is not necessarily given every year. More than one award can be made.

The recipient(s) of the New Mexico Library Leadership Award receives membership free for the following year.

A suitable certificate of other memento of the occasion shall be presented during the annual conference.

314: New Mexico Library Amigo Award

The purpose of this award is to recognize significant library contributions at the local level.

This award may be given to a friend, volunteer, trustee, Executive Board member, other citizen, or other non-certified personnel.

Nominations for this award should document the achievement of the nominee.

The award is not necessarily given every year. More than one award may be given.

The recipient(s) of the Amigo Award receives membership free for the following year.

A suitable certificate or other memento of the occasion shall be presented during the annual conference.

315: Community Achievement Award

The purpose of this award is to recognize individuals who have rendered outstanding library service in their communities.

This award is given to recognize achievement at the local level by professional librarians, i.e., those certified or with a degree.

This award may also be given as the Association's recognition of an award from another source that has enhanced the library, and so the entire community. Such recognition might be given to a local, school or academic librarian who has received a community, regional or national honor.

Nominations for this award should document the achievement of the nominee.

This award is not necessarily given every year. More than one award can be made.

The Community Achievement honoree(s) receives membership free for the following year.

A suitable certificate or other memento of the occasion shall be presented during the annual conference.

316: Legislator of the Year Award

This award is given to a New Mexico state legislator who has demonstrated leadership in the advancement of libraries throughout the state.

Nominees should meet one or more of the following criteria:

- Notable legislative contribution to library funding.
- Notable legislative contribution to the issues of intellectual freedom.
- Notable legislative contribution to access to library services.

Local legislative achievement may be recognized with the New Mexico Library Amigo Award.

The award is not necessarily given every year. More than one award may be given.

The Legislator(s) of the Year receives membership free for the following year.

A suitable certificate or other memento of the occasion shall be presented during the annual conference.

320: Bylaws and Procedures Committee

General Duties

- 1.** The Bylaws & Procedures Committee shall propose revisions of or amendments to the Bylaws, and keep the Procedural Handbook up to date. (Bylaws, Article XVII, Section 3 A)
- 2.** There shall be three members of the Committee, of which two members shall have served as voting members of the Executive Board. (Article XVII, Section 3 B)
- 3.** All revisions or amendments to the Bylaws proposed by the Committee must be submitted to the Executive Board for approval. Following Executive Board approval, they should be published in the preconference issue of the Newsletter, and submitted for membership approval at the business meeting at the annual conference.
- 4.** Revision and updating of the Procedural Handbook is a continuous process. The Handbook is the working outline of the Association's activities. Procedural Handbooks are prepared for every officer, all members at large, every standing committee chair, the A.L.A. Councilor, the A.L.A. Chapter Relations Office, the Newsletter editor, the Nominations and Elections Committee chair, members of the Bylaws & Procedures Committee, designated chairs of special committees and special appointees designated by the President.
- 5.** The Committee is responsible for presenting an orientation to new Executive Board members prior to the second meeting each year, which shall cover the use of the Handbook and procedures of the Association. Handbook holders are instructed to consult with the Committee chair about anything that seems to be insufficient, inconsistent or incorrect in the Handbook. Changes and revisions in any Handbook pages should be made by the Committee, not indiscriminately by individual Handbook holders, so that all changes are reflected in all copies of the Handbook. The chair of the Committee shall keep a list of Handbook holders, with each holder's signature obtained when that person receives their unit's copy of the Handbook.
- 6.** The Committee chair should become familiar with the Bylaws and with all pages of the Procedural Handbook. Particular attention should be paid to Executive Board and Association meeting minutes, so that any suggestions or motions made which affect organization and procedures may be properly recorded in the Handbooks.
- 7.** Before each business meeting (during the annual conference or at an Executive Board meeting), the President shall appoint as parliamentarian the chair of the Bylaws & Procedures Committee or a designated alternate. (Article V, Section 1)
- 8.** The current text of the Procedural Handbook is maintained on computer diskettes. The President shall designate an individual to maintain and store these files.

325: Conference Site Committee

General Duties

1. The Conference Site Committee shall locate sites for the annual conference and the mini conference, when scheduled and select appropriate dates for the conferences; both the sites and dates shall be subject to the approval of the Executive Board. (Bylaws, Article XVII, Section 4)
2. The committee will submit annual updates of conference dates, cities and site of conference to the webmaster/webmistress for inclusion on the NMLA website.
3. The Committee chair should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees (PH 500) and on the annual conference (PH 700).
4. The chair should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Specific Duties

1. Assemble a list of prospective cities which could serve as conference sites up to five years from the present.
2. The N.M.L.A. annual conference is scheduled in the spring each year. Among the factors which should be considered in selecting a date are: *a.* public school spring vacations; *b.* religious holidays such as Passover and Easter week; *c.* dates for conferences of other associations holding meetings in the spring; and *d.* the need to close the Association's books for financial review by June 1st.
3. Contact the following associations to inquire about their upcoming conference schedules, and notify them when N.M.L.A. has determined dates, so that conflicts can be avoided:
Arizona State Library Association
Association for Educational Communications & Technology
Association for Supervision & Curriculum Development
Colorado Library Association
New Mexico Media Association
Oklahoma Library Association
Texas Library Association
Utah Library Association
Wyoming Library Association
Mountain Plains Library Association

Calendar of Specific Duties

January - February

By the third Executive Board meeting, the Committee should survey the cities on the tentative list, and should recommend the exact dates and possible headquarters and hotel arrangements for the conference following the one for which the program is now being planned.

When several possible facilities are available at the location city, it is desirable that these alternate conference facilities be presented at the second Executive Board meeting.

These arrangements may be presented using a chart similar to the following example, basing the numbers on modifications of the previous years' attendance and needs:

ROOMS NEEDED FOR:	NUMBER	TENTATIVE	COSTS
Exhibits (8' tables)			
Executive Board meetings			
NMLA Business meeting			
General sessions			
Program sessions			
Committee meetings			
Other meetings			
Banquet			
Dinners			
Luncheons			
Breakfasts			
Sleeping rooms			

June

At the first Executive Board meeting, the Conference Site Committee shall have set the final dates and headquarters for the annual conference following the one for which the program is now being prepared. Later conferences can also be scheduled. Upon the Executive Board's approval of the arrangements, a letter of letters of commitment should be drafted for the President's signature for the facilities chosen, making a tentative reservation.

October

Before the second Executive Board meeting, the Committee chair will be sure that the necessary contract is signed for the next year's conference. An annual report of the Committee should be presented at the pre-conference Executive Board meeting, and sent to the Editor for inclusion in the post-conference issue of the Newsletter. A file of materials on conference facilities available at various sites should be maintained and updated. This file should be passed on to the incoming chair.

340: Education Committee

Last Revised 01/04

General Duties

- 1.** The Education Committee shall publicize available scholarships and grants and select the recipients of any scholarships and grants offered by the Association; coordinate, sponsor, co-sponsor or participate with the many diverse groups that engage in continuing education in New Mexico; create and maintain an awareness and sense of need for continuing education of library staff members on the part of individuals, employers and professional associations; and sponsor and carry out a recruiting program in New Mexico. (Bylaws, Article XVII, Section 5 A)
- 2.** Committee members shall, by both type and geography, represent libraries and library service in New Mexico. (Article XVIII, Section 5 B)
- 3.** The Committee should review existing sources for scholarship funds and investigate other sources in an effort to provide a sound financial basis for the Association's Marion Dorroh scholarship.
- 4.** The Committee should publicize the availability of benefits from the WICHE (Western Interstate Commission for Higher Education) Student Exchange Program to New Mexico's library personnel.
- 5.** The Committee should work closely with the New Mexico State Library in planning and publicizing continuing education programs, not only in New Mexico, but wherever opportunities for New Mexico library staff members may exist.
- 6.** The committee will submit annual updates of the scholarships that have been granted by the association, including names of recipients and dates awarded to the webmaster/webmistress for inclusion on the NMLA website.
- 7.** The Committee chair should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees (PH 300) and on various education grants offered by the Association (PH 342-346).
- 8.** The chair should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

342: College Scholarships (Non-MLS)

Last Revised 10/04

The College Scholarship Fund supports:

- a. Undergraduate college work towards an associate's degree in Library Science leading to certification.
- b. Undergraduate or graduate study toward school librarian endorsement.

One or more scholarships may be awarded per NMLA fiscal year.

The NMLA Executive Board shall annually determine the overall amount which the Education Committee may offer in College Scholarships that fiscal year. This budgeting process is completed in June/July. The committee will then publicize the amount(s) of the scholarship(s) and invited applications.

The Executive Board may budget a total of between \$500 and \$1,500 for the purpose of the scholarship(s) annually, depending upon the current fiscal health of the Association. The Education Committee will determine the number and size of scholarships to be offered within that range of funding.

A College Scholarship must be utilized during the upcoming NMLA fiscal year after it is awarded, since the scholarship recipients are announced at the spring NMLA Annual Conference. Therefore, an award may be applied to summer, fall and/or spring semesters (or quarters) following July 1.

