

## **SECTION 4 LWV Program**

### **GUIDELINES TO OUR ACTIONS**

#### **LEAGUE PROGRAM – DEFINITION**

“Program” in LWV terms means statements of beliefs that guide our actions as we implement League Principles. “Program” does not refer to the topics for our League meetings.

#### **LEAGUE PRINCIPLES**

The League of Women Voters believes...

in representative government and in the individual liberties established in the Constitution of the United States.

that democratic government depends upon the informed and active participation of the citizens 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.

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

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 which facilitate the solution of international problems.

that cooperation with other nations is essential in the search of solutions to world problems, and that the development of international organization and international law is imperative in the promotion of world peace.

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.

#### **DIVERSITY POLICY**

The LWV-PA affirms our belief in and commitment to diversity and pluralism. There shall be no barriers to participation in any activity of the LWV-PA on the basis of gender, race, creed, age, sexual orientation, national origin or disability. The LWV-PA recognizes that diverse perspectives are important and necessary for responsible and representative decision making. The LWV-PA welcomes every opportunity to reflect the diversity of the Pasadena area in our programs, membership and board.

# LEAGUE OF WOMEN VOTERS OF THE UNITED STATES

## National Public Policy Positions 2016-2018

### REPRESENTATIVE GOVERNMENT

Promote an open governmental system that is representative, accountable and responsive.

#### Voting Rights

**Citizen's Right to Vote** - Protect the right of all citizens to vote; encourage all citizens to vote.

**DC Self-Government and Full Voting Representation** - Secure for the citizens of the District of Columbia the rights of self-government and full voting representation in both houses of Congress.

#### Election Process

**Apportionment** - Support apportionment of congressional districts and elected legislative bodies at all levels of government based substantially on population.

**Redistricting** - Support redistricting processes and enforceable standards that promote fair and effective representation at all levels of government with maximum opportunity for public participation.

**Money in Politics** - Campaign finance regulation should enhance political equality for all citizens, ensure transparency, protect representative democracy from distortion by big money, and combat corruption and undue influence in government. The League believes that campaign spending must be restricted but not banned. The League supports public financing, full disclosure, abolishing Super PACs and creating an effective enforcement agency.

**Selection of the President** - Promote the election of the President and Vice-President by direct-popular-vote. Support uniform national voting qualifications and procedures for presidential elections. Support efforts to provide voters with sufficient information about candidates.

#### Citizen Rights

**Citizen's Right to Know/Citizen Participation** - Protect the citizen's right to know and facilitate citizen participation in government decision-making.

**Individual Liberties** - Oppose major threats to basic constitutional rights.

**Constitutional Amendment Proposals** - In addition to League positions, consideration should be given to whether a proposal addresses matters of abiding importance, makes our political system more democratic or protects individual rights, could be achieved by less difficult legislative or political approaches, and is more suited to a constitutional and general approach than to a statutory and detailed approach.

**Constitutional Conventions** - Concerned that there are many unresolved questions about a Constitutional Convention. Certain conditions must be in place: limited to a single specific topic, full transparency, delegates selected by population, and voting by delegates not by state.

**Public Policy on Reproductive Choices** - Protect the constitutional right of privacy of the individual to make reproductive choices.

#### Congress and the Presidency

**Congress** - Support responsive legislative processes characterized by accountability, representativeness, decision making capability and effective performance.

**The Presidency** - Promote a dynamic balance of power between the executive and legislative branches within the framework set by the Constitution.

#### Privatization

Ensure transparency, accountability, positive community impact and preservation of the common good when considering the transfer of governmental services, assets and/or functions to the private sector.

## **INTERNATIONAL RELATIONS**

Promote peace in an interdependent world by working cooperatively with other nations and strengthening international organizations.

### **United Nations**

Support a strong, effective United Nations to promote international peace and security and to address the social, economic and humanitarian needs of all people.

### **Trade**

Support U.S. trade policies that reduce trade barriers, expand international trade and advance the achievement of humanitarian, environmental and social goals.

### **U.S. Relations with Developing Countries**

Promote U.S. policies that meet long-term social and economic needs of developing countries.

### **Arms Control**

Reduce the risk of war through support of arms control measures.

### **Military Policy and Defense Spending**

Work to limit reliance on military force. Examine defense spending in the context of total national needs.

## **NATURAL RESOURCES**

Promote an environment beneficial to life through the protection and wise management of natural resources in the public interest.

### **Natural Resources**

Promote the management of natural resources as interrelated parts of life-supporting ecosystems.

### **Resource Management**

Promote resource conservation, stewardship and long range planning, with the responsibility for managing natural resources shared by all levels of government.

### **Environmental Protection and Pollution Control**

Preserve the physical, chemical and biological integrity of the ecosystem with maximum protection of public health and the environment.

**Air Quality** - Promote measures to reduce pollution from mobile and stationary sources.

**Energy** - Support environmentally sound policies that reduce energy growth rates, emphasize energy conservation and encourage the use of renewable resources.

**Land Use** - Promote policies that manage land as a finite resource and that incorporate principles of stewardship.

**Water Resources** - Support measures to reduce pollution in order to protect surface water, groundwater and drinking water.

**Waste Management** - Promote policies that reduce the generation and promote the reuse and recycling of solid and hazardous wastes.

**Nuclear Issues** - Promote the maximum protection of public health and safety and the environment.

### **Public Participation**

Promote public understanding and participation in decision making as essential elements of responsible and responsive management of our natural resources.

## **Agriculture Policy**

Promote adequate supplies of food and fiber at reasonable prices to consumers and support economically viable farms, environmentally sound farm practices and increased reliance on the free market.

**Federal Agriculture Policies** - Provide financial support to subsidize agriculture in specific instances, enforce federal antitrust laws to ensure competitive agricultural markets and apply clean air and water regulations to all animal and aquaculture production. The federal government should fund basic agricultural research to provide adequate safety of our food supply.

## **SOCIAL POLICY**

Secure equal rights and equal opportunity for all. Promote social and economic justice and the health and safety of all Americans.

### **Equality of Opportunity**

**Education, Employment and Housing** - Support equal access to education, employment and housing.

**Equal Rights** - Support ratification of the Equal Rights Amendment and efforts to bring laws into compliance with the goals of the ERA.

### **Federal Role in Public Education**

Support federal policies that provide an equitable, quality public education for all children pre-K through grade 12.

### **Fiscal Policy**

**Tax Policy** - Support adequate and flexible funding of federal government programs through an equitable tax system that is progressive overall and that relies primarily on a broad-based income tax.

**Federal Deficit** - Promote responsible deficit policies.

**Funding of Entitlements** - Support a federal role in providing mandatory, universal, old-age, survivors, disability and health insurance.

### **Health Care**

Promote a health care system for the United States that provides access to a basic level of quality care for all U.S. residents, including behavioral health, and controls health care costs.

### **Immigration**

Promote reunification of immediate families; meet the economic, business and employment needs of the United States; be responsive to those facing political persecution or humanitarian crises; and provide for student visas. Ensure fair treatment under the law for all persons. In transition to a reformed system, support provisions for unauthorized immigrants already in the country to earn legal status.

### **Meeting Basic Human Needs**

Support programs and policies to prevent or reduce poverty and to promote self-sufficiency for individuals and families.

**Income Assistance** - Support income assistance programs, based on need, that provide decent, adequate standards for food, clothing and shelter.

**Support Services** - Provide essential support services.

**Housing Supply** - Support policies to provide a decent home and a suitable living environment for every American family.

### **Child Care**

Support programs and policies to expand the supply of affordable, quality child care for all who need it

### **Early Intervention for Children at Risk**

Support policies and programs that promote the well-being, development and safety of all children.

**Violence Prevention**

Support violence prevention programs in communities.

**Gun Control**

Protect the health and safety of citizens through limiting the accessibility and regulating the ownership of handguns and semi-automatic weapons. Support regulation of firearms for consumer safety.

**Urban Policy**

Promote the economic health of cities and improve the quality of urban life.

**Death Penalty**

The LWVUS supports abolition of the death penalty.

**Sentencing Policy**

The LWVUS believes alternatives to imprisonment should be explored and utilized, taking into consideration the circumstances and nature of the crime. The LWVUS opposes mandatory minimum sentences for drug offenses.

**Human Trafficking**

Oppose all forms of domestic and international human trafficking of adults and children, including sex trafficking and labor trafficking.

**PRINCIPLES**

Whatever the issue, the League believes that efficient and economical government requires competent personnel, the clear assignment of responsibilities, adequate financing, coordination among levels of government, effective enforcement and well-defined channels for citizen input and review.

# LEAGUE OF WOMEN VOTERS OF CALIFORNIA

## LWVC PROGRAM 2017-2019

### GOVERNMENT

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#### **CAMPAIGN FINANCING:** adopted 1973; updated 1976

Support state campaign finance practices for candidates and advocates of ballot measure positions that will ensure full disclosure of campaign contributions and expenditures and enable candidates to compete more equitably for public office.

#### **CONSTITUTION:** adopted 1957; updated 1965-67

Support measures to secure an orderly and simplified State Constitution; provisions that enable the legislature to deal with state problems efficiently, flexibly, and with responsibility clearly fixed; and constitutional guarantee of equal representation of all citizens in both houses of the state legislature.

#### **ELECTION SYSTEMS:** adopted 2001; amended in 2003 and 2011

Support election systems for executive and other single seat offices, both at the state and local levels, that

require the winner to receive a majority of the votes as long as the majority is achieved using a voting method such as Instant Runoff Voting, rather than a second, separate runoff election.

#### **INITIATIVE AND REFERENDUM PROCESS:** adopted 1984; updated 1999 and 2013

Support citizens' right of direct legislation through the initiative and referendum process.

#### **INTERGOVERNMENTAL RELATIONSHIPS:** adopted 1981

Support an efficient, effective, and equitable balance of responsibility and authority among the levels of government with accountability to the public.

#### **PUBLIC LIBRARIES:** adopted 1998

Support a public library system as a basic community service with a long-term, assured, stable and adequate funding source.

Support access by all persons to public library services as a major source of knowledge and information necessary for informed, active participation in a democratic society.

#### **REDISTRICTING:** adopted 1988; amended 2007

Support a state redistricting process and standards that promote fair and effective representation in the state legislature and in the House of Representatives with maximum opportunity for public scrutiny.

Support an independent commission as the preferred redistricting body.

#### **STATE AND LOCAL FINANCES:** adopted 1969; updated 1975; new positions 1976, 1977, 1981, 1995

Support measures to ensure revenues both sufficient and flexible enough to meet changing needs for

state and local government services; that contribute to a system of public finance that emphasizes equity and fair sharing of the tax burden as well as adequacy; that include long range finance methods that meet current and future needs while taking into account the cumulative impact of public debt.

Support a process that maintains statutory authority over tax sources, rates and tax expenditures; that makes limited use of direct voting by the public on revenue measures; and that allows adoption of revenue and finance measures by a simple majority vote.

Support the distribution of revenue sources between state and local governments in a manner to ensure adequate, equitable and flexible funding of public programs based on the responsibilities and requirements of each and that emphasizes accountability

Support an equitable, broad-based local property tax, easy and economical to administer, producing adequate revenue, with limitations on the types of services it funds.

Support assessment practices and policies that are equitable, accurate, easy to understand and well publicized, with like properties treated uniformly.

**VOTING RIGHTS:** adopted 1972; reviewed 1986

Support measures that will protect every citizen's right to vote and ensure government's responsibility to protect this right through regulations and procedures that encourage an informed and active electorate.

## **Natural Resources**

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**AGRICULTURE:** adopted 1983; amended 2015

Support policies that recognize agricultural land as a limited resource that must be preserved for the economic and physical well-being of California and the nation. Appropriate agricultural land should be identified and its long-term protection should be based on regulatory and incentive programs that include comprehensive planning, zoning measures, and other preservation techniques. State policy that affects agriculture should ensure the conservation of soil and water resources through incentives coupled with penalties for noncompliance.

**AIR QUALITY:** adopted 1971; updated 1973

Support measures to establish air quality standards that will protect the public health and welfare, and the development of effective enforcement and implementation procedures at each level of government to attain these standards.

**ENERGY:** adopted 1978; updated 1980 and 2006, amended 2007

Support development of a state energy policy that will ensure reliability of energy resources and protection of the environment and public health and safety, at reasonable customer rates, giving primary consideration to conservation and energy efficiency. State government should provide an efficient, coordinated energy administrative structure with open transparent procedures.

