



LEAGUE OF  
WOMEN VOTERS®

ANOKA, BLAINE, COON RAPIDS AREA

*LWV ABC  
Member  
Handbook*

*2015 -  
2016*

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*The League of Women Voters, a nonpartisan political organization,  
encourages the informed and active participation of citizens in government  
and influences public policy through education and advocacy.*

## *League of Women Voters ABC*

*The League of Women Voters ABC has been encouraging good government and informed voting since 1938.*

- *LWV ABC meets the second Monday of each month. Check the calendar on our LWV ABC page of the LWVMN website for details:  
<https://www.lwvminn.org/local-leagues/anoka-blaine-coon-rapids>*
- *LWV ABC holds regular board meetings. All members are invited to attend. Check Calendar for date and location.  
<https://www.lwvminn.org/local-leagues/anoka-blaine-coon-rapids>*
- *LWV ABC holds its Annual Meeting in April of each year.*
- *LWV ABC participates in LWV US and LWV Minnesota studies and conducts local studies.*
- *LWV ABC holds local candidates meetings.*
- *LWV ABC keeps members informed via a local online newsletter.*
- *LWV ABC conducts voter registration events at local high schools and in the community.*

## *LWV ABC*

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## *WELCOME* to the League of Women Voters!

This is an organization of volunteers who believe that our representative democracy needs citizens involved in public decisions. League offers many ways to be involved. You might observe a local public meeting, help to put on a candidate event, donate money for a project, serve on a study committee, learn to lobby at the state legislature and/or simply attend LWV ABC meetings and events. We are delighted to have your support and your help. Take time to observe, to listen, and to try activities and projects that fit your interests and schedule.

The League offers an opportunity to get involved in policy issues without taking a partisan position. It encourages open discussion, respect for the right to disagree, and use of information that looks at an issue from as many perspectives as possible. As you attend meetings, join in with your own questions and comments. The League uses consensus as a process to find the areas in which we do agree – it is seldom that we agree on everything.

While there are fundamental similarities among Leagues everywhere, each League has its own special characteristics. The size, distribution and demographics of membership; time and money resources; and community/state issues all affect the structure and operations of a League.

The material that follows is intended introduce you to this unique, multilevel, ever changing organization. You might want to skim through the handbook now and come back to it as you learn more or have questions. Always feel free to question your local members and board, the LWV Minnesota board and staff, and even the LWV US board and staff. This is a grassroots organization and members are the roots.

## *HISTORY*

The roots of the League of Women Voters lie in the suffrage movement. When the first national convention for women was held in Seneca Falls, New York, in 1848, the focus was on the social, civil, and religious conditions of women and their lack of legal and political rights. By 1890, the overriding goal had become the right to vote. That campaign was carried out nationally by the National American Woman Suffrage Association. After the 19<sup>th</sup> Amendment was passed in 1920, this group became the League of Women Voters.

The decision to be political – to advocate for change on selected issues – but still be nonpartisan – not to support or oppose political parties or candidates for office – was made at the very beginning. Those women believed (as League members still do) that without belonging to the same political party, thoughtful citizens might unite around legislation in the public interest.

In the years since 1920, the League has promoted legislation to improve social conditions, protect the environment, and encourage open and clean government. League has since the beginning provided information to the public on the political process and how to get involved. Men were admitted to full membership in 1974.

In 1946, the national League took the major step of replacing a federation of state Leagues with a unified membership organization that made members of local Leagues members of the state and national levels as well. That is why we can address national and state issues locally and is also why we pay dues to support League work at all three levels.

Our local League, LWV ABC has been active in the community since 1938.

Those of you who are interested in history might begin by consulting two publications:

- *Gentle Warriors*, Clara Ueland and the *Minnesota Struggle for Woman Suffrage*, Barbara Stuhler, Minnesota Historical Society Press, 1995.
- *The League of Women Voters in Perspective, 1920 - 1995*, Nancy M. Neuman, The League of Women Voters of the United States, 1994, Publication #995.

## ***HOW THE LEAGUE IS ORGANIZED***

*League is a multilevel organization*

The League of Women Voters is organized to parallel the three levels of government: local, state and national. In some areas, local Leagues have formed Inter-League Organizations (ILOs) to address regional concerns. In the Twin Cities metropolitan area, the Council of Metropolitan Area Leagues (CMAL) studies regional issues and monitors the Metropolitan Council. Regionally a new ILO, the Upper Mississippi River Region Inter-League Organization (UMRR ILO) meets to address concerns of the upper Mississippi River corridor.

A few members join as LWV US or LWV Minnesota members-at-large (MAL) when no local League is available. Member-at-large may organize as state units.

At each level, the League is governed by a volunteer president and board of directors.

In order to maintain its status as a part of the League of Women Voters, each local League is required to:

- Have bylaws, the first three articles of which should be consistent with those of the LWV US. The remaining articles must provide for democratic procedures.
- Establish and maintain a nonpartisan policy.
- Hold an annual business meeting of the membership.
- Hold regular board meetings.
- Meet its financial obligations (per member payment, PMP) to the state and national levels of the League and adopt a financial plan for sustainability and for carrying out the League's mission to its community.
- Have a plan for membership growth and retention that encourages a membership as diverse as the community.
- Act in ways that are consistent with League principles, positions, and policies.

## Boards

At each level, League has officers and a board of directors elected by the members at an annual meeting or convention. The boards provide leadership for carrying out member decisions and are responsible for the finances, activities, and projects of their League. How the board is organized varies among Leagues. Some assign specific duties to each member and others divide the tasks among committees.

LWV ABC's board is made up of officers, committee chairs, and committee members. Board meetings are open to all members.

## Conventions, Councils, and Annual Meetings

*League is a grassroots organization, which means that members have a voice in decisions at every level.* Members elect the board and officers, decide what to study, approve a budget and bylaws, and give general direction to plans for the coming years. Any member may attend LWV Minnesota and LWV US conventions and may serve as a voting delegate if given that responsibility by their League. The number of delegates is proportional to the size of the League.

The LWV US Convention is held in even-numbered years. It meets alternately in Washington D.C. and other cities around the country. The LWV Minnesota Convention is held in odd-numbered years at various locations around the state.

Both LWV Minnesota and LWV US Leagues also have meetings (Councils) in the year between conventions.

LWV ABC participates at every level of League. Delegates from LWV ABC represent us at LWV US and LWV Minnesota meetings and events.

LWV ABC holds its annual business meeting in April. Every member is encouraged to attend and is entitled to vote. The meeting is not only a business meeting but also a celebration of accomplishments.

***New Members*** – There is more information for new members on the LEAGUE OF WOMEN VOTERS – MAKING DEMOCRACY WORK website. Go to <http://www.lwv.org> and click on 'For New Members' to find information to help acquaint new members with League.

## *WHAT THE LEAGUE DOES*

### **Study**

Leagues at every level vote on suggested topics to study and establish a committee to research a selected topic. The collected information is sent to members for discussion. Members then arrive at a consensus of opinion about the topic. A statement of the consensus agreement is then written as a position statement.

### **Advocate**

When a position is reached on an issue as the result of study, the League may take action to change or enact laws that reflect the position. This action may involve monitoring compliance with a law, observing public meetings, lobbying at the local, state, or national level, writing letters to the editor or to public officials, and/or working to draft legislation. While this effort is political in the sense that it seeks to affect the outcome of legislation or policy, it is nonpartisan because it is based on our positions and not on party affiliation.

### **Educate**

Leagues hold nonpartisan informational public meetings either to 1) advocate for a position on an issue, or 2) provide balanced information to others with the understanding that they will use that information to make their own decisions. Advocating for a position is *action*. Providing balanced information is *citizen education*. Our purpose for holding a meeting must be clear to us and to the public.

### **Voter Service**

Leagues at every level provide nonpartisan information on the election process, on voter registration, and on candidates through forums and voter guides. This is probably the service for which the League is best known.

LWV ABC has an active Voter Service program that includes registration drives in the local high schools and community, and candidate forums.

LWV Minnesota provides moderator training for members.

The basic principle of voter service is nonpartisanship – providing unbiased, factual information to help citizens make their own informed decisions on Election Day. It is always separate from advocacy.

### **Citizen Education**

Education projects may include informational public meetings, distribution of published League studies on an issue, or workshops and information on how to work with the legislature or how to run for office.

## Inform/Newsletter

All levels of League provide members with information via periodic online newsletters and/or updates. LWV Minnesota's newsletter is called *The Voter*. LWV ABC publishes the *LINK*, a local online newsletter, several times a year.

