League of Women Voters of Minnesota Records

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Version 3
August 20, 2018

THE LEAGUE
OF WOMEN VOTERS

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

TO: LWVMN Board Members

FROM: Sally Sawyer, Executive Director

RE: HOW TO USE THE LWVMN OFFICE

DATE: June 29, 1989

Your state office staff takes a great deal of pride in you and in the League of Women Voters of Minnesota and LWVMNEF. We are here to serve you and to help you do the best job you can for this organization. We can do a better job for you with our resources if you help us by digesting the following information and observing suggested procedures.

Office: LWVMN, -EF are located on the second floor of the MN Women's Building at the above address. The phone number is 612/224-5445. Office hours are betwen 8:30 a.m. and 4:30 p.m., Monday through Friday.

Parking: Six parking spaces are assigned to LWV in the asphalt lot across Charles Street. Four of these spaces are allocated to President and staff; two are for "drop-in" parking: these spaces require parking tags which are available from the Executive Director upon request. There are two short-term parking spaces behind the building (maximum two hours). There is all day street parking on Como between 9 and 4, one and two hour street parking on Rice and Charles and ramp parking at Park and Charles.

Staff Members: Sally Sawyer, Executive Director, full time Judy Burton
Rose Krauser, Staff Secretary, full time
Peggy Thompson, Field Service Secretary, Meetings Coordinator, Action Clerk
MN Women's Bldg. Conference Room Coordinator: Mon., Tues., Thurs., Fri., 9 a.m. - 2 p.m., flexible
Shirley Ungar, LWVMN Bookeepper, part-time, Tuesday, Thursday, 10-4:30 as needed
Georgeann Hall, LWVMNEF Bookkeeper, part-time
~~Jessie Merrell~~, clerk-typist, on call
Celeste Leire

Note: LWVMN is in the process of hiring a development/PR staff person. Questions re fundraising, development, should be referred to Kay Erickson, Development Chair, or Sally Sawyer; PR to Karlynn Fronek, PR Chair or Sally Sawyer.

Scheduling Work in the Office: The degree to which we can plan ahead directly affects our efficiency and our financial solvency. When we know your plans in advance we can plan the most cost effective method of carrying out your project(s) and we can often avoid bringing in on-call staffers to handle the workload. Please follow these procedures:

1. Route all requests for office work through the executive director. Remember there are around twenty of you and you each have your own list of priorities. The executive director looks at the total workload and sets the office work schedule accordingly.

2. Please give executive director advance notice whenever possible (two weeks for a big project) when you have work for the office staff - typing, xeroxing, mailing, planning, editing, writing, facility arrangements, staffing committee meetings. She needs to know who, what, when and how.

You may use the blue planning form enclosed with your Board agenda packet or any color paper you desire as long as you convey the essential information.

3. Observe deadlines for first and third class Board Memo mailings, VOTER articles, Capitol Letter articles, committee work and drafts to be done in the office. It saves everybody time and energy if we don't have to chase things down. Check with executive director immediately if there is going to be a delay - something often can be worked out.

4. When submitting materials to be typed, please provide all the pertinent information: names (legible and spelled correctly), titles, addresses (including zip codes), number of copies, who is to receive copies, names of legislative committees, number of members on committees, bill numbers, etc., etc., etc. Written directions are helpful.

5. Letter, testimony, anything sent to the public in the name of the League of Women Voters must be approved by the president, sometimes another Board member such as the Action Chair, and sometimes the executive director. Please allow enough time for this procedure and follow through with it.

6. If the office is doing work for you, please let the staff know where you can be reached or check in periodically.

Using office facilities: You are most welcome to use the office for committee meetings. Please schedule the time with the executive director and she will put it on the office calendar. (A schedule of meetings and projects in the office will be mailed to Board members periodically.)

There are several meeting spaces available: in our office, the large conference area can accommodate up to 12 people; the development office - 5 people; the President's office - 4 people. In the lower lever of the MWB the small conference room holds up to 16 people and the large meeting room, 30 people at a conference table or 75 auditorium style.

Equipment: Typewriters/Office Supplies: If you need to use a typewriter, check with director or staff secretary to be sure one is available. When you are using tape, staplers, paper punch, paper cutter, pencils, pens, clips or other supplies, please return to where you found them. Small items have a habit of sprouting legs and walking off.

Computers: We have two Honeywell computers (IBM compatible, hard disk) with dot matrix printers and a laser printer. Board members wishing to work with computers need to consult with Rose Krauser for training and Sally Sawyer for scheduling time.

Copying: The office xerox machine is available for League and personal use. The staff will be happy to show you how to use them. If you are making copies for League purposes, please record on the appropriate clipboard, the number of masters (sides) and the number of copies of each master. If you xerox for your personal use, pay the staff secretary or arrange for billing. The cost is 5¢ per copy.

Postage: If you use the postage meter, please ask the staff to show you how to record amount on the postage record.

Phones: When making a long distance phone call from the office, please record it on the (gold) phone log form next to the phone.

Answering Machine: If you need to leave a message at the League office outside of office hours, leave it on our answering machine, which we will make every effort to remember to turn on!

