

LEAGUE OF WOMEN VOTERS OF CALIFORNIA
LEAGUE OF WOMEN VOTERS OF CALIFORNIA EDUCATION FUND
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March 19 - STATE BOARD KIT
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Materials Supporting Agenda Topics:

1. Development Committee Plans (Heard) None
2. Advocacy (Chun Hoo) 9
3. Governance Committee (Edwards) None
4. Financial Committee (Carrillo) None
5. LWVUS Convention (Moon Goldberg) 12
6. Redistricting (Hutchison) 13
7. Voter Service/Engagement (Moon Goldberg) 14

Materials Supporting LWVC Board Meeting:

1. Agenda Adjustments None
2. Conflict of Interest Stated (de Llamas) None
3. Consent Calendar (de Llamas) 16
4. Treasurer’s Report None
5. Executive Director’s Report (Doute) None
6. Consideration of Motions
 a. Motion to approve legislative priorities (Chun Hoo) None
7. Program None
8. Membership None
9. Items for Future Agendas None
10. Other Business None

Materials Supporting LWVCEF Board Meeting:

1. Agenda Adjustments	None
2. Conflict of Interest Stated (de Llamas)	None
3. Consent Calendar (de Llamas)	16
4. Treasurer's Report	None
5. Executive Director's Report (Doute)	None
6. Consideration of Motions	None
7. Voter Service	None
8. Items for Future Agendas	None
9. Other Business	None

Information Only

Jacquie Canfield	49
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LWVC/LWVCEF

Board of Directors Meeting

March 19, 2022

Location: [Zoom conference](#)

SATURDAY - March 19, 2022

9:30 AM - 10:00 AM - Social Hour

Purpose: Social Time

Outcome: Understanding of Board Members personalities

Level of Discussion: Social

Preparation: bring your morning beverage and be ready to relax and to share personal stories

10:00 AM - 10:45 AM - Development Committee Plans (Heard)

Purpose: Board to undergo training on development

Outcome: Board understands concepts of development

Level of discussion: generative, strategic

10:45 AM - 11:15 AM - Advocacy (Chun Hoo, Rose)

Purpose: Report of status of advocacy including legislative priorities recommendations

Outcome: Board understands breadth of advocacy and current status and approves legislative priorities recommended by the Legislation Committee

Level of discussion: strategic

11:30 AM - 12:00 PM - Governance Committee (Edwards)

Purpose: Review and discuss Governance Committee work thus far, the plans for future work, various committee charters, status of other committees. Please see the charters in the consent calendar contents provided by the Board Secretary.

Outcome: Board understands current status and plans

Level of Discussion: strategic, tactical

12:00 PM - 12:30 PM - Lunch - Away from the computer. Stretch. Get Fresh Air.

12:30 PM - 1:00 PM - Finance Committee (Carrillo)

Purpose: Examination of LWVC financial statements

Outcome: Board understands current financial position.

Level of discussion: strategic, tactical

1:00 PM - 1:15 PM - LWWUS Convention

Purpose: Begin discussion of the LWVC delegation and financial backing for it

Outcome: Board understands the status of the convention planning and finances related to it.

Level of discussion: strategic, tactical

1:15 PM - 1:30 PM - Redistricting (Hutchison)

Purpose: Inform the Board of LWVC's next steps for the current phase of redistricting at state and local levels

Outcome: Board understands LWVC and local League's role in the next stages of redistricting

Level of discussion: strategic

1:30 PM - 2:15 PM - Voter Service/Engagement

Purpose: Inform the Board of LWVC's plans for June, 2022 election, Nov 2022 election

Outcome: Board understands plans and why the DEI lens is important

Level of discussion: strategic

2:15 PM - 2:30 PM - Break

2:30 PM - 3:15 PM - LWVC/EF Board meetings



**LWVC BOARD OF DIRECTORS MEETING
Saturday, March 19, 2022**

President Carol Moon Goldberg
 Second Vice President Gloria Chun Hoo
 Treasurer Frances Carrillo
 Director Debbie Fagen
 Director Helen Hutchison
 Director Astrid Ochoa
 Director Kathleen Quenneville
 Staff: Executive Director Stephanie Doute

First Vice President Tracey Edwards
 Secretary Caroline de Llamas
 Director Maxine Anderson
 Director Cynthia Heard
 Director Adena Ishii
 Director Maya Paley
 Director Shelly Saini

Time	Topic	Person
	Administrative	
2 min	1. Call to Order / Roll Call	Moon Goldberg
5 min	2. Agenda Adjustments	Moon Goldberg
2 min	3. Conflict of Interest Stated	de Llamas
5 min	4. Consent Calendar -See attachment for complete list of items	de Llamas
10min	5. Treasurer's Report –	Carrillo
5 min	6. Executive Director's Report	Doute
5 min	7. Motions -motion to approve legislative priorities	Chun Hoo

	Director/Committee Reports	
	8. Program & Advocacy	Chun Hoo
	9. Other Business	Moon Goldberg
	10. Closed Session	
	-no session at this time	
	11. Items for Future Agendas	Moon Goldberg
	12. Adjournment	Moon Goldberg



**LWVC BOARD OF DIRECTORS EDUCATION FUND
Saturday, March 19, 2022**

President Carol Moon Goldberg
 Second Vice President Gloria Chun Hoo
 Treasurer Frances Carrillo
 Director Debbie Fagen
 Director Helen Hutchison
 Director Astrid Ochoa
 Director Kathleen Quenneville
 Staff: Executive Director Stephanie Doute

First Vice President Tracey Edwards
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Time	Topic	Person
	Administrative	
2 min	1. Call to Order / Roll Call	Moon Goldberg
5 min	2. Agenda Adjustments	Moon Goldberg
2 min	3. Conflict of Interest Stated	de Llamas
5 min	4. Consent Calendar - -see attachment for complete list	de Llamas
10min	5. Treasurer's Report -	Carrillo

5 min	6. VP Report on Voter Service	Moon Goldberg/ Doute
	7. Other Business	Moon Goldberg
	<i>none</i>	
	8. Items for Future Agendas	Moon Goldberg
	9. Adjournment	Moon Goldberg

Program and Advocacy Report for March 2022

Gloria Chun Hoo

Purpose: Inform Board of Program and Advocacy activities and inform board of recommended Legislative Priorities for 2022.

Process: Board reviews this report and is prepared to vote on Legislative Priorities as recommended by the Legislative Committee.

Outcome: Board is informed and aware of State advocacy activities and plans for next four months. Board understands Legislative Priorities.

Preparation: Read this report, briefly look at the [Advocacy Dashboard](#) and the Advocacy 2021 Wrap-Up report as a separate attachment.

Legislative Priorities 2022 (requiring Board vote)

The Legislation Committee met on Thursday, March 10, discussed and reviewed these Legislative Priorities for 2022, and is recommending them for Board vote and adoption. We are going into the second year of our two-year Legislative cycle and these priorities are unchanged from last session.

1. Making Democracy Work

- Voting Rights
- Voter Protection and Service
- Election Reform with a focus on expanding the electorate and making it more representative.
- Money in Politics
- Redistricting (assessment and reform planning)

2. Housing (implementation and community education focused)

- Housing supply - availability, affordability, and production
- Homelessness

3. Climate Change with a focus on water

4. Criminal Justice

- Racial Justice Act for All (co-sponsor)

Other Legislative Issues - as time and resources permit.

- Support requests from local Leagues and ILOs for advocacy on bills of specific interest to their jurisdictions.
- Act as appropriate on other core issues like the Initiative and Referendum Process and Open Government.
- Consider Program Director recommendations for action on the highest priority bills in their program areas.