Application deadline: March 31

Criteria for evaluation will include:

- a timely, completed application
- a written statement of the applicant's professional development goals and needs
- a clear indication of the education program which the applicant will attend if awarded a scholarship
- evidence of intent to serve libraries in New Mexico, with preference given New Mexico Library Workers

At the request of the Education Committee chair and before the appropriate school term, the NMLA Treasurer will issue a check to each scholarship recipient, made out to the educational institution which the recipient will attend. The award is intended to offset tuition, fees or the cost of books which would be otherwise paid by the student.

344: Continuing Education Fund

Last Revised 10/04

The Continuing Education Fund supports requests to attend workshops, conferences, and other library-related activities. The grants are not intended for presenters, but are meant to benefit New Mexico library workers who might otherwise not participate in professional development activities without such assistance.

Continuing Education grants will not exceed \$200 each. Three to six grants may be budgeted by the NMLA Executive Board for the upcoming fiscal year. The annual amount budgeted for this purpose shall be determined by the financial condition of the Association.

The Education Committee will determine how the availability of these funds is advertised to NMLA members and their fellow library workers each year. The Committee will also determine its applicants' evaluation and selection process.

Applications must be made before the anticipated event and shall be accompanied by documentation concerning said event, including the projected cost of attending. The NMLA Treasurer will issue checks for Continuing Education grants in the manner requested by the Education Committee chair.

346: Marion Dorroh Memorial Scholarship Fund

Last Revised 10/04

The purpose of the Marion Dorroh Memorial Scholarship is to promote librarianship in the state of New Mexico. To this end, the scholarship shall support studies toward advanced degrees in Library and information Science above the baccalaureate level, both Masters and Doctorates, full-and part-time students alike.

Background

The scholarship is given annually in memory of the 1953-1954 President of NMLA, who was a librarian at Kirtland Air Force Base. (No awards were made in 1959, 1968 and 1983. Two scholarships were given in both 1960 and 1969.) The award was \$1,000 until 1986, when the amount was raised to \$1,500. (\$1,500 was also given in 1974-1978). In recent years, \$2,000 or more has frequently been awarded.

In the past, MD scholarship funding came from several sources; one dollar from each conference registration fee, the interest on Certificates of Deposit, contributions from the “check-box” on the NMLA membership renewal form, memorial gifts and corporate donations. In the new millennium, such income sources have diminished, due to national economic circumstances.

Procedure

The amount of the scholarship will range between \$1,500 and \$3,000 annually, depending on the financial condition of the Association. The NMLA Executive Board shall determine the amount of a year’s upcoming award through the budgeting process in June and July. The Education Committee may then publicize:

- The amount of the scholarship
- The criteria for suitable applicants
- How and where to submit applications
- That the deadline for application is March 31 of the year of the award

The Education Committee will meet as a whole, rank the candidates and proceed with a selection process as they see fit.

The scholarship recipient (and a guest) shall be invited to attend the Awards Banquet at the NMLA annual conference in the spring. The recipient will be introduced and honored at that time.

The scholarship may be applied to any ALA accredited Library and Information Sciences school and must be utilized within one calendar year of its awarding. The NMLA Treasurer will send the check to said school, with a letter of explanation written by the chair of the Education Committee. The funds are to be used for tuition or other appropriate educational expenses, in lieu of monies otherwise paid to the school by the student.

Criteria for Applicants and Selection

I. A completed application should be submitted to the chair of the NMLA Education Committee. It should contain:

- a. A current resume
- b. A statement of professional goals, past academic and community achievement, and contributions to the profession
- c. A list of three references with contact information
- d. Proof of acceptance to a Library/IS school

II. Preference will be given to New Mexico residents and applicants who intend to serve New Mexico Libraries. Additionally, preference will be shown to members of the New Mexico Library Association.

350: Intellectual Freedom Committee

General Duties:

1. The Intellectual Freedom Committee shall raise awareness of and provide access to resources on Intellectual Freedom for the New Mexico Library community. (Bylaws, Article XVI, Section 6).
2. It is recognized that the President at his/her discretion may appoint a chair or co-chairs to lead this committee. For the purpose of this document the term chair will be used.
3. The Committee chair shall be responsible for ensuring that the duties of the Committee are carried out.
4. The Committee shall be composed of a cross-section of the membership of NMLA. However, there is no formal requirement for representation by library type or geographical location, as it is important to have interested Committee members who participate in the Committee's activities.
5. The Committee shall maintain liaison with other groups concerned with Intellectual Freedom issues, including the ALA Office of Intellectual Freedom and the NMLA Legislation Committee.
6. The Committee should maintain a current work plan and revise it as necessary during the year.
7. The Committee chair should become familiar with the By-laws and with the procedural handbook pages on Standing Committees (PH 300). The chair should maintain a copy of the Procedural Handbook in good order, consulting the Chair of the Bylaws and Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties.

April-June

The Committee shall offer at least one program at the mini-conference, when scheduled...
The Committee shall meet to develop the budget and work plan for the year.

July-September

The Committee shall develop and submit a program proposal for the Annual Conference.

October-December

The Committee shall offer at least one program at the Annual Conference.

January-March

The Committee shall develop and submit a program proposal for the mini-conference, when scheduled.

355: Legislation Committee

General Duties

1. The Legislation Committee shall keep the membership informed about state and national library legislation and encourage the enactment of beneficial library legislation. The Committee shall prepare a legislative agenda for approval by the Executive Board and shall coordinate N.M.L.A.'s activities during Library Legislative Day. (Bylaws, Article XVII, Section 7)
2. One member of the Committee shall be the Federal Relations Coordinator, designated by the President. The Federal Relations Coordinator may be a member of the committee other than one of the co-chairs. The Federal Relations Coordinator shall be a member of the American Library Association, and will be the state contact person for the A.L.A. Washington Office. (Bylaws, Article XVII, Section 7 B)
3. The Committee shall be composed of a cross-section of the membership of N.M.L.A. However, there is no formal requirement for structural representation, as it is important to have interested Committee members who can attend meetings and actively participate in the Committee's activities. When legislative programs reflect specific interests of library constituencies, representation from the interested group may be requested on an ad hoc basis. Although geographical areas are not important per se, as practical matter it is important to have Committee members in the Santa Fe area who can participate in political activities and can attend appropriate legislative meetings. In coordination with the Intellectual Freedom Committee, the Legislation Committee should identify possible legislative advocates (lobbyists) to assist with Association priorities.
4. The Committee should maintain a current work plan and revise it as necessary during the year.
5. The Committee chair should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees (PH 300). The chair should maintain a copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties

April-June

The Committee should meet to organize, review and up-date the work plan, and to determine its budget request for submission to the Treasurer.

July-September

This is the time when individual libraries, friends and trustees in the districts of key legislators should be contacted and assisted with the development of plans for inviting the legislator to speak at a function at the library. Contact people should be encouraged to make appointments to talk in general about library needs and specifically about the needs of the libraries within a legislator's district. The Committee should review legislative initiatives and prepare recommendations for the Annual Conference Executive Board meeting. The Committee in coordination with the New Mexico Consortium of Academic Libraries should set the date of Library Legislation Day for the following year, and it should be announced in the Fall Newsletter.

Legislators receiving awards should be contacted for appearance at the annual conference, if possible it helps to discuss the audience with them and sometimes to suggest a particular topic. Presentations of the legislators at the annual conference should be written up for the Newsletter.

October- December

when library-related bills are to be presented to the legislature, the Committee assists in drafting legislation. Before the session key legislators should be contacted both with regard to the introduction of bills and for the discussion of money bills. Local librarians and others should be encouraged to contact their legislator about upcoming issues. The Committee plans and prepares for Library Legislation Day.

January-March

This period is primarily devoted to the legislative session. The chair maintains frequent contact with the N.M.L.A. Legislative advocate and together with the President they decide on strategy and tactics on significant issues that arise. Committee members should attend hearings on library related bills, coordinate expert testimony where required, and generally track pertinent legislation. Library Legislation Day is held, and a report is made to the third Executive Board meeting.

March-April

The chair should prepare for A.L.A. Legislative Day in Washington, D.C, and attend or identify an NMLA representative to attend. The annual report should be prepared including both pertinent state and federal legislation as well as N.M.L.A.'s activities during the session. If possible, the report should be distributed to the Executive Board members prior to their fourth meeting. This report also appears in the summer issue of the Newsletter.

360: Membership Committee

General Duties

1. The Membership Committee shall develop and conduct on a continuing basis an information program for present and potential members to acquaint them with past achievements and present activities of the Association that affect their own professional lives, and to provide information on the structure and operation of the Association on how to work within that structure and on how to get maximum benefit from it. In cooperation with the Administrative Assistant, send out each year notices of annual dues for the forthcoming membership year, keep membership records, report membership totals, and prepare membership lists for use of the Association. (Bylaws, Article XVII, Section 7)
2. The Committee should review the categories of Association membership (PH 611) and may make recommendations for changes to the Executive Board.
3. The Committee budgets, designs, prints, and distributes membership application forms and informational brochures for the upcoming year. Sufficient forms should be obtained to conduct membership drives throughout the year, both for renewal of existing memberships and solicitations of new memberships.
4. Upon request, the committee with the assistance of the Administrative Assistant, will furnish a report with membership and address information to Executive Board members requesting them. A report giving current membership totals should be distributed during each Executive Board meeting.
5. The Committee chair should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees (PH 300).
6. The chair should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties

April-June

Updated membership forms and renewal solicitation letters should be prepared on an ongoing basis to reflect any changes.

