



1938 - 2019

81 Years Strong

LWV ABC

Member

Handbook

2019-

2020

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

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

LWV Anoka, Blaine, Coon Rapids Area serves a broad area and has members throughout Anoka County and the Champlin area of Hennepin County.

- LWV ABC meets the second Monday of each month. Check the calendar on our LWV ABC website <http://LWVABCmn.org/>
- LWV ABC holds regular board meetings. All members are invited to attend. Check our calendar for date and location: <http://LWVABCmn.org/calendar.html>
- LWV ABC holds its Annual Meeting in April of each year.
- LWV ABC participates in LWVUS and LWVMN studies and conducts local studies.
- LWV ABC holds local candidate forums in the communities we serve.
- LWV ABC keeps members informed via a local online newsletter, a Facebook page [LWV ABC Facebook](#) and our LWV ABC website <http://LWVABCmn.org/>.
- LWV ABC conducts voter registration events at local high schools and in the community.

League of Women Voters (LWV) is a non-profit political organization that encourages informed and active participation in government and influences public policy through education and advocacy. LWV does not support or oppose candidates or parties. The local league of Women Voters ABC is comprised persons of all genders from several north and northwest metro communities.

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WELCOME to the League of Women Voters ABC!

This is an organization of volunteers who believe that our representative democracy needs everyone involved in public decisions.

League offers many ways to be involved. You can:

- register voters
- join the observer corps and observe a local public meeting
- help plan or moderate a candidate forum
- serve on a study committee
- help organize our monthly program meetings
- attend LWV ABC meetings and events.

League offers an opportunity to get involved in policy issues without taking a partisan position. League encourages open discussion and respect for the right to disagree. League uses research-based, nonpartisan information to inform our members and the public.

League uses a consensus process to develop positions on issues members have studied.

There are fundamental similarities among Leagues everywhere, however each League has its own 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 to introduce you to this unique, multi-level, ever changing organization. This handbook is also a guide for LWV ABC's Annual Meeting and Annual Retreat where League information is updated and changed by the membership.

Always feel free to question your local members and board, the LWVMN board and staff, and even the LWVUS 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 19th 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 2016 it was decided that citizenship would no longer be a requirement for voting members of League and full membership was opened to everyone 16 years and older.

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. *(More will be added here from the Anoka County Historical Society display at a future time.)*

For more on the history of League check the LWVUS and LWVMN websites.

HOW THE LEAGUE IS ORGANIZED

League is a multi-level 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 an ILO, the Upper Mississippi River Region Inter-League Organization (UMRR ILO) meets to address concerns of the upper Mississippi River corridor.

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

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 LWVUS. 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. The board is elected at the Annual Meeting in April of each year. Committee members are appointed at the Annual Retreat.

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

Both LWVMN and LWVUS 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 LWVUS and LWVMN 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.

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.

Voters 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.

LWVMN 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. When you become a member, your name is added to the lists to receive emails from all levels of League. You may opt out at any time.

All levels of League also use a web page, Facebook, and/or twitter account to keep members informed. The Voter - Virtual Edition is a Facebook group for all members to share information about local activities and action.

Observe

Observer Corps are a structured way for members to exercise their right to know. They provide a valuable service to the community and help ensure that citizens are aware of the decisions that impact them. They promote government transparency and accountability.

WHAT IS PROGRAM?

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 LWVMN and LWVUS level is adopted through a series of steps that include the local Leagues, the LWVMN board and, finally, delegates to the biennial LWVMN and/or LWVUS 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, like 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 on an issue.

USING POSITIONS FOR ACTION

- The LWVMN 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 LWVUS 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 LWVUS position; members are informed and in general agreement; and if other Leagues which may be affected by that action are notified beforehand.

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. For a complete list of basic principles: [LWVUS Principles](#)

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

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 while serving on the board.

LWV ABC has a nonpartisan policy which is reviewed at the Annual Meeting.

