

LOCAL POLICIES STATEMENT

LWVUS NONPARTISAN POLITICAL POLICY AND LOCAL AMPLIFICATION

Article II, Section 2 of the League of Women Voters US Bylaws delineates the League's policy: "The League shall not support or oppose any political party or any candidate."

It is the duty of the Board to see that the League is in fact nonpartisan and that what it does and says is not influenced by any party or candidate. All members of the League of Women Voters of Dallas, including Board members, are encouraged to participate as individuals in partisan political activities. Such activities may include, but are not limited to, attending precinct caucuses and party conventions, serving as precinct chairs, making financial contributions to the candidates of their choice, and allowing their names to be used in support of particular candidates.

The President, Advocacy Vice President and Voter Outreach Vice President may not participate in conspicuous partisan political activities during their terms of office. League members should take care not to represent their partisan political activities as League policy and should not use the name of the League in such a way as to imply endorsement of or opposition to any candidate for elected office. Any concern about a board member's partisan activities should be brought to the Board of Directors for a decision.

A local LWVD board member may accept appointment to or run for a political office if the election does not require a party affiliation and the LWVD board gives approval. If a board member chooses to run for a partisan office, they must resign from the board. If an elected official in a nonpartisan office is elected or appointed to the LWVD board, he or she must recuse himself and leave the room when any discussion occurs about an issue on which the elected official would vote.

LOCAL PUBLIC POLICIES

SPEAKING FOR THE LEAGUE: Only the President or those authorized by the President shall speak officially for the League of Women Voters of Dallas. League members speaking publicly in opposition to a League position shall not identify themselves as League members.

SERVICE ON BOARDS AND COMMISSIONS: Appointment of a League Board member to a governmental committee or commission must be reported to the Board. The League takes initiative in recommending people to serve on appointed public boards, committees, and commissions. When the League member represents the League, the Board is not bound to support the commission's recommendations. The Board may issue a statement in explanation of the League's position and may specify what portion of the commission's report the League does and does not support.

REPRESENTATIVES TO OTHER ORGANIZATIONS: The President and the Advocacy Vice President shall annually, in June, review the League-appointed representatives to other organizations and act as necessary to renew or revise these appointments, subject to Board approval where appropriate.

COALITIONS and ASSOCIATIONS: The League of Women Voters of Dallas reserves the right to withhold its name from any statement or action taken by a coalition of which it is a member that does not reflect the League's consensus positions. If a coalition or association supports or opposes candidates, the League shall

publicly issue a statement disassociating itself from such support or opposition.

DIRECTORY: The Directory of the League shall not be used for other than League purposes without prior Board approval. Each member is responsible for notifying the League office how she/he wishes her/his name to be listed in the Directory.

PETITIONS: Only petitions relating to League positions, which have received prior approval of the Dallas League Board, shall be circulated during League meetings.

VOTER: The local newsletter, The Dallas *VOTER*, may carry announcements of other organizations' activities when they relate to League program or concerns, if space is available in the *VOTER*.

USE OF OFFICE EQUIPMENT: The equipment in the League office is to be used only for League purposes and operated only by trained operators.

CONFLICT OF INTEREST: Members of the local Board shall not receive material compensation, such as salaries or stipends, for services rendered, nor shall they sell professional services or products to the LWV Dallas. (In a not-for-profit organization, it is inappropriate for those who govern to receive material compensation for performing the services they have deemed necessary to carry out the mission of the organization.)

The office staff shall not be a member of the local Board. It is considered inappropriate for those earning a fee to be a part of the decision-making body that hires, fires, and determines salary and benefits.

In any matter in which a local Board member or a member of her/his family has a financial interest, the Board member shall refrain from participating in the discussion prior to a vote and shall refrain from attempting to influence the outcome of a vote, and shall abstain from voting.

COPYRIGHT: The League retains all right, title, and interest in all material prepared by League members for League use or distribution under League auspices. All copyrights to such material belong to the League.