Members wishing to receive a hardcopy of the LWV Minnesota newsletter need to make a request to the LWV Minnesota office. LWV ABC mails the *LINK* to members without email.

All levels of League also use a web page, facebook, and/or twitter to keep members informed.

## *WHAT IS PROGRAM?*

Every organization has a few words that it uses in a special way. The word *program* is one of those words for League. **Program means the issues chosen by the members at any level of League for study and for action.** It includes the positions that have been taken on issues over the years. Since some of these positions are many years old, they must be re-examined every two years and changed, dropped, or accepted by current members.

Program at the LWV Minnesota and LWV US level is adopted through a series of steps that include the local Leagues, the LWV Minnesota board and, finally, delegates to the biennial LWV Minnesota and/or LWV US conventions.

LWV ABC reviews its Local Program at the annual meeting.

## *HOW DOES LEAGUE REACH POSITIONS?*

The process of study and consensus to arrive at a League position is unique to League.

- When a new study is adopted at convention, a research committee gathers information for League members to use as they consider the issue. Material is chosen to reflect as many sides of the issue as possible. It is often presented in a publication or position papers that explore both the facts and the possible consequences of acting or not acting to address the issue.
- LWV ABC adopts study topics at its annual meeting and uses a consensus process similar to state and national League. Local positions are published in the LWV ABC handbook and reviewed at the annual meeting.
- Consensus is a sense of general and widespread agreement on an issue. Local League members weigh the pros and cons of various positions on an issue with the help of a discussion guide. The national and/or state board receives the consensus reports from the local Leagues, determines areas of agreement, and formulates position statements.
- Only after consensus is reached and a position is written can League take action.

### *USING POSITIONS FOR ACTION*

- The LWV Minnesota board takes official action in the name of the League of Women Voters of Minnesota, just as the LWVUS board does on national positions.
- To ensure consistency - that we speak with one voice - individual League members speak only for themselves unless they have been designated to speak for the League by their local, state, or LWV US board.
- The president is the official spokesperson at every level.
- Local Leagues may take action if that action is consistent with a local, state, or LWV US position; members are informed and in general agreement; and if other Leagues which may be affected by that action are notified beforehand.

### *HOW DOES LOBBYING SQUARE WITH NONPARTISANSHIP?*

The mission of the League is both political and nonpartisan. The mission encourages the informed and active participation of all citizens in government. **The League studies and takes action on selected government issues without regard to political party.**

The League encourages members as individuals to be active in the political party of their choice, but as an organization League does not support political parties or candidates for public office at any level including those candidates who are its own members. Highly visible board members such as the president and voters service chair are restricted to low-level partisan political activities and may not run for party-designated public office.

LWV ABC has a nonpartisan policy.

## *Policies and Procedures*

Policies and Procedures are the materials that are used to guide our local League actions and decisions. Materials in this section are generally updated and reviewed annually either at the annual meeting or the annual retreat.

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## *Membership*

Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Citizens at least 18 years of age who join LWV ABC shall be voting members of LWV ABC, LWV Minnesota, and LWVUS.

Those who have been members of LWVUS for 50 years or more shall be honorary life members excused from the payment of dues.

Those who join the League and are not eligible to vote shall be associate members.

Voting members shall have the right to attend, participate in and vote at all meetings of the local members. Voting members are also eligible to serve on the Board of this local LWV, officers of this local LWV and as delegates to the Convention, Council and similar meetings of League of Women Voters Minnesota.

Members are required to pay dues annually.

Membership is non-transferable between local Leagues. Members may resign at any time.

The Board may terminate the membership of any person who fails to pay their annual dues. However, the board may offer a scholarship to a member or prospective member who is not able to pay their annual dues.

A person is not a member of this LWV ABC unless and until the person has been accepted as a Member in accordance with policies and procedures established by the Board.

## *League of Women Voters Principles*

The Principles serve two functions according to LWV United States Bylaws:

1. as authorization for adoption of national, state and local Program, and
2. as a basis for taking action at the national, state and local levels

Action to implement the Principles is authorized by the appropriate LWV board once it determines that member understanding and agreement exist and that the action is appropriate.

## *LWV United States Principles*

Basic principles of LWV have been developed and adopted over many years. They serve as the guideline for decisions made at every level of LWV. They are important to consider when choosing studies and planning program and may also be used as the basis for advocacy.

- LWV believes in representative government and in the individual liberties established in the Constitution of the United States.
- LWV believes that democratic government depends upon informed and active participation and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible.
- LWV believes that every citizen should be protected in the right to vote; that every person should have access to free public education which provides equal opportunity for all; and that no person or group should suffer legal, economic or administrative discrimination.
- LWV believes that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing and coordination among the different agencies and levels of government.
- LWV believes that responsible government should be responsive to the will of the people; should maintain an equitable and flexible system of taxation; promote the conservation and development of natural resources in the public interest; share in the solution of economic and social problems that affect the general welfare; promote a sound economy; and adopt domestic policies that facilitate the solution of international problems.
- LWV believes that cooperation with other nations is essential in the search for solutions to world problems, and that the development of international organization and international law is imperative in the promotion of world peace.

The League may take action on local governmental measures and policies in the public interest in conformity with the Principles of LWV US.

## *The Purposes of LWV ABC*

The purposes of LWV ABC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

## *LWV ABC Nonpartisan Policy*

To ensure the credibility of the League as a nonpartisan organization, each League's board of directors is responsible for drafting and carrying out its own nonpartisan policy and for seeing that both its members and the public understand the League's nonpartisan role.

### **The League Shall Not Support or Oppose Any Political Party or Any Candidate Reviewed and Approved April 18, 2015**

1. The President and Voter Service Chair will refrain from public involvement in political campaigns during their terms of office. Involvement includes such things as having one's name on campaign literature, displaying yard signs and holding coffee parties for a candidate. (Attending a precinct caucus is fine.) Board members who are candidates for political office should resign from the Board or take a leave of absence during their own campaign.
2. No League member who is highly visible in a political party, closely associated in some way with a candidate, or identified with an issue under discussion at a candidate forum should be involved in running that event. The object is to prevent, in the eyes of the public, either an actual or apparent conflict of interest.
3. Explain to incumbent candidates (and to new League members) that while League may have lobbied the office holder on an issue, that function is kept separate from voter service activities for the general public. The League position on an issue is never stated by the League during a public candidate forum.
4. Co-sponsorship can present problems of perceived bias, especially if the other organization is identified with a particular point of view or endorses candidates before the election. If LWV ABC's name is on a project, be certain that League guidelines for non-partisanship and fairness are agreed upon ahead of time and followed. If the group has endorsed issues or candidates before the forum, League should decline to be involved. Explain that we are concerned about even the possible appearance of endorsement.
5. Moderating for other forum sponsors: League does want to encourage citizen involvement and to provide experienced moderators for the community, but does not want to jeopardize its reputation by participating in poorly conceived or executed forums. If you are asked to moderate for another group, you must explain our nonpartisan policies to them and find out the following:
  - a. Motivation of the sponsoring group
  - b. Have all candidates been invited? Are they attending? If not, why not?
  - c. What are the issues in this election?
  - d. Format and ground rules? Do the candidates know them?
  - e. Will timers and ushers for collecting questions be provided? (You may want another League member to sort questions and to help you keep track of speaking rotation if there are several candidates.)
6. All voter service projects, including candidate meetings, should include a disclaimer that League neither endorses nor opposes candidates for political office.

*At the annual meeting LWV ABC members review and if necessary update the Nonpartisan Policy.*

## *League of Women Voters ABC Candidate Forum Ground Rules*

Reviewed and Approved April 18, 2015

1. League of Women Voters (LWV) is a non-partisan organization which promotes the active and informed involvement of citizens in the voting process. LWV does not support or oppose political parties or individual candidates.
2. LWV sponsors candidate forums to give the voters the opportunity to hear and compare candidates' stands on issues. Questions will be gathered from various sources. As many questions as possible will be asked within the time limits.
3. In order to be invited to appear in an LWV ABC forum, a candidate must have publicly announced his/her intention to run, be eligible to hold the office, and be qualified to be on the ballot. Write-in candidates for local offices may be invited if they have made a substantial showing that the candidacy is bona fide. (Bona fide might include campaign speeches, distribution of literature, press releases, issue papers, a campaign committee, website, and/or headquarters.) Write-in candidates who have been eliminated in a primary are not eligible to appear in a general election forum.
4. The order of speaking will be determined by drawing numbers and the order will alternate or rotate thereafter.
5. LWV ABC encourages members of the public to submit questions to candidates before or during the forum. Questions should strive to accomplish one or more of the following purposes:
  - Define a candidate's position on issues concerning the office to which she/he seeks election.
  - Ascertain the process or method by which a candidate has formulated positions and/or would make decisions if elected.
  - Explain the reasons for past actions or positions taken by an incumbent candidate (with opportunity for non-incumbent candidates to explain what they would do on the same issue.)
  - Determine a candidate's knowledge, background and skills related to the office to which she/he seeks election.
6. LWV ABC reserves the right to screen questions. Our intention is, in good faith, to select questions that represent the interests expressed by the members of our audience and those who submit questions.
  - a. Questions will not be asked if they are:
    - Illegible
    - On personal matters unrelated to the elective position
    - Unclear
    - Inappropriately hostile/antagonistic/belligerent or friendly/supportive/gratuitous
    - Submitted for the purpose of making a statement rather than gaining information.

