

NCNMLG Procedures Handbook

The Northern California & Nevada Medical Library Group (NCNMLG) Procedures Handbook includes the duties and responsibilities of officers, committee chairpersons, and other elected or appointed representatives and all approved policies not contained in the Bylaws. Any changes in this manual must be approved by the executive board.

The NCNMLG Bylaws and NCNMLG Procedures Handbook are available on the [NCNMLG website](#).

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Membership

Membership Directory

The membership directory is available to all active members via the [website](#). It is kept up to date automatically through our member registration portal and troubleshooting is done by the Membership Services position.

Costs

- General membership costs \$35 per year for fully employed members.
- Free membership is provided to students, honorary and Emeritus members designated by the Awards Committee and Chapter President, and to those members facing financial hardship.

Benefits

Benefits of membership in NCNMLG include:

- leadership and service opportunities
- apply for and be nominated for awards, including monetary support for professional development
- participate in mentoring
- participate in the listserv

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- broaden your professional network
- engage in professional development activities
- discounted registration to Joint Meetings

Responsibilities

- Vote in chapter elections
- Participate in chapter business meetings and discussions
- Respond to calls for volunteering to accomplish Chapter business & projects

Community Code of Conduct

NCNMLG follows the [Medical Library Association \(MLA\) Statement of Appropriate Conduct](#).

Listserv

Members can [join the listserv](#) managed by MLA

Meetings

The Conduct of Meetings

See [Bylaws](#) Article IX

Transitional Meeting

All outgoing and incoming officials are encouraged to attend the Transitional Board Meeting, which is to be held no later than June 30th of each year. This meeting serves as a welcome and introduction to chapter business for incoming officials, and an official acknowledgement and appreciation of outgoing officials. In addition, outgoing officials are encouraged to schedule individual meetings with their corresponding incoming officials, to transfer any relevant documentation, and answer questions related to the position's responsibilities. New officials' terms are effective immediately, following the transition meeting.

Budget Management

Requests for funds should be sent to the Treasurer, who will bring the request forward to the Executive Board for discussion and approval.

For all approved funding requests, officers and chairs can request payment of bills or reimbursement directly from the Treasurer. Reimbursement requests

must have a receipt, invoice or other validation attached. Final fiscal authority for approving expenditures rests with the President.

Voting

For any non-elections membership voting requiring an online ballot, an online survey created with a NCNMLG official account is used to prepare the ballot. The survey must be configured to disallow multiple responses from the same device and should include a required survey question for testament of voting membership per Bylaws Article III.2.A.

Reports

Annual reports from Committees should summarize the year's activities in qualitative and quantitative terms, include an estimated budget for the upcoming year if needed, and recommendations for any desired changes.

Updating Documentation

Outgoing or returning Committee Chairs and Outgoing Executive Board Members should review documentation in this handbook for accuracy and completeness before the end of their term at the end of the Association year (May/June). Any identified changes should be submitted to the Vice President for updating.

Committee Chairs should communicate current committee membership and roles to the Chair of the Communication Committee and the President whenever necessary.

Elections

All nominations and elections must adhere to NCNMLG Chapter Bylaws. The following sections outline critical aspects of voting membership, elected officer requirements and terms, and the elections process: [Bylaws](#) Article III.2.; Article IV. Officers. All sections.

Elections Timeline

The NCNMLG President must submit an annual report with election results by a deadline set by MLA headquarters, typically in April. Elections must be concluded, tallied, verified, and reported to the NCNMLG President by this time.

The nomination period should be no less than twenty-one (21) business days (excluding federal holidays). It may take longer than this to prepare a complete ballot for all open elected positions in a given year.

Voting is done by online ballot exclusively. Voting members should have no less than ten (10) business days (excluding federal holidays) to vote.

Nominations

Nominations for elected positions are governed by NCNMLG

[Bylaws](#).

- All elected officers must be voting members of the MLA. Refer to NCNMLG Bylaws Article III. Membership Section 2. Rights and privileges.
- The nominee for the MLA Nominating Committee cannot have served as a voting member of the MLA Nominating Committee in the five years encompassing the year of elected service. Refer to: Bylaws Article IV. Officers. Section 1. Officers and Terms of Office.

