



Primer, Updated November 2021

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JOIN THE LEAGUE OF WOMEN VOTERS OF PULLMAN — BE PART OF THE SOLUTION!

The League of Women Voters of Pullman has been concerned with local governmental issues since its formation in 1950. The League is a nonpartisan organization that has a deep and sincere interest in the quality of life of our community. We focus on issues that make Pullman a great place to live - schools, transportation, parks, the city library, good government, health, and environmental quality.

The League has held candidate forums for over 30 years and at least annually registers voters. We attend meetings of elected and appointed city and county governmental organizations via the League Observer Corps. In essence, the League represents "the eyes and ears of the community" as we monitor government and local issues. We hold a variety of educational meetings monthly to which the public is invited and encouraged to attend.

The League takes positions on issues that have been carefully studied and adopted by the local, state, or national League of Women Voters. These positions are reflected in letters to the press and local/county governments such as support for city parks.

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Over its nearly 70-year history, the Pullman League has consistently supported issues related to the following:

- > Local and regional planning
- > School levies and bond issues
- > Health Care
- > Pullman Warming Shelter
- > Civics education
- > Library service in Pullman
- > Separation of administrative and policy making function in city government
- > Environmental quality, especially curbside recycling and elimination of private dumps
- > Coordinated planning for conservation and development of land use
- > City of Pullman and Whitman County Comprehensive Planning
- > Long-term capital improvement planning
- > Public transit
- > Food insecurity
- > Pullman District Court
- > Voter Forums and Voter registration
- > Parks and Trails

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Our most recent issue study, conducted in 2014-2016, involved a survey of agencies providing assistance in eight specific services to residents living in poverty in Whitman County.

The study may be found here: <https://www.lwvpullman.org/assets/PDFs/PovStudyFinal.pdf>.

Currently we are updating our position statement on Libraries.

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In 2019 our League was awarded two exciting grants:

\*Two local Junior/Senior High School teachers from Colfax attended a Harvard University Workshop focusing on the Harvard Case-Study method of civics education.

\*The Washington State Historical Society sponsored "Votes for Women Centennial" that helped fund our 2020 programs about Women's Suffrage in Washington State.

## LEAGUE OF WOMEN VOTERS

“The League of Women Voters was founded by Carrie Chapman Catt in 1920 during the convention of the National American Woman Suffrage Association. The convention was held just six months before the 19th amendment to the U.S. Constitution was ratified, giving women the right to vote after a 72-year struggle.” (LWV.org, 2016)

The League of Women Voters of Washington (LWVWA) was organized the next year. Seattle and Tacoma were the first two local Leagues in the state. In the early days the LWVWA supported state legislation pertaining to protection of children in fields of labor, health and education. At the present time there are 22 local Leagues around the state. League of Women Voters-Pullman (LWVP) was organized in February 1950 and became a chartered local league in 1952.

*The following materials are taken from the websites of the LWV-United States, LWV-Washington, and LWV-Pullman. Sections labeled US apply for WA and Pullman as well.*

### SOME LEAGUE BASICS – WA

**ORGANIZATION...**The structure of the League parallels the representative system of government under which we live. Our local, state and national governments are dependent one upon the other; the base is the individual citizen. The several League levels are also interdependent. Members determine the policies and program of all league levels. Membership is simultaneous on all three levels where applicable.

**FINANCING...**The League is a non-profit organization financed by member dues and contributions, and through community and national finance drives which enable public-spirited citizens to help support the work of the League. Dues are collected at the local League level with Per Member Payment (PMP's) assessments made by National and State Leagues upon the local Leagues. A tax deductible LWV Education Fund can be used for publications and Voter Service information.

**VOTERS SERVICE/CITIZEN INFORMATION...**Activity is directed toward encouraging citizens to register and vote and to participate in government and politics. The League does this by sponsoring debates and providing nonpartisan information about voting procedures, candidates and ballot issues. Voter Service projects are eligible for funding through LWV Education Fund.

**STUDY...**One of the reasons for the political effectiveness of the League is its reputation for thorough study. Complete facts, the pros and cons, are researched before consensus and action. Members study and discuss the issues in small units so that everyone has an opportunity to express an opinion.

