

Introduction

This policies and procedures manual is a working document intended to inform all MiALA Board, committee, interest group, and association members. In conjunction with the MiALA Bylaws, it provides for day-to-day operational guidance and consistency in MiALA activities and decision-making, aligned with the organization's mission, vision, and values. If anything in this manual conflicts with or is inconsistent with the Bylaws, the Bylaws take precedence.

General

The Michigan Academic Library Association (MiALA) is incorporated as a non-profit organization under the laws of the State of Michigan. MiALA was incorporated on July 31, 2014.

MiALA does not employ staff. The MiALA board of directors has contracted with the Midwest Collaborative for Library Services (MCLS) as its fiscal agent and to provide services as outlined in the current agreement. These functions include basic accounting, invoicing and disbursement of association funds, preparation of reports, website administration, maintenance of member records, and administrative support. MCLS' Association Coordinator and Administrative Specialist (MCLS Admin) manages administrative operations for the Board, committee, and IG functions, including meeting coordination, documentation, and project support and regularly attends MiALA Board and annual conference meetings and other meetings by request. Refer to the current service agreement, located in the MiALA Board Google Drive folder, for details.

As fiscal agent, MCLS holds the association's certificate of incorporation and assists in preparing and filing income tax reports.

The principal office address for the association is:

Michigan Academic Library Association
Midwest Collaborative for Library Services 1407 Rensen Street
Lansing, MI 48910

Membership

MiALA is a membership organization. Application for membership shall be open to individuals and organizations that support MiALA. At this time, we have four types of membership: individual, retiree, student, and institutional. The membership year runs from July 1 - June 30. Membership dues are not prorated throughout the membership year.

Good Standing

All institutional, individual, and student members who are not delinquent in their dues shall be considered in “good standing.”

Types

New members who join on May 1 – June 30 of a calendar year will have membership until June 30 of the next calendar year.

Individual membership	Available to anyone who has an interest in Michigan academic libraries. This includes professional librarians, paraprofessional library staff, or any person interested in being a part of MiALA. Dues for individual members are \$40.00 for one membership year (July 1 – June 30).
Retiree membership	Available to any person who has retired from the library field but is still interested in supporting Michigan academic libraries. Those who have worked full time in a library for five or more years and are no longer working in a library are eligible to use the retiree membership rate. Dues for retiree members are \$20.00 for one membership year (July 1 – June 30). Individual members who become retired prior to the membership renewal period will remain individual members until the next renewal window when they will need to contact the MCLS Admin to change their status to a retiree membership.
Student membership	Available to any person currently enrolled in a library-focused program at an academic institution. Dues for student members are \$20.00 for one membership year (July 1 – June 30). At first renewal after graduation, a student member will need to contact the MCLS Admin to change their status to an individual membership.
Institutional membership	Available to any organization that wishes to support MiALA and is not limited to academic libraries. Dues for institutional

	members are determined based upon a library's total expenditures. The table below details institutional membership rates. New institutional members who join after June 30 are eligible for a prorated first year membership rate. The prorated membership will be the base rate divided by the number of months left in the fiscal year.
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Institutional Membership Rates:

	Total library expenditures	Membership rate per year (July 1 – June 30)
Scale	\$28,000,000 +	\$6,000
	\$22,000,000 – 27,999,999	\$5,000
	\$15,000,000 – 21,999,999	\$4,000
	\$9,000,000 – 14,999,999	\$3,000
	\$7,000,000 – 8,999,999	\$2,500
	\$5,000,000 – 6,999,999	\$2,000
	\$4,000,000 – 4,999,999	\$1,500
	\$3,000,000 – 3,999,999	\$1,200
	\$2,000,000 – 2,999,999	\$900
	\$1,000,000 – 1,999,999	\$700
	\$900,000 – 999,999	\$600
	\$700,000 – 899,999	\$500
	\$500,000 – 699,999	\$400
	\$300,000 – 499,999	\$300
	\$100,000 – 299,999	\$200
	Below \$100,000	\$100

As stated in the MiALA [Bylaws](#), institutional members of MiALA shall appoint one representative to act on the institution's behalf, to receive mailings, speak for the institution, and represent the institutional member at meetings and in elections. The representative shall have automatic individual membership in the Association with all the rights and responsibilities of individual members. If an institution becomes a member and appoints a representative who has already paid individual membership dues, they are not eligible for a refund of the individual membership dues.

Membership Process/Procedure

New individual/student/retiree member processing (updated 11/3/2025)

When a potential individual/student/retiree member inquires about membership, they should be directed to the [MiALA website](#), where they can submit an application for membership. The online membership management software will request payment (either immediately by credit card or by invoice) upon application. Once a new membership application is received, a welcome message will be sent with instructions on how to login to the members-only portal.

The membership committee chair will receive a spreadsheet of new members the first Monday of every month. A spreadsheet of individual, retiree, and student members will be maintained by the MiALA fiscal agent.

Institutional member processing

When a potential institutional member inquires about membership, they should be directed to contact@miala.org. The MCLS Admin processes these applications manually and will send information on how much an institution's membership will cost. When an institutional member agrees to the terms of the membership and indicates who will be their member representative, the MCLS Admin will process the new membership, add them to the member management system, and provide a welcome message and invoice. The MCLS Admin will add the institution's information to the [institutional support page](#) on the MiALA website.

The Membership committee chair will receive a spreadsheet of new institutional members the first Monday of every month. An announcement thanking the institution for their support will be posted in the news section on the [MiALA website](#). A spreadsheet of institutional members will be maintained by the MiALA fiscal agent. Changes in institutional member representatives should be communicated to contact@miala.org.

New Membership

All new membership fees are due within 30 days of application. A new member who has not paid immediately by credit card will receive an invoice by email upon registration. After 30 days, a member with unpaid dues will be considered delinquent and will be sent a reminder by email and by US Mail.

Renewal

Renewal notices will be emailed out starting May 15 for all membership types. Payment is expected to be received by July 1. A reminder will be sent by email the last week of June to those who have not yet submitted renewal payment. A reminder by US mail will be sent by July 15. A final reminder will be sent by email the last week of August to those who have not yet submitted renewal payment.

Meetings

Information about meetings, including meeting types, notices, virtual meeting participation, and voting, can be found in the MiALA [Bylaws](#).

Board of Directors

The Board of Directors is responsible for overall policy and direction of the Association and may delegate responsibility for day-to-day operations to the Association's President, Executive Committee, committees, and Interest Group Coordination Council (IGCC).