Office Files: It takes a little time to learn the filing system. Again the staff would be happy to help you. Following is a general guide:
Master of current materials are filed by activity (i.e. Action, Budget, Citizen Information) in vertical file drawers behind Rose Krauser's desk.
Current lists/information: Local League Board, national Board, state Board, public officals, state agencies, etc. are located by or on the staff secretary's desk. Precinct finders and LWVMN membership roster are found at desk in Production Room and on the "loft" level of the office near the Field Service Secretary.
Executive Director's Files: Include Board Memos and enclosures for the past several years, Board, Convention and Council minutes, Board agendas, copies of all publications in recent years, state and national VOTERS, financial and organizational files, and mailings from LWVUS.
Development/Public Relations Files: Located in the loft. They include copies of news releases and background, media contacts, corporate and foundation contacts, grant proposals and projects by subject, state League projects, local League accounts and projects.
Program Files are in the President's office and include files on state and national program items and copies of testimony, correspondence, position statements.
Action Files include Capitol Letter, Action Committee minutes, legislative interviews and are located near the Field Service/Action Clerk in the loft.
Bookkeepers Files are located in the loft at the MN and EF bookkeepers' stations. In addition to the current fiscal year, financial records are kept for both organizations for five previous fiscal years.
Field Service Files are located by the Field Service Secretary's desk (loft); there is a file for each local League and LWVMN Convention and Council files.

Publications/video Library: Small inventories of current League pubs are kept in the state office. The bulk of our inventories is in storage at the LWV-St. Paul office. Our audio-visual library is in boxes in the loft. We are planning to build a storage cabinet in the production room, when funding becomes available.

Coffee, tea or pop: Assorted beverages are available in the production room refrigerator; there is a $.50 charge for pop. There is also a vending machine with assorted soft drinks in the lower level kitchen - $.55 per can.

Food! Restaurants in the area provide delicious and reasonable take-out or sit-down meals; we favor the Lagoon (Vietnamese) and Mr. Taco (Mexican). Burger King, McDonalds and White Castle are also close by.

Volunteer Work Space: There are any number of spaces available in the office for volunteers to work. Call Sally if you want to reserve space. A work counter in the loft with chairs and phone, was specially designed for volunteers!

Whenever you have any questions about office procedure, equipment, facilities, or jargon, don't hesitate to ask one of us for help - that's what we're here for!

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

GENERAL INFORMATION FOR STATE BOARD MEMBERS

State Board members are chosen for their willingness, their effectiveness and initiative in determining policy and helping with overall League responsibilities, especially as a generator of ongoing leadership, and for their ability to handle their own portfolio. The Board of Directors of the League of Women Voters of Minnesota approves, modifies or rejects plans, policies and programs initiated by Board committees or suggested by off-Board members, and then delegates responsibility for implementation to the Board members and/or committees or staff concerned.

State Board members concentrate on planning activities for all LWVMN members, rather than for their own local League or their own fields of special interest. Every member of the Board has specific responsibilities but the Board works as a team, and every Board member is responsible for full Board decisions. Every member of the state Board is also a member of the LWVMN Education Fund Board.

Be Informed: Read IN LEAGUE - Guidelines for League Boards - Total Board Responsiblity Section.

Board Materials: Each Board member needs certain tools. You should have the current state and national Programs, Budgets, Bylaws, Publications Catalogs as well as materials and correspondence relating to your specific portfolio. These should be given to your successor at the end of your term. Please throw away material which is no longer pertinent.

You will receive copies of all material sent out by the state and national offices. Additional tools or materials may be ordered through the state office. Sometimes when we have only one copy of an interesting publication, we will mark it for attention of certain Board members. Please indicate that you have read through the material by checking off your name and then pass the material on to the next person or return it to the office for filing.

Files: It is very valuable to the LWVMN and to your successor to have a record of all the work you have done. A log of activities covering the issues you have addressed and the action taken is a necessary part of your file. Keep Board Memos, Board minutes, VOTERS and Program materials.

State Board Meetings: There will be eight Board Meetings for the 1989-90 year. See OUTLOOK calendar for dates and times. They are usually held at the MN Women's Building in the lower level large conference room at 550 Rice Street. There is on-street all day parking between 9 a.m. and 4 p.m. on Como Avenue, one and two hour parking on Charles Street and Rice Street and ramp parking at Charles and Park.

Ten days to two weeks before the meeting you will receive a Request for Time form to use if you have a matter you wish to present to the Board for their information, for discussion or for action. Any action items must include a written formal motion. An agenda including these requests is sent to you the week before the meeting. The advance mailing enables every Board member to review the materials beforhand and expedites the Board meeting. Bring the previous month's minutes to Board meeting for possible corrections; extensive corrections should be presented in writing.

LWVMN and LWVMNEF Board meetings start promptly and Board members are expected to stay until the agenda is completed. Bring your lunch unless the agenda indicates otherwise. Beverages are available at the office. Please call or write the president or the office if you must be absent from a Board meeting. Three consecutive absences without a valid reason constitute a resignation.

LWVMNEF Responsibilities: The League of Women Voters of Minnesota Education Fund, Inc. (LWVMNEF) Board of Directors meets to set policies for EF, to consider approval of state and local League projects for tax deductible funding through the EF, and to consider additional activities that may be carried out through the EF. In addition, there is an Annual Meeting of the LWVMNEF, held at the same time as one of the regular Board meetings. The LWVMNEF purchases all administrative and fiscal services from LWVMN, so operational matters are considered by the LWVMN Board.

Many LWV projects and activities are carried out through the LWVMNEF. Those project budgets are in the LWVMNEF budget; you will use EF vouchers for expenses related to those projects; and there is separate letterhead for correspondence related to those projects.

