

League of Women Voters of Delaware, Inc Policies and Procedures

As Amended June, 2020

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League of Women Voters of Delaware
Policies and Procedures
As amended June 17, 2020

I NON-PARTISANSHIP

A. The League of Women Voters, a non-partisan organization, encourages informed and active participation in government and influences public policy through education and advocacy. We take action on public policy positions established through member consensus. We do not support or oppose any political party or candidate. **Although the general LWVDE membership is encouraged to be active in party politics, Board members and those specifically designated to represent the League (e.g. lobbyists) are expected to conduct themselves in such a way as to preserve the League's nonpartisan policy.**

B. LWVDE board members and lobbyists (except the President(s) and the Voter Services chair) **may**:

1. Sign nominating petitions;
2. Attend functions of political parties or candidates;
3. Serve as an election official, a clerical position;
4. Contribute to the campaigns of candidates of their choice.
5. Run for a non-partisan office.

C. LWVDE board members and lobbyists **may NOT**:

1. Serve as committee persons for a political party;
2. Serve in **partisan** elective office;
3. Run for a **partisan** office;
4. Work in any identifiable way, paid or volunteer, for the election of any **partisan** federal, state or local candidate.

D. Non-partisanship does not mean that the League does not take positions on issues. The League has taken positions on issues, after member consensus since the League of Women Voters was formed.

E. A board member or lobbyist who decides to run for public office or takes a policy making or advisory position on an office holder's staff must resign their League position immediately and make clear in any public statements that this has occurred. After considering how widely the person has been known as a spokesperson for the League, the Board may issue a press release to make the resignation public. This policy applies whether or not the office in question is considered "nonpartisan" (e.g., some city or town councils).

F. Potential conflicts of interest will be weighed in considering portfolio and/or project assignments.

G. No political ads may be included in *The VOTER*, on the LWVDE website or any LWVDE social media sites.

II. DIVERSITY, EQUITY AND INCLUSION (Per LWVUS)

A. Commitment to Diversity

LWVDE is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

The League of Women Voters of Delaware is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, LWVDE expects that all relationships among persons in the organization will be free of bias, prejudice, discrimination, and harassment. Any person who believes they have been harassed by a coworker, supervisor or by a non-employee should promptly report the facts of the incident or incidents and the name(s) of the individual(s) involved to an officer of the LWVDE Board. Upon receipt of a complaint, the LWVDE officer will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. League members who violate this policy are subject to discipline up to and including the possibility of losing their membership.

C. Participation in the League

There shall be no barriers to full participation by members in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

III. INTER-LEAGUE COMMUNICATIONS

- A. Local Leagues are responsible for keeping the state office informed of:
 - 1. The names, positions and contact information of their board members;
 - 2. Updates on members' names and contact information with the admonition that this information is only to be shared with LWVDE members.
 - 3. Changes in the names and addresses of local elected officials (to answer Voter Services inquiries).
- B. Information received by any state board member which deals with the health and welfare of a local League should be brought to the attention of the state president and state board promptly.
- C. The agenda, pre-board reports and minutes will be sent to state board members, state offboard members and local League board members. Two copies shall be sent to the LWVUS and to any others designated by it. The office manager shall be responsible for doing this.
- D. The LWVDE president(s) and the state office should receive a copy of each local League's minutes, *Voter* and Bylaws. The LWVDE *Voter* editor should receive a copy of each local *Voter*.
- E. Material printed and published by any League in the state should be sent to each League president and the League office.

IV. INTER-LEAGUE ACTION/ COORDINATION

Leagues are organized to reflect the structure of government: federal, state and local. Following that structure, it is basic League doctrine that it is the prerogative and responsibility of the corresponding League level to communicate with officials at that level. Either written or electronic communication is acceptable.

- A. Only the President(s) or those persons designated by their respective presidents or boards may speak or correspond in the name of the League of Women Voters.
 - 1. When responding to Action Alerts, individual League members are encouraged to mention their League membership but may not indicate they speak on behalf of the League.
 - 2. Written correspondence should always be sent over the President's(s') name but may be written by portfolio chairs or others designated by the president(s). The Advocacy Committee chair will edit letters, get A/C members' approval and pass along to the President(s) for editing, approval and signatures. They are then approved - or not - (often electronically) by the entire board before being sent. If time is critically short, the presidents may, at their discretion, send the letters prior to board approval and the letters will be submitted to the board at the time of the next board meeting.
- B. The State League and League lobbyists have the responsibility for contact with state level officials and members of the General Assembly. Local Leagues may take state level action based on a local, state, or national position with members of the General Assembly from their county but **ONLY** with prior approval of the state president and/or advocacy chair. Local Leagues are responsible for sending a copy of such action to the LWVDE President.
- C. Local Leagues are responsible for sending to the state president a copy of any official action taken by the local League on the national level (e.g. responses to Action Alerts).
- D. LWVDE pre-board reports and board minutes shall include all official actions taken by the LWVDE and shall be considered notifications to local Leagues. The purpose of this policy is to ensure that local Leagues know what the state League is doing.
- E. Coordination of LWVUS Action Alerts to the state and local Leagues
 - 1. The state and local presidents, not the state advocacy chair, are responsible for responding to Action Alerts from the LWVUS. This can be done by phone, letter or electronic communication in the name of the League which each represents. Calls to the Representatives and Senators local offices may be sufficient.
 - 2. When the LWVUS requests Letters to the Editor and encloses a sample letter:
 - i.) The LWV of Sussex County and the LWV of Kent County may send the letter, or one patterned on it, to their local papers from the local League and with the local president's signature. If the letter is accepted, send a copy of the printed letter to the LWVDE office.
 - ii.) The LWV of New Castle County may send the letter to the *News Journal* from their League and with the local president's (s') signature only after checking first with the LWVDE president(s) to make sure that they are not sending the letter or a similar one and that the timing is not in conflict with a state issue that the LWVDE is pursuing. The *News Journal's* policy is to print letters from the same person or

organization only once every few weeks.

- F. Any board member sending action oriented e-mail to other League members should indicate clearly in the subject line whether the message is an Action Alert from the LWVUS, an Action Alert from the LWVDE or merely an FYI memo on a subject in which members have an interest and wish to take action as individuals.
- G. The LWVUS adopted criteria for approving contact with the state's Congressional delegation at the federal level by state and/or local boards on Jan. 26, 2002. These criteria are listed in APPENDIX 1 and are NOT optional.

