

POLICIES AND PROCEDURES
of
League of Woman Voters
Roseville Area

May 4, 2021

June 9, 2021

August 25, 2021

LWV of Roseville Area Policies and Procedures

Guiding Principles /Mission Statement/Belief Statement

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States.

The League of Women Voters believes that democratic government depends upon the informed and active participation of its 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.

The League of Women Voters believes that every citizen should be protected in the right to vote, that every person should have access to free public education which provides equal opportunity for all and that no person or group should suffer legal, economic or administrative discrimination.

The League of Women Voters believes that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing and coordination among the different agencies and levels of government.

The League of Women Voters believes that responsible government should be responsive to the will of the people, that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems which affect the general welfare, promote a sound economy and adopt domestic policies which facilitate the solution of international problems.

This information is for clarification of the bylaws and does not change the bylaws. In this document, the "Article" number in parentheses refers to the bylaws number on the same topic.

(ARTICLE II)

A. NONPARTISAN POLICY

The League of Women Voters Roseville Area (hereafter referred to as the “League”) is a nonpartisan political organization. In its education role the League provides nonpartisan information on the election process, candidates, and public policy issues. In its advocacy role the League seeks to impact legislation and policy based on nonpartisan League positions that have been developed through study and consensus by League members. The League never supports or opposes any political party or candidate for elected public office.

This nonpartisan approach, along with careful study of issues, forms the basis of the League’s credibility, and all members share responsibility for preserving the League’s reputation for fairness and objectivity. League members are encouraged to be informed participants in political activity.

Partisan public officials are those publicly elected and candidates for public office who seek party endorsement.

Members:

To avoid any appearance that the League favors a party or candidate, it is important that members do not mention their League connection when expressing party or candidate preferences.

League members should avoid moderating during League candidate forums held in their own voting area.

Board members:

Board members should limit their involvement in public political activities.

They shall not indicate political affiliations or candidate preferences in any social or other media where their membership on the League board is also prominently identified.

Candidates for elective partisan public office may not serve on the League's board.

A board member who decides to run for a partisan public office shall immediately submit in writing a dated resignation or leave of absence request to the board. The board shall fill the vacant position as soon as possible. The position change shall be published in the *VOTER* in a way that avoids the appearance of endorsing the board member's candidacy and along with a statement regarding the League's non-partisan policy.

As long as they do not make or imply any connection to their League board position, board members may participate in a wide variety of individual political activities.

President and voter service chair(s):

Shall not publicly disagree with or work against an established League position.

Shall not participate in party politics by holding party office, US congressional district board member, or precinct chair.

If there is uncertainty regarding the appropriateness of an activity in relationship to this policy, the board shall be consulted for a final decision.

Reviewal of non-partisan policy

The League's non-partisan policy will be reviewed at the first meeting of each program year. Its main points should regularly be communicated to the public. New members will be told about the League's non-partisan policy during their orientation to the League. When nominated for board positions, members will also be provided a copy of this policy

B. DIVERSITY, EQUITY, AND INCLUSION POLICY

LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

(ARTICLE III LOCAL MEMBERSHIP)

- A. Voting members** - Persons at least 16 years of age and older whose current annual dues are paid.
- B. Dues** - The fiscal year is April 1-March 31. New membership dues are \$50. Renewing dues are \$70 for individual memberships and \$105 for family memberships. Dues for students and low-income individuals are \$30. Members who joined prior to 2019 will have a membership renewal date of April 1 each year. New members joining in 2019 or later, or inactive members re-joining in 2019 or later, will have a membership renewal date based on their original join or re-join date.