In order to approve projects in a timely manner, most proposals for both state and local League projects are submitted to a five-member "preliminary review committee" of the LWVMNEF Board. The five members vary with each proposed project. It is important to review and return promptly the project proposals that are sent to you so that the local (or state) League may begin the project. All projects are eventually submitted to the full LWVMNEF Board for approval.

Many written materials of LWVMNEF are copeis on pink paper to distinguish them from LWVMN materials.

The Why and How of the State Board Memo: The Board Memo will be mailed following a State Board meeting first class to each local League president. The Board Memo is an opportunity for "counterparts" to communicate; it should contain all information on your program or job area that the local League Board members needs to carry out his/her job. That information may involve: action opportunities at the Legislature or elsewhere, notices of meetings or conferences, publications or sources of information, the plans of what you will do for the local League, what you will need from local Leagues, and perhaps an alert to look for something coming in the third class mailing.

In addition we will send enclosures by third class mail to each local League president following each Board Memo mailing. It is a bulk mailing of materials which the president can then distribute to the appropriate people. A second (single sided) Board Memo will be sent to be cut up and distributed.

Board Memo material should be brief, in a readable and legible form and in the office before you leave the office the day of the Board meeting. Material for the third class mailing should also be turned in immediately following the Board meeting.

The Executive Director compiles and does some editing of the Board Memo material; the president reviews and approves it before it is typed and run. Because the production of the Memo is time-consuming, it it very important that deadlines be observed. Local League presidents look for their state communications as soon as possible after the state Board meeting; we want that information to be timely.

MN VOTER: The MN VOTER is our only direct every-member publication. Keep this in mind when writing articles. Also remember that the VOTER is published only four times a year. Content of the VOTER is total Board responsibility and Board members asked to write articles should do so promptly. Because space is limited in the VOTER, articles may have to be shortened. Deadlines are included in the OUTLOOK and announced in reminder memos sent about two weeks before the deadline.

Communications/Mailings: Every state Board member receives the Board Memo and enclosures, duplicate presidents mailings from LWVUS, copies of testimony and League publications.

There is a folder for every Board member on the front counter. Be sure to check yours when you are in the office. Executive Director mails important items in folders to Board members every Friday. Remember that this is an effective way to communicate with other Boarders.

Fiscal Responsibilities: The amount of money in the current budget in your budget category will cover committee expenses and/or outside fees and conferences. Keep a record of the expenses - travel, sitter, meals, parking, lodging, phone - you incur and fill in an expense voucher form (green - MN); (pink - EF) each month, asking for necessary reimbursement of expenses. You can expect reimbusement quarterly. If it is important for you to receive reimbursement sooner, let the Executive Director know. Expenses for your other activites such as attendance at Board meetings, lobbying, work on grant projects, service to local Leagues are covered by other budget categories.

Staff support (typing, xeroxing, staff time, mailing, phoning) is assigned to each budget category. In order to watch those dollars you must take note of the Operating Expenses in the monthly Treasurer's Reports. You must be prepared to plan ahead (as far as possible) for use of staff; consult the Executive Director for the most effective way of carrying out your plans.

Treasurer's Reports are issued monthly. Please study these; they will be discussed at state Board meetings. Executive Director, Treasurer or Bookkeeper will be happy to answer any questions you might have.

Committees: Each Board member serves on standing committees to share ideas, talents and experiences. These committees give you a chance to learn and practice many aspects of your job - advising, planning, evaluating, determining a position from consensus, reading resource materials, helping prepare discussion outlines. Committees accomplish four major objectives:

- they increase member participation on the state level;
- they train future state leaders;
- they help local Leagues, through their representatives on these committees, to understand League activities and needs on the state level;
- they save precious Board time.

Committee plans must be presented to the state Board for approval and may be modified or rejected. Implementation of plans is the responsibility of the chair and committee. Names and telephone numbers of the committee should be on file in the state office. The president is ex-officio member of all committees except the Nominating Committee and usually attends committee meetings. Clear meetings times with the office so they may be listed on the calendar. Send minutes of committee meetings to all Board members. Committee members may submit expense vouchers. (Vouchers are supplied by the office and allowable expenses are explained.

Correspondence: Date everything you write - month, day and year. Include full names of person writing and receiving each letter and the name of the local League. Use state League letterhead, with the approval of the executive director, and make copies for the office files and for your own files; or material may be sent to the office for typing, duplication and distribution. The national Board sends a copy of correspondence with local Leagues to the state president.

Field Service: "Alone I can be strong; together we can be invincible" is a motto for our state Board to ponder as we work to fulfill our charge for the health and welfare of the Minnesota local Leagues. Building an effective statewide network to carry out League goals requires careful planning, constant caring and sharing, the full range of management skills. It is an endlessly challenging job, yet one that offers enormous potential for personal satisfaction.

Teamwork begins at the top with every state Board member's commitment to contribute to the local League "Health care" package. Service to local Leagues, supported by other Board members, membership, treasurer, public relations and development, takes the lead but help and counsel of all Board members, particularly Program chairs, is also vital. Local Leagues will often call on you for assistance in program areas. As program at all levels of LWV becomes more complex, coordination of both study and action becomes even more necessary. Visits and telephone conversations should be written up with an original for your own file and a copy for the Field Service (FS) chair to read and pass on the FS staff person. If you cannot answer a local League question, call FS director or president. When you give advice verbally, write a memo confirming the advice which can serve as a reference if additional questions arise in the future. Please alert the FS chair and Regional Rep if you are able to visit (in person) local Leagues. "Face-to-face" is still the best contact of all. If questions involve action outside of the local League's area, be sure the Action chair is consulted and see LWVMN policies for guidelines on permission for local League action at the state level.