**ACTION...**The League of Women Voters is an action group. However, it may take action only on issues which have been extensively studied and on which the members are agreed. When the League has a position on any issue, separate material is published to promote the League's stand. This is not funded by the Education Fund to ensure the distinction between League Action and Voters Service information. It is the responsibility of each League Board to direct and plan League Action which may include "calls for Action" to the membership.

Action includes

- providing information to members and the public
- building public opinion
- supporting or opposing legislation

Action methods include

- lobbying
- testifying at public hearings
- use of public forums and the media
- panel discussions
- League publications
- letters to public officials

## POLICY STATEMENTS – PULLMAN

**MISSION:** The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, and influences public policy through education and advocacy.

**NONPARTISANSHIP:** The League acts in support of, or in opposition to, selected governmental issues which its members have studied. It does not support or oppose candidates, factions, or political parties. League members, as individuals, are urged to work in the political party of their choice. To protect the League's nonpartisanship policy, guidelines regarding the political activities of the Board of Directors are reviewed frequently.

**DIVERSITY, EQUITY, INCLUSION:** The League of Women Voters of Pullman is fully committed to diversity, equity, and inclusion in principle and practice. These concepts are central to our current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy. We acknowledge and honor the first people of the Palouse Region and their descendants including our neighbors the Nez Perce, Colville, and Coeur d'Alene Tribes.

## GOVERNANCE – PULLMAN

The League of Women Voters of Pullman shall be governed by the Elected Officers *and* Members, acting as a **Board of the Whole**, to manage the activities of the League. The officers shall be elected at the annual business meeting for a term of one year. The officers shall be two or three executive officers; a Secretary and a Treasurer. The executive officers may be President and Vice President, 2 Co-Presidents, or an Executive Committee of 3 with duties divided or rotated as they determine.

Other approved positions in our League include:

Community Outreach Coordinator

*Community Update* Editor

Finance Drive Coordinator

Legislative Coordinator

MELD Coordinator/s

Membership Chair

Nominating Coordinator

Observer Corps Chair

Social Media Chair

TRY Coordinator  
The VOTER Editor  
Voter Services Coordinator  
Webmasters

## NATIONAL 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 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.
- 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.
- 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 which 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 for solutions to world problems, and that the development of international organization and international law is imperative in the promotion of world peace.

## PROGRAM – PULLMAN

The League's Program consists of governmental issues chosen by the members for concerted study and action. The recommended program requires a majority vote for adoption.

Criteria which must be considered when selecting a Program:

- The issue must be one on which governmental action is needed.
- The issue must fall within the Principles of the League.

\*In its first two years the Pullman League started a survey that focused on local issues. This study resulted in a pamphlet entitled "Know Your Town." In this pamphlet the League promoted greater community action. The goals have remained consistent with those ideas in subsequent years of activity.

\*A study of City and Regional Planning began in 1960 and was updated in 2002. Its General Principles began with good planning decisions, made to stand the test of time, make a livable city.

The League of Women Voters supports a community where the goal of government is openness, public involvement is the norm and appropriate consideration is given to public input.

\*From 1971-75 the League of women voters of Pullman's Environmental Quality study focused on the use of the flood plain and on solid waste management. A consensus favored voluntary separation-by-the-consumer recycling effort at that time.

\*And from 2014 – 2016 the Pullman League studied Poverty in Whitman County, Washington. The goals of the study were to learn more about who are Whitman County's poor and the resources available to those living in poverty in our county. The entire study is published on the League website:

\*In 2021 we started a study to update our position on Library Services

### ACTIVITIES – PULLMAN

The League of Women Voters of Pullman has been active in the Pullman Community and surrounding region with the following activities:

- Organizing Candidate and Initiative Forums
- Publishing *TRY*, a Directory of Elected and Appointed Officials
- Conducting Studies of Issues
- Registering voters
- Organizing Monthly Educational Meetings for the public
- Observing Local Government Meetings
- Publishing a Newsletter, *The Voter*
- Participating in Pullman High School Civics Classes

### POSITIONS – WA and US

All of the League's advocacy efforts are based on Positions. Positions are statements of the League's point of view on particular issues. They are developed after careful and thorough studies by members who try to examine the issue from all sides. The final Position statement captures general agreement on the issue among members, arrived at through discussion and consensus. Once the League adopts a position it can then be used to shape public policy.