V. LWVDE BOARD MEMBER'S RESPONSIBILITIES AND PROCEDURES

- A. Each board member, regardless of portfolio or office, shares in the cooperative effort of making policy, planning and carrying out League activities. Basic functions performed by every board member include:
 - 1.) Advancing League goals;
 - 2.) Involving members in League activities and developing leaders;
 - 3.) Helping the organization to run smoothly, including specific responsibilities for membership growth, adequate financing, and quality programs.
- B. Ideally there should be a job description for each portfolio which should be updated as deemed necessary. A written evaluation by the chairman should be completed for any major undertaking. The state president, as an ex officio member of all committees (except Nominating Committee), should be informed of all meetings and sent copies of official correspondence.
- C. Board attendance
 - 1.) State board members are expected to attend all LWVDE board meetings. Three consecutive absences from state board meetings without notification to the president (or other convener) shall be deemed resignation from the board. Offboard chairs are urged to attend as often as possible.
 - 2.) State board meetings are open to all League members.
 - 3.) Executive sessions may be called by the LWVDE president(s).
- D. Preparation for Board Meetings
 - 1.) Inform the President(s) of major items for the agenda at least 48 hours before the meeting.
 - 2.) Inform the president if you will NOT be attending.
 - 3.) To expedite business and assure clarity of the minutes, board members are expected to submit their written reports via email to the office manager 7 days prior to the meeting date if possible. It is recognized that some portfolio chairs may be unable to comply with this time frame.
 - 4.) All board members are expected to read pre-board reports prior to the meeting.
- E. Emergency Decisions

To facilitate prompt decision making between Board meetings when delay seems inadvisable, an electronic vote of Board members may be taken using the procedure described in APPENDIX 2. This conforms to State Law for incorporated entities AND MUST BE FOLLOWED.
- F. Concurrence

See Appendix 11 for a definition of concurrence and procedures to be used when a concurrence is proposed.

G. Membership Lists

League membership lists will be used by the LWVDE for League purposes only and are listed under the “Members Only” section of the website. The board must approve distribution to any outside organization.

H. Identification and Dating of Records: All League records, communications, memos, etc. should be clearly identified by subject, author and date. Drafts of proposed statements or correspondence should be numbered drafts since they are subject to multiple revisions. Documents and forms should have board approval with date noted in a footer. The Document Retention Policy is kept by the office manager, the president and the secretary. See APPENDIX 10 for complete policy.

I. Publications: The price and method of distribution of all state publications shall be determined by the LWVDE Board.

J. Online Communications: Policies for Online Communications are included in APPENDIX 3.

1.) The state board must explicitly approve membership in all formal coalitions and partnerships. Formal coalitions are those that have permission to use the League’s name.

2.) Requests for League representation on another organization’s board/advisory board is subject to explicit state approval.

Criteria for joining Coalitions and Partnerships are included in APPENDIX 4

K. Coalitions and Partnerships

VI. STATE LEVEL STUDIES

A. After adoption of a STUDY by the Convention, the LWVDE board is responsible for coordinating the study. Each portfolio chair should set up a statewide committee of local chairs and/or other representatives of local Leagues. Representation from all three local Leagues is optimal. The state portfolio chair is responsible for:

- 1.) Developing, collecting, and distributing resource materials to local chairs;
- 2.) Coordinating program ideas with local chairs;
- 3.) Providing help as needed with presentations;
- 4.) Developing consensus questions and obtaining approval of them by the LWVDEBboard in conjunction with the study committee;
- 5.) Evaluating the local Leagues’ responses to the consensus questions. And, if there is consensus, creating the wording of a position based on those responses;
- 6.) Presenting the proposed position to the LWVDE board for possible revision of the wording. The LWVDE Board then votes to formally adopt the position.

B. After adoption of the proposed position by the Board, the position immediately becomes part of the LWVDE program for the current biennium and becomes a basis for action.

C. All parts of the LWVDE PROGRAM (both study and action) are subject to revision, adoption or rejection by subsequent League Conventions. Refer to LWVDE Bylaws ARTICLE IX: PROGRAM regarding program adoption.

VII. STATE LEVEL ADVOCACY: Much advocacy work is done on an informal basis in conversations with government officials or through participation on committees. Formal statements or communications usually need board approval or, at a minimum, the approval of the LWVDE President. Formal communication refers to letters or other communication (including meetings with State officials) that state a position of the League

based on League policies. These approval requirements do not apply to the work products of the Advocacy Corps, both in written and oral form, as long as positions taken by the Corps are consistent with positions previously approved by the LWVDE Board.

A. The members of the **Advocacy Corps** are the chair, state board members who have a program portfolio, registered lobbyists and those who attend its meetings regularly. Although any League member may attend and participate in Advocacy Corps meetings, the Advocacy Corps has the authority to determine who shall be voting members.

B. The LWVDE board, with the advice of the Advocacy Corps, is responsible for setting state action priorities. The Advocacy Corps is responsible for developing action strategies and for overseeing implementation.

C. Lobbying at the LWVDE level

1. A person who represents the League of Women Voters to any member of the legislature (other than their own) must be authorized by the LWVDE and be registered with the State Public Integrity Commission. League lobbyists shall be appointed or re-appointed by the League president, with the approval of the board, at the beginning of each new General Assembly (i.e. every 2 years).

2. A registered League lobbyist must remember that their actions represent the League at all times.

3. A registered League lobbyist may also represent other organizations as a lobbyist provided that they receive prior approval from the LWVDE board to do so, and the lobbyist clarifies the organization for which they are speaking.

4. As an individual or as a representative of another organization, a registered League lobbyist:

- a) May not lobby any member of the legislature (including their own) for a position that is in conflict with a LWV position;
- b) May lobby on any subject for which the League has no position, but must make completely clear that they are not speaking for the League.

5. A person who has been a registered League lobbyist and who terminates service in that capacity should, for an appropriate period of time, make clear that they are no longer speaking for the League.

VIII. VOTER SERVICES:*

**** Please note that there is a lot of “Churn” going on about the ability to video candidates’ forums, etc. We will be revising this segment soon, but are holding off for now while we await further word from LWVUS.***

All Voter Services policies should be reviewed in January of election years.

