

League Handbook

Vital Information for
League Members in Texas

Revised 2016

League of Women Voters of Texas

League of Women Voters of Texas Education Fund

The logo consists of the letters 'LWV' in a bold, blue, serif font. A thick, red, brush-stroke-like underline is positioned beneath the letters, extending from the left and curving slightly upwards to the right.

League of Women Voters[®]
of Texas

1212 Guadalupe #107, Austin, TX 78701

(512) 472-1100

LWVTexas@LWVTexas.org | www.LWVTexas.org

For League use only.

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ABOUT THE LEAGUE

Mission

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

League Basics

- League program consists of the governmental issues selected by the League members for study and, after consensus is reached, action. It is not a series of meetings or speakers. League study and action is basic to League work.
- The president is the official spokesperson for the League, unless the president designates another to speak.
- We operate on three levels corresponding to the three levels of government.
- We speak with one voice, coordinating action with other affected Leagues or levels of League.
- The League must have a position before it takes action.
- League members must study and come to agreement on an issue before a position is reached. Studies echo League nonpartisan philosophy by examining all sides of an issue without prejudice; *Facts & Issues* are just that. Consensus questions are not written to lead members to preconceived conclusions. The board approves the consensus questions before they are used and approves the position statement if agreement is reached.
- We are a grassroots organization. LWV boards at all three levels develop position statements and program planning reports to reflect member agreement. Good position statements are deliberately broad to allow boards to respond to current situations.
- Local studies focus on issues that can be addressed by local government.
- Local positions are used to lobby at the local level; only in unusual circumstances and with preclearance by the appropriate LWV-Texas or LWVUS is a local position used to lobby at the state or national level.
- Applicable state and national positions may be used to lobby at the local level without clearance from the state or national level.
- We never lobby in opposition to a League position.

League Principles

The Principles are concepts of government to which all Leagues subscribe. They are the beliefs shared by League members everywhere. Principles are the basis upon which national, state, and local program is adopted. The Principles themselves may be used to take action at any level of government. However, because they are broad statements, such action is usually taken in conjunction with current League positions. Additional information on their usage is found in the *LWVUS Impact on Issues* available at <http://lww.org/content/impact-issues>

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

Nonpartisanship Policy

The League of Women Voters never supports or opposes candidates for office or political parties. Any use of the League of Women Voters name in campaign advertising or literature has not been authorized by the League.

Please print the nonpartisanship policy stated above in combination with our mission statement on all your voters service publications, such as *Voters Guides*, candidate forum programs, and elected officials guides. In addition, all local Leagues should adopt a nonpartisan political policy statement and review/update it annually. It should outline the limitations for political activities for various board positions. Local League nonpartisan policies vary based on their own communities. For the policy of the state board, see the LWV-TX Nonpartisan Political Policy, Section 1.1, in *Policies and Procedures: A Manual for State & Local League Boards* available at <https://my.lww.org/texas/publications>

Communications

Communicating with LWVUS

1730 M Street, NW, Suite 1000 | Washington, DC 20036-4508

Telephone: 202-429-1965 | Fax: 202-429-0854

Website: <http://LWV.org>

Facebook: www.facebook.com/leagueofwomenvoters/

Twitter: twitter.com/LWV

Contact Information for LWVUS Leadership and Staff

Leadership <https://www.lwv.org/about-us/leadership-staff>

Staff <https://www.lwv.org/about-us/leadership-staff>

To contact a member of the League staff, call 202-429-1965 or use this email template: <first initial + last name@lwv.org>. For example, Jane Doe would be <JDoe@lwv.org>.

Online Resources

The LWVUS *League Management Site* at <http://forum.lwv.org/> is filled with resources and tools to help you maximize the great work you do in your community for our democracy and to support you in leading League activities. Please take a minute and look. If you can't find something, the search box can assist you.

Communicating with LWV-Texas

State Office

The state office is the best source to get answers to your questions.

1212 Guadalupe St., Suite 107 | Austin, TX 78701-1800

Telephone: 512-472-1100

Email: LWVTexas@LWVTexas.org | Website: www.LWVTexas.org

Office hours: 9 am-5 pm, Monday-Friday

President and Treasurer

The president and the treasurer can also be reached by email at <https://my.lwv.org/texas/contact-us>

Issue Chairs

Issue chairs are noted on their issue page under *Advocacy & Issues* at <https://my.lwv.org/texas/league-advocacy>. Select the issue you are interested in, and review the blog written by the current issue chair. Contact the issue chair by email on the issue page *or* through the state office.

Communicating with Local Leagues

Contact information for local Leagues is found at <https://my.lwv.org/texas/find-local-league>.

Calendar–Local League

A listing of dates and events pertinent to local League activities in the *Calendar–Local League* at <https://my.lwv.org/texas/calendar-local-league>. Events can be viewed in calendar or agenda format.

Social Media, Websites, & the League Way

League use of social media channels is a year-round activity with increased activity around election time. Leagues use social media to promote, coordinate, and provide nonpartisan information for their members and community about voting, elections, resources, issues, action alerts, events, and more. Social media channels are wonderful tools for your League to gather together your community organizations and promote voting and League issues. All social media communications should lead back to your League website where more detailed information about elections and voting is published. LWV-Texas policies related to websites and social media for found in Sections 1.7 and 1.8 of the *Policies and Procedures: A Handbook for State & Local League Board* found at <https://my.lwv.org/texas/publications>.

Social Media Addresses

League members are encouraged to follow, share, and retweet!

LWVUS

Facebook – www.facebook.com/leagueofwomenvoters/

Twitter – twitter.com/LWV | @LWV | #LWV

VOTE411 – www.facebook.com/vote411/ | twitter.com/VOTE411 | @VOTE411

LWV-TX

Facebook – www.facebook.com/LWVTX

Pinterest – www.pinterest.com/LWVTX/

Tumblr – <http://LWVTexas.tumblr.com>

Twitter – twitter.com/LWVTexas | @LWVTexas | #LWVTX

YouTube – www.youtube.com/channel/UCbxZG_I0U18_7wa1ZfcJC6w

Social Media Resources

LWVUS

League of Women Voters New Media – Join the LWVUS private Facebook group
www.facebook.com/groups/114269905330219/

Communications Training – LWV-California
<https://lwvc.org/new-information/2015/aug/communications-training>

Online Communication (Website & Social Media) – LWVUS
<http://forum.lwv.org/category/member-resources/manage-your-league/online-communication-website-social-media>

Social Media Tools – LWVUS
<http://lwv.org/member-resources/social-media-tools>

Twitter Cheat Sheet – LWVUS
<http://lwv.org/content/twitter-cheat-sheet>

LWV-TX

GOTV and Social Media Ideas – Join the LWV-TX private Facebook group
<https://www.facebook.com/groups/1693082804303326/>

Social Media and Web Sites
<https://my.lwv.org/texas/social-media-web-sites>

Program

Continuing Education–The League Way

LOCAL LEAGUES START EACH YEAR WITH

- ✓ Goal setting
- ✓ Calendar planning
- ✓ Board orientation and recommitment

Need a consultant, a trainer, a facilitator, or League friend to help you meet your local goals and address your local needs?