- b. Questions on one issue or similar issues will be consolidated and rephrased.
  - c. All written questions become the property of LWV ABC.
7. If any listener feels an issue has not been adequately addressed, we urge that listener to contact the candidates directly.
  8. Time limits on responses will be strictly observed. Timekeepers will hold up a card to indicate the amount of time remaining with a STOP card at the end.
  9. A table outside the forum hall will be available for distribution of campaign literature.
  10. If an invited candidate is unable or unwilling to appear on the day of the scheduled event, the forum will still be held. The remaining candidate(s) will have an opportunity to express their positions on issues in their opening and closing statements and in response to questions submitted by the audience and read by the moderator. Unopposed candidates may appear alone.
  11. LWV ABC will announce to the audience the candidates who are unable to or choose not to appear.
  12. No substitutes or stand-ins for the candidates will be allowed. Under extraordinary circumstances, the moderator may read a statement from a candidate.
  13. Candidates are asked not to endorse another candidate during the course of their comments.
  14. No statements of a personal nature about another candidate will be tolerated. A person's public record, not her/his character may be examined.
  15. Props are not allowed.
  16. No applause or outbursts from the audience will be tolerated. The moderator has the authority to terminate the forum if warranted.
  17. If seating space is a problem, each candidate will be requested to ask their supporters to yield their seats to undecided voters.
  18. No campaign signs (including buttons or t-shirts worn by anyone attending) will be permitted in the forum hall.
  19. Forum tapes must not be edited and must be shown in their entirety.
  20. Cable TV will be taping the forum and it will be available online on U-Tube and broadcast several times on appropriate cable stations. No other photography or videotaping is allowed during the forum. Candidates may not use video clips or photos in campaign ads.

*The Forum Ground Rules are reviewed and if necessary updated at the annual retreat.*

## *LWV ABC PROGRAM*

The program of LWV ABC shall consist of action to implement the Principles and those local governmental issues chosen by the Annual Meeting for concentrated study and action as follows:

Voting members may make recommendations to the board at least two months before the Annual Meeting.

The board shall consider these recommendations and formulate a proposed program, which shall be sent to the members at least during the month before the Annual Meeting.

The Annual Meeting shall adopt a program by a majority vote of those members present and voting. Program recommendations submitted to the board at least two months before the Annual Meeting but not proposed by the board may be considered by the Annual Meeting, provided that the Annual Meeting shall order consideration by a majority vote and the Annual meeting shall adopt the item by a majority vote.

Changes in the program, in the case of altered conditions, may be made provided that information concerning the proposed change has been sent to all members at least two weeks before the annual meeting at which the change is to be discussed and that final action by the membership is taken at a succeeding meeting.

**Program Action:** Members may act in the name of LWV ABC only when authorized to do so by the appropriate board (LWV ABC, Council of Metropolitan Area Leagues, LWV Minnesota, and/or LWVUS). They may act only in conformity with, and not contrary to, a position taken by LWV ABC, Council of Metropolitan Area Leagues, LWV Minnesota, and/or LWVUS.

## *LWV ABC LOCAL POSITIONS*

**LWV ABC local positions were reviewed April 18, 2014**

Local positions are the result of studies conducted within LWVABC and are used to advocate within the LWVABC service area. They are not included in LWVUS or LWV Minnesota program.

**Appointive Process in Local Government (1978) (reviewed and elected to keep April 18, 2015)**

LWV ABC supports publicized and orderly application and appointment process which will maximize participation of qualified individuals and assure efficient operation of advisory boards and committees.

**Appointive Process in Anoka Hennepin School District 11 (1979) (reviewed and elected to keep April 18, 2015)**

LWV ABC supports publicized and orderly application and orientation process, which will maximize representation and efficient operation of advisory committees.

**Metro Watershed Management Organization and the Implementation of the Metro Surface Water Management Act (1992) (reviewed and elected to keep April 18, 2015)**

LWV ABC supports the establishment and implementation of comprehensive surface and ground water management for the metropolitan area.

**Anoka County Park System (1994) (Revised 2010) (reviewed and elected to keep April 18, 2015)**

- LWV ABC supports the establishment of a well publicized citizen's advisory board to ensure that Anoka County government will be aware of and sensitive to county resident's park concerns.
- LWV ABC supports regular meetings of representatives of city and county park staff to exchange ideas and common concerns and to ensure that city park boards are aware of county park board plans and activities.
- LWV ABC supports a greater base of citizen support for the park system through the employment of a full or part-time coordinator to organize activities of volunteers.

**Licensing of Rental Properties (2004) (reviewed and elected to keep April 18, 2015)**

LWV ABC believes that municipalities need a licensing policy for rental properties and have an obligation to regularly inspect rental properties in their jurisdiction. Inspections should include examination of both the exterior and interior of the rental dwelling unit and the common areas of the interior used by all tenants. Cities should enforce code compliance to ensure the health and safety of the property's tenants. City codes/ordinances should include a reasonable time for the correction of code violations. Emergency cases: when a violation

constitutes an imminent peril to life, health, safety or property, the city may require immediate compliance and, if necessary, take appropriate action to correct the violation.

### **Home health Care (2007) (revised 2008) (reviewed and elected to keep April 18, 2015)**

LWV ABC supports the provision and delivery of safe, affordable, flexible home health care services for all, including the elderly and disabled.

*At the Annual meeting members review and elect to keep, update, or drop local positions.*

Members are encouraged to let the board know when they 'take action' based on one of LWV ABC's local positions.

## *Board Duties and Job Descriptions for Officers and Board Members* Reviewed and updated, June 2015

At least five regular meetings of the board shall be held annually. The president may call special meetings and shall call a special meeting upon the written request of three members of the board. The annual meeting of the Board (the Retreat) shall be held at the time and place designated by the Board.

The officers of LWV ABC shall be president, vice president, secretary, and treasurer who shall be elected for terms of two years by the Annual Meeting. They shall be voting members of LWV ABC. The president and secretary shall be elected in odd-numbered years. The vice president and treasurer shall be elected in even-numbered years. All officers shall take office immediately following the Annual Meeting. To allow for transition, the League books shall transfer to the treasurer at the first board meeting following the Annual Meeting.

The board shall consist of: officers of LWV ABC; four committee chairs (Organization, Communications, Program and Voters Service) elected by the Annual Meeting; four committee members (Organization, Communications, Program and Voters Service) appointed by the elected members of the board; and the delegate to the Council of Metropolitan Area Leagues (CMAL) appointed by the board. All board members shall be voting members of LWV ABC. The elected committee chairs shall serve for a term of two years or until their successors have been elected and qualified. The board appointees shall serve until the close of the next Annual Meeting. Vacancies other than the president may be filled by vote of the remaining members of the board.

The board shall manage and supervise the business and activities of LWV ABC subject to the instructions of the Annual Meeting. It shall select delegates to LWV Minnesota convention and council and to LWV US convention. It shall accept responsibility for such other matters as the LWV Minnesota or LWV US board may, from time to time, delegate. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

### **All Board Members will:**

1. Develop and maintain League's mission and policies by making decisions and organizing activities with the entire board.
2. Become knowledgeable about League positions and practices.
3. Identify and mentor new leaders.
4. Include mission of LWV on correspondence, agendas, etc.
5. Understand and abide by the League's non-partisan policy.
6. Attend board meetings (give notification if unable to attend).
7. Assist in overall planning and decision making of the board.
8. Support and attend League activities.
9. Promote and explain League in the community.
10. Promote growth and diversity in membership.