The annual membership directory is made available to members on the website. It lists personal, institutional, sustaining and honorary life members. It also lists current N.M.L.A. officers and committee chairs.

The Committee chair submits a budget request prior to the summer meeting of the Executive Board.

Prepare a list of current members as of July 1st to enable the Nominations & Elections Committee to conduct the election of officers.

July-September

The committee meets to develop membership recruitment efforts. A marketing plan is developed to reach librarians, staff members, trustees, friends, students and potential institutional members. Review the membership roll to verify that all members of the Executive Board are active members, and submit a report to the President by October 1st. Prepare a report for the Annual Conference ~~second~~ Executive Board meeting.

The membership committee chair shall send a communication to lapsed members reminding them to re-join to take advantage of pre-conference member rates for the upcoming Annual Conference.

October-December

A non-member recruitment drive should be conducted in the fall and at the mini-conference(s) if scheduled. A communication should be sent to previous-year members who have not renewed their membership. Review the membership roll to verify that all members of the Executive Board are active members, and submit a report to the President by October 1st. Report on Committee activities at the Annual Conference Executive Board meeting. Information about Association membership should be made available in the registration area during the annual conference. An annual report should be prepared for presentation at the second Executive Board meeting, the business meeting at the annual conference, and for publication in the post-conference issue of the Newsletter.

January-March

Prepare a membership report for presentation at the winter Executive Board meeting.

370: Program Committee

General Duties

The Program Committee supports the Vice President (Conference Chair) in planning and preparing conference programming. The committee also works closely with the Administrative Contractor and Local Arrangements Committee on conference site, budget, awards and meal events, and logistic details.

Committee leaders (chair or co-chairs) serve for one year. Committee members serve for three years. The committee focuses on cultivating program proposals, inviting featured speakers to appear (e.g. keynote, local elected officials, all-conference programs), and approving and scheduling presentations.

Calendar of Specific Duties

October - December

- NMLA Vice-President assumes chair of upcoming conference
- Program Committee Co-Chairs appointed
- Appoint new committee members appointed; develop directory
- Conference chair sets theme and colors

January - June

- Develop timelines for the year, and set-up meeting dates and times.
- Set speaker / expense budget
- Walk-through of conference site; preliminary planning for number of rooms / capacity needed
- Select and invite Keynote Speaker
- Set program proposal deadline; send out call for programs to NMLA website, NMLA newsletter (check deadline), The Hitchhiker, regional library associations (neighboring states, MPLA)
- Progress report at Executive Board Meeting (June), including budget
- With Local Arrangements Committee, Administrative Contractor and Conference Chair, set registration and exhibitor fees – consider program / speaker invitations, honoraria

May

- Last call for program proposals sent out (NMLA listserv, newsletter)
- Send notice of conference to national journals (LJ, SLJ, American Libraries)
- Set program schedule for conference (pre-conference times, daily start and end times, length of sessions)
- Logo and letterhead to Administrative Contractor for first Exhibitor solicitation

June

- Report at Executive Board Meeting– progress on conference planning, final budget approval and updates on programs and schedule

July – August

- Program proposals received and evaluated; sessions scheduled – at-a-glance developed
- Speaker agreement forms sent out to approved presenters

September

- Preliminary program for NMLA newsletter reviewed and submitted / approved by committee
- Speaker agreement forms received

September 15

- Evaluation forms typed and printed
- Email to Executive Board– completed conference program;

September

- Final program typed, proofed and sent to printer
- Final preparations made in conjunction with Local Arrangements Committee, and Conference Chair

October

- CONFERENCE TIME
- Post-conference: Coordinate with the Treasurer to compensate conference presenters in a timely fashion.
- Evaluations are reviewed, and passed on to next year's committee for consideration for planning.
- Returning committee chair and members recruit new committee members

380: Communications Committee

General Duties

The Communications Committee shall publicize library activities, especially New Mexico Library Association activities via social media, newsletter, website, listserv, etc. The Committee may also promote Chapter activities by notifying national or other regional library associations and/or publications.

The function of the Communications Committee is also to manage the Chapter's Web account, which includes maintaining a current, accurate database of Chapter members; providing membership information on request to the Executive Board; maintaining financial records for dues, conferences, etc.; and updating, monitoring, and maintaining the Chapter's website. The Communications Committee also maintains the Chapter's email account, including creating accounts for board members, SIG Chairs, and Committee Chairs.

The Committee chair should become familiar with the Bylaws, the Procedural Handbook pages on standing committees, and especially with the pages about the Newsletter Editor. The chair should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair. The Committee Chair should also prepare a board report for each Board meeting.

Web Administrator Duties

Membership

1. To maintain a current and accurate membership list and provide regular updates of membership information to Executive Board and NMLA members on request.
2. To ensure NMLA membership application forms are up-to-date and accurate (i.e. current SIGs listed, accurate prices) and to ensure both the online form and fillable PDF have the same information.
3. To answer questions pertaining to membership and to redirect any questions to the corresponding NMLA Board or Committee member.
4. To check the Membership email at least once every business day and to respond promptly and courteously to inquiries.

Financial

1. The Treasurer and Administrative Assistant use web software to generate invoices either manually or through conference registration and membership forms.
2. Invoices can be paid online through web software, emailed for payment or printed and mailed. Details of when and how an invoice was paid is maintained in web software.
3. The financial component of web software works in conjunction with the payment software to process credit card payments. No financial setting in the web software should be changed without consulting the Treasurer due to the possibility of breaking the connection between the web software and the payment software.

Website

1. To maintain, manage, and update the website for the benefit of the membership.
2. To make recommendations to the Board regarding domain names and/or host ISPs and manage the related accounts with the assistance of the Treasurer.
3. To provide access to electronic files or links to external sites for board meetings, newsletters, ballots, etc.
4. To provide links to organizations, SIGs, or Committee pages that provide opportunities that benefit the membership (i.e. continuing education).
 - A. NMLA web software Administrators will not manage or maintain SIG or Committee sites. The SIG and Committee Chairs or delegates must manage and maintain content to these sites at their discretion. This allows the chairs and/or delegates full control of these sites and frequency in which they are updated. This does not include the website for the NMLA Annual Conference.
 - B. NMLA web software Administrators may be a SIG or Committee Chair or committee member and may choose to work on the respective sites as needed separate from the NMLA site in the web software.
5. To work in conjunction with the NMLA Conference Planning Committee to design the structure for the Annual Conference webpage.
 - A. The planning committee will provide the information, but the page/s will be updated and maintained by the web software Administrators.
 - B. May serve as a consultant for the Registration function of the site, but will not serve as sole manager.

Publication Duties

1. The official periodical shall be the New Mexico Library Association Newsletter, which shall be issued on a schedule determined by the Executive Board and distributed regularly to members of the Association. See Newsletter Editor section for more information.
2. Other official publications of the Association may be created with the consent of the Executive Board.

Calendar of Specific Duties

April-June

The Committee should meet to plan the year's activities and any special projects:-

The Committee should prepare a budget request based upon estimated Newsletter costs (including the Editor's honorarium amount) and other planned activities, and submit this request to the Treasurer prior to the summer Executive Board meeting and a report should be made at the meeting.

March - April

National Library Week publicity should be sent to all media.

The Committee recommends the appointment or reappointment of a Newsletter Editor to the pre-conference Executive Board meeting for approval. An annual report is submitted to the Executive Board, and published in the post-conference issue of the Newsletter.

September

The place, dates and theme of the next conference should be sent to the major library publications at this time. Most of the national library journals require a lead time of three months. This should be done by the Local Arrangements Committee publicity person. Work should proceed on special projects or promotional materials for National Library Week, securing whatever artists, graphics work, printing, etc., that may be required. These activities should be reported to the Annual Conference Executive Board meeting.

The Committee may need to work with other committees or interest groups if they plan to issue any publications. A report should be made at an Executive Board meeting.

Working in cooperation with the publicity subcommittee of the Local Arrangements Committee, advance publicity about the annual conference should be prepared for use in local media and in the Newsletter.

December

Post-conference publicity should be sent to national library publications as appropriate, in cooperation with the Conference Arrangements Committee's publicity subcommittee. An annual report should be prepared for the ~~fourth~~ winter Executive Board meeting, and published in the post-conference issue of the Newsletter.

381: Procedures for Securing NMLA Printing and Mailing Services

1. If printing is requested, be sure to include a camera-ready master or PDF file.
2. To request envelopes and letterhead stationery with the NMLA logo, send a request to the NMLA Secretary or Administrative Contractor.
3. The Administrative Contractor serves as the overall liaison/contact with any contractor that NMLA uses for printed publications:-

383: Publication Project Planning Guidelines for NMLA Units

I. Approval

A. Proposed publications should be listed in the unit's objectives for the upcoming year. If the publication is of book length, its preparation may be a part of the unit's objectives for several years. The Goals and Objectives for the current year are included in Procedural Handbook Section 127:1.

