

Opportunities to Learn and Participate

Local Leagues need members to observe and report on meetings of important governmental bodies. Members study new issues and update past studies. At election time, Leagues need help registering voters, organizing debates, preparing voter information, and/or campaigning on ballot questions.

Leagues also need help with the activities that go into running a well-managed grassroots organization, such as budgeting, fundraising, researching, planning meetings, writing for publication and record-keeping. Professional skills are needed and welcomed. Organizational work also offers the opportunity for members to learn new skills. Many members have built on the skills and knowledge they've gained as League leaders to run for public office and to serve their community and the state in a wide variety of constructive and influential ways.

MEMBERS HANDBOOK



LEAGUE OF WOMEN VOTERS OF LEE COUNTY, FLORIDA

Welcome to the League of Women Voters

R2017

Dear Member,

Welcome to the League of Women Voters. You have joined a group of women and men of all ages and backgrounds with the common interest of "Making Democracy Work." As a member of the League of Women Voters, you will follow in the footsteps of a long line of leaders committed to building better communication and stronger democracy.

Since 1920, the League's mission has been to secure democracy's promise through voter education, issue advocacy, and citizen outreach. Our goal remains to help create a participatory democracy for the 21st century – a democracy where the citizens are actively engaged in shaping governmental policies that affect their lives and where the government solicits and values citizen involvement. We believe a healthy democracy is a democracy where citizens are involved in their communities, at the ballot box, in public policy debates and in government deliberations.

The League gives you the opportunity to learn more about your community, to take a continuing and intensive course in government at all levels and to develop leadership skills.

You can tailor your involvement and participation in the League to fit your interest and schedule. Even if you don't have the time for active participation, your membership alone strengthens our voice.

This book is designed to help you make the most of your membership.

This is your League. Welcome

Benefits and Opportunities of Membership

Publications

Local Leagues send members a news bulletin, usually monthly and sometime electronically. Every member receives a subscription to Florida Voter, the newsletter of LWVFL and the National Voter, published by the League of Women Voters of the United States, along with invitations to meetings, Action alerts and other information about league events and concerns, often via e-mail. The LWVFL (www.lwvfl.org) and LVWUS (www.lwv.org) websites also offer other valuable information for League members. Many local League have their own websites. Links are available on www.lwvfl.org and lwv.org.

Meetings and Forums

Local League meetings, often organized as forums on particular issues, provide an excellent way to learn how your community works. Topics range from those of local interest, such as an in-depth review of the warrant for an upcoming town meeting, to those with broader implications, such as the USA Patriot Act. Local board meetings are always open to all members and members are encouraged to attend annual membership meetings.

At the state level there are at least two important membership meetings each year in addition to a bi-annual Fall Conference; Day on the Hill, a lobby day at the State House held in late winter or early spring, give members the opportunity to learn about LWVFL's legislative priorities, to talk with their legislators, and to hear from important State House policymakers.

Membership

Membership in the League of Women Voters is open to everyone. Joining at any level automatically confers membership at every level: local, state and national.

League members who are U.S. citizens and at least 18 years old are voting members. Members under 18 or non-citizens are considered Associate, i.e. nonvoting members of the League.

Members-at-large (MALs) are League members who live outside the area of a local League or choose not to enroll in any local League.

When two or more people live at the same address they can become household members. The second member pays reduced dues.

Honorary life members have belonged to the League for 50 years or more and do not pay dues.

There are membership funds for those who find the dues a hardship, and there is a special student rate.

Dues are determined in each local League by a vote at annual meeting. Dues and date of renewal vary League to League.

The League values all members. You do not have to be an active member to support the League and receive publications.

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A Brief History of the League

The League of Women Voters was founded by Carrie Chapman Catt in 1920 at the last convention of the national American Woman Suffrage Association, six months prior to the passage of the 19th amendment to the U.S. Constitution granting women the right to vote.