Nominations are solicited through the NCNMLG Listserv. Members can nominate themselves or another NCNMLG member by supplying their name and current contact information. The Bylaws, Nominating and Election (BNE) committee is responsible for approaching anyone nominated by another NCNMLG member to confirm their interest, NCNMLG membership, and to obtain their Agreement to Serve form. This form includes an affirmation of MLA voting status, statement of interest, and biographical information. This candidate information will be shared on the election ballot.

Ballots

A secure online survey created by an elected NCNMLG officer on the BNE Committee is used to prepare the ballot. The ballot must be configured to disallow multiple responses from the same device, include and/or link to the candidate statements, and, per Bylaws, allow for write-in candidates. The ballot must include a required survey question for testament of voting membership per Bylaws Article III. Membership Section 2. Rights and privileges. A.

For each elected position, information on the ballot should be clear and include the following:

- Name of Office
- Name of Candidates
- How many votes to cast per office
- Deadline for valid ballots

The announcement of the election and link to the election ballot is sent using the NCNMLG listserv.

Reporting

An election report should be sent to the President and should contain the following information:

- Number of ballots cast.
- The individual receiving the highest number of votes for each office.
- When applicable, the individual receiving the second highest number of votes.

Bylaws

Bylaws amendments may be initiated by the Executive Board, at the recommendation of the BNE Committee, or at the request of any Chapter member. NCNMLG Chapter Bylaws Article X. Amendment of the Bylaws outlines procedural differences based on who initiated the amendment.

Regardless of who initiates the amendment process, the MLA Bylaws Committee must review and approve proposed amendments before members vote to approve the amendments. If late amendments are added or adjusted during the final discussion period, these can be approved by member vote and then receive final approval from the MLA Bylaws Committee.

Executive Board

President

Position Description

The President holds office for one year and is a voting member of the executive board. During the membership year following their term of office, the President assumes the office of Past President. The President is responsible for the general organization of chapter work including the formulation of objectives, communication of chapter activities and actions to the Chapter Council Representative, Chapter Council Chair, and other chapters as appropriate,

establishment of a timetable for the chapter, and preparation of reports submitted to MLA.

Duties & Responsibilities

Meetings

Calls and presides at meetings of the membership and executive board. Coordinates meeting plans with the Vice-President who plans the program content. Takes responsibility for organizing the annual business meeting of the group.

Elections

- The President promotes chapter elections and solicits nominees through communication via the NCNMLG listserv.
- The President announces the names of those elected through the listserve and at the next meeting. They send an election report back to MLA through the Chapter Council representatives.

Communication

- The President consults with officers and committee chairs to prepare an agenda for each Chapter meeting, which is typically a combination of Executive Board duties and general membership information and voting.
- The President communicates news with the entire membership as needed through use of the NCNMLG listserv and blog.

Appointments

- As specified in the bylaws, the President has the authority to appoint an archivist and chairpersons of the standing committees and ad hoc committees as required.
- The President makes temporary appointments to fill vacancies in elected offices until elections can be held.

Reports

- The President submits a midyear and an annual report for MLA each year when requested by the Association. The annual report should also be distributed via the NCNMLG listserv and blog.

The President as Presiding Officer

As presiding officer, the President presides at all times except when a motion is directed to the President. The President must see to it that all

sides are heard and that the meeting keeps moving in an orderly fashion. As a member, the President retains the right to vote.

In addition, the President:

- determines whether there is a quorum (one-tenth of membership) at every meeting and if there is not, arranges for an online vote or adjourns the meeting before voting takes place
- recognizes a person wishing to present a motion and states the motion for the vote
- recognizes the speakers in a debate and controls and expedites a debate
- decides on permitting a motion to be renewed
- appoints the chair of a committee, defines tasks, and gives instructions, to the extent that these are not included in a motion to “refer a committee”
- rules on questions of privilege, such as points of order, and answers pertinent parliamentary inquiries
- verifies and announces results of all voting
- is responsible for proper adjournments.

Joint Meeting

- The President appoints two to three Joint Meeting Chairs when it is appropriate to begin the planning process.

Vice President

Position Description

The Vice President is elected for a one year term and automatically becomes President the following year. The Vice President coordinates with committee chairs to clarify goals and objectives for the association year. The Vice President is a voting member of the executive board.