The LWV-Tx Services to Local Leagues Committee will identify an experienced member to share their knowledge with you or help facilitate your process.

Contact sll@LWVTexas.org to make the connection.

Tips for Local League Success

Read this *League Handbook: Vital Information for League Members in Texas*

You will be impressed with all the helpful information and advice in your handbook.
We hope you will read it (or read it again).

Special help is also available in the following places:

- ★ National League website – <http://LWV.org/>
- ★ State League website – www.LWVTexas.org

To know where we stand, check out the following:

- ★ LWVUS program positions
Impact on Issues
<http://lww.org/content/impact-issues>
- ★ LWV-TX program positions
Program Perspectives
<https://my.lww.org/texas/publications>
- ★ LWV-TX program positions in brief
We Support
<https://my.lww.org/texas/publications>

State Program

Please refer to *Program Perspectives* for complete wording and historical information on state League positions. *We Support* has summaries of all positions. More information on issues is online in *Advocacy & Issues* at <https://my.lwv.org/texas/league-advocacy>.

- *Program Perspectives* available at <https://my.lwv.org/texas/publications>
- *We Support Perspectives* available at <https://my.lwv.org/texas/publications>

Issue chairs for these positions serve off-board (although several state board members serve as issue chairs). During state legislative sessions, issue chairs monitor bills that we may choose to support or oppose and report on them in our *Legislative Newsletters* and on the website during the session. Our legislative newsletters are archived at <https://my.lwv.org/texas/publications>.

National Program

National LWV positions are also areas in which LWV-TX takes action at the state level of government. These positions are found in the LWVUS *Impact on Issues* at <http://lwv.org/content/impact-issues>. LWV-TX advocacy based on national League positions is detailed in *Program Perspectives* available at <https://my.lwv.org/texas/publications>.

League Program includes both study and advocacy.

Taking Action: Guidelines for Local Leagues

The president of the League at all three levels is the official spokesperson for the League. The president may delegate this responsibility on an individual basis, as the president deems necessary.

A Definition of League Action

Action is League effort to bring about governmental change based on the positions we derive through member study and consensus. Because we are a multilevel organization with positions at each level, we must

- coordinate our action efforts in order to speak with one voice, and
- choose issues for priority attention at all levels in order to allocate resources effectively and maximize political impact.

Lobbying Using Local, State, and National Positions

- *Local positions.* Local positions are used to lobby at the local level. Only in unusual circumstances and with preclearance from the state League president is a local position used to lobby at the state or national level.
- *State and national positions.* Applicable state and national positions may be used to lobby at the local level without clearance from the state or national level.

If you are unsure about what action to take, please contact the appropriate LWV-TX issue chair via the that issue page in *Advocacy & Issues* at <https://my.lwv.org/texas/league-advocacy> or contact the state office by email at LWVTexas@LWVTexas.org or call 512-472-1100.

Action Guidelines and Activities for All Leagues

- Leagues act only when we have a local, state, or national position or are acting under League principles.
- Leagues never lobby in opposition to a League position.
- Elected officials respond best to their own constituents. Therefore, lobby only your own representatives unless otherwise directed.
- Invite your elected officials to a "Meet the League" get-together.
- Distribute *We Support*, a brochure of issues that the LWV-TX will support during the current Texas legislative session at <https://my.lwv.org/texas/publications>
- Visit your legislator between sessions. Get acquainted.
- Organize a local League advocacy workshop.
- Conduct the legislative interviews sent to local Leagues by LWV-TX.
- For guidance and inspiration, read:
 - *Fundamentals for Local Leagues* <https://my.lwv.org/texas/publications>
 - *Program Perspectives* <https://my.lwv.org/texas/publications>
 - *Impact on Issues* at <http://lwv.org/content/impact-issues>

Before Taking Action on an Issue, Ask Yourself

- Under what position do you wish to act—local, state, national? Or the League Principles?
- What do you wish to accomplish?
- Who is authorized to act for your League? (Check your local policy guide.)
- Will state, national, or other local Leagues be affected by this action?
- Is authorization needed from LWVTX, LWVUS, or other local Leagues before you act? (See guide on next page.)
- Who should receive copies of your letter, testimony, etc.? (See guide on next page.)
- How can my League promote the action to get the best response from the community—letters to the editor, social media, website, email?

When You Initiate Action

Action you initiate often requires contacting officials shared with other Leagues. Occasionally, you may wish to contact officials other than your own. For these reasons, authorization from other local Leagues is often necessary when you initiate action. For example:

- LWV-Houston Area wants to testify before a state legislative committee holding a hearing in Houston on land use and critical areas protection. They believe this is a good opportunity to advocate the League's state land use positions. After authorization by LWV-TX, they are ready to act.
- LWV-Tarrant County wants to appear before the North Central Texas Council of Governments on a regional issue. After consulting other Leagues in the region, they speak at the Council of Governments meeting.

When your League wants to initiate action on its own behalf, use the action guide that follows. If you do not find your needs addressed, contact the appropriate LWV-TX issue chair via that issue page in *Advocacy & Issues* at <https://my.lwv.org/texas/league-advocacy> or contact the state office by email at LWVTexas@LWVTexas.org or call 512-472-1100.

Action Guide: What to Do When Your Local League Initiates Action before a . . .
Local government or official in your League area only (E.g., city council, mayor, planning commission, school board)
✓ A local League board decision; copy action to local League files
Regional agency or official which is shared with other local Leagues (E.g., common city government or special purpose district, council of governments, regional task force)
✓ A local League board decision; copy action to local League files
✓ Requires authorization from LWV-TX advocacy committee chair or president; copy action to state office by email to sll@lwwtexas.org
✓ Requires authorization from other local Leagues affected by this action; copy to these local Leagues
State government or official (E.g., state representative or senator, governor, state agency)
✓ A local League board decision; copy action to local League files
✓ Requires authorization from LWV-TX advocacy committee chair or president; copy action to state office by email to sll@lwwtexas.org
Federal government or official (E.g., member of Congress, federal agency, U.S. President)
✓ A local League board decision; copy action to local League files
✓ Requires authorization from LWV-TX advocacy committee chair or president; copy action to state office by email to sll@lwwtexas.org
✓ Requires authorization from LWVUS (sometimes LWV-TX can authorize); copy action to national office and to state office by email to sll@lwwtexas.org

Advocacy Rules of Thumb

- Generally, local Leagues advocate to local officials, the state League advocates to state officials, and the national League advocates to national officials.
- A local League president, board member, or member cannot advocate officially for the League to a state or nation official without authorization from LWV-TX or LWVUS.
- A local League board member or member cannot advocate officially for the local League without authorization from the local League president. League members generally advocate for issues supported by the League as private citizens—not mentioning the League.