### LOCAL POSITIONS FOR LWV-PULLMAN

**Positions and Action For 2021-2023 Biennium**  
**Revised May 6, 2021**

**1. Whitman County Health Services:** Support for a public health program for Whitman County which promotes the physical and mental health of all residents of the county. *See also # 9.*

**2. Environmental Quality:**

- a. Land Use: Support of policies and procedures which promote coordinated planning and method of enforcement for the conservation and development of land. Support of policies to promote coordinated planning and implementation of solid waste management procedures which conserve natural resources, are ecologically sound, and aesthetically pleasing.

- b. Management: Support of policies to continue city-wide curbside recycling and composting, to maintain a Recycling Center, to hire a recycling coordinator, to encourage procurement of recyclable materials, and Development of markets for recyclable materials.

**3. Whitman County Transportation:** Support of a system of transportation for the Pullman area which will adequately serve all segments of the population. *See also #9*

**4. City and Regional Planning:** Support of principles of planning, subdivisions and zoning. Neighborhoods should include adequate parks, recreational space and school grounds based on national standards and community input. Support of neighborhoods, parks and recreation areas, business and retail areas connected directly for ease of access with a variety of transportation modes. Support changes of development policy and rules for both contractors and private land owners to allow earlier and more public involvement to minimize conflicts and misunderstandings in the development process. Support the principle of making land use decisions through a process that requires both a Planning Commission and City Council or County Commissioners. Support of growth within carefully defined areas for commerce and light industry. Support of annual review by the City Council of a Capital Improvement Program for the City. Additional consensus on development in 2002-2003 League of Women Voters of Pullman study.

**5. Local Government Budget and Finance:** Support (1) tax measures necessary to maintain an adequate level of revenue for Pullman City Government, (2) long-range financial planning for the City of Pullman, and (3) changes to city finance and procedures to carry out those long-range plans.

**6. Schools:** Support of measures for a school program adequately financed by the State Basic Education Act. Support of special levies for specific purposes unhampered by a levy lid. Support of the following criteria for schools:

- a. Given the present economic constraints of the levy lid law, basic education funding and fluctuating enrollment, it is important to have quality instructional programming and low student teacher ratio.
- b. Energy efficiency (fuel & transportation) is an important criteria in considering use or lack of use of a building.
- c. In any major redistribution of students, the maintaining of neighborhood clusters of children should be considered.
- d. Complete financial estimates of each option should be made available when considering changes in the use of facilities. *See also #9.*

**7. City Government:** Support of the principle of separation of administrative and policy-making functions.

**8. Library Services.** Support:

- a. equitable salaries for library employees in comparison with other city employees,
- b. additional sources of funding and any expansion to maintain at least the present level of services, and
- c. cooperative relationships with other area libraries while maintaining local autonomy.

**9. Addressing Poverty in Whitman County:**

**General Statement:** In a two year-long study (20146-2016) the League of Women voters found that poverty is a serious issue in Whitman County affecting approximately 17 % of residents who are not

university students. The LWV of Pullman strongly supports local actions to alleviate and prevent poverty in Whitman County, especially those listed in the positions below.

**a. Resource Accessibility and Data Gathering:**

(1) Support of a uniform system which collects, updates and distributes information on services available for those in poverty in Whitman County. The League promotes participation of this system by both public and private entities.

(2) In order to provide more adequate, cost-effective services that reach more of those living in poverty, the League supports the uniform gathering of data, in a form appropriate for public dissemination, on classes of individuals served and those denied service, including such data as age, inability to work due to physical and/or mental disability, general location in the county, etc.

**b. Legal issues:**

(1) Support of the establishment of a system to connect those in poverty who need affordable legal assistance with legal services.

(2) Support the removal of interest charges on delayed court payments for fines or fees. The LWV of Pullman finds that such fees are unfair additional punishment placed on low-income offenders and often result in continuous debt or jail simply because the person cannot afford them.

**c. Food Security:** Support for improved food security for those in or near poverty in traditional and innovative ways.

**d. Housing:** Support of efforts and incentives to create more transitional and permanent housing opportunities for low-income residents. We encourage building more housing that is affordable, socially integrated, architecturally innovative and geographically distributed in towns and throughout the county. We support incentives for landlords to accept subsidized tenants.