**HAZARDOUS MATERIALS:** adopted 1986 and 1987

Support comprehensive measures to provide maximum protection to human health and the environment from the adverse effects of hazardous materials, including pesticides. An integrated

approach should be taken to prevent harmful exposures through soil, surface and groundwater contamination, bio-accumulation, air pollution and direct contact. Hazardous materials planning should promote pollution prevention. All levels of government share responsibility for preventing exposures.

**LAND USE:** adopted 1975

Support state land use planning that recognizes land as a resource as well as a commodity. The state should establish guidelines and standards for land areas of more than local concern.

Decisions for these areas should be made at the lowest level of government feasible, but should be subject to state review. Citizens must have a meaningful participation in land use planning and regulation.

**SOLID WASTE:** adopted 1973

Support measures to assure environmentally sound and efficient solid waste management, to reduce the generations of wastes, to encourage resource recovery, and to increase the demand for secondary materials.

**TRANSPORTATION:** adopted 1981; revised 1985; new position 1991

Support a transportation system to move people and goods that: includes a variety of transportation modes, with emphasis on increased public transportation services and other viable alternatives to reduce vehicle miles traveled; is efficient, convenient, and cost-effective; is safe and secure; serves all segments of the population and diverse geographic needs; minimizes harmful effects on the environment; is integrated with land use; and is supported by extensive public education.

**WATER:** adopted 1959; updated 1961, 1967, 1971, 1979

Support measures that promote the management and development of water resources in ways that are beneficial to the environment with emphasis on conservation and high standards of water quality that are appropriate for the intended use.

## **Social Policy**

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**CHILDREN AND FAMILY ISSUES:** adopted 1995

Support for the principles that all children are entitled to safe, nurturing care and that caring for children is a societal as well as a family responsibility.

Support programs and policies that would effectively coordinate and integrate services that meet basic human needs, prevent or reduce poverty and promote self-sufficiency for individuals and families.

**CHILD CARE:** adopted 1989

Support state and local policies, legislation and programs that meet the need for accessible, affordable, and quality childcare.

**COMMUNITY COLLEGE SYSTEM:** adopted 2003

Support a statewide community college system with sufficient resources to fulfill its overall goal: to offer all Californians access to a quality higher education.



Resources should be stable, accommodate all enrolling students, be fairly distributed among the college districts, and provide opportunities for long-range planning.

Governance should allow greater authority within the system itself with local districts making key decisions about mission priorities to meet community needs.

**EDUCATION: PRE-KINDERGARTEN THROUGH 12:** adopted 1973; updated 1985 and 2005

Support a comprehensive pre-kindergarten through twelfth grade public education system that meets the needs of each individual student; challenges all students to reach their highest potential; and develops patterns of lifelong learning and responsible citizenship.

Support improvements in public education, based on access with both equitable and sufficient opportunities to learn for all students.

Support a system of public education funding that is adequate, flexible, equitable, reliable and sustainable; derived from a combination of revenue sources; and distributed fairly to support access and equitable opportunities for all students.

Support formulating broad general guidelines at the state level, with flexibility at the local level for developing and implementing program.

**HOUSING:** adopted 1970; updated 1973, 1993 Support equal opportunity in housing.

Support measures to provide state programs to increase the supply of safe, decent, and adequate housing for all Californians.

Support action at all levels of government for the provision of affordable housing for all Californians.

**JUVENILE JUSTICE/DEPENDENCY:** adopted 1997 and 1999; amended 2011

Support a juvenile justice/dependency system that works to prevent child abuse and neglect and juvenile delinquency, that serves foster children and their families and status offenders, and that rehabilitates juvenile offenders, by promoting the safety and well-being of children and helping to prepare them for productive participation in society.

Support early identification of at-risk children and families followed by appropriate referrals to services that work with children, youth, families and schools.

Support community efforts to provide safe supportive environments for children and their families and institutions that respect them and promote non-violent solutions to problems.

Support the rights and best interests of the child in preference to those of any other individual.

**LEGAL AID:** adopted 1971; revised 1983

Support measures that will enable the judicial system of the state to provide for all citizens adequate access to legal services. Support adequately funded, government supported legal assistance programs that provide legal aid to those unable to pay.

**MENTAL HEALTH CARE:** adopted 1998

Support an adequately funded mental health care system that provides comprehensive services to the

acutely, chronically and seriously mentally ill of all ages; maintains optimal mental health services for all clients; places emphasis on meeting the needs of children; offers mental health services for the homeless; seeks additional funds for preventive services; implements a master plan to integrate services; raises awareness of critical unmet needs; and emphasizes case management.

**PUBLIC HIGHER EDUCATION:** adopted 2016

Support a comprehensive system of public higher education that serves the personal, professional, and occupational goals of all adult Californians and advances the social, economic, and civic needs of the state. To achieve these objectives, public higher education must prioritize access, affordability, equity, and excellence. These priorities require state funding, including student financial aid, that is stable, predictable, sustainable, and timely.

## Proposed Issues for Emphasis 2017-2019

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In each of the three issues recommended for education and advocacy in the 2017-2019 biennium, we have opportunities in three areas. We may:

- **Advocate:** Each of these items is based on positions adopted after League study and member agreement. Unlike single-issue organizations, we can bring to the table a balanced view, not that of a special constituency, but one based on the overall public good. Advocacy can be at the local and regional levels as well as at the legislature and state agencies.
- **Educate:** One of the League's strengths is providing nonpartisan information and helping people understand the decisions that need to be made and the consequences of these decisions. We can help our fellow Californians understand their options and weigh them in civil discourse.
- **Empower Community Leadership:** Along with educating community members about decisions we are making as communities and as a society at large, we can give them the tools for making their voices heard, understanding how the decisions being made will affect them, and where the venues for speaking out are. How do we come together to make the best decisions for all of us?

## Making Democracy Work in California

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This is a broad area that aligns with national priorities and includes core issues for the League at all levels. It includes League priorities such as election reform, voting rights, expanding the electorate, money in politics, and redistricting.

**Election Reform:** Major changes in elections will be coming over the next few years, and Leagues will have many opportunities for community outreach and education as well as for monitoring the implementation of new systems. Election-day registration is now available, and changes in the voter registration process at the DMV promise to greatly expand the voter rolls. The LWVC and Leagues in affected counties will be working to implement the new Voters Choice Act which uses a combination of vote-by-mail balloting, ballot drop-off locations, and vote centers. Finding ways to provide increased, stable funding for elections is another area for work at the state level.

We benefit from our active membership in the Future of California Elections (FOCE), a

collaboration among election administrators, civil rights organizations, and election reform advocates. FOCE constitutes a powerful force for improving the election process in California.

**Voting Rights and Expanding the Electorate:** While Californians are not threatened by the various voter suppression tactics seen in other states, we must remain vigilant. We realize there is always room for improvement and outreach to underserved persons in our communities, including those who have disabilities or do not speak English as a primary language. Recent litigation and legislation supported by the League have clarified the voting rights of offenders under supervision in their communities, but there is a continuing need for grassroots efforts to inform and assist those serving time in county jails or on probation, who often believe they are disenfranchised. We will support legislation to improve voting services and seize opportunities to extend voting rights protections that have been curtailed by U.S. Supreme Court decisions.

As we examine voter turnout rates across the state we can see many opportunities to make the electorate in California more representative of the population as a whole. Voter service work to prepare materials in plain language and address the language needs of our newer voters is a primary effort in this area, as is an expanded Voter's Edge. Expanding awareness of the ease of online registration, preregistration for youth 16 and older, and ease of voting by mail are just some ways we can help inform our communities.

**Money in Politics:** This continues to be a high priority for League members. A major bill passed last year allows local government bodies to establish public campaign funding systems, and implementation of this legislation at the local level will be a focus this term. We will continue to work for state legislation to establish default limits on the size of campaign contributions to local candidates, and Leagues can push their cities, counties, and districts that do not have contribution limits to establish limits appropriate to their communities. At the state level, we will continue to monitor the implementation of the Cal-Access online disclosure system and work for campaign disclosure laws.

**Redistricting:** Important legislation passed last year allows all local cities and counties to establish independent redistricting commissions. We can educate our communities and encourage them to establish commissions before the 2020 census, using the state Citizens Redistricting Commission (CFC) as a model. The LWVC will work to ensure adequate funding for the CRC and support efforts to ensure that persons in prisons are counted appropriately.

**Natural Resources:** Three primary areas of focus in the Natural Resources area are climate change, water, and the relationship between land use and the state's housing shortage. and the necessary protections of CEQA. This does not mean there will not be an appropriate response as needed to coastal protection, hazardous waste, and other issues as they arise.

**Climate Change:** The focus on Climate Change is reflected in the production of the Climate Change Action Policy (pages 46-52) to guide education and action at both state and local League levels. Climate change is the biggest single threat of our time to our environment, our public health and safety, and our economy. The last biennium saw the passage of significant state climate legislation to require 50 percent of our electricity from renewable energy sources and a doubling of energy efficiency in buildings by 2030, as well as an acceleration of the reduction of greenhouse gas emissions over the landmark goals set

in 2006. We will educate our communities and take action to implement those new requirements at all levels. The LWVC will monitor and support legislation on issues such as carbon pricing, full life-cycle cost of carbon emissions, and the protection of California environmental standards in the face of changing federal policies

**Water:** In a year, as wet as this one has been, it may be hard to remember that California's water supplies are heavily over-allocated, with competing users vying for limited amounts of water.

However, Leagues around the state are more conscious than ever of the need for sustainable surface and groundwater management practices. Local League members will play a role in presenting facts and resources and bringing out various points of view in community discussions, and they can monitor the development of Groundwater Sustainability Plans in their areas.

LWVC Water Committee members will continue to monitor the WaterFix proposal for twin-tunnel Delta conveyance and the process of allocating the 2014 water bond funds, encouraging the use of bond moneys for groundwater storage projects. The LWVC will monitor and support legislation and agency action on a number of issues such as water quality and availability for low-income or disadvantaged users; long-term, stable funding to implement the Human Right to Water; and water bonds.

**Land Use:** Land use policies, as reflected in planning and zoning, continue to have a major impact on the growing housing shortage in California. The LWVC will continue to support proposals that streamline but do not weaken the California Environmental Quality Act (CEQA) process and oppose CEQA-related proposals that limit the public's chance to weigh in on community environmental and land use decisions. That having been said, the use and sometimes misuse of CEQA can have a major impact on possible changes in planning and zoning regulations. The LWVC will monitor and advocate for a careful balance between the necessary environmental protections provided by CEQA and its possible misuse as we follow other land use actions that affect housing production (such as locating housing near public transportation).

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## **Response to Changing Federal Policies and Budget Actions**

In considering priorities for the work of the League, both the LWVC legislation committee and the board of directors agree that this year is not like any other year. At any time, changing federal policies may threaten some of our long-standing positions and values. Adopted program and priorities must anticipate and allow for the flexibility to respond to these challenges as they may arise.

Areas of concern include, but are not limited to, health care, immigration, the environment, and tax reform/revenue generation. In addition, both policy and budget decisions at the federal level may have serious consequences on our state budget.

The LWVC is already working on state legislation about immigration, single payer health care, protecting California's environmental laws and regulations, and Proposition 13 reform, and will continue to be active in those areas.

## **LEAGUE OF WOMEN VOTERS OF LOS ANGELES COUNTY POSITIONS IN BRIEF 2012-2014**

### **GOVERNMENT**

**COUNTY GOVERNMENT** (Adopted 1976; amended 1978; studied and amended 2004) Support for a more efficient, responsible, representative, economical, visible and accountable county government; support for an appointed chief executive with charter status. The League does not support an elected CEO. The League neither supports nor opposes enlargement of the Board of Supervisors, but, if expansion is proposed, there should be careful consideration of the costs involved. Support for a separate audit department. Support for certain changes in the present procedures for establishing boards, commissions and committees. Any division of Los Angeles County should be based on rational boundaries and provide social and economic equity. However, the League does not favor division of or secession from the County. The League favors mandatory membership in Southern California Association of Governments, but opposes direct election of SCAG officials. The League supports developed unincorporated areas either incorporating or annexing to adjacent incorporated areas.