(ARTICLE V – BOARD)

- A. Powers and Duties**. The Board shall have full power and authority to manage its property and continue the business of the organization, subject to the instructions of the general membership. The Board shall plan and direct the work necessary to carry out the program as adopted by the LWVUS convention, the

LWVMN convention and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

B. Number, Manner of Selection, and Term of Office. The Board shall consist of the officers of the League and elected and appointed directors. At least half of the directors shall be elected by the general membership at the Annual Meeting. The elected members shall appoint such additional directors as they deem necessary to carry on the work of the League. Elected directors shall include one or more representatives from administration, action, communications, membership, program, voter service. Directors shall serve for a term of one year, or until their successors have been chosen and qualified. The terms of the officers shall begin June 1.

1. Officers and elected directors shall serve for staggered terms of two years, or until their successors have been chosen and qualified. Appointed directors shall serve for a term of one year, or until their successors have been chosen and qualified. All terms shall begin June 1. As staggered terms are phased in for elected officers and directors, half will serve one-year terms and half will serve two- year terms, as determined by the nominating committee.
2. Qualifications. Only a voting member of the League of Women Voters of Roseville Area shall be elected or appointed or shall continue to serve as an officer or director of this organization.
3. Note that members of Committees, Officers and all Board positions need to be a member in good standing (dues paid) to be able to serve in their role.
4. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, death or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of remaining members of the board.

(ARTICLE VI – MEETINGS OF THE BOARD)

- A. Meetings. There shall be at least eight (8) regular meetings of the Board annually. The President may call special meetings of the Board and shall call a special meeting upon written request of three members of the Board.

(ARTICLE VII – OFFICERS)

A. Enumeration and Election of Officers

The Officers of the League of Women Voters of Roseville Area shall be a President, a Vice-President, a Secretary, and a Treasurer, who shall be elected for terms of one year by the general membership at the Annual Meeting and take office June 1. With agreement of the members, two persons may share one position.

The President. The President shall preside at all meetings of the organization and of the Board unless the President shall designate someone else to preside. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be an ex officio member of all committees except the Nominating Committee, shall have such usual powers of supervision and management as may pertain to the Office, and shall perform such other duties as may be designated by the Board.

The Vice-President. The Vice-President shall, in the event of absence, disability, resignation, or death of the President, possess all the powers and perform all the duties of that office, until such time as the Board shall elect one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and Board may designate.

The Secretary. The Secretary shall keep minutes of all meetings of the Board and the Annual Meeting; shall notify all officers and directors of their election; shall sign, with the President, all contracts and such instruments when so authorized by the Board; and shall perform such other duties as may be incidental to the office.

The Treasurer. The Treasurer shall collect and receive all monies due, shall be the custodian of these monies, shall deposit them in a bank designated by the Board, shall disburse the same only upon order of the Board, and shall present statements to the Board at their regular meetings, and an annual report to the members at the Annual Meeting.

The Treasurer or Treasurer's Designee shall collect money and make deposits. All checks and deposit tickets must be copied, with the receipt of deposit provided by the bank attached to it. This copy will then be forwarded to the Treasurer.

FINANCIAL ADMINISTRATION

A. Fiscal Year. The fiscal year of the League of Women Voters of Roseville Area shall commence on the first day of April of each year.

B. Dues. Annual dues as set in the budget shall be payable as set forth in Article III. Any member who fails to pay dues within two months after they become payable shall be dropped from the membership rolls. The Board of Directors may adopt policies establishing a lower dues payment for new or low-income members. Life members pay no dues.

C. Budget. A budget for the ensuing year shall be submitted by the Board to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

D. Budget Committee. A Budget Committee shall be appointed by the Board at least sixty (60) days prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members thirty (30) days before the Annual Meeting. The Treasurer shall not be eligible to chair the Budget Committee.

E. Audit. A person(s) shall be appointed by the Board to prepare an audit of the Treasurer's books annually or when the Treasurer changes. This audit shall be submitted to the membership at the Annual Meeting.

MEETINGS

A. Membership Meetings. There shall be at least two (2) meetings of the membership each year, one of which will be the Annual Meeting. The Board shall determine time and place.