(1) Interestingly American women achieved the right to vote on August 18th, 1920, thanks in part to a Tennessee legislator with a very powerful mother. The date was August 18th, 1920 and the man was Harry Burn, a 24 year old representative from East Tennessee. By the summer of 1920, 35 states had ratified the amendment, bringing it one short of the required 36. After weeks of intense lobbying and debate within the Tennessee legislature, a motion to table the amendment was defeated with a 48 to 48 tie. But that morning, Harry Burn, who until that time was in the anti-suffrage camp, received a note from his mother, Phoebe Ensminger Burn, imploring him to do the right thing - to be a good boy and help Mrs. Catt put the "rat" in ratification". Later Harry was heard to say "I know a mother's advice is always safest for her boy to follow, and my mother wanted me to vote for ratification."

The League began as a "mighty political experiment" designed to help 20 million women to carry out their new responsibilities as voters. From the beginning, the League has been an activist, grassroots organization that believes that citizens should play a critical role in shaping public policy. It was then, and is now, a nonpartisan organization, neither supporting nor opposing candidates nor political parties at any level of government. Its basic purpose is to make democracy work for all citizens via voter education, and to influence policy through advocacy.

- (1) The Mother Who Saved Suffrage: Passing the 19th Amendment. Author Jennie Cohen, Website Name: History.com, Year Published 2010

Board of Directors

Each of the three levels of the League is governed by a board of directors, which includes the officers and directors who are elected or appointed.

Local and state boards usually meet once a month to decide priorities, activities and action.

A nominating Committee submits a slate to the annual meeting or convention. Nominations can also be made from the floor of the annual meeting or convention with the consent of the nominee, and some directors are appointed.

Serving on a local League board puts you in immediate touch with the issues of your city or town. Local and state levels of the League also appoint volunteers as specialist in particular program areas. As an example, a local education specialist acts for the League on local public school matters.

Local and state board meetings are open to all members.

Finance

As a nonprofit organization the League relies on the dues and contributors of its members and supporters. Local membership dues include per member payments (PMPS) to both the state and national Leagues. The amount of dues is determined locally by a vote at the annual meeting.

Dues alone are not sufficient to support the work of the League at any level. Leagues at all levels, raise a substantial portion of their funds through grants, contributions, bequests, advertising and fundraising events.

The LWV Education Fund at the national level and the LWVFL Education Fund at the state level are 501 (C) (3) organizations and accept tax-deductible contributions to support the voters service and citizen education activities of the League.

Organization

The league exists on two levels. State and local. A member of a local League automatically becomes a member of the state League. When a League is comprised of more than one town, it is called an area League but is still considered a local League. Members living outside the area of and not enrolled in a local League are called members-at-large (MALS).

Annual Meeting

Local Leagues hold an annual meeting each year, usually in late spring, where the members adopt the local League's program, approve the budget and any bylaw changes, and elect officers and directors. All members are encouraged to attend and are sent the agenda in advance. The meeting is an opportunity to catch up with old friends and get to know new members.

Convention and Council

The LWWUS convention is held biennially in even numbered years and LWWFL convention is held in odd years. Delegates appointed by local Leagues in numbers proportionate to their membership, and observers attend. Any member is eligible to serve as a delegate when approved as a delegate by the local League board. At LWWFL's conventions, members at-large can also be delegates. Delegates debate and vote on program, budget, and bylaw changes and elect officers.

Council a much smaller and shorter meeting, takes place on alternate years at both LWWUS and LWWFL to adopt a budget and give direction to national or state board.

League of Women Voters of Florida

The Florida State League of Women Voters was founded on March 31, 1921 by May Mann Jennings, at a meeting in Jacksonville. It immediately voted to affiliate with the national League of Women Voters, although unlike the national organization and the Leagues in other states, the FSLWV was not the successor of a suffrage organization. In the 1920's the FSLWV included many of the most prominent women in the state and was a strongly feminist organization, with women's issues at the top of its priorities.

Later the national League disbanded the state organization for not following the non-partisan policy. In 1939 as the Florida-Non-Partisan League of Women Voters, subsequently renamed the League of Women Voters of Florida. Its first project was study of state government with a particular focus on the state's Constitution. In 1949, the League worked to pass the permissive jury service statute. Prior to 1949 and the work done by LWVFL, women in Florida could not serve on juries.