When You Receive Action Alerts

There are two sources of action alerts: LWV-TX and LWVUS. Action in response to these requests is expected and does not require authorization.

- An action alert means your League’s help is critically needed. Leagues are expected to respond to action alerts. Action alerts provide specific instructions.
 - LWV-TX action alerts sent to all local League members contain information on state legislation or governmental actions and suggestions for action to be taken.
 - Lobby requests also come from LWVUS and provide suggestions for congressional action to be taken in response to action alerts.
- Who speaks for the League
 - *Local League president.* The president of the local League will answer the action alert in the name of the local League and email the state or national office of what action was taken.
 - *Member action.* The president (or designee) communicates the information to local League members (via email, social media, website) with a strong request that they take action as private citizens—not mentioning their affiliation with the League. Members should share the information on their own social media platforms, again not mentioning the League. The effectiveness of action by local Leagues is bolstered by action that League members and local residents undertake as individuals.

Legislative Districts of Local Leagues and Member-at-Large Units

Counties of Local Leagues & Member-at-Large Units

<i>Local League/MAL Unit</i>	<i>Counties in Catchment Area</i>
LWV-Amarillo	Potter, Randall
LWV-Austin Area	Bastrop, Caldwell, Hays, Travis, Williamson
LWV-Bay Area	Galveston, Harris
LWV-Collin County	Collin
LWV-Comal Area	Comal, Guadalupe
LWV-Corpus Christi	Nueces
LWV-Dallas	Dallas
LWV-Denton	Denton
LWV-El Paso	El Paso
LWV-Hays County	Hays
LWV-Hill Country	Kerr, Gillespie, Kimble, Edwards, Real, Bandera, Kendall
LWV-Houston Area	Fort Bend, Harris
LWV-Irving	Dallas
LWV-Lubbock County	Lubbock
LWV-Marshal/Harrison County	Harrison
LWV-Midland	Midland
LWV-Richardson	Dallas, Collin
LWV-Rio Grande Valley	Cameron
LWV-San Antonio Area	Bexar
LWV-Sherman/Grayson County	Grayson
LWV-Tarrant County	Tarrant
LWV-Tyler/Smith County	Smith
LWV-Victoria	Victoria
LWV-Wichita Falls	Wichita

Congressional Districts

Online Resources

<p>Directory of U.S. Representatives District #, name with link to website, party, room/office building, telephone, committee assignment www.house.gov/representatives/#state_tx</p>
<p>Maps of Congressional Districts Statewide map, individual district map www.tlc.state.tx.us/redist/districts/congress.html</p>
<p>Who Represents Me? Enter address to obtain current districts and members of the Texas Senate, Texas House of Representatives, the Texas delegation to the U.S. Senate and House of Representatives, and the State Board of Education www.fyi.legis.state.tx.us/Home.aspx</p>

Local League Congressional Districts

The Congressional districts listed for each local League are current as of the date of publication. Local Leagues and member-at-large units that share members of Congress should coordinate with each other when preparing *Voters Guides*, debates, interviews, or similar projects.

District # Local League / Member-at-Large Unit

1	Marshall/Harrison County, Tyler/Smith County
2	Houston Area
3	Collin County, Dallas, Richardson
4	Collin County, Sherman/Grayson County
5	Dallas
6	Tarrant County
7	Houston Area
8	Houston Area
9	Houston Area
10	Austin Area, Houston Area
11	Midland
12	Tarrant County
13	Amarillo, Wichita Falls
14	Bay Area
15	Comal Area, Hays County, San Antonio Area
16	El Paso
17	Austin Area
18	Houston Area
19	Lubbock County
20	San Antonio Area
21	Austin Area, Comal Area, Hays County, Hill Country, San Antonio Area
22	Houston Area
23	El Paso, San Antonio Area
24	Dallas, Irving, Tarrant County
25	Austin Area
26	Denton, Tarrant County
27	Corpus Christi, Victoria
28	San Antonio Area
29	Houston Area
30	Dallas
31	Austin Area
32	Collin County, Dallas, Richardson
33	Dallas, Irving, Tarrant County
34	Rio Grande Valley
35	Austin Area, Comal Area, Hays County, San Antonio Area
36	Houston Area

State Senate Districts

Online Resources

<p>Directory of Texas State Senators Sorted by name and district; link to website www.senate.state.tx.us/75r/senate/Members.htm</p>
<p>Maps of Texas Senate Districts Statewide map, individual district map www.tlc.state.tx.us/redist/districts/senate.html</p>
<p>Who Represents Me? Enter address to obtain current districts and members of the Texas Senate, Texas House of Representatives, the Texas delegation to the U.S. Senate and House of Representatives, and the State Board of Education www.fyi.legis.state.tx.us/Home.aspx</p>

Local League State Senate Districts

The state senate districts listed are current as of the date of publication. When there is more than one League in a state senatorial district, consider coordination among Leagues on *Voters Guides* and/or candidate debates. Coordination is not always possible, but it is ALWAYS useful to explain to candidates that they may be approached by more than one League regarding debates, forums, and/or *Voters Guides*.

District # Local League / Member-at-Large Unit

1	Marshall/Harrison County, Tyler/Smith County
2	Dallas
3	Houston Area, Tyler/Smith County
4	Houston Area
5	Austin Area
6	Houston Area
7	Houston Area
8	Collin County, Dallas, Richardson
9	Dallas, Irving, Tarrant County
10	Tarrant County
11	Bay Area, Houston Area
12	Denton, Tarrant County
13	Houston Area
14	Austin Area
15	Houston Area
16	Dallas, Irving, Richardson
17	Houston Area
18	Houston Area, Victoria
19	San Antonio Area
20	Corpus Christi
21	Austin Area, Hays County, Rio Grande Valley MAL, San Antonio Area
22	Tarrant County
23	Dallas
24	Austin Area, Hill Country
25	Austin Area, Comal Area, Hays County, San Antonio Area
26	San Antonio Area
27	Rio Grande Valley
28	Lubbock County
29	El Paso
30	Collin County, Denton, Sherman/Grayson County, Wichita Falls
31	Amarillo, Midland

State Representative Districts

Online Resources

<p>Directory of Texas State Representatives Sorted by name and district; link to website www.house.state.tx.us/members/</p>
<p>Maps of Texas House Districts Statewide map, individual district map www.tlc.state.tx.us/redist/districts/house.html</p>
<p>House Resources Menu See the Directories section for District Information by Member and District; Desk, office, and phone numbers; seniority order, etc. www.house.state.tx.us/resources/</p>
<p>Who Represents Me? Enter address to obtain current districts and members of the Texas Senate, Texas House of Representatives, the Texas delegation to the U.S. Senate and House of Representatives, and the State Board of Education www.fyi.legis.state.tx.us/Home.aspx</p>

Local League State House Districts

The state representative districts listed are current as of the date of publication. When there is more than one League in a state representative district, consider coordination among Leagues on *Voters Guides* and/or candidate debates. Coordination is not always possible, but it is ALWAYS useful to explain to candidates that they may be approached by more than one League regarding debates, forums, and/or *Voters Guides*.