**LOS ANGELES COUNTY BUDGET** (Adopted 1993) Support for policies and processes that encourage meaningful public involvement before and during the budget preparation and adoption process. Support for a strong leadership role by the board of supervisors in setting budget priorities based upon serving the public good, and including assessment of needs, consideration of cost and program effectiveness and accurate, open and timely accounting and auditing reports. Support for maximum and effective use of existing revenue sources; active pursuit of potential sources of revenue; strong local control of under-funded, mandated programs and services; and guidelines to follow when insufficient revenue forces cutbacks in the county budget.

**ELECTION PROCEDURES** (Adopted 1964; amended 1983; revised 1994; amended 2002, amended 2010) Support of ease of registration including postcard registration with simplified forms and greater availability, with safeguards against fraud. Support of County Registrar of Voters providing continued and increased voter education to encourage maximum informed voter participation. Support of easily understood analyses of all ballot measures with printed summaries of the texts and information about how copies of the full texts may be obtained. Support of a voting system which meets the criteria of accuracy, efficiency, economy, and voter encouragement. Support of an effective election commission charged with evaluating the operation, recommending improvements and assessing the feasibility of new voting methods. Support for Instant Run-off Voting (IRV) in single seat election.

**GRAND JURY** (Adopted 1981) Support of the Los Angeles County Grand Jury function as mandated by law in 1980 with the exception of the function of the witness' counsel. Witness' counsel should be permitted to be present in the hearing room. Support for adequate funding. Grand jury members should represent a wide spectrum of the community. Members should be well-trained and qualified for jury duty. Information about the functions and recommendations of the Grand Jury should be given broad dissemination for greater public awareness.

### **NATURAL RESOURCES**

**AIR QUALITY** (Adopted 1971; amended 1989) Support of the governmental efforts to attain established ambient air quality standards in the Los Angeles region, with emphasis on cooperation and co-ordination among all units of government; and measures to encourage research and control of air pollution.

**LAND USE** (Adopted 1974; revised and amended 2002; revised and amended 2006) Support for comprehensive regional planning consistent with LWVC Sustainable Communities Action Policy including strong, enforceable, environmental protections; for planning which is responsive to the public; for acquisition of additional open space; and for study and reform of tax policies to improve land use.

**TRANSPORTATION** (Adopted 1967; restudied and revised 2002) Support of the concept of public transportation as a public service with equity and political accountability in its provision; locally administered circulation areas responsible for adequate community and feeder systems; a multi-county transit authority having appropriate links among transit, land use and economic, social and environmental concerns which is responsible for planning, operation and construction of an integrated rapid transit system; ongoing coordination of transportation systems to achieve effective and efficient public service and continuing public education to promote awareness and use of those systems. Support adequate transit financing, including highway user taxes, flexibility in the use of funds and public subsidy for operating expenses.

**WASTE MANAGEMENT** (Adopted 1984, 1985) Support for actions by local government to promote solid and hazardous waste reduction. Support for the transfer of authority for siting solid waste management facilities from the local governmental level to a county or regional level, and for incentives to communities for accepting a solid waste facility. Support for the participation of the County in a regional agency with authority to site hazardous waste facilities. Support for actions and programs to protect public health and the environment from the effects of hazardous waste. Support for adequate funding of solid and hazardous waste management programs by a combination of sources. Support for the participation of local government as needed in the provision of waste management services; such participation could range from providing information and encouragement to private industry and/or acting as the provider of last resort.

**POPULATION IMPACTS ON A SUSTAINABLE FUTURE** (Adopted 1996) Support for education of League members and the public about the rate of population growth and the social, environmental, and governmental impacts associated with a large and rapidly expanding population. Support for population stabilization or reduction, moving as quickly as possible to a population size sustainable indefinitely without significant damage to quality of life for present and future generations. Support for the promotion and achievement of lifestyles and communities that can be sustained over the long term without damage to the environment, including but not limited to conservation and recycling efforts to minimize the costs of rising populations in terms of resource consumption, waste production, air and water quality, open space, wetlands and other natural resources. Support for governmental and individual policy planning and decision making that consider the carrying capacity of our region and the earth.

## **SOCIAL POLICY**

**COUNTY JAIL SYSTEM** (Adopted 2012) Support for reducing overcrowding in the county jail system by improving jail computer systems, routing prisoners more efficiently, expediting pre-trial case management, and studying criminalization standards for possible modification. Oppose using private jails. Support for a variety of sentencing options for low-risk offenders. Support for providing comprehensive health care services for emergency, urgent, and on-going health problems, physical and mental, for all inmates; support for segregating mentally ill inmates. Support for offering basic educational and vocational training programs and social rehabilitation and re-entry programs to all inmates. Support for providing adequate public funding to maintain state standards. Support for effective, continual internal and external oversight of jail conditions and practices and for safe release practices.

**CHILD CARE** (Adopted 1987) Support for adoption of a comprehensive child care policy which recognizes the importance of accessible, affordable quality care for all children who need it; effectively administered with full and efficient use of all available funds and incentives to encourage private sector participation and coordination. Support for development of a model child care program for the children of Los Angeles County employees. Support of County assistance in the expansion of Resource and Referral Agency services.

**FOSTER CARE - CHILDREN'S SERVICES** (Adopted 1988) Support for a foster care system which considers the needs and feelings of the child to be primary; offers supportive and preventive services to keep the natural family together when feasible; and provides a nurturing home-like environment to enhance the growth and development of children in foster care. Support for services to encourage reunification of the family or permanent placement as quickly as possible. Support for assessment, placement, support services, counseling, education and training which enhance the child's self-esteem and encourage rehabilitation and self-sufficiency in older dependent and delinquent youth. Support for effective training of all personnel and care givers; enhanced recruitment of foster parents; adequate and promptly paid stipends reflective of costs of care; reasonable caseloads; encouragement of and cooperation with the private sector. Support for a Dependency Court which encourages long-term assignments of judicial personnel who are qualified and sensitive to the needs and feelings of abused, neglected and at risk" children.

**INCOME ASSISTANCE** (Adopted 1972; amended 1980) State government should bear full or most of the responsibility for funding General Relief and for matching funds for income assistance programs. Eligibility requirements and regulations accorded families headed by a single parent should be extended to two-parent families with a working or unemployed parent and to General Relief applicants and recipients. The present program should be simplified into two systems: a job and training program for those who are employable and a simple assistance program for the non-employable.

**JUVENILE JUSTICE** (Adopted 1986) Support for a system that places emphasis on early identification and prevention, adequate funding and efficient use of resources for services to troubled children. Support for a system that emphasizes effective rehabilitation of the offender, recognizes the importance of accountability of the offender and the family, provides for punishment that is not only appropriate for the offense and the offender, but which also serves the goals of rehabilitation and protection of the community. Support of a county-wide system of services to status offenders, including limited secure detention for runaways, strengthening efforts to decrease truancy, voluntary probation and out-of-home placement, joint planning and coordination among public agencies and the private sector for these services. Support of contracting for limited services, but not for sovereign functions. Support for Dependency Court as a court of jurisdiction for status offenders requiring court intervention. Support of in-depth training for all personnel within the system, manageable caseloads, availability of community placements in adequate numbers and adequate funding, and efficient use and coordination of resources throughout the system.

**MENTAL HEALTH CARE** (Adopted 1989) Support for an adequately funded mental health care system which provides comprehensive services to the acutely, chronically and seriously mentally ill of all ages; maintains optimal mental health services for all clients; places emphasis on meeting the needs of children; offers mental health services for the homeless; seeks additional funds for preventive services; implements a master plan to integrate services; raises awareness of critical unmet needs; and emphasizes case management.

**SOCIAL SERVICES** (Adopted 1972; amended 1980) Support for continued and improved supportive services for all who need them, with fees charged according to ability to pay when this is appropriate and cost effective for the service. Support for a system of social services which prevents and remedies problems; which keeps families together, unless the interests of the child would be better served in another way; which meets the needs of children and adults for protection; which has adequate and accessible information and referral services; which has sufficient personnel to deliver quality service; and which makes an effort to achieve good community relations.

# LEAGUE OF WOMEN VOTERS PASADENA AREA

## LWVC PROGRAM 2017 - 2018

### **Citizen Participation in Local Government:** adopted 1976, 1978

Support of government policies that (1) make the citizen part of the decision-making process; (2) allow timely access to information; (3) improve mechanisms for informing citizens, including those effected, about issues under discussion; (4) elicit and utilize citizen input before decisions are made.

Support of appointment procedures which include regular press releases; public availability of applications, including job descriptions; and interviews of applicants.

Support of a selection process with primary emphasis on background and knowledge, taking into consideration geographic and other factors such as gender, age, ethnicity, and economic level.

Appointees should be advised of the conflict of interest provision, trained and reimbursed for committee-related expenses.

### **Education:** adopted 1968, 1986/ revised 2009

Support of superior and integrated public education with equality of educational opportunity and equity at all levels in the school districts and community college districts in the Pasadena Area League, with continuing evaluation of long-range planning; and with emphasis on efficient administration, adequate financing and open channels of communication among all stakeholders. (Update adopted 4/86)

Support of maintenance of an excellent Community College, with strong and varied offerings in college transfer, terminal and vocational education, to meet the varied needs of the people of the Pasadena Area.

### **Election Procedures:** adopted 1999, 2002

Advocacy of instant Runoff Voting for single seat elections.

Advocacy of Choice Voting as a priority for local elections for boards and councils.

### **Growth and Development:** adopted 1987

Support population growth goals that include:

1. Participation in the continuing review, and revision of the General Plan
  2. Consideration of the total land area in the community
  3. Density that can be supported by the existing infrastructure
- reflection of community traditions



Support criteria for residential, commercial and industrial development that includes consideration of:

1. Impact upon existing infrastructure, i.e. water, sewers, utilities, streets and parking, schools, fire and police protection, and all community services.
2. Environmental impact and sustainability factors
3. Compatibility of the development to the existing community
4. the demonstrated benefit to the community of an increased tax base, provision of commercial and retail services, or a need for increased housing.

Support policies that guide standards for architectural design and construction so that environmental quality is retained.

Support assessment of the developers when land use is changed to a higher density, with assessment to be determined by the local community.

Oppose redevelopment projects that displace residents and businesses without the guaranteed and equitable relocation compensation, which is mandated by law and the preservation/replacement of existing affordable housing.

**Housing/Economic Opportunities:** adopted 1979, 1980/revised 2000, 2001, 2007

Support the application for and use of, under the prescribed guidelines, all available programs and funds to meet the housing needs, and to increase economic opportunities for, low and moderate-income persons.

In expenditures of public funds for housing, priority should be given to rehabilitation of existing housing in transitional and low-income neighborhoods, and to subsidized rentals for low income families, seniors and the handicapped. Subsidized loans should be available to assist rehabilitation and for home purchase or construction. If funds are spent for new construction, the needs of moderate as well as low income facilities should be considered. There should be spending transparency and accountability to ensure racial and economic diversity.

In expenditures of public funds, for increasing economic opportunities for low income persons, priorities should be given to job creation, job progression, job training, and child care services. Equal priorities should be given.

If funds are spent for neighborhood upgrading and housing related services, priorities should be given to crime reduction, capital improvements, and home improvement training. Equal priorities should be given.

Support a broad housing element in the city's general plan based on study of housing problems and including an action plan for solving them which will achieve a balanced socio-economic community.

Support the implementation by our area communities of the State law requiring every city to provide a fair share of low and moderate-income housing.

Support a mortgage revenue bond referendum to provide funds for low and moderate- income housing. Support the use of eminent domain powers to increase the supply of low and moderate-income housing, but only when its use is necessary and appropriate.

Support inclusionary zoning, which requires setting aside a certain percentage of housing units at below market rates for low and moderate-income persons in new rental and owner developments and condominium conversions. Incentives for developers should be built into the program.

Support a Housing Mediation Board with mandatory decision-making powers to deal with the landlord/tenant problems.

Support legislation to restrict and regulate condominium conversion when justified by low vacancy rates.

**Public Library System:** adopted 1978/ revised 2000,2001,2007

Support a public library system that is professional, efficient and accessible, with equal consideration to all segments of the population.

Support the maintenance of branch libraries where appropriate.

In Pasadena, support a City Charter provision requiring the existence of a library board/commission. Support a City Charter provision requiring the City Council members' approval of the appointment or dismissal of the Library Director.