**e. Transportation:** Support the development of a variety of county-wide transportation systems for Whitman County. It should include both on-demand and regular, dependable transportation to employment opportunities and to services.

**f. Child Care:** Support access to affordable childcare in Whitman County, with special consideration for rural and small communities. This includes adequate public and private funding, providing incentives to increase capacities, greater flexibility in rules of eligibility and support of adequate-provider compensation.

**g. Elder Care:** Support basic services for the elderly, without consideration of their economic status, to avoid impoverishment in Whitman County.

**h. Education and job training:** Support improvement of education in Whitman County, including county-wide efforts to increase high school graduation rates. We also support efforts to encourage more students to take post-secondary training -- vocational, academic, professional and artistic. The League supports a Community College presence in Whitman County.

**i. Health Care:** Support measures to provide access to and the availability of affordable health care in Whitman County. This should include, but not be limited to, medical, behavioral health, and dental care, especially for residents living in poverty or having inadequate health insurance.



## *OBSERVER CORPS – US, WA, and PULLMAN*

This is what the U.S. League of Women Voters says about the importance of an Observer Corps at the local League level.

Basic to having effective League activity in a community is to understand how the local government works. A local League observer is the eyes and ears of the League, learning how government works and about issues that are or may become items for local study and action. Consistent League presence at these meetings can add to the League's visibility and credibility. The Open Meetings Law ensures "the right of all citizens to have advance notice of and to attend all meetings of public bodies at which any business affecting the public is discussed or acted upon... Consistent with this purpose, the general requirement of the law is that "all meetings of public bodies shall be open to the public at all times.

The League maintains observers at meetings of various local governmental bodies to listen, learn and make factual reports of the proceedings. The League's reputation as a civic monitor has been earned by the Observer Corps of the local Leagues.

Observers do not speak or participate in the meeting being observed. Observers are the eyes and ears of the League, but are never the Voice of the League.

## *PUBLIC RELATIONS – WA*

Voters Service and results of League studies and League action are conveyed to the public via the printed and electronic media. Press conferences, public service announcements and programs on radio/television, educational material in the form of brochures and pamphlets, statements given to governmental bodies, speakers bureaus-and beyond this, the members' enthusiasm as they build community respect for League opinion; meeting friends, fellow employees, potential contributors-all are a part of the plans and techniques to promote the League's purpose.

## *MEMBERS – PULLMAN*

The League of Women Voters of Pullman is associated with the League of Women Voters of Washington and the League of Women Voters of the U.S. You automatically become a member of the state and national Leagues when you join the League of Women Voters of Pullman. As a member you may:

- Elect officers and directors
- Attend Board of the Whole meetings
- Volunteer for resource committees
- Attend general meetings
- Volunteer for service committees
- Participate in Program selection on all League levels
- Help make the voice of the League heard

The League structure is designed to give members every chance to voice their views. Because League is a grassroots organization, every member is encouraged to become a member of a study or action committee. This is the key to League success.

## JOINING THE PULLMAN LEAGUE

People join the League of Women Voters for many reasons-- voter service, studies, education, public forums. What is your passion? Come to any meeting to meet the members and find out what the League of Women Voters of Pullman is doing.

Yearly Dues: **2021/2022**  
Single membership \$65  
Household Membership (2 people) \$90  
Student and lifetime membership \$0  
Sponsorships available

Send your: **name, address, phone number, email address** and a check for your dues to:  
League of Women Voters of Pullman  
P.O. Box 366  
Pullman, WA 99163

Or use the PayPal link on this website to pay online.

## MEETINGS

### LWV-PULLMAN

- General educational meetings are open to the public and are typically held September through May on the first Thursday at 7 pm, featuring a guest speaker/panel.
- In January each year a meeting is held to discuss National Program Planning in even years or State and Local Program Planning in odd years. In this meeting we are looking at the positions of the League at that level and considering if they need updating or if something is seriously missing that needs to be studied. We can also consider broad plans for initiating action on current positions. It is from the resulting suggestions that new studies and updates originate.
- An Annual Business Meeting occurs in May – Members elect officers, adopt a budget, set the dues, and approve changes to the Position Statements and/or Bylaws.
- An Annual Planning Meeting occurs in June/July which establishes topics for General and Brown Bag meetings on issues.
- A Back to League/Membership Meeting is held in September for membership recruitment and orientation.
- Monthly 'Board of the Whole' meetings are held the 4<sup>th</sup> Tuesday of each month, 11 – 1:00 pm.
- Brown Bag meetings are held at noon-1 pm on the third Tuesday of each month. Local issues are presented and discussed.