B. Include an allocation for preparation and publishing in unit's budget request for each applicable year. See Procedural Handbook Sections 600-604 concerning the budget approval process.

C. The unit chair or a delegated representative of the unit should meet with the Public Relations Committee in planning the publication, promotion and distribution of the proposed publication

D. The Committee may make suggestions for the printing, financing, promotion and distribution of the publication. The draft must then be brought to the N.M.L.A. Executive Board meeting for approval. Any communication to be issued to the public bearing the name of the New Mexico Library Association or one of its units must receive prior approval by a vote of the N.M.L.A. Executive Board.

II. Considerations for Planning

A. Have a clear statement of purpose before proceeding. The title should express that purpose.

B. Identify the audience for whom the publication is intended. Is it for other librarians, the general public, parents, school-age children, etc.? The writing style should be appropriate for the reading level of the audience.

C. What is the intended "life span: of the publication?

1. If it is intended to be an enduring document, what arrangements will be necessary to keep it in print?
2. Are there plans for future revisions to keep information up-to-date?

D. When the text is presented to the Executive Board, the unit chair should include recommendations on the format to be used. These recommendations should reflect considerations by the unit and by the Public Relations Committee, and should include suggested number of pages, size and form (book, pamphlet, folder, etc.), artwork or photography, possible binding, style and reproductive process. If the publication is to be submitted to a professional printer, the professional may be able to make some of the recommendations.

E. Cost of Production and Financing

1. The unit chair should indicate the recommended number of copies to be produced and the approximate cost of their production.
2. If the cost of production has been included in the unit's budget request, this should be indicated.
3. Funds may be available from interested organizations or individuals to assist in the cost of

production. This is especially true in the publication of a book-length manuscript. The unit chair's recommendations should include suggestions of possible sources of funding.

4. If the publication is to be a joint venture of N.M.L.A. or one of its units and another organization, such as another library association or another professional organization, there must be a clear written agreement concerning financial responsibilities, promotion, and use and distribution of funds.

5. If the publication is to include paid advertising, this must be cleared through the Administrative Services Coordinator to ensure that there is no violation of the N.M.L.A. advertising policy.

F. Completion of Necessary Forms for Publication

1. If the publication is to be copyrighted, this should be indicated so that the necessary form for obtaining copyright may be completed. Final decision on whether or not a publication should be copyrighted is determined by the N.M.L.A. Executive Board.

2. Some publications, especially those of book length, may be issued with cataloging-in-publication information included. If this seems advisable, forms must be secured from the Cataloging in Publication Division of the Library of Congress. The final decision should be made by the N.M.L.A. Executive Board.

3. A book may be more easily marketed with an ISBN. If the N.M.L.A. Executive Board deems this advisable, this will need to be obtained from the Standard Book Numbering Agency.

III. Marketing and Distribution

A. Whether a publication is distributed free to a small segment of N.M.L.A. or sold to a wide audience, the Public Relations Committee will need to be involved in its distribution. A mailing list will need to be compiled. It is possible that some publications will be distributed through bulk mailing. Possible postage costs will need to be included in the unit's budget request.

B. A publication in book format will usually be an item that has a market beyond N.M.L.A.'s membership. If it is of a bibliographic nature, it will probably be marketable to libraries generally and to individuals and organizations having an interest in its specific subject matter. Any publication of a New Mexico organization has a geographic market in the Southwest.

C. Promotion of a publication is essential to its success:

1. Advertising in appropriate publications should be provided for. Even a small free item may be brought to the attentions of library periodicals which regularly feature them in certain sections and as filler.

2. Flyers should be prepared for any substantial sales item, including order blanks with specific pricing, postage and handling information.

3. Review copies of books should be sent to appropriate book review columnists, any major publication of N.M.L.A. should be sent to appropriate publications... Major library periodicals and some professional journals that review books should receive copies. An estimate of the possible number of review copies should be included in recommending the number of copies to be printed.

D. Pricing of a publication offered for sale should be carefully considered. Although the actual setting of prices is an N.M.L.A. Executive Board responsibility, the unit chair may make recommendations. As librarians who purchase books regularly, we should be familiar with regular discounts of the book trade—not only pre-publication rates, but quantity rates and discounts ordinarily offered to book dealers and bookstores. Pricing of any sales item should indicate such rates and discounts.

E. The responsibility of taking orders and shipping publications will need to be assigned to a specific individual or members of the Public Relations Committee so that the distribution is accomplished smoothly. All money from sales should be sent to the N.M.L.A. Treasurer, who is responsible for the bookkeeping of the Association. The person receiving orders should keep careful records and should work very closely with the N.M.L.A. Treasurer, but no special accounts should be established outside of the Association's treasury.

F. If revenues from the sale of a publication exceed costs of production and distribution, provision should be made for the use of these excess funds so that the non-profit status of N.M.L.A. is not endangered. Whether such money is used for a specific project of the Association or is placed in a revolving "publications" fund, must be a decision of the N.M.L.A. Executive Board based upon recommendations from the publishing unit, the Public Relations Committee and the N.M.L.A. Treasurer.

385: Newsletter Editor

General Duties

1. The Communications Committee shall make recommendations to the Executive Board on the format and frequency of the official periodical, its content, and the method of publication; recommend other official publications of the Association including directories; and recommend a candidate for Editor and the amount of the Editor's honorarium to the Executive Board for approval.
2. The Editor of the official periodical of NMLA shall serve as a non-voting, ex-officio member of the Executive Board except when the Editor may be an officer of the Association, in which case they shall have the right to vote (Article X, Section 5). The Editor will also be a member of the NMLA Communications Committee.
3. The official periodical shall be the NMLA Newsletter, which shall be issued on a schedule determined by the Newsletter Editor and distributed regularly to members of the Association. (Article XIV, Section 1). In recent years, the Newsletter has been issued six times per year including pre-Conference and post-Conference issues.
4. The Editor may select a special theme or themes to be covered in an issue of the Newsletter.
5. The Editor is responsible for the selection of contents for the Newsletter including gathering materials, soliciting articles, and setting deadlines. All NMLA members can make suggestions about possible Newsletter articles.
6. The Editor should work closely with the Communications Committee and should feel free to ask this Committee for guidance or clarification of policies.
7. The Editor works with the Treasurer to determine a budget. Any additional expenditures (e.g., for a special issue or an unusually large issue) must first be approved by the Executive Board. This request includes estimates for printing a set number of issues, postage, and any other expenses.
8. The Editor, working with the Communications Committee, selects the printer of the Newsletter when printing is necessary.
9. The Editor distributes the Newsletter issues to all members electronically via email and the website and may work with the print to mail to members and other institutions and organizations who have requested a print copy.
10. Using the Executive Board minutes and board reports, the Editor should include a summary of actions taken by the Board. Recently, this has been done in a column written by the President. The Editor may supplement this account with additional information if appropriate.
11. The pre-conference issue of the Newsletter should include:
 - A. Minutes of business meetings of the preceding conference or a link to these documents
 - B. Reports from the Nominations and Elections Committee. This can include biographical information about each nominee and when possible a photograph.

C. Any amendments to or revisions of the Bylaws proposed by the Bylaws and Procedures Committee, and approved by the Executive Board, to be voted upon during the conference.

D. Conference publicity, costs, etc.

E. Any proposed change in the dues structure to be voted upon at the conference.

F. The proposed goals and objectives for the upcoming year.

12. The post-conference issue of the Newsletter should include:

A. Annual reports of committees or a link to the reports, if these have not been published in the pre-conference issue.

B. The listing of new officers of the Association, members at large, and committee chairs and members.

13. Anything not addressed in the pre and post conference newsletter may be disseminated or shared via email, social media, or other means.

14. Not more than 25% of space in the Newsletter may be sold to advertisers. Advertising policy and rates will be set by the Executive Board acting on recommendations of the Communications Committee and the Editor.

15. The Editor should become familiar with the Bylaws and with the Procedural Handbook pages on standing committees (PH 300), particularly on the Communications Committee (PH 370), and the various Calendars of Specific Duties for the various offices and units of the Association.

16. The Editor should maintain this copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding Editor.

NEWSLETTER: Deadlines & Guidelines for Submission

DEADLINES:

Where the information posted on the website differs from the date on these guidelines, refer to the information on the website.

DATES:

1st Friday in January - January/February

1st Friday in March - March/April

1st Friday in May - May/June

1st Friday in July - July/August

1st Friday in September - September/October

1st Friday in November - November/December

To be published: Within 1 week of deadline.

GENERAL GUIDELINES:

The purpose of the NMLA Newsletter is to foster members' participation in NMLA's statewide library community by publicizing milestones in members' careers, fostering a climate of advocacy through shared stories; and providing a forum for addressing work issues that need an impassioned collective voice. The newsletter also promotes activities and professional development opportunities, particularly those available through NMLA's conferences and other enterprises.