Duties & Responsibilities

The duties of the Vice President/President-Elect shall be to serve as President whenever the President is not able to do so, to assist in planning and conducting programs for the membership, to track committee goals, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter. The Vice President/President-Elect shall be a non-voting, ex officio member of the Bylaws/Nominating/Election Committee.

Past President

Position Description

The term of office of the President shall be successively one year as Vice President/ President-Elect, one year as President and one year as Past President. The duties of the Past President shall be to maintain the Chapter's Procedures Handbook and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Duties & Responsibilities

The President whose term has just expired is formally designated "Past President," an office occupied for one year. The Past President is a voting member of the Executive Board and participates fully in the deliberations and decisions.

The Past President is probably more knowledgeable than any other officer with regard to the background of recent decisions. The Past President can describe the circumstances that pertained to or influenced recent actions or decisions and thereby provide continuity for matters that persist across terms. The Past President can also offer support to the current President in matters that persist across terms.

The Past President may be called upon to perform the following tasks unless he/she is unable to do so:

- temporarily fill vacancies in an elected office until an official election can be held
- serve as the third member of the Bylaws/Nominating/Election Committee
- update the NCNMLG Procedures Handbook

Secretary

Position Description

The Secretary is a voting member of the executive board and records the minutes of all meetings of both the executive board and the general membership. They are responsible for distributing the meeting minutes and placing them in the Chapter's secure online storage once approved. The Secretary will also serve as the ongoing digital archivist for current Chapter business, following MLA guidelines.

Duties & Responsibilities

The duties of the Secretary shall be to prepare and distribute minutes of all meetings prior to the next meeting, to be responsible for incoming and outgoing correspondence, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Treasurer

Position Description

The Treasurer is responsible for setting NCNMLG's budget, writing budget-related reports as needed, receiving and distributing funds, managing accounts, managing joint meeting financial matters, and, in general, all other matters related to the chapter's financial management. The fiscal year for NCNMLG is June 1st to May 31st.

Duties & Responsibilities

The term of office for the Treasurer shall be two years.

The Treasurer prepares the annual budget, receives all monies due to the organization, disburses payments to creditors including reimbursements to officers for expenses committed in the service of their offices, accounts for income and expenditures, makes financial reports at meetings, prepares tax forms as required, arranges for an annual audit of the accounts, and performs all other duties prescribed by the Bylaws and by the parliamentary authority adopted by the Chapter.

Bylaws/Nominating/Election Elected Members

Position Description

There are two elected and voting Bylaws/Nominating/Election (BNE) members on the NCNMLG Executive Board. One serves as BNE Chair and the other is BNE Member. Chairship is granted to whichever candidate receives the most votes. Both positions have a term of one year.

Duties

Refer to [Bylaws/Nominating/Election Committee](#)

MLA Council Representative & Alternate

Position Description

Chapter Council Representatives serve as the liaison between individual MLA Chapters and the wider organization. This includes receiving and acting on messages from the Chapter Council listserv, sharing knowledge and information between chapters, passing on information from MLA elected officials and staff members, representing NCNMLG at MLA Chapter Council meetings, and submitting reports regarding NCNMLG activities.

Duties & Responsibilities

The term of office of the Representative and Alternate Representative to the Chapter Council is three years. Terms may be made shorter by action of the Council or the Bylaws of the Medical Library Association.

The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter.

The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

MLA Nominating Committee Nominee

Position Description

The person elected into this position is put forward as a representative of the NCNMLG Chapter for consideration to be included on the MLA Nominating Committee ballot. [See MLA Bylaws.](#)

Duties & Responsibilities

The duties of the Candidate to the MLA Nominating Committee shall be, if selected by the Chapter Council and if elected by the MLA general membership, to participate in the selection of nominees for office in MLA.

Committees

Committee Service

Committee Formation, Continuance, and Dissolution

Per current bylaws, the Executive Board shall establish standing committees to consider matters of the Chapter that require continuity of attention by the members. The Executive Board shall recommend the name and charge of each committee.

While the power to create and dissolve committees lies with the Executive Board, it takes into consideration input from membership on decisions regarding formation and dissolution of committees and their charges. Ad Hoc committees which have been in existence for over 5 years are made standing committees of NCNMLG.

