



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