

Code of Conduct for MLA Executive Board, Sections, Committees and Staff

Welcome to the MLA Executive Board!

The following code of conduct is meant to facilitate a diverse and active library community to come together as an Association board that best achieves the advancement of the Massachusetts library community. The Association expects positive behavior that will best bring the Association's mission of advocacy, connection and collaboration to life.

In your role as Association Officer, Director, Section Chair, Committee Chair, Committee Member or Association Staff member, you are committing to these values and expectations. . If any Association Officer, Director, Section Chair, Committee Chair, Committee Member or Association Staff Member is found to be in conflict with the code of conduct, that person will be removed from their position.

As an Association Officer, Director, Section Chair, Committee Chair, Committee Member or Association Staff member I shall do my utmost to ensure that the Massachusetts Library Association adheres to its mission and achieves its goals. I agree to:

- Act with honesty and integrity.
- Create a respectful and safe atmosphere at all meetings.
- Respect the dissenting opinions of fellow Board or Committee members.
- Attend and participate in at least 75% of the meetings I am required to attend.
- Uphold all actions taken by a majority vote of the Board even when in a minority position on such actions. (Recognize that decisions of the Board are made only by a majority vote at a Board meeting and respect the majority decisions of the Board.)
- Protect members from harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, age or other group status.
- Refrain from sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Refrain from yelling at or threatening another person (verbally or physically).
- Refrain from aggressively pursuing my point of view after I have been asked to disengage.
- Keep confidential information confidential.
- Observe the parliamentary procedures and display courteous conduct in all Board and Committee meetings.
- Avoid acting in a way that represents a conflict of interest between my position as a Board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have conflict.
- Abide by this code of conduct.

Actions to be Taken by the Association with Regard to Code of Conduct Violations:

When a complaint is lodged against an Officer, Director, Section Chair, Committee Chair, Committee Member or Association Staff Member the following steps will be taken.

Reporting

- The complaint must be reported to the Administrative Board. If the complaint is against an Association Officer, the complaint should be reported to the remaining Administrative Board members.
- The Administrative Board will gather information regarding the complaint. If the complaint involves charges of harassment, law enforcement officials and/or legal counsel may be consulted.

If You Have Been Accused of Harassment or Other Conduct Violations:

- You will be notified of the accusation and provided with an opportunity to respond to the complaint.
- You may make a request in writing to the Administrative Committee to have the issue adjudicated.

If a Request for Adjudication is Made

- The President of the Association may appoint one or more individuals to investigate the complaint. If an Investigator is appointed, the person(s) will be unbiased and not involved in the incident(s) that preceded the complaint. The person(s) could be members of the Executive Board or from outside the Association.

Investigation

- The investigation into the complaint will be conducted discreetly and confidentially. The parties involved in the complaint (the accuser(s) and the accused) will not be invited to influence the investigation.
- Each party involved in the complaint (the accuser(s) and the accused) will be allowed to submit letters or statements detailing their concerns, but the investigator(s) will have discretion to interview other parties who may have been affected or may have witnessed the activity that is the subject of the complaint.
- The investigator(s) will issue a written report to the Association President (or highest-ranking Officer if the President is the subject of the complaint). The report will detail the information gathered but will not contain an opinion regarding the outcome.

Resolution

- The Administrative Board will review the report, form a view of the outcome, and decide if any action will be taken. Both parties involved in the complaint will be notified of the outcome. The Administrative Board might ask the Executive Board to be involved in deciding the outcome. Confidentiality must be maintained before and after the outcome is determined.
- The decision of the Administrative Board is final. No appeals will be entertained.