Public Relations: Our success is enhanced by good public relations. PR is more than a flood of press releases. PR is doing good and letting everybody know about it in any way possible. A positive, enthusiastic state Board member in contact with other League members and the general public can do more for LWV effectiveness than any amount of PR. Discuss your plans with PR director to assess impact on PR.

Time for Action: The president is responsible for the offical response to national "Time for Action," but it is the portfolio chair who drafts the response. All Board members receive this information and should follow through when the request is for general support.

When you think constituent suppport is needed for pending state legislation, first ask the Action chair and president for approval. See "Time for Action" format for information to include in Action Alert to local Leagues.. A limited Time for Action can be used when only a few legislators need to be contacted, and local League leaders can be contacted by telephone if time is limited and the issue is of great importance.

Master Calendar: To avoid conflicts in scheduling state office meetings, we keep a master calendar in the state office. The office and the president should know when you plan a meeting and when you will be out of town.

Publications: State Program publications must be reviewed before printing by an editor and by two reading committees, on-Board and off-Board "experts" and the president.

LWVMN Education Fund, 550 Rice Street, St. Paul, MN 55103 - October, 1988

LWVMNEF EXPENSE VOUCHER

Name _____ Date _____

Address _____
Street City Zip

Budget Category Inc #	Budget Category Exp #	Date	Travel (1)	Sitter (2)	Meals (3)	Room (4)	Other (5)	Describe

TOTAL EXPENDITURES $_____

I WILL CONTRIBUTE _____

BALANCE TO BE REIMBURSED _____

I would like to be reimbursed:
as soon as possible _____
quarterly _____
(check one)

1. Travel - car (15¢ per mi.); train, air bus, parking - actual cost.

2. Baby Sitting - $1.00 per hour
3. $9.00 per diem
4. Lodging (actual cost is reimbursed)
5. List here postage, phone calls, supplies, etc.

(See reverse side for additional instructions.)

For official League function, League pays actual cost.

(For office use only: Pd. _____, 19____ Check # _____

Reimbursement of Board Members expenses (LWVMN Policies, April, 1984)

Board members must submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members will be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at 15¢ per mile (January, 1983, Board meeting).

INSTRUCTIONS FOR FILLING OUT VOUCHERS:

This expense voucher form is an attempt to make the bookeeper's job a little easier and insure that the expenses are accurately charged to the proper budget categories. If, after reading these instructions, you are still unclear or unsure, please see either the executive director or the bookkeeper. They would be glad to help you.

1. Fill in your name as you want it to appear on the check. Give complete address including zip code.

2. Budget Category - such as Board, education study, action, etc. If you are not sure, give a few details in description section to help us establish the proper category.

3. Attach all bills and receipts when possible.

4. The box on this page is to help identify with reasonable accuracy the large number of volunteer hours that our members give to LWVMN.

I have contributed the following volunteer hours:

Action _____

Program _____

Board _____

Administration _____

Other _____

LOCAL LWV MEMBER(S) AND AREAS OF EXPERTISE WHO IMPRESSED ME THIS MONTH:

LWVMN GENERAL FUND EXPENSE VOUCHER

Name _____ Date _____

Address _____
Street City Zip

Budget Category	Date	Travel (1)	Sitter (2)	Meals (3)	Room (4)	Other (5)	Describe

TOTAL EXPENDITURES $_____

I WILL CONTRIBUTE _____

BALANCE TO BE REIMBURSED _____

I would like to be reimbursed:
as soon as possible _____
quarterly _____
(check one)

1. Travel - car (15¢ per mi.); train, air, bus, parking: actual cost.
2. Baby Sitting - $1.00 per hour
3. $9.00 per diem
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Action _____

Program _____

Board _____

Administration _____

Other _____

LOCAL LWV MEMBER(S) AND AREAS OF EXPERTISE WHO IMPRESSED ME THIS MONTH:

1987

Sally - please return to me ↑ BEVERLY McCUMBER

11-21

Beverly,

Enclosed are some mental ramblings, some from the hour-long talk Jane and I had on the ride home from the board meeting last week, some from undigested bits of mustard, I suppose. Anyway, they are presented rather stream of consciousness. If there's any morsel which gives rise to a truly good idea, have at it!

The underlying theme is that of turning LWVMN's attention from being a State Organization to a "Statewide Organization." Shifting the emphasis from studies and action eminating from St. Paul for LLs around the state to facilitating LL studies and action and translating those grassroot efforts into necessary statewide education and action. ★ important role of LWVMN

At the famous bottom line, the only way this kind of shift could be significant, that is, more than just a game of semantics, is to significantly increase funding for enabling LLs from the Takkunen 1% which is probably a low estimate, to something in the 20-25% range. A wild guess but something substantial to underwrite a real shift in emphasis.

I am going to call Jane on Monday the 28th to see if she is going on Tuesday. I am going to Albert Lea Monday night and Red Wing on Wednesday of that week for mental health LWV meetings. I'm not sure what my job demands will be or how to fit them around LWV. So I may or may not appear at Joan's on Tuesday.

Good luck!

Margit

Wow!

