

Policies

League of Women Voters of Pullman

January 25, 2012

Speaking for the League:

The President or executive officer is the official spokesperson for the League, when talking with the media, elected officials, etc. Official League statements, spoken or in writing, shall be made only by the President or by someone authorized by the President. (Note: This is also in our bylaws; Article IX, section 4.)

Members speaking, or writing, publicly as individuals, whether in favor of or opposed to a League position shall not identify themselves as League members and shall not speak in the name of the League.

League Contact Information

League contact information consists of the officers names, the League Post Office Box, website and e-mail. It will be published on the web site and in the Voter and in press releases.

Member Contact Information

- The names, addresses, phone/fax numbers and email addresses of League members are generally confidential, with the following exceptions: they may be published in a League directory shared only with local League members or in a secure area of the web site. (Agreed on by the board in 2001-3 and renewed at the April 2011 board meeting).
- Names, League affiliations, and positions (but not contact information) of League members attending annual meetings and conventions and councils may be shared with delegates at the time of the event.
- Contact information for members may not be rented, exchanged or shared by the League or any member with any other organization, group, or individual.
- E-mail addresses may be used by League members and officers for League business only. They may not be used for personal purposes such as advertising a house for rent, other group meetings one wishes to announce to members, yard sales, etc.

Donor Contact Information

The names of business donors may be printed in League Publications. The names and contact information of individual donors will not be printed without the express permission of the donor. Lists of non-member donor information will not be rented, exchanged or shared by the League with any other organization or other levels of the League.

Board Meetings

The Pullman League of Women Voters is a board of the whole. All members are welcome to participate in board meetings. However, the officers and members with assigned responsibilities are expected to attend as many board meetings as possible. Those who cannot attend are asked to notify the chair in advance of the meeting.

Making decisions at Board Meetings

Decisions at board meetings are made by consensus with two exceptions. (1) Decisions on the budget and spending League funds. (2) decisions to change the wording of or correct the bylaws. These require a vote on a motion, with a second, and must be recorded in the minutes.

Making Decisions between Board Meetings:

A board meeting by e-mail is appropriate under certain circumstances. (1) Issues needing a decision before an in-person (or telephone conference) meeting of the Board is scheduled. For each such e-meeting the agenda will consist of **a single issue**. (2) A regularly scheduled meeting had to be cancelled due to weather or illness. In that case, any issues on the agenda sent beforehand to members that require a decision before the next regularly scheduled board meeting can be considered in the e-mail meeting.

To use e-meetings, all officers and members with assigned responsibilities must have access to e-mail and must be aware that there may be e-meetings from time to time.

The following should guide the conduct of e-meetings:

At least 5 members (a quorum in LWV Pullman bylaws) must respond for a valid decision.

At least 3 days must be allowed before the president decides a consensus, or no consensus, has been reached.

The results will be sent to the officers and members with assigned responsibilities and any other member who requests them.

The results will be noted in the board minutes of the next regularly scheduled board meeting.

Approval of Board Meeting Minutes By e-mail:

The secretary will send a copy of the Minutes of the board meeting to the President as quickly as possible—preferably within one week of the meeting. The President will correct the minutes according to her notes. She will then send them to the board for correction and approval. If major corrections are supplied, the President will make them and resend the minutes for approval. Board members should respond within one week. Five members approving will be considered “minutes accepted as read and corrected” and the President will print a copy for the official record.

Record Keeping:

The Pullman LWV will keep the following printed records

- Board Meeting Minutes
- Annual Meeting Minutes
- Final yearly Treasurer's Report
- Yearly Membership lists
- All Voters (the newsletter)
- Action Letters

It is the responsibility of the President to see that such records are kept and a printed copy of each deposited in the President's files. Electronic records may be kept in addition but not as a substitute. The President may appoint an Historian to keep records with the consent of the officers and members with assigned responsibilities.

These records will be deposited in the Washington State University Archives when no longer needed for current activities. (Note this has taken place at 20-30 year intervals.)

Coalitions and Partnerships/Alliances:

In general we will follow the policies of the LWVUS and the LWVWA.

Conflict of Interest Policy:

To maintain the Pullman League's nonpartisan policies, the Executive officer(s), i.e. President, Co-Presidents or board chair, and the Voter Service Chair of the LWV Pullman may not serve as officers of a political party while in office. Also, while in office, they may not display support for any candidate or party including signing candidacy petitions or advertisements or displaying signs or posters, etc. Note that family members of the officers are free to display public support for candidates or parties. In other situations we will follow the policies of the LWVUS and the LWVWA

***Public Meetings, Candidate Forums and Ballot Issue Debates:**

- A. At public meetings questions to the speakers will usually be in written form. (We have found this the best way elicit questions, to cover a maximum number of questions and to prevent inappropriate behavior from the audience.)
- Two sorters will examine the questions, rewrite illegible words and group them according to subject so the moderator can use his/her judgment as how to best cover the topic.
 - The moderator need not read the question exactly as written or read out a question that is essentially the same as another and he/she may combine two or more similar questions.
 - If a question is actually a statement instead of a question, insulting, vulgar or has

nothing to do with the topic of the meeting, the League and moderator reserve the right not to present it.

- Each speaker will be given the opportunity to respond to every question presented including those directed at other speakers.

B. All public meetings will attempt to discuss the information from several viewpoints, or to present pro and con sides, although availability of speakers or candidates may limit this.