11. Assist in fundraising activities. Make a personal annual cash or in-kind donation to the LWV ABC if possible. Organize fund raising and development.
12. Carry out any specific assignments.
13. Form a committee for a project, event, or study, if appropriate, and maintain any necessary committee and/or portfolio file with reports, publicity, memos, clippings, etc.
14. Involve other members; spread the workload.
15. Prepare reports and/or bring plans to board for discussion and decisions.
16. Compile documents (photos, newspaper articles, awards, etc.) that should be saved in the archives. The LWV ABC historians will collect at the annual meeting.
17. Identify, address and follow up on community issues.
18. Obtain board approval prior to taking action in the name of League.
19. Provide information for the LINK, when appropriate.
20. Attend LWV Minnesota and regional League meetings.
21. Orientate successor and pass on files.
22. Prepare list of upcoming meetings, events, etc. to be announced at membership meetings and League events.
23. Remind president or program host of announcements at meetings.
24. Greet members and guests.

### **President:**

1. Lead the League. Chair board meetings, starting on time and monitoring discussion to make a good faith effort to end in a timely manner or designate another person to do so.
2. Empower and train League leaders.
3. Organize and delegate League tasks.
4. Serve as an ex officio member of all committees except the nominating committee.
5. Prepare board and annual meeting agendas. Email agendas to board members the week before the meeting, asking for additions and as a reminder of the meeting.
6. Speak for the League
7. Convene and preside over meetings. Introduce each membership meeting, making announcements of upcoming events or designate another person to do so. (Board makes a list of announcements at each board meeting.)
8. Organize the board retreat.
9. Receive information from LWV US and LWV Minnesota. Scan the material, save what applies, note what needs attention and forward to the appropriate member.
10. Write an upbeat, encouraging president's message to the membership for each LINK. Celebrate successes, promote coming events, encourage teamwork, and thank everyone who helps with League work.
11. Update (or delegate) and return forms to LWV US and LWV Minnesota regarding LWV ABC.
12. Attend statewide and regional meetings and encourage members to do the same.
13. Forward a copy of bank statements to budget committee chair and treasurer.
14. Sign or endorse checks in the absence of the treasurer.

## **Vice President:**

1. Substitute for the president when she/he is unable to serve.
2. Support the president and board by doing other tasks as needed.
3. Share agenda and chairing of board meetings.
4. Plan and promote the annual meeting.
5. Compile information and reports for the Annual Meeting from the Budget, Nominating, and Bylaws Committees to be presented in The LINK that is mailed out in advance of the Annual Meeting.

## **Secretary:**

1. Keep minutes of board and annual meetings or arranges for a substitute.
2. Send minutes to the board after each board meeting.
3. Summarize board actions for the LINK.
4. Send correspondence including thank you notes as needed.
5. Send board agenda and minutes to LWV Minnesota.
6. Notify LWV Minnesota of changes in leadership.
7. Notify officers and committee chairs of their election.
8. Sends an electronic copy of each Annual Meeting report, bylaws, and nonpartisan policy to [membership@lww.org](mailto:membership@lww.org)
9. Take notes or appoint another member to take notes at LWV ABC membership meetings.
10. Sign with the president all contracts and other instruments when authorized by the board.

## **Treasurer:**

1. Prepare a treasurer's report for board meetings, noting financial activities since the last report.
2. Arrange for a biannual review of the books to take place in even numbered years.
3. Work as a member of the budget committee to prepare a yearly budget.
4. Handle dues and contributions.
5. Pay bills and reimbursements.
6. Keep and balances the books for LWV ABC.
7. Work with members applying for grants.
8. Send a current PMP list to LWVUS at the close of the fiscal year.
9. Maintain deposits in authorized financial institutions; and presents financial statements to the board at its regular meetings.
10. Present an annual financial report to the Annual Meeting

## **Membership Services Committee:**

1. Provide for recruitment, training, cultivations and retention of members.
2. Work with board to develop a strategy to add diversity to membership.
3. Update local, LWV Minnesota and LWV US rosters as membership changes.
4. Distribute publications to members.

5. Remind members of meetings.
6. Plan and promote the Annual Meeting in absence of vice president.
7. Compile information and reports for the Annual Meeting from the Budget, Nominating, and Bylaws Committees to be presented in The LINK that is mailed out in advance of the Annual Meeting in the absence of vice president.
8. Plans Kick-off meeting.
9. Compile and distribute appropriate information for current, prospective and new members.
10. Track sign-in forms.
11. Select historians to serve as off-board members of the Membership Committee.

## **Voters Service Committee:**

1. Plan and conducts Voters Service activities—Forums, Voter Registration and Legislative Interviews.
2. Update and distribute *They Represent You* and other publications for the public.
3. Report on Nonpartisan policy at annual meeting.
4. Update nonpartisan policy as needed
5. Report on Candidate Forum Ground Rules at annual retreat.
6. Update ground rules as needed.

## **Communications Committee:**

1. Edit the LINK newsletter.
2. Send an electronic copy of the LINK to all members and to [membership@lww.org](mailto:membership@lww.org). Mail LINK to those who request it.
3. Update the local information on the LWV Minnesota website regularly.
4. Maintain media contacts. Submit articles to local media (papers/cable stations, etc.) about public membership meetings.
5. Solicit nominees from the membership and bring recommendations to the Annual Meeting for *Friend of League* Award. Design and distribute nomination forms.
6. Update the LWV ABC Member Handbook.
7. Promote use of social media.

## **Program and Action Committee:**

1. Conduct local study.
2. Draft consensus questions for board approval and member discussion for local studies.
3. Plan information meetings for local, LWV Minnesota, and LWV US topics and studies.
4. Alert members of issues needing immediate action.
5. Identify, address and follows up on community issues.
6. Send copies of letters to Congress and replies to [lobbying@lww.org](mailto:lobbying@lww.org)
7. Coordinate hostesses and hostess box.

## **Council of Metropolitan Area Leagues (CMAL) representative:**

1. Attends quarterly meetings of CMAL.
2. Observe the Metropolitan Council during the week assigned by CMAL.
3. Submit CMAL articles for the LINK.

4. Lead a membership meeting on a CMAL topic.

**Historian:**

1. Review materials in archive and add significant documents annually.
2. Collect significant items and documents for members.

**Bylaws Committee:**

1. Review bylaws and makes recommendations annually in the month before the annual meeting.

**Nominating Committee:**

1. Recruit members for board positions including appointed committee members.
2. Prepare Nominations report for Annual Meeting LINK and presents at Annual Meeting.
3. Solicit nominees from the membership for Zilla Way Award. Select member to receive award and prepare presentation for annual meeting.
4. *See further details in Nominating Committee Guidelines on page 25.*

**Budget Committee:**

1. Prepare the budget and send to the board and all members during the month before the annual meeting.
2. Identify need for fundraising.

**At Large Board Members:**

3. Advise the board on issues.
4. Support the board by doing tasks as needed.

**LWV ABC Meeting Hostess Job Description:**

Two members serve as hostesses at each membership meeting. Meetings are typically held at the Andover Senior Center and occasionally at another site.

**Hostesses for Community Conversations and Membership meetings:**

- Get the supply box from the previous hostess.
- Arrange for refreshments for meetings.
  - Usually about 20 people attend each Community Conversation.
  - Usually about 15 people attend each Membership Meeting.
  - Save receipt for reimbursement
  - Set up a container for donations and submit donations to treasurer.
- Arrange room for meeting; set out nametags and sign in sheet.
- Greet members and guests.
- If supplies are low, replenish and send receipt to the treasurer for reimbursement.
- Pass supply box on to hostess of next meeting

**Job descriptions are reviewed and updated at the annual retreat.**

## LWV ABC Nominating Committee Guidelines

The nominating committee is charged with the important responsibility of identifying future League leaders. It is the task of the committee to promote service on the board as something that not only enhances the organization but also provides a chance for members to serve the organization—and experience personal growth.

The nominating committee shall consist of three members who should be familiar with the offices to be filled and should be familiar with LWV ABC members. Members of the Nominating Committee should understand and be able to explain the responsibilities of a board member and how the League functions. They should also understand the local League's Non-Partisanship Policy and should be well acquainted with the membership. They should review the local bylaws.

The committee needs to be operational soon after its members are elected and operate on an ongoing basis. It should be proactive, seeking those who have particular skills of value to the organization—from among both League members and those who are not yet members. Nominating committee members should attend several board meetings in order to familiarize themselves with how the board operates and the responsibilities of the various board positions. This knowledge will assist them when they are considering the appropriate people for leadership positions. Unlike other League committees, the nominating committee is responsible to the membership, not to the board.

The Nominating Committee chair and one member, who shall not be members of the board, shall be elected by the Annual Meeting. The president never serves on the nominating committee.