11-19

Thinking about LWVMN as a grassroots organization:

- Education and Action: learning about issues from the local level on up on a 4-year cycle

yr. 1: seek funding to help finance local studies; pay local researchers, pay a coordinator of several LLs studying related local issues; LWVMN view LLs study as pilot programs for

yrs. 2-3: adopt state-wide study from related LL studies, using LL members as resource people, giving them statewide experience and training for

yr. 4: action on position derived from statewide study; lobbying at appropriate levels, active education effort beyond LWV, coalition work with other advocates, etc.

-Pros:

Operating on the assumption that interest is most effectively generated at the local level, local studies could arouse interest and membership participation;
State could truly service LLs by raising the first year funds for local consumption, paying for research, coordination, all those toughies at the local level;

Instead of asking for program suggestions from the LL, then organizing and administering it from St. Paul, this would turn LWVMN's attention directly outward to what LL members are interested and willing to WORK on;

convention
Yrs. 1 - 2 - 3 - 4
convention

Could fit into current biennial approach: first biennial convention could adopt statewide program based on several related LL studies; second biennial convention could adopt statewide position, set direction for next year's action and wider education, and offer initial assistance to LLs on grant writing, etc. for yr. 2 (of the biennium; yr. 1 of the 4-yr. study cycle).

Could demonstrate that most statewide issues have local components, if not origins; show LL members that local issues can be as hefty as issues dealt with by the Legislature and in fact, are often heavily influenced by them (education, social services, municipal governance, natural resources, etc., etc.); makes the connection between LL studies and LWVMN studies; generates interest in local issues and educates to the extent that LL members understand need for statewide action; could foster lobbyist abilities, first locally, then the Big Time after they've been bitten by the bug!

-Cons-

Only one statewide study every four years; unresponsive to changes

Funders may not want to underwrite local studies, even if they form a related-study consortium; however, local funders might be more effectively tapped by the LWVMN expertise; and the McKnight Initiative Fund seems to support more decentralized use of their money

During Yr. 1 of cycle LLs may feel LWVMN isn't doing anything "statewide"; LWVMN could maximize information and services that encourage LLs to network, to work regionally (I think one reason regional workshops at Convention and Council are so successful is that LLs finally have an opportunity to talk with one another)

-Voter service:

Offer more technical assistance to LLs for voter registration, particularly outstate, for election hotlines, for visibility during campaigns, for locally generated voter education materials on local candidates;

-CIA:

Perhaps in conjunction with Yrs. 1-4 cycle, run regional CIAs yrs. 1 and 4, with state legislature orientation yrs. 2 and 3 (or 1 & 3, and 2 & 4); more information about lobbying at the municipal and county levels;

- PMP
  - T.A. to LLs about rates, payment schedules, etc.; get like-sized LLs together to brainstorm
  - larger LLs help subsidize smaller LLs?

-Board and Staff:

Perhaps more emphasis on regional rep work with a staff person to oversee coordination of LL exchange of information, studies, action, etc. (I realize Peggy does this, but perhaps more of a presence, a different emphasis at board meetings);

Board could act more as clearinghouse of LL education, action, fundraising, etc., offering technical assistance, coordinating, networking services on studies, voter service, membership; again perceive LWVMN not so much as a "state organization" but a "statewide organization" which, to me, swings the emphasis more toward the individual Leagues around the state working together with the help of the state<wide> board;

Perhaps some board costs could be earmarked to bring LL leaders from a region to St. Paul office every other month to join in regional networking and observing/participating in the statewide board meeting; it could be an Affair, with lunch out, meetings morning and afternoon, theater in the evening (more of that fun mixed with task orientation?!), and overnight with metro League members, a la B&B; LWVMN would pick up the tab, in part to acknowledge their leadership efforts on the local level; a "gracious" statewide organization;

great PR, fun & educational - everyone!

-Vision of LWVMN in 10 years, in 1999, rounded off to 2000:

a grassroots organization with a LL in all 87 counties, operating either as a "pure" League or as the "enabling" foundation of a coalition of education/advocacy organizations, particularly in smaller communities where churches, civic and farm organizations may already be active but single issue or faltering themselves; "enabling Leagues";

a diverse membership with a broader base of support-with-money-for-now members, topped with a narrower but more active layer of members, doing various single jobs, topped with a few well-trained leaders who feel the real support of those active members and those others providing financial support; recruited actively with glitzy materials circulated in highschools and colleges, day care centers, churches, businesses and municipal and county governments

a statewide organization in which a member in Winona has some understanding of local and regional issues in St. Cloud or Moorhead and vice versa; an organization which generates interest and understanding of regional issues which are related at the state level; an organization which doesn't panic over the metro-outstate character of the state but works to foster understanding about common ground and important differences which warrant respect and understanding;

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

Schedule for Board Retreat
July 9-10, 1991
Mount Olivet Retreat Center

packet also included job descriptions

Tuesday, July 9, 1991

2:00 p.m.	Reg Reps/FS/Membership meet
3:00	Check in; refreshments
3:15	Introductions/McKinnell, Flanigan, Borgen
3:45	Team Building I - Personalities/Borgen
4:45	Break
5:30	Dinner
6:30	Team Building II: Education Fund Board Policies and Procedures/Berg, Burton
7:30	EF Board Meeting
8:00	Break
8:15	Team Building III: Conflict Resolution/Flanigan
9:00	Party Time!