**Public Transportation:** adopted 1984/ revised 2000

Support a transit system with consideration for people with disabilities, seniors, low income and outlying neighborhood residents, downtown shoppers and businesses, and those who are without adequate transportation services.

Support a fare assistance for all pertinent transportation authorities.

Support a multi-mode transit system with coordination among political entities.

Support responsible planning, operation, and construction of an integrated rapid transit system which provides a variety of facilities to encourage public use.

Support of community involvement in all transit program decisions.

Protect and expand bicycle corridors and facilities for bicycles.

**Public Access Cable TV:** adopted 1991

Support public access cable television as promoting the democratic process.

Support requirements that cable companies provide funds for maintaining production facilities and production skills training for users of public access television.

For residents of a franchise area: oppose fees for basic training and basic supplies; prefer no fees for advanced training; support charges for additional props and supplies.

For residents outside a franchise area: support fees that cover costs for basic and advanced training and supplies.

Support all possible means for reaching the public and publicizing the use of public access services:

1. advance program information on a regular basis.
2. Wide outreach by public access management with community organizations and individuals.
3. Creation of a Citizen Advisory Committee as called for in Article VI of Pasadena Community Access Corporation bylaws to act as liaison between the public access television board and the community.
4. Insertion of information about public access television in cable TV bills in city and community mailings to residents

The members recommend that the League of Women Voters of the Pasadena Area take an active role in helping to make and keep public access cable television in all franchises in the Pasadena area a viable option. LWV-A support should be in evidence well in advance of contract negotiations.

**Pasadena City Government:** adopted 1973/revised 1985, 1999

Support of a representative, responsible and responsive city government in Pasadena with emphasis on leadership, communication, and efficient administration.

Support of districting by population.

Support of a council-manager form of government for the City of Pasadena.

Support of measures which will:

1. Strengthen the policy making role of the Council, including requiring the city manager to serve at the pleasure of the majority of the Council, adequate compensation for the council members, and having the Council retain appointment power of volunteers to boards, committees, and commissions.
2. Strengthen the authority of the mayor by giving him/her oversight responsibility, including agenda and budget review before submission to the Council.

Support of measures to facilitate citizen input before policy decisions are made

Support of a city charter which functions effectively as the basic governmental law, allows flexibility, and provides conformity between city practice and charter provisions.

Support of opportunity for evaluation by the public of proposed charter changes before final content and language for the ballot is decided.

Support of requiring nominating petitions, but no filing fees from school board candidates.  
Opposition to inclusion in the Pasadena City Charter of any material relating to the Pasadena Unified School District except procedures for Board of Education elections.

Support of Pasadena's adoption of a comprehensive fiscal plan, having approximately a five-year range, with primary responsibility for planning and priority-setting borne by the City Council.  
Support of annual public review for this plan.

Support of:

1. promoting public awareness of city's fiscal problems
2. timely solutions by City Council
3. revenue-raising measures with new revenues directed to above needs
4. efficiency measures to cut city operating costs

Support of adoption of management plan for city assets, including a list of city-owned assets, periodic assessment for highest use market value, statement of current use and revenue generated.

Support of increased use of assets for revenue, with consideration for impacts on neighborhoods and resources.

**South Pasadena Land Use and Planning:** Revised 2001

Support of the revitalization of the central business district. Support of periodic review of the General Plan and Zoning Ordinances with emphasis on ordinances and measures to encourage open spaces, imaginative land use and building development, adequate parking and landscaping to enhance the visual aspect of development.

## **LWV-PA 2017-18 Priorities for Education and Advocacy**

### **Advocacy Committee**

- Place action alerts from national, state, and local League on our website.
- Focus on Healthcare.
- Feature an advocacy component at each League Day.

### **Economic Justice Committee**

- Minimize the effects of rising minimum wages on eligibility for social support programs, join with other CA Leagues to advocate with legislation.
- Affordable Housing Focus: vigorously monitor the rollout of Measure H with multiple activities, advocate for governmental program sliding scales that take into account the effects of new minimum wage levels.

### **Education Committee**

- Plan Civic Learning Projects for PUSD HS students fulfilling Service Learning requirements.
- Partner with the Voter Service Committee to develop student-led voter registration drives on campus in Sept. and April.
- Expand Constitution Day presentations in PUSD schools, in partnership with ACLU-LA.

### **Natural Resources Committee**

- 7<sup>th</sup> Annual Climate Forum
- Local education, including League Days
- Advocacy for state and local environmental issues.

### **Voter Services Committee**

- Get Out the Vote (GOTV)
- Educate on changes to our voting systems
- Focus on voter registration of underrepresented groups.

## **SECTION 5 “Legal League”**

### **BYLAWS**

for the regulation, except as otherwise provided for by statute or its Articles of Incorporation, of the

#### **LEAGUE OF WOMEN VOTERS PASADENA AREA**

A California Nonprofit Public Benefit Corporation

65 South Grand Ave.

Pasadena, California 91105

As Adopted at April 1947 Annual Meeting

and Amended at Annual Meetings on

4/48, 5/50, 3/51, 7/53, 4/56, 4/57, 4/58, 4/59, 4/62, 4/63, 4/64, 4/65, 4/66, 4/67,  
4/68, 5/70, 4/72, 4/73, 4/74, 4/75, 3/77, 4/80, 4/81 (extensive revision), 3/83,  
4/85, 4/86, 4/87, 5/87, 4/90, 4/91, 2/93, 6/99, 7/02, 6/03, 10/05, 6/10, 6/12, 1/13

#### **ARTICLE I**

##### **Name and Office**

**Section 1.1 Name.** The name of this corporation shall be the League of Women Voters Pasadena Area (herein referred to as the “League”). The League is an integral part of the League of Women Voters of the United States (herein referred to as the LWVUS), the League of Women Voters of California (herein referred to as the LWVC), and the League of Women Voters of Los Angeles County (herein referred to as the ILO).

**Section 1.2 Form.** The League shall be a nonprofit public benefit corporation incorporated under the laws of the State of California.

**Section 1.3 Principal Office.** The principal office of this League shall be maintained at such location in the Pasadena area, State of California, as may be determined by the Board of Directors (herein referred to as the “Board”). The Board is granted full power and authority to change said principal office from one location to another.

#### **ARTICLE II**

##### **Purposes and Policy**

**Section 2.1 Purposes.** The purposes of the League are to promote political responsibility through informed and active participation in government and to act on selected governmental issues. The League is organized and operated exclusively for charitable and educational purposes under Section 501 © (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these Articles, the League shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of the League shall be the carrying on of propaganda, or otherwise attempting to influence legislation.

**Section 2.2 Political Policy.** The League shall not support or oppose any political party or any candidate.

### **ARTICLE III Membership**

**Section 3.1 Eligibility.** Any person who subscribes to the purpose and policy of the League and who pays dues, as provided for in Section 6.2, shall be a Member.

**Section 3.2 Types of Membership.** The membership of the League shall be composed of Voting Members and Associate Members. Only Voting Members shall be members within the meaning of the California Nonprofit Corporation Law.

(a) Voting Members. Voting Members shall be at least 16 years of age. Life Members shall be those Voting Members who have been Members of the LWVUS for 50 years or more. Life Members shall be exempt from further payment of dues.

(b) Associate Members. All other persons who join the League shall be Associate Members.

#### **Section 3.3 Termination of Membership.**

(a) A Member may resign by delivering a written notice to the President. The resignation will be effective upon receipt of such notice.

(b) Membership shall automatically expire for nonpayment of dues as provided for in Section 6.2.

(c) Membership shall terminate upon the death of a Member.

(d) The Board may, by a 2/3 vote of the entire Board, vote to expel or suspend a Member for conduct which the Board deems inimical to the best interests of the League. The Board shall give such Member 15 days' prior notice of the proposed expulsion or suspension and the reasons therefore. Not less than five days before the proposed action, the Member may either request a hearing before the Board or submit a written statement to the Board regarding the action. The Board shall consider the mitigating effect, if any, of the hearing or written statement and determine whether to proceed with the proposed action. A suspended Member shall not be entitled to exercise any of the voting rights of a League Member.

### **ARTICLE IV Board of Directors**

**Section 4.1 Number, Selection, and Term of Office.** The Board shall have a maximum of 17 members: five elected officers, (hereinafter included in the term "directors") as provided for in Section 5.1 of these bylaws, nine (9) elected directors, and three (3) appointed directors. Elected directors shall be elected at each Annual Meeting and shall take office at the close of that Annual Meeting. The elected directors may appoint up to three (3) other directors as they deem necessary to carry out the work of the League. All directors shall hold office for a term expiring at end of the next Annual Meeting or until their successors are elected or appointed and qualified.

**Section 4.2 Qualifications.** All directors must be Voting Members of the League.

**Section 4.3 Resignations and Vacancies.** Subject to relevant sections of the California Nonprofit Public Benefit Corporation Law, any director may resign by giving written notice to the President or the Board. Such resignation will be effective when received unless the notice specifies a later time.

The Board may declare vacant the office of a director who has three consecutive unexcused absences from a regular Board meeting.

Any vacancy in the Board may be filled by a majority vote of the remaining directors, although less than a quorum. Each director so selected shall hold office until the expiration of the term of the replaced

director. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

**Section 4.4 Powers and Duties.** Subject to the limitations of law, the Articles of Incorporation and these Bylaws, the activities and affairs of the League shall be conducted and all corporate powers shall be exercised by or under the control of the Board. The Board shall plan and direct the work necessary to carry out programs as adopted by the National League Convention, the State League Convention, the County League Convention, and the Annual Meeting. The Board shall review and adopt Standing Rules on an annual basis.

**Section 4.5 Regular Meetings.** There shall be at least nine regular meetings of the Board annually. The Secretary or the President shall notify by written notice each director of all regular meetings at least one week before any such meeting, giving the time and place of the meeting. No action taken at any regular Board meeting attended by three-fourths of the directors shall be invalidated because of the failure of any director to receive any notice properly sent or because of any irregularity in any notice actually received. Any Member may attend a Board meeting as an observer.

**Section 4.6 Waiver of Notice.** Notice of a regular meeting need not be given to any director who signs a Waiver of Notice. All such waivers shall be filed with the League Secretary.

**Section 4.7 Special Meetings.** Special meetings of the Board for any purpose may be called at any time by the President, any two members of the Executive Committee, or any four directors. Special meetings shall be held upon written notice mailed first-class and postmarked at least four days in advance, or upon forty-eight (48) hours' notice given personally or by telephone or similar means. Notice of special meetings shall include purpose, time, and place.

**Section 4.8 Quorum.** A majority of the current members of the Board of Directors (Co-Directors will have only one vote at a meeting) constitutes a quorum for the transaction of business, except to adjourn as provided for in Section 4.10. Every decision made by a majority of the directors present at a meeting at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law or these Bylaws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by a majority of the quorum for that meeting.

**Section 4.9 Participation in Meetings by Conference Telephone.** Any one or more members of the Board may participate in a meeting by use of conference telephone or similar communications equipment, so long as all Members participating in the meeting can hear one another.

**Section 4.10 Adjournment.** A majority of the directors present, whether or not a quorum, may adjourn any directors' meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the continued meeting shall be given to the directors who were not present at the time of the adjournment.

**Section 4.11 Special Board Committees.** The Board may, by a majority vote of the entire Board, create special committees and appoint two or more directors, with alternates, to each. The Board shall prescribe the duties of any such committee and the manner in which proceedings shall be conducted. Minutes shall be kept of all meetings of each such committee. The Board may delegate to such committees any of the authority of the Board except with respect to:

(a) The approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires approval of the Members;



- (b) The filling of vacancies on the Board or on any committee which has the authority to act on behalf of the Board;
- (c) The amendment or repeal of Bylaws or the adoption of new Bylaws;
- (d) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeal able;
- (e) The appointment of other Board committees or the members thereof;
- (f) The expenditure of League funds;
- (g) The approval of any self-dealing transaction, as such transactions are defined in Section 5233 (a) of the California Nonprofit Public Benefit Corporation Law.