The MiALA Board is made up of the following members:

President

Vice President/President-elect

Immediate Past President

Secretary

Treasurer

Community College Representatives (2)

Private Colleges & Universities Representatives (2)

Publicly funded Universities Representatives (2)

The Chair, MiALA Interest Group Coordination Council, serves as an ex officio member of the MiALA Board and has the same right to make motions, debate, and vote as other members of the board.

The board members receive no compensation other than reimbursement of reasonable expenses. These expenses can include (but are not limited to): mileage, and food and lodging expenses incurred while on MiALA Board business.

Board Member Responsibilities

A list of official duties for board officers and representatives is outlined in the MiALA [Bylaws](#).

Board meetings will be held at least quarterly throughout the year. The Secretary will provide the board with the meeting agenda at least five days in advance. All board members are expected to attend and actively participate in meeting discussions and votes.

In addition to the responsibilities outlined in the Association bylaws, the President represents MiALA at the Library of Michigan board meetings and speaks as the official representative for the Association.

Board members may be assigned liaison responsibilities to Association committees and task forces as needed.

Terms

With the exception of the Vice President, President, and Past President, board members (directors) shall serve two-year terms and are eligible for re-election to a second two-year term. A director shall

hold office for the term for which he or she is elected or appointed and until his or her successor is elected or appointed and qualified, or until his or her resignation or removal. A director may resign by written notice to the Association. A resignation of a director is effective when it is received by the Association or a later time if set forth in the notice of resignation. A director or the entire Board may be removed with or without cause by vote of the majority of members entitled to vote at an election of directors. An officer elected or appointed by the board may be removed by the board with or without cause. An officer elected by the members may be removed, with or without cause, only by the vote of the members. The authority of the officer to act as an officer may be suspended by the board for cause.

If a member of the board ceases to be a member of the Association, the individual shall automatically cease to be a member of the board. If a member of the board, for any reason, ceases to be a member of the board, the President will, with the approval of the board, fill the vacancy by appointing an interim board member with a representative from the same academic library type to serve in the vacant seat until the term can be filled in the next regularly scheduled election.

In circumstances when an individual no longer works in the academic library type they were elected to represent, they may finish serving out the year of the term. If the individual is in their first year of a two-year term, an election for a one-year term will take place. If elections have passed, the President may appoint a replacement for the remainder of the term.

Board Procedures

Board meeting/task calendar

MiALA bylaws require the board to meet at least quarterly throughout the year. Recent boards have developed a more frequent meeting schedule, with monthly meetings taking place September through June. To keep MiALA moving forward, the board has established a regular cycle for annual business.

Month	Tasks
June/July	Incoming President confirms committee appointments/rosters, close volunteer interest form
August	No board meeting - Leadership Orientation/Retreat
September	Review budget, set board priorities
October	Membership report, remove lapsed members
November	Annual review of MiALA policies and procedures
December	Annual Conference RFP details (dates & locations, 17 months in advance)
January	Set Annual Conference registration rates for current year, appoint nominations committee
February	Select Annual Conference dates & location for the following year; Begin nominations process; Reopen volunteer interest form

March	Set date for Leadership Retreat (VP)
April	Conduct elections; Plan annual business meeting (to take place at the conference)
May	Identify incoming committee chairs; Annual business meeting at conference, begin leadership transition planning, committee appointments

Board Transition

At the end of a board member's term, each member is expected to provide the incoming board with any pertinent information accumulated throughout their term, uploading any/all documentation to the board Google Drive area and assisting incoming board members during the transition period between June and August.

Committees

As outlined in the Bylaws, MiALA has two standing committees – Executive Committee and Nominations/Elections Committee – where the chair is a member of the board. Members of the board shall serve as liaisons to the Advocacy, Conference Planning, Membership, Inclusion, Diversity, Equity, & Accessibility (IDEA), and Communications & Marketing Committees. Other committees or ad hoc task forces may be created by the board as needed.

Unless otherwise noted, committee members are appointed by the incoming President, with the help of the Nominating Committee, in June and July each year, from those who have submitted their names via the [MiALA Committee Volunteer Interest form](#). Incoming committee chairs for Advocacy, Membership, Inclusion, Diversity, Equity, & Accessibility (IDEA), and Communications & Marketing Committees are identified by the current chair and board liaison from among current committee members in June each year. Committee chairs may serve multiple one-year terms. Current members may also be reappointed to serve additional one-year terms, with no term limits. To be eligible to serve on a committee, a candidate must be a member in [good standing](#) and at least 18 years of age.

Executive

The Executive Committee is made up of the officers of the Association, with the President serving as chair, and has the authority to transact the regular business of the Association between meetings of the board, subject to the direction and control of the board.

Nominations/Elections

The Nominations/Elections Committee consists of a minimum of six members, including the Past President as chair. Appointments are made by the board in January each year, so there are at least two representatives from each of the three types of academic libraries serving on the committee.

Procedures and a timeline of Nominations/Elections can be found under the elections section of the manual.

Conference Planning

The Conference Planning Committee chair will be appointed by the current President (approximately 15 months before the conference) after the conference location has been secured by the board. The Vice President/President-elect serves as liaison to this committee. Committee members are appointed by the chair, in consultation with the incoming Vice President. Procedures and a conference planning timeline can be found under the [Meetings and Events Section](#) of the manual.

Membership

The Membership Committee consists of a chair, one board member liaison appointed by the incoming president, and at least one other member. The Membership Committee advises the board on membership fees, answers membership questions, identifies and proposes value-added services, and follows up with non-renewing members, etc.

Communications & Marketing

The Communications & Marketing Committee consists of a chair, one board member liaison appointed by the incoming president, and at least one other member. The Communications & Marketing Committee will oversee member communications. Members are responsible for using the monthly newsletter, member listserv, message boards, social media channels, and event calendar for appropriate purposes such as communication of MiALA programs, sharing committee and interest group information, discussions, or questions. The Committee is responsible for staying abreast of new communication methods and assessing whether the new technologies would benefit the organization. The Committee also advises on web content (particularly the home page carousel).

Inclusion, Diversity, Equity, & Accessibility

The Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee consists of a chair, one board member liaison, appointed by the incoming President, and at least one other member. The Committee provides education and advocacy about inclusion, diversity, equity, and accessibility issues that serve the interests of the Association and its membership and coordinates efforts between existing MiALA entities, such as committees and interest groups.