Legislative Interviews by Local Leagues

During the last two months, local Leagues throughout the state have participated in conducting interviews with their Senate or Assemblymembers. To date, 34 local Leagues have participated in these interviews meeting with 25 senators (25/40) or 62%, and with 35 Assemblymembers (35/80) or 43%. Reports are still coming in and that number may increase. We will be looking more closely at these reports provided by the local Leagues.

Funding for voter outreach/education

Important effort and time is being spent to secure funding in the state budget for voter education and outreach to extend through the 2024 election cycle. Dora has been negotiating and working with partners to lock in such funding.

Bills we are co-sponsoring

Legislatively, we are continuing to work on moving the **Racial Justice For All** (Kalra) legislation forward and co-sponsoring a new bill with the ACLU, **AB2842** (Low) to address both registration cancellation and conservatorship voting rights. This legislation will require a notice of registration cancellation be sent to voters prior to cancellation and offer them an opportunity to correct any errors related to official records. This bill also introduces procedures to ensure more consistency and transparency related to the finding that someone is disqualified to vote due to “mental incompetence.” This legislation is needed because errors in existing reporting systems and overly aggressive voter purges leads to disenfranchisement of eligible voters. Research shows that these erroneous cancellations disproportionately impact voters who are Black, Brown, indigenous or other people of color, low-income and young people.

Legislation Committee Meetings with Sacramento Leaders

Each March, we try to gather the Legislation Committee to an annual in-person meeting in Sacramento and also to arrange meetings with key staff or agency heads so that we can build relationships and develop great understanding about some of the concerns of policy makers. This year these meetings were arranged with key staff at the Legislative Analyst's Office, chief consultant for the Assembly Committee on Elections and Director of Research at the California Budget and Policy Center. Additional smaller meetings were set with Senator Steve Glazer's office to discuss Higher Education and Community Colleges, the Director of Child and Youth Behavior at the state's Health and Human Services Agency, and the Budget Advisor to Speaker Anthony Rendon.

In January, three programs engaged local League members: 1) Advocacy Tune-In and Tune-Up - to train legislative analysts; 2) Housing and Homelessness Discussion with s are Ned Resnikoff, public policy manager at UCSF's Benioff Homelessness and Housing Initiative, and Melissa Breach, Cal YIMBY; and 3) with Pasadena and LA County Leagues, co-sponsored a special lunchtime screening of the film, *“Racially Charged: America's Misdemeanor Problem”* followed by a panel discussion.

Net Energy Metering Webinar and Other programs for Local Leagues

Over 50 people were registered to participate in a discussion-webinar to be held on Friday, March 11 on Rooftop Solar Net Energy Metering which was designed to provide some background information on this highly controversial topic which has confused

many League members. Talking points and a background paper about this very complex issue were developed by members of the Natural Resources energy and electric team members, led by Natural Resources Area Director Diz Swift.

LWVUS Convention Carol Moon Goldberg

Purpose: Inform the Board of the logistics of LWVUS Convention scheduled for June 23-26, 2022

Process: Board to discuss possible ways to finance LWVC Board members to attend either in person or virtually, the potential for Board members to attend as delegate for their local Leagues

Outcome: Board understands what is needed to attend the LWVUS Convention

Preparation: Please review the below

The [LWVUS Convention](#) is scheduled for June 23-26, 2022 in Denver, CO. This will be both an in person and a virtual convention. All caucuses and the plenary sessions will be live streamed for those who do not attend in person. No speeches, workshops, or caucuses are identified on the convention website as of 3/9/2022.

The results of the LWVUS Program Planning Process have not been released.

The LWVC is entitled to 6 delegates. Ideally the whole LWVC Board attends the convention. Some of our Board are on their local League boards and can serve as local delegates.

The costs are as follows:

In person delegate	\$475
Virtual delegate	\$300
Observer	\$300
Hotel	\$209/night
Reception	\$100
Airfare	????

The governing budget this year includes no provision for anything related to delegate fees or Board travel in general.

Questions for the Board:

Will you be a delegate from your local League?

Do we want/need the LWVC delegation to be in person, virtual, or a combination of both?

How do we pay for the delegation?

LWVC Redistricting Helen Hutchison

State Redistricting

The coalition with which we worked during the active redistricting cycle (selection of the commission, and their work to develop the new maps) continues to meet – though less often, and with slightly fewer attendees.

The commission has moved in to its “Lessons Learned” work. They will develop a set of recommendations for the next commission, as well as potentially propose changes to the laws and regulations under which they work. Our coalition sent an [extensive set of recommendations](#) to the commission, and will monitor their discussions.

Local Redistricting

Local redistricting is winding down, but not fully completed. Some local Leagues are still actively involved in working on at least some local redistricting – county, city, schools, special districts.

Last month, we sent an extensive questionnaire to local Leagues asking about their experiences with local redistricting. We are holding a series of webinars with local Leagues to report on the results and discuss what kinds of changes to the laws could be under consideration for the 2030 redistricting cycle. These are designed to both gather stories about local redistricting, and to gauge what changes our members are most enthusiastic about.

We will be working as part of a small coalition (Common Cause, Asian Americans Advancing Justice – Asian Law Caucus, and the ACLU) on framing a set of changes for local redistricting.

Voter Service/Engagement

Carol Moon Goldberg

Purpose: Board to be informed of plans for June and November elections and the DEI underpinnings of some of them

Process: Board to engage in discussion to further understanding of Voter Service Strategy and demographics of potential target audiences as it relates to elections.

Outcome: Board understands.

Preparation: Watch [Equity in Voter Turnout after Pandemic Changes](#) and read the below.

The video was prepared by the Public Policy Institute of California. Please note that the first part of the video is pretty technical in terms of turnout. Do not worry about trying to fully understand that. The purpose of watching it is to see the demographics of who turns out and who does not. Those demographics do not change much from before the pandemic. Also, please note our Board member Astrid Ochoa's contribution to the conversation!

The purpose for viewing the video is to help the Board see why the youth get out the vote campaigns in November 2020 and September 2021 recall elections were undertaken. Those campaigns were done with a DEI lens helping to define which voters the campaign sought to engage.

The LWVCEF Voter Service Strategy was developed in 2014. It is not technically a strategy but is more of a statement of purpose. It reads:

Purpose:

We work to engage all Californians to participate in all levels of civic life and to make the electorate reflect our state's demographics.

Vision:

A healthy and thriving democracy is when all Californians have equal access to information and tools to actively participate in all levels of civic life.

As the Board members probably know, the LWVC has a number of vehicles for reaching the electorate at large. The intent of the projects is to give citizens the non-partisan information needed to become active knowledgeable voters. Voter's Edge, the Easy Voter Guide, and the Pros & Cons are the vehicles.

Voter's Edge is a partnership that combines LWVC's content work with MapLight's ability to mine and organize campaign finance disclosures in a format that makes it useful to voters. This website is intended to reach voters who routinely turn to the Internet for information. Many parts of Voter's Edge will be available in Spanish. The

LWVC and local League volunteers contact candidates to obtain biographical and other information for Voter's Edge. The work of the volunteers begins once the official candidate lists are released.

The Easy Voter Guide is designed for new and busy voters and is a long time project. It is a plain language explanation of the basics of voting, the offices that appear on the ballot, and very condensed information about any statewide ballot propositions. It is available in Spanish, Chinese (Mandarin), Korean, and Vietnamese. The content is authored by a company that specializes in civic engagement in plain language and is overseen by the LWVC. Its contents are community reviewed by a literary program. The proposition explanations are reviewed by the Legislative Analyst's Office. The June 2022 Guide will be online only. The November 2022 Guide will be available in hard copy.