Policies and Procedures

Policies and Procedures are the materials that are used to guide our local League actions and decisions. The following LWV ABC policies and procedures are generally updated and reviewed annually either at the Annual Meeting or the annual retreat.

Membership

Any person who subscribes to the purposes and policy of the League shall be eligible for membership. Men and Women at least 16 years of age who join LWV ABC shall be voting members of LWV ABC, LWVMN, 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. (i.e. those younger than 16)

Voting members shall have the right to attend, participate in and vote at all local LWV ABC meetings. Voting members are also eligible to serve on the Board of LWV ABC 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 LWV ABC unless and until the person has been accepted as a Member in accordance with policies and procedures established by the Board.

LWV ABC Nonpartisan Policy **Reviewed and Approved April 8, 2019**

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.

1. The League shall not support or oppose any political party or any candidate.
2. 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.
3. 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.

4. 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.
5. Co-sponsorship can present problems of perceived bias, especially if the other organization is identified with a 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.
6. 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.)
7. 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, Revised and Approved April 23, 2018

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. All events are free and open to the public and the media.

Questions will be gathered from various sources. As many questions as possible will be asked within the time limits.

3. 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. Occasionally the order will be randomized.
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 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. Candidates may bring speaker notes to remind them of key points to make, however, briefing books are not allowed. Display 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. Cable TV will be taping the forum and it will be available online on Facebook, cable websites and YouTube and broadcast several times on appropriate cable stations. Candidates should also expect that local media and audience members may also record the event.

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:

Members may make recommendations for a new study or an update of a previous position 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 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, LWVMN, 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, LWVMN, and/or LWVUS.

LWV ABC LOCAL POSITIONS

LWV ABC local positions were reviewed April 8, 2019, at the Annual Meeting. A committee was formed to do a more formal review and recommend any changes to be made. Local positions are the result of studies conducted within LWV ABC and are used to advocate within the LWV ABC service area.

These positions are not included in LWVUS or LWVMN program.

Appointive Process in Local Government (1978) (reviewed and elected to keep April 8, 2019)

- 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 LWV ABC area School Districts (1979) (reviewed and revised April 8, 2019)

- 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 revised April 8, 2019)

- LWV ABC supports the establishment and implementation of comprehensive surface and ground water management for the metropolitan area.
- LWV ABC urges members to work with their cities in the Comprehensive Planning to ensure that water plans are reflected appropriately in city Comprehensive Plans.

Anoka County Park System (1994) (Revised 2010) (reviewed and elected to keep April 8, 2019)

- LWV ABC supports the establishment of a well-publicized citizen advisory board to ensure that Anoka County government will be aware of and sensitive to county residents' 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 update April 8, 2019)

- 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 8, 2019)

- 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 'take action' based on LWV ABC's local positions. To do this, the member should bring their recommended action to the LWV ABC Board who will review the action and then endorse the use of the LWV ABC name in that action. ("Take action" refers to supporting a position in public as an LWV position. To learn more about this type of advocacy, refer to <https://www.lwvmn.org/our-positions>.)

Board Duties and Job Descriptions for Officers and Board Members

Reviewed and updated August 15, 2019

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 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:

- All officers of LWV ABC
- five committee chairs (Membership, Communications, Program, Action, and Voters Service) elected by the Annual Meeting
- five committee members (Membership, Communications, Program, Action, and Voters Service)
- one appointed delegate to the Council of Metropolitan Area Leagues (CMAL)
- one appointed delegate to the Upper Mississippi River Regional ILO (LWV UMRR).