District #	Local League / MAL Unit	District #	Local League / MAL Unit
1 - 4	–	68	–
5 - 6	Tyler/Smith County	69	Wichita Falls
7 - 8	–	70	Collin County
9	Marshall/Harrison County	71 - 72	–
10 - 16	–	73	Comal Area
17	Austin Area	74 - 78	–
18 - 23	–	75 - 79	El Paso
24	Bay Area	80 - 81	–
25 - 29	–	82	Midland
30	Victoria	83 - 84	Lubbock County
31	–	85	–
32 & 34	Corpus Christi	86 - 87	Amarillo
33	Collin County	88	–
35 - 36	–	89	Collin County
37 - 39	Rio Grande Valley	90 - 99	Tarrant County
39 - 43	–	100	Dallas
44	Comal Area	101	Tarrant County
45	Hays County	102	Dallas, Richardson
46 - 52	Austin Area	103	Dallas, Irving
53	Hill Country	104	Dallas
54 - 55	–	105	Dallas, Irving
56	–	106	Denton
57 - 61	–	107 - 111	Dallas
62	Sherman/Grayson County	112	Dallas, Richardson
63 - 65	Denton	113 - 114	Dallas
66	Collin County	115	Dallas, Irving
67	Collin County, Richardson	116 - 125	San Antonio Area
		126 - 150	Houston Area

State Board of Education Districts

Online Resources

<p>Directory of Board of Education Members Sorted by district; link to biography http://tea.texas.gov/About_TEA/Leadership/State_Board_of_Education/Board_Members/SBOE_Members/</p>
<p>Maps of Board of Education Districts Statewide map, individual district map www.tlc.state.tx.us/redist/districts/sboe.html</p>
<p>Who Represents Me? Enter address to obtain current districts and members of the Texas Senate, Texas House of Representatives, the Texas delegation to the U.S. Senate and House of Representatives, and the State Board of Education www.fyi.legis.state.tx.us/Home.aspx</p>

Local League State Board of Education Districts

The state board of education districts listed are current as of the date of this publication. Because of the enormous size of these districts, coordination among local Leagues during elections will be difficult, but keep other Leagues in your district informed about debates and *Voters Guides*. Explain to candidates that they may be approached by more than one League regarding debates and/or *Voters Guides*.

District # Local League / Member at Large Unit

1	El Paso
2	Corpus Christi, Rio Grande Valley, Victoria
3	San Antonio Area
4	Houston Area
5	Austin Area, Comal Area, Hays County, Hill Country, San Antonio Area
6	Houston Area
7	Bay Area, Houston Area
8	Bay Area, Houston Area
9	Marshall/Harrison County, Sherman/Grayson County, Tyler/Smith County
10	Austin Area
11	Dallas, Irving, Tarrant County
12	Collin County, Dallas, Richardson
13	Dallas, Irving, Tarrant County
14	Denton
15	Amarillo, Lubbock County, Midland, Wichita Falls

LWV-Texas Education Fund

About the Education Fund

Mission

The League of Women Voters of Texas Education Fund (LWV-TEF), a nonpartisan organization, encourages active and informed civic participation in government and increased understanding of major public policy issues.

What is LWV-TEF?

The LWV-TEF is a public trust established under Texas law, an organization legally separate from the League that performs citizen education and voters service activities. Contributions to the Education Fund can be deducted as charitable contributions, whereas contributions to the League cannot. Local Leagues can maintain a LWV-TEF account in order to be able to solicit tax-deductible donations from their local donor base.

Two publications available at <https://my.lwv.org/texas/publications> provide additional information about the education fund for local Leagues and its board of trustees:

- *Handbook for Local League TEF Projects* (Provides policies, procedures, and forms)
- *Trustees Handbook for the Education Fund*

How Can Local League TEF Money be Used?

All voters service activities would qualify—*Voters Guides, Guides to Elected Officials, Know Your Community Surveys, voter registration campaigns, general get-out-the-vote campaigns, and educational projects on program studies.* According to the Internal Revenue Service (IRS), the projects must satisfy all of the following criteria:

- Be in the general area of government and public policy
- Be purely educational in nature and present all major sides fairly
- Be factual with no conclusions drawn from the facts
- Not duplicate the efforts of another organization
- Be of value to the public

In addition, Education Fund money may be used to

- attend educational workshops and conferences that meet IRS criteria,
- purchase LWV-TEF and LWVUS Education Fund publications,
- make per member payments to LWVUS (50% of annual national PMP) and LWV-TX (50% of annual state PMP), and
- contribute to specific state projects within the LWV-TEF.

Essential Checklist: What to Send to Whom

Information That Local Leagues Provide to the State and National Leagues

A written record of local activity is very important because these documents can become models or sources of ideas for other local Leagues and future League members.

- Local Leagues should submit documents electronically.
- The local League president should assign someone the responsibility for transmitting the following documents as indicated.

Item	Send To
Organization Documents	
Annual meeting materials: Workbook, budget, bylaws, local program, policy, board of directors list	sll@LWVTexas.org
Minutes from ALL board meetings, annual meeting, and other business meetings, following approval. Include ALL attachments mentioned in the minutes (e.g., treasurer's report, consensus questions)	sll@LWVTexas.org
Membership: new members, updated contact information	lww.force.com/portal/login
Communications	
Correspondence to LWVUS	sll@LWVTexas.org
Correspondence to state and national officials (e.g., Action Alert responses/replies)	sll@LWVTexas.org
Newspaper articles/clippings/links to online articles	LWVTexas@LWVTexas.org
Financial Items	
Per member payment (PMP) – Due 7/31, 10, 31, 1/31, & 4/30	State office, national office
Sales tax report and check, if applicable	Texas Comptroller of Public Accounts
Program Items	
Consensus, concurrence, program	LWVTexas@LWVTexas.org
Publications	
All publications	sll@LWVTexas.org
<i>Voters Guide</i>	sll@LWVTexas.org
<i>VOTER</i> or other newsletters	sll@LWVTexas.org
Ideas That Work!	
Local League projects that have been successful in furthering the League mission <ul style="list-style-type: none"> • Leadership development—an effort that fostered local League members to lead enthusiastically and effectively • Membership momentum—an effort that resulted in increasing membership • Voter turnout—a community engagement strategy that went beyond voter registration to address voter turnout in your community • Other approaches/events that increased citizen engagement, influenced public policy, or otherwise empowered residents to improve their community 	sll@LWVTexas.org

LWV-Texas Style

Proofreading

The League has a reputation for publishing thoroughly researched, carefully written documents. If a League publication contains typographical, grammatical, or stylistic errors, the reader may think that carelessness in presentation reflects inaccuracy of content. Thus accurate proofreading is critical.