Pros & Cons is a long time League project written and run entirely by League volunteers. It offers a more comprehensive look at the statewide ballot measures that is not as concise as the Easy Voter Guide and not as comprehensive as the official Voter Information Guide. The Pros & Cons are usually in Spanish as well. There is always a need for competent writers, editors, and reviewers of the content. Power point slides are also provided. There is ongoing discussion about producing videos based on the Pros/Cons for use by local Leagues.

Projects such as the youth Get Out the Vote campaign in TikTok are more specifically targeted to groups. Funding for projects such as this seem to come about suddenly. The Voter Service Strategy helps the LWVC to apply for and access such funding and to do so without delay.

LWVC/LWVCEF Consent Calendar
Caroline de Llamas, Secretary
March 19, 2022

Governance/Administration

1. Approval of LWVC Minutes*

- Regular Board Meeting of December 4, 2021
- Executive Committee Meeting of December 31, 2021
- Special Board Meeting of January 5, 2022
- Executive Committee Meeting of March 3, 2022

2. Approval of LWVCEF Minutes*

- Regular Board Meeting of December 4, 2021

3. Approval of Proposed Committee/Task Force Charters*

- Audit Committee
- Convention Committee for Convention Year 2023
- Development Committee
- Diversity, Equity, Inclusion
- Executive Committee
- Finance Committee
- Governance Committee
- Legislation Committee
- MyLO Task Force
- Nominating Committee

4. Appointments

- Maya Paley – Co-Chair of the LWVC Development Committee

***See Attachments**

Please note: Consent Calendar items are adopted by one motion. Any board member may request removal of an item for individual consideration at the meeting. Report any additions or corrections to the LWVC/EF Secretary prior to the board meeting at dellamasc@aol.com.

League of Women Voters of California
Minutes of a Regular Meeting of the Board of Directors
December 4, 2021 – Electronic Communication

CALL TO ORDER: President Carol Moon Goldberg called the Regular Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 2:48 p.m. on Saturday, December 4, 2021. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Treasurer Frances Carrillo
Director Debbie Fagen
Director Adena Ishii
Director Shelly Saini

First Vice President Tracey Edwards
Secretary Caroline de Llamas
Director Maxine Anderson
Director Helen Hutchison
Director Maya Paley
Director Kathleen Quenneville.

Absent: Directors Cynthia Heard and Astrid Ochoa.

Staff Present: Executive Director Stephanie Doute.

CONFLICT OF INTEREST: None stated.

AGENDA ADJUSTMENTS: (1) Item 4, *Update of Policies & Procedures MS-3 Member Services*, was removed from the Consent Calendar to allow for board discussion. (2) The Item 7 motion regarding *Strategic Planning Initiative Funds* was removed and will be added to the LWVCEF Agenda. (3) The Item 7 motion regarding the *Mission/Vision/Values Statement* will be added to the LWVCEF Agenda.

CONSENT CALENDAR: By unanimous consent of those present, the LWVC Board acted as follow:

Approval of LWVC Minutes

- October 2, 2021 – Regular Meeting (Directors Ishii and Saini abstained as they were absent from the meeting).

LWVC Board Committees

- Appointed Marjorie Bailey (LWV San Francisco) to the Audit Committee
- Removed Tracey Edwards (LWVC Board) from the Finance Committee
- Approved the Charter of the Local League Coaches
- Approved the Charter of the Strategic Planning Task Force.

Local League Coaches (LLCs)

- Accepted the resignation of Phyllis White (LWV Oakland) as a Local League Coach
- Appointed Debra Barger (LWV Butte County) as a local League Coach.

Dissolution of Local Leagues/MAS Units

- LWV of Antelope Valley
- High Desert MAS Unit.

CONSENT CALENDAR (continued):

LWVC Nominating Committee

- Accepted the resignation of Thanayl Lindsey (LWV Los Angeles) from the LWVC Nominating Committee.

POLICIES & PROCEDURES – MEMBER SERVICES MS – 3: After board discussion, the following motion was offered to clarify the language in the Advocacy Activities section of the MS-3 Policy.

Motion: Hu/Hutchison moved the LWVC Board approve the proposed changes to the MS-3 Policy as reflected in the SBK Report, and that in addition, the last sentence in the Advocacy Activities section be changed to read as follows: “All advocacy activities that include the public must be approved by the unit advisor, LLC Coordinator, and the Program/Advocacy Director in consultation with the staff program director/advocate.” The motion carried unanimously (Heard and Ochoa absent).

TREASURER’S REPORT: Treasurer Fran Carrillo presented the LWVC Financial Reports for the period ending September 30, 2021 and responded to questions. The reports were received and filed.

EXECUTIVE DIRECTOR’S REPORT: The report was presented during the earlier workshop session.

STRATEGIC PLANNING TASK FORCE: The following motion was presented for consideration.

Motion: Quenneville/Strategic Planning Task Force moved the LWVC Board adopt the following Mission, Vision, and Values statements to align with the LWVUS statements. “**Mission:** Empowering voters. Defending democracy. **Vision:** We envision a democracy where every person has the desire, the right, the knowledge, and the confidence to participate. **Values:** We believe in the power of women to create a more perfect democracy.” The motion carried unanimously (Heard and Ochoa absent).

PROGRAM & ADVOCACY: Second Vice President Gloria Hoo updated the Board about the Policy Interest Groups working throughout the state on water, criminal justice, health, and immigration.

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 3:04 p.m.

Submitted by:

/s/

**Caroline de Llamas
LWVC Secretary**

Attachment: LWVC Board Committees and Task Forces – Updated through December 4, 2021

LWVC Board Committees and Task Forces – Updated December 4, 2021

Audit	Convention	DE&I
Staff: N/A Marjorie Bailey Tracey Edwards Debbie Fagen	Debbie Fagen – Chair Staff: Sharon Stone Carol Moon Goldberg (ex officio) Off-Board Support - TBD	Adena Ishii – Chair Staff: Sharon Stone Gloria Chun Hoo Maya Paley Carol Moon Goldberg (ex officio)
Development	Executive	Finance
Cynthia Heard – Chair Staff: Stephanie Doute Helen Hutchinson Adena Ishii Astrid Ochoa Carol Moon Goldberg (ex officio)	Carol Moon Goldberg - Chair Staff: Stephanie Doute Fran Carrillo Caroline de Llamas Tracey Edwards Gloria Chun Hoo	Fran Carrillo – Chair Staff: Rosalinda Venegas/Stephanie Doute Debbie Fagen Carol Moon Goldberg (ex officio) Maya Paley Shelly Saini Off Board – Continuing Katherine Gavzy Natalya Zernitskaya
Governance	Legislation	Local League Coaches
Tracey Edwards - Chair Staff: Stephanie Doute Fran Carrillo Caroline de Llamas Carol Moon Goldberg Kathleen Quenneville Off Board Support: Jacque Canfield	Gloria Chun Hoo – Chair Staff: Dora Rosa Maxine Anderson Carol Moon Goldberg Helen Hutchison Off Board – Continuing Diz Swift Elizabeth Ralston Linda Phillips Susan Rice Brenda Rodriguez Mia Villasenor	Jacque Canfield – Chair Caroline de Llamas – Board Liaison Staff: Sharon Stone Carol Moon Goldberg (ex officio)
Nominating	Voter Engagement	
Carolina Goodman – Co-Chair Marilu Guevara – Co-Chair Staff: Stephanie Doute Maxine Anderson Kathleen Quenneville	Carol Moon Goldberg – Co-Chair Staff: Elizabeth Leslie & Andrew Muse-Fisher Shelly Saini TBD – Co-Chair	