The IDEA Committee's work may include:

- Applying association best practices for inclusion, diversity, equity, and accessibility.
- Encouraging and facilitating diversity within MiALA and the profession as a whole within the state of Michigan.
- Making recommendations to the Board of Directors to resolve concerns related to IDEA.

Advocacy

The Advocacy Committee consists of a chair, one board member liaison appointed by the incoming President, and at least one other member. The committee engages in activities that raise professional awareness of specific issues of importance to academic libraries, especially within the

context of Michigan, creates tools and documentation to support academic librarians in their own advocacy efforts, and works with the Board of Directors to review and approve any requests for MiALA to endorse or support specific issues. As appropriate, the Committee may work with other library and/or higher education associations within the state to highlight issues of significance to the profession.

Interest Group Coordination Council

Oversight and coordination of interest groups (IGs) will be provided by the Interest Group Coordination Council (IGCC). The IGCC is responsible for policies that affect IGs, managing funds for IG activities, communicating news to IG leadership, encouraging activity, developing IG leadership, facilitating creation and dissolution of IGs, acting as a liaison between the MiALA Board and the IGs, and any other duties determined by the IGCC or the MiALA Board or as requested by IG leadership.

Composition/Election Process

The composition and election process for the IGCC can be found in the [Bylaws](#).

The chair, vice-chair, and secretary will be self-selected from the elected IGCC membership.

Duties

Chair: Chair will convene regular meetings, create meeting agendas, including soliciting agenda items from IGCC members and IG leadership, coordinate IGCC activities, assign IG liaison responsibilities, and attend MiALA Board meetings as an ex officio member.

Vice-Chair: The vice-chair provides back-up should the chair need to be temporarily absent, attend MiALA Board meetings in the absence of the chair if necessary, and communicate to MiALA as a whole about IG activities.

Secretary: The secretary takes minutes during IGCC meetings, posts the minutes within two weeks of each meeting, and collects and organizes interest group reports.

Council members: Council members will actively participate in meetings and will serve in any other capacity as directed by the chair.

Terms

Four representatives will serve two-year terms. One or more member-at-large members will serve a one-year term. All IGCC members are eligible for re-election. An IGCC member shall hold office for the term for which they are elected or appointed and until their successor is elected or appointed and qualified, or until their resignation or removal. An IGCC member may resign by written notice to the (Association) board. A resignation of an IGCC member is effective when it is received by the board or a later time if set forth in the notice of resignation. An IGCC member or the entire IGCC may be removed with or without cause by vote of the majority of members entitled to vote at an election of the Council. An IGCC member elected or appointed by

the board may be removed by the board with or without cause. An IGCC member elected by the members may be removed, with or without cause, only by the vote of the members.

If a member of the IGCC ceases to be a member of the Association, the individual shall automatically cease to be a member of the IGCC. If a member of the Council, for any reason, ceases to be a member of the Council, the board president may, with the approval of the board, fill the vacancy by appointing an interim Council member to serve out the term of the vacancy until the next regularly scheduled election for the position.

At the end of an IGCC member's term, each member is expected to discharge their duties in good faith. This includes providing the incoming IGCC with any pertinent information accumulated throughout their term, uploading any/all documentation to the Council-only project area of the Google Drive and assisting incoming IGCC members during the transition period between June and August.

Interest Groups

Interest groups (IGs) are organized for the purpose of discussing specific concerns and issues in academic libraries. Interest groups are open to any member in [good standing](#). An Association member can be a member of as many IGs as they wish. IGs may use the project area in the members-only portal of the MiALA website or a Google Drive folder for file archives, working documents, and communications.

Create

In order to create a new interest group, an advocate for the new IG should submit an [online application](#) which will be forwarded by MCLS Admin to the Interest Group Coordination Council (IGCC). The application will certify that at least five MiALA members (in good standing) are interested in the topic. The application will have a key contact person (who, if approved, will serve as IG chair until the next regularly scheduled election), a statement of purpose, and list of initial membership. Upon receipt of the application, the IGCC will review the application for these elements and if present, the IG will be established. Once approved, it will be listed among active IGs on the [MiALA website](#) by the MCLS Admin, along with contact information for those who wish to become part of it. A spreadsheet of active and disbanded IGs will be maintained by the MCLS Admin. The [new interest group application/approval process](#) is outlined below.

Join

Any member can join an interest group by logging into the member's only portal of the MiALA website and updating their member profile to include the IG(s) of their choice.

Interest Group Leadership

Each interest group must have a chair and may have other positions. Elections occur within the IG with a July-June term. Upon establishment, the IG's key contact will become the interim chair of the IG until elections are held. An Interest Group Coordination Council member will be assigned to each IG as a liaison. The Association board will fill any vacancies in the IGCC that occur until the next election.

Duties

Chair: The IG chair shall preside over IG meetings. Chairs will follow through on IG plans to ensure that activities are completed, and that appropriate information is shared with IG members via the IG communication tools provided in the MiALA members-only portal. Chairs will be responsible for submitting articles for the MiALA newsletter before provided deadlines. Chairs will be responsible for maintaining the information posted on the IG project page of the MiALA website and monitoring the IG discussion forums. Chairs will be responsible for reporting activities once per year to the Interest Group Coordination Council (IGCC) via an end-of-year report that is distributed by the IGCC. The chair can delegate duties to another IG board member.

Although there is no expectation that an IG will create a proposal for the annual conference, host a meeting/get-together at the annual conference, or sponsor a workshop, members are encouraged to consider those possible activities as effective vehicles for sharing expertise and providing leadership opportunities. Activities should be designed to be cost neutral and focused to benefit MiALA members. An IG could form simply as a way for Association members to converse with each other about their specialties.

Terms

All interest group (IG) leaders shall serve one-year terms and are eligible for re-election. Expectations of IG leadership include communicating with IG members, maintaining shared documentation in the interest group-only project area of the MiALA website and/or IG Google Drive, posting IG events on the MiALA calendar, and completing the end-of-year report.

At the end of an IG leader's term, each member is expected to discharge their duties in good faith. This includes providing the incoming IG leaders with any pertinent information accumulated throughout their term, uploading any/all documentation to the interest group-only project area of the MiALA website and/or IG Google Drive, and assisting incoming IG leaders during the transition period between June and August.

Qualification

To be eligible to serve as an IG leader, a candidate's membership needs to be in [good standing](#), over the age of 18 years, and they have to be a member of the IG for which they are running for office.