Wednesday, July 10th

8:30 a.m.	Breakfast
9:15	Team Building IV: LWVMN Board Policies, Procedures & Norms, Staff/Volsal
10:45-10:~~30~~	LWVMN Board Meeting Reg date
10:30	Break
10:45	State of the League/McKinnell LWVUS Council/Isaac, Flanigan, Borgen 10 min. ea. ~~Mental Health/Flanigan~~ 10 min. Citizenship Curriculum/Borgen 10 min. 75th Anniversary/Erickson 10 min
12:00	Lunch
1:20-2:15 ~~12:45-2:45~~	Pilot Project/Erickson State of the LLs/Erickson/Lyngdal, RRs ~~Field Service/Membership Plans~~
2:15-3:00	Marketing/Blue

Thanks to Borgen, Flanigan, Berg, Erickson/Thompson, Blue, Sawyer

DEBATES '90

League of Women Voters of Minnesota Education Fund
550 Rice Street, Suite 201
St. Paul, MN 55103

YES! I want to be part of the League's proud 70-year tradition of making democracy a process for the people. Please send me my subscription to the all-new LWVMN Voter and my copy of the latest study, "How We Pay for Our Schools: Financing Education in Minnesota."

Phone No. ( ) _____

I'll join at the following membership level:

	INDIVIDUAL	HOUSEHOLD
Supporting	☐ **$35**	☐ **$50**
Contributing	☐ $75	☐ $90
Sustaining	☐ $100	☐ $115
Limited Income	☐ $20	☐ $25

☐ My check is enclosed.

Please charge my account: ☐ VISA ☐ MasterCard

Account No. _____

Signature _____

Expiration Date _____

I would also like to receive the League's most recent information on:

☐ Firearms

☐ Mental Health

☐ Children's Issues

☐ I want to keep up on local issues. Please send my name to the local League of Women Voters in my area.

☐ I would like to join as a Minnesota Member-at-Large. Please do not send my name to the local League in my area.

Make your check payable to the League of Women Voters of Minnesota and return in the enclosed envelope to LWVMN, 550 Rice St., St. Paul, MN 55103. Your dues and gifts to the League of Women Voters of Minnesota support our aggressive and successful lobbying programs and are not tax deductible.

FROM: _____

TO:

Please place stamp here

Make a Difference. Help make government work for all of us.

America has always depended on citizen action. And, in the League of Women Voters, citizen action is what we're all about.

Citizen involvement in government is an American tradition. It has always made a difference — for the better. Citizen action created our nation and has kept it strong for more than 200 years. It shaped the country we live in today and is shaping the future right now.

Become a partner for change with the League of Women Voters.

Cast your vote for membership in the League of Women Voters of the United States.

Take Action on the issues. Have an impact on the critical public policy challenges facing our nation, your state, or your community today.

Have a hand in creating the laws you live by.

Help build a better America.

Become an expert on the issues. Sharpen your skills. Develop new ones.

Help choose the issues the League will address.

You *can* make a difference.

Make a Difference.

Join the League of Women Voters today.

We're shaping the future right now.

PRINTED ON RECYCLED PAPER

019E1

LWV

THE LEAGUE OF WOMEN VOTERS

Make a difference!

LWV

THE LEAGUE OF WOMEN VOTERS

THE LEAGUE OF WOMEN VOT

You can make a difference — in the elections, decisions an will shape your life and our nation's future. We invite you to join Women Voters, a powerful and respected *citizen activist organiza* leader in promoting *participatory democracy* throughout the worl

When *you* speak through the League, lawmakers listen...

Founded 70 years ago by the citizens who led the struggle for women's right to vote, the League today is 100,000 members who are keeping our government accessible and responsive to all Americans.

Without citizen participation, we have no democracy. Our representative system of government depends fully on the empowerment of its citizens. The members of the League direct their volunteer efforts toward encouraging our fellow citizens to participate and vote, and giving them the information they need to vote wisely.

We are political. Lawmakers at every level of government listen to the League. They know we represent you — citizens who vote and who care enough about critical issues to become informed.

We lead the advocacy for issues *you* care about ...

The League is strictly non-partisan and does not support or oppose any candidate or political party. We work independently through America's citizenry for sound, reasonable solutions to today's most pressing policy challenges.

You're probably familiar with our voter registration drives and the candidate debates we sponsor. We may have even helped you to register.

We also work to influence public policy through citizen education and mobilization, on issues of concern to you. Throughout our 70-year history, we've led grassroots movements for:

- universal voter registration and campaign integrity
- the right to privacy in reproductive choice
- civil rights (including the Voting Rights Act)
- clean air and water
- safe and affordable housing and child care (in fact, we first launched this campaign back in the 1920's)
- responsible federal fiscal policies

We consult *you* on the tough decisions ...

The League of Women Voters is the only citizen advocate organization working at the local, state and federal levels to make your voice heard and to keep you informed.

Whenever tough decisions must be made, at any level of government, the League first solicits your opinions on what action you, as a member, want us to take.

We research the issue from all viewpoints, inform our fellow citizens and decision-makers, and mobilize people to exercise their right to vote their opinion and have a say in the complex questions that affect us all.

We help *you* become a force for change ...

The information you receive as a League member will keep you "one step ahead" in making the important decisions you face as an American citizen. You can be informed about the issues that affect your community, your state and the nation.

What's more, membership in the League gives you the opportunity to sharpen your skills in leadership, public relations, lobbying — whatever challenge you choose. You can make invaluable personal and professional contacts among the people who make things happen in your community.

And if you don't have time right now to participate in League activities, you can still be a part of our work. As a member, your support gives us the strength we need to affect decisions made in local and state governments and in Washington, D.C.

