I. May 31, 2022

II. Parliamentarian Report

III. Kristi Bergland, Parliamentarian; Ray Heigemeir, Assistant Parliamentarian

IV. Board Action Required: none

V. Other activities

- Training on making administrative structure updates in YourMembership and generating appointment and thank you letters was provided to Melissa Moll (Assistant Membership Officer), Jason Imbesi (Membership Officer), Serena Vaquilar (Assistant Chief Financial Officer), and Elizabeth Hille Cribbs (Chief Financial Officer).

**Administrative structure maintenance**

- Administrative structure updates continued through this reporting period via YourMembership.
- Changes to the MLA Chapter Chairs list were made when requested.
- Website changes being updated by the Web Committee
  - Replacement of the titles “Administrative Officer” and “Assistant Administrative Office” with “Chief Financial Officer” and “Assistant Chief Financial Officer,” respectively throughout the Administrative Handbook.
  - Revision and addition of language throughout the Administrative Handbook to reflect the creation of new positions “Membership Management Officer / Assistant Membership Management Officer” and the new division of responsibilities between Membership Management Officer / Assistant Membership Management Officer and Chief and Assistant Financial Officer roles.
  - Revision of language in various sections to reflect change in appointments responsibilities moving from Parliamentarians to Membership Management Officers.
  - Revision of section VII.F Chapter Grants to include fuller guidance on chapter grant proposals.
  - Revision of language in VI.H.10 Cataloging and Metadata Committee to more accurately reflect liaison relationships of subcommittee chairs.
  - Revision of language in II.A.4.c to reflect the MLA membership vote in favor of revising the Constitution and Bylaws to allow virtual MLA Board meetings.
  - Revision of language in section VI.H.3 to reflect the establishment of the Professional Development Workshops Subcommittee, including the committee charge in section VI.H.3.c
○ Revision of section VI.H.23 Diversity Committee to include a charge for the Equity and Inclusion Subcommittee in VI.H.23.b.