Election Process

Elections may be handled as formally or informally as the IG membership prefers. Elections for the IG chair will occur each spring and nominees will be recruited through a call for nominations from the IG membership. After elections occur, the change in IG leadership must be communicated to IGCC via the end-of-year report prior to July 1. The IGCC will work with MCLS Admin to update the MiALA website with new IG leader information. IG leadership should contact the IGCC (igcc@miala.org) with any questions.

New interest group application processing

The key contact for a proposed interest group submits an application using the online [Interest Group Application](#) form.

The IGCC & MCLS Admin receives IG applications via online submission email (sent to IGCC@miala.org).

IGCC member (preferably the Chair) emails key contact acknowledging receipt and to let them know that more information is forthcoming.

IGCC reviews the application and either approves or denies.

If approved, IGCC chair notifies MCLS Admin of approval.

MCLS Admin creates an IG member only project area for IG on the MiALA website. MCLS Admin will create a Google Drive space or subpage under “Interest Groups” on the public MiALA website. MCLS Admin sends information regarding IG project area to IGCC chair.

IGCC chair emails key contact with approval or denial (and copies contact@miala.org) along with IG leader information.

The IG’s key contact will be the IG chair until the next election cycle.

The IGCC will fill out a news event form to inform members of the creation of a new interest group. The Communication & Marketing Committee will then:

- Create an announcement of the interest group creation (with instructions on how to join) on the [MiALA news feed](#).
- Forward the announcement of the interest group creation to the communications chair for posting in the next newsletter.
- Post the link to the news article on the organization’s social media platforms, as needed. MCLS Admin will update and maintain a spreadsheet of all approved, denied, and dissolved IGs.

Dissolution Process for Inactive Interest Groups

If an IG does not meet or submit a report of its meetings to the Interest Group Coordination Council (IGCC) for two consecutive years, it will automatically cease to exist and be removed from the list of active IGs. The following is the procedure for determining IG inactivity and the dissolution process:

1. After one year, if an IG has no chair and no meeting notes have been received, the IGCC will reach out to the IG membership (via the broadcast message tool in the IG’s project area) to call for volunteers to lead the IG.
2. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.
3. If, after 30 days, there is no indication of interest, the IGCC is under no obligation to continue to reach out to the IG membership and the status of the IG will be reassessed at the 22nd month. During this time, Association members (current and new) will be able to join this IG.
4. At the beginning of the 22nd month of IG inactivity, the IGCC will again reach out to the IG membership (via the broadcast message tool in the IG’s project area) to announce that the IG will be subject to dissolution if a volunteer does not come forward to lead the IG. After this notice is sent, Association members (current and new) will not be able to join this IG until new leadership has been established.
5. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.
6. If after 60 days, thereby reaching 24 months (2 years) of inactivity, there is no indication of interest, the IG will dissolve and be removed from active IG lists.
7. The IGCC will work with the MCLS Admin to archive the IG’s documentation.

Elections

The Nominations/Elections Committee will recruit nominees for Association officers, board seats, and representatives of the Interest Group Coordination Council (IGCC).

Committee members are appointed in January by the board from those who have submitted interest via the [MiALA Committee Volunteer Interest form](#).

Board of Directors Election Process

The MiALA Nominations/Elections committee nominates candidates from among the general membership for the following positions:

- Vice President/President-elect (annually)
- Treasurer (every even number year)
- Secretary (every odd number year)
- 2 Community College Representatives (1 representative annually)
- 2 Private College Representatives (1 representative annually)
- 2 Publicly Funded College Representatives (1 representative annually)

The committee also nominates candidates for representatives to serve on the Interest Group Coordination Council (IGCC). Elections are held in the spring of each year with the results announced in May.

Self-nominations or nominations of others are equally welcome. Informal recommendations may be sent to the past president, who also serves as chair of the Nominations/Elections Committee. A [Candidate Nomination Application Form](#) must be submitted online for each nominee. Access to the form will be announced in appropriate venues (listserv, website, newsletter, etc.).

Completed forms are due by the deadline announced on the website for each election cycle, no later than one week before online elections commence. A candidate may only run for one leadership position a year.

Recommended timetable for elections (minor adjustments are expected, to accommodate academic schedules, holidays, etc.):

January	Board appoints nominations committee. Broadcast email notifying members of the online election schedule, with the reminder that elections are open only to members who have paid dues for the current year.
February	Call for nominations opens. Position information is posted on the election central webpage
March 20	Call for nominations closes. Information on candidates will be posted on the elections central webpage within one week
April 1	Online balloting opens; broadcast explanatory email to members. Each individual, retiree, student, and institutional member representative has one vote. Individual members who are also institutional member representatives will have a vote as an individual member as well as a vote on behalf of their institution.

1 week after opening	Final reminder sent to members who have not voted online
2 weeks after opening	Polls close
Within a week of polls closing	Election results will be verified by the board, Nominations/Elections Committee communicates election results to all candidates and then an announcement will be made on the MiALA website
May-June	Nominations committee assists incoming president with committee volunteer recruitment, identifying new committee members, confirming committee chairs, and ensuring that new leaders are invited to the Leadership Retreat in August
July 1	New board term will begin

Committees Appointment Process

Committee members are appointed between May and June by the incoming President from those who have submitted interest via the [MiALA Committee Volunteer Interest form](#). Ideally the new committee chair will be recruited or selected from the previous year's committee that spring, otherwise the board liaison will work to recruit a new chair from member volunteer interest.

Access to the committee volunteer interest form will be available January-June each year on the MiALA website.

Interest Group Coordination Council Election Process

The election process for the IGCC can be found in the [Bylaws](#).

Self-nominations or nominations of others are equally welcome. Informal recommendations may be sent to the chair of the Nominations/Elections Committee. An [IGCC Nomination Application Form](#) must be submitted online for each nominee. Access to the form will be announced in appropriate venues (listserv, website, newsletter, etc.). Completed forms are due by the deadline announced on the website for each election cycle, no later than one week before online elections commence.

Interest Groups Election Process

Elections for each IG chair will occur each spring and will be recruited through a call for nominations from the IG membership. After elections occur, the change in leadership must be communicated to IGCC and MCLS Admin prior to July 1.

Archiving and Leadership Transitions

The MiALA website will serve primarily as a place to make available information of immediate interest and practical use to MiALA members and governance officers. The Google Drive site will be used to store present and past working documents of the Board, Committees, and the IGCC.