**LWV-WA – State Meetings:** Rotate around the state and local leagues may indicate interest to host these meetings.

- Council – Every even year. Workshops, training, networking, roll-call of local leagues, speakers.
- Convention – Every odd year. Business as well as workshops, training, networking, roll-call of leagues, speakers.
- Action Workshops – Currently four sites across state, each year. Local leagues may request to host.

**LWV-US – National Meetings:** Usually in June; rotate across the country but held in Washington, DC every 4<sup>th</sup> year.

- Council – For State League President and one additional member. Odd years.
- Convention – Delegates of local leagues based on # of members. Even years.

### *LEAGUE LINGO – US, WA, PULLMAN*

- ACTION...the means used for stimulating interest in giving information and urging support of League positions: press conferences, lobbying, letters, etc.
- BOARD...The Board of the Whole: elected officials and all members.
- BRIEFING...meeting at which the resources committee briefs non-committee members.
- CALL TO ACTION...request from a Board for specific action on a program item.
- CAUCUS...small meetings held after scheduled activities, on single topic intended to inform and garner support for an issue or political activity.
- CONCURRENCE...agreeing with another League or Leagues' consensus.
- CONSENSUS...substantial agreement of the members developed through study and discussion.
- ILO...Inter-League Organization; a group of local Leagues who have joined to study and act on joint problems.
- ITEM/ISSUE...any specific topic on the list of program; local, state or national.
- LEGISLATIVE DAY...LWV day in Olympia - lobbying opportunity for all members.
- LWV of Pullman...the League of Women Voters Pullman chapter
- LWVUS...the League of Women Voters of the United States
- LWVWA...the League of Women Voters of Washington
- MAL...Member-at-Large; a member who resides outside the area of a local League, and receives state and national publications.
- MELD...Membership, Education, Leadership, Development
- NGO...Any non-profit, voluntary citizen's group organized on a local, national or international level.
- NONPARTISAN...describes the League's political policy of neither supporting nor opposing political parties or candidates.
- PLENARY...meeting intended for all attendees at a conference.
- PMP...Per Member Payment; portion of member's dues which goes to support LWVUS and LWVWA.
- POSITION/STAND...body of opinion expressed in the consensus upon which action can be taken.
- PROGRAM... League adopts an issue, studies it, and acts on it.
- TRY..."They Represent You". Each local League publishes a directory of public officials in their districts.
- TMIL – "This Month in League" newsletter from the state
- UNIT/COMMITTEE...small discussion group which meets regularly to discuss and act upon League program.
- VOTER...newsletter issued by local and state Leagues in print or electronic format.
- WORKSHOP...small group (under 20) intended for training and practice by attendees.

## PUBLICATIONS

The LWV-**US** and LWV-**WA** have a large and growing list of educational publications on local, state and national issues. Highly respected, League publications are the result of thorough research.

**Legislative Newsletter** - A weekly update from the state on key issues in the legislature, including Action Alerts for upcoming votes and information on current activity on major bills.

**TRY** (*They Represent You*) - A directory of city and county elected and appointed officials and governmental Councils, Boards, Commissions, Advisory Boards and Committees, published by the League of Women Voters of Pullman biennially.

**TMIL** – This Month in League – A WA state members-only newsletter related to League management, events, and other goings-on is published the third Friday of each month.

**The VOTER** is a newsletter published by the state on the first Friday each month. In Pullman it is published several times a year and distributed to the membership, our website, and the Community Update.