AUTHOR & SUBMISSION GUIDELINES:

- Articles should be submitted directly to the NMLA Newsletter Editor at newsletter@nmla.org.
- Authors should identify themselves by name, NMLA position or membership status, email address, and any other relevant contact information
- Submissions can be sent as an email attachment or in the body of the email. The editors will adjust the font and format to fit the style of the newsletter and may also edit content for length and clarity.
- Authors should identify full name(s) of NMLA Committee(s), using acronyms or initials in subsequent references.
- Authors should verify spelling of names and titles as well as all information before submitting.
- Authors may submit news of promotions, deaths, retirements, awards, etc. The newsletter emphasizes New Mexico news but will accept national news items with a New Mexico interest if space permits.
- Authors and/or advertisers should send images as an email attachment. Acceptable formats are .jpg, .gif, and .png. Editor may resize images to fit in the Newsletter.

Contact the Editor with questions, concerns, and/or ideas.

400: Special Committees

General Duties

1. Special committees may be created by the Executive Board or the President. A special committee shall be dissolved at the conclusion of its assigned function or by action of the Executive Board or President. Its existence shall not exceed five years. (Bylaws, Article XVI, Section 7)
2. The President shall appoint such committee members as shall be necessary and shall serve as an ex-officio member of all committees except the Nominations and Elections Committee. The President shall designate the chair of each committee and shall make such appointments as necessary to complete the term when vacancies occur. Unless otherwise indicated, the President shall determine the number of members on a committee. (Bylaws, Article XVI, Section 1)

- 3.** The chairs of the committees shall serve as non-voting, ex-officio members of the Executive Board. (Bylaws, Article, X, Section 4)
- 4.** It is the chair's responsibility to organize the committee and direct its activities in such a way as to fulfill the committee's objectives.
- 5.** Reports of progress, recommendations, findings, etc., are to be presented to the Executive Board. Sufficient copies for Executive Board members must be prepared. If a recommendation is being made as part of the report, this should be stated clearly and separately at the end of the report, which may serve as a motion for Executive Board action.
- 6.** Committee activities, progress and findings should be reported to the Editor for inclusion in the Newsletter.
- 7.** A special committee chair may submit a budget request to the Treasurer prior to the summer meeting of the Executive Board. Once the Association budget is established, approval for expenditure of any funds above the budgeted amount for the committee must be requested of and approved by the Executive Board. (Bylaws, Article XVI Section 3)
- 8.** All bills for committee expenses must be submitted promptly to the Treasurer. The bill must state clearly to whom the money is owed, for what purpose, and to which committee account the bill is charged.
- 9.** The charge of each special committee is reviewed at the beginning of each Association year, when the charge may be modified and the status of the committee changed.
- 10.** The Nominations and Elections Committee is an annually-recurring special committee, with a charge taken from the Bylaws, Article XII, Section 1.
- 11.** The Local Arrangements Committee is an annually-recurring special committee, with a charge taken from the Bylaws, Article XIII, Section 1.
- 12.** Issuance of a Procedural Handbook to the chair of a special committee is at the discretion of the President. If it appears that a special committee may be in existence for an extended period, then the President may request the chair of the Bylaws & Procedures Committee to prepare a Procedural Handbook for that committee's use. It is also available on the NMLA website.

410: Nominations and Elections Committee

Bylaws Relating to the Annual Nomination and Election of Officers Committee Membership

A special committee on Nominations and Elections shall be appointed annually to nominate candidates for Association offices to be filled in the upcoming year. This Committee shall consist of three members, two to be appointed by the President, with the immediate Past- President serving as the third member. (Bylaws, Article XII, Section 1)

Nomination of Candidates

The report of the Committee shall be published in the issue of the Association's official periodical and/or sent to each member of the Association, prior to May 1st. Nominations may also be made by the membership, provided the candidate has agreed and one or more petitions for that candidate signed by a total of at least 20 current members of the Association have been submitted. Petitions shall be sent electronically or by mail to the Nominations and Elections Committee, which will verify the current membership of each petitioner and determine that a petition candidate has qualified to be placed on the ballot. Such petitions must be received by the Chair of the Nominations and Elections Committee postmarked no later than June 1st. Petition forms and instructions shall be provided to members prior to July 1st through the Association's official periodical and/or included with the Nominations and Elections Committee report mailed to the members of the Association. The Nominations and Elections Committee shall validate such petitions, and report the names of all qualified candidates for each office to the membership by July 15th. (Bylaws, Article XII, Sections 1 and 2)

Eligibility of Committee Members

Members of the Nominations and Elections Committee are not eligible to be nominated for Association-level offices. (Bylaws, Article XII, Section 1)

Conduct of the Election

The officers shall be elected by a plurality vote of ballots cast by members through an election conducted by the Nominations and Elections Committee. Ballots shall be sent on August 1st to current members of record as of July 1st. The Nominations and Elections Committee shall establish procedures for the fair and orderly conduct of the election. Members shall cast and return ballots to an address designated by the Nominations and Elections Committee by ~~March~~ September 1st. The Nominations and Elections Committee shall validate and count the ballots, and tabulate the results. (Bylaws Article XII, Sections 1 and 2)

Committee Procedural Guidelines for Annual Elections

Candidate Selection

By mid- April, the Nominations and Elections Committee shall prepare a slate of candidates for positions for offices with expiring terms. The Nominations and Elections Committee is free to nominate as many candidates as it desires to each vacant office.

Verification of Petition Candidacies

the report of the Nominations and Elections Committee shall be submitted to the Executive Board at their summer meeting for information. The Committee chair shall present all documents relating to petitions for nominations to the Executive Board, and report the names of candidates nominated by the petition process.

Balloting

The Nominations and Elections Committee shall provide each member with a ballot, biographical information about each candidate, instructions for marking and returning the ballot. All valid ballots shall be assembled before any of the contests are tabulated.

Results

The Nominations and Elections Committee shall inform each candidate of the outcome of the election prior to the annual conference. Results of the election shall be reported at the Executive Board meeting at the beginning of the conference, at the business meeting during conference, and in the post-conference issue of the Newsletter.

Offices to Be Filled

Each year, at least one candidate for the office of Vice-President is required. In even-numbered years, at least one candidate for the office of Secretary is required. In odd-numbered years, at least one candidate for the office of Treasurer is required. Because the Vice-President automatically becomes the President, no candidates are named for these offices unless a vacancy exists, or a vacancy has been filled by appointment, in which case the incumbent does not hold the position by election, and cannot move up in the succession without election.

Distribution of Selections

The Nominations and Elections Committee is free to select candidates from the entire membership of the Association. During a period from 1962-63 through 1978-79, a rigid schedule was followed in nominating candidates from among academic, school, special and public librarians successively. This cycle is no longer being followed. However, prudence suggests that the Committee should be aware of the desirability of selecting candidates from all types of libraries and from all parts of New Mexico.

Number of Candidates for Office

The Nominations and Elections Committee is free to nominate as many candidates as it desires to each vacant office.

Announcement of Results

It has been customary to read the Nominations and Elections Committee report at the business meeting at conference. It is a courtesy by those who read the report of the Nominations and Elections Committee at conference to state the names who automatically will succeed, before announcing the election results; i.e., "to serve with, President, and, Vice-President,"

Duties and Procedures for Filling Vacancies in Office

1. In the event of vacancy in the office of President, the Vice-President/President-Elect shall serve as President for the remainder of the unexpired term, and may continue in office for the full succeeding term for which he/she was elected. (Bylaws, Articles XII, Section 4)
2. In the event of vacancy in the office of the Vice-President, the President, with the approval of the Executive Board, shall fill the vacancy by appointment, from not more than two names submitted by the Nominations and Elections Committee, and the person so appointed shall

serve until the next regular election or until a special election, if such a special election is deemed advisable by the Executive Board. If there is to be a special election, the Nominations and Elections Committee will present not more than two names for ballot, with prior notice for names to be added to the ballot by petition. (Bylaws, Article XII, Section 5)

3. Bylaws, Article XIII, Section 5 provides for special election of the Vice-President IF THERE IS TIME, but does not make the election mandatory because, in some circumstances there would not be time to hold an election before the term was over. Once it was decided to conduct a special election, the Nominations and Elections Committee would need to recommend an election calendar and request a special appropriation from the Executive Board.

Duties and Procedures for the Nomination and Election of the American Library Association Councilor

1. The Association is represented by an A.L.A. / A.P.A. Councilor elected every three years from among nominees presented by the Nominations and Elections Committee. Election procedures are set by A.L.A. and use a written ballot. (Bylaws, Article VIII, Section 2)

2. The Councilor must be a member of the New Mexico Library Association and the American Library Association. (Bylaws, Article VIII Section 3)

3. Every third year a candidate or candidates must be nominated for A.L.A. /A.P.A. Councilor. A.L.A. sets the rules and the timing for the election. A.L.A. will provide a list of A.L.A. members in New Mexico to the Nominations and Elections Committee, on request.

4. Nominees are customarily listed, with biographical information about them, in the summer issue of the Newsletter. Election is by electronic mail, with ballots sent to all eligible voters in N.M.L.A.