League of Women Voters of Lee County, Florida

In 1949, when the League of Women Voters of Lee County was established, there were only eight local leagues in the state of Florida. Twenty women in Lee County, who were interested in government and their community, formed this new organization. By December 4, 1949, when the League was fully accepted as a league, there were sixty-nine members.

Their first program was a study of the juvenile court and probation systems. When the state of Florida allowed women to serve on juries, women were required to register with the Clerk of the Court to indicate their interest in serving. Mrs. James (Jean) Hill, a League member was among the ten women selected by the County Commissioners and served as the first woman juror on January 11, 1950

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 informed and active participation of 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 every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and that no person or group should suffer legal, economic or administrative discrimination.

...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 resource in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy and adopt domestic policies that facilitate the solution of international problems.

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

Action

The whole purpose of program development is to be able to take action on issues of concern. Although League issues are governmental, action needed not be confined to lobbying elected official. Actions can be a public relations effort to persuade citizens to recycle, for example, or to conserve water. Here are some of the ways the League may take action:

- Lobbying for changes in a law, letter writing, e-mail and telephone campaigns to legislators or other policy makers, drafting new law or local ordinances.
- Testifying at hearings.
- Publishing and distribution persuasive and pertinent materials.
- Participating in public forums or local cable TV programs
- Organizing letters-to-the-editor campaigns.
- Working in coalition with other organizations.
- Campaigning on ballot questions.
- Litigating constitutional concerns.
- Monitoring and observing governmental bodies.

Since there is always more to do than can ever be done, it is extremely important to prioritize and to strategize. At each level of the League, members and delegates to conventions, as part of the program planning process, decide where to focus the League's energy, time and resources. It is the responsibility of the board of directors to determine how these priorities will be carried out. At the same time, the leadership depends on members to help implement this decisions.

Study and Adoption of Program

When League members at an annual meeting or convention decide on a study or re-study, local and state boards appoint a chair of a “resource” or study committee. Taking part in a study is an excellent way for new members to become familiar and involved with the League.

The resource committee is responsible for developing reliable and balanced information to be presented at a discussion meeting. Often “consensus” questions are used to focus the discussion and encourage the attending member to come to agreement. The responses to these questions are compiled by either the local, state, or national League and, if there is substantial agreement, a new or modified position is added to the program at that level.

“Concurrence” is another method sometimes used to adopt a new position. In the process, members of a local League or delegates to a convention are asked to concur with a position statement. They are provided with the same thorough and unbiased information as when using the consensus process. But instead of responding to consensus question, the membership or delegates are asked to agree with a position statement that has already been formulated. Often these are positions arrived at through study and consensus by another League.

Once positions are adopted and are part of the League program, they are re-endorsed regularly. Local positions are voted on at annual meeting; state and national positions are voted at the respective convention. National positions apply at all levels, state positions may be used at both state and local levels; and action on local positions is confined to local communities.

WHO WE ARE

Mission

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

What League Nonpartisanship Means

The League never supports or opposes any political party or candidate for elective office. However, the League encourages its members, as individuals, to take part fully in the electoral process.

The Work of the League

The substantive work of the League divides itself into two general categories:

- Voter service and citizen Education
- Program and Action

In our Voter Service and citizen Education roles, the League provides scrupulously neutral information on candidates and the electoral process. In Program and Action, the League lobbies for changes in law and governmental policy based on study and consensus of the membership.



Voters Service and Citizen Education

Voter service and citizen education are often the first things the public thinks of when they hear “the League of Women Voters.”

Voter Service

League members have long been helping citizens to register to vote in the workplaces, schools and other locations. Both the “Motor Voter” law and the Help America Vote Act, federal laws that the League successfully supported, have made it easier for citizens to enroll with mail-in registration forms. In addition, local Leagues encourage voter turnout by providing reminders to vote, information on how to vote absentee, and often rides to the polls.