The Vice President will check-in with committee chairs in April to determine their willingness to continue as chair and anticipated needs for committee membership. The Executive Board will then be responsible for placing a call for committee volunteers prior to the Transition Meeting in May. Committee Chairs will be responsible for recruiting new members if a critical gap arises mid-year and informing the President of the change.

New committees will be filled through a general call and the President will approve or appoint a chair from within the volunteers for the committee.

Committee Chairs

As specified in the bylaws, committee chairs are requested and appointed by the President. Each committee chair is responsible for selecting committee members to help them with their tasks. This should be done at the beginning of the association year (June) and the names and roles should be sent to the President, Vice President and Communications chair for listing on the NCNMLG website.

Committee Membership

Membership on committees is on a volunteer basis and traditionally on a year-to-year basis, but can be renewed indefinitely.

Bylaws/Nominating/Election Committee

Committee Charge

The Bylaws/Nominating/Elections (BNE) Committee chair and elected member are responsible for the annual officer elections cycle and for making and distributing the ballot for any other NCNMLG business requiring voting that takes place outside of general meetings. The full BNE Committee prepares Bylaws changes as recommended by the Executive Board or members. In addition, the Bylaws are continually reviewed by this committee for appropriate changes that can be recommended to the Executive Board and members.

Committee Roles & Duties

Role	Duties	Term Length and Limits
Chair	Call meetings, initiate and ensure timely elections process, submit written elections report to NCNMLG President, lead bylaws reviews as requested by members/exec board, answer bylaws related questions, communicate with MLA Bylaws Committee as necessary, communicate with NCNMLG Executive Board.	1 year (elected)
Member	Assist with nominations/elections, review and verify elections results, assist with bylaws reviews as requested by members/exec board.	1 year (elected)
Past President	Assist with bylaws reviews as requested by members/exec board.	1 year (elected)
Vice President/ President-Elect	Ex-officio, non-voting; review and learn about the Bylaws and procedures, assist with bylaws reviews as requested by members/exec board.	1 year (elected)

Additional Committee Activities

See the Elections section for details about the elections process. See the MLA Bylaws or [Procedures for Revising Chapter Bylaws](#) on the MLA website for more

information about the process of updating the bylaws. See the [Model Bylaws Used by Chapters](#) document for a template.

Communication Committee

Committee Charge

The Communications Committee coordinates NCNMLG communication venues: website, listserv, blog, and social media. A chair of the Communications Committee is appointed by the President each year before the annual Transitional Board Meeting is held.

Committee Roles & Duties

Role	Duties	Term Length and Limits
Chair	<p>Schedule and lead meetings for the Communications Committee.</p> <p>Act as project manager for Communications Committee projects and support committee members in completing project tasks.</p> <p>Liaise with other NCNMLG Committees and members to continually update and improve messaging / communication platforms.</p> <p>Share access to workflow manual with new committee members.</p>	1 year (no limit on term renewal)
Listserv Administrator	Responsible for managing the NCNMLG Listserv and maintaining relevant documentation.	1 year (no limit on term renewal)
Social Media Member	<p>Support NCNMLG Communications Committee by writing, editing, reviewing, and posting NCNMLG communications / messages.</p> <p>Seeks submissions for NCNMLG communications.</p>	1 year (no limit on term renewal)
Web Administrator	Responsible for managing the NCNMLG website, including but not limited to	1 year (no limit on term renewal)

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	troubleshooting site issues; ensuring the website is meeting internet security requirements; implementing site updates and improvements.	
Membership Services	Appointed role. Ensures all current members are in correct categories, works with treasurer to handle membership payment issues, works with Outreach Subcommittee on recruitment and retention of members, provides reports on membership at final business meeting of the year	1 year (no limit on term renewal)
Outreach Subcommittee	See Outreach Subcommittee section	1 year (no limit on term renewal)

Outreach Subcommittee

Subcommittee Charge

The Outreach Subcommittee of the NCNMLG Communication Committee is responsible for developing promotional and marketing materials and communications about the Chapter, primarily to recruit new and lapsed members to NCNMLG. Promotional communication and materials should highlight benefits of membership and Chapter events through the establishment of new communication channels and partnerships (e.g., SLIS schools, health associations, hospitals, etc.).