Items Specific to League Style

Do not use an apostrophe in the following terms commonly used by the League:

- candidates forum/meeting/questionnaires
- citizens committee
- county commissioners court
- presidents mailing
- speakers bureau
- voters guide
- voters service

Guide to Capitalization—Traditional League Usage

Act when used as part of a law title (National Voter Registration Act); **but** act when used as a common noun (the act, the 1992 act)

Administration if referring to the federal executive department and standing alone; **but** the Bush administration

amendment unless referring to a specific constitutional amendment, such as the 19th Amendment to the U.S. Constitution or the Equal Rights Amendment

annual meeting

bill

Board when used as part of a proper name (LWV-TX Board of Directors); **but** the state board or off-board position

budget

bylaws when used in general, such as "It is the job of a bylaws committee..." **but** the LWV-TX Bylaws Committee

chair such as the Water Commission chair, membership chair; **but** Chair Betty Smith

city council the council, city council member; **but** Houston City Council

Committee if used as part of a proper name (LWV-TX Nominating Committee, U.S. Senate Appropriations Committee); **but** committee if used as a common noun (any nominating committee) or substitute for a proper name (the committee)

Congress when referring to the U.S. House and U.S. Senate together; **but** your congressman and congressional action; Representative or Rep. is the preferred title before the name of a U.S. House member

Constitution when used as a proper name, such as the U.S. Constitution or the Texas Constitution; **but** state constitution or constitutional

convention when used as a common noun, such as state convention or the convention; **but** Convention if referring to a specific national or state League convention **and** used without a definite article (the), such as "delegates to Convention"

County when used as part of a proper name, such as Collin County; **but** the county or a county commissioners court

Democrat when referring to a member of the Democratic Party; **but** democratic when referring to the common people or based on the principles of democracy

electoral college the college or the electors (except when referring to it as a League program)

executive executive department, executive branch, executive privilege; **but** Chief Executive when referring to the President of the United States

federal government U.S. government, the government; **but** Federal Reserve Board, U.S. Government Printing Office, or writing about the Federal Government in its official capacity

Governor Governor Miriam (Ma) Ferguson; **but** the governor

House of Representatives and Speaker of the House; **but** the lower house of Congress or both houses of the state legislature

judicial branch

League League of Women Voters, the League, local Leagues

Legislature when used as part of a proper name (the 75th Legislature, the Texas Legislature); **but** legislature or legislative branch

local local government, local League

Mayor Mayor Kathy Whitmire; **but** the mayor of Austin

national national government, national League budget; **but** National League of Cities

Party when used as part of a proper name (Green Party); **but** a party, political parties

President of the United States, LWV-Texas President Jane Doe; **but** presidential candidate, presidential election, the national League president

Principles when referring to the concepts of government supported by the League as a whole that constitute the authorization for adoption of League program

Program when referring to a specific, adopted League program (LWV-TX Program 2016-18) and the name of a League program item (Voting Rights or Campaign Finance); **but** program items, program chair, national program

Representative Representative Frances (Sissy) Farenthold, House of Representatives; **but** a representative

Republican when referring to a member of the Republican Party; **but** republican when relating to the nature of a republic

resolution when used as a common noun; **but** Senate Joint Resolution 20 (SJR 20)

seasons of the year not capitalized (spring, summer)

Sections of the U.S. capitalized (the South, the Midwest); **but** northerner, southern California, a trip south

Senate of the United States, U.S. Senate, Senator Margie Neal; **but** a senator, senatorial

state when a common noun, such as state government, the state, state office; **but** State of Texas

titles of publications

- *Capitalize:* First word, last word, all proper names and pronouns; verbs, nouns, adjectives, adverbs, subordinate conjunctions; the first word after a colon or dash, and words longer than three letters
 - Are, As, Before, Beyond, Because, Either, Hers, His, If, Our, Since, Their
- *Lower case:* Articles, coordinate conjunctions, and prepositions, regardless of length unless they are the first or last words of the title
 - a, an, and, at, but, by, for, in, nor, of, on, or, so, the, to, up, with, yet

Unit Rio Grande Valley Member-at-Large Unit; **but** a member-at-large unit or our three units

Voters Service Voters Service Program, Vice President of Voters Service; **but** voters service activities

League Lingo

action Promotion of a League position on local, state, and national public policy issues to government officials, the media, and the public by the president of the League or an authorized representative

action alert Request from the state or national League to take action at a specific time in support of a League position

Action News! A monthly electronic newsletter sent by LWV-Texas to League members in Texas

advocacy Arguing in favor of a cause, an idea, or a policy (does not necessarily involve lobbying)

annual meeting A local League year-end business meeting to elect officers and directors, vote on bylaws changes, and adopt a budget and program of work for the next year

calendar Plans by the board of directors for the League year for League program and other activities

Capital Corps League members from the Austin area who assist issue chairs with legislative visits, testimony, and other state League advocacy efforts

concurrence A method of adopting a position reached through consensus by another League; Leagues can also concur with the recommendations of a resource committee or decision statements formulated by a League board of directors

consensus Collective opinion of a substantial number of League members, representative of the membership as a whole; reached through objective study and discussion of an issue, not a vote

convention A state or national League meeting held biennially in which League delegates adopt program, elect officers and directors for the biennium, adopt a budget, act on proposed bylaws changes, and conduct other business

council (national) A biennial meeting of League delegates to adopt a budget and review program, held in years between conventions and with a more limited representation

education fund A publicly supported, nonmembership organization to which tax-deductible donations can be made; LWV-Texas Education Fund was established in 1966 to operate exclusively for educational purposes in the area of government and public policy. It also holds tax-deductible donations made to local Leagues and makes grants to the state and local Leagues to carry out the educational purpose of the League