Local and state leagues often provide voter guides or questionnaires on the candidates and information about the candidates and ballot issues. These may be printed in statewide and local newspapers or posted on local League websites. For many contested elections, local Leagues organize candidate’s nights or debates. The League’s newest voter education tool www.thefloridavoter.org offers comprehensive, Florida specific voting and election information in a user-friendly format.

Citizen Education

Because it is non-partisan, the League is known as a trusted source of fair and impartial information on many issues. Often at the beginning of a new study or to call attention to a timely issue that the League has not previously studied, local and state Leagues present public forums featuring differing viewpoints.

The League publishes information and offers training on how to lobby public official at all levels of government, run for office, moderate a forum, and implement and monitor the open meeting law. Catalogues of publications about training opportunities are available from local Leagues and from the offices and websites of the League of Women Voters of Florida (LWVFL) and the national league (LWVUS).

Program and Action

“Program” refers to specific policies and position statements on which the League can take action. At each level – local, state and national – program must be consistent with the League’s Principles (see page 1) which illustrate the breadth and variety of league concerns and structure of government, social policies, fiscal policy, natural resources, and international relations. Specific of the state League (LWVFL) program are available in “Where We Stand” on the League’s website www.lvwfl.org. The national (LWVUS) program “Impact on Issues,” is online at www.lwv.org.

Program Planning

The League is unique in its grassroots approach to planning and adopting programs where issues to be studied are proposed and decided on from the grassroots up.

At program planning meetings, members consider what parts of the existing local, national or state program need special attention and what new issues, if any, should be studied. Recommendations for issues to be restudied and new programs are forwarded by the board of each local League to the appropriate level. A local League’s annual meeting and the state and national conventions use these recommendations to help decide what parts of the existing program need special emphasis and whether to begin a new study.

The program concerns of local League’s vary. Some League’s do little in the way of local study and action, while others have an extensive catalogue of positions, often concerned with local development, public schools and community services.

Where to Find More Information

Websites for local, state and national are excellent resources for learning more about the League. **Local:**

LWVLEE website: www.lwvlee.org – has information on League events in the community, important projects and programs League members are involved in and government issues at the local level.

League of Women Voters of Lee County, FL

Email: lwvoflee@gmail.com lwvlee@lwvlee.org

239/278-1032

State:

LWVFL website – www.lwvfl.org - has up to date information on issues the Florida League is studying, opportunities for advocacy, important League events and projects and contact information for other local Leagues in Florida.

League of Women Voters of Florida

P.O. Box 1911

Orlando, FL 328002

850/224-2545

Email: lwvoffice@gmail.com

National:

LWVUS website – www.lwv.org – has information on national issues, bills and votes in Congress as well as contact information for resource and agencies in Washington.

League of Women Voters of the United States

1730 M Street, Washington, D.C. 21136

202/429-1965

Fax: 202/429-0854

Email: membership@lwv.org

We look forward to hearing from you!

League Language

Action: promoting the League's position on local, state and national public policy issues to government officials, the media and the public.

Candidate's Night: A meeting or forum that gives voters the opportunity to hear, question and compare candidates, sometimes in a debate forum.

Citizen education/voter service: Year round League activities to help citizens be politically effective and to encourage their participation in the political process. Basic voter service activities include registering voters and presenting factual, nonpartisan information on candidates and election issues. Citizen education activities include studying critical public policy issues and providing unbiased information about these issues to the community in a variety of formats and through the media.

Concurrence: The process by which a local League or a League convention comes to substantial agreements with a position on an issue reached by another League or a small group of members.

Education project: An educational review of a program concern in order to bring League members up to date.

Observers: League members who attend and monitor meetings of governmental bodies.

PMP: Acronym for per member payment. The amount of money paid to LWVUS and the state League on behalf of each member. The PMP amount is decided by delegates at state and national conventions...

Portfolio: The specific responsibility of a board member or an off-board specialist.

Position: A carefully worded statement approved by the board at the appropriate level after member consensus or concurrence on an issue. These statements become part of the League's program and are used as a basis for League action. Local Leagues review and vote on their positions at every annual meeting. National and state positions are reviewed and voted at the respective biennial conventions.