ENCLOSED IS MY CHECK FOR:

Please make your check payable to the League of Women Voters and return with this form to:

☐ **Annual Individual Membership** in the League

Dues are $_____ per year.

☐ **Annual Household Membership** in the League

(Two people, who share an address, may join at a savings over the cost of two individual memberships.)

Dues are $_____ per year.

_____

(Name of second household member)

My check totals: $ _____

*$12.00 is allocated to your subscription to The National Voter

*Membership dues or contributions to the League of Women Voters are not deductible as charitable contributions for federal income tax purposes.

A copy of our last financial report may be obtained by writing to: New York State Department of State, Office of Charities Registration, Albany, New York 12231. Or, write the League of Women Voters.

A copy of the official registration and supporting documents may be obtained from the West Virginia Secretary of State, State Capital, West Virginia 25305. Registration does not imply endorsement.

019E1

THE LEAGUE OF WOMEN VOTERS

You can make a difference — in the elections, decisions and events that will shape your life and our nation's future. We invite you to join the League of Women Voters, a powerful and respected *citizen activist organization* and a leader in promoting *participatory democracy* throughout the world.

When *you* speak through the League, lawmakers listen...

Founded 70 years ago by the citizens who led the struggle for women's right to vote, the League today is 100,000 members who are keeping our government accessible and responsive to all Americans.

Without citizen participation, we have no democracy. Our representative system of government depends fully on the empowerment of its citizens. The members of the League direct their volunteer efforts toward encouraging our fellow citizens to participate and vote, and giving them the information they need to vote wisely.

We are political. Lawmakers at every level of government listen to the League. They know we represent you — citizens who vote and who care enough about critical issues to become informed.

We lead the advocacy for issues *you* care about ...

The League is strictly non-partisan and does not support or oppose any candidate or political party. We work independently through America's citizenry for sound, reasonable solutions to today's most pressing policy challenges.

You're probably familiar with our voter registration drives and the candidate debates we sponsor. We may have even helped you to register.

We also work to influence public policy through citizen education and mobilization, on issues of concern to you. Throughout our 70-year history, we've led grassroots movements for:

- universal voter registration and campaign integrity
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- civil rights (including the Voting Rights Act)
- clean air and water
- safe and affordable housing and child care (in fact, we first launched this campaign back in the 1920's)
- responsible federal fiscal policies

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The League of Women Voters is the only citizen advocate organization working at the local, state and federal levels to make your voice heard and to keep you informed.

Whenever tough decisions must be made, at any level of government, the League first solicits your opinions on what action you, as a member, want us to take.

We research the issue from all viewpoints, inform our fellow citizens and decision-makers, and mobilize people to exercise their right to vote their opinion and have a say in the complex questions that affect us all.

We help *you* become a force for change ...

The information you receive as a League member will keep you "one step ahead" in making the important decisions you face as an American citizen. You can be informed about the issues that affect your community, your state and the nation.

What's more, membership in the League gives you the opportunity to sharpen your skills in leadership, public relations, lobbying — whatever challenge you choose. You can make invaluable personal and professional contacts among the people who make things happen in your community.

And if you don't have time right now to participate in League activities, you can still be a part of our work. As a member, your support gives us the strength we need to affect decisions made in local and state governments and in Washington, D.C.

Every new League member *makes a difference* in influencing public policy issues you care about.

When you join the League of Women Voters, *you* will *make a difference* in the decisions made every day that will affect you, your family and your future.

Detach here and seal

Detach and return in enclosed envelope

MEMBERSHIP REGISTRATION FORM

LWV THE LEAGUE OF WOMEN VOTERS

TO:

FROM:

Name _____

Street _____

City _____

State _____ Zip _____

Telephone Number(____) _____

☐ **YES!** I want to **M**ake a Difference!

I want to make a difference in the decisions that affect my life. I know every new member makes the League more effective in influencing public policy on issues I care about. Please sign me up!

(form continued on reverse.)

Firm, committed, right
look at all facts
identify best alternative to
negotiated settlement

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS
Campus at Newark

Center for Negotiation and Conflict Resolution
15 Washington Street • Newark • New Jersey 07102 • 201/648-5048

THE CASE OF THE UGLI ORANGES

ROLE FOR J.W. JONES

You are Dr. J.W. Jones, a biological research scientist employed by a pharmaceutical firm. You have recently developed a synthetic chemical useful for curing and preventing Rudosen. Rudosen is a disease contracted by pregnant women. If not caught in the first four weeks of pregnancy, the disease causes serious brain, eye and ear damage to the unborn child. Recently, there has been an outbreak of Rudosen in your state and several thousand women have contracted the disease. You have found, with volunteer victims, that your recently developed synthetic serum cures Rudosen in its early stages. Unfortunately, the serum is made from the juice of the Ugli orange which is a very rare fruit. only a small quantity (approximately 4000) of these oranges were produced last season. No additional Ugli oranges will be available until next season, which will be too late to cure the present Rudosen victims.

You've demonstrated that your synthetic serum is in no way harmful to pregnant women. Consequently, there are no side effects. The Food and Drug Administration has approved the production and distribution of the serum as a cure for Rudosen.

Unfortunately, the present outbreak was unexpected and your firm had not planned on having the compound serum available for six months. Your firm holds the patent on the synthetic serum and it is expected to be a highly profitable product when it is generally available to the public.