The nominating committee shall serve for a term of one year. Immediately after the Annual Meeting, the board shall appoint one board member to the committee. Vacancies on the committee shall be filled by appointment by the board.

### Offices to be filled:

Even Numbered Years: Vice President Treasurer Voter Service Chair Program and Action Chair Communications Chair Nominating Committee Chair (off board) Nominating Committee member (off board)	Odd Numbered Years: President Secretary Membership Chair Nominating Committee Chair (off board) Nominating Committee member (off board)
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All elected terms are for two years except for the nominating committee chair and member which is for one year.

Contact should be made with all the current board members to see if they would like to continue. Solicit suggestions from the Board and the membership through the newsletter and by announcements at meetings. The committee may also be asked to suggest names to fill Board positions due to resignations

The Nominating Committee also solicits nominations for the Zilla Way Award, selects the recipient and works with the board to prepare the award for presentation at the annual meeting.

At the annual retreat additional members of the Board and /or committees are appointed as needed for one year terms. The Nominating Committee suggests and recruits these members at the request of the Board:

- One committee member for each committee
  - Voter Service
  - Membership
  - Program/Action
  - Communications
  
- Members at large as needed
- Nominating committee member (on board)
- Bylaws committee chair (off board) and bylaws committee member (on board).
- Local historian (member of Membership Services Committee)
- Budget committee

A Nominating Committee report is published in the March/April LINK and submitted to the membership at the Annual Meeting for a vote by the membership. Nominations for any office can also be made from the floor, provided the consent of the nominee has been obtained. The report of the nominating committee, containing its nominations for officers, committee chairs, nominating committee chair and one other member of the next nominating committee, shall be sent to the members during the month before the Annual Meeting. The report of the nominating committee shall be presented to the Annual Meeting. Other nominations may then be made from the floor provided the consent of the nominee has been obtained.

Election shall be by ballot, except when there is only one nominee for an office, election may be by voice vote. A majority vote of those in attendance (provided there is a quorum) shall constitute an election.

The nominating committee traditionally presents a single slate of officers and directors to the annual meeting or convention, although there is usually no bylaws requirement to do so. League bylaws do, however, provide for nominations from the floor.

## The Budget

A budget is a planning instrument that reflects the goals, priorities and activities planned for the year. It is the responsibility of a LWV ABC board to

- Provide input to the committee charged with budget development.
- Review the proposed budget prepared by the committee.
- Revise it as necessary.
- Recommend its adoption by the annual meeting/state convention

A well-conceived, realistic gross budget

- Reflects all anticipated income and expenses for a fiscal year.
- Shows planned growth in members, dues, contributions and League activities.
- Includes funds for sending delegates to state and national conventions (an important investment in the League's future).
- Reflects each League's obligation to support the League as a whole through the per member payment (PMP) system. (The LWVUS *President's Packet* discusses in detail how the PMP assessment and billing system works.)

Once League members adopt the budget, the board is responsible for seeing that it is carried out. Expenses should be recorded and allocated in the same fashion as they were budgeted, and the board should approve any significant expense requests that were not budgeted. The board can revise the budget to respond to changed circumstances, for example if a grant or donation comes in that was not anticipated in the budget, the board has the authority to make those kind of adjustments.

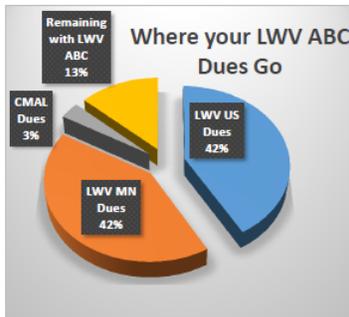
The budget shall be prepared by a committee which shall be appointed for that purpose no later than the February before the Annual Meeting. The treasurer shall be an ex officio member of the budget committee but shall not be eligible to serve as chair. The proposed budget for the next fiscal year shall be sent to all members during the month before the Annual Meeting.

LWV ABC Annual Budget is prepared by a committee whose chair is appointed at the annual retreat. The treasurer who may not serve as chair of the committee works with others to prepare the annual budget and financial report. The budget is presented at the annual meeting where members vote to adopt.

The treasurer prepares a financial statement and addendum to the budget for board meetings.

Members need to complete a reimbursement form for expenses. Even if reimbursement is not requested, having an account of actual expenses helps the budget committee to prepare an accurate budget.

The fiscal year of LWV ABC shall be from April 1 to March 31 of each year.



### LWV ABC Membership Dues

**Dues for 2015 are due by the Annual Meeting on April 18.**

Did you know? Dues payments to LWV ABC cover the cost of local, state and national LWV membership, and provide only a small part of what LWV spends on programs and advocacy. Additional donations help with scholarships, program needs and operating costs.

*If you are in need, scholarships are available to help defray dues expense. No one will be excluded from LWV ABC because they cannot make the annual dues payment. Please check here  if you are requesting dues assistance. An LWV ABC Board Member will contact you.*

## Dues

*Dues are paid to the local League which in turn pays the Per Member Payment (PMP) to the LWV US and LWV Minnesota. Members are requested to pay their dues either at the Annual Meeting in April or the Kickoff meeting in September.*

Please verify your contact information, attached, and provide any corrections necessary below. Return this form with your dues to LWV ABC Treasurer Betsy O'Berry at P.O. Box 876, Anoka 55303 or bring it to our Annual Meeting! Checks received earlier will not be cashed until after the Annual Meeting.

Correct your contact information here:

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Preferred Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please indicate the dues level you have chosen:

Dues	Life member (more than 50 years with LWV) – dues paid	Enter Amount
Individual	- \$60	_____
Household (up to three persons, same address)	- \$90	_____
Student (current full time student)	- \$30	_____
<b>Additional Donations</b>	Additional donations to support LWV dues scholarships and other local program needs – THANK YOU!	_____
<b>TOTAL ENCLOSED</b>		_____

Questions or concerns? Contact Gretchen Sabel – [gpsabel@yahoo.com](mailto:gpsabel@yahoo.com) or 763.486.2509.

The board decides the dues rate for LWV ABC and currently the dues are:

- \$60.00 per member
- \$90.00 per household
- \$30.00 per student

Members often make contributions to LWV ABC to be used for member sponsorships. Members may request a sponsorship for dues. All sponsorships are confidential.

Dues cover our annual obligation to LWV US, LWV Minnesota and CMAL. Additional contributions for local expenses (postage, printing, registration fees, program expenses, etc.) are appreciated. The portion of dues paid to LWV Minnesota is tax deductible.

A Dues statement will be sent to members prior to the annual meeting.

Those who join for the first time after January 1 will have that membership extended to April 1 of the next year.

Any member who fails to pay dues within three months after they become payable may be dropped from the membership rolls. Any member who has maintained membership in LWV ABC for 50 consecutive years shall be exempt from dues.

LWV ABC increased dues at the February 2015 board meeting.

## Communication - Keeping in Touch

Technology has changed the way League communicates with members. Although we continue to mail information to members who don't have email - email is the primary way to reach members. Email is faster and less expensive than postage.

Individual members can add or change their own email address on the LWV US database through the LWV US website. Go to [www.lwv.org](http://www.lwv.org) and then go to "For Members" and then "Update Your Information." (This site is being updated and the roster update site is not available until after October 2015.)

Members can also change their own information on the LWV Minnesota website: Go to <https://www.lwvminn.org/>; Local Leagues; Update Information.

If that doesn't work contact the membership chair or leave a message at [LWVABC@gmail.com](mailto:LWVABC@gmail.com). Contact the membership chair if you change your phone number, address, or email address.

LWVUS sends periodic updates to members with email addresses. LWV Minnesota sends several updates as well as the **Voter** by email. Go to the LWV Minnesota website (Local Leagues; Update Information) to indicate which emails you would like to receive. If you don't receive the updates contact the membership chair.

Several LWV ABC members are callers who notify members of upcoming meetings and events. Let the membership chair know how you prefer to be contacted - by email or phone.

### ***THE VOTER*** - your Link to LWV ABC

LWV ABC sends its newsletter, ***THE VOTER - your Link to LWV ABC*** electronically to members with email and by regular mail to those who do not have email. The newsletter is typically sent shortly after a board meeting.

If you would like to contribute to the newsletter send the item to [lwvabc@gmail.com](mailto:lwvabc@gmail.com) and note in the subject line 'attention newsletter.'

### **Social Media**

LWV US, LWV Minnesota and LWV ABC have Facebook pages where members can read about action and events. You do not need to have your own Facebook page to visit the League pages. Search the web for LWV ABC Minnesota. There you will also find links to other levels of League.