Program: Selected governmental issues chosen by members at the local, state and national levels for study and action.

Recorder: A person who takes notes of a discussion and makes a record of agreements and disagreements and subsequent refinements during the discussion.

Resource Committee: The working committee on a League study that carries out research on all sides of an issue and presents information to members. "Resource" also refers to the individual members of the committee in their role as unbiased suppliers of information.

Unit: (1) A subdivision of a League that has a large number of members or covers a large area; or (2) a small discussion meeting for League members to get information from a resource committee and consider possible new or revised consensus positions.

Voters Guide: A nonpartisan publication giving candidates qualifications and positions on selected issues.

Voter service: See citizen education/voter service above.

- The LWVLCF may encourage and assist LWVLCF members to secure appointments to governmental boards, commissions and committees. Such appointees shall serve as private individuals rather than as formal representatives of the League, unless the position was offered to the League.
- When League members serve as individuals on boards, their League title may be listed for identification purposes but may not be used in a promotional manner.

Service of LWVLCF members as private individuals with Non-League Organizations

- LWVLCF members, as private individuals, may serve as directors on the boards of non-League organizations and corporations.
- LWVLCF Board members shall notify the LWVLCF of their appointment to such a board.
- When League members serve as individuals, the LWVLCF may be listed for identification purposes but may not be used in a promotional manner.
 - *League of Women Voters of Lee County, Inc.
(LWVLCF)

- LWV can work effectively with the group and has confidence in the leadership of the group.
- The goals and activities of the group as a whole are nonpartisan. Very few, if any, members of the group endorse candidates.
- Resource demands involved in working with the group are worth the investment.

Reporting and Review of LWVLCF Board Service, Coalitions and Partnerships

- LWVLCF Representatives on boards, coalitions and partnerships are expected to report to the LWVLCF on the groups work, their involvement, how LWVLCF participation assists LWVLCF efforts to achieve its advocacy, educational, and/or organizational goals.
- Any potential conflicts shall be brought to the attention of the LWVLCF, immediately.
- Once a year, the LWVLCF board shall review and approve all LWVLCF participation on boards, coalitions, and partnerships.

Appointments to Governmental Boards

- When a board/advisory board seat or an appointment to a governmental board is offered to the LWVLCF, the LWVLCF shall determine whether the League will accept the position.
- If the LWVLCF accepts the offer, the President/Chair may take the seat or may appoint an LWVLCF board member or a non-board member to represent the League.
- When the LWVLCF representative's term ends, the LWVLCF shall determine who will represent the LWVLCF.

League of Women Voters of Lee County FL Non-Partisan Policy, April 27, 2017

The purpose of formulating nonpartisan principles is to clarify and establish proper procedures for League officials.

1. A Board Member must resign:
 - a. As soon as the Board Member declares an intention to be a candidate for public office.
 - b. Announcement of resignation from Board of Directors should be sent to the newspapers and included in the local VOTER.
2. President, Director of Voter Service and Director of Fund Raising **MAY NOT**:
 - a. Give candidate coffees or other meetings for incumbents or candidates.
 - b. Indicate a candidate or party choice in any way, e.g. Car bumper stickers, wearing party or candidate buttons, etc.
 - c. Attend political meetings that have the obvious intent of fund raising.
 - d. Contribute money to a political party or candidate.
3. A Board Member **MAY**
 - a. Serve on public commissions or committees either as a League representative or as an individual. If as a League representative, the member should adhere to League positions. If as an individual, the member may follow own dictates. The Board may suggest names for appointment to official boards, commissions, nonpartisan community organization, etc.
 - b. Express publicly through letters to the Editor, personal views on non-League issues. On League issues, letters should go through the Board and be signed by the President.
 - c. Work actively as an individual for a political
 - d. Party, political organization or candidate.

4. All League Members **SHOULD**
- a. Express partisan views as individuals, not as League members.
 - b. Refrain from expressing personal views on incumbents or prospective public officials at League meetings.
 - c. Not solicit League membership while campaigning for a candidate.
 - d. Not invite campaigning politicians or close relatives to League meetings (except for candidates' rallies).