**Section 4.12. Executive Committee.** The Executive Committee shall be composed of the President, President Elect, Past President and two (2) Board members elected by the Board, one of whom may be nominated by the President. Three (3) members shall constitute a quorum. The Committee, subject to the restrictions in Section 4.11, shall have the power of the Board to transact emergency business between Board meetings and any other duties the Board or the President may designate. The President may call a meeting of the Committee at any time. Executive Committee Meeting may be held by telephone or email. For meetings held by email, all decisions reached must be unanimous. The president may request a decision by email. Any decision reached by email must be unanimous. A written report of all decisions reached and the names of those who participated must be presented to the Board at the next scheduled meeting for ratification.

The Board may appoint an alternate for, or by a majority vote of the entire Board, may replace any Executive Committee member who is unable to attend such meetings.

**Section 4.13 Rights of Inspection.** Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the League.

**Section 4.14 Compensation.** Directors and members of committees shall receive no compensation for their services, but may receive reimbursement for expenses, as approved by the Board.

## **ARTICLE V Officers**

**Section 5.1 Number, Election, and Term of Office.** The officers of the League shall be a President, President Elect, Past President, Secretary and Treasurer who shall be elected by a majority of Members eligible to vote at the Annual Meeting. The term of office shall be one year.

### **Section 5.2 President.**

The President shall have such powers of supervision and management as customarily pertain to the office: preside at all meeting of the League and the Board, or designate someone else to preside; assign responsibilities to members of the Board; be an ex-officio member of all committees except the Nominating Committee; call special meetings of the Board when needed; sign or endorse checks and notes in the absence of the Treasurer; sign all contracts together with the Treasurer unless specified otherwise by the Board; perform such other duties as the Board may direct. In the event of the absence, resignation, disability or death of the President, the President –elect shall possess all the powers and perform all the duties of that office.

**Section 5.3 President Elect.** The President Elect shall work closely with the President to be able to assume full duties of the President the succeeding year. Duties will include learning all aspects of the League, presiding in the absence of the President, and other duties assigned by the President and the Board.

**Section 5.4 Past President.** The Past President shall be a member of the Nominating Committee and perform such duties as assigned by the President and the Board.

**Section 5.5 Secretary.** The Secretary shall keep, or cause to be kept, at the principal office: (a) records of the proceedings of all meetings of the Board and its committees, with the meeting time and place, whether regular or special, and if special, how authorized, the notice given, and the names of those present; (b) minutes of the Annual Meeting and other membership meetings where business is transacted, and copies of notices thereof; (c) the original or a copy of the League's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof, required by law or these Bylaws to be given; shall keep the seal of the League in safe custody; shall perform such other duties as the Board may designate.

**Section 5.6 Treasurer.** The Treasurer, as chief financial officer, shall: (a) keep and maintain adequate and correct accounts of the properties and business transactions of the League, (b) keep and maintain records of all financial dealings of the League according to the requirements of the Laws of California, the requirements of the League of Women Voters and sound fiscal practice, (c) deposit all moneys and other valuables in the name and to the credit of the League with such depositories as may be designated by the Board, (d) disburse the funds of the League as may be ordered by the Board, (e) sign all contracts together with the President, unless designated otherwise by the Board, (f) render to the President and the directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of the League, (g) keep the books of account open at all times to inspection by any director, (h) have such other powers and perform such other duties as the Board may designate.

## **ARTICLE VI Financial Administration**

**Section 6.1 Fiscal Year.** The fiscal year of the League shall be from July 1 through June 30 of each year.

**Section 6.2 Dues.** Annual dues shall be determined by the Board and shall be payable by each Member on the first day of the anniversary month of the Member's joining the League and paying the initial dues. A Member who fails to pay dues by the end of the anniversary month shall be suspended from voting and other rights of League membership. If the dues are not paid by the end of the second month following the anniversary month, the membership shall automatically expire.

**Section 6.3 Budget Committee.**

(a) Composition. The Budget Committee shall be composed of the Treasurer, Development Director, one (1) director nominated by the Board, and two (2) members nominated by the President. The President shall designate one of the committee, other than the Treasurer, as the chairperson.

(b) Budget Committee shall prepare a budget for the ensuing fiscal year which provides for the support of the League and shall submit it to the Board for approval at least two months prior to the Annual Meeting. © Budget Committee will monitor financial management of the League and bring quarterly reports to the Board.

**Section 6.4 Budget.** The Board shall submit the budget to the Members for adoption at Annual Meeting. A copy of the proposed budget shall be sent to each Member at least one month in advance of the Annual Meeting.

**Section 6.5 Fiscal Report.** Within 60 days after the close of each fiscal year, the Board shall send the Members the League's fiscal report containing the following information, as of the end of the fiscal year:

- (a) The assets and liabilities of the League, including trust funds;
- (b) The principal changes in assets and liabilities;
- © The revenue or receipts, both restricted and unrestricted;
- (d) The expenses or disbursements, both general and restricted;
- © A copy of any report of independent accountants, or if there is no such report, the certificate of the Treasurer that such statements were prepared without audit from the books and records of the League.

**Section 6.6 Transactions with Interested Persons.** Within 120 days after the end of the League's fiscal year, the Board shall send to the members a report, as defined in the relevant section of the California Nonprofit Public Benefit Corporation Law, on any transaction in which the League was a party and in which any officer or director of the League had a direct or indirect material financial interest.

**Section 6.7 Distribution of Funds on Dissolution.** In the event of a dissolution of the League for any reason, all money and securities which at the time may be owned or under the absolute control of the League shall be distributed at the discretion of the board, or such other persons as shall be charged by law with the liquidation or winding up of the corporation and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501 © (3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of those organizations are then in existence or exempt under those tax provisions, then at the discretion of the board, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under such designated tax provisions.

**Section 6.8 Check Signing and Endorsing.** In the absence of the Treasurer, the President or Director of Operations may sign or endorse checks.

## **ARTICLE VII**

### **Membership Meetings and Notices**

**Section 7.1. Regular and Special Meetings.** There shall be at least one regular membership meeting each year, called the Annual Meeting. Time and place shall be determined by the Board. A special or emergency membership meeting may be called, upon at least fourteen (14) days' notice, by the President with the concurrence of three directors, or by any three members of the Executive Committee.

**Section 7.2 Quorum.** Ten Percent of Qualified Voting Members (see Sec. 7.6) shall constitute a quorum for the transaction of business at any membership meeting.

**Section 7.3 Methods of Giving Notice of Meetings.** All notices to Members required by law or these Bylaws may be given by any of the following methods as determined by the Board:

- (a) By mailing such notice in a stamped envelope addressed to the last known address of the Member, or
- (b) By publishing such notice in the official regular publication of the League and mailing a copy to each Member, or
- (c) By other method as determined by the Board in accordance with law.

**Section 7.4 Annual Meeting.** At the Annual Meeting the Members shall:

- (a) vote on proposed Bylaw changes, if any;
- (b) adopt a budget;
- (c) elect officers, directors, and four members of the Nominating Committee;
- (d) adopt a local program for the ensuing year;
- (e) transact such other business as may properly come before it.

**Section 7.5 Notice of Annual Meeting.** Written notice of each Annual Meeting shall be given to each Member not less than twenty (20) nor more than ninety (90) days before the Annual Meeting. Such notice shall include: (a) the date, hour, and place of the Annual Meeting, and (b) details of those matters listed in Section 7.4 which the Board, at the time of mailing the notice, intends to present for action, but, subject to the provisions of applicable law, any proper matter may be presented at the Annual Meeting for action.

**Section 7.6 Record Date.** For purposes of determining the Members entitled to notice of, or to vote in, any election or other business meeting, the Board may fix in advance a record date, which shall be not more than sixty (60) days or less than ten

(10) days before the date of such meeting. When no such date is fixed by the Board, the record date for notice shall be forty (40) days, and the record date for determining the Members entitled to vote shall be ten (10) days before the election or other business meeting. If a Member of record would be entitled to vote except for being delinquent in dues no more than 60 days, then that Member may vote if the dues are paid before the start of the meeting.

## **ARTICLE VIII Nominations and Elections**

### **Section 8.1 The Nominating Committee.**

(a) **Composition.** The Nominating Committee shall consist of seven (7) members. The chair and three (3) members, who shall not be directors, shall be elected at the Annual Meeting. Three (3) members shall be members of the Board, one of whom shall be the Past President. The Board members shall be chosen by the board at its first meeting following the Annual Meeting. Nominating Committee members shall hold office for a term expiring at the close of the next Annual Meeting or until their successors are elected or appointed and qualified. Any vacancy occurring in the Nominating Committee shall be filled by the Board.

(b) **Duties.** The Nominating Committee shall nominate a slate of officers including: President, President-elect, Past-President, Secretary, Treasurer, and Directors annually, as well as a chair and three members for the succeeding Nominating Committee. Nominations must be included in the Notice of the Annual Meeting. It shall be the duty of the Chair to actively solicit from members suggestions for nominations. It shall be the duty of the Committee to solicit nominations for Board vacancies when they occur. Any member may send suggestions to the Nominating Committee.

**Section 8.2 Nominating Committee Report. Nominations from the Floor.** The report of the Nominating Committee shall be presented at Annual Meeting, followed by a request for nominations from the floor. Any Member making a nomination from the floor must have first secured the consent of the nominee.

**Section 8.3 Elections.** Elections shall be in the charge of an Election Committee appointed by the President prior to the election. A quorum of 10% of qualified Voting Members must be present to hold an election. All voting shall be by voice vote, except voting shall be by ballot where there is more than one nominee for an office or when any Member makes written demand for a ballot before voting begins. A majority vote of those present and qualified to vote and voting shall constitute an election. If there are more than two candidates for an office, voters shall rank their preference for the candidates and Instant Runoff Voting shall be used to ensure that the winner has a majority.

**Section 8.4 Voting Rights.** Each Voting Member shall be entitled to one vote at any meeting of Members. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX Program**

**Section 9.1 Authorization.** The public policy principles as adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of Program.

**Section 9.2 Program.** The Program of the League shall consist of action to implement League Principles, and those public policy issues chosen for concerted study, education and advocacy.

**Section 9.3 Local Program Selection.** The Annual Meeting shall choose public policy issues for study, education and advocacy using the following procedures:

(a) The Board shall consider the results of any program planning meeting and any suggestions submitted by Members two months prior to the Annual Meeting and shall formulate a recommended local Proposed Program.

(b) New items or changes from the previous year in the Proposed Program, together with a list of non-recommended program items, shall be sent to all Members at least one month before the Annual Meeting.

© The Board shall present the recommended Proposed Program to the Annual Meeting for adoption.

(d) Suggested Program items submitted by Members at least two months prior to Annual Meeting but not recommended by the Board may be considered provided that the Annual Meeting shall order consideration by a majority vote of Voting Members resident within the jurisdiction(s) concerned, present and voting.

© All Program items shall require for adoption a majority vote of Voting Members resident in the jurisdiction(s) concerned, present and voting, followed (if the first vote did not include all jurisdictions within the League) by a majority vote of concurrence by all Voting Members, present and voting.

(f) Changes in Program, in the case of altered conditions, may be made provided that:

1) Information concerning the proposed changes is sent to all Members at least fourteen days prior to a membership meeting at which the changes are to be discussed, and

2) Final action, according to the requirements in © above, is taken at a succeeding membership meeting, of which all Members have been given notice.

**Section 9.4 Member Action.** Members may act in the name of the League of Women Voters only when authorized to do so by the President. They may act only in conformity with, and not contrary to, a position taken by the League of Women Voters of the Pasadena Area, the LAC/ILO, the LWVC, or the LWVUS.

**Section 9.5 Local Issues for Study, Education and Advocacy.** The Annual Meeting shall choose local public policy issues on which to especially focus action during the coming year using the following procedures:

(a) The Board shall notify all Members at least one month prior to Annual Meeting that motions will be accepted from the floor at Annual Meeting for local Issues for Study, Education and Advocacy.

(b) At Annual Meeting, any Member may move consideration of a local Issue for Study, Education and Advocacy. When all motions have been received and seconded, Members will vote on whether to consider each item. A majority vote of Voting Members resident within the jurisdiction(s) concerned, present and voting, is required for consideration.

© Each item approved for consideration may be spoken to by the maker of the motion, followed by general discussion. At the close of discussion, Members will vote on each proposed Issue for Study, Education and Advocacy. Adoption requires a majority vote of Voting Members resident in the jurisdiction(s) concerned, present and voting, followed (if the first vote did not include all jurisdictions within the League) by a majority vote of concurrence by all Voting Members, present and voting.