Archiving

The following indicates types of records generated by MiALA activity and how they should be archived:

- Board Files - All documents related to the day-to-day operations of the board should be stored on the MiALA Google Drive in the board folders.
- Financial reports - Monthly financial statements are uploaded and stored in the MCLS MiALA SharePoint folder by the MCLS Admin.
- Elections - Vitae, Ballots: MCLS Admin stores ballot information and results on the MiALA website. Some old results are in the MCLS MiALA SharePoint folder
- Conference and workshop files - MCLS Admin keeps contracts in the MCLS MiALA SharePoint folder, everything else will be in the MiALA Google Drive folder, including relevant conference planning folders and committee workshop folders.
- Committee and IGCC Files - Committee and IGCC working documents are stored in their respective Google Drive folders. IG end-of-year reports are forwarded to IGCC, and on to the MCLS Admin and board president.
- Interest Group Files - IG chairs should store working documents in their MiALA Google Drive (if they had one created by MCLS Admin) or their internal IG site on the MiALA website .
- Membership lists: MCLS Admin keeps an ongoing manual spreadsheet of the MiALA membership in the MCLS MiALA SharePoint folder along with the monthly membership reports
- Newsletters: MCLS Admin uploads the link and all newsletters are saved on the MiALA website.
- Conference memorabilia/PR giveaways are not archived but kept and distributed as needed for MiALA events. MCLS Admin stores physical items at MCLS Offices.

Year End Officer Transition Procedures

After elections are closed but before July 1, a transition of officer information needs to take place.

Board

The MCLS Admin will request contact information from all incoming officers to be included on the [board information page](#). All incoming board members will receive access to the board-only MiALA Board Google Drive folders.. All outgoing board members will be removed from access.

MCLS Admin will update:

- Email addresses for board@miala.org
- MiALA letterhead

President

The incoming president will need to become a signatory on the MiALA checking account. The outgoing president will need to be removed as a signatory on the MiALA checking account.

Update contact for:

- Library of Michigan Board
- TLN Listserv
- ACRL Chapters Council

Immediate Past President

A transition meeting should take place with the incoming and outgoing Immediate Past President to share information regarding the nominations/elections process.

Treasurer

A transition meeting should take place with the incoming and outgoing treasurer, with the MCLS Admin to share information. The incoming treasurer will need to become a signatory on the MiALA checking account. The outgoing treasurer will need to be removed as a signatory on the MiALA checking account.

Secretary

A transition meeting should take place with the incoming and outgoing secretary to share information. The incoming secretary will be granted admin access to update the board meeting webpage for the ability to upload meeting minutes as approved by the board. The outgoing secretary will need to be removed from admin access to the board meeting webpage.

Interest Group Coordination Council

The MCLS Admin will request contact information from all incoming IGCC members to be included on the IGCC webpage. All incoming IGCC members will receive access to their section-only project area in the members-only area of the website, and the Google Drive. All outgoing IGCC members will be removed from access to the project area and the Google Drive.

Committees

Unless otherwise noted, committee members are appointed by the incoming president, with the help of the Nominating Committee, in June and July each year, from those who have submitted their names via the [MiALA Committee Volunteer Interest form](#). The incoming board president will also supply the MCLS Admin with the contact information for all incoming committee chairs and members to be included on their respective committee information pages. All incoming committee chairs will receive leader access to their committee-only project area in the member-only area of the website and/or Google Drive. All outgoing committee members will be removed from access to their committee-only project area. MCLS Admin will update who receives emails sent to conference@miala.org, membership@miala.org, elections@miala.org, and communications@miala.org

Interest Groups

Contact information for all incoming interest group chairs will be collected in their IG end-of-year report, facilitated by the IGCC, to be included on their respective IG information pages. All incoming IG leaders will receive leader access to their IG-only project area in the member-only area of the website and/or Google Drive.

Leadership Retreat

The incoming president may schedule a leadership retreat over the summer months to onboard new and returning leaders and plan activities for the year.

Fiscal Policies

Budgeting Expectations

- There should be a direct relationship between the budgeting process (allocation of resources) and the strategic plan, with its annual objectives.
- The budget cycle corresponds to the "fiscal year," that is, July 1 through June 30.
- Operating expenses of the organization, such as the newsletter, membership mailings, web hosting, etc. are funded from predictable income sources such as dues.
- Programs are budgeted separately, with projected revenue used to support the programs and allow for a moderate profit.
- The budgeting process is reiterative, following an annual cycle of planning, goal setting, and resource allocation.
- The organization should maintain a cash reserve in an amount deemed appropriate by the board.

Budget Requests

MiALA Board, committees, and IGCC should review their budgetary needs for their committees, and/or groups and submit funding requests in writing (by electronic means, preferably) to the treasurer by February 1 for the following fiscal year. Requests must include a statement of rationale and purpose for all funding, as well as an indication of how the funded project/activity supports MiALA's current mission and strategic plan.

Invoice payment

MiALA uses a fiscal agent to process all financial transactions on behalf of the organization. If an expense has already been paid by a member, the member should submit an [expense reimbursement form](#). When an expense reimbursement form is received by the fiscal agent, a copy will be sent to the president and treasurer. The treasurer is informed of all approved charges during the programming request process (for example, speaker stipends for IGs or Committee events). Once

they are approved by the board or IGCC, this approval serves as permission for invoices to be paid by the fiscal agent. All approved expense forms will be processed within two weeks of receipt by the fiscal agent office. When possible, payment will be made by corporate debit card and documented in MiALA's accounting software. For all payments made by check, a check will be prepared and signed by the fiscal agent and either hand delivered or sent via US Mail. Signed checks will be mailed and documented by month end for reconciliation of the accounts in MiALA's accounting software.

MiALA Debit and Credit Card Handling & Use

Some MiALA expenses may only be paid using a corporate credit or debit card. A credit and debit card are issued to the Association and kept in a locked cabinet at the fiscal agent office. All approved purchases will be processed by the fiscal agent office. All credit and debit card transaction receipts will be saved and documented in MiALA's accounting software. The credit card statement will be reviewed, reconciled, and forwarded to the treasurer. Upon review and approval of the treasurer, the statement balance will be paid in full using the MiALA checking account and documented in MiALA's accounting software. All credit card statements and reconciliation reports will be kept on file by the fiscal agent.

Travel reimbursement

MiALA Board members, program speakers and others required or invited to attend MiALA meetings and events may request to be reimbursed for their mileage and travel expenses to meetings. Requests can be made by submitting a speaker travel expense reimbursement form along with receipts/documentation to the fiscal agent within 30 days of the event. Upon receipt, the fiscal agent will forward to the president and treasurer for approval. Mileage/travel reimbursement requests will be reviewed on a case by case basis. The president and treasurer will review and decide whether or not to approve each request. Mileage will be reimbursed at the current IRS mileage rate . Approved forms will be forwarded to the MiALA fiscal agent for check processing and documentation into MiALA's accounting software. If a form is denied, the submitter will be contacted by email with reason for denial. Mileage/travel reimbursement is dependent on the strength of the budget and may not be possible at all times.