Revised and Adopted April 22, 2017

LWVLCF* Policy LWVLCF Board approved 5/6/17
**Board Service, Coalitions, and Partnerships with
Non-League Organizations**

(Adopted from LWV Policies *Coalitions and Partnerships* (FL)
and *Service on Non-League Boards* US-EF-03-01)

LWVLCF Participation on Boards, Coalitions, and
Partnerships

- Participation must adhere to LWVLCF Non-Partisan Policy.
- The LWVLCF must explicitly approve:
 - a. LWVLCF membership in all boards, coalitions and partnerships
 - b. Acceptance of a LWVLCF position on the board/advisory board of another organization
 - c. Appointment of LWVLCF representation on all boards, coalitions, and partnerships.
- Permission to use the League name requires formal approval by the LWVLCF.

Guiding Criteria to work with non-League
organizations

- The group's major goals are in accord with LWV program and/or organizational priorities.
- The group's activities will bring added effectiveness to the League's overall efforts to achieve its advocacy, educational, and/or organizational goals.
- The group's major issues mesh with LWV positions or priorities, although there need not be a League position on every issue with which the group is concerned. The aims of the group must not conflict with LWV positions.

ARTICLE XI
Parliamentary Authority

11.1 Parliamentary Authority. The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII
Amendments

12.1 Amendments. These bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, provided that amendments were submitted to the membership in writing at least one month in advance of the meeting.

Approved: April, 1990
Revised: February 25, 2004
Approved at Annual Meeting: April 3, 2004
Revised/Approved at Annual Meeting April 2, 2016

League of Women Voters of Lee County Florida
BYLAWS

ARTICLE I
Name

1.1 Name. The name of this organization shall be the League of Women Voters of Lee County, Florida. This local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of Florida.

ARTICLE II
Policy

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

ARTICLE III
Membership

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

3.2 Types of Membership. The membership of the League of Women Voters of Lee County shall be composed of three types:

32a Voting members: Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS. (1) individuals who live in an area of a local League may join that League or any other local League, (2) those who reside outside the area of any local League may join a local League or shall be state members-at-large; (3) those who have been members of the League for 50 years or more shall be life members excused from payment of dues.

32b Associate members. All others who join the League shall be associate members

ARTICLE IV
Board of Directors

4.1 Number, Manner of Selection, and Terms of Office.

The Board of Directors shall consist of the officers of the League plus 6 elected directors and not more than 6 appointed directors. One-half of the elected directors (3) shall be elected by the general membership at each annual meeting and shall serve for a term of two years or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding 6, as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next annual meeting.

4.2 Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she/he is a member of the League of Women Voters of Lee County, Florida.

4.3 Vacancies. Any vacancy occurring on the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a board meeting of any member without a valid reason shall be deemed a resignation.

4.4 Powers and Duties. The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the program as adopted by the national convention, the state convention, and the annual meeting. The Board shall create and designate such special committees as it may deem necessary.

4.5 Meetings. There shall be at least 6 regular meetings of the Board of Directors annually. The president may call special meetings of the Board of Directors and shall call a special meeting upon the request of 4 members of the Board

4.6 Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

e. changes in the program, in the case of altered conditions, may be made provided that:

- (1) information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed, and
- (2) final action by the membership is taken at a succeeding meeting.

9.4 Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.

ARTICLE X
National Convention, State Convention and Council

10.1 National Convention. The Board of Directors of the Lee County League, 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 to the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of the United States.

10.2 State Convention. The Board of Directors of Lee County, Florida, 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 to the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of Florida.

10.3 State Council. The Board of Directors of Lee County, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that council in the number allotted the League of Women Voters of Lee County, Florida under the provisions of the bylaws of the League of Women Voters of Florida.

8.3 Elections. The elections shall be by ballot, with the exception that when there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX Program

9.1 Authorization. The governmental Principles adopted by the national convention, and supported by the League as a whole, constitute the authorization for the adoption of program.

9.2 Program. The program of the League of Women Voters of Lee County, Florida shall consist of:

- a. action to implement the Principles of the League of Women Voters of the United States
- b. those local governmental issues chosen for concerted study and action.

