

3. ELECTED OFFICERS AND APPOINTED STAFF

MPLA Executive Board

Elected Officers

President
Vice-President/President-Elect
Past President
Recording Secretary

State Association Representatives

Arizona
Colorado
Kansas
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
South Dakota
Utah
Wyoming

Standing Committee Chairs

Administration
Awards
Communications
Leadership Institute
MPLA Program Council
Membership
Nominating
Professional Development

Task Forces, Subcommittees & Ad Hoc Committees

Chair, Administration Subcommittee on Bylaws and Procedures

Paid Staff and Contractors

Executive Secretary
Newsletter Editor
Webmaster
System Administrator

Others

Leadership Institute Coordinator

A simple majority of the voting members defines a quorum of the Executive Board.

Board Meetings

In Person

1. Immediately prior to each annual conference at the conference location
2. Once between scheduled conferences assuming there is sufficient business to require the time and expenses for the second in person meeting.
3. During a transition year from spring-to-fall or fall-to-spring conference schedules, the Board may meet up to three times in person if the Administration Committee deems it necessary.

Electronic or Telephone Conference Meeting

The president may call an electronic or telephone conference meeting when there is sufficient need for Board action. Special meetings to discuss specific concerns shall be called by the president, as a result of floor action, or upon petition in writing by five or more members of the organization.

Items to be posted to the Website prior to a face to face or electronic meeting:

1. Minutes: Draft minutes from each Board meeting must be available on the web no later than two weeks after any meeting is held. Once minutes have been approved by an online vote of the Board members, the corrected minutes should replace the draft on the website.
2. Agenda
3. Committee Reports with recommendations
4. Reports from Executive Secretary, Newsletter Editor, Webmaster, and System Administrator
5. President's Report
6. State Representative Reports
7. Any reports from working groups or activities requiring decisions

8. Conference program reports, as needed from Vice President/President-Elect

Activities to take place online before a face to face or electronic meeting:

1. Additions or corrections to minutes, and approval (vote)
2. Amendments to the agenda
3. Opportunity to ask questions, seek clarification and get answers on all reports prior to the meeting
4. Announcements

Activities to take place during a face to face or electronic meeting

1. Decisions on action items from committees
2. Decisions on spending money, new policies or resolutions
3. Decisions on Bylaws changes or procedures
4. Issues related to Long Range Plan activities and goals
5. Working sessions on membership strategies and other initiatives or programs of the Board
6. Discussion on policies and procedures as needed