You have recently been informed, on good evidence, that R.H. Cardoza, a South American fruit exporter, is in possession of 3000 Ugli oranges in good condition. If you could obtain the juice of all 3000 you would be able to both cure the present victims and provide sufficient inoculation for the remaining pregnant women in the state. No other state currently has a Rudosen threat.

You have recently been informed that Dr. P.W. Roland is also urgently seeking Ugli oranges and is also aware of Cardoza's possession of the 3000 available. Dr. Roland is employed by a competitor pharmaceutical firm. She/He has been working on biological warfare research for the past several years. There is a great deal of industrial espionage in the pharmaceutical

industry. Over the past several years, Dr. Roland's firm and your firm have sued each other for infringement of patent rights and espionage law violations several times.

You've been authorized by your firm to approach Cardoza to purchase the 3000 Ugli oranges. You have been told she/he will sell them to the highest bidder. Your firm has authorized you to bid as high as $250,000 to obtain the juice of the 3000 available oranges.

Before approaching Cardoza, you have decided to talk with Dr. Roland so that you will not be prevented from purchasing the oranges.

PRINCIPLED NEGOTIATION

- Interest-based (in contrast to positional) bargaining
- Separating people from the problem
- Generating options
- Utilizing objective criteria (to persuade)
- Identifying your best alternative to a negotiated agreement (B.A.T.N.A.)
- Understanding the value of relationships in negotiations

FACTORS ACCOUNTING FOR FAILED NEGOTIATIONS

1. Inadequate preparation (fact gathering and analysis as well as strategic planning)

2. Ineffective communication

3. Emotionalism

4. Different perceptions of alternatives to agreement
   - different information
   - different assessments of the same information

5. Extrinsic factors (linkages to other disputes; preexisting commitments)

6. Constituency pressures

7. Stakes not suited to compromise (e.g., intensely held personal values not to be conceded voluntarily; economic survival threatened)

8. Different attitudes toward risk
   Different attitudes toward desirability of a prompt settlement

9. Lack of comprehensive theory of negotiation

10. No zone of agreement

NEGOTIATION: A GOOD OUTCOME

We walk away, or we reach an agreement that:

1. Is better than our BATNA (Best Alternative To a Negotiated Agreement)

2. Satisfies INTERESTS:

   ours, well
   theirs, acceptably } enough to be durable
   others', tolerably

3. Is an elegant, no-waste solution;
   among the best of many OPTIONS

4. Is LEGITIMATE for all--no one feels taken

5. Includes COMMITMENTS that are well-planned, realistic, and operational

And the process:

6. Is efficient--there is effective COMMUNICATION

7. Helps build the kind of RELATIONSHIP we want

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THE STATE UNIVERSITY OF NEW JERSEY
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Campus at Newark

Center for Negotiation and Conflict Resolution
University Heights · 15 Washington Street · Newark · New Jersey 07102 · 201/648-5048

Functions of a Mediator

A mediator:

(1) enables people in dispute to examine a problem from a variety of viewpoints, assisting in defining basic issues and interests, and looking for mutually satisfactory options;

(2) helps build a reasonable and implementable settlement and questions and challenges parties who have extreme and unrealistic goals;

(3) takes the initiative to move the negotiations forward by procedural, or on occasion, substantive suggestions;

(4) initiates communication or facilitates better communication if the parties are already talking;

(5) helps all parties recognize the right of the other to be involved in negotiations;

(6) provides a procedure and facilitates the negotiation sessions.

A mediator may also educate novice, unskilled, or unprepared negotiators in the bargaining process. He/she may also provide procedural assistance to the parties and link them to outside experts and resources, such as lawyers, technical experts, decision-makers, or additional goods for exchange that may enable them to enlarge acceptable settlement options.

A mediator may also become a scapegoat, taking some of the responsibility or blame for an unpopular decision that the parties are nevertheless willing to accept.

EFFECTIVE STYLES OF MEDIATION

- Facilitating communication (directly and indirectly)
- Providing clarification and insight into the issue/problem
- Helping parties manage important constituencies
- Helping parties explore the disputed issues or problems in private sessions

THE LEAGUE
OF WOMEN VOTERS
MINNESOTA
550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

OUTLOOK 1991-92

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OUTLOOK CALENDAR FOR 1991-92

June, 1991

6 - Focus on Access to Health for Minnesotan, Hamline University, St. Paul
7-8 - LWVMN Convention and workshops, Hamline University, St. Paul
8-11 - LWVUS Council, Washington, DC
15 - First Quarter PMP due to LWVMN
27 - CMAL Board Meeting, LWVMN office
30 - completion of MH II Monitoring Project; MH III (housing) begins

OUTLOOK for 1991-92 to be distributed at LWVMN Convention: one for each local League Board member

July, 1991

1 - National Institute of Mental Health Project start date
4 - Holiday, office closed
9-10 - LWVMN Board Retreat
15 - 5% discounted to LLs paying PMP in full for year
- CMAL Board Meeting, LWVMN office

Organizational meeting for new state study over the summer
Mini mailing to LLs

August, 1991

5 - Action Committee meeting(if needed)
7 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30- p.m., MWB*
13 - BOARD MEMO mailed
15 - Presidents' Mailing
29 - CMAL Board Meeting, LWVMN office

Information re School Curriculum project mailed late this month or in September to ninth grade social studies teachers

*Minnesota Women's Building, 550 Rice Street, St. Paul

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September, 1991

1 - Second Quarter PMP due to LWVMN
6 