Task Forces

Grant Seeking	MyLO	Voter's Edge Fundraising
Maya Paley – Chair Staff: Stephanie Doute Carol Moon Goldberg (ex officio) Cynthia Heard Astrid Ochoa Fran Carrillo	Shelly Saini – LWVC Liaison Staff: Amaris Lebron & Elizabeth Leslie Carol Moon Goldberg (ex officio) Off Board Support - TBD	Astrid Ochoa –Chair Staff: Sharon Stone Cynthia Heard Carol Moon Goldberg (ex officio) Off Board Support - TBD
Strategic Planning		
Kathleen Quenneville - Chair Staff: Stephanie Doute Carol Moon Goldberg Tracey Edwards Debbie Fagen		

**League of Women Voters of California
Minutes of a Meeting of the Executive Committee
December 31, 2021 – Electronic Communication**

CALL TO ORDER: President Carol Moon Goldberg called the Meeting of the Executive Committee of the League of Women Voters of California (LWVC) to order on Friday, December 31, at 11:00 a.m. to discuss the item noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Treasurer Frances Carrillo.

First Vice President Tracey Edwards
Secretary Caroline de Llamas

Absent: None.

CONFLICT OF INTEREST: None were stated.

CLOSED SESSION ITEM

President Moon Goldberg called for a Closed Session after roll call for the discussion of personnel related matters.

RECONVENED IN OPEN SESSION

The meeting reconvened at 11:45 a.m. with all members of the Executive Committee present. President Moon Goldberg advised that she would move forward pursuant to the parameters set out by the Executive Committee.

ADJOURNMENT

There was no further business to come before the Executive Committee. The meeting was duly adjourned by the Chair at 11:48 a.m.

Submitted by:

/s/

**Caroline de Llamas
LWVC Secretary**

League of Women Voters of California
Minutes of a Special Meeting of the Board of Directors
January 5, 2022 – Electronic Communication

CALL TO ORDER: President Carol Moon Goldberg called the Special Meeting of the Board of Directors of the League of Women Voters of California to order at 6:00 p.m. on Wednesday, January 5, 2022 to discuss the matters noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Director Maxine Anderson
Director Cynthia Heard
Director Adena Ishii
Director Shelly Saini.

First Vice President Tracey Edwards
Secretary Caroline de Llamas
Director Debbie Fagen
Director Helen Hutchison
Director Maya Paley

Absent: Treasurer Frances Carrillo and Directors Ochoa and Quenneville.

Others present: None.

CONFLICT OF INTEREST: None were stated.

CLOSED SESSION ITEM

The Closed Session was called to discuss personnel matters. President Moon Goldberg reported regarding the Executive Committee's direction of December 31, 2021.

RECONVENE OPEN SESSION AND ANNOUNCE ACTION

The Special Meeting reconvened in open session at 6:45 p.m. with all the board members noted above in attendance.

Motion: Ishii/Paley moved the LWVC Board ratify the Executive Committee action of December 31, 2021. The motion carried unanimously (Carrillo, Ochoa, and Quenneville absent).

LWVC NOMINATING COMMITTEE APPOINTMENT

Motion: Hoo/Fagen moved the LWVC Board appoint Kande Mosley (LWV Berkeley/Albany/Emeryville) to the LWVC Nominating Committee vacancy for the unexpired term to June 30, 2023. The motion carried unanimously (Carrillo, Ochoa, and Quenneville absent).

ADJOURNMENT

There was no further business to come before the Board and the meeting was duly adjourned by the Chair at 6:52 p.m.

Submitted by:

/s/

Caroline de Llamas
LWVC Secretary

**League of Women Voters of California
Minutes of a Meeting of the Executive Committee
March 3, 2022 – Electronic Communication**

CALL TO ORDER: President Carol Moon Goldberg called the Meeting of the Executive Committee of the League of Women Voters of California (LWVC) to order on Thursday, March 3, 2022, at 7:00 p.m. to discuss the item noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg

First Vice President Tracey Edwards

Second Vice President Gloria Chun Hoo

Treasurer Frances Carrillo.

Absent: Secretary Caroline de Llamas (arrived at 7:30 p.m.)

Others present: Executive Director Stephanie Doute.

CONFLICT OF INTEREST: None were stated.

REASON FOR THE MEETING: President Moon Goldberg said she called the meeting to discuss forms of funding for the payment for an academic paper on the second Citizens Redistricting Commission. Some funding in the form of a grant is in place, but ideas and suggestions are needed to supplement it.

Discussion ensued among and between the members. They were encouraged to keep this project in mind and to forward any ideas and leads as they arise to President Moon Goldberg and Executive Director Doute. Funding of the project will be shared with at least one other organization, and the timeline will be spread over the next few months.

ADJOURNMENT: There was no further business to come before the Executive Committee. The meeting was duly adjourned by the Chair at 7:32 p.m.

Submitted by:

/s/

**Caroline de Llamas
LWVC Secretary**

**League of Women Voters of California Education Fund
Minutes of a Regular Meeting of the Board of Directors
December 4, 2021 – Electronic Communication**

CALL TO ORDER: President Carol Moon Goldberg called the Regular Meeting of the Board of Directors of the League of Women Voters of California Education Fund (LWVCEF) to order at 3:06 p.m. on Saturday, December 4, 2021. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Secretary Caroline de Llamas
Director Maxine Anderson
Director Gloria Chun Hoo
Director Adena Ishii
Director Shelly Saini

First Vice President Tracey Edwards
Treasurer Frances Carrillo
Director Debbie Fagen
Director Helen Hutchison
Director Maya Paley
Director Kathleen Quenneville.

Absent: Directors Cynthia Heard and Astrid Ochoa.

Staff Present: Executive Director Stephanie Doute.

CONFLICT OF INTEREST: None stated.

AGENDA ADJUSTMENTS: The following items were added to Item 7 of the agenda: (1) Motion dealing with *Strategic Planning Initiative Funds*; and (2) Motion regarding adoption of the LWVUS *Mission/Vision, Values Statement*.

APPROVAL OF MINUTES: The LWVCEF Regular Meeting Minutes of October 2, 2021, were presented for consideration.

Motion: Hutchison/Quenneville moved to approve the Minutes of the Regular Meeting of October 2, 2021 as submitted. The motion carried, with Ishii and Saini abstaining as they were not present at the meeting (Heard and Ochoa absent).

TREASURER'S REPORT: Treasurer Fran Carrillo presented the LWVCEF Financial Reports for the period ending September 30, 2021. The reports were received and filed.

VOTER SERVICE: President Moon Goldberg shared comments gleaned from local Leagues about the conduct of candidate forums, both in-person and virtually. Online seminar and workshop training materials are available on the website to assist Leagues in developing expertise and establishing best practices when conducting forums via Zoom and/or in-person.

STRATEGIC PLANNING TASK FORCE: Motions on behalf of the Task Force were offered for consideration.

Motion: Quenneville/Strategic Planning Task Force moved the LWVCEF Board adopt the following Mission, Vision, and Values statement to align with the LWVUS statements. **"Mission:** Empowering voters. Defending democracy. **Vision:** We envision a democracy where every person has the desire, the right, the knowledge, and the confidence to participate. **Values:** We believe in the power of women to create a more perfect democracy." The motion carried unanimously (Heard and Ochoa absent).