**ARTICLE X**  
**Conventions and State Council**

**Section 10.1 National Convention.** The Board, at a meeting before the date on which the names of delegates must be sent to the national office, shall select delegates to that convention in the number allotted the League under the provisions of the Bylaws of LWVUS.

**Section 10.2 State Convention.** The Board, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted the League under the provisions of the Bylaws of LWVC.

**Section 10.3 State Council.** The Board, at a meeting before the date on which the names of the presidents must be sent to the state office, shall name the president or the alternate to that Council, under the provisions of the Bylaws of LWVC.

**Section 10.4 ILO Convention.** The Board, at a meeting before the date on which the names of delegates must be sent to the ILO, shall select delegates to that convention in the number allotted to the League under the provisions of the Bylaws of the ILO.

**ARTICLE XI**  
**Other Provisions**

**Section 11.1 Endorsement of Documents; Contracts.** Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between the League and any other person, when signed by the President or any Vice President and the Secretary or Treasurer of the League shall be valid and binding on the League in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board, and, unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the League by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

**Section 11.2 Representation of Shares of Other Corporations.** The President or any other officer or officers authorized by the Board or the President are each authorized to vote, represent and exercise on behalf of the League all rights incident to any and all shares of any other corporation. The authority herein granted may be exercised either by any such officer in person or by any other person authorized so to do by proxy or power of attorney duly executed by said officer.

**Section 11.3 Bylaws Construction and Definitions.** Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the General Provisions of the California Nonprofit Corporation Law and in the California nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

**Section 11.4 Inspection of Corporate Records.** (Subject to Sections 6330, 6331, and 6332 of the California Nonprofit Public Benefit Corporation Law) Members may obtain from the Secretary of the League, upon written demand and tender of a reasonable charge, a list of the names, addresses, and voting rights of those Members entitled to vote for the election of directors, as of the most recent date for which it has been compiled or as of a date specified by the Member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The list shall be made available on or before the later of ten (10) business days after the demand is received or after the date specified.

Upon the written demand of any Member, the accounting books and records and the minutes of proceedings of the Members, the Board, and committees of the Board shall be open to inspection by such Member within five business days for a purpose reasonably related to such Member's interests as a member.

**Section 11.5 Inspection of Articles and Bylaws.** The League shall keep in its principal office the original or a copy of its Articles and Bylaws as amended to date, which shall be open to inspection by Members at all times during office hours.

## **ARTICLE XII Indemnification**

**Section 12.1 Definitions.** For the purposes of this Article, "agent" means any person who is or was a director, officer, employee or other agent of the League or is or was serving at the request of the League as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorney fees and any expenses of establishing a right to indemnification under Sections 12.4 or 12.5(b) of this Article.

**Section 12.2 Indemnification in Actions by Third Parties.** The League shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding, (other than an action by or in the right of the League to procure a judgment in its favor, an action brought under relevant sections of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the League against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceedings if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the League and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the League or that the person had reasonable cause to believe that the person's conduct was unlawful.

**Section 12.3 Indemnification in Actions by Or in the Right of The League.** The League shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the League or brought under relevant sections of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the League against expenses actually and reasonable incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the League and with such care, including reasonable inquiry as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 12.3:

(a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the League in the performance of such person's duty to the League unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

© Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

**Section 12.4 Indemnification Against Expenses.** To the extent that an agent of the League has been successful on the merits in defense of any proceeding referred to in Sections 12.2 or 12.3 or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

**Section 12.5 Required Determinations.** Except as provided in Section 12.4, any indemnification under this article shall be made by the League only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 12.2 or 12.3 by:

(a) A majority vote of a quorum consisting of directors who are not parties to such proceedings; or

(b) The court in which such proceeding is or was pending upon application made by the League of the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the League.

**Section 12.6 Advance of Expenses.** Expenses incurred in defending any proceeding may be advanced by the League prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

**Section 12.7 Other Indemnification.** No provision made by the League to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of Members or directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

**Section 12.8 Forms of Indemnification Not Permitted.** No indemnification or advance shall be made under this Article, except as provided in Sections 12.4 or 12.5(b), in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amount were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

**Section 12.9 Liability Insurance.** The League shall have power to purchase and maintain insurance on behalf of any agent of the League against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the League would have the power to indemnify the agent against such liability under the provisions of this Article, provided, however, that the League shall have no power to purchase and maintain such insurance to indemnify any agent of the League for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

### **ARTICLE XIII** **Parliamentary Authority**

**Section 13.1 Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the League in all cases in which they are applicable and not inconsistent with these Bylaws.



**ARTICLE XIV**  
**Bylaw Amendments**

**Section 14.1 Amendments by the Membership.** These Bylaws may be amended, added to, or repealed, or revised Bylaws may be adopted, by a two-thirds vote of the Voting Members, present and voting, at any membership meeting where a quorum is present, provided that notice of the proposed action, together with the recommendations of the Board, has been sent to Members at least thirty (30) days before the meeting. Any Member may propose a Bylaw change by sending it to the Board.

**Section 14.2 Amendments by the Board.** The Board may amend these Bylaws without approval of the Members when the amendment is required by law, or when the changes are for clarification and do not make substantive changes in meaning. The Board shall publish all such amendments in a newsletter mailed within sixty (60) days to all Members.

**STANDING RULES**  
Revised September 2017

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## **STANDING RULES FOR THE LWV-PA**

These are the STANDING RULES of the League of Women Voters Pasadena Area, Pasadena, California, herein referred to as LWV-PA. The responsibility for the interpretation of these STANDING RULES rests with the Board of Directors of LWV-PA and may be amended by a majority vote of the Board.

### **I. NONPARTISAN POLICY**

- A.** The purpose of the League of Women Voters is to promote political responsibility through informed and active participation of citizens in government. The League of Women Voters is nonpartisan in that it does not support or oppose any political party or candidate; it is political in that it takes positions on selected public policy issues after member study and consensus.
- B.** The League recognizes the role of political parties in our form of government and believes that participation in the activities of political parties is an essential ingredient of citizen responsibility. While the League urges its members to be politically active, certain constraints are necessary in order to maintain the nonpartisanship of the organization.
- C.** Board of Directors (Board)
  - 1. The Board has the responsibility of maintaining the nonpartisanship of the organization.
  - 2. The President, Voter Services Director, and Advocacy Director may not take an active, visible role in a campaign for a political candidate or in a campaign on an issue on which the League has not taken a position.
  - 3. Board members may not hold or be candidates for elective office.
    - a. Elective office includes partisan and nonpartisan offices that appear on ballots for the general public. Partisan office also includes being a delegate to a political party convention.
    - b. Board members must first resign from the Board before filing for elective office.
    - c. If not elected or upon completion of service in elective office, a Board member may be reinstated for their unexpired term.
  - 4. Board Member Service on Commissions, Agencies or Boards
    - a. Board members may not hold office on commissions, agencies, boards, etc. whose purpose may conflict with stated League principles and positions.
    - b. The LWV-PA Board will make the ultimate decision as to whether service on any commission, agency, board, etc., constitutes a conflict with League positions or principles.
    - c. Board members must first resign from the Board before assuming membership on a body listed in 4.a above.
    - d. On completion of service on a body listed in 4.a above, Board members may be reinstated for their unexpired term.
    - e. If serving on an approved commission, agency, board or other body where participating in a debate or vote may create a perception of conflict of interest with stated League positions or principles, Board members must recuse themselves from

that debate and/or vote.

**D. Members Serving on Commissions, Agencies or Boards**

1. League members may serve on commissions, agencies, boards, etc. at their own discretion.
2. If the appointment is League-related, the appointee must be fully aware of League positions as they relate to the body's responsibilities.

**E. Representing League and/or League Positions**

1. Anyone other than the President or Advocacy Director must have authorization of the President to represent the League in the community.
2. Members representing the League in the community should be sensitive to their responsibilities and must not allow partisanship to be discernable. Members representing the League must be fully aware of League positions on the topic of concern.
3. League members may not identify themselves as such when publicly expressing an opinion that is in opposition to a League position or principle.
4. Anyone representing the League at an event other than one sponsored by the League shall report the results of their participation to the Board.

**F. League Meetings**

1. Members in leadership roles at LWV-PA meetings that are open to the public have the responsibility of ensuring the nonpartisanship of the meeting and its environs.
2. No promotion of political party causes or candidates is allowed.
  - a. Candidates for any elected office may not campaign at any LWV-PA function.
  - b. Candidates for any elected office may not be speakers at any LWV-PA event, other than a candidate forum for the office they are seeking. This prohibition is in effect from the time they file for an office until the day after the election. This prohibition holds true even if the speech would be on a subject having nothing to do with the election.
  - c. If a person has been asked to speak, accepts, and then decides to run for office, the LWV-PA President must explain the situation, rescind the invitation and, if appropriate, reschedule the speech for after the election.
3. Only petitions approved by the Board of Directors may be circulated at League meetings.
4. Pro/Con presentations and advocacy presentations may never be given in the same meeting.

**G. Media**

The President, Voter Services Director, and Advocacy Director shall not indicate political affiliations or candidate preferences in the media, including social networking sites or other public venues that prominently identify him/her as a member of the League of Women Voters.

**II. MEMBERSHIP**

- A.** Membership categories and amounts are to establish by the Board of Directors on an annual basis and can be changed by a Board vote.
- B.** Household membership covers two members at the same address.

- C. Sustaining members are individuals or households who donate at least \$100.00 above regular dues in a fiscal year to LWV-PA. Their contribution will be noted in the Members *YEARBOOK*.
- D. Benefactors are members who contribute \$500.00 or more, including dues, in a fiscal year to LWV-PA or the LWV Education Fund. Their contribution will be noted in the Members *YEARBOOK*.
- E. Life membership is granted to those who have been voting members of the LWVUS for 50 years. Life members are excused from the payment of dues.
- F. Associate members' dues are the same as regular members.
- G. Student members must be enrolled at least half time at an accredited educational institution and be at least 16 years of age.
- H. The Flexible Dues Option provides an opportunity to join at a dues rate level specified by the member, with a minimum of \$25.00. This category is intended to make membership affordable for those with limited income as well as help ensure our total membership mirrors the diversity of our geography,

### **III. DIRECTORS**

The Board of Directors will consist of a maximum of 17 members: five elected officers (described in the LWV- PA Bylaws), nine elected directors, and additional appointed directors, so as not to exceed 17 board members.

- A. Elected Officers: (see job descriptions in Article V, Bylaws)
  - 1. President
  - 2. President-elect
  - 3. Past-president
  - 4. Secretary
  - 5. Treasurer
- B. Elected Directors
  - 1. Advocacy – Advocates League stands on issues when requested; communicates with media advocating action; communicates with members about taking action; coordinates consultants; and maintains League awareness of the connection between our program and our advocacy in support of that program.
  - 2. Communications – Chairs the Communications Committee and supervises production of LWV-PA *Voter*, oversees distribution of information for LWV-PA web site and other media, including social media.
  - 3. Development – Chairs the Development Committee which develops and carries out a comprehensive, long-term fundraising plan for LWV-PA.
  - 4. Events – Chairs Events Committee to plan and arrange general membership meetings and special meetings as needed.
  - 5. Membership – Supervises new-member recruitment, retention and member services.
  - 6. Units – Plans and supervises Unit meetings and coordinates speakers for topics tied to League events.
  - 7. Voter Services – Chairs Voter Services Committee. Supervises all activities associated

with service to voters including distribution of voter information materials, outreach for participation of young and under-represented voters in our communities, and organizes and promotes forums in our community for candidates and issues including Pros and Cons.

8. Natural Resources – Chairs the Natural Resources Committee which is responsible for developing education and advocacy activities and forums related to environmental issues.
  9. Finance/Budget –Chairs the Finance/Budget Committee, which prepares the budget in support of the League’s work and monitors the financial management of the League.
- C. Additional directors may be appointed by the Board as deemed necessary as long as the total does not exceed 17 on the board.