Committee/IG activity proposal/expense reimbursement

Approved expense forms will be forwarded from the treasurer to the MiALA fiscal agent for check processing and documentation into MiALA's accounting software. If a form is denied, the submitter will be contacted by email with reason for denial.

Expense reimbursement is dependent on the strength of the budget and may not be possible at all times.

Online payment handling

Online payments received are automatically deposited into the MiALA checking account from the merchant account. The fiscal agent will receive notification daily of any deposits processed by the merchant account. All transactions are documented in MiALA's accounting software. Unless requested by the institution, no credit card information is stored by MiALA's fiscal agent.

Check handling

Checks that are received by the MiALA fiscal agent are opened regularly, marked for deposit only, and documented on the check register log stored on the fiscal agent's server. A copy of the check is made. The check original, check copy and any documentation received are clipped together and stored in a locked cabinet until time to deposit. The MiALA fiscal agent compiles checks and manages check deposits to MSUFCU. The fiscal agent will keep a copy of the check along with any documentation received. This documentation will be attached to the deposit receipt from the bank. Deposited checks will be documented in MiALA's accounting software.

Communications Policies and Practices

Official Statements

Any requests seeking an official MiALA statement or comment on a topic should be forwarded to the MiALA Board of Directors. All decisions to weigh in on a topic are reviewed and approved by the Board of Directors (or their designee) and signed by the current MiALA president. The MiALA president acts as the official spokesperson for the Association and may create reports, attend meetings, and represent the Association as needed.

MiALA News Electronic List Management

MiALA News is an electronic discussion list for members of MiALA and for those interested in learning more about MiALA. This list is intended to facilitate communication amongst MiALA members, including ideas, questions, announcements, and concerns specific to academic libraries. In addition, MiALA News will be used to distribute official MiALA communications or announcements. These communications include the MiALA Newsletter, and committee & officer communications of general member interest.

The Communications and Marketing Committee will have final word on whether an announcement is appropriate for the MiALA News.

Subscribe: <https://liblists.org/postorius/lists/mi-ala-news.liblists.org/>. Enter your email address, name and password where indicated and click on the Submit button. To unsubscribe, scroll down to the MiALA News Subscribers area and enter your email address where indicated and click on the Unsubscribe or Edit Options button. You will then be presented with a button to unsubscribe.

Post: Only subscribed members can post to the MiALA News list. To do so, address email

message to mi-ala-news@liblists.org.

Members and others can also fill out the [Communication Submission Form](#)

Guidelines for messages

- Keep postings brief. Describe the document and give instructions for retrieving it or offer to send it to those interested.
- For conference announcements and job postings, send a brief message with an email address and/or link for further information.
- Do not send encoded documents to the list.
- MiALA News is configured so that replies are sent to the individual who posted the message. Use the “reply to all” feature in your email system to send your reply to the entire list.
- To determine whether something should be sent to the entire list, ask yourself “Does this only involve one person, or will many MiALA members likely be interested in my message?”
- Keep your postings within the scope of the list. MiALA News should be used for messages of professional interest to academic library staff.
- Messages appearing in MiALA News may be forwarded to other lists or individuals as long as proper credit is given to the author.
- The MiALA News list owner will make a good faith effort to respond to messages that “bounce back” as undeliverable by attempting to confirm the member addresses.

MiALA Member Message Boards

MiALA Members have access to the member-only message boards within the member-only portal of the MiALA website. Message boards serve as one communication source for membership news as well as committee and interest group news.

Website Update Requests

Website content additions/changes should be sent to the MCLS Admin.

Website News Announcement Editorial Policy

The purpose of the [MiALA website news feed](#) is to advance the goals of the organization and serve the membership. The most relevant goals of MiALA website news feed are:

- To provide relevant information concerning upcoming activities supported and sponsored by MiALA.
- To provide a forum for information from related organizations that will benefit the membership and staff in all academic libraries in Michigan.
- To complement information contained in the MiALA Newsletter.
- To provide web resources and organizational information of benefit to the membership and staff in all academic libraries in Michigan.
- To provide committees and IGs with a vehicle for communication among participants.

The advancement of these goals shapes the editorial policy of the MiALA website news feed. There is at present no limit on the length of material that may be submitted for inclusion on the website

news feed. Emphasis will be placed on the following materials:

- MiALA information and activities;
- MiALA Newsletter;
- Board meeting schedule and minutes;
- Annual conference activities;
- ALA/ACRL issues; and
- Legislative concerns of potential interest to the membership.

Information of a time-sensitive nature, such as positions available, elections within MiALA and ALA, and other library-related topics may be considered for inclusion upon request.

In the event the Communications & Marketing Committee questions the appropriateness of any submitted item, the MiALA president will be the final authority in determining whether an item should be posted.

Material submitted for placement on the MiALA website news feed should be in electronic format, as a text-only file, or within the body of email. This information should be sent to the MiALA Communications & Marketing Committee chair via the [News and Events Publication Request Form](#).

Submissions should be clear, concise, and follow good journalistic style appropriate for presentation on a webpage.

Each submission must include:

- Sender's name
- Institution
- Email address
- Is the information for this web page item time sensitive?
- Under what section of the web site does the information best fit?
- File name, if sent as an attachment

Include all relevant information to help the Communications & Marketing Committee put the item on the website quickly!

Items submitted for posting should be placed on the MiALA website news feed within 5-6 days. Questions about postings can be directed to communications@miala.org.

The MiALA Communications & Marketing Committee has the right to modify the layout of any submission as needed to comply with accepted standards of good web design in terms of clarity of presentation and visual style. They support the concept of universal access in web design.

The MiALA Communications & Marketing Committee has the right to refuse any submission deemed inappropriate to the mission of the website news feed.

Newsletter Editorial Policy

The purpose of the MiALA Newsletter is to advance the goals of the organization and serve the membership. The most relevant goals of MiALA to the Newsletter are:

- To contribute to the professional development of all academic library personnel in Michigan.
- To promote and speak for the interests of Michigan academic libraries.
- To promote study, research, and publication relevant to academic libraries.
- To promote activities of MiALA.