Facts & Issues (F&I) A balanced, unbiased, nonpartisan report authored by a study committee that reflects a diversity of views on the study topic and summarizes the facts as well as alternatives for change in public policy

household member If more than one member of a household is a member of the League, each additional household member is assessed half the per member payment for dues by the state and national Leagues; local dues may or may not follow this pattern

issue chair A League member who monitors a specific LWV-TX position and educates others about it, promotes its visibility, and advocates on its behalf

life member A person who has been a League member for 50 years or more; life members are excused from dues payment, and their Leagues pay no per member payment for them

lobbying communicating with elected officials (or their staff) to urge a position on a pending piece of legislation; always involves advocacy

member-at-large (MAL) A member who resides outside of, and is not enrolled in, a local League

member-at-large unit A state-recognized group of members-at-large in an area where there is no local League who become a formal group and provide League service in their communities

nonpartisan The League does not support or oppose political parties or candidates for public office at any level, including candidates who may be a League member

Observer Corps League members who attend governmental meetings, note what happens at the meetings, and report back to the League and community to promote government transparency and accountability and ensure that citizens are aware of decisions that impact their lives

orientation Basic background material provided in writing or at meetings to help members understand League purposes, policies, and procedures

per member payment (PMP) The amount of dues paid to the state and national Leagues on behalf of each member; determined by delegates to the state and national conventions; assessed based on the membership count on January 31 of each year

political The League studies public policy issues and advocates for change in government policy and legislation without regard to political party

position A statement of the League point of view on a public issue, arrived at through member study and agreement (consensus, concurrence) and approved by the appropriate board of directors; used as the basis for League action

program Selected governmental issues chosen by the membership at local, state, and national levels for League study and action

program planning The process through which members suggest (a) a new topic for study, (b) review of a current position for a possible update, or (c) an amendment to a current position, or (d) a new position to be adopted by concurrence

programs Planned, coordinated activities (speakers, discussion, et al.) at League meetings, often for a specific purpose

unit A subdivision of a League with a large membership; provides maximum participation by members in discussion of League program and activities

VOTER A League newsletter for members and others; published by local and state Leagues

voters guide (VG) A nonpartisan publication that includes candidates' qualifications and positions on selected issues or pro/con information on propositions or amendments

voters service (VS) Year-round activity to help citizens be politically effective and encourage their participation in the political process; registering voters and presenting factual, nonpartisan information on candidates and election issues are the two most basic voters service activities

LWV-Texas Presidents, 1919 to Present

1919-1923	Jesse Daniel Ames	Georgetown	1962-1966	Dorothy Brown	Waco
1923-1924	Helen B. Moore	Texas City	1966-1970	Ruth Joor	Houston
1924-1925	Dr. Alice Merchant	El Paso	1950-1975	Veta Winich	Dickinson
1925-1927	Mary Jagoe	Denton	1975-1979	Betty Anderson	Lubbock
1927-1929	Louise Kempner	Galveston	1979-1983	Diana Clark	Dallas
1929-1931	Louise Masterson	Houston	1983-1987	Lois Carpenter	Midland
1931-1932	Oveta Culp Hobby	Houston	1987-1991	Diane Sheridan	Clear Lake
1932-1934	Frances Putnam	Houston	1991-1993	Evelyn Bonavita	San Antonio
1934-1938	Ella Sealy Newell	Galveston	1993-1997	Ruthann Geer	Arlington
1938-1940	A. Louise Dietrich	El Paso	1997-1999	Julie Lowenberg	Dallas
1940-1942	Mary Esther Hill	Austin	1999-2003	Carolie Mullan	Lubbock
1942-1944	Novella Calvin	LaMarque	2003-2008	Darlene Hicks	New Braunfels
1944-1945	Elizabeth Brownscombe	Dallas	2008-2012	Karen Nicholson	Midland
1945-1946	Annie Laurie Gill	LaMarque	2012-2014	Linda Krefting	Lubbock
1946-1950	Betty Ann Row	Dallas	2014-2018	Elaine Wiant	Dallas
1950-1952	Mrs. Ed Kilman	Houston	2018-	Grace Chimene	Austin
1952-1956	Eleanor Richards	Waco			
1956-1960	Arthelia (Cookie) Smith	Austin			
1960-1962	Glen Boiler	Houston			

Bylaws

League of Women Voters of Texas

Adopted June 19, 1947

Amended 1956, 1958, 1960, 1962, 1966, 1968, 1970, 1971, 1973, 1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989, 1991, 1993, 1999, 2001, 2003, 2006, 2008, 2010, 2012, 2016

ARTICLE I. NAME

The name of this organization shall be League of Women Voters of Texas, hereinafter referred to in these bylaws as LWV-TX, or, as the state League. This state League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS.

ARTICLE II. PURPOSES AND POLICY

Section 1. Purposes

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

Section 2. Political Policy

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

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

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

Section 2. Types of Membership

- a. *Voting members.* Persons at least 16 years of age who join the LWV-TX shall be voting members of the local and state Leagues of their place of joining and of the LWVUS;
 - 1) those who live within an area of a local League may join that League or any other local League;
 - 2) those who reside outside the area of any local League may join a local League or shall be state members at large;
 - 3) those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.
- b. *Associate members.* All others who join the League shall be associate members.

ARTICLE IV. LOCAL LEAGUES AND MEMBER-AT-LARGE UNITS

Section 1. Local Leagues

- a. Local Leagues are those Leagues within the state of Texas that have been so recognized by the LWVUS.
- b. The board of directors, hereinafter also referred to as the state board, shall recommend to the board of the LWVUS, hereinafter referred to as the national board, that it recognize as a local League any group of members of the League in any community within the state provided the group fulfills recognition requirements.
- c. In the event of recurrent failure of a local League to fulfill the national and/or state requirements, the board of the LWV-TX shall recommend to the national board that it withdraw recognition from such local League. In the event of the dissolution of the local League, all monies and securities that may at the time be owned or under the control of the local League shall be paid to the LWV-TX after the local League board has paid or made provision for the payment of all liabilities of the local League. All other property of whatsoever

nature, whether real, personal, or mixed, which may at the time be owned or under the control of the local League, shall be disposed of to such person, organization, or corporation for such public, charitable, or educational use and purposes as the state board in its absolute discretion may designate.

Section 2. Member-at-Large Units

- a. The state board may authorize the establishment of member-at-large units, composed of members-at-large, where feasible. Member-at-large units shall operate within the limitations established by the LWVUS and within guidelines adopted by the state board.
- b. In the event of recurrent failure to adhere to guidelines for member-at-large units or to operate within the limitations established by the LWVUS, the state board may withdraw approval of the member-at-large unit. All assets held by a member-at-large unit from which approval has been withdrawn shall be turned over to the state League.

ARTICLE V. OFFICERS

Section 1. Election, Qualifications, and Term

The officers of the LWV-TX shall be a president, four vice presidents, a secretary, and a treasurer. They shall be voting members of the LWV-TX and shall be elected by the convention to hold office for two years beginning June 1 of the year of their election or until their successors have been elected and qualified.