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. Additional board members may be appointed as needed. 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 LWVMN convention and council and to LWVUS convention. It shall accept responsibility for such other matters as the LWVMN or LWVUS 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:

1. Develop and maintain League's mission and policies by making decisions and organizing activities with the entire board
2. Appoint LWV ABC historian, bylaws committee, budget committee and other needed positions annually
3. Become knowledgeable about League positions and practices
4. Identify and mentor new leaders
5. Include mission statement of LWV on all communications, such as correspondence, agendas, etc.
6. Understand and abide by the League's nonpartisan policy
7. Attend board meetings (give notification if unable to attend)
8. Assist in overall planning and decision making of the board
9. Support and attend League activities
10. Promote and explain League in the community
11. Promote growth and diversity in membership
12. Organize fundraising and development and assist in fundraising activities
13. Carry out any specific assignments
14. 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.
15. Plan Fall Kick-off meeting
16. Involve other LWV ABC members; spread the workload
17. Prepare reports and/or bring plans to board for discussion and decisions
18. Compile documents (photos, newspaper articles, awards, etc.) that should be saved in the archives. The LWV ABC historians will collect at the Annual Meeting.
19. Identify, address and follow up on community issues
20. Obtain board approval prior to taking action in the name of League
21. Provide information for the newsletter, when appropriate
22. Attend LWVMN and regional League meetings
23. Orientate successor and pass on files
24. Prepare list of upcoming meetings, events, etc. to be announced at membership meetings and League events
25. Remind president or program host of announcements at meetings
26. 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 membership 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 LWVUS and LWVMN. 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 newsletter. Celebrate successes, promote coming events, encourage teamwork, and thank everyone who helps with League work.
11. Update (or delegate) and return forms to LWVUS and LWVMN regarding LWV ABC.
12. Attend statewide and regional meetings and encourage members to do the same.
13. Sign or endorse checks in the absence of the treasurer
- 14.

Vice President:

1. Substitute for the president when president 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 all reports for the Annual Meeting using the LWV ABC template.

Secretary:

1. Keep minutes of board and Annual Meetings or arranges for a substitute
2. Send minutes to the board after each board meeting and the Annual Meeting
3. Summarize board actions for the newsletter
4. Send correspondence including thank you notes as needed
5. Notify LWVMN of changes in leadership
6. Notify officers and committee chairs of their election
7. 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. Collect and process dues and contributions
5. Pay bills and reimbursements
6. Keep and balance the books for LWV ABC
7. Work with members applying for grants
8. See that a current PMP list is sent to LWVUS and LWVMN at the close of the fiscal year
9. Maintain deposits in authorized financial institutions; and present financial statements to the board at its regular meetings
10. Prepare and present an annual financial report to the Annual Meeting on the schedule set by the Vice President

Membership Committee:

1. Provide for recruitment, training, cultivation and retention of members
2. Work with board to develop a strategy to add diversity to membership
3. Update local, LWVMN and LWVUS rosters as membership changes
4. Inform and direct publications to members
5. Set up welcome table at meetings with name tags and sign-in forms
6. Track sign-in forms
7. Assist Treasurer in contacting members about annual dues
8. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President

Voters Service Committee:

1. Plan and conduct Voters Service activities—forums, voter registration, training and Legislative Interviews.
2. Update and distribute voter service related materials and 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
7. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President

Communications Committee:

1. Edit the newsletter

2. Send an electronic copy of the newsletter to all members and to lwvmn@lwvmn.org. Mail newsletter to those who request it
3. Update the local information on the LWVMN website regularly
4. Maintain media contacts. Submit articles to local media (papers/cable stations, etc.) about public membership meetings
5. Maintain and update LWV ABC website and LWV ABC Facebook page
6. Solicit nominees from the membership and bring recommendations to the Annual Meeting for *Friend of League* Award. Design and distribute nomination forms
7. Update the LWV ABC Member Handbook
8. Promote use of social media
9. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President
10. Work with the calling coordinator on needed phone communications
11. Make sure that members are informed about *changes in* meeting times and locations
12. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President

Program Committee:

1. Plan monthly meetings for local, LWVMN, and LWVUS topics and studies
2. Coordinate local studies
3. Draft consensus questions for board approval and member discussion for local studies
4. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President

Action Committee:

1. Identify, address and follow up on community issues
2. Alert members of issues needing immediate action from LWV ABC, LWVMN and LWVUS
3. Review reports from Observer Corps
4. Recommend actions to Board when determined to be appropriate
5. Take actions as directed by Board
6. Prepare a report on the committee's activities for the Annual Meeting on the schedule set by the Vice President