ADS and COMMUNICATIONS:

- (1) SBA Luncheon Program ads: The Susan B. Anthony luncheon, a major fundraiser for LWVD, includes the opportunity to buy an ad in the program. Elected officials and candidates running for office may purchase an ad to honor the recipient of the SBA Award or the LWV but may not use that ad solely to promote their candidacy for office.
- (2) Ads in Print or Online LWV publications: No political ads for candidates or officeholders shall be accepted for any League print or online publication. All other ads must be approved by the appropriate League board member(s). Ads must be in general agreement with League principles.
- (3) Website: Any website for which the LWVD provides a link must be balanced, nonpartisan and consistent with League principles. All submissions are subject to review, appropriate editing, and approval by appropriate League board member(s).

LOCAL ORGANIZATION POLICIES

PROGRAM AND FISCAL YEARS: The program year and fiscal year is from June 1 to May 31.

Retiring officers or directors shall work with their successor until the new director is familiar with the portfolio.

COMMITTEES:

Annual Meeting Awards: Chaired by the previous year's recipients of the Myrtle Bales Bulkley and the Virginia Macdonald Awards, the committee consists of all past recipients of these awards. In addition, the president may appoint two current board members if no current board members are among the past recipients. The Bulkley Award is given annually. The Macdonald Award may be given at the discretion of the committee.

Budget: Per Article VI Section 4 of the bylaws—The president shall appoint the chair and members of the budget committee, which shall include the Treasurer and at least one other League member, at least two months prior to the annual meeting to prepare the budget for the ensuing fiscal year. The treasurer shall not be eligible to serve as chair of the budget committee. The proposed budget shall be sent to the membership at least 21 days before the annual meeting.

Bylaws: The committee shall consist of three to five members. The president shall appoint the chair at least five months prior to the annual meeting or any special meeting at which the bylaws are to be approved by the membership. Its charge shall be to review the bylaws and present any changes or amendments deemed necessary to the board of directors and then to the membership. 21 days before the annual meeting.

Development: The chair of the Development Committee shall be appointed by the President. Members of the development committee shall include the president, ex-officio, and may include board members and non-board members. Its charge shall be to devise the annual fund development plan for action and recommend results and benchmarks for action by the board. The committee will oversee and conduct fundraising events.

Finance: The president appoints the chair of the finance committee and three committee members, which shall include the Treasurer. The president is an ex officio member of the committee. The treasurer is a member of, but does not chair, the finance committee. Its charge is to set long-range financial goals along with funding strategies to achieve them and submit them to the board for approval. The finance committee works with the strategic plan committee to determine the financial implications of the plan. The finance committee exercises supervisory authority over the investment management of LWVD assets. It is responsible for quarterly reporting to the full board on the performance of LWVD investments.

Local Policy Review: The president appoints the chair and a committee of 3-5 members each year to review the local policies which are approved by the board. The policy committee shall work closely with the bylaws committee.

Local Program Exploratory and Planning: The committee is chaired by the Vice President for Program, who appoints the other members. The committee identifies issues for study, review and update, and/or concurrence.

Nominating: Per Article VIII, Section 1 of the bylaws—The nominating committee shall consist of five voting members, two of whom shall be members of the board. The chair and two members who shall not be members of the board shall be elected at the annual meeting. The current nominating committee shall make nominations for the upcoming year's nominating committee. The other members shall be appointed by the

board immediately following the annual meeting. The board shall fill any vacancy on the nominating committee. The chair of the nominating committee shall request suggestions from the voting members for nominations for officers and directors.

Periodic Program Review: This committee is chaired by the Vice President for Program and should include a former president or vice president. Its purpose is to review selected existing local positions and recommend changes as necessary. The number of positions reviewed each year by this Periodic Program Review Committee will be such as to allow a total review to be completed every four years.

Personnel: The Personnel committee is chaired by the Vice President for Organization and includes the president, secretary and treasurer. It ensures the initial training of the Office Administrator and subsequent annual job performance reviews in December. Review results are reported in January to the Board which can recommend to the Budget Committee any cost of living or merit raises for the next fiscal year.

Strategic Plan: The Chair of the Strategic Plan committee is appointed by the President. The committee will include other appropriate board members. The committee's charge is to develop and/or review, update, and/or remediate the strategic plan for board approval and implementation.

AGENDA: The President prepares an agenda for each Board meeting based on advice from the other officers.