*To help our local League as well as other Leagues to disseminate information members should 'Like' League pages and messages.*

LWV ABC has a twitter account. Twitter is used to spread a message, announce an event, and/or to repost messages from other Leagues including LWV US and LWV Minnesota. It is also used to quickly send a message about an action item. Members can follow any League's twitter account.

### **Letters to the Editor**

Members advocate for issues important to League by writing letters to the editor. If you write a letter on behalf of League it must be reviewed by the board. If you write in support of a League position as an individual, you do not need to have the board review the letter.

Members should not mention League when writing in support or opposition to a candidate or an elected official.

Remember, League speaks with one voice. As a member of League, do not write a letter in opposition to a League position.

## Count on League

Data - Keeping track of volunteer hours.

League of Women Voters is entering a new era of applying data-gathering methods to our activities in order to track our work and progress in voter service, civic engagement, and democracy reform.

*This is the future.* Measuring our impact is important. It allows us to show LWV's value. It allows all of us to compare the time and energy we put into our work to the results obtained. It is necessary because foundations and funders increasingly require this type of data from grant applicants to ensure that the programs they fund are having the intended impact.

*What does this mean to you as an individual member of LWV ABC?*

Members need to record the time they volunteer on behalf of LWV ABC.

- Did you attend a meeting? That counts.
- Did you meet with public officials to advocate for a League position? That counts.
- Register voters? That counts.
- Write an article for the newsletter? That counts.
- Help plan an event? That counts, too.

You can submit your hours on line at LWV Minnesota - <https://www.lwvmm.org/> ; Local Leagues; Monthly Reporting.

There is an easy to use form for recording hours that we will send to all LWV ABC members. Save the form to your computer. Simply complete the form on the computer each month, attach it to an email and send the email it to LWV ABC membership chair.

If you would rather - it can also be printed and handed to or mailed to the membership chair who will compile the information and send it on to LWV Minnesota. Upon request we can send members a PDF version of the form that they can print to complete.

Activities to record:

<ul style="list-style-type: none"> <li>• League monthly meetings</li> <li>• Board meetings</li> <li>• Committee meetings</li> <li>• Writing newsletter</li> <li>• Registering voters</li> <li>• Preparing printed materials for meetings (handouts, brochures, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Writing press release or article for newspaper</li> <li>• Calling members</li> <li>• Planning forums</li> <li>• Hostess prep time</li> <li>• Nominating committee</li> <li>• Attending candidate's forums</li> <li>• Etc. Etc.</li> </ul>
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### Volunteer Time Sheet

Month, Year: \_\_\_\_\_

Name: \_\_\_\_\_ Local LWV \_\_\_\_\_ Are you a Board Member? \_\_\_\_\_

Date	Hours (for example, 1.5)	Tasks, Accomplishments	Did this activity involve public action, e.g., conducting a legislative interview, meeting with a lawmaker or other government official, attending a public meeting, attending a town hall meeting or rally, door-knocking or phone-banking, or writing a letter to the editor? (indicate activity)
TOTAL MONTHLY			

## Meetings

LWV ABC has the following kinds of meetings:

- Membership meetings which are designed to include all members of the local League and often members of the public interested in the meeting topic. Meetings are only closed to the public when members need to do consensus for a study.
- LWV ABC holds meetings on topics for LWV US, LWV Minnesota and LWV ABC studies and projects, and prepares voter service projects to meet the needs of the community.
- Board meetings are held on a regular basis. The LWV ABC board meets monthly. (The LWV Minnesota board also meets monthly and the LWV US board meets quarterly.)

Any level of League may hold meetings on a wide range of topics including background information for a study, preparation for legislative action, preparation for voter service projects, or background information for a regional project.

There shall be at least one membership meeting each year in addition to the Annual Meeting. The time and place shall be determined by the board.

Special meetings of the Members may be called for any purpose or purposes at any time by: the President, the Board, or ten percent (10%) of the Members. Special meetings shall be held on the date and at the time and at a place convenient to the members of the local LWV, fixed by the President or the Board.

All members will be notified of all meetings of LWV ABC.

## The Annual Meeting

The annual meeting is typically held in April of each year.

An annual business meeting shall be held between April 1 and April 30, the exact date to be determined by the board. The Annual Meeting shall adopt a local program for the ensuing year; elect officers, committee chairs, and members of the nominating committee; adopt a budget; and transact such other business as may come before it.

The President and Treasurer shall also report at the annual meeting on the activities and financial condition of this local LWV.

**The Annual Meeting has several basic goals:**

1. To elect a slate of officers representative of the membership.
2. To adopt a local Program on governmental issues which reflects the interests of the membership; to re-adopt or drop present local positions.
3. To adopt a budget that provides for the financial support of the League as a whole.
4. To review and/or amend local League bylaws.
5. To review and/or amend the LWV ABC Non Partisan Policy

**In addition to these basic goals the Annual Meeting is a time to:**

- Recognize special individual and group efforts including *Zilla Way Award*.
- Renew interest in future League activities.
- Re-acquaint with members and welcome new members.
- Select recipient for *Friend of League Award* to be presented at fall Kick-off.

The presence of ten percent (10%) of the Members shall constitute a quorum for the transaction of business at any meeting of the Members.

## The Annual Retreat

The annual retreat is typically the first board meeting following the annual meeting and is usually held in May or June.

**The Annual Retreat has five basic goals:**

- To plan the LWV ABC program and activities calendar.
- To appoint committee and at-large board members.
- To orientate new board members.
- To review and update LWV ABC materials and structure including the handbook and job descriptions.
- To encourage the entire membership to be involved in planning and program development.

In addition to the basic goals at the Annual Retreat, the minutes of the Annual Meeting are approved,

## LWV ABC Awards

The *Zilla Way* award was created by the LWV ABC board in 1996 to honor a local League member who has shown outstanding leadership in guiding our organization. It was named after Zilla to honor her more than fifty year participation in League and her role as LWVABC mentor and advisor. It is presented each year at the annual meeting. The nominating committee solicits nominations for the *Zilla Way* award and selects the recipient.

The *Friend of League* certificate is presented to an individual or organization in the community who has made a significant impact on LWV ABC through cooperation and support. The certificate is presented each year at our Kickoff meeting or at a League meeting that is convenient for the recipient. The community relations committee solicits nominations for the Friend of League certificate and works with the board to select the recipient. Longtime member, Mary Jo Truchon, initiated and designed the Friend of League Award in 1991.

All members are encouraged to submit nominations for both awards.

## The Member Handbook

The League of Women Voters is a volunteer organization that does a professional job. The League tackles important public issues and is a respected, trusted asset in cities and towns across the country. League leaders empower others to define and accomplish goals—for themselves, for the organization, for their communities and for the nation. Through these goals, the organization fulfills its mission and grows.

Throughout its history, the League of Women Voters has been a dynamic, changing organization, adapting procedures to meet current and future needs. League leaders make their communities stronger, healthier, and more vibrant.

This handbook and the additional information available on the League Web site ([www.lwv.org](http://www.lwv.org)) are essential tools to help League leaders be more effective and to help make the organization more effective.

This handbook is revised each year following the Annual Meeting. Members without email will receive a copy at the September Kickoff meeting. All members with email will receive an electronic copy. In addition the handbook will be posted on the LWV ABC website.

This publication contains much of the material members need for the next annual meeting. Please, note any questions or concerns on the note pages and bring your copy to the Annual Meeting.

If you have suggestions for additional material that should be in the handbook or for revisions please share them with a board member.

## *Board 2015-2016*

*Officers and committee chairs are elected at the annual meeting. Other members of the board as well as on and off board committee members are appointed at the annual retreat.*

All members are encouraged to serve on the board. Contact a member of the nominating committee if you are interested.