Council of Metropolitan Area Leagues (CMAL) delegate:

1. Attends quarterly meetings of CMAL
2. Observe the Metropolitan Council during the week assigned by CMAL

3. Submit CMAL articles for The Voter
4. Lead a membership meeting on a CMAL topic

LWV Upper Mississippi River Region ILO (UMRR) delegate:

1. Attends Annual Meetings of UMRR
2. Submit UMRR articles for The Voter
3. Lead a membership meeting on UMRR topics when requested

Historian:

1. Review and organize materials in archive and add significant documents annually
2. Collect significant items and documents
3. Maintain LWV ABC records at Anoka County Government Center

Bylaws Committee:

1. Review bylaws for workability and operation of LWV ABC, and for conformity with LWVMN and LWVUS; identify areas of needed change
2. Make recommendations annually in the month before the Annual Meeting

Nominating Committee:

1. Recruit members for board positions including appointed committee members.
2. Solicit/collect interest from members and prepare Nominations report for Annual Meeting issue of The Voter and present at Annual Meeting.
3. Solicit/collect interest for 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 and Finance Committee:

1. Prepare the budget and send to the board during the month before the Annual Meeting so that it can be included in the Annual Meeting newsletter
2. Present the budget at the Annual Meeting
3. Identify need for fundraising

At Large Board Members:

1. Advise the board on issues.
2. Support the board by doing tasks as needed.

Meeting Hospitality Job Description:

1. The hospitality chair is responsible for making sure that hospitality is provided at LWV ABC meetings when appropriate. The chair will recruit two or more members to manage hospitality at each membership meeting. Meetings are typically held at the Andover Senior Center and occasionally at another site. The program chair will inform the hospitality chair when meals are not needed for the meeting.
2. It is LWV ABC's goal to have all our meetings "Zero Waste" – the hospitality chair will be responsible for ensuring that we move toward this goal
3. For monthly meetings:
 - Hospitality Chair will advise hospitality providers regarding their duties for food and setting up the supply box
 - Arrange for refreshments for meetings. Include vegetarian and gluten-free options as well as non-pork options
 - Check with Vice President to see how many people to prepare for
 - Submit receipt if reimbursement will be requested
 - Set out a container for donations and submit donations to treasurer
 - Arrange room for meeting
 - Greet members and guests, welcome all to share in food
4. If supplies are low, replenish and send receipt to the treasurer for reimbursement or make hospitality coordinator aware of shortage.

Job descriptions are reviewed and updated at the annual retreat.

LWV ABC Nominating Committee Guidelines

The Nominating Committee is charged with the 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 LWV ABC functions. They should 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 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 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.

Elected Offices to be filled:

<p>Even Numbered Years:</p> <ul style="list-style-type: none"> ● Vice President ● Treasurer ● Voter Service Chair ● Program and Action Chair ● Communications Chair ● Nominating Committee Chair (off board) ● Nominating Committee member (off board) 	<p>Odd Numbered Years:</p> <ul style="list-style-type: none"> ● 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:

Appointed Positions to be filled:

All appointed positions are for one year:

- Voter Service Committee Member
- Membership Committee Member
- Program Committee Member
- Action Committee Member
- Communications Committee Member
- 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 Newsletter 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 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 at all levels through the per member payment (PMP) system.

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 adjust the budget.

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.

Dues

Dues are paid to the local League which in turn pays the Per Member Payment (PMP) to the LWVUS and LWVMN. Members are requested to pay their dues either at the Annual Meeting in April or as soon thereafter as possible.

- Individual Membership: \$60.00
- Additional Family Member in Same Household: \$30.00
- Student Membership: \$10.00
- Flexible Dues Membership (Pay what you can): \$5.00-\$55.00

The Flexible Dues Membership option has been authorized by the LWV ABC Board through the membership year ending March 31, 2021. The LWV ABC Board may choose to continue or discontinue the Flexible Dues Membership option for the membership year beginning April 1, 2021.