B. Annual Meeting. The exact date of the annual meeting shall be determined by the Board. The Annual Meeting shall:

- a) adopt a local program for the ensuing year,
- b) elect officers and directors and chair of the Nominating Committee,

- c) adopt an adequate budget, and
- d) transact such other business as may properly come before it.

NOMINATIONS AND ELECTIONS

A. Nominating Committee. The Nominating Committee shall consist of four members, at least one of whom shall be a member of the Board. The Chair, who may be a member of the Board but does not become one by virtue of this position, shall be elected at the Annual Meeting. The existing Nominating Committee shall make nominations for this office and committee members. The Board shall appoint members other than the chair from these nominations or other nominations from the Board. Any voting member may send suggestions for nominations for officers and directors to this committee. Any vacancy on the Nominating Committee shall be filled by appointment by the Board.

B. 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 thirty (30) days before the date of the Annual Meeting. Notice may be sent by United States mail or by a form of electronic communication consented to by the Member to whom the notice is given. Immediately following the presentation of this report, nominations from the floor may be made provided the consent of the nominee has been secured.

C. Elections. The elections shall be by ballot, provided that when there is but one nominee, a unanimous ballot may be cast. A majority vote shall constitute an election. Absentee or proxy voting shall not be permitted.

PROGRAM

A. Authorization. The Governmental Principles adopted by the National Convention and supported by the League as a whole constitute the authorization for the adoption of the Program.

B. Program. The Program of the League of Women Voters of Roseville Area shall consist of action to implement the Principles, and those local, state and national governmental issues chosen for concerted study and action.

C. Local Program. The Program shall be acted upon at the Annual Meeting using the following procedures:

- ☐ a majority vote shall be required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board.
- ☐ program items submitted by voting members, but not recommended by the Board, may be considered at the Annual Meeting provided that:
 - majority vote shall order consideration and
 - two-thirds vote shall be necessary for adoption

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

NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

A. 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 of Women Voters of Roseville Area under the provisions of the Bylaws of the League of Women Voters of the United States.

B. 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 to the League of Women Voters of Roseville Area under the provisions of the Bylaws of the League of Women Voters of Minnesota.

C. State Council. 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 the Council in the number allotted the League of Women Voters of Roseville Area under the provision of the Bylaws of the League of Women Voters of Minnesota.

D. Council of Metropolitan Area Leagues. The Board, at a meeting before the date on which the names of delegates must be sent to the Council of Metropolitan Area Leagues, shall select delegates to the Convention in the number allotted to the League of Women Voters of Roseville Area under the provision of the Bylaws of the Council of Metropolitan Area Leagues.

ADVOCACY POLICY AND PROCEDURES

Action is our League effort to bring about governmental change based on the positions we derive through member study and consensus.

1. Because we are a multi-level organization with positions at each level, we must:
 - Coordinate our action efforts in order to speak with one voice.
 - Choose issues for priority attention in order to allocate resources effectively and maximize political impact.
2. Local Action procedures:
 - We act only after we identify a local, regional (Council on Metropolitan Area Leagues), state, or national position or are acting under League Principles.
 - We may use any of these positions to lobby at the local governmental level without asking for authorization from CMAL, state or national.
 - League never lobbies in opposition to a League position.
 - Ideally the Board is consulted, but if prompt action is needed, the President and Action chair may decide and inform the board.
 - Action can consist of informing the public by any means: letters to the editor, press releases, press conferences, parades or marches, demonstrations and seeking any and all media attention.
 - When LWVRA lobbies elected or appointed officials, where possibly, all officials in a body are contacted in the same time frame and mode, e.g., by letter, email or public meeting testimony. For example, the League would not lobby only the mayor or some city council members but not others.
 - When sharing results of a new study with elected or appointed officials, it is preferable to do so openly at a public meeting of each city, school district or county. All League members should be invited, but when possible, those presenting should reside in the jurisdiction.
 - If LWVRA wishes to initiate local action involving officials shared with other local Leagues, authorization from those Leagues is necessary.
 - If LWVRA wishes to take action on the state level, it must be approved by the LWV Minnesota Action Chair or Legislative Coordinator or LWVMN Board President.
 - The League President, Action Chair or designee respond to Action Alerts from other levels of League on behalf of our League. Members are urged to take action individually and are encouraged to say they are League members.
 - Permission must be obtained to act at the national level on issues not included in Action Alerts.