STRATEGIC PLANNING TASK FORCE (continued):

Motion: Quenneville/Strategic Planning Task Force moved the LWVCEF Board authorize the disbursement of up to \$10,000 from the Strategic Initiative Fund for payment to secure an appropriate consultant to help guide the strategic planning process. The motion carried unanimously (Heard and Ochoa absent).

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 3:19 p.m.

Submitted by:

/s/

**Caroline de Llamas
LWVCEF Secretary**

LWVCEF Regular Meeting

Consent Calendar
PROPOSED CHARTERS

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Audit Committee Charter	
Role	The Audit Committee’s role is to assist the LWVC/LWVCEF boards in fulfilling their oversight responsibilities regarding the organizations’ financial matters, as more specifically described below under Responsibilities.
Responsibilities	<p>To fulfill its purposes, the committee will consider all appropriate matters related to:</p> <ul style="list-style-type: none"> a) the financial statements of the organizations and other official financial information provided to the public; b) the adequacy of management’s system of internal controls, policies and procedures, and management’s compliance with such on a periodic basis; c) the annual independent audit/review process, including: <ul style="list-style-type: none"> i) recommending to the boards the retention and termination of the independent auditor; ii) rotating the auditing firm and/or audit lead and reviewing partners, every five years; iii) negotiating the compensation of the auditor; iv) conferring with the auditor to satisfy the committee members that the financial affairs of the organizations are in order; v) approving the hiring of the auditing firm for any non-audit services; and vi) reviewing the Audit Report’s findings highlighting any areas that should be addressed by staff and/or board. d) Any other duties as may be delegated to it by the boards.
Membership and Voting	<ul style="list-style-type: none"> • All committee members will be appointed by the board consistent with the bylaws. • The committee will consist of three members. • Only one of the committee’s members should be a member of the Finance Committee. • Term for committee members will be two years and be co-terminus with board terms.
Criteria for Individual Participation	<p>Committee members:</p> <ul style="list-style-type: none"> • May not be the LWVC/LWVCEF president, treasurer, executive director or other staff member. • May not have a financial interest or any other conflict of interest with any entity doing business with the LWVC/LWVCEF. • It is preferred that all members have financial experience.

Chair	<ul style="list-style-type: none"> • The chair will be selected by a majority of the committee members. The chair may not be a member of the Finance Committee. • The chair should have adequate financial experience to understand, analyze, and reasonably assess the financial statements of the organizations and the auditing firm’s competency.
Frequency of Meetings and Manner of Call	The committee will meet at times deemed advisable by the chair, but no less than four times a year.
Quorum	51% of the committee. In the event of a tie, the chair will have the casting vote.
Resources	Resources for the committee will be provided at the discretion of the Executive Director and the boards.
Reporting	The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the boards’ secretary. At least annually, based on a schedule agreed upon by the boards and the committee, the committee will report to the boards regarding its planned activities, its completed activities since its last report, and any findings that need to be addressed to the boards or any of their committees.
Date Last Reviewed Date Last Approved	March 4, 2022 _____, 2022
Clarity of roles	Committee Chair – The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and presentations to the boards.

LWVC Convention Committee Charter for Convention Year 2023	
Role	<p>The Convention Committee is chartered to:</p> <ul style="list-style-type: none"> • Create a compelling convention that offers engaging subject matter that promotes and showcases the mission and work of the LWVC and of Local Leagues • Ensure the vitality and innovation at convention that provides value to members
Responsibilities	<p>In collaboration with the executive director and/or staff member(s):</p> <ol style="list-style-type: none"> 1. Make recommendations for the design, structure, and content of convention 2. Ensure that the Convention Plan is compliant with LWVC Bylaws Article IX (including DEI focus) and relevant policies & procedures 3. Develop theme for convention 4. Develop activities that will make convention well rounded and appealing to League members including, but not limited to, workshops that will benefit and engage members with appropriate presenters, speakers for keynote sessions, and brainstorming for social activities for members 5. Develop and implement programs/events to engage membership through opportunities to (re)connect and to learn from each other 6. Engage in sponsorship and fundraising planning and execution 7. Identify potential risk(s) and create backup plan(s) 8. Perform all of the above items in cooperation with the executive director and/or designated staff
Membership and Voting	<p>Not less than three and not more than five members. All members will be voting members. At least one member, who will be the Chair, will be a member of the LWVC Board.</p>
Criteria for Individual Participation	<p>Committee members are:</p> <ul style="list-style-type: none"> • Committed, highly organized • Technical skills and/or creativity are a plus
Chair	<p>The chair will be nominated by the Governance Committee and approved by the LWVC board. The Chair will be a member of the Board.</p>
Frequency of Meetings and Manner of Meeting	<p>Meet as often as needed to complete its work.</p>
Quorum and Voting	<p>51% of the committee. In the event of a tie, the Chair will have the casting vote.</p>

Resources	Resources for the committee will be provided at the discretion of the executive director and the LWVC board.
Reporting	The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the LWVC’s board secretary.
Date Last Reviewed Date Last Approved	January 7, 2022
Clarity of Roles	<p>Committee Chair – The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the board.</p> <p>Staff Liaison –The executive director or her designee is a full non-voting participant in the committee.</p>

Development Committee Charter

Summary	<p>In partnership with the executive director and development staff, the Development Committee engages the boards in board-level fundraising and helps develop a culture of giving and sustainability. The Development Committee is expected to report out and engage the boards in development activities at every meeting and help support the boards and staff in development activities between meetings.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Engage the boards in strategic development conversations to help the boards develop a culture of giving and development, set their expectations about how they will participate in board level give/gets, setting give/get goals, and how they will maintain accountability as boards to accomplishing these goals/commitments. 2. Ensure the boards are participating in major giving which may include donor stewardship efforts, prospecting, making warm introductions to LWVC staff, holding virtual events, etc. 3. Build or leverage corporate relationships to increase corporate giving to the LWVC/LWVCEF. Make warm introductions to LWVC staff. 4. Ensure development remains a board priority and engage the boards in some kind of development conversation or training at every meeting. 5. Work to ensure the success any task force that is formed to effectuate a specific development purpose. Ensure that such task forces are active and making progress towards their budget goals, working in collaboration with staff. 6. Raise funds to help ensure sustainability of the LWVC and LWVCEF.
Membership and Voting	<p>The committee will be composed of no less than five members. At least three Development Committee members will be Board members. All members will be voting members.</p>
Criteria for Individual Participation	<p>Committee members are:</p> <ul style="list-style-type: none"> • LWVC members who have the desire, connections, time, and capacity to help the Committee meet its goals. • Non-members will be given consideration to serve as this committee raises funds for the LWVCEF, which does not have members and is a public benefit organization.
Chair	<p>The chair will be nominated by the Governance Committee and approved by the boards</p>
Frequency of Meetings and Manner of Call	<p>The committee meets monthly. Task Forces housed under the committee will also separately meet monthly, and do not require the participation of the full committee. Task Forces will report to the full committee at its monthly meeting.</p>

Quorum	51% of the committee. In the event of a tie, the chair will have the casting vote.
Resources	Resources for the committee will be provided at the discretion of the executive director and the boards.
Reporting	The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the boards' secretary.
Date Last Reviewed Date Last Approved	January 7, 2022 _____
Clarity of roles	<p>Chair – The chair is responsible for presiding over its deliberations and actions. If the chair is a board member, the chair guides the work of the committee within its charter and presides over presentations to the boards.</p> <p>Board Liaison – If the chair is not a board member, the liaison guides the work of the committee within its charter and presides over presentations to the boards.</p> <p>Staff Liaison – The executive director or her designee is a full non-voting participant in the committee.</p>