Dues cover our annual obligation to LWVUS, LWVMN and CMAL. Additional contributions for local expenses (postage, printing, registration fees, program expenses, etc.) are appreciated. Donations and dues paid to LWV are tax deductible to the extent allowed by law.

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. Dues policy is reviewed and updated if necessary at the annual retreat.

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.

Websites

LWV ABC has a website maintained by an appointed webmaster for members and the public where information about meeting and events is located: <http://LWV ABCmn.org/> Members may submit information to be considered for the website by clicking the link to the webmaster at the bottom of the home page.

LWV ABC also has a website intended only for the League of Women Voters members and is publicized only within material sent to members. This is a companion to the public website, references to this site should be kept within LWV members: <http://members.LWV ABCmn.org/>

Members can change their own personal contact information on the LWVMN website: Go to <https://www.lwvmn.org/>; Local Leagues; Update Information.

Also, when your information changes contact the membership chair or send an email to LWV ABC@gmail.com. Contact the membership chair if you change your phone number, address, or email address.

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 LWV ABC@gmail.com and note in the subject line 'attention newsletter.'

Social Media

LWVUS, LWVMN 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.

You do need to have your own Facebook page to post or comment. There you will also find links to other levels of League. <https://www.facebook.com/LWV ABCMN/>

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 LWVUS and LWVMN. It is also used to quickly send a message about an action item. Members can follow any League's twitter account. LWV ABC @lwvmnabc is our 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 LWV ABC 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.

Meetings

LWV ABC has the following kinds of meetings:

- Program 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 take consensus for a study.
- LWV ABC holds meetings on topics for LWVUS, LWVMN and LWV ABC studies and projects, and prepares voter service projects to meet the needs of the community.
- The LWV ABC board meets monthly.
- LWV ABC also occasionally holds a special event or fund drive.

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: 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:

- To elect a slate representative of the membership.
- To adopt a local Program on governmental issues which reflects the interests of the membership; to re-adopt or drop present local positions.
- To adopt a budget that provides for the financial support of the League.
- To review and/or amend local League bylaws.
- To review and/or amend the LWV ABC Nonpartisan 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 LWV ABC 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 Communications committee solicits nominations for the Friend of League certificate and works with the board to select the recipient. Longtime members Sandra Shanley and 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

This handbook and the additional information available on the League Web site (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.

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

Board 2019-2020

The Board Roster is located on the LWV ABC website: <http://LWV ABCmn.org/contact.html>
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.**

BYLAWS OF LWV 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 (non-voting) 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.

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 LWVMN 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 LWVMN 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 LWVUS 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 LWVUS 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 Task Force

LWVMN 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. LWVMN will work to develop and launch community and elected leaders and ultimately shape public policy that reflects the diversity of our state.

Fall Workshop

LWVMN 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 LWVUS 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 LWVUS and LWVMN 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 LWVUS and LWVMN 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.

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 LWVMN and LWVUS levels of League in an amount determined by members at the biennial conventions.

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 Unit

A state recognized group of members in an area where there is not local LWV. The state unit usually works to become a local League.

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.

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 at least 16-years old are voting members.

USEFUL LEAGUE CONTACT INFORMATION

LOCAL – LWV ABC

LWV ABC Board members can be contacted through our LWV ABC email address: LWVABC@gmail.com

Facebook: League of Women Voters ABC Minnesota
Website: <http://www.lwvmn.org>

STATE – LWVMN

League of Women Voters Minnesota
550 Rice Street, Suite 201, St. Paul, MN 55103
(651) 224-5445
E-mail: info@lwvmn.org

LWVMN Web Site: <https://www.lwvmn.org/>

NATIONAL – LWVUS

League of Women Voters
1730 M Street NW
Washington D.C. 20036-4508
Phone: 202.429.1965
Fax: 202.429.0854
Toll Free: 800.424.2937

LWVUS Website: <http://www.lwv.org>

Handbook changes for 2019:

Add conflict of interest agreement.
Review bylaws.