5. The results of the ballot are tabulated by the Nominations and Elections Committee, and announced at the business meeting during the annual conference, for the information of the membership.

Nomination and Election Event Calendar

April

During the summer, the Nominations and Elections Committee selects a slate of one or more candidates for each office to be filled. This slate is publicized to the membership through a communication and/or through the summer issue of the Newsletter. The communication/article announces names of Nominations and Elections Committee candidates, and gives petition information and a form for nominating additional candidates. Nominations require the signatures of 20 current members and consent from the nominee.

May 1

Information on official nominees and petition candidacy information must be distributed to members by this date.

June

At the first Executive Board meeting, a budget is requested to cover the costs of conducting the mail ballot nomination and election process.

June 1

Postmark deadline for submitting petitions for added candidates. Deadline for joining the Association for eligibility to participate in the election ballot.

June

the Nominations and Election Committee reviews all petitions for additional candidacies, validates petition signatures and membership of candidates and signers. At the winter Executive Board meeting, the Committee reports on validation of petition candidacies, with documentation for inspection, if this has been completed.

July 1

The Nominations and Elections Committee emails the official ballot to all members eligible to vote. The ballot package contains:

- 1. Biographical information about each candidate.
- 2. An official ballot.
- 3. Instructions about casting ballots, noting the deadline for receiving ballots.

July / August

If calendar permits, include an article in the pre-Conference issue of the Newsletter, giving a biography and a statement for each nominee for office.

September 1

Postmark deadline for receiving election ballots.

September

The Nominations and Elections Committee validates and counts ballots, and informs candidates, President, and Bylaws & Procedures chair of the outcome of the election.

October – November

At the pre-Conference Executive Board meeting, the Committee reports on the conduct of the election and the results. During conference, the election results are announced at the business meeting. They are also published in the post-Conference Newsletter along with thanks to the candidates for running for office.

New Mexico Library Association Petition for Candidacy for NMLA Office

DATE: _____
 NAME: _____
 ORGANIZATION: _____
 ADDRESS: _____

PHONE: _____
 E-MAIL: _____

I am a current member of the New Mexico Library Association.
 YES _____ NO _____

I wish to be considered for placement on the NMLA slate of candidates for the following office (check one):

- Vice-President/President Elect _____
- Secretary _____
- Treasurer _____
- Member-at-Large _____
- ALA Councilor _____

_____ (signature)
 _____ (printed name)

Please send this page and the signature page(s) to the Chair of the NMLA Nominations and Elections Committee (address is found on NMLA website) postmarked by June 1. The Nominations and Elections Committee will validate that all signers of the petition are current members of the New Mexico Library Association. Only petitioners with 20 signatures from current members will be added to the slate of candidates.

The following signatures are from current NMLA members who support placing my name on the slate of candidates for election to NMLA office in the next election.

Print Name Sign Name

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Name of Candidate: _____

NMLA Office: _____

Date: _____

500: General Information for Special Interest Group Liaisons (SIGS)

The procedures for establishing interest groups are defined in Bylaws, Article XV of the N.M.L.A.

Section 1. An interest group may be formed by members whose common interests reflect the goals of the Association. Members wanting to form an interest group submit a proposal to the Executive Board for recognition. The proposal will include the name of the member who will serve as Executive Board liaison, a statement of purpose, a budget and objective(s) related to the Goals of the Association.

Section 2. Once formed, an interest group will annually submit a proposal for recognition to the President at the summer Executive Board meeting. The Executive Board shall authorize continued recognition of existing interest groups at the Executive Board meeting following the close of the annual conference.

Section 3. Each interest group will be assigned a Member-at-Large liaison by the President who shall represent the group and submit the group's objectives, proposed activities, and budget requests to the Executive Board.

Section 4. Interest groups may request a program or meeting time during the Association's annual conference, mini-conference(s), when scheduled, or other general meetings.

Section 5. Each interest group chair shall submit a written annual report to be published in the post-conference issue of the Association's official periodical and shall submit this report to the Secretary at the close of the annual conference.

Section 6. Interest group liaisons to the Executive Board may not speak for the Association nor commit it to any policy, action or expense on behalf of the Association without prior approval of the Executive Board.

600: Financial and Budget Information for the Executive Board

Association Budget

Each officer and chair submits a budget request to the N.M.L.A. Treasurer by the deadline each year, which is announced at the winter Executive Board meeting. This budget request should cover the operational expenses of each office and committee for the coming Association year excluding expenses for the annual conference. The Treasurer prepares an Association budget proposal from these requests, and submits it for discussion and approval at the summer meeting of the Executive Board. In recent years, the Treasurer has consulted with individual unit chairs and with the President prior to drafting the final budget proposal.

Budget Requests

Requests are made on a Budget Request Form (PH 606 on page 72 of the procedure manual), and should reflect the activities of the unit for the coming year. Annual conference expenses are not to be included in this request. Copies of previous unit budget requests should be kept in the permanent work files of the unit for later reference.

Authorized Expenditures

After the budget has been approved by the Executive Board, officers and unit chairs may expend monies not to exceed the total approved amount. Any additional expenditures must be proposed individually for approval by the Executive Board.

Reimbursement for Expenses

Reimbursement for expenses will be made by the Treasurer upon submission of a "Request for Reimbursement" form (PH 608 on page 73 of the procedure manual). Receipts are required. All bills should first be approved by the responsible person, and then forwarded to the Treasurer for payment, accompanied by the itemized "Request for Reimbursement" form.

NOTE: The New Mexico Library Association is a tax-exempt organization, and does not pay sales tax (except on services) when the item is billed to the Association. For information on this procedure, contact the Treasurer, who has Tax-Exempt Certificates to send to vendors.

Conference Budget

Proposed program and other annual conference expenses should be submitted to the Conference Program Chair by each officer, unit chair of the Executive Board and special interest group. A conference budget will be prepared by the Conference Program Chair. The conference budget will include the proposed conference registration and exhibitor fees.

Budget Year

The N.M.L.A. budget year is from July 1 to June 30. All bills should be submitted to the Treasurer by the third week in June, or an Encumbrance Form must be utilized.

Budget Preparation Guidelines

1. Basic Operating Expenses. Postage (stamps & mailing), copying expenses, telephone costs. (Some employers help with these costs, others don't.)

Stationery: N.M.L.A. letterhead stationery is provided by the Secretary or Administrative Contractor to all Executive Board members and is downloadable from the Association website. It does not need to be individually budgeted.

Postage: Postage costs are to cover correspondence and limited to mailings only when needed.

Travel: The New Mexico Library Association pays travel expenses of the President and the A.L.A. /A.P.A. Councilor to A.L.A. meetings when the respective employers cannot do so. Travel expenses of Executive Board members to N.M.L.A. meetings are not reimbursed. Any other travel request must be specifically justified when requested. (Minutes, 6-14-85, p. 2)

2. Ongoing Programs. Some established programs of the Association have set costs (such as the Scholarship) or set schedules (such as the Newsletter) from which costs can be estimated.

3. Current Programs. Determine how much will be needed to achieve each of the programs assigned to your unit by the current Association goals and objectives. (Refer to PH 127).

4. Other Activities. Determine if there are any additional programs which your unit wished to accomplish, which are not in the ongoing activities or the current year's objectives.

5. Revenues. If you anticipate any revenues from a workshop, publication or other activity of your unit, include this as a note on your budget request for. The expenses will already be covered in the budget request. It is Association policy that "all workshops are to be self-supporting, and all must charge a fee to cover possible expenses incurred." (Minutes, 6-2-77, p. 2)

6. Ask for what you believe your unit will actually need to carry out its responsibilities, being as accurate as possible. Although the Executive Board has the authority to adjust the budget during the year, adjustments should be kept to a minimum.

601: NMLA Fiscal Policies

1. Management:

All units of NMLA are responsible for achieving the association's financial goals. The Association shall follow generally accepted accounting principles in formulating and managing the association budget. Officers/unit heads must understand the principles under which budget management operates. All unit heads are accountable for ensuring that the financial and other resources within their control are effectively utilized and managed, and are committed only for Executive Board approved purposes and in Executive Board approved amounts.

1.1 The NMLA budget and any subsequent adjustments must be approved by a majority of the voting members of the Executive Board.

1.2 Any contract that obligates the NMLA association in any manner must be reviewed for both legal and financial impact prior to being presented to the Executive Board for approval.

1.3 The NMLA Executive Board shall be given timely financial information in a format that will facilitate Executive Board decision making on budget matters.

2. Budgeting:

Unit budget proposals shall be tied to the strategic plan. Units with multiple objectives and projects should prioritize them in their budget proposals. NMLA units will receive annual budgets based upon NMLA's anticipated income, financial goals, unit budget submissions, and the relationship of unit proposals to core NMLA activity.

3. Balanced budget:

NMLA shall run a balanced budget each fiscal year. Expenditures will not exceed income. Reserve funds are not routinely available to enhance income.