9.3 Action by the Annual Meeting. The annual meeting shall act upon the program using the following procedures:

- a. the Board of Directors shall consider the recommendations sent in by the voting members two months prior to the annual meeting and shall formulate a proposed Program;
- b. the proposed program shall be sent to all members one month before the annual meeting;
- c. a majority of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the Board of Directors;
- d. recommendations for program submitted by voting members two months prior to the annual meeting but not included in the proposed program recommended by the Board of Directors may be considered by the annual meeting provided that:
 - (1) the annual meeting shall order consideration by a majority vote and
 - (2) the annual meeting shall adopt the item by a majority vote;

ARTICLE V Officers

5.1 Enumeration and Election of Officers. The officers of the League of Women Voters of Lee County, Florida shall be a president or co-presidents, a first vice-president, a second vice-president, a secretary, and a treasurer who shall be elected for terms of two years by the general membership at an annual meeting and take office immediately. The president, the first vice-president and the secretary shall be elected in odd-numbered years. The second vice-president, and the treasurer shall be elected in even-numbered years.

5.2 The President and/or Co-presidents. The president shall preside at all meetings of the organization and of the Board of Directors. She/he may, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. She/he shall be, ex officio, a member of all committees except the Nominating Committee.

She/he shall have such usual powers of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the Board

5.3 The Vice-Presidents. The two vice-presidents, in the order of their rank, shall, in the event of absence, disability, resignation or death of the president or co-president, possess all the powers and perform all the duties of that office until such time as the Board of Directors shall select one of its members to fill the vacancy. The vice-president(s) shall perform such other duties as the president and Board may designate.

5.4 The Secretary. The secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors. She/he shall notify all officers and directors of their election. She/he shall sign, with the president, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.

5.5 The Treasurer. The treasurer shall collect and receive all moneys due. She/he shall be the custodian of those moneys, shall deposit them in a bank or other financial institution, designated by the Board of Directors, and shall disburse the same only upon order of the Board. She/he shall present statements to the Board at their regular meetings and at the annual meeting. In the event of absence, disability, resignation or death of the treasurer, the position may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. During these circumstances the president has signature authority for checks and any necessary business transactions.

5. ARTICLE VI Financial Administration

6.1 Fiscal Year. The fiscal year of the League of Women Voters of Lee County, Florida shall commence on the first day of April each year.

6.2 Dues. The amount of the annual dues shall be determined at the annual meeting. Any member who fails to pay her/his dues by December 31st shall be dropped from the membership roll.

6.3 Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the annual meeting for adoption. The budget shall include support for the work of the League as a whole.

6.4 Budget Committee. The budget shall be prepared by a committee which shall be appointed for that purpose at least three months before the annual meeting. The treasurer shall be, ex officio, a member of the Budget Committee but not be eligible to serve as chair. The proposed budget for the next fiscal year shall be sent to all members one month before the annual meeting.

ARTICLE VII MEETINGS

7.1 Membership Meetings. There shall be at least 5 meetings of the membership each year. Time and place shall be determined by the Board of Directors.

7.2 Annual Meeting. An Annual meeting shall be held between January and May, the exact date to be determined by the Board of Directors. The annual meeting shall

- adopt a local program for the ensuing year,
- elect officers, directors and members of the Nominating Committee,
- adopt an adequate budget, and
- transact such other business as may properly come before it (considering proposed amendments to Local League Bylaws, for example).

7.3 Quorum. Twenty percent of the voting members shall constitute a quorum at all business meetings of the League of Women Voters of Lee County, Florida.

ARTICLE VIII Nominations and Elections

8.1 Nominating Committee. The Nominating Committee shall consist of 5 members. The chair and two members, who shall not be members of the Board, shall be elected at the annual meeting. Immediately after the annual meeting, the Board shall appoint 2 of its members to the committee. Vacancies shall be filled by appointment by the Board.

8.2 Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors and the members of the succeeding Nominating Committee shall be sent to all members one month before the date of the annual meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

League of Women Voters of Lee County

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