Diversity, Equity, Inclusion Committee Charter

<p>Role</p>	<p>The Diversity, Equity, Inclusion (DEI) Committee is chartered to:</p> <ul style="list-style-type: none"> • Ensure DEI is an ongoing priority of our boards and is integrated into our work. • Support the Nominating Committee in selecting diverse candidates. • Ensure convention uses a DEI lens. • Support Local Leagues in increasing their DEI work and facilitate sharing their work with each other.
<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Brainstorm ways in which the LWVC and LWVCEF boards can use a DEI lens in our work. 2. Ensure that the Nominating Committee is diverse in its makeup. 3. Support the Nominating Committee in finding diverse candidates. 4. Assist the Convention Committee to: <ol style="list-style-type: none"> a. Ensure that the attendees and delegates are diverse b. Make sure the convention is accessible c. Make sure convention workshops use a DEI lens d. Invite diverse speakers 5. Assist Local Leagues in increasing their DEI work. 6. Ensure Local Leagues have a place to share their DEI work.
<p>Membership</p>	<p>Not less than three and not more than five members. At least three members should be a member of the boards. The chair will be a member of the boards. All members will be voting members.</p>
<p>Criteria for Individual Participation</p>	<p>Committee members are:</p> <ul style="list-style-type: none"> • Available for the committee’s monthly meetings • Open to continuing to learn about DEI. • Respectful in the committee’s meetings.
<p>Chair</p>	<p>The chair will be nominated by the Governance Committee and approved by the board.</p>
<p>Frequency of Meetings and Manner of Call</p>	<p>The committee meets no less than monthly.</p>
<p>Quorum</p>	<p>51% of the committee. In the event of a tie, the chair will have the casting vote.</p>

Resources	Resources for the committee will be provided at the discretion of the executive director and boards.
Reporting	The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the boards' Secretary.
Date Charter Last Reviewed Date Approved by the Board	February 09, 2022 _____, 2022
Clarity of roles	<p>Committee Chair –The chair guides work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the boards.</p> <p>Staff Liaison –The executive director or her designee is a full non-voting participant in the committee.</p>

Executive Committees Charter

Role	<p>The LWVC/LWVCEF Executive Committees are chartered to:</p> <ul style="list-style-type: none"> • Transact emergency business between board meetings primarily for in-house League business (P&P G-6) • Consult with the board president in the evaluation of the Executive Director (P&PG-7) • Transact other business as authorized by the boards
Responsibilities	<ul style="list-style-type: none"> • Consider and transact business that is urgent and primarily for in-house League business. • Transact any other business as authorized by the boards. • Respond to a request to the executive committee by a member of the boards made pursuant to Policies & Procedures G-6 • Notify the full boards of any decision made by the Executive Committee pursuant to Policies & Procedures G-6 • Submit the decision to the full boards for ratification at the next scheduled meetings • Consult with the Board President in the annual performance evaluation of the Executive Director pursuant to Policies & Procedures G-7
Membership and Voting	<ul style="list-style-type: none"> • The LWVC executive committee is composed of five (5) members of its board of directors: the president, the first vice president, the second vice president, the secretary, and the treasurer. • The LWVCEF executive committee is composed of five (5) members of its board of directors: the president, the first vice president, the second vice president, the secretary, and the treasurer. • The term of committee members is coterminous with their terms as officers of LWVC.
Criteria for Individual Participation	<ul style="list-style-type: none"> • LWVC Executive Committee members are the officers elected by the membership of the League of Women Voters of California or appointed by the LWVC's board. • The LWVCEF Executive Committee members are those appointed to the LWVCEF Board to serve as officers.
Chair	<p>The LWVC's president is the chair of the LWVC/LWVCEF executive committees.</p>
Frequency of Meetings and Manner of Call	<p>The committee meets as needed to transact emergency business that comes up between regularly scheduled board meetings. The chair will issue the call when situations arise requiring immediate attention.</p>
Quorum	<p>51% of the committee. In the event of a tie, the chair will have the casting vote.</p>
Resources	<p>Resources for the committee will be provided at the discretion of the executive director and boards.</p>

Reporting	Minutes will be taken by the boards' secretary. Any action will be presented to the boards for ratification at their next regular meetings.
Date Last Reviewed	December 3, 2021
Date Last Approved	_____
Clarity of roles	<p>Committee Chair – The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the boards.</p> <p>Staff Liaison – The executive director or her designee is a full non-voting participant in the committee.</p>

Finance Committee Charter

Role	The Finance Committee is chartered is to provide financial oversight and ensure financial sustainability for the LWVC/LWVCEF.
Responsibilities	<p>Budgeting and Financial Planning</p> <ol style="list-style-type: none"> 1. Develop two-year operating budgets with staff. 2. Approve the budgets within the Finance Committee. 3. Present all financial goals and proposals to the LWVC/LWVCEF boards of directors for approval. 4. Provide a monthly finance report/monitor adherence to the budgets, including a Statement of Financial Position and a Statement of Activities. These will be provided for the current month with a Year-to-Date and percentage against the budgets. <p>Reporting</p> <ol style="list-style-type: none"> 1. Work with staff to develop useful, readable reports noting the level of detail, frequency, deadlines, and recipients of these reports. 2. Work with staff to understand the implications of the reports. 3. Present the financial reports to the full boards. 4. Review the form 990 prior to filing. <p>Internal Controls and Accountability Policies</p> <ol style="list-style-type: none"> 1. Create, approve, and update (as necessary) policies that help ensure that LWVC/LWVCEF assets are protected. 2. Ensure policies and procedures for financial transactions are documented in the internal control document, reviewed annually, and updated as necessary. 3. Ensure approved financial policies and procedures are being followed. <p>Records Management</p> <ol style="list-style-type: none"> 1. Maintain a document retention policy. <p>Investments</p> <ol style="list-style-type: none"> 1. Exercise supervisory authority over LWVC/LWVCEF investments and provide regular reporting to the Board on the status of the investments.

Membership and Voting	<ol style="list-style-type: none"> 1. All committee members, except the Treasurer who is the chair, will be recommended by the Governance Committee and appointed by the Boards 2. The Finance Committee will consist of no fewer than three League members not on the LWVC or LWVCEF boards of directors, and at least two members of the boards of directors. Members will serve on the committee at the discretion of the boards. Non-board members can serve up to six years on the committee. It is desirable to stagger the terms so that there are a few experienced members each term. 3. The term for committee members will be two years and be co-terminus with the members' board terms
Chair	The Treasurer will be the chair.
Frequency and manner of meetings	The committee will meet at times deemed advisable by the chair, but generally no less than monthly.
Quorum	51% of the committee. In the event of a tie, the chair will have the casting vote.
Resources	Resources for the committee will be provided at the discretion of the executive director and boards.
Reporting	The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the boards' secretary.
Date Last Reviewed Date Last Approved	February 9, 2022 _____
Clarity of roles	<p>Committee Chair – The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the boards.</p> <p>Staff Liaison – The executive director or her designee is a full non-voting participant in the committee.</p> <p>Cross Functional Roles – It is desirable to have one member of the Finance Committee on the Audit Committee. That member may not be the treasurer or president.</p>