4. Budget adjustments:

The Executive Board may change the budget during the year, including the reduction of authorized but unspent funds in a line-item. Amounts encumbered (already legally owed) shall not be reduced. Units anticipating increased income together with increased costs shall have a Budget Adjustment Request approved by the Executive Board prior to incurring the increased costs.

5. Income:

All NMLA units and members are encouraged to raise funds for the enhancement of NMLA goals and strategic plans. Income received by NMLA shall go into the general NMLA funds, unless specifically earmarked by donation, grant or contract. Only in special circumstances approved by the Executive Board, will NMLA units retain income generated by their activities. However, the Executive Board will consider proposed income as a factor in determining the budget for an individual unit.

5.1 Membership dues will be reevaluated on a regular basis to ensure that membership dues are aligned with the Associations' goals; and financial needs.

6. Conference income:

The Annual Conference shall be organized and planned in such a way as to be an excellent program and to generate enough revenue to meet the association's financial goals. Unnecessary costs shall be contained as much as possible.

6.1 The mini conference, when scheduled, shall be organized and planned in such a way as to be an excellent program and to generate enough revenue for the association to cover the cost of the conference. Unnecessary costs shall be contained as much as possible.

7. Cash flow:

The association shall manage the budget in such a way as to ensure sufficient cash reserves are readily available to pay monthly expenses. If reserves are used to maintain timely payments, then those reserves shall be reimbursed within the same fiscal year as income is generated.

7.1 Reserves shall be invested in a conservative manner as approved by the Executive Board, after consultation with the Finance Committee.

8. "In Trust" and Restricted income or funds:

When NMLA undertakes to receive monies dedicated to a specific purpose, whether by donation, grant or otherwise, then NMLA shall spend those monies first, prior to spending any general NMLA funds for that purpose.

8.1 NMLA units are encouraged to raise funds for the achievement of specific NMLA goals.

8.2 All such "in trust" or restricted funds shall be separately accounted for in the budget, and not considered part of the general NMLA income, funds or reserves.

8.3 The expenditures of in-trust funds are restricted to the purpose of those funds. Appropriate documentation of expenditures will be required.

8.4 NMLA General funds shall not be appropriated to "match" or enhance the purpose of the restricted fund without a separate action by the voting members of the Executive Board, which is recorded in the minutes.

8.5 Restricted funds shall be maintained or invested in a conservative manner in keeping with the purpose of the specific fund.

9. Overspending by an NMLA unit:

If a unit of NMLA spends more than the authorized budget for that unit, and seeks reimbursement therefore, or has legally committed NMLA to such expense, NMLA may be justified in charging such excess amounts to the individual who authorized them without additional Executive Board approval, unless subsequent Executive Board approval is obtained.

10. Unspent annual budgets:

If a unit of NMLA fails to spend, or encumber, the full amount of its budget allocation, then any unspent and unencumbered amounts at the end of the fiscal year shall revert to NMLA, and there shall be no budget carry-forwards.

11. Multiple year budget exceptions:

The NMLA Executive Board may budget funds in a current year's budget for spending over a multi-year period. Such funds shall go into a special fund for the specified purpose and shall revert to the NMLA general fund at the end of the specified period.

12. End of the year liabilities:

If a NMLA unit has outstanding liabilities at the end of the fiscal year, and those liabilities are less than the unspent budget for that unit for that year, then those amounts shall remain liabilities against that former budget, not the new one.

13. All other budget and financial policies/procedures in the association hand book would still apply in addition to these policies.

604: Getting and Spending the Money: The Budget Process

(This article is a summary of an invited talk given by Jane Piehl of Seattle to members of the Special Library Association Chapter Cabinet on January 27, 1977, adapted by Lois Godfrey.)

Preparation of a budget is inseparable from the development of a program of activities.

A program may be set, based on the available income, but a much better way is to set up a good program of activities for the year, then to find the money to make the program possible.

One should estimate expenditures, calculate income, and then balance the two.

YOUR BUDGET IS A FINANCIAL SHADOW OF YOUR PRIORITIES.

When budgeting, start with your members' need and wants: Meetings? Meals with them? Workshops? Bulletins/Newsletters?

Next think about your community in the broadest sense:

Students? Scholarships? Meetings? Publications?

Consider operating expenses: Telephone? Travel? Treasurer's Bond?

Consider liaison with other library-oriented groups: Bulletin exchanges? Joint meetings or workshops?

Consider responsibilities to the American Library Association and a regional library association: Attendance at A.L.A. annual conference and Midwinter meeting? Regional meeting? Mailings? Neighboring state associations?

Consider the last year's budget, but realize that it is ONLY a guideline—a starting point for your own planning.

Look at the programs you've developed by asking the questions above, and other you think of. Do you have the people-power? Or the cost of hiring it? Are some items self-supporting? Are some income-generating?

Realize that you make policy decisions when you make monetary decisions. For example, when dinner meetings lose money, the policy is to subsidize active members who attend; when they break even, the policy is to charge members for what they get; when they make money, the policy is to penalize those who are active and attend, by charging more than the actual cost of their participation. The Executive Board must make the policy decisions first, then follow by instituting the practices which implement the policies.

The budget is made in whole dollars, and usually rounded to the nearest \$5. After calculating the income and totaling the proposed expenditures, you must prepare to balance the budget.

If expenditures are greater than income, you must decrease the program or increase the income. (In the latter case, consider that some fund raising activities generate good public relations as well as money.)

If expenditures are less than income, you may either increase the program or decrease the income. Increasing the program may mean that you see a way to undertake a project you've been putting off—if not this year, then by carrying over for a year or two smaller amounts which will make a large project possible.

The member who works for the Association is a precious person, literally. Treat him/her accordingly.

Acknowledge in your budget the contributions made by your volunteer members and/or their employers in the matter of travel expenses, bulletin printing, mailings, etc. These are "in-kind" contributions which will not show up on the annual financial report, but which should show up in the budget, both the income and expenditures sides. Only then will you know the true size and scope of your operations.

Setting aside money to be spent in a future year for a specific project is perfectly permissible with a budget. The money shows on the income side whether it is already in a project fund or expected from some other source. On the expenditure side, it shows as (expected use) to accrue for (year expected to used), or carry over for (purpose, year expected to be used). An example: Union List of Serials, to accrue for 1988, \$2,000.

As you spend money, refer to your budget, adjusting allocations and making reallocations to fit the year's changing needs.

Reserves are necessary for cash flow, but large reserves are usually not required.

Money may be kept in a checking account, if it is to be used soon, or in savings accounts, but accounts need not be separate for each fund in order to keep named or project funds separate. All money earning interest can be in the same account; the ledger sheets will keep track of what sums belong to which project or named accounts.

Consider the use of interest from savings account funds. Do you plan to use it for the operating budget or for a project? Make a conscious decision about interest income, then follow it up with the appropriate practice.

IN EVERY FINANCIAL DECISION, YOUR BUDGET IS A FINANCIAL SHADOW OF YOUR PRIORITIES.

PH 606 – BUDGET REQUEST FORM

NAME OF UNIT			
PROPOSED (FISCAL YEAR DATES YYYY-YYYY) BUDGET			
		SubTotals	Totals
	Printing/Copy Services		\$ -
	Postage		\$ -
	(# of Bulk Mailings)		
	Supplies (Specify)0		\$ -
	Telephone/FAX		
	Workshops - (NAMES OF WORKSHOP)		
	Speakers' Fees		
	Travel, Meals, Lodging		
	Printing/Copy Services		
	Refreshments	\$ -	
	Materials (specify)	\$ -	
	Other (explain)		
	Total Workshop Expenses	\$ -	\$ -
	Other Expenses Specific to My Unit (Specify)		
			\$ -
			\$ -
	Total		\$ -
	(NAME OF UNIT CHAIR(S))		

REQUEST FOR REIMBURSEMENT

Procedural Handbook 608:1

4/98

To: TREASURER, NMLA

Date:

Purpose of Expenditure:

Itemized Expenses:

Attach Required Receipt:

Total Cost to be Reimbursed:

Expenditure Approved under Current Budget of:

Office or Unit:

Submitted by: _____

(Authorized Signature)

Make Check Payable to: _____

Mail Reimbursement to:

Name:

Mailing Address:

City, State, Zip

Please Note: The New Mexico Library Association is a tax-exempt organization, and does not pay sales tax (except on services) when the item is billed to the Association. The Treasurer will supply Tax Exempt Certificates upon Request.

610: Annual Dues Schedule

Annual Dues Schedule

Effective April 2009

Institutional Membership,\$250.00

(Includes 2 registrations to NMLA Annual Conference)

Commercial Membership.....\$150.00

(Includes choice of a free quarter-page ad in one year's worth of bi-monthly NMLA Newsletters
or a free half-page ad in the Annual Conference Program)

Personal Membership:

Sustaining\$80.00

Library Employees

Annual Salary:

Unsalared – \$9,999\$10.00

\$10,000 – \$14,999\$15.00

\$15,000 – \$22,999\$25.00

\$23,000 – \$29,999\$35.00

\$30,000 – \$39,999\$45.00

\$40,000 – \$49,999\$55.00

\$50,000 +\$60.00

Student.....\$10.00

Friend.....\$10.00

Trustee.....\$10.00

Personal.....\$10.00

Retired.....\$10.00

611: Definitions of Types of Memberships

I. Personal Membership

Personal membership is an individual membership that allows a person to contribute to and participate in the work of the Association. Personal membership carries the following privileges (Bylaws, Article II, Section 2):

- Voting privileges at N.M.L.A. meetings.
- Reduced conference fees.
- Subscription to the N.M.L.A. Newsletter.
- The Membership Directory.
- Holding N.M.L.A. office.