#### **IV. BOARD OF DIRECTORS OPERATION**

##### **A. Board Meetings**

1. Board meetings will be held on the 2nd Wednesday of the month unless members are otherwise notified.
2. Board members are to notify the President or the office if they must be absent from a meeting.
3. Long complicated reports or proposals to be presented to the Board must be submitted to the President to be included in the Agenda package sent before each Board meeting. Members should acquaint themselves with a report before it comes under discussion at a Board meeting. Non-board members wishing to present material at a meeting must first get approval from the President.
4. Outside groups (non-members) wishing to make a presentation to the Board must get permission from the President. After the presentation, the presenter will be notified of any pertinent Board decision.

##### **B. Powers reserved to the Board**

1. Allowing the use of LWV-PA’s name as a sponsor or co-sponsor of any public meeting or activity, including membership in a coalition. The Voter Services Director, in consultation with the President, will decide whether a candidate forum or a Pro and Con presentation will be co-sponsored by The League.
2. Determining the method to be used for arriving at consensus.
3. Approving questions or statements concerning consensus or concurrence.
4. Engaging in litigation.
5. Approving fundraising efforts in compliance with our Fundraising Guidelines as listed below.
  - a. All fundraising events must have a budget and net income goal.
  - b. All proceeds will become part of the general fund of LWV-PA unless prior approval is received from the Board.
  - c. All fundraising events must adhere to League policies and practices (Standing Rules, Nonpartisan Policy), and not conflict with League calendar.
6. Approving event proposals presented by the Events Committee.
7. Following the procedure outlined in the bylaws, approve the annual budget to be

submitted for approval at the Annual Meeting.

8. Approve changes to the budget as needed.

**C. Officer and Director Responsibilities**

1. Elected Board members take office at the close of the Annual Meeting at which they were elected.
2. Each Board member will keep an updated notebook containing a job description, policies adopted by that committee and a record of action taken in the past year. The Board member is responsible for passing this information on to his/her successor.
3. Each Board member is to write a report for the Annual Meeting. This report should include the names of all people who were involved and attendance figures for all events mentioned in the report.
4. Each Board member is responsible for assigning appropriate backup during any absences.

**V. EXECUTIVE COMMITTEE**

- A. The Executive Committee acts upon emergency matters in the absence of the entire Board within the guidelines of Sec. 4.12 of the LWV-PA Bylaws.

**VI. COMMITTEES**

- A. Standing Committees are composed of League members who:

- Educate and advocate for our positions;
- Work with others to schedule and staff League Forums, Membership Meetings, and Unit Meetings;
- Provide current information for inclusion in the LWV-PA Voter.

Subcommittees may be appointed by Committee Chairs to carry out committee responsibilities.

1. Voter Services Committee: Promotes and organizes our members' services to the voters in our communities.
  - a. Provides trained, qualified, and unbiased speakers and other staff for candidate forums and Pro/Con presentations for LWV-PA and other organizations. The task of assigning speakers to specific events is the responsibility of the Voter Services Director.
  - b. Distributes voter information and promotes voter registration.
  - c. Encourages participation in the LWVC's Voter's Edge program.
2. Advocacy Committee: Promotes action by members and non-members in support of League positions.
3. Communications Committee: Facilitates League communication with the membership and the public at large, maintains League connections with the media, and engages in public relations activities.
4. Events Committee: Plans and arranges general membership meetings and coordinates with other committees to assist in presenting community forums.

5. Membership Committee: Manages new member recruitment, membership support, dues collection and liaison with LWVUS on membership database.
6. Education Committee: Directs the use of League program positions to help ensure all schools in our member communities provide an excellent education to all students. Promotes awareness and skills for political participation within the schools.
7. Social Justice Committee: Focuses on helping ensure all community services, including housing, are available to lower income groups in our member communities.
8. Natural Resources Committee: Develops education and advocacy activities and forums related to environmental issues.
9. Development Committee: Develops and implements LWV-PA fund-raising.
10. Finance/Budget Committee:
  - a. The Finance/Budget Committee shall prepare a budget for the next fiscal year, and shall submit it to the Board for approval at least two months prior to the Annual Meeting.
  - b. The Finance/Budget Committee shall monitor the financial management of the League and bring quarterly reports to the Board.
11. Healthcare Committee: Studies national and state league positions regarding healthcare delivery and recommends advocacy and education actions that advance these positions in support of basic healthcare for all residents.
12. Immigration Committee: Examines all aspects of immigration and recommends actions and educational efforts consistent with the national and state leagues positions.

- B.** Study Committees organize and supervise presentation to the members of information on ongoing studies or new studies or updates adopted by LWV-PA or other levels of the League.
1. Members bring to the annual Program Planning Meeting recommendations for new study topics.
  2. Only those new local studies with an identified working committee will be recommended by the Board; included must be the proposed scope of the study, timeline, resources required and possible funding sources, giving consideration to all the communities in the area of our League.
- C.** In addition to the three committees required by the By-Laws (Executive, Nominating, and Finance/Budget), the LWV-PA Board may appoint any additional committees necessary for the operations of the League.

## **VII. LEAGUE MEETINGS**

- A.** General Membership Meetings, League Days, forums, and other League sponsored events.
1. All announcements at LWV-PA meetings must be cleared with the President.
  2. Only League-supported/approved petitions may be circulated at LWV-PA meetings.
  3. Subject matter presented at Unit Meetings must be approved by the Units Director.
  4. The Events Committee is responsible for the topic of every League Day and forum.
  5. Any individual member or committee of the League may submit a proposal for a League meeting.
  6. The topics for League Day programs will, when possible, be based on the priorities



for Education and Advocacy from the Program Planning meeting.

B. LWV-PA-Sponsored Candidate Forums

1. All LWV-PA-sponsored Candidate Forums will be conducted in an appropriate manner according to League procedure. Specific Voter Services guidelines shall always be followed.
2. LWV-PA establishes the following criteria for candidate recognition:
  - a. Nonpartisan Local Elections: Candidates registered with the Los Angeles County Registrar, including those certified by the Registrar as official write-in candidates, shall be recognized as candidates by LWV-PA.
  - b. Partisan Local Elections: Candidates who represent a party recognized by the State of California shall be recognized as candidates by LWV-PA.
3. LWVPA establishes the following rules for candidate participation in candidate forums or voters' guides sponsored by LWV-PA:
  - a. Candidate Forums: Candidates will be included in candidate forums if they meet the criteria set forth in the Memo of Understanding prior to the forum.

**VIII. COMMUNICATIONS**

A. LWV-PA Communications Policies

1. Membership data, whether in hard or soft copy, is intended solely for use in LWV affairs and is not to be used for any other purposes or provided to individuals or entities outside of LWV.
2. All material sent on League letterhead must be approved by the President. This applies both to material sent to the membership and to the public.
3. All email blasts must be approved by the president or his/her designee.
4. Solicitations for money must be coordinated with the Development Director and the President.
5. Non-League materials
  - a. Materials in conjunction with presentations made by outside speakers at League meetings must be approved by the Chair of the meeting prior to the presentation. If there is a question, the President will have final approval. These approved materials may be placed in the seating areas or given directly to attendees.
  - b. Materials from other organizations, such as books, papers, publications, or brochures that are requested to be distributed or sold at League meetings must be approved by the President, President-Elect or a designated Board member if the President is not available. These approved materials must be placed in a separate location with a sign reading:  
**For information only. Not sponsored by LWV-PA.**
  - c. Email blasts of notices of events of general interest to the League, but not sponsored by the League must include the disclaimer: **For information only. Not sponsored by LWV-PA.**
  - d. Because the League does not support or oppose candidates or parties, NO campaign literature for candidates or parties. or wearable partisan identification is allowed at League meetings or in the League office.

**B. Communications Committee**

1. The Communications Director and Committee are support staff for all LWV-PA activities. Their objective is to serve our current members and communities, and to attract new members, by reinforcing and broadening LWV-PA's identity as a dependable, thorough, innovative and recognizable source of timely, nonpartisan political information.
2. The Communications Committee is responsible for:
  - a. designing and maintaining stationery and forms that carry a visual identity;
  - b. developing flyers and other materials to keep members and our communities informed;
  - c. maintaining LWV-PA connections with media outlets;
  - d. cooperating to develop and maintain LWV-PA website;
  - e. producing and editing the LWV-PA *Voter*;
  - f. developing and maintaining social media outlets
  - g. developing and maintaining any copyright restrictions or permissions with regard to LWV-PA's online presence.

**C. The *Voter***

1. Deadlines and Submissions.
  - a. The deadline for all *Voter* submissions is set by the Editor. All articles and photos/images must be received by the *Voter* Editor by that date.
  - b. Articles shall have a headline, or title, and bear the name of the author or source.
  - c. The Event Chair is responsible for ensuring the timely submission of content to the *Voter* for all events. Content includes such items as the "teaser" or "save the date" announcements and/or articles, lead articles, flyer information and event summary articles.
  - d. All submitted content must be organized and adhere to submission guidelines as established by the Editor.
2. The final copy of the *Voter* and all flyers shall be reviewed by the President before being sent to the printer.
3. Any insert to be mailed in the *Voter* must have the League of Women Voters' name on it to allow for use of our non-profit mailing permit.
4. Member and non-member contributors shall be acknowledged monthly on the membership page.
5. The member's membership dues renewal month shall appear on his/her *Voter* address label.

**D. The *YEARBOOK***

1. The LWV-PA will produce and mail to each member every September, a *YEARBOOK* containing a list of members, current directors, the executive committee, and nominating committee, a calendar of League Days and Unit Meetings, as well as bylaws, standing rules, and program positions.
2. All members joining after the September mailing date will receive their *YEARBOOK* as soon as possible after joining.
3. Additional copies of the *YEARBOOK* may only be purchased by League members for \$5.00.

## **IX. OFFICE**

- A. All office operations must be discussed with the President.
- B. Volunteer Staff is directly responsible to the President and will be provided with a job description.
- C. Official letters from LWV-PA shall be reviewed and signed by the President.
- D. League-produced material shall be dated and identified by the initials LWV-PA.
- E. Materials pertinent to the history of the League and to the current program shall be housed in the office.
- F. Policies and procedures shall be developed for archiving and retention of electronic records.

## **X. EXPENDITURES**

- a. Members who incur expenses while engaging in LWV-PA activities must submit reimbursement requests to the appropriate Committee Chair using an expense voucher with receipts attached. A statement of the purpose of the expenditure is required.
- b. Any unbudgeted expense over \$200.00 must be pre-approved by the Board.

## **XI. BOARD INTERACTION WITH OTHER ORGANIZATIONS**

- A. It shall be the policy of LWV-PA to contribute no money to other organizations unless a service has been rendered to LWV-PA. Membership dues to other organizations are permitted with Board approval.
- B. Co-sponsoring of activities and payment of sponsoring fees must be approved by the Board. Any person representing the League on a committee must be Board-approved.
- C. If appropriate, the following disclaimer statement may be used, "League sponsorship does not imply endorsement of all opinions presented."
- D. No outside organization may place a link to LWV-PA on their website without Board approval.
- E. The LWV-PA will not display links to websites except to other Leagues of Women Voters or government agencies.
- F. LWV-PA may wish to co-sponsor events with other organizations to enhance education and advocacy work, to reach a wider audience, to build relationships with organizations with shared interests, and to promote League awareness. The following are guidelines for co-sponsorship of events.
  - 1. LWV-PA has positions related to the proposed event topic.
  - 2. Co-sponsors have a primary mission related to LWV-PA.
  - 3. All co-sponsors must be nonpartisan organizations.
  - 4. All co-sponsorship events must have board approval.
  - 5. LWV-PA and co-sponsor(s) will jointly develop an event proposal to clarify

plans and assignments.

6. Notice and board approval is required as follows:
  - a) Two months' notice is required for adequate planning and publicity for events where LWV-PA is a principal co-sponsor involved in planning and promotion.
  - b) One month's notice to apply for board approval is required for events where LWV-PA is a "sign-on" sponsor but not involved in the planning or execution of an event.

These Standing Rules replaced previous Policies and Procedures on 2/89.

Revised 5/1989	Revised 7/1995	Revised 8/2012
Revised 9/1990	Revised 10/1996	Revised 8/2016
Revised 5/1991	Revised 2/1997	Revised 9/2017
Revised 7/1993	Revised 2/2001	
Revised 11/1994	Revised 10/2005	

## **GLOSSARY OF TERMS AND DEFINITIONS – “LEAGUE LINGO”**

**ACTION** - Steps taken to influence public policy consistent with League positions. Techniques used to achieve League goals include lobbying, legislative testimony, monitoring, public statements, media campaigns, public forums, coalitions and litigation.