## RESOURCES

### National

<https://www.lwv.org/> – a public webpage

<https://www.lwv.org/league-management> – for league members, a management site

#### Publications:

- *The League Basics*- <https://www.lwv.org/sites/default/files/2018-07/league-basics.pdf>  
Contains essential policy and organizational information applicable to every local and state League.
- *Voters Service and Citizens Information* - <https://www.lwv.org/league-management/voting-rights-tools/voters-service-and-citizens-information>
- *Observing Your Government in Action, A Resource Guide* for Observer Corps  
<https://www.lwv.org/league-management/other-issues-tools/observing-your-government-action>

### Washington State

Website: <https://lwvwa.org/>

### League of Women Voters of Pullman

Website: <http://lwvpullman.org/>

# BYLAWS of the LEAGUE of WOMEN VOTERS of PULLMAN

Revised and approved at the Annual Meeting of **May 6, 2021**

## ARTICLE I

Sec. 1. The name of this organization shall be the League of Women Voters of Pullman (LWVP). This local League is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Washington (LWVWA).

## ARTICLE II – Purposes and Policies

Sec. 1. Purposes: The purposes of the League of Women Voters of Pullman shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. Policies:

- a. Political Policy. The League shall not support or oppose any political party or candidate.
- b. Diversity, Equity & Inclusion Policy. The League is fully committed to ensure compliance – in principle and in practice with LWVUS’ Diversity, Equity, and Inclusion Policy.

## ARTICLE III – Membership

Sec. 1. Eligibility: Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Sec. 2. Types of Membership:

- a. 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) those who live within 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 the payment of dues;
  - (4) those who are students are defined as individuals enrolled either as full or part time with an accredited institution.
- b. Associate Members. All others who join the League shall be associate members.

## ARTICLE IV -- Governance

Sec. 1. Manner of Selection and Terms of Office: The Pullman League shall be governed by the Elected Officers and Members acting as a Board of the Whole. The officers shall be elected at the annual meeting for terms of one year.

Sec. 2. Qualifications: No person shall be elected or appointed or continue to serve as an officer of this organization who is not a voting member of the League of Women Voters of Pullman.

Sec. 3. Vacancies: Any vacancy in an elected office by reason of resignation, death, or disqualification shall be filled by an appointee chosen by the remaining officers and concurred by a majority vote of the Board of the Whole at the next regular meeting to serve the remainder of the term.

Sec. 4. Powers and Duties: The elected officers shall have charge of the property of the Pullman League but any changes in the status of said property shall require a vote of the Board of the Whole. The day-to-day business of the Pullman League shall be conducted by the officers and those individual members assigned to specific duties. All business requiring a vote will be brought before the Board of the Whole at a regularly scheduled meeting.

Sec. 5. Meetings: There shall be at least nine regularly scheduled meetings annually. The President, Vice President or a Co-President may call additional meetings. In addition, a special meeting may be called upon written request of five members stating the purpose of the meeting and notification of all members prior to such meeting.

#### **ARTICLE V – Officers**

Sec. 1. Officers: The officers of the League of Women Voters of Pullman shall be two or three executive officers, a Secretary and a Treasurer. The executive officers may be two Co-Presidents, a President and Vice President, or an Executive Committee of three with duties divided or rotated as they determine. The officers shall be elected for a one-year term by the general membership at the annual meeting. They will take office immediately.

a. Executive officers: The President will have the usual powers of supervision and management pertaining to the office of president. The Vice President will lead the organization when the President is not available and will assist the President. In the case of Co-Presidents, the two shall divide the duties of the president between themselves following each election. The division of duties of each shall then be submitted for vote of approval at the following regular meeting. Each shall have the usual powers of supervision and management as may pertain to the office of president and perform such other duties as may be designated by a vote of the membership. A current or past officer should be designated to sign, endorse checks, drafts or notes in the absence or disability of the Treasurer.

b. Secretary: The Secretary shall keep minutes of all meetings of the League, shall notify all officers of their election, and shall sign, with an Executive Officer all contracts and other instruments when so authorized by the Board of the Whole and shall perform such other functions as may pertain to the office.

c. Treasurer: The Treasurer shall collect and receive all moneys due, shall be the custodian of these moneys, shall deposit them in a bank designated by the Board of the Whole, and shall disburse the same only upon order of the Board of the Whole. The Treasurer shall present statements at regular meetings and an annual report to the Annual Meeting. The Treasurer shall also keep the membership records or work with a membership chairperson to keep these records.