C. Candidate Forums and Ballot Issue Debates will use the following policies.

- Candidate forums allow statements and question replies from the candidates present. They also allow written statements read by a person representing an absent candidate but that person may not reply to questions asked at the forum.
- Should only one candidate agree to participate that candidate may speak and answer questions.
- A candidate who agrees to participate and then does not appear at the forum does not affect the opportunity for other candidates to speak.
- Candidates whose names appear on the ballot are those who will be included in the forums.
- Ballot issue debates require someone speaking for and someone speaking against each issue in order for the debate to take place. If a ballot issue is unopposed an explanation of the issue may be read. There will be no questions in this case.
- As of Nov. 2011, Candidate Forums and Ballot Issue Debates following the above policies may not use Education Fund moneys as these policies do not follow the IRS rules necessary to maintain the non-profit status of the Education Fund 501(c)3. These policies are allowed by the 501(c)4 status that covers our general funds .

D. In other aspects, we will follow the policies of the LWVUS and the LWVWA.

Officer and Committee Chair Responsibilities

President, co-presidents or board chair:

Organize and lead board meetings.

Act as the primary contact for the League of Pullman

Coordinate with other members to see that program is carried out as planned or modified if needed.

Speak for the League or delegate others to do this.

Write or screen all action letters before they are sent or read at hearings, etc.

Screen the League e-mail box and PO Box. Answer or act on mail as needed and direct other mail to the appropriate people for action or answering. This job may be delegated.

Check Finance Drive letters before printing and sign them.

Check minutes before they are sent for approval.

Initiate an audit of the Treasurer's books at least every two years.

Maintain records as stated in the section "Record Keeping".

Co-presidents may divide these duties by time periods or job but only one person should be seen as "speaking for the League" during any time period.

Vice President:

Acts to fill the President's duties in the absence or inability of the President to do them.

May be delegated by the President to do any of the duties of the President.

Consults with and advises the President.

Secretary:

Attend and record minutes of monthly board meetings

Attend and record minutes of the annual meeting (April) and annual planning meeting (July)

Send an electronic copy of the minutes to the President within one week of the meeting. (The president will make corrections and send the minutes to the board for corrections and approval.)

Keep a digital and paper copy of all minutes

Treasurer

Act as chief financial officer.

Keep financial records that are accurate, up to date, and documented. This includes a double entry credit/debit account, an Education Fund account, a check registry file, a donations account, an in-kind donations file, any special accounts, and reconcile monthly bank statement with all other accounts. Keep yearly receipt files.

Insure that access to computerized financial records is limited through a password.

Back up computerized records with off-site storage on a regular basis.

Make sure that bills are paid on time.

Create a Proposed Budget as a standing member of the budget committee to present at the Annual Meeting.

Provide an Annual Budget report to present at the Annual Meeting.

Provide monthly treasurer reports.

File a Form 990-N e-Postcard every year by September 30 to maintain non-profit status.

Deposit membership dues and coordinate membership information with the Membership Chair.

Deposit donations and keep a donations account to coordinate with the Finance Drive Chair.

Membership Chair:

Keep national membership database current: enter new members, indicate deceased members, indicate those who have not paid dues for current year

Update Board roster on national database

Inform state office of above by email

Keep spreadsheet for Pullman LWV members. Version with emails is sent to members by VOTER editor; version without emails is sent to state office.

Send out renewal letter for annual dues by email, USPS, and phone; follow up as needed.

Voter Service Chair:

Chairs the committee that is responsible for all League activities aimed at registering and

educating voters in Whitman County on elections, candidates and issues.
Coordinates all registration activities.
Coordinates all Forums and Debates following the policies in “Public Meetings, Candidate Forums and Ballot Issue Debates”.

Voter Editor:

VOTER Editor: Assemble, edit, print and distribute the VOTER.
Maintain an up-to-date list of email addresses and street addresses for members and others who are to receive the VOTER.
At a board meeting set the deadline for the next VOTER so that it will be distributed a week before any meeting it covers. Get a list of articles the board wants in the VOTER and who will write them.
Remind those who are responsible for articles a week before the deadline.
Assemble the VOTER and edit as necessary.
Create a PDF file to be uploaded to the website. Once the VOTER is on the website, send out an email notifying members and any others that should get it that it is available and include a link to it.
Print and mail hardcopies to those who require them. The President should get a printed copy.
Archive the VOTER source files (the original version and the PDF version) in case additional copies are ever needed.

Finance Drive Chair:

Coordinates the Finance Drive
Maintains mailing lists
Produces and mails the letters
Receives and records donations
Passes donations to the treasurer
Sends the thank you letters
Reports totals by category for the annual meeting and whenever needed.

Scheduling Chair:

Schedules locations for monthly meetings
Arranges for newspaper and other community notification of public meetings
Sends reminder notices about meetings to all League members

Webmaster

Keep Website up-to-date, including adding current events, eliminating past events and posting the Voter .
Develop new pages as needed.
Add links to other websites as appropriate..
Ask for corrections for errors, and for suggestions for new pages or features to add to the LWV website.
Maintains an electronic calendar of availability of officers and members with assigned jobs.

Observer Corps Chair

Recruit and select observers who can be available, neutral, silent and non-committal during meetings.

Train observers as a group or individually on writing reports, conduct during meetings and what to do if it's not possible to attend.

Send a letter to the agency over the president's signature to introduce the observer, explain League operation and the role of the observer.

Provide the observers with the time, location and frequency of meetings, the chair of the group and any useful information about the procedures of the group.

Set up a process for the observers to report to the board and to the president, especially if an action issue appears, and at annual meetings. Review reports for the Voter to be sure they are factual, unbiased and free of judgment.

TRY (They Represent Us) Chair

Coordinate the collection of updated material on elected and appointed officials bi-annually or annually as decided by the Board.

Prepare the brochure for the printer.

Proofread and double check the brochure page proofs before ordering printing.

Distribute the printed brochure to appropriate agencies and individuals when first printed and as needed .

Coordinate with the fund raiser to secure financial support for the printing.