Section 2. The President

The president shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the state board, or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts, and notes in the absence or disability of the treasurer; and shall perform such other duties as the state board may direct.

Section 3. The Vice Presidents

At its first board meeting the new state board shall designate one vice president who, in the event of the absence, disability, resignation, or death of the president, shall assume the office of president. Should that vice president be unable to serve as president, the state board shall choose one of its other elected members to fill the vacancy. The vice presidents shall perform such duties as the president and state board direct.

Section 4. The Secretary

The secretary shall keep or cause to be kept minutes of convention, statewide conference, and meetings of the state board. The secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board, and shall perform such other duties as the president and state board shall direct.

Section 5. The Treasurer

The treasurer shall perform such duties as customarily pertain to the office; arrange for an at least biennial, professional review of the books; and, at the direction of the state board, maintain deposits in authorized financial institutions.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Selection, Qualifications, and Term

The board of directors shall consist of the officers of the LWV-TX, six directors elected by the convention, and not more than six directors appointed by the elected members of the board. All directors shall be voting members of the LWV-TX and shall serve for two years beginning June 1 of the year of their election, or until their successors have been elected and qualified. Vacancies other than the presidency may be filled by vote of the remaining members of the board.

Section 2. Powers

The state board shall manage and supervise the business, affairs, and activities of the LWV-TX subject to the instruction of the convention. The board shall plan and direct the work necessary to carry out the program on state governmental matters as adopted by the convention. It shall accept responsibility for the organization and development of local Leagues and member-at-large units, the promotion of League program, financial development, and such other matters as the national board may from time to time delegate to it. 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.

Section 3. Meetings

At least three regular meetings shall be held annually at such time and place as the board may determine. The president may call special meetings and, upon the written request of at least five members of the board, shall call a special meeting. Notice of all regular meetings shall be given at least two weeks before the meeting and notice of all special meetings shall be given at least three days before the meeting. During a convention or statewide conference, the president may, or upon the request of at least five members, shall call a special meeting by giving written notice to each member of the board. Special meetings may be held by electronic communication.

Section 4. Absences

Unexcused absences from two consecutive board meetings or three unexcused absences from board meetings in a biennium shall be considered a resignation from the board.

Section 5. Quorum

A majority of the members of the board of the LWV-TX shall constitute a quorum. Any one or more members of the board may participate in a special meeting by means of electronic communication. Participation by such means shall constitute presence at a meeting.

Section 6. Indemnification and Limitation of Liability

The directors and all officers or other appointed representatives of the League of Women Voters of Texas shall be indemnified and their liability shall be limited to the fullest extent authorized by the Texas Nonprofit Corporation Act, Article 1396-2.22A, Vernon's Annotated Civil Statutes, as it now exists or hereafter may be amended and by the Charitable Immunity and Liability Act, Chapter 84 of the Civil Practices and Remedies Code.

Section 7. Removal From Office

In executing the duties of their office, board members are expected to carry out applicable laws and regulations as well as League bylaws, mission, policies, principles, positions, standards, and procedures. Board members who do not shall be counseled. If violations persist, they may be removed from office by a two-thirds vote of the board of directors.

Article VII. Convention

Section 1. Place, Date, and Call

A convention of the LWV-TX shall be held biennially in the even-numbered years at a time and place determined by the state board. A first call to convention shall be sent to the presidents of local Leagues, to the chairs of member-at-large units, and to members-at-large not in units at least 120 days before the date fixed in said call. Thereafter, the state board may advance or postpone this date by not more than 14 days. A final call, giving the exact time and place of the convention, shall be issued at least 42 days before the session opens.

Section 2. Composition

The convention shall consist of

- a. the president of each local League or an alternate, in the event the president is unable to attend;

- b. delegates chosen by members of local Leagues as follows: One delegate for the first 15 voting members, and one delegate for every 10 additional voting members or major fraction thereof. The official membership count shall be determined by state office records of voting members as of January 1 of the year in which convention is held. Each provisional League and each member-at-large unit with at least 10 members shall be entitled to one voting delegate; and
- c. the members of the state board.

Section 3. Delegates' Qualifications and Voting

All delegates shall be voting members of the LWV-TX. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether or not a delegate is qualified to vote.

Section 4. Powers

The convention shall adopt a program; elect officers and directors, the chair and two members of the nominating committee; adopt a budget; and transact such other business as may properly come before it.

Section 5. Quorum

A quorum shall consist of a majority of the delegates registered at the convention provided that no fewer than a majority of local Leagues are represented.

Article VIII. Statewide Conference

Section 1. Place, Date, and Call

A statewide conference may be called as needed at a time and place determined by the state board. A formal call shall be issued to local League presidents and chairs of member-at-large units at least 30 days before a statewide conference meeting.

Section 2. Purpose

The purpose of the statewide conference shall be determined by the interests and needs of members, local Leagues, members-at-large units, and the state board. The statewide conference is open to all League members. Business may be conducted if necessary.

Section 3. Conduct of Business

- a. In event of conduct of business, eligible voters will be as follows:
 - 1) the president of each local League or an alternate, in the event the president is unable to attend; and one other delegate chosen by the local League board. Each member-at-large unit with at least 10 members shall be entitled to one voting delegate; and
 - 2) the members of the state board.
- b. *Quorum.* A majority of voting delegates registered at statewide conference shall constitute a quorum provided that no fewer than a majority of local Leagues are represented.

Section 4. Powers

- a. In the event of conduct of business, the statewide conference may give guidance to the state board on program and methods of work.
- b. In the event of an emergency, the statewide conference may change the program upon recommendation of the state board or a local League, using the following procedure:
 - 1) Any local League proposing a change shall submit it to the state board at least 60 days before a proposed statewide conference; the state board shall decide whether or not to recommend the change.
 - 2) At least 30 days before the statewide conference, the state board shall send to the presidents of local Leagues all proposed changes.
 - 3) A majority vote of the delegates present and voting shall be required for consideration of any change proposed by a local League and not recommended by the state board.
 - 4) A two-thirds vote of the delegates present and voting shall be required to adopt any change.
- c. The statewide conference may transact other business that may properly come before it.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

The nominating committee shall consist of five members. The chair and two members, who shall not be members of the state board, shall be elected by the convention. At its first board meeting, the state board shall appoint two of its members to the committee. Vacancies shall be filled by appointment by the state board maintaining the off-board/on-board representation.

Section 2. Suggestions for Nominations

The chair of the nominating committee shall request suggestions for nominations through the president of each local League and the chairs of member-at-large units by advising them of the offices to be filled and the address to which suggestions are to be sent. Members may submit suggestions directly to the committee.