Diversity Equity & Inclusion Committee

Committee Charge

The DEI Committee works with the other NCNMLG committees, the executive board, and membership as a whole to foster an environment where diversity, equity, and inclusion are celebrated and improved upon systematically.

Committee Roles & Duties

Role	Duties	Term Length and Limits
Chair	<ul style="list-style-type: none"> Appointed role 	1 year (no limit on term renewal)

	<ul style="list-style-type: none"> ● Convene committee members to assign tasks, share/create resources, organize ad hoc events, etc. ● Assign members as liaisons to the other committees to ensure DEI is addressed across the organization 	
Member (no limit)	<ul style="list-style-type: none"> ● Serve as liaison to another committee ● Perform duties/tasks assigned by the chair 	1 year (no limit on term renewal)

Additional Committee Activities

- Propose objectives/goals to NCNMLG executive board for programming, membership, and participation to increase DEI initiatives
- Advise all committees and the executive board on strategies to meet DEI objectives
- Communicate DEI initiatives to NCNMLG membership
 - Messages should inform, educate, engage, and empower members
- Review language of chapter documentation to ensure it is inclusive (e.g., procedures handbook, social media, website). Nominate modification or removal of any procedure, policy, or communication that is not inclusive or does not meet with NCNMLG DEI committee approval.
- Provide a forum for members to share thoughts and opinions in order to ensure all viewpoints are considered while fostering diversity and innovation

Mentoring Committee

Committee Charge

The NCNMLG Mentorship Program is designed to recruit and connect mentors and mentees around areas of common interest related to health sciences librarianship. They manage the Spectrum Scholar program and help guide mentoring relationships to be positive and productive.

Committee Roles & Duties

Role	Duties	Term Length and Limits
Chair	Facilitate review and updating of mentor booklet Introduce mentors and mentees Promote mentor program	1 year (no limit on term renewal)
Committee member	Participate In the review and updating of mentor booklet Promote mentor program	1 year (no limit on term renewal)
AHIP Credentialing Liaison	Appointed Role. Mentors those who are interested in applying for academy of health information professional membership with MLA	1 year (no limit on term renewal)
Spectrum Scholar Program Manager		

Additional Committee Activities

- Create and update materials for mentors and mentees to assist with building a mentor/mentee relationship using current best practices.

Awards and Honors Committee

Committee Charge

The Awards and Honors Committee administers the following awards:

- Ysabel Bertolucci Award for Professional Excellence
- The NCNMLG Professional Development Grant
- The Locke Morrisey Professional Development Grant for Spectrum Scholars
- The Member of the Year Award

Committee Roles & Duties

Role	Duties	Term Length and Limits

Chair	Manage communication for each award administered by the committee, including but not limited to: call for applications, notification to applicants, notification to awardee, notification to group at large. Manage the selection process for each award Review and update (as needed) award rubrics and committee procedures & workflows.	1 year (no limit on term renewal)
Committee Members (at least 2)	Participate in the communication process for each award, as needed Participate in selection process for each award Participate in the review and updating of award rubrics and committee procedures & workflows.	1 year (no limit on term renewal)

Additional Committee Activities

- The Committee also promotes awareness of other relevant awards and professional development opportunities
- Facilitates the awards of Emerita/Emeritus membership and Honorary membership
- Facilitates the nomination for an MLA award or honor on behalf of the group.

Joint Meetings

Planning Committee

The Joint Meeting Planning Committee is responsible for arranging the Joint Meeting of NCNMLG and the Medical Library Group of Southern California & Arizona (MLGSCA) in years that the meeting is held in the NCNMLG region. NCNMLG alternates hosting the Joint Meeting with MLGSCA. A Joint Meeting is typically not held the same year as the MLA annual meeting if it is held on the west coast or southwest, or when the Joint meeting is combined with another meeting (such as the quint meeting). The Joint Meeting typically lasts two-three days, with the first day consisting of CE.