Introduction: To retain its status as a nonprofit, tax exempt organization, the League of Women Voters is required to abide by regulations promulgated by the Federal Elections Commission [Sec. 110.13(b)], the Federal Communications Commission [Sec. 315(a)], and the Internal Revenue Service [Revenue Ruling 86-95] for groups sponsoring appearances of candidates for elective office. Therefore, Voter Services activities must be designed and carried out so as not to give any candidate an advantage, or a *perceived* advantage.

- A. As it is the prerogative of the LWVUS to invite candidates for President and Vice-President to participate in forums, it is the prerogative of the LWVDE to invite candidates for statewide office. Local Leagues wishing to host such candidates must get prior approval from the president and/or Voter Services chair.
- B. All candidates for a particular office who are legally qualified to be on the Delaware ballot should be invited to participate in state and local League sponsored (or co-sponsored) pre-election activities. See APPENDIX 5 for policies specific to such forums.

- 1. Invitations to candidates and ground rules for participation should be sent by a traceable form of mail delivery (e.g. if USPS, with “return receipt requested”; if email, with “email received” receipt). Be sure to keep the receipts!

- 2. Invitations should include an “Agreement to Participate” to be returned to the appropriate Voter Services chair with a signed “accept” or “decline”.

- C. Policies for all Candidate Forums

- 1. There must be at least two candidates for the office in question present at the same time for a candidate to be allowed to address the audience (i.e. debate, forum, questioning, presentation of any kind.)
 - 2. No stand-ins for the candidates will be allowed. Unopposed candidates may be allowed to attend the event and be introduced but MAY NOT address the audience from the podium. The appearance of only one candidate, in whatever type of event, is regarded as giving an advantage to that person and are considered a campaign contribution (see above VIII, Introduction).
 - 3. For the protection of the candidates, no audio or video recording of the candidates will be allowed except by established media, as permitted by the sponsoring League, or the League itself. Cell phones are to be turned off as a matter of courtesy.
 - 4. If a forum is to be recorded, League sponsors must obtain a signed copyright permission from all candidates including an agreement that he/she will not use any portion of the forum in a political advertisement.
 - 5. The order of appearance by the candidates will be determined by a random choice method (eg. by drawing numbers/names). Alphabetical order is not random choice. This is to avoid giving an advantage or perceived advantage to any candidate.
 - 6. Any change of date, time, or location for the event should be transmitted to the candidates' campaigns immediately by telephone, then confirmed in writing. Keep a copy!
 - 7. Preliminary discussions with potential co-sponsors of events must include a presentation of the nonpartisan policies under which the League sponsors pre-election events.
 - 8. Any agreement with co-sponsors should be written and in explicit detail as to responsibility for program, contact with candidates, publicity, etc.
 - 9. If another organization requests that a League representative moderate a forum, that organization will be required to follow League policies B 1, 2 and 3 as stated above.

10. Rules for candidates meetings should be prepared and presented to the state board for approval. These should include C. 1, 2 and 3. as stated above. Copies of these rules should be mailed with the invitations to candidates.
11. Local Leagues sponsoring Voter Services events should keep the LWVDE president(s), the state Voter Services Chair and the state League office informed on developments for their event.
12. The two statements below should be included in programs and in each letter inviting candidates to League sponsored or co-sponsored Voter Services events. If the event is co-sponsored, co-sponsors should be asked if they wish their names to be included in the second statement.

a.) The League of Women Voters is a nonpartisan political organization that encourages informed and active participation in government. We do not support or oppose any political party or candidate. Non-partisanship does not mean that the League does not take positions on issues. The League of Women Voters has taken positions on issues, after member agreement, since the organization was formed in 1920.

b.) In order to retain its status as a nonprofit, tax exempt organization, the League of Women Voters is required to abide by regulations promulgated by the Federal Elections Commission [Sec. 110.13(b)], the Federal Communications Commission [Sec. 315(a)], and the Internal Revenue Service [Revenue Ruling 86-95] for groups sponsoring appearances of candidates for elective office. Should only one candidate for a particular office appear, the League cannot provide the opportunity for them to address the audience.

IX. FINANCE

The consultation process is designed to help make League action as effective as possible, to ensure that the League speaks with one voice, and to coordinate and reinforce the League's advocacy messages. LWVUS Board and staff will review the action request to determine that it is consistent with League positions and that it will not interfere with LWVUS action on a priority issue.

- A. The LWVDE League will notify the local leagues prior to contacting any non-individual sources for a contribution of money, goods or other services. Local leagues will similarly inform the state League. Statewide companies (e.g. Verizon, Delmarva Power, *NewsJournal*, DuPont, banks) should be contacted only by the LWVDE unless prior agreement is obtained.
- B. The LWVDE and the LWVDE Education Fund merged as of 7/21/19 under the name of League of Women Voters of Delaware, Inc., a 501(c)3 entity. All funds that are donated to the League are now fully deductible to the extent of IRS rules and regulations.
- C. The office sharing agreement between the LWVDE and the LWNCC shall be signed by the respective presidents at the beginning of each fiscal year.
- D. Detailed financial procedures are listed in APPENDIX 6.

X. EXPENSES

- A. Out of pocket expenses are reimbursable within the budget for all state League business except mileage, which is not reimbursable.
- B. ALL out of pocket expenses, including mileage, should be reported to the treasurer whether or not reimbursement is requested. These will be shown as “in-kind” contributions to the League for budget purposes and are vital for fundraising.
- C. The treasurer must be notified of all purchases, other than for routine expenses, for which they will receive a bill.

XI. DEADLINES

- A. The Nominating Committee chair shall supply a copy of these Policies and Procedures to all new nominees for the Board of Directors as soon as possible after their selection with particular attention directed to the non partisanship policy. The chair of the Nominating Committee should always have an up-to-date copy:
- B. The president shall supply a copy of these Policies and Procedures to all newly appointed members of the Board of Directors as soon as their nomination is confirmed.
- C. Review of Policies and Procedures
 - 1) No later than the second board meeting after convention, the entire state board should review the LWVDE League Policies and Procedures to familiarize all members with its content.
 - 2) After this review the president(s) shall appoint a small committee of board members to update and revise as necessary.
- D. Review of the Bylaws

In February of Convention years, the President(s) shall appoint a committee to review the Bylaws to consider and recommend changes for presentation to the convention and address any changes proposed by local Leagues. (Refer to ByLaws Article XIV)
- E. Office Sharing Agreement

The office sharing agreement between the LWVDE and the LWFNCC shall be signed by the respective presidents at the beginning of each fiscal year.
- F. League lobbyists shall be appointed or re-appointed by the President(s) at the beginning of each new General Assembly of the Delaware Legislature (i.e. every 2 years).
- G. Voter Services Policies

All Voter Services policies should be reviewed in January of election years.
- H. Deadlines in LWVDE Bylaws are listed in Appendix 7.