ELECTRONIC VOTING: Any consideration of a question requiring official approval of the board of directors that the President determines cannot wait for the next regularly scheduled board of directors meeting may be conducted via electronic means using the following procedure:

1. The President shall send to each board member the question with any background data and information necessary for board consideration.
2. The time period allowed for discussion and voting must be stated.
3. Fifty-one percent (51%) of the board's existing membership must respond within the time allowed in order for the question to pass.
4. The electronic vote shall be ratified and recorded into the minutes of the next scheduled board meeting.

EXPENSES: Budgeted expenditures from portfolio funds are left to the discretion of the appropriate Board member. If expenditures exceed the budgeted amount, Board approval is required. Corresponding in-kind donations to cover expenses must be reported to the Board.

MEMBERSHIP SCHOLARSHIPS: Contributions to the Scholarship Fund will be used to pay membership dues for LWVD members who, because of financial hardship, need assistance paying all or part of their annual membership dues. Abatement of dues may be granted using the following procedures:

1. Requests for scholarship assistance will be referred to and authorized by the Organization VP or Membership Director, before being forwarded to the Treasurer for posting.
2. A partial or whole abatement of dues may be granted. A limit to the amount used for this purpose shall be determined by the Board at the beginning of each fiscal year.
3. Candidates will be considered on the basis of a combination of need, of past contributions of time and

- talent, on future participation, and/or on the value the applicant places on membership in the League.
4. The scholarship shall expire at the end of the scholarship year (anniversary date of the grant). Both new and renewal applications will be considered according to the above criteria.

LAPSED MEMBERSHIP: Members whose dues are three months in arrears will be dropped from the LWVD membership rolls. Notice will be sent to the member and to LWVUS and LWV-TX.

POLICY FOR GRANTS OR PROJECTS FUNDED BY NON-LEAGUE SOURCES

1. Criteria for consideration of grants or projects:
 - a. Each project proposed shall be reviewed by the Board to ensure that it is compatible with League purposes, policies, program, and principles. (The project should relate to Voters Service, a League position, a study, or an issue of direct interest to the League.)
 - b. League members must have the capabilities and resources to meet the project's requirements and objectives, either on their own or with assured available outside assistance.
 - c. The scope, work requirements, financial needs, and time limits of the project should be clearly established before authorization of the project by the Board.
2. Management Procedures:
 - a. Organization
 - (1) Responsibility for overseeing a project will be assigned to the appropriate vice president.
 - (2) A manager will be designated for the project, with Board approval, and will be responsible for administering the project.
 - (a.) It is strongly recommended that no Board member be a project manager unless the scope of the project falls within the normal responsibilities of the Board member's portfolio.
 - (3) A manager will be designated for the project, with Board approval, and will be responsible for administering the project.
 - (a.) It is strongly recommended that no Board member be a project manager unless the scope of the project falls within the normal responsibilities of the Board member's portfolio.
 - (b.) No Board member may accept monetary compensation over and above expenses for serving as a project manager.
 - (c.) If a contract requires acceptance of a stipend as part of a project, the Board member shall return the stipend to the League as a personal contribution, less any taxes incurred. This is to avoid possible conflict of interest.

To the extent justified by the scope and cost of the project, one or all of the following may be designated, with approval, to work under the general jurisdiction of the project manager:

1. Project treasurer, with line responsibility to the project manager and functional responsibility to the League treasurer.
2. Such other assistants to the project manager as are appropriate.

Finances

1. A proposed budget for each project should be submitted for Board approval prior to commencement of the project.
2. Accurate, up-to-date records shall be kept, according to accepted accounting standards, under the

direction of the League treasurer.

3. A separate League account may be maintained for large projects. Smaller projects may be handled through regular League accounts unless otherwise specified by grantor.

Reporting

1. Regular reports of cash receipts, cash disbursements, and remaining cash balance will be submitted to the League treasurer, with any appropriate comments, including known unpaid obligations.
2. A final financial report of receipts, disbursements, and remaining cash balance will be submitted to the League treasurer and designated vice president not more than 60 days after the project completion date.
3. A final summary report of the project shall be submitted to the president and designated vice president not more than 60 days after completion of the project.

INVESTMENT POLICY and GIFT ACCEPTANCE POLICY: These are on file in the LWVD Office and can be made available to members upon request.

Adopted 6-1-19