The advancement of these goals shapes our editorial policy. The emphasis will be on MiALA activities, including but not limited to:

- Conference planning and conference reports
- Summary reports of the meetings of MiALA committees and interest groups
- Executive summary of Executive Board meetings
- People and library news (limit of 50 words per item)
- ACRL news and legislative updates
- Research, publication and funding opportunities.
- Other current topics in the profession as space permits.

Logo Guidelines

Logo image files are available for use upon request. Email contact@miala.org for image files.

Logos may not be:

- Altered in any way
- Used in a way that suggests association, sponsorship, endorsement or partnership with MiALA without prior approval from the MiALA Board of Directors
- Used in a way that is harmful, deceptive, obscene or objectionable
- MiALA conference committees (annual conference, MIX, etc.) may request permission to create a separate conference logo for limited use on the conference program and electronic media promotion. The default MiALA logo must also appear on conference programs, promotions, and materials to ensure the MiALA affiliation is clear. Any swag or give aways must use standard MiALA Logos.

Usage:



- Default logo to be used on MiALA promotional materials and event pages
- Logo to be used on official MiALA communications via the Newsletter, Annual Conference Announcements and MiALA Website



- Alternative logo that can be used on MiALA promotional materials



- Alternative logo to be used as a website and newsletter header.
- Logo must have Michigan Academic Library Association written out near the logo

Colors & Fonts:



RGB: 41 119 112



RGB: 159 184 182



RGB: 246 186
36

The fonts used in the MiALA logo are Myriad Pro (OTF) and Myriad Pro Semibold

Job Board

Job postings should be placed on the [MiALA Job Board](#) rather than directly to the MiALA listserv for the broadest reach. Available from the MiALA Website, the Job Board allows members to freely post open positions to the public. The job board is publicly accessible, but only MiALA members can post openings. To post to the job board, members must be logged in and then go to Member Menu--Resources--Submit Job Board. Job postings will post automatically and disappear after the expiration date.

Meeting and Event Policies

Annual Conference Location Selection

The MiALA board begins planning for the conference 17 months in advance, selecting preferred conference dates and potential locations within the state of Michigan to send out an RFP. In addition to the RFP sent to local convention and visitor bureaus, the current president will notify academic library leaders in the vicinity to invite their responses to the RFP.

General requirements for conference:

- The conference is normally held the second or third week of May, on a Monday/Tuesday or Thursday/Friday. Other dates in spring can be considered.
- In-person conference location must be able to accommodate a minimum of 200 people. The facilities must include:
 - An auditorium or similar room for the keynote speaker and business meeting; (and/or) a ballroom or similar space for meals, keynote speaker, and business meeting
 - Reliable WiFi and/or direct Internet access for all participants, onsite AV/Tech support, and projectors, screens, amplification (ability to accommodate hybrid programming is desirable)
 - At least 4 breakout meeting rooms with a minimum capacity of 50
 - Adequate space to accommodate for poster sessions
 - Hotel accommodations onsite or nearby where blocks of rooms can be reserved for conference attendees.
 - Onsite or nearby options for hosting an opening reception the evening before the conference begins.
 - An adequate number (10-12) of restaurants within walking and/or driving distance. If there are no restaurants in the vicinity, the Conference Planning committee may plan dinner at the hotel OR make transportation arrangements (e.g., buses).

Annual Conference Planning Schedule and Responsible Party

17 Months Prior to Conference (December board meeting)

MiALA Board	Determine preferred conference dates and locations for following May – select 1st and 2nd choices for each
MiALA Board	Finalize RFP with site specific needs, and determine deadline for responses
MCLS Admin	Send RFP to Convention & Visitor Bureaus and/or specific hotels in desired location(s) (Late-February deadline TBD)
MCLS Admin	Set up Google Drive for committee planning documents
MiALA President	Send message to academic libraries in the vicinity to solicit their interest in responding to the RFP

15 Months Prior to Conference (February)

MiALA Board	Review RFPs and select conference location, finalize dates
MCLS Admin	• Conduct site visit(s) to top conference location(s) identified by board if needed for making final site decision • Notify successful RFP of acceptance and any who submitted proposals that were not selected
MiALA President	Identify and appoint Conference Planning Committee chair(s)

13 Months Prior to Conference (April)

MCLS Admin	Provide chair(s) with access to committee project area and Google Drive, update " conference@miala.org " email (goes to 2 people until current year's conference through June)
Conference Chair(s) & MiALA President	Begin appointing Conference committee members
MCLS Admin	Review and sign all contracts
Conference Chair(s) & MCLS Admin	Create budget spreadsheet and begin planning

Key Committee milestones (*detailed conference planning timelines are kept in Committee Google Drive Folders)**12 Months Prior to Conference (May)**

- Make public announcement for next year's conference at membership meeting and begin publicizing on website and other communications channels
- Hand-off meeting/debrief between conference planning committees

11 Months Prior to Conference (June) - Key Committee milestones

- Set planning timeline and deadlines; finalize conference theme
- Develop list of potential sponsors and communication/letter for soliciting sponsors and review and update sponsorship levels (Board approval required if levels are adjusted)

9-10 Months Prior to Conference (July & August) - Key Committee milestones

- Select and invite keynote speaker (MCLS Admin manages negotiates/signs the contract)
- Outline conference schedule

8 Months Prior to Conference (September) - Key Committee milestones

- Announce call for breakout session proposals with deadline for submissions, review, and notification of acceptance
- If required, Conference Planning committee and MCLS Admin tour site and to map out conference logistics

7 Months Prior to Conference (October)

- Develop and finalize breakout session evaluation rubric and peer-review team
- Monitor LSTA Award application cycle (if offered by the Library of Michigan)

5 Months Prior to Conference (December)

- Settle details for conference reception and preconference (if one is planned)

4 Months Prior to Conference (January)

- Prepare conference scholarship information and announce application period
- Set conference registration rates (Board approval required if recommending rates change from prior year)
- Prepare and announce call for poster presentation submissions, develop evaluation rubric
- Notify breakout session proposals of acceptance – for those accepted, develop schedule and include time/day of breakout

3 Months Prior to Conference (February)

- Redact scholarship applications, send to review team to determine recipients; notify winners
- Complete poster review and notify poster session proposals of acceptance

2 Months Prior to Conference (March)

- Finalize conference program, all room and conference signage/posters (directional, acknowledgement of sponsors, etc.) and send to printer
- Confirm details for MiALA membership meeting with MiALA president, including speakers, presentation needs, time allotments, etc.
- Post final conference schedule on the website
- Open registration and update webpage

1 Month Prior to Conference (April)

- Identify dine-around “hosts” and make restaurant reservations based upon signups
- Confirm catering menus
- Recruit volunteers for onsite support/help
- Work with MiALA president to finalize membership meeting agenda and confirm all speakers

Month of Conference (May)

- Finalize all onsite logistics

MiALA Annual Conference Scholarship

The purpose of the MiALA Annual Conference Scholarship is to support MiALA member attendance at the Annual Conference. It covers the cost of full conference registration, up to two nights hotel stay (room and tax only) at the conference hotel, and a \$50 travel allowance for meals and/or other eligible expenses. Up to seven scholarships will be awarded annually (the Treasurer, working in conjunction with the Conference Planning Committee, may adjust this number with the approval from

the Board of Directors). The award recipients' institutions will be expected to cover any additional conference or travel costs.