APPENDIX 1

CRITERIA FOR APPROVING REQUESTS FOR ACTION AT THE FEDERAL LEVEL BY STATE AND/OR LOCAL BOARDS AS ADOPTED BY THE LWVUS (January 26, 2002)

A. The LWVUS Board adopts annually a set of legislative priorities to guide its advocacy work in Congress. The goals are:

- 1.) To enhance the League's effectiveness by concentrating resources on priority issues;
- 2.) To build the League's credibility and visibility by projecting a focused and consistent image;
- 3.) To ensure that the League has sufficient issue and political expertise to act knowledgeably;
- 4.) To enable the League to manage resources effectively.

B. In setting legislative priorities, the Board considers the following:

- 1.) Opportunities for the League to make an impact;
- 2.) Program decisions made at convention and/or council;
- 3.) Member interest;
- 4.) Resources available to manage effectively.

C. The LWVUS Board regularly reviews the legislative priorities and is prepared to make adjustments should new opportunities for effective action emerge.

REQUESTS FROM STATE/LOCAL LEAGUES FOR PERMISSION TO ACT AT THE FEDERAL LEVEL

A. All action at the federal level must be authorized by the LWVUS Board. This includes any effort aimed at influencing the decision on a federal issue, such as communicating with an elected or appointed official, joining a coalition, taking part in a press conference or rally, or writing a letter-to-the-editor. A state or local League wishing to work in this way on an issue that is not an LWVUS legislative priority must consult with the LWVUS about the intended action.

As part of this consultation process, the state/local League is asked to provide the following information in writing:

- 1.) The proposed action and the message to be conveyed.
- 2.) The LWVUS position on which the action is based.
- 3.) Evidence that the issue is a priority for that state/local League.

B. If a local League is requesting permission to contact its U.S. Senator(s), it should also provide evidence that the action has been authorized by its LWVDE BD.

REQUESTS FROM STATE/LOCAL LEAGUES FOR LWVUS ACTION ON ISSUES NOT PREVIOUSLY IDENTIFIED AS PRIORITY BY LWVUS.

When a priority issue of a state/local League requires action at the federal level that goes beyond contacting its own member(s) of Congress, the League may request lobbying assistance from the LWVUS. The request will be evaluated using the following criteria:

- 1.) The issue is a high priority for the requesting League.
- 2.) The requesting League is very knowledgeable about the issue.
- 3.) The requesting League has worked on the issue for some time.

- 4.) There is no objection to the action from any affected League(s).
- 5.) The proposed action is consistent with LWFVUS positions.
- 6.) There is adequate lead time for LWFVUS staff to determine the most appropriate opportunities for action and for the LWFVUS Board to make necessary policy decisions.
- 7.) The proposed action will not interfere with LWFVUS action on legislative priorities or work on other organizational priorities.
- 8.) The proposed action is limited in scope and in its demands on LWFVUS resources.

REQUESTS FOR PERMISSION TO URGE OTHER LEAGUES/MEMBERS TO ACT ON A NATIONAL ISSUE

The LWFVUS has sole responsibility for contacting state/local Leagues and League members about national issues.

REQUESTS FOR ENDORSEMENT OF INITIATIVES SPONSORED BY OTHER ORGANIZATIONS

A. If the issue is national or international in scope, the LWFVUS is the appropriate level to endorse the initiative. If the LWFVUS declines to endorse the initiative, endorsement by state or local Leagues will not be appropriate.

B. The LWFVUS will endorse such an initiative if :

- 1.) The action will further a current LWFVUS advocacy priority and/or
- 2.) LWFVUS endorsement would enhance an important relationship with the organization making the request, and
- 3.) Resource demands associated with the endorsement are compatible with efforts to achieve current LWFVUS advocacy goals.

In evaluating the impact of the endorsement on League resources, the LWFVUS will consider implications for the national office, the LWFVUS Board and state/local Leagues.)

APPENDIX 2

USING ELECTRONIC MEANS OF COMMUNICATION

A. LWFVDE PROCEDURES FOR USING ELECTRONIC VOTES to MAKE EMERGENCY DECISIONS

- 1.) The president(s) deem(s) a prompt decision is necessary;
- 2.) Sufficient background information is supplied to board members to enable them to cast an informed vote;
- 3.) Board members **MUST** send their electronic yea or nay vote to ALL board members;
- 4.) There must be a unanimous vote by the board for the proposed action to be approved;
- 5.) Background information having been supplied, the vote, either yea or nay, shall be reaffirmed for recording purposes in the minutes at the next board meeting.

B. MEETINGS

Board meetings may also be conducted using electronic means of communication (e.g. Skype, conference call, etc.) as long as all board members have been notified at least 24 hours in advance; arrangements for participation have been made to be inclusive; and a quorum can be expected to participate.

APPENDIX 3

POLICIES FOR ONLINE COMMUNICATIONS (Adapted from the LWVUS)

- A. All League of Women Voters' electronic communications shall adhere to the League's Mission, Goals, and Purposes.
- B. Web pages are considered a "publication" and as such must follow the same approval procedures and guidelines as any other League publication, e.g. information about or relating to a national issue must be approved by LWVUS, state issues by the LWVDE Board, etc. All local League pages must be approved for content by that League's established policies for their other publications. Layout and other editorial maintenance should conform to the appropriate LWVUS style and logo guidelines (e.g. for use of "LWV", "League", etc.).
- C. As with other published documents, no copyrighted material may be used unless prior approval is obtained. For Web documents, note that this includes all images. Information in other Web documents should be assumed to be copyright protected and therefore not copied into a League page unless the document specifically says otherwise. Hypertext links to such documents are acceptable since, in that case, the document itself is not copied and the document content remains under the control of the author.
- D. Hypertext links to the following sites are always permitted in LWV documents:
 - 1.) Other League sites
 - 2.) League sponsored or co-sponsored sites or pages
 - 3.) Any local, state, or federal government run site

Other sites can be "linked" only if appropriate in the context of the document. This is a content decision and must be approved by the appropriate League body as described above. For example, links to other compatible sites, even those that seem non-controversial, require approval by the LWVDE board.

