TO: Melinda Orebaugh, President, Midwest Chapter/MLA
FROM: Jan Cox, Parliamentarian Midwest Chapter/MLA
SUBJECT: Report for Fall Board Meeting Springfield, Illinois, October 8, 2004
DATE: September 14, 2004

Goals:

- Become familiar with the duties of Chapter Parliamentarian
- Become familiar with Chapter Bylaws
- Advise Chapter President on questions of parliamentary procedure

Activities:

- Attend Midwest Chapter/MLA Board Meetings
- Reviewed the revised Midwest Chapter/MLA Bylaws prior to Past-President’s submission of request to post on Midwest Chapter/MLA web site
- Reviewed the Midwest Chapter/MLA Bylaws to determine whether the Chapter Nominating Committee could email ballots to the membership before the Midwest Chapter/MLA Bylaws were updated? Made determination and conveyed to President Orebaugh with rationale.
- Investigated and recommended how best to update the Midwest Chapter Bylaws to reflect MLA changes which were acted upon at the Annual Conference and voted upon by the full MLA membership following the MLA Annual Conference.

This report is informational and requires no action from the Board.

Respectfully submitted,

Jan Cox
Parliamentarian
Midwest Chapter/MLA