STUDIES

LWV advocacy is based on positions adopted by the League at the national, state and local levels. A reason for League's effectiveness in advocating is its reputation for thorough study leading to those positions.

The Study Process:

1. Studies can be initiated at the national, state or local level.
 - If started at the local level, the consideration of a possible study is presented at an Annual Meeting where membership adopts the study and ideally identifies a chair or the board appoints one soon after.
 - The study should be identified as covering an area for which there is not a current position, providing an update to a current position or a briefing paper to answer questions about a current position.
 - Local studies should be aligned with state and national positions and cannot conflict with them.
 - LWVUS positions are generally broad enough to enable a variety of advocacy over a period of time.
2. The chair seeks other members to be a part of the study committee.
3. The committee puts together a tentative timeline for the proposed duration of the study including: Voter articles; unit meeting/s to inform the membership and the public; a time for consensus (new positions) or concurrence (adopting carte blanche another League's consensus positions) question discussion, if those are planned; recommendations to board; publication in the Voter ahead of Annual Meeting and Annual Meeting final position adoption.
4. The committee may develop a list of possible resources and people, ideally both positive and negative if the study is a new topic.
5. A written summary of the process, findings and recommended statements for consensus is disseminated to the membership prior to the unit meeting where they will be discussed.
6. The summary is presented at a membership meeting where members discuss the decision-making process and recommendations and attempt to reach consensus or concurrence (not a majority vote, but overall sense of the group). While a group meeting is preferred so all those voting are a part of the discussion, consensus may include options such as surveys, telephone poll or document "tear-off".
7. The study committee forms a consensus statement or recommends a concurrence based on the decisions from the membership meeting and submits it to the Board. The statement to the Board should summarize the number of people involved in the recommendation, membership comments and possible minority opinions.
8. The Board is responsible for determining if consensus has occurred and forms a recommended position based on member input and the study committee's statement. Positions are generally broad enough to enable a variety of advocacy over time.
9. The Board-recommended position is presented for adoption at the following Annual Meeting.
10. If a position is adopted, action can then be taken on the particular issue addressed by the position. All local positions need to be readopted each year at the Annual Meeting.

11. If a study committee plans to use existing positions adopted by another level of League (CMAL, state or national) to investigate local circumstances and neither consensus nor concurrence is planned, those positions and that plan should be identified at the onset. The committee would then follow a similar process of study and informing the board, membership and public. Since neither consensus nor concurrence takes place, there would be no new positions, by any name.
12. Action steps, approved by the board, are then taken to share results, educate the public and advocate at the appropriate level of government. Action could take many forms, including a written communication or public testimony.

PROCEDURE UPON THE DEATH OF A MEMBER OF LWV ROSEVILLE AREA (LWVRA)

If LWVRA receives information regarding the death of a member, the Communications Director shall cause to be prepared a notice for inclusion in weekly e-Blast and subsequent issue of The Voter. If possible, a link to a public obituary should be included.

If any monetary contributions are sent to LWVRA in memory of a deceased member, the Membership Chair shall send a letter of appreciation to the donor and to the member's family, if contact information is available.

Monetary contributions in the name of a deceased member shall be posted as general revenue and expended in accordance with the adopted budget. Acknowledgment of any contribution shall be made in the LWVRA Annual Report. The Board retains the discretion to make a memorial in the name of a deceased member.

(ARTICLE VIII-AMENDMENTS)

Policies and Procedures may be amended by the membership at the annual meeting. Between annual meetings, the board may amend them contingent on approval by the membership at the next annual meeting.