Personal membership include these categories:

- Honorary—A life-time membership conferred the Association. All membership privileges are included.
- Personal—As established by the dues schedule, this applies to library employees, non-salaried individuals and all other individual members, including students, retired persons, trustees and friends. All membership privileges are included.
- Sustaining—Paid at a rate higher than the established personal dues schedule. All membership privileges are included.

II. Institutional/Commercial Membership

Institutional/Commercial Membership is available to libraries, organizations and companies in-state and out-of-state. This membership is not issued in the name of an individual, and has no voting privileges or reduced conference fees. (Bylaws, Article II, Section 3)

The following privileges are included:

- Subscription to the N.M.L.A. Newsletter.
- The Membership Directory.

700: Administrative Contractor

General Duties (as specified in the Administrative Services Agreement)

- 1.** Maintain communication between those within NMLA as well as between the NMLA and others through the creation and management of telecommunication services (including FAX) and listings in the White and Yellow pages, and maintaining an e-mail address through an on-line account.
- 2.** Employ voice messaging and paging to approximate real time response during business hours. A separate phone line will be answered "New Mexico Library Association".
- 3.** Route communication promptly to appropriate persons within NMLA.
- 4.** May maintain membership database in conjunction with Membership Committee Chair.
- 5.** When assigned, will be responsible to maintain NMLA's website, listserv and Executive Board list.
- 6.** Collect and deposit membership payments, report revenue to the Treasurer, report membership information to appropriate parties, may send renewal notices.
- 7.** Attend Executive Board meetings to be knowledgeable about NMLA business.
- 8.** Supervise contracted printing.
- 9.** Perform registration for mini-conference, workshops and other events when scheduled.
- 10.** Perform pre-conference services to include all exhibitor relations. Solicit exhibitor participation, collect and deposit booth fees in an NMLA account, forward paperwork to the Treasurer, and ensure exhibitors' legal requirements are fulfilled and logistical needs are met.
- 11.** Perform pre-conference services to include collection and deposit of registration fees in an NMLA account, forward paperwork to the Treasurer, and conduct all pre-conference registration activities. Local Arrangements Committee will provide the registration table workers and the Administrative Contractor will coordinate with them.
- 12.** Conference on-site management services include liaison with venue operators, exhibitors, and the NMLA officers, members, and attendees.
- 13.** Organize and store NMLA property, purchase supplies as needed.
- 14.** Review and organize various historical/procedural files located in the NMLA cloud storage. Keep webmaster current on any changes of NMLA documents that are maintained on the NMLA website.
- 15.** There will be an annual performance review by members of the NMLA Executive Board.

710: American Association of School Librarians Delegate

General Duties

- 1.** The Affiliate Assembly Delegate shall serve a term of one year or until a successor is appointed and qualified. The Delegate must be a member of the New Mexico Library Association, American Association of School Librarians and the American Library Association. The Delegate represents the Association and shall be certified and have powers and duties as prescribed by the Bylaws of the AASL division. The Delegate shall take office and attend the ALA summer conference following his/her appointment.
- 2.** The AASL Delegate attends all AASL Affiliate Assembly meetings at the ALA annual conference, and reports on AASL activities at Executive Board meetings and the annual business meeting of NMLA. The Delegate is not instructed on how to vote at the Affiliated Assembly meetings, as it is difficult to know in advance what will come before a meeting. The Delegate should consider questions which come before the Affiliate Assembly in light of the best interests of our state as a whole; and should report controversial matters to the Executive Board as soon as possible.
- 3.** Act as a liaison between NMLA and the AASL. Hold necessary meetings to acquaint NMLA members with AASL activities and to hear views. Advise and coordinate mutual activities of NMLA and AASL.
- 4.** The AASL Delegate should prepare news items or articles on AASL activities of special interest to NMLA members for the Newsletter and stage an annual national and state issues forum or program at the NMLA conference.
- 5.** The AASL Delegate may request funds to attend Affiliate Assembly meetings if the library in which the Delegate is employed cannot or does not pay expenses at these meetings.
- 6.** The AASL Delegate should maintain a file of Affiliate Assembly materials (Affiliate Assembly and Executive Board minutes, controversial reports, and pertinent committee files) from which items of special interest may be requested by interested NMLA members.
- 7.** The AASL Delegate shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on the succeeding AASL Delegate.

730: Mountain Plains Library Association (MPLA) Representative

General Duties

1. The MPLA Representative shall serve a term of three years or until a successor is appointed and qualified. The Representative must be a member of the New Mexico Library Association and the MPLA. The delegate represents the Association and shall be certified and have powers and duties as prescribed by the Bylaws of the MPLA. The Representative shall take office and attend the MPLA meetings following his/her appointment.
2. The MPLA Representative attends MPLA Executive Board meetings and reports on activities at the Executive Board meetings and the annual business meeting of NMLA. The Representative is not instructed on how to vote at the MPLA meetings, as it is difficult to know in advance what will come before a meeting. The Representative should consider questions which come before the MPLA in light of the best interests of our state as a whole; and should report controversial matters to the Executive Board as soon as possible.
3. Act as a liaison between NMLA and the MPLA. Hold necessary meetings to acquaint NMLA members with MPLA activities and to hear views. Advise and coordinate mutual activities of NMLA and MPLA.
4. The MPLA Representative should prepare news items or articles on MPLA activities of special interest to NMLA members for the Newsletter and stage an annual national and state issues forum or program at the NMLA conference.
5. The MPLA Representative may request funds to attend the meetings if the library in which the representative is employed cannot or does not pay expenses at these meetings.
6. The MPLA Representative should maintain a file of MPLA materials (MPLA and Executive Board minutes, controversial reports, and pertinent committee files) from which items of special interest may be requested by interested NMLA members.
7. The MPLA Representative shall maintain the assigned copy of the Procedural Handbook in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on the succeeding MPLA Delegate.

Committees & Special Interest Groups (SIGs)

Committees

The NMLA Committees are essential to the direction and quality of the Association's various tasks. It is easy to become a Committee member, just contact NMLA's president by e-mail and state which committee you wish to join and why.

To become a chair of a committee, you must be willing and able to commit to NMLA to attend the four (4) Executive Board meetings held each fiscal year (July 1 to June 30) and properly attend to the duties of your committee.

Current Committees

- [Awards Committee](#) — [Historical List of Committee Chairs](#)
- [Bylaws Committee](#) (formerly known as Bylaws & Procedures Committee) — [Historical List of Committee Chairs](#)
- [Conference Local Arrangements Committee](#) — This page contains the historical list of Committee Chairs
- [Conference Program Committee](#) — [Historical List of Committee Chairs](#)
- [Conference Site Committee](#) — [Historical List of Committee Chairs](#)
- [Education Committee](#) — [Historic List of Committee Chairs](#)
- [Fundraising Committee](#) — [Historical List of Committee Chairs](#)
- [Intellectual Freedom Committee](#) (formerly combined with the Legislation Committee) — [Historical List of Committee Chairs](#)
- [Land of Enchantment Committee](#)
- [Local Arrangements Committee](#) (aka Conference Arrangements Committee) — [Historical List of Committee Chairs](#)
- [Legislation Committee](#) (formerly combined with the Intellectual Freedom Committee) — [Historical List of Committee Chairs](#)
- [Membership Committee](#) — [Historical List of Committee Chairs](#)
- [New Mexico Preservation Alliance](#) — [Historical List of Committee Chairs](#)
- [Nominations & Elections Committee](#) — [Historical List of Committee Chairs](#)
- [Public Relations Committee](#) (aka Publicity Committee) — [Historical List of Committee Chairs](#)

Special Interest Groups (SIGs)

NMLA sponsors several Special Interest Groups (SIGs) (formerly known as a "Round Table" or "Division"). New SIGs are encouraged to be developed for the benefit of New Mexican librarians. Please see [Proposing/Sustaining a SIG](#).

Current SIGs

- [Academic Libraries](#) (The New Mexico Chapter of ACRL)– This page contains the historical list of Committee Chairs
- [Advocacy for School Libraries](#) — This page contains the historical list of Committee Chairs
- [Assessment and Statistics](#) – This page contains the historical list of Committee Chairs
- [Battle of the Books](#) — This page contains the historical list of Committee Chairs
- [Bonds for Libraries](#)

- [Digital Collections](#)
- [Government Information](#)
- [Local and Regional History](#) — This page contains the historical list of Committee Chairs
- [Native American Libraries](#) — This page contains the historical list of Committee Chairs
- [Resource Sharing](#) — This page contains the historical list of Committee Chairs
- [Technical Services](#)