Office		Elected/Appointed	Term
President	Jeorgette Knoll	Elected 2015	2 years
Vice President		vacant	2 years
Secretary	Arlene Gillett	Elected 2015	2 years
Treasurer	Betsy O'Berry	Elected 2014	2 years
Membership Chair	Katherine Whelchel	Elected 2015	2 years
Voters Service Chair	Co-Chairs Geri Nelson and Arlene Gillette	Elected 2014	2 years
Communications Chair	Kathy Aanerud	Elected 2014	2 years
Program and Action Chair	Gretchen Sabel	Elected 2014	2 years
Board Member at large/Parliamentarian	Zilla Way	Appointed 2015	1 year
CMAL Representative	Susan Anderson	Appointed 2015	1 year
Membership Committee Member		Appointed 2015	1 year
Voters Service Committee Member	All members		1 year
Communications Committee Member	Bruce Pomerantz	Appointed 2015	1 year
Program and Action Committee Member	Mary Jo Truchon Lynda Van Driel (off board)	Appointed 2015	1 year
Budget /Finance Committee Chair	Gretchen Sabel	Appointed 2015	1 year
Nominating Committee Chair (Off Board)	Joan Molenaar	Elected 2015	1 year
Nominating Committee member (Off Board)	Sandra Shanley	Elected 2015	1 year
Nominating Committee Member (Board)	Mary Jo Truchon	Appointed 2015	1 year
Bylaws Committee Chair (Off Board)	Kay McCulley	Appointed 2015	1 year
Bylaws Committee Member (board)	Jeorgette Knoll	Appointed 2015	1 year
LWV ABC Historian (Membership Committee/off board)	Kathy Tingelstad	Appointed 2015	1 year

# BYLAWS OF LEAGUE OF WOMEN VOTERS OF Anoka, Blaine, Coon Rapids Area, LLC

## *ARTICLE I*

### *SUBSIDIARY ORGANIZATION*

The name of this organization shall be League of Women Voters of Anoka, Blaine, Coon Rapids Area, LLC, hereinafter referred to in these bylaws as the local LWV. This local LWV is a wholly-owned subsidiary of League of Women Voters of Minnesota Education Fund, a Minnesota nonprofit corporation described in Section 501(c)(3) of the Internal Revenue Code, d/b/a League of Women Voters Minnesota.

## *ARTICLE II*

### *PURPOSES AND POLICY*

Section 2.1 Purposes. The purposes of League of Women Voters of Anoka, Blaine, Coon Rapids Area, LLC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2.2 Political Policy. The League shall not support or oppose any political party or any candidate.

## *ARTICLE III*

### *LOCAL MEMBERS*

Section 3.1 Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Section 3.2 Types of Membership.

- A. Voting Members. Citizens at least 18 years of age who join the League shall be voting members of local LWVs, state Leagues and of the LWVUS;
- 1) Individuals who live within an area of a local LWV may join that League or any other local LWV;
  - 2) Those who reside outside the area of any local LWV may join a local LWV or shall be state members-at-large;
  - 3) Those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.

B. Associate Members. All others who join the League shall be associate members.

Section 3.3 Rights of Members. Voting members shall have the right to attend, participate in and vote at all meetings of the local members. Voting members are also eligible to serve on the Board of this local LWV, officers of this local LWV and as delegates to the Convention, Council and similar meetings of League of Women Voters Minnesota

Section 3.4 Term of Membership. The term of membership shall be established by the Members at the annual meeting.

Section 3.5 Membership Dues. The amount of annual membership dues shall be established by the Members at the annual meeting.

Section 3.6 Non-transferability of Memberships. A Member may not transfer a membership in this local LWV or a right arising from it.

Section 3.7 Resignation. A Member may resign at any time. The resignation of a Member does not relieve the Member from any obligations the Member may have to this local LWV for membership dues, assessments, etc.

Section 3.8 Termination of Membership. The Board may terminate the membership of any person who fails to comply with the conditions of membership as established by the Board.

Section 3.9 Acceptance of Membership. A person shall not be deemed to be a Member of this local LWV unless and until the person has been accepted as a Member in accordance with policies and procedures established by the Board.

## *ARTICLE IV*

### *MEETINGS OF LOCAL MEMBERS*

Section 4.1 Annual Meetings. The Board shall cause a meeting of the Members to be held on an annual basis for the transaction of such business as may come before the meeting. The President and Treasurer shall also report at the annual meeting on the activities and financial condition of this local LWV. Such annual meeting shall be held on a date, time and place agreed to by the Board and convenient to the members of this local LWV.

Section 4.2 Special Meetings. Special meetings of the Members may be called for any purpose or purposes at any time by: the President, the Board, or ten percent (10%) of the Members. Special meetings shall be held on the date and at the time and at a place convenient to the members of the local LWV, fixed by the President or the Board.

Section 4.3 Notice. Notice of all meetings of Members shall be given to every Member, except where the meeting is an adjourned meeting and the date, time and place of the meeting were announced at the time of adjournment. The notice shall contain the date, time and place of the meeting and be given at least ten (10) days before the date of the meeting and not more than

ninety (90) days before the date of the meeting. In the case of a special meeting, the notice shall contain a statement of the purposes of the meeting. The notice may also contain any other information deemed necessary or desirable by the Board or by any other person or persons calling the meeting. Notice may be sent by United States mail or by a form of electronic communication consented to by the Member to whom the notice is given.

Section 4.4 Quorum. The presence of ten percent (10%) of the Members shall constitute a quorum for the transaction of business at any meeting of the Members. If a quorum is present when a duly called or held meeting is convened, the Members present may continue to transact business until adjournment even though the withdrawal of a number of Members originally present leaves less than the proportion or number otherwise required for a quorum.

Section 4.5 Manner of Acting. The Members shall take action by the affirmative vote of a majority of the Members present. Proxy voting is not allowed.

Section 4.6 Voting Rights. Each Member shall have one (1) vote on each matter to be voted on by the Members.

## *ARTICLE V*

### *BOARD*

Section 5.1 General Powers. The affairs of this local LWV shall be governed by or under the direction of its Board.

Section 5.2 Number. The Board shall consist of such number of persons as determined by the Members.

Section 5.3 Election and Term. The Voting Members shall elect persons to serve on the Board. A member of the Board shall serve until the next annual meeting of the Members or until a successor has been duly qualified and elected or until the person dies, resigns or is removed.

The Members at the annual meeting may choose to establish additional policies related to the term and election of the Board so as to promote good leadership, management and transition. These policies may include terms longer than one year, or elections of certain offices in alternate years.

Section 5.4 Resignation and Removal. A member of the Board may resign at any time, effective immediately or at a later date specified in the resignation, by giving written notice to the President. The Board shall not be required to accept the resignation in order to make it effective. A member of the Board may be removed at any time, with or without cause, by the Members.

Section 5.5 Filling Vacancies. Vacancies on the Board caused by death, disqualification, resignation, removal, creation of new directorships or such other cause, shall be filled by the Board. A person filling a vacancy shall hold office until the earlier of: the next annual meeting,

until his or her successor has been duly qualified and appointed, or his or her earlier death, disqualification, resignation or removal.

Section 5.6 Compensation. No person shall receive compensation for serving on the Board, but nothing in these Bylaws shall be construed to preclude any person from serving this local LWV in any other capacity and receiving compensation therefore. In addition, a Member of the Board may be reimbursed for reasonable out-of-pocket expenses incurred by the Member in rendering services to this local LWV, as the Board from time to time determines such services to be directly in furtherance of the purposes and in the best interest of this local LWV.

Section 5.7 Committees of the Board. The Board may establish committees of the Board and determine the number and the identity of persons to serve on such committees. Committee members must be natural persons, but need not be members of the Board. Unless otherwise determined by the Board, all committees shall make recommendations to the Board and shall not have the authority to act on behalf of the Board.

## *ARTICLE VI*

### *MEETINGS OF THE BOARD*

Section 6.1 Annual Meeting. The annual meeting of the Board shall be held at the time and place designated by the Board.

Section 6.2 Regular Meetings. Regular meetings of the Board shall be held as announced by the Board.

Section 6.3 Other Meetings. Other meetings of the Board may be called at any time, for any purpose, by the President or any three members of the Board. Notice of every such meeting of the Board shall be given to each member of the Board at least five (5) days before the day on which the meeting is to be held, via U.S. mail, or by delivery in person, e-mail, or telephone, no later than twenty-four (24) hours before the meeting is to be held.

Section 6.4 Quorum. A Board meeting at which at least a majority of the members of the Board are present shall constitute a quorum for the transaction of business. If, however, such quorum shall not be present at any such meeting, the members of the Board who are present thereat shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present. The existence of a quorum is determined when a duly called meeting is convened.

Section 6.5 Voting. Only members of the Board who are present at a meeting may vote. There shall be no voting by mail or proxy. Each member of the Board shall be entitled to only one vote on any matter brought before any meeting of the Board. Unless otherwise required by law or by the Articles of Organization, the affirmative vote of a majority of the members of the Board at a duly held meeting of the Board shall govern in every matter voted upon and shall constitute a duly authorized action of the Board.

Section 6.6 Presence at Meetings. A member of the Board or of any committee, as applicable, may participate in a meeting of the Board or any committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can simultaneously hear each other. Participation in a meeting by such means constitutes presence at the meeting for purposes of calculating a quorum.