#### **ARTICLE VI – Financial Administration**

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Pullman shall commence on the first day of July each year.

Sec. 2. Dues:

a. Annual dues, as set at the annual meeting, shall be payable by the last day of September each year. Any changes in the dues structure shall take effect on September 1 following the annual meeting. Any member who fails to pay dues by January 1 of the current membership year after they

become payable shall be dropped from the membership rolls. A person who becomes a member after March 1 and before September 1 will pay one half of the annual dues for that current program year.

b. Dues for two-member households will be equivalent to one regular membership plus approximately one-half the annual dues.

c. Students and life members will be exempt from paying dues.

Sec. 3. Budget: A budget for the ensuing year shall be submitted by the Budget Committee, consisting of at least three members, at least two months prior to the Annual Meeting and shall be sent to all members 2 weeks before the Annual Meeting. The Treasurer shall not be eligible to serve as chairperson of the Budget Committee.

### **ARTICLE VII – Meetings**

Sec. 1. Meetings: The time, place and content of meetings shall be determined by the Board of the Whole. Meetings may be held in-person or virtually.

Sec. 2. Annual Meeting: An Annual Meeting shall be held between April 1 and June 30, the exact date to be set by the Board of the Whole. The Annual Meeting shall:

- a. elect officers and members of the Nominating Committee
- b. adopt an adequate budget
- c. set the dues if a change is proposed
- d. vote on any changes proposed to the Bylaws
- e. in odd years, adopt a local program for the ensuing biennium
- f. transact such other business as may properly come before it.

Sec. 3. Quorum: One quarter of the paid membership as of January 1 shall constitute a quorum at the Annual Meeting. Five (5) members shall constitute a quorum at all other meetings.

### **ARTICLE VIII – Nominations and Elections**

Sec. 1. Nominating Committee: The Nominating Committee shall consist of 2-3 members. Suggestions for nominations may be sent to this Committee by any voting member.

Sec. 2. Report of Nominating Committee and Nominations from the Floor: The report of the Nominating Committee of its nominations for Officers shall be sent to all members two weeks before the date of the Annual Meeting and be presented at the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member with the consent of the nominee.

Sec. 3. Elections: The election shall be by ballot, provided 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**

Sec. 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.

Sec. 2. Program: The program of the League of Women Voters of Pullman shall consist of:

- a. action to protect the right to vote of every citizen and
- b. those governmental issues chosen for concerted action and study

Sec. 3. The Annual Meeting: The Annual Meeting shall act upon the program using the following procedures:

a. The Board of the Whole shall consider the recommendations sent in by the voting members two months prior to the Annual Meeting and shall formulate a proposed program in odd-numbered years for a two-year period.

b. The proposed program shall be sent to all members 2 weeks before the Annual Meeting in odd-numbered years.

c. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of the subjects in the proposed program as presented to the Annual Meeting by the Board of the Whole.

d. Recommendations for program submitted by voting members two months prior to the Annual Meeting in any year but not recommended prior to the meeting 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.

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 regular meeting at which the change is to be discussed and

(2) final action by the membership is taken at a succeeding meeting.

Sec. 4. Member Action: Members may act in the name of the League of Women Voters only when authorized to do so by an Executive Officer, Board of the Whole or appropriate State or National Board.

#### **ARTICLE X – National Convention, State Convention and Council**

Sec. 1. National Convention: The Board of the Whole 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 Pullman under the provisions of the Bylaws of the LWVUS.

Sec. 2. State Convention: The Board of the Whole 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 of Women Voters of Pullman the provisions of the Bylaws of the LWVWA.

Sec. 3. State Council: The Board of the Whole at a meeting before the date on which the names of the delegates must be sent to that Council shall select delegates to that Council in the number allotted the League of Women Voters of Pullman under the provisions of the LWVWA.

#### **ARTICLE XI – Parliamentary Authority**

Sec. 1. Parliamentary Authority: The rules contained in Roberts Rules of Order Revised shall govern the organization in all cases to which they are applicable in which they are not inconsistent with these Bylaws.

#### **ARTICLE XII – Amendments**

Sec. 1. Amendments: These Bylaws may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting, provided the amendments were submitted to the membership in writing at least 2 weeks in advance of the meeting.