Governance Committee Charter

<p>Role</p>	<p>The Governance Committee’s role is to assist the LWVC/LWVCEF boards in fulfilling their responsibilities regarding matters that relate to governing the organizations, and the assessment and development of board members.</p> <p>Primary functions:</p> <ul style="list-style-type: none"> ● Help create board roles and responsibilities ● Address board composition with intentionality ● Lead board member development and retention ● Assess board effectiveness ● Address board leadership succession
<p>Responsibilities</p>	<p>To fulfill its purposes, the committee will:</p> <ol style="list-style-type: none"> a. Help create board roles and responsibilities <ul style="list-style-type: none"> ● Lead the boards in regularly reviewing and updating the boards’ description of their roles and areas of responsibility and what is expected of individual board members. ● Assist in periodically updating and clarifying the board priorities consistent with the strategic plan. b. Address board composition with intentionality <ul style="list-style-type: none"> ● Assess current and anticipated needs related to board composition and diversity. Determine the knowledge, attributes, skills, abilities, influence, and access to resources the boards will need to consider and accomplish their work in the future. ● Work with the DEI Committee to incorporate its suggestions in the inventory or needs for the boards. ● Develop a profile of the boards to identify gaps in future needs. ● When addressing board composition, consider leadership succession needs. ● Create and maintain a board tracking tool to capture board tenure and skill sets to ensure board composition meets the needs of the organizations. ● Work actively with the Nominating Committee to keep them informed of the needs of the boards. c. Lead board member development and retention <ul style="list-style-type: none"> ● Provide candidates with information needed prior to election to the boards. ● Design and oversee a process of board orientation, self-assessment program for directors, and sharing information needed during the early stages of board service. ● Design and implement ongoing programs for information sharing, continuing education, and team building. d. Assess board effectiveness <ul style="list-style-type: none"> ● Initiate periodic assessment of the boards’ performance, and propose, as appropriate, changes in board structure and operations. ● Provide ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness. ● Regularly review the boards’ practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvements. ● Periodically review and update board policies and practices.

	<p>e. Address board leadership succession</p> <ul style="list-style-type: none"> • After appropriate consultation with board and organizational leadership, make recommendation to the boards, for appointment of board members to serve as chairs of committees and task forces, and members of board committees and task forces if not already specified in the bylaws, taking into consideration board members' interests, experience and talents. • Ensure board members get the opportunity to expand their leadership opportunities and prepare for future leadership roles.
Membership and Voting	<ul style="list-style-type: none"> • All committee members will be appointed by the board • The committee will consist of no fewer than three and no more than five board members. • Term for committee members will be two years and be co-terminus with the members' board terms
Criteria for Individual Participation	<p>Committee members are:</p> <ul style="list-style-type: none"> • Members of the board
Chair	<p>The chair will be nominated by the committee and approved by the boards.</p> <p>Generally, the role of chair will be held by the First V.P.</p>
Frequency of Meetings and Manner of Call	<p>The committee will meet at times deemed advisable by the chair, but no less than four times a year. The committee will meet prior to any regularly scheduled LWVC/LWVCEF board meeting.</p>
Quorum	<p>51% of the committee. In the event of a tie, the chair will have the casting vote.</p>
Resources	<p>Resources for the committee will be provided at the discretion of the Executive Director and the boards.</p>
Reporting	<p>The work of the committee will be a standing subject at regular board meetings. Minutes of committee meetings will be taken and provided to the boards' secretary.</p>
Date Last Reviewed	<p>February 18, 2022</p>
Date Last Approved	<p>_____</p>

Clarity of roles	<p>Committee Chair – The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and presentations to the boards.</p> <p>Staff Liaison – The executive director or her designee is a full non-voting participant in the committee.</p> <p>Cross Functional Roles –</p> <ul style="list-style-type: none">• Committee members will be assigned as the liaison to other board committees and report back to the Governance Committee any relevant information including insight on board committee and individual board member strengths and challenges.
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Legislation Committee Charter

Role	The Legislation Committee, guided by the overall legislative positions, priorities, and the priorities within individual program areas which are adopted annually by the LWVC board, enables the LWVC to act on legislation which affects its purposes and/or self-interest as a nonprofit organization.
Responsibilities	<ol style="list-style-type: none"> 1. Recommends action on legislation by reviewing legislative analyses and balancing various League positions to determine whether LWVC will take a position on a specific bill, and if so, whether to support, oppose, or ask for amendments to the legislation. 2. Reviews initiatives and legislative measures which have qualified for the ballot and recommends positions to the LWVC board. 3. Recommends annual legislative priorities to the LWVC board, taking into account factors like the legislature's current focus and where the League's efforts will have the greatest impact.
Membership & Voting	<ul style="list-style-type: none"> • The committee will consist of not less than five and not more than ten members. • At least three members will be from the LWVC board and will include the board Legislative Director (or equivalent - currently 2nd Vice-President) and the President. • At least two members will be off-board., each of whom will be appointed to a two-year term to start at the beginning of each legislative session. • The staff Program Director/Advocate (currently the Deputy Director) will serve as a non-voting member of the committee. • Decisions making will be by consensus, when possible, but a vote may be taken if no consensus is clear.
Criteria for Individual Participation	<p>Committee members are expected to:</p> <ul style="list-style-type: none"> • Read select bills and ballot measures and review analyses under consideration. • Attend meetings and be prepared to discuss and determine positions on bills and ballot measures under consideration. • Be familiar with League Positions and Impact on Issues, and develop expertise as to how LWVC takes action and speaks with one voice.
Chair	The Chair will be the LWVC board Director for Legislation or equivalent (currently, the 2nd Vice President) and will work in close collaboration with the staff Program Director/Advocate (currently the Deputy Director).

Frequency of Meetings and Manner of Call	The Committee meets no less than monthly during the legislative session (usually from January through September).
Quorum	51% of the committee. In the event of a tie, the chair will have the casting vote.
Resources	<ul style="list-style-type: none"> • Resources for the committee will be provided at the discretion of the Executive Director and the LWVC board. • The committee is also resourced by the LWVC Advocacy Team - a network of volunteers who assess and analyze bills and ballot measures for committee review.
Reporting	<p>The decisions and work of the committee will be reported to the board as follows:</p> <ul style="list-style-type: none"> • Recommendations by the committee on initiatives and legislative measures will be brought to the LWVC board for decision-making. • If a position is taken on a bill, it will be recorded on the Bill Status Report along with copies of letters outlining the reasoning.
Date Last Reviewed	_____, 2022
Date Last Approved	_____, 2022
Clarity of Roles	<p>Chair - The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the board. In this capacity, she:</p> <ul style="list-style-type: none"> • Convenes and manages Legislation Committee meetings with technical assistance from staff. <ul style="list-style-type: none"> ○ Reads analyses when they are submitted to check for completeness and whether or not a secondary analysis is needed. • Coordinates with Deputy Director, Volunteer Area Directors, and Volunteer Program Directors to help determine which bills to analyze.(May delegate this to Volunteer Area Directors and Volunteer Program

Directors. Assignments, especially in the Government area, often come directly from the Deputy Director.)

- Helps design and participate in trainings
- Reports to the LWVC board on advocacy activity

Deputy Director – The deputy director is a full non-voting participant in the committee. She:

- Provides strategic, legal, and technical advice to the Legislation Committee.
- Assesses legislative environment and coordinates with the chair, Volunteer Area Directors, and Volunteer Program Directors to help determine which bills to analyze. Assigns, or designates assignment of analyses as applicable.
- Oversees and manages the execution of all advocacy work based on the decisions and recommendations of the committee.
- Ensures the committee stays informed about staff level execution, as it relates to committee work that they support.
- In the event that the Executive Director is unable to attend a meeting, keeps the Executive Director informed of committee matters, seeks ED approval as required in a timely manner, and provides ED feedback to the committee.