- E. No phone numbers, addresses, or other personal information about members should be published except in restricted members areas that have been very carefully developed or where permission for Web publishing is specifically granted. (For example this is a concern for publishing *VOTER* newsletters on-line. A "Welcome New Members" or "For more info contact" section which includes a member's name and contact information may be acceptable when mailed only to a limited, even though public, audience. However, this needs to be carefully considered before publishing in a Web document.
- F. Leagues can either make their own arrangements for a site where their Web pages are stored or discuss with the LWVUS or other Leagues the possibility of using space on its web site. Leagues wishing to use the "lww.org" domain name should contact LWVUS for permission and procedures.

APPENDIX 4

CRITERIA FOR JOINING COALITIONS AND PARTNERSHIPS

The following criteria shall guide the board in determining whether or not to join a formal coalition or to attend the meetings of an informal group on a regular basis:

- 1.) The group's major goals are in accord with LWVDE program and/or organizational priorities.
- 2.) The group's activities will bring added effectiveness to the League's overall efforts to achieve its advocacy, educational, and/or organizational goals.

- 3.) The group's major issues mesh with LWVDE positions or priorities, although there need not be a League position on every issue with which the group is concerned. The aims of the group must not conflict with LWVDE positions.
- 4.) The members of the group are organizations with which the LWVDE can work effectively. The LWVDE has confidence in the leadership of the group and may itself serve in a leadership capacity with the group.
- 5.) The goals and activities of the group as a whole are nonpartisan. Very few, if any, members of the group endorse candidates.
- 6.) Resource demands involved in working with the group (including staff and volunteer time as well as direct and in-kind expenses) are worth the investment.

APPENDIX 5

*** Please note that there is a lot of “Churn” going on about the ability to video candidates’ forums, etc. We will be revising this segment soon, but are holding off for now while we await further word from LWVUS.**

POLICIES SPECIFIC TO PUBLIC CANDIDATE FORUMS*

- A. Candidate forums should serve to:
 - 1.) Educate the public;
 - 2.) Motivate voters to participate in the election;
 - 3.) Provide voters the opportunity to hear the views of significant candidates.
- B. For the purpose of meeting these goals, the LWVDE has established the following criteria for inclusion in public forums for candidates for statewide office:
 - 1.) Candidates must meet all of the requirements of the state election laws to be on the Delaware ballot.
 - 2.) Candidates must have made a public announcement of candidacy.
 - 3.) Candidates must show evidence that a formal campaign is being waged. A formal campaign includes:
 - i. accessible telephone number, literature, and treasurer;
 - ii. scheduled campaign appearances
 - 4.) Candidates must demonstrate voter interest and support. In assessing voter interest and support, the League will require that either:
 - i. The candidate’s party received at least two percent (2%) of the popular vote in either of the last two general elections; or
 - ii. By the filing deadline, the candidate’s party has registered voters totaling at least one and half percent (1.5%) of the total number of registered voters in Delaware; or
 - iii. A candidate must poll at least five (5%) percent of the vote as shown by an independent poll. In determining eligibility for inclusion in a forum originating in a television studio, the burden of proof is on the candidate, not the League of Women Voters. The League may require the candidate to provide information to show that s/he meets the criteria at least two weeks before a scheduled forum.

APPENDIX 6

FINANCIAL POLICIES

A. Financial Administration

1. The Treasurer is an elected Board position; functions as the chief financial officer of the League of Women Voters of Delaware.
2. If the office of treasurer is vacated, the LWVDE Board President or an appointee of the LWVDE Board President shall assume the functions and responsibilities of that office until the President is able to appoint a new treasurer.
3. The Treasurer will present end of the month financial updates to the Board and maintain financial records, authorize and write checks on behalf of the LWVDE for the timely payment of all contracts and invoices, provide timely payment and reports for federal and state taxes, licensing/registrations including IRS submissions and maintain financial and legal records as required and in accordance with LWVDE policy.
4. If a private bookkeeper or accounting firm is contracted to maintain financial records, the Treasurer will authorize in writing (or by electronic means) all invoice or contract payments prior to a check being issued by the bookkeeper. The Treasurer will also monitor the timely payment of invoices, financial obligations including taxes, and federal and state licensing /registrations including IRS submissions.
5. The Finance Committee and Finance Committee Chair are appointed by the Board President after the LWVDE Convention for a term of two years. It is recommended that at least one member of the Finance Committee be an elected LWVDE Board member.
6. The Finance Committee shall develop and monitor the biennial budget for the LWVDE. As part of the monitoring, it will review all contracts which will require funding by the LWVDE and report to the LWVDE Board concerning the fiscal impact of the individual contracts. Service contracts, including insurance policies, will be reviewed annually. The Finance Committee will report the recommendations for contract extension and audit/audit review for the next fiscal year at the January LWVDE Board meeting for approval and direction for the next budget cycle.
7. The Finance Committee shall authorize a League member(s) to conduct a biennial financial review, and provide a written report. To eliminate any perception of self-policing, neither the Treasurer nor any of the LWVDE officers who served during the biennium under review, will participate in the biennial financial review. The Finance Committee will monitor the financial review and resulting report and, *when appropriate*, shall recommend and plan an audit in coordination with the LWVDE Board.
8. The Finance Committee shall include among its duties the ongoing fiscal oversight of the financial transactions. It shall evaluate proposals for all non-budgeted acquisitions and report to the Board concerning the fiscal impact of the acquisition.

9. Financial Statements with budget comparisons will be presented to the LWVDE Board by the Finance Committee Chair or their designee with a written discussion of the current LWVDE financial position at least quarterly.

B. Financial Procedures

Mail

1. All mail, including checks and invoices should be directed to the League Office in Wilmington
2. The Office Manager opens mail.

Receipts

1. The Office Manager endorses checks, records the name on the check and the amount, and notifies the Treasurer for recording. The Office Manager deposits the checks at least monthly.
2. The Treasurer documents revenue or oversees the bookkeeper who processes the information..