Committee Chairs Responsibilities

- The President appoints two to three joint meeting chairs approximately two years before the expected date of the meeting.
- The Joint Meeting Chairs are responsible for:
 - Overseeing the meeting and work of the Committee Chairs
 - Determining the meeting venue and finalizing any facility contracts
 - i. Determine the Chapters' preferences for location, date, and format (e.g., in-person, virtual, hybrid) before finalizing
 - Finalizing the meeting dates and general schedule
 - Creating the meeting theme
 - Creating approximate timeline of meeting planning deliverables
 - Scheduling and running regular planning meetings with the Committee Chairs
 - Providing final approval on meeting payments
 - Attending the full conference and providing on-site support as needed
 - Coordinate the submission of final Committee Chair reports and create a final report

Steering Committee

- Chairs put out a call to NCNMLG for heads of committees. Committee structure may be reimaged as needed to best match the format.
 - Traditional committees when hosted in-person:
 - i. Communications (NCNMLG Communications Committee?)
 - ii. Website, promotional materials, social media, signage (for in-person meetings)
 - iii. Continuing Education
 - iv. Evaluations
 - v. Vendors/Exhibits
 - vi. Hospitality & Local Arrangements
 - vii. MLGSCA Liaison (MLGSCA member)
 - viii. Papers
 - ix. Plenary
 - x. Posters
 - xi. Registration
 - xii. Treasurer (always includes NCNMLG Treasurer)
 - xiii. Student Liaison
- Meeting Chairs put out a call to MLGSCA and NCNMLG for volunteers to serve on the committees.

Program Planning

- The Joint Meeting adheres to MLA Code of Conduct Policies
- No commitment of funds should be made without approval from the Joint Meeting Chairs
- Provide each planning committee's scope of responsibility and high-level timeline
- Encourage the use of rubrics for peer-review of submissions
- A welcome session/plenary that includes messages from the planning committee chairs and the Chapter presidents should be planned

Hosted In-Person

- See past Joint Meeting Reports for details on hosting in-person meetings
- Meeting Chairs work with MLA to provide general liability insurance
- Consider climate justice issues in planning & discuss with vendors (bring your own bag, lanyard, wear your work badge, etc.)
 - Opt-in for paper & materials, etc.
- Look for flexible spaces that can be made inclusive if not already, consider accessibility
 - Designate a silent room, designate certain restrooms as gender neutral, etc.
- University spaces can be less expensive and more available than hotels

Hosted Virtually or Hybrid

- Investigate event management company for handling virtual software
- Consider live captioning or ASL for accessibility
- If planning local events, consider the in-person hosting tips

Finances

- WildApricot software is used to manage registration and fees
- The treasurer has a separate Joint Meeting bank account with funds to provide payments
- NCNMLG President may request round trip airfare (economy class) or mileage (federal rate) and meeting registration fee for the Joint Meeting
- Joint Meeting Chair(s) may request round trip airfare (economy class) or mileage (federal rate) and meeting registration fee for the Joint Meeting that they planned

APPENDIX: General Chapter Financial Info

OTHER

If a board member travels on behalf of NCNMLG for any other purpose, they may apply for reimbursement

to the executive board. These requests will be considered on a case by case basis.

BASIC CONSIDERATIONS

1. Funding by NCNMLG should be considered a secondary source for the individuals involved.

That is, they should attempt to obtain as much funding as possible from their employers.

2. Estimates of the board member's amount of financial support for meeting attendance should be

part of their annual budget request.

3. A claim form and receipts are required for reimbursement.

4. All requests are subject to executive board approval.

5. If requests for financial support for meeting attendance exceed the amount budgeted for the year,

division of funds allocated by the board will be based on a percentage proportionate to the amount requested. For example, if A requests \$100 and B requests \$200, but only \$150 is available, A

would get \$50 and B would get \$100.

FINANCIAL SUPPORT ELIGIBILITY (Subject to board approval)

1. President:

Round trip airfare or mileage and meeting registration fee for the Joint Meetings

2. Joint Meeting Chair(s):

Round trip airfare or mileage and meeting registration fee for the Joint Meeting that they planned

3 . MLA Chapter Council Representative:

Round trip airfare or mileage and meeting registration fee for the MLA annual meeting

4. MLA Chapter Council Alternate:

Same as above but only if the Council Representative cannot attend

5. MLA Nominating Committee Member (if chosen for the nominating committee):

Round trip airfare or mileage and meeting registration fee for the MLA annual meeting

6. Planner and host for an NCNMLG program or CE:

One free registration