Section 6.7 Meetings Without Notice. Any member of the Board may, in writing or orally, either before, at, or after any meeting of the Board, waive notice thereof and, without notice, any member of the Board by attendance at such meeting and participation therein shall be deemed to have waived notice of the action or actions taken at any meeting of the Board.

Section 6.8 Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board may be taken by written action signed, or consented to by authenticated electronic communication, by the number of members of the Board that would be required to take the same action at a meeting of the Board at which all members of the Board were present. If written action is taken by fewer than all members of the Board, the remaining members shall be notified promptly of that action.

## ARTICLE VII

### *OFFICERS*

Section 7.1 Number and Appointment. The officers of this local LWV shall consist of a President, a Treasurer, and such other officers as the Members shall determine from time to time. The Members shall elect the officers.

Section 7.2 Vacancies. A vacancy in any office occurring by reason of death, disqualification, resignation or removal, or other circumstance shall be filled for the unexpired portion of the term by appointment of a successor by the Board.

Section 7.3 Bond. The Board shall, from time to time, determine which, if any, of the officers, agents or employees of this local LWV shall be bonded and the amount of each bond.

Section 7.4 Removal of Officer. Any officer may be removed at any time by the Board at any regular meeting or at a special meeting called for that purpose.

Section 7.5 Resignation. Any officer may resign at any time. Such resignation shall be made in writing to the President and shall take effect at the time specified therein, or if no time is specified, at the time of its receipt by the President. The Board shall not be required to accept the resignation in order to make it effective.

## *ARTICLE VIII*

### *AMENDMENTS*

Any proposed amendment of these Bylaws requires the approval of a majority of the Voting Members attending the annual or special meeting, provided that written notice has been sent to each Voting Member at least ten (10) days in advance of the date of the meeting at which the proposed amendment is to be considered. The notice shall state the text of the proposed amendment or amendments. Any proposed amendment of these Bylaws also requires the approval of the Board of League of Women Voters Minnesota.

*Local bylaws are reviewed prior to the annual meeting. At the annual meeting, members vote to adopt (or not) recommended changes and/or amendments.*

*The bylaws committee shall consist of at least two members, one of whom shall be a member of the board. The chairperson shall not be a member of the board. The committee shall be appointed at the annual retreat each year. Any vacancy on the bylaws committee shall be filled by appointment by the board.*

## *A GLOSSARY OF LEAGUE TERMS*

### **Action/Advocacy**

Steps taken by Leagues at every level to win support for positions is called Action. Action and Advocacy may consist of writing letters, lobbying, giving testimony, holding press conferences, monitoring, observing, working to help draft legislation, or any other measure approved by the board.

### **Action Alert**

Request from the LWVUS or LWV Minnesota to take action in support of a League position is an Action Alert.

### **Annual Meeting**

Local year-end business meeting to elect officers and directors, vote on bylaw changes, and adopt a budget and program of work for the next year.

### **Associate Member**

A nonvoting member of the League, such as a person under 18 years of age or a non-citizen is an Associate Member.

### **Briefing Paper**

A briefing paper is a three to five page research paper written by a committee on a topic already supported by a LWV Minnesota position, which updates and educates members on a timely state issue chosen at the convention.

### **Board**

The Board is the administrative body consisting of officers and elected and appointed directors.

### **Calendar Planning**

Plan of action and meetings for the LWV year. It should include local, state, and national activities.

### **Call to Action**

A plea to all members to participate in a concerted effort to implement a League position by writing, calling, or e-mailing elected officials to request a specific vote on legislation.

### **Concurrence**

Concurrence is a method of reaching a position by concurring or agreeing with a statement or position of another League or of a study committee.

### **Consensus**

The process used to reach member agreement on an issue that has been studied. It refers to a sense of the group that may be less than unanimity but more than a simple majority.

### **Convention**

Convention is a biennial meeting of state and LWV US Leagues to elect officers, directors, and a nominating committee and to vote on budgets, program, and bylaws. Meetings during the alternate year are called councils.

### **Council**

An assembly of delegates held in alternate years to adopt a budget and assess program developments. Local Leagues send delegates to state council, state Leagues to LWV US council.

### **Council of Metropolitan Area Leagues (CMAL)**

An inter-League organization composed of the local Leagues in the seven-county metropolitan area of the Twin Cities. It follows the Metropolitan Council and deals with issues of regional significance.

## **Diversity Taskforce**

LWV Minnesota works to bring together diverse communities in order to achieve a civil society and a democracy for all. While MN is a state with high levels of civic engagement, it also has some of the highest levels of disparities in participation and outcomes in the nation. LWV must squarely face long-term problems of racism and cultural differences to build strong participatory citizenship. LWV Minnesota will work to develop and launch community and elected leaders and ultimately shape public policy that reflects the diversity of our state.

## **Fall Workshop**

LWV Minnesota hosts a fall workshop during every state convention year.

## **Focus Meeting**

Meeting for League members and the public that focuses on a specific issue - often held in connection with a study.

## **Grassroots**

The direct involvement of members at all levels of League makes them the fundamental source of support on issues and program.

## **Honorary Life Member**

An Honorary Life Member is a person who has been a member for 50 years or more. Life members are excused from dues payment and their Leagues pay no per member payment (PMP) for them.

## **ILO**

Acronym for an Inter-League Organization, formed by local Leagues within a county, metropolitan area, or region to act on issues that are beyond the local League area in scope. CMAL is an ILO.

## **Leaders' Update**

Weekly information is sent to all League leaders who subscribe on LWVUS website. An excellent source of information for board, team and committee members.

## **League Basics**

*League Basics*, publication of LWV US contains essential policy and organizational information applicable to every local and state League. The Web site offers suggestions, advice, guidelines and more detailed information to help leaders develop specific methods of operation to enable a League to accomplish its goals.

## **Lively Issues**

The Lively Issues meeting takes place typically in December or January to suggest which LWV Us and LWV Minnesota current action positions should be retained or dropped and to elicit members; suggestions for studies for the next one or two years. The information is sent to LWV US and LWV Minnesota for consideration.

## **Lobbyist**

A volunteer League member who promotes League positions at some level of government with the approval of the appropriate board.

## **Local League**

The grassroots organization of LWV that is qualified to do studies and take action on local issues.

## **MAL**

Member at large. A member who is not in a Local League, but may belong to a State Unit.

**Nonpartisan Policy**

League does not support or oppose any political party or candidate for public office. All members share responsibility for maintaining League's reputation for fairness and objectivity.

**Observer**

A League member who attends meetings of a government body in order to report on the processes used and the issues on the agenda.

**Per Member Payment (PMP)**

Dues used to support the LWV Minnesota and LWV US levels of League in an amount determined by members at the biennial conventions.

**Portfolio**

A term that refers to the specific responsibility carried by a board member such as voters service, action, public relations, etc. Many Leagues no longer use this method, but divide the work among board members as necessary.

**Position**

A statement of League's stand on an issue based on study, consensus (or concurrence), and League principles. The appropriate board writes positions after careful assessment of consensus results.

**Principles**

Governmental standards and policies supported by the League as a whole. They constitute the authorization for adoption of program at all levels.

**Program**

Those issues chosen by members for study and action.

**Programs**

Plans for speakers, discussion, or other activities for League meetings.

**State of Democracy Project**

LWVMNED project funded by the Joyce Foundation for the purpose of studying and implementing democratic reform to improve the conditions and quality of Minnesota's democratic processes including voting rights, census, redistricting and campaign finance reform.

**State Unit**

A state recognized group of members-at-large, in an area where there is not local LWV.

**Study**

Study is an area of concern that is adopted at National or State convention that merits intense study and consensus action by Local Leagues to become part of the Program. Local Leagues also adopt studies when there is not a position at another level of League under which action can be taken.

**Ten Minute Activists**

Member volunteers who agree to call or write elected officials on selected issues when notified that action is needed.

**'They Represent You'**

A brochure prepared by LWV ABC. It lists all elected officials in the LWV ABC area.

**Unit**

Units are groupings of members within large local Leagues to provide more opportunity for discussion.

**Voter's Guide**

Nonpartisan publication giving candidates' qualifications and positions on selected issues.

## **Voters Service**

Year-round activity to help citizens be politically effective and to encourage their participation in the political process. Registering voters and presenting factual, nonpartisan information on candidates and election issues are basic voters service activities.

## **Voting Members**

All League members who are U.S. citizens and at least 18-years old are voting members.

## *USEFUL LEAGUE NUMBERS*

### LOCAL - LWV ABC

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### LWV ABC

Facebook: League of Women Voters ABC Minnesota  
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