TO: Sheryl Stevens, President, Midwest Chapter/MLA
FROM: Jan Cox, Parliamentarian Midwest Chapter/MLA
SUBJECT: Report for Spring Board Meeting Chicago, Illinois, March 18, 2005
DATE: March 4, 2005

Goals:

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

Activities:

• Attended MLA/Midwest Chapter Fall Board Meeting and Conference
• Reviewed the MLA/Midwest Chapter Bylaws and Robert’s Rules of Order and advised President Stevens concerning procedures for approving expenditure for Chapter Sharing Roundtable sponsorship
• Reviewed the MLA/Midwest Chapter Bylaws and Robert’s Rules of Order and advised President Stevens on questions concerning:
  a. quorum determination
  b. agenda approval
  c. “old business” vs. “new business”
  d. board status of Potential Candidate for Membership on the MLA Nominating Committee
  e. officer vs. board distinction
• appointed ex-officio member of MLA/Midwest Chapter Bylaws Committee.

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

Respectfully submitted,

Jan Cox
Parliamentarian
Midwest Chapter/MLA