Section 3. Report of the Nominating Committee

The report of the nominating committee, containing its nominations for officers and directors and the chair and two members of the next nominating committee, shall be sent to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention. The report of the nominating committee shall be presented to the convention on the first day of the convention. Nominations may be made from the floor immediately thereafter provided the consent of the nominee has been obtained.

Section 4. Election

The administration of the election shall be the responsibility of an election committee appointed by the president on the first day of the convention. Election shall be by ballot except that if there is only one nominee for an office it shall be by voice vote. A majority vote of the delegates present and voting shall constitute an election.

ARTICLE X. PRINCIPLES AND PROGRAM

Section 1. Principles

The principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

Section 2. Program

The program of the LWV-TX shall consist of action to implement the Principles and those state governmental issues chosen by the convention, or statewide conference using the procedure outlined in Article VIII, Section 4 for concerted study or concurrence and action as follows:

- a. Local League boards may make recommendations for state program, including proposed concurrence, to the state board at least three months before the convention or statewide meeting.
- b. The state board shall consider these recommendations and formulate a proposed program which shall be sent to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention or statewide conference.
- c. Any League or the state board that plans to propose the adoption or amendment of a state League position by concurrence on the floor of the convention shall give notice to the state office to be sent to all local Leagues and the state board, of its intent to do so at least six weeks before the convention. The proposing League or state board shall send background information, including pros and cons on the issue and an explanation of the rationale for using this form of member agreement to the state office and the state office shall send the information for all local Leagues, state board, and MAL units at least thirty days before convention.
- d. The convention shall adopt the proposed program by a majority vote on each subject presented to it. A program recommendation submitted to the state board at least three months prior to convention but not proposed by the state board may be adopted by the convention if its consideration is ordered by a majority vote of the convention and the vote on adoption comes on a following day. A two-thirds vote is required to adopt a non-proposed

item, or to amend or adopt a state League position by concurrence on the floor of the convention.

Section 3. Program Action

Local Leagues may act on program only in conformity with positions taken by the LWVUS or the LWV-TX. Local Leagues or members may act on program at the state level in the name of the League only when authorized to do so by the state board.

ARTICLE XI. NATIONAL CONVENTION AND COUNCIL

Section 1. National Convention

The state board, at its earliest meeting of the year in which the convention is held, shall elect delegates to the national convention in the number allowed the LWV-TX under the provisions of the bylaws of the LWVUS.

Section 2. National Council

The state board, at its earliest meeting of the year in which the council is held, shall elect delegates to the national council in the number allowed the LWV-TX under the provisions of the bylaws of LWVUS.

ARTICLE XII. FINANCIAL ADMINISTRATION

Section 1. Fiscal Year

The fiscal year of the LWV-TX shall be from June 1 to May 31 of each year.

Section 2. Financial Support

- a. Annually the local Leagues shall assume financial responsibility for the work of the LWV-TX.
- b. Each local League shall make an annual per member payment to the LWV-TX in an amount to be determined by a three-fifths vote of the delegates present and voting at each convention. When two or more members reside at the same address in a common household, the payment determined by the convention shall be made for the first member; a payment equal to one-half the per member payment shall be paid for each other member. A local League shall be excused from making a per member payment for life members. Annual minimum state support payment shall be established for local Leagues as determined by a three-fifths vote of those delegates present and voting at convention. Each member at large shall pay annual dues to the LWV-TX in an amount set by the state board. Provisional Leagues shall make annual support payments as determined by the state board.
- c. Responsibility for additional support for the LWV-TX shall be assumed by the state board, which shall develop and solicit other sources for funding the state League and shall encourage supporters of the state League to contribute also to any local Leagues in their area.

Section 3. Budget Committee

A two-year budget shall be prepared by a committee appointed for that purpose at least 180 days before the convention. The treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as chair.

Section 4. The Budget

The state board shall send to the presidents of local Leagues and to chairs of member at large units, at least 30 days before the convention, a proposed two-year budget. A budget shall be adopted by a majority vote except that the per member payment shall be approved as provided in Section 2. of this Article.

Section 5. Distribution of Funds on Dissolution

In the event of the dissolution of the LWV-TX all monies and securities which may at the time be owned by or under the control of the LWV-TX shall be paid to the LWVUS after the state board has paid or made provision for the payment of all the liabilities of the LWV-TX. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned by or

under the control of the LWV-TX, shall be disposed of to such person, organization, or corporation, for educational use and purposes as the state board in its absolute discretion may designate.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and are not inconsistent with these bylaws.

ARTICLE XIV. AMENDMENTS

These bylaws may be amended at any convention by a two-thirds vote of delegates present and voting provided that the proposed amendment was submitted to the state board at least 120 days before convention by a local League board, or has been proposed by the state board. The state board shall send all such proposed amendments, together with the board's recommendations, to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention.

State Charter

League of Women Voters of Texas
As Amended August 10, 1956

KNOW ALL MEN BY THESE PRESENT:

THAT WE, Mrs. Harris Masterson and Ruth Hastings, residents and citizens of Harris County, Texas, and Mrs. Carl L. Voss, a resident and citizen of Dallas County, Texas, under and by virtue of the laws of the State of Texas, do hereby voluntarily associate ourselves together for the purpose of forming a private corporation, under the terms and conditions set out as follows:

- I. The name of this corporation shall be the League of Women Voters of Texas.
- II. The purpose for which this corporation is formed is in support of an educational undertaking and specifically to promote political responsibility through informed and active participation of citizens in government; to render such other services in the interest of education in citizenship as may be possible, and to do every act appropriate or necessary to carry out any of the foregoing objects. The corporation shall not support or oppose any political party or candidate.
- III. The principal office of the corporation and the place where its business shall be transacted is the City of Austin, Travis County, Texas.
- IV. The term for which it is to exist is fifty (50) years. *
- V. The number of directors shall be not less than three, nor more than twenty one; and the names and post office addresses of the directors for the first year are as follows:
Mrs. Harris Masterson, Houston, Texas
Mrs. Carl L. Voss, Dallas, Texas
Ruth Hastings, Houston, Texas
- VI. This corporation is formed for the support of an educational undertaking as specified in Article II without profit to the corporation and, therefore has no capital stock. This corporation has now no goods, chattels, nor lands.

IN TESTIMONY WHEREOF, we hereunto sign our names this, the 18th day of December A.D. 1930.

Mrs. Harris Masterson
Ruth Hastings
Mrs. Carl L. Voss

* "Texas Non Profit Corporation Act, Article 1396 2.02. General Powers A. (1). To have perpetual succession by its corporate name, unless a limited period of duration is stated in its articles of incorporation. Notwithstanding the articles of incorporation, the period of duration for any corporation incorporated before August 10, 1959, is perpetual if all fees and franchise taxes have been paid as provided by law."