Cash

1. Cash is accepted only in exceptional cases. (e.g. convention registrations, special workshops, League Day in Dover)
2. The Office Manager, Treasurer, or other responsible person monitors all situations where cash is expected, prepares a receipt in duplicate and gives one to the payer.
3. The person who receives the money will record the name of the person who paid it and the amount received and ensure that the money is deposited promptly.
4. The receipt book will be available in the LWVDE Office for internal monitoring.

Expenditures/Checks

1. The Office Manager examines invoices to verify that item, price, and quantity invoiced are as ordered, marks them "ok to pay" and sends to the Treasurer for approval and subsequent payment. An invoice or comparable documentation must accompany all requests for payments.
2. The Treasurer will notify the Finance Committee Chair if an invoice is for an unbudgeted item and will report the Finance Committee's recommendation regarding payment to the Board President(s).
3. The Board President(s) must approve expenditures that are not budgeted or that exceed the budget by more than 10%.
4. The Treasurer or other authorized signer records transactions and prepares checks.
5. The Treasurer or other authorized signer signs the checks or authorizes online payment unless the check is made out to the Treasurer or authorized signer. In which case, another authorized signer authorizes the check and reports the transaction to the Finance Committee Chair with check number, date, amount and verification of invoice.
6. Every attempt will be made to see that two authorized persons sign checks of \$1,000 or more. Notice must be immediately sent to the President of the Board when the second person has not signed except when the Board has approved said payments. Then the checks may be signed by an authorized signer.
7. Authorized persons include the President(s), Treasurer or Assistant Treasurer (if any).
8. Payment of invoices and scheduled contract payments will be paid within one month of the receipt of the invoice/bill or provision of approved service.
9. Checks are never written to "cash" or "bearer."
10. Petty Cash account is not authorized.
11. No blank checks shall be signed in advance. In exceptional circumstances, the request for signing a blank check will be substantiated and documented.

12. The Treasurer will maintain all backup documentation marked "PAID," including date and check number, to prevent duplicate payment.
13. The online banking access to monthly statements show canceled checks and recipients. The Treasurer will make this information available upon request to the Finance Committee and/or the Board. Bank statements of processed checks and backup documentation are retained in the file in order to verify that no checks are missing. Records of deposits will also be filed in the LWVDE Office. These records along with the Treasurer's files are available for review by members of the Finance Committee. These files will be retained and disposed of in compliance with the LWVDE Document Retention Policy (refer to APPENDIX 10).
14. Blank checks must be kept in a secure location by the Treasurer or the Treasurer's designee.

Review and Reconciliation

1. The Office Manager or Treasurer reviews the financial statements.
2. The Treasurer receives these statements and may have the bookkeeper, when appropriate, reconcile.
3. During reconciliation, sequence of check numbers shall be accounted for.
4. Any voided checks are kept with the regular checkbook stub records and filed with other financial records.
5. All financial records are placed in the secured financial files in the office at the end of each fiscal year upon the Treasurer's resignation or replacement.

Data Security

1. All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords which enable only them to access the system.
2. More than one person should be trained on the system.
3. Accounting records should be backed-up automatically on the cloud or by similar electronic means with a copy of the data retained by the office or other location different from the primary location. If a Bookkeeper is retained, the Bookkeeper's data security procedures will be retained by the Treasurer. This information will be shared with the Finance Committee upon request.
4. Required hard copies of the aforementioned records, invoices, check record and inventories will be kept in the office files, properly secured and disposed of according to the LWVDE Document Retention Policy.

Record Maintenance and Reporting

1. The Treasurer shall oversee or keep all financial records in appropriate software. Required hard copy backup of specific records will be maintained by the Office Manager in the League Office. The bookkeeper, a financial professional, contracted or internal auditor from the Finance Committee will have access to all the above.
2. Monthly financial reports shall be prepared for the Board by the Treasurer. This report will show actual expenses versus budgeted expenses and a balance sheet.

Exceptional Circumstances

1. Recognizing the volunteer nature of our Board, these policies provide guidance and allow for exceptional circumstances but documentation and notification must be provided to the Board.

Annual Obligations: Taxes and Insurance Premiums

1. LWVDE must pay a state franchise tax. This is due March 1 and is filed electronically.
2. As of May 2008, LWVDE is required to file a 990-N Electronic Notice by e-postcard within five months of the end of the fiscal year. The LWVDE is not required to file a Form 990 with IRS until annual revenue equals \$50,000 in one fiscal year. It is not required that we file a 990-T for unrelated business expenses until our unrelated income (interest, sale of mailing lists or other income not related to our mission) reaches \$1,000 in a fiscal year.
3. Copies of the application for the Franchise tax and submission of the copy of the 990-N electronic

e-postcard and the appropriate receipts must be supplied to the LWVDE Board at the time of submission and noted as part of the pre-Board report February/March and September/October respectively. A copy of the submission and the confirmation of receipt of the submission will be maintained in the LWVDE files.

4. Annual premium payments for the Officers and Directors Insurance, and for the Liability Insurance policies will be reported to the Board by the Treasurer.

APPENDIX 7

DEADLINES IN THE BYLAWS

1. Nominating Committee (Refer to ByLaws Article VII)

The report of the Nominating Committee of its nominations for officers, directors, and the chairperson and two members of the succeeding Nominating Committee shall be sent to the local Leagues one month before the date of the Convention.

2. Budget Preparation (Refer to ByLaws Article VIII)

- a) The Budget shall be prepared by a committee which shall be appointed for that purpose at least four months in advance of the Convention.
- b) The Board shall submit to the Convention for adoption a budget for the ensuing two years. A copy of the budget shall be sent to each local League president within one week following the regularly scheduled March state Board meeting in each convention year.

3. Submitting Program Recommendations (Refer to ByLaws Article IX)

- a) Local League Boards shall make recommendations for a program at the March State Board meeting of each biennial Convention year (odd numbered years).
- b) After considering the local Leagues' recommendations, the LWVDE Board shall formulate a proposed Program. This shall be submitted to the local League Boards after the LWVDE March Board meeting and prior to each regularly scheduled local League Board meeting.
- c) Recommendations for changes submitted by local League Boards shall be considered by the LWVDE Board at its regularly scheduled April meeting and at least two weeks prior to a convention.