All scholarships are non-transferable. If a member is selected and cannot attend, an alternate awardee will be selected from among eligible entries. Scholarship/prizes/awards obtained from other MiALA programs that cover conference registration fees may not be used in conjunction with the MiALA Annual Conference Scholarship and are non-transferable.

Eligibility

To apply for a MiALA Annual Conference Scholarship, an individual must meet the following criteria:

1. Be a current individual/student/retiree member of MiALA in [good standing](#).
2. MiALA annual dues must be current and paid prior to submitting application.

Current MiALA board members and Conference Planning Committee members are NOT eligible to apply. Recipients may not be awarded more than one MiALA Annual Conference Grant in a five year period.

Selection Committee

The scholarship selection committee shall consist of members from the MiALA Board of Directors and conference planning committee. The committee will moderate the selection process and utilize the selection criteria below to identify seven scholarship recipients and two alternates. The decisions are final and there is no appeal process.

Procedures

Before the annual conference registration opens to all, the MCLS Admin will register the recipients and waive the conference fee.

The recipients will be responsible for making their own hotel reservation prior to the reservation deadline. Recipients will be responsible for paying for their lodging during the conference and submitting hotel receipts, using the scholarship expense report form, to the MCLS Admin for reimbursement within 10 business days after the conference ends to ensure that checks can be processed and mailed to the grantees before the end of MiALA's fiscal year on June 30th.

Application

<https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2094187>

Evaluation Rubric

All applicants must be current MiALA members. Greater preference will be given to applicants that are brand new to the library field (whether in employment or in their education), have never attended a MiALA Annual Conference, serve in an intern and/or support staff role, and/or are experiencing financial hardship. Other information shared within their application may also be taken into consideration including the effort put forth in completion of the application and other factors.

Award Payment Process

The MCLS Admin will process a check for each recipient after receiving their scholarship expense report form and mail to the recipients.

Other Events, Meetings, Workshops

Event Planning Process

MiALA committees and Interest Groups (IGs) are encouraged to provide members with cost neutral programs and/or events. Refer to [MiALA Meeting and Events FAQ](#) for forms and details about how to request funds and plan an event.

Online Meeting Software Usage

MiALA board, committees, IGCC, and interest groups have the ability to utilize the MiALA Zoom online meeting software license. This license allows for up to 100 participants in an online meeting. Use of the license is subject to availability. To schedule use of the license, reservations must be made with the MCLS Admin. Reservations are on a first come first serve basis.

Partnerships

Coming Fall 2026

Michigan Academic Librarian of the Year Award

This Michigan Academic Librarian of the Year award recognizes the outstanding accomplishments of a MiALA member and their contributions to their institution and academic libraries.

The winner will be announced each year at the MiALA Annual Conference and will be formally recognized at the Michigan Library Association (MLA) Awards Ceremony, generally held at their Annual Meeting in October each year. It is MiALA's responsibility to communicate the award winner to MLA each year.

Award

- \$250 cash prize
- Statuette
- Complementary registration to the next MiALA Annual Conference

Nominee minimum criteria

- Active member of MiALA for at least two years
- Currently employed in a Michigan academic library
- Demonstrates a commitment to academic libraries and MiALA

Nominee should be able to demonstrate they have, in the past year

- Provided innovative service to their institution and/or community, which has enhanced the value and visibility of the library; or
- Promoted collaboration among libraries, librarians, and other key stakeholders; or
- Demonstrated leadership in professional activities; or
- Initiated leading edge ideas that can be replicated in other libraries; or
- Mentored and/or empowered other colleagues or staff to achieve significant professional growth; or
- Been a catalyst in special areas such as instruction, library innovation, outreach, and/or equity, diversity, and inclusion.

Requirements for Nomination

- Nomination [form](#) must be completed in its entirety
- Nominee's contact information (name, institution, phone, and email address)
- Nominator's contact information (name phone, and email address)
- Letter of nomination, which should include the following:
 - o Reason for nominating individual for this specific award.
 - o Events, projects, or circumstances that illustrate the reason for this nomination.
 - o Current and previous professional position(s), educational qualifications, professional organization memberships and offices, community activities, awards or recognitions, and any other relevant information.
 - o What makes this nominee stand out?
 - o Nominee's involvement in MiALA.

Selection Process

Nominations will be reviewed by a committee of MiALA members. The Membership Committee will manage the process each year.

Members of the selection committee are not eligible to receive the award during their time of service on the committee.

Timeline

January

- Membership Committee Chair forms a sub-committee to review requirements and manage the award process
- Determine deadline for nominations and send revised info for ALOTY page to MCLS Admin.
- Announce that nominations are open and promote through newsletter, MiALA news listserv, etc.
- Touch base with MLA Executive Director to confirm participation in the Michigan Library Awards ceremony.

February- April

- Continue to promote and encourage nominations.
- MCLS Admin forwards nominations to chair as received.

Late April

- Nominations close.
- Chair calls for committee members (nominees or nominators may not serve).
- Chair forwards nomination letters and rubric to committee with deadline to score and return.

May (a week or so before Annual Conference)

- Chair tallies scores and announces results to committee and Board.

MiALA Annual Conference

- Chair announces ALOTY award winner and Honorable Mention (if there is one). Take a photo of the winners if they are in attendance at the conference!

Post-Conference

- Send congratulations letter to ALOTY/Honorable Mention winners; consolation letter to runner-up(s) with copies of nominations letters.
- Forward contact information for ALOTY winner and their nominator to MLA and MCLS Admin to manage logistics.
- Submit a feature for the June newsletter announcing the award winners.
- Send thank you letters to committee members.