**ADVOCACY** - Preferred term for action.

**ANNUAL MEETING** - A general meeting of the membership of a local League held once a year to make decisions affecting local League goals and operations. The annual meeting elects officers, amends bylaws and adopts a budget, local positions and studies.

**BRIEFING** - A training session held prior to unit meetings to prepare discussion leaders, resource persons and/or study committee members and others for presentation and discussion of the subject at units.

“Briefing” is also used for meetings held to prepare for conventions, legislative interviews and ballot measure presentations.

**CALL TO ACTION/ACTION ALERT** - A carefully timed request from a national, state, ILO or local League board asking members to take action on behalf of a League position. A request for legislative action is known as a "call to action" by LWVC and an "action alert" by LWVUS.

**CHOICE VOTING** - A proportional representation system. In the simplest form of proportional representation political parties are awarded seats in a district in proportion to their share of the vote, provided they pass a lower threshold. Choice voting provides a way to do this in nonpartisan elections. Voters rank candidates for a legislative body in order of their preferences. The vote counting process is complex, involving transferring votes from winning and losing candidates so that most voters' choices have an impact on the final results, and the winning candidates have a broad base of community support.

**COALITION** - An action coalition is usually a temporary alliance (for the duration of a campaign) that brings together organizations for joint action toward a limited and well-defined goal. A coalition has a formal structure and established guidelines; member organizations are committed to action in the name of the coalition. In addition, organizations may form a voter service coalition or an information coalition to develop and exchange ideas and materials on their common goal.

**CONCURRENCE** - Substantial member agreement preferably reached through group discussion based on information presented by a study committee or through other methods of member response. Members are asked to concur, or agree with, a statement rather than to answer a question as with consensus. A concurrence statement may be a position held by another League or a decision statement recommended by a League board or study committee. The statement must be approved or rejected as written.

**CONSENSUS** - Substantial member agreement preferably reached through group discussion. Consensus is the sense of the group rather than a majority opinion. Discussion is based on information prepared by a study committee and is guided by consensus questions.

**CONSENSUS QUESTIONS** - Specific questions prepared by a study committee to stimulate interaction, focus discussion and facilitate conclusions by the group. Questions vary in style from open-ended to multiple choice. Questions are approved by the appropriate League board.

**CONVENTION** - A biennial meeting held by LWVC, LWVUS at which delegates make decisions affecting League goals and operations. The LWV of Los Angeles County holds an annual convention. The convention elects officers, amends bylaws, and adopts a budget, positions and studies.

**COUNCIL** - A biennial meeting of LWVC, LWVUS held between biennial conventions and attended by a small number of delegates (primarily League presidents or a representative). Council adopts a budget and provides delegates an opportunity to exchange ideas in a less formal setting than convention. In an emergency, council can adopt a study as provided in the bylaws.

**COUNTY (LWV/LAC)** - League of Women Voters of Los Angeles County.

**DISCUSSION LEADER (DL)** - The person who guides the deliberations at a League meeting. Usually a person trained to encourage maximum participation and exchange of ideas.

**DUES** - The annual fee required for membership in the League. The dues amount is set by each local League. (See Per Member Payment [PMP]).

**DUPLICATE PRESIDENTS MAILING (DPM)** - A service which provides the subscriber with most of the materials which are sent to League presidents.

**EDUCATION FUND** - The tax deductible "arm" of the League; this fund underwrites educational projects on a national level. State and local Leagues may deposit tax deductible contributions. These monies are disbursed back to the contributing League, upon application and approval, for educational purposes. Some local and state Leagues have their own Education Funds.

**ELECTION GUIDE (PROS AND CONS)** - A concise, comprehensive explanation and pro/con arguments of the propositions on the state ballot published by LWVC in tabloid form. Local Leagues and ILOs purchase the Election Guide from LWVC and add their own ballot propositions.

**EMERGENCY STUDY** - A study of an issue of such a serious and urgent nature that members believe it must be dealt with before the next regular study adoption time. Bylaws spell out the procedures and circumstances under which such studies can be adopted.

**GENERAL MEETING** - A meeting to which all members are invited. The agenda may include outside speakers, presentation by a study committee, and information on positions and/or business matters. League business requiring member approval can be conducted only at general meetings.

**ILO (INTER-LEAGUE ORGANIZATION)** - A group of local Leagues with shared interests organized as a separate League to coordinate activities within a county, metropolitan area or region. ILOs hold conventions at which they adopt bylaws, elect officers and directors, choose studies and adopt a budget.

**IN DEPTH** - An expanded explanation of the propositions on the state ballot along with the main pro and con arguments. Published by LWVC as part of its voter service program. See Election Guide.

**INSTANT RUNOFF VOTING** - A voting system that provides a majority winner in one election, as opposed to a two-round runoff system. Voters rank the candidates in the order of their preference. If no candidate receives a majority of first place votes, the candidate with the fewest votes is eliminated and the ballots of supporters of this defeated candidate are transferred to their second choice. The process of eliminating the lowest candidates and transferring their votes continues until one candidate receives a majority of the continuing votes and wins the election.

**ISSUES COMMITTEE** - A group of members interested in a public policy issue (such as human resources, local government, etc.) which meets periodically to follow developments; such members often served on the original study committee. They provide information to members at meetings and through bulletin articles, recommend action to the board, prepare statements and, when authorized, present testimony after approval of the board. (Sometimes known as an action committee.)

**ISSUES FOR EDUCATION AND ADVOCACY** - Timely and critical issues adopted by convention delegates on which League resources for study, action, and citizen education will be concentrated during the biennium.

**LEGISLATIVE PRIORITIES** - Issues selected each year by the state board, in consultation with program and legislative directors, consultants, and the legislative advocate, for concerted League action in the Legislature.

**LIMITED STUDY** - A new study with a narrow scope and usually of short duration adopted by the convention or annual meeting.

**LIVELY ISSUES** - Current topics of interest presented to League members to stimulate discussion on possible new studies.

**MEMBER AGREEMENT** - Substantial agreement League-wide on a public policy issue. May be elicited through various decision-making techniques. Member agreement is an essential basis for establishing a position.

**MEMBER SUPPORT** - Action is approved by a League board only if the relevant position is believed to be understood and supported by members. Member opinion, when in doubt, may be elicited by phone calls, written questionnaire or discussion at meetings.

**MEMBER-AT-LARGE (MAL)** - A member of state and national League living in an area not served by a local League.

**MEMBER-AT-LARGE UNIT (MAL UNIT)** - A group of members-at-large in an area where it is not feasible to carry on the full range of local League activities, meets as a unit of the state League to discuss

state and national program and provide voter service to the community. Organization of a MAL unit is approved by the state board and the unit functions under state board guidelines and supervision.

**MONITORING** - A form of action in which the League closely follows the administration of public policy and points out needed revisions in law, regulations or procedures.

**NATIONAL (LWVUS)** - League of Women Voters of the United States.

**NETWORKING** - An informal group of organizations meeting periodically to share information and strategies. In contrast with a coalition a network is relatively unstructured, with each member organization maintaining its own autonomy and acting in its own name.

**NONPARTISANSHIP** - The policy (as set forth in the bylaws) that the League, as an organization, does not support or oppose any candidate for office or political party. League members, however, are encouraged to work as individuals for the political party or candidate of their choice. Each League board adopts its own nonpartisan policy which interprets for its members and the community any restrictions it places on the political activities of its board members.

**OBSERVER** - A League member who regularly attends meetings of governmental bodies for the sole purpose of listening (not speaking) and reporting back to the League.

**PMP (PER MEMBER PAYMENT)** - An annual assessment for each local League member that is paid (usually quarterly) by the local League to LWVC, LWVUS and, in some areas, an ILO.

**PORTFOLIO** - A specific responsibility carried by a board member or an off-board member such as voter service, finance, land use, etc.

**POSITION** - The stand of the League on a public policy issue and the basis for action. It includes a position summary as well as specific positions established through the study and consensus process. Positions are subject to regular review and the position summary must be readopted by the convention or annual meeting. The appropriate board approves and may act on a new position pending adoption by the convention or annual meeting. The League is said to "have a position," "act on a position," or "take a stand" (based on a position).

**POSITION REVIEW** - Participation by members, as a preparation for convention or annual meeting, in an evaluation of the League's current capacity to influence public policy. League positions at each level are reviewed for clarity, relevance and effectiveness. Review may result in proposals to the appropriate board to clarify or drop a position. Changing the substance of any position requires a new or updated study or concurrence process with a board recommended change accompanied by background material. Local League members may ask the appropriate board to undertake such a study or concurrence process if a position appears outdated or inconsistent with other positions.

**POSITION SUMMARY** - The official statement of League positions within each program area. The position summary is originally adopted and must be readopted thereafter by convention or annual meeting.

**PRINCIPLES** - The League's basic philosophy of government as adopted by the national convention that provides authorization for the adoption of League program. Because the principles are broad in scope, they are not usually used as the sole basis for action but can be used in conjunction with applicable League positions.

**PROGRAM** - Those governmental issues chosen for concerted study and action. League principles provide the authorization for the adoption of program.

**PROGRAM PLANNING MEETING** - Position review combined with consideration of a new study. Positions are evaluated (see POSITION REVIEW), and new studies may be proposed. Proposals made by the planning meeting are considered by the board and then submitted to the convention or annual meeting as either recommended or not recommended.

**PROVISIONAL LEAGUE** - A recognized group of members serving a probationary period to develop League knowledge and skills and is supervised by the state League board until LWVUS grants it local League status.

**RECOMMENDED/NOT RECOMMENDED** - A League board decides whether proposals made through the position review and new study consideration shall be submitted to the convention or annual meeting

as "recommended" or "not recommended" by the board. Adoption of not recommended proposals may be covered by more stringent rules (see appropriate bylaws).

**RECORDER** - A League member who takes notes during the consensus discussions at meetings to reflect the majority and minority views expressed and to summarize areas of agreement.

**RESOURCE PERSON** - A knowledgeable member (often a study committee member) who provides impartial factual material to members, for discussion. A member serving as resource does not express his/her opinion on the subject so that members participating in the discussion can reach their own conclusions.

**SCOPE** - A definition of the limits of a study and possible areas of exploration. The scope is developed by the study committee and approved by the appropriate board.

**SPEAKERS BUREAU** - A group of members trained to present to the public pro and con ballot information, League action positions and topics of citizen information.

**STATE (LWVC)** - League of Women Voters of California.

**STUDY** - The process of gathering information for discussion by members with a view of reaching consensus and establishing positions on a subject adopted by convention or annual meeting. Studies are conducted at all levels of League.

**STUDY COMMITTEE** - A group of local League members that meets regularly to carry out a current League study. The committee researches the subject, prepares the information for members, selects the material for presentation at meetings, determines how the material will be presented and serves as resource. The study committee analyzes recorders' reports and drafts consensus reports for the local board's approval. For local studies the committee develops the consensus questions and drafts positions for local board approval.

**STUDY GUIDE** - A League publication dealing with a current study prepared by a national, state or inter-League organization committee providing information and suggestions to assist local League study committees.

**UNIT MEETING** - A regularly scheduled meeting of a small group of members to obtain and discuss information. Study presentations and consensus discussions are usually held at unit meetings. Duplicate unit meetings are held at different times and locations to enable members to participate in small group discussions. Members attend the unit meeting most convenient for them. Very small Leagues may not have unit meetings but instead have one discussion meeting.

**UPDATE** - A study of limited scope approved by convention delegates to reevaluate an existing position in light of new information, changed circumstance and/or conflicts with another position, with a view to considering a position change. An update may be proposed by any local League through the position review process. Any new position resulting from an update must be approved by convention delegates. Local Leagues may also undertake an update of a local position.

**VERTICAL POSITION** - National, state or inter-League organization positions are designated as vertical if they may be used as the basis for action at lower levels of League without prior permission.

**VOTER** - The newsletter published by various levels of League; thus, there is a local Voter, an LWV/LAC (county) Voter, an LWVC (state) Voter, and an LWVUS (national) Voter.

**VOTER SERVICE/CITIZEN INFORMATION** - A League service to help citizens improve their understanding of government and politics. To learn about registration and voting procedures, to become informed about candidates and their positions on issues and to obtain factual nonpartisan information about ballot issues.