LWVC MyLO Task Force Charter	
Role	The MyLO task force supports LWVC and LWVCEF staff in increasing national use of the MyLO platform to meet annual goals.
Responsibilities	In collaboration with the staff, the task force will: <ol style="list-style-type: none"> 1. Conduct sales/marketing outreach to develop leads for the MyLO platform 2. Help move Local Leagues through the sales cycle to bring in new subscribers 3. Report back to staff any insights on why Local Leagues choose not to use MyLO or choose another platform rather than MyLO 4. Assist staff with retaining current MyLO customers considering platform changes 5. Work with staff to develop an overall assessment of the market potential for MyLO based on one year of sales and marketing outreach as outlined
Membership and Voting	Not less than three and not more than six members. A minimum of 2/3 of task force members will be non-board members. All task force members will be voting members.
Criteria for Individual Participation	Task force members: <ul style="list-style-type: none"> • Understand, or are able to quickly understand, the MyLO platform and value to Local Leagues • Are committed to execution of the work and meeting goals • Are collaborative • Ideally, possess sales and marketing experience
Chair	The chair may be a board or non-board member. If non-board, a board liaison will be appointed. The chair and if needed the board liaison will be nominated by the Governance Committee and approved by the board.
Frequency of Meetings and Manner of Call	The task force will meet as often as needed to complete its work.
Quorum and Voting	51% of the task force. In the event of a tie, the chair will have the casting vote.
Resources	Resources for the task force will be provided at the discretion of the Executive Director and the boards.
Reporting	The work of the task force will be a standing subject at regular board meetings. Minutes of task force meetings will be taken and provided to the boards' secretary.

Date Last Reviewed Date Last Approved	February 09, 2022 _____, 2022
Clarity of roles	<p>Committee Chair – The chair guides the work of the task force within its charter, and is responsible for presiding over its deliberations and actions, and, if the chair is a board member, over presentations to the board. If the chair is not a board member, the board liaison will preside over presentations to the boards.</p> <p>Staff Liaison – The executive director or her designee is a full non-voting participant in the task force.</p>

Nominating Committee Charter

<p>Role</p>	<p>The Nominating Committee is chartered to identify highly qualified candidates to serve as board members and Nominating Committee members for the League of Women Voters of California (LWVC), and present a slate of officers for adoption by the general membership at their bi-annual conference.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> ● Per the LWVC Bylaws, selects and presents the LWVC board slate to the membership for consideration at the convention. ● Per the LWVC Bylaws, selects the non-board members of the Nominating Committee for consideration at the convention. ● Is available and responsive to emails and phone calls, is prepared, and participates on a regular basis. ● Works with the staff and board on leadership definition, recruitment of applicants, and cultivation of prospective board members. ● Takes under advisement the work of the Governance Committee on the skills needed by the board. ● Confirms with current board members about their interest to serve another term. ● Works with the DEI Committee in outreach efforts. ● Develops other outreach pipelines for candidates. ● Gathers information about prospects, and conducts interviews with prospects and their references. ● Sends to local Leagues and Inter-League Organizations one month before the convention the report of the Nominating Committee of its nominations for officers, directors, and the chair and two members of the succeeding Nominating Committee. ● Presents to the convention the report of the Nominating Committee on the first day of the convention.
<p>Membership</p>	<p>The Nominating Committee will consist of five members, selected pursuant to the LWVC Bylaws.</p>

<p>Criteria for Individual Participation</p>	<p>Committee members:</p> <ul style="list-style-type: none"> ● Are members of a local League or of the LWVC. ● Bring perspectives and input from the constituencies served by the LWVC and serve as liaisons to the wider LWVC community. ● Leverage connections, networks, and resources to develop collective action for recruitment of applicants and to fully achieve the LWVC’s mission. ● Prepare for, attend, and conscientiously participate in Nominating Committee meetings. ● Understand the LWVC board’s role as the principal leadership body of the organization, along with its fiduciary responsibilities. In recruiting and selecting candidates for the LWVC board: <ol style="list-style-type: none"> 1. Support its goals of embedding diversity, equity, and inclusion into every board decision. 2. Consider strategic and organizational planning skills. 3. Consider financial management, fundraising and resource development skills. ● Know the LWVC’s mission, policies, programs, and needs. ● Comply with all policies, including the non-partisan policy. ● Follow the LWVC’s Bylaws, policies, and board resolutions. ● Maintain confidentiality about all internal matters relating to the Nominating Committee and the LWVC.
<p>Chair</p>	<p>Pursuant to the LWVC Bylaws, the chair will be elected by the convention.</p>
<p>Frequency of Meetings and Manner of Call</p>	<p>The Committee meets no less than monthly.</p>
<p>Quorum</p>	<p>51% of the committee. In the event of a tie, the chair will have the casting vote.</p>
<p>Resources</p>	<p>Resources for the committee will be provided at the discretion of the executive director and board.</p>
<p>Reporting</p>	<p>Minutes of committee meetings will be taken.</p>
<p>Date Charter Last Reviewed Date Approved by the Board</p>	<p>December 1, 2021</p>

**Clarity
of roles**

Committee Chair –The chair guides the work of the committee within its charter, and is responsible for presiding over its deliberations and actions, and over presentations to the board.

Staff Liaison –The Nominating Committee does not have a staff liaison. Should staff support be needed, please communicate with the executive director.

Relationship/Communication with the board - Communication between the Nominating Committee and the board take place via the chair of the Governance Committee.

Information Only

Jacquie Canfield Local League Coaches

Local League Coaches Committee Report - The team continues to work to find additional LLCs, training new LLCs, work on materials to assist local Leagues and LLCs, and providing support to local Leagues. Below are notes consolidating the January, and February meetings.

January LLC Meeting – 14 members attending

February LLC Meeting – 16 members attending

- LLC Team
- We welcomed Debra Barger to the team. She will be serving the Southwest Santa Clara and Stanislaus League's and Jacquie Canfield will serve as Debra's buddy.
- Reported LWVUS website has been updated with easier ways to find information on the League Management site. LLCs were encouraged to check out the new site –especially the governance section.
- Jacquie reported the suggested monthly touch base provided to LLCs combines national and state information to provide another reminder to local League leaders of upcoming trainings, events, and deadlines.
- Challenges Around the State
 - Local League Status Changes Process & Possible League Changes – Discussed the process for consolidating local Leagues or changing their name to reflect the community they are serving.
 - Discussed local Leagues having challenges with members stepping up to be leaders in their local Leagues or impact of dwindling membership. Current challenges discussed included Santa Maria, Torrance, Diablo Valley El Dorado and San Joaquin Leagues.
 - Two Leagues may be interested in changing their name: Western Nevada to countywide and Redding to countywide or possibly a larger area. Both are in very early thinking stages.
- Trainings for Local Leagues –
 - LWVUS Membership Database Trainings- Sharon Stone reported around 40 people attended the beginning training and a smaller group at the advanced training on LWVUS membership database tool. She also reported there was less questions from local Leagues this year.
 - Just In Time Training – A sub-group of coaches are meeting to work on different topics that we can develop for local Leagues with emphasis on

improving local League boards including: Running a board meeting, League Committees, Board Minutes, Record Retention, Nonpartisan, League Websites. The goal is to have videos around 5 minutes long with links to references. However, while doing their research we may find some information better as a webinar or multiple videos. Actual video platform and format still being discussed.

- League Skits – The MTA Handbook contains several League skits that have been used by local Leagues to teach different topics. Caroline de Llamas shared a draft update to the skits and asked for feedback from the group.