4. Exception for Program Action at Council (Refer to LWVDE Bylaws Article IX: Program, Section 4)

COUNCIL ACTION. Emergent issues arising between biennial Conventions may be adopted for study at the biennial Council (even numbered years) providing that the proposed study:

- a.) Has been approved by the board;
- b.) An affirmative vote of all local League Boards shall have been reported to the LWVDE President(s);
- c.) Notice of the proposed vote at Council shall have been given to local Leagues at least two weeks prior to Council.

SECTION 1. PLACE, DATE, AND CALL. A Convention of the League of Women Voters of Delaware shall be held in odd numbered years between May 1 and June 15 inclusive, at a time and place to be determined by

the board of directors. The President(s) shall send a first call for the Convention to the presidents of the local Leagues in January of the year of the Convention. Thereafter, the Board of Directors may advance or postpone the opening date of the Convention by not more than two weeks. A final call for the Convention shall be sent to the presidents of the local Leagues at least thirty days before the Convention.

- a.) Proposals for changes shall be submitted by any local League board or individual League members before the regularly scheduled March state board meeting prior to the Convention.
- b.) All amendments proposed by local boards together with any recommendations of the LWVDE board shall be sent to the presidents of the local Leagues within one week following the regularly scheduled April LWVDE board meeting.

APPENDIX 8

CONFLICT OF INTEREST

1. It is the responsibility of all Board members and employees to avoid any actual conflict of interest and the appearance of a conflict of interest.
2. Neither a Board member, nor an employee of their family members, may participate in the making of a decision or recommendation, including voting or participating in the discussion of any matter, concerning a matter which would result in financial gain to the Board member, employee or family member. In abstaining from voting or participating in the making of a decision or recommendation because of the existence of a conflict of interest, or potential conflict of interest, the Board member or employee shall specifically disclose the reason for their abstention and non-participation in the matter, and this reason shall be noted in the minutes of the meeting at which abstention or non-participation occurs.
3. In connection with any matter which must be disclosed as described above, the Executive Committee may decide whether the Board member, employee or family member may participate in the business relationship which is to be conducted by, for, or with the League of Women Voters of Delaware. Issues to be considered by the Executive committee include the terms, conditions, and nature of the proposed relationship. In no event shall a relationship be entered into with a Board member, employee or family member unless the terms and conditions of the proposed relationship are at least favorable to League of Women Voters of Delaware as could be obtained from a third party. In the absence of a decision by the Executive Committee the Board shall make a decision.

Whenever possible and practical, League of Women Voters of Delaware will request three (3) written estimates for products and services costing over \$100 from outside vendors prior to contracting for such products and services.

4. Employment of a League of Women Voters of Delaware (LWVDE) employee by a person or organization other than LWVDE, or ownership of a business by an employee is permitted if such person, organization or business has no significant business relationship with the LWVDE, and if such employment or ownership does not interfere with an employee's job performance at LWVDE.
5. No employee, member, contractor of LWVDE shall place themselves or the League under an actual or perceived obligation to another person or entity as a result of a gift, personal favor or financial transaction.

Gifts of normal value may be accepted by employees only if the acceptance of such gift is not likely to give the appearance of an impropriety and does not interfere with the exercise of good judgment.

6. A Board member and employee shall have a duty not to use confidential or proprietary information obtained as a result of their relationship with the LWVDE other than for the business of the LWVDE.
7. **At the time a person is employed by LWVDE or becomes a Board member, and on an annual basis thereafter, each employee and Board member shall review the Conflict of Interest Policy and shall sign a certificate of compliance with same.** If an employee or a Board member believes that they are involved in, or have knowledge of, a matter involving an actual or potential violation of the policy, a prompt disclosure shall be made by that person (if an employee/contractor) to the LWVDE Board President(s) or, if a Board member, to the Executive Committee.
8. Failure to comply with this policy may result in disciplinary action if the person in violation is an employee/contractor, or termination of Board service if the person in violation is a Board member.

SAMPLE CERTIFICATE

_____ I certify that I am in compliance with the above Conflict of Interest Policy.

_____ I certify that I have the following conflict of interest in regard to the following organizations and business interests and will recuse myself from discussion and vote in regard to business agreements or relationship with:

Organizations _____

Business Interests _____

Date: _____

Signature: _____

APPENDIX 9

WHISTLEBLOWER POLICY

Part I: General

The LWVDE Bylaws, Policies and Procedures, herein known as the Code of Conduct or Code, requires directors, officers and employees or contract staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and/or representatives of the Organization, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Part II: Reporting Responsibility

It is the responsibility of all directors, officers, members and employees or contract staff to comply with the Code

and to report violations or suspected violations in accordance with the Whistle blower Policy.

Part III: No Retaliation

No director, officer, employee, or contract staff ("the individual") who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse consequence to their employment or other role in the organization. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or other position in the organization. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Part IV: Reporting Violations

The Code addresses the Organization's open door policy and suggests that individuals share their questions, concerns, suggestions or complaints with the Chair of the Finance Committee. However, if the individual is not comfortable speaking with the Finance Committee Chair, the individual is encouraged to speak with the LWVDE President, a member of the LWVDE Executive Board. As a last resort, for suspected fraud, or when they are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the League of Women Voters US for guidance.

Part V: Compliance Officer

The Organization's Finance Committee Chair is, in most instances, responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code in regard to financial violations and shall advise the LWVDE Board President of non-financial Code violation complaints. If the complaint or allegation is brought directly to the LWVDE President and /or a member of the LWVDE Executive Board, that person will be responsible for investigating and resolving the matter. Confidential records of the complaint and resolution will be retained for seven years in the LWVDE office in a secure file available only to the Board President, to others on a need to know basis after approval by the Board President, or Executive Board member, upon a written request for specific records or under subpoena.

Part VI: Responsible Committee

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, auditing, and will refer other non-financial complaints such as conflict of interest or other matter of code violations to the Board President / Executive Committee of the Board. If the complaint involves the Board President, another member of the Executive Committee of the Board will receive the report and will be responsible for investigating and resolving the matter.

Part VII: Responsible Reporter

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Part VIII: Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant in writing. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to

conduct an adequate investigation.

Part IX: Handling of Reported Violations

The person in receipt of the alleged violation will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

APPENDIX 10

DOCUMENT RETENTION POLICY

POLICY: The LWVDE shall retain documents of legal and historical significance in a safe place and in an organized fashion to ensure that necessary records are retained and are readily retrievable.

PROCEDURE:

- A. The following will be retained in **perpetuity** and a copy contained in an off-site location:
 - 1. Articles of Incorporation
 - 2. IRS Letter of determination
 - 3. Hard copy of current bylaws, and previous 2 iterations
 - 4. Employer Tax Identification Number
 - 5. Documents related to Easements
 - 6. Trademark Registrations and Copyrights
 - 7. Annual membership lists with join date
 - 8. LWVDE photos and the VOTER Newsletter
 - 9. Board of Directors' meetings
 - 10. Committee meetings
 - 11. Consensus Studies
- B. Some files (below) may be retained or eliminated depending on the recommendation of the Delaware Historical Society, The University of Delaware Library or the Delaware Archives and their interest in retaining the League historical papers or online information.
- C. The following will be retained **for seven years**, with the past two years filed in short term (office space).
 - 1. Legal Correspondence
 - 2. Insurance Records /accident reports / claims / policies
 - 3. Accident reports / claims
 - 4. Contracts (expired)
 - 5. LWVDE Financial records in hard copy, including:
 - a.) Annual financial statements, finance reports to the LWVDE Convention
 - b.) Audit reports or reviews
 - c.) Copy of IRS postcard submission and IRS acceptance
 - d.) Year-end general journal entries
 - e.) Chart of accounts
 - f.) Checks (canceled for important payments, i.e., taxes, all contracts and insurance documents)
 - g.) Contracts still in effect
 - h.) Accounts payable ledgers and schedules
 - i.) Accounts receivable ledgers and schedules
 - j.) Canceled checks

- k.) Invoices (to customer/ from vendors) including invoice books
- l.) Expense reimbursement requests (employee/ member)
- m.) "In kind" reports from volunteers-filed in office

6. For **seven** years records of all whistleblower complaints and conflict of interest sanctions and investigations will be retained at the office, in a secure file and available to Board members with the LWVDE Board President's(s') written approval.

D. To provide a history of LWVDE, two brochures of general meetings (League Day etc.) and annual meetings (Council or Convention) will be retained in the LWVDE office in perpetuity.

E. All other document/records shall be retained and filed by document classification in chronological order for a period of at least **three years**.

- 1. Financials
 - a.) Bank reconciliations
 - b.) Bank statements in hard copy
- 2. General correspondence between LWVDE and members or vendors
- 3. Insurance policies, expired
- 4. Internal reports
- 5. Purchase orders

F. At the end of the retention periods documents/records will be discarded by shredding or recycling as appropriate.

The following is a record retention summary according to the above procedures:

League of Women Voters of Delaware Document Retention Policy

Retention Period	Document Type
Permanent Records	1. Articles of Incorporation 2. IRS Letter of determination 3. Hard copy of current bylaws & policies, and past two iterations 4. Employer Tax Identification Number 5. Trademark Registrations and copyrights 6. One copy each of Newsletters and journals, membership or other brochures more than 3 years old. 7. LWVDE Convention, LWVDE Council, General Meetings 8. LWVDE photos (members, meetings, other) and the VOTER Newsletter 9. Board of Directors' meetings 10. Committee meetings 11. Consensus Studies
Seven Years	12. Legal Correspondence including whistleblower and conflict of interest sanctions and reports. Marked CONFIDENTIAL 13. Insurance Records /accident reports / claims / policies 14. Annual membership lists with join date

	15. Accident reports / claims 16. Contracts (expired) 17. Financial records of the League including: Annual financial statements (audited); Audit reports; General Ledgers; Tax returns; Year-end general journal entries; Chart of accounts; Checks (canceled for important payments, e.g. taxes, special contracts, and filed with the underlying transaction); Contracts still in effect; 18. Accounts payable ledgers / schedules; Accounts receivable ledgers and schedules; Cancelled checks; Invoices (to customer, from vendors); Expense reimbursement requests (employee, member) 19. All copies of Annual Meeting Transactions (print and electronic).
Three Years	20. Financial (Bank reconciliations, Bank statements) and written financial reports from Finance Committee 21. General correspondence and members or vendors 22. Insurance policies, expired 23. Internal reports 24. Purchase orders 25. All publications: Newsletters and journals, membership or other brochures less than 3 years old.

Confidential records require written permission from the LWVD Board President(s) to review, are kept in LWVDE Office and are not transmitted to an outside agency for retention except under court order.

APPENDIX 11

CONCURRENCE

A. The definition of Concurrence in the League is:

Concurrence is the act of agreeing with - or concurring with - a statement of position. A decision-making technique used by the League for some time, concurrence can work several ways. Groups of League members or League boards can concur with:

- 1.) Recommendations of a resource committee or a unit group;
- 2.) Decision statements formulated by League boards; or,
- 3.) Positions reached by another League or Leagues.

B. In the Concurrence process, background materials presenting the pros and cons on the issue being considered are provided to League members.

C. To ensure that all delegates to LWVDE Conventions are given adequate notice that they will be asked to consider adoption of a position by Concurrence and that they will feel they are casting an informed vote, the following procedures will be followed:

- 1.) To enable adoption of a position recommended by a state Board, the originating Local League(s) or resource committee must submit the position to the LWVDE Board for consideration at its March meeting in a Convention year. If the LWVDE Board votes to include this Concurrence for adoption at Convention, it is a recommended item and can be adopted by a majority vote as listed in our bylaws.
- 2.) If the LWVDE Board does not recommend the adoption of a Concurrence, the originating local League or

resource committee, who plan to move a new position for adoption by Concurrence, must notify all local League presidents of this at least 30 days prior to the start of Convention. Any non-recommended position may be adopted at Convention provided that the position is approved by majority vote, and the proposal itself is approved by a 3/5 vote.

- 3.) The notice to the LWVDE board or the local League presidents will contain the following information:
 - a.) The position the delegates will be asked to adopt;
 - b.) The name of the League or resource committee whose position is recommended; when the study was done; a succinct but complete description of the extent of the study, and instances of application of the position. If the position is from the LWVDE, there should be a description of the process used to develop the position.
 - c.) Any other state or local Leagues that have a similar position, in order to indicate the extent of support for the issue.
- 4.) The League or members who plan to move consideration of the Concurrence should attend the Convention prepared to give a copy of the notice with the above information to all delegates.
- 5.) Any needed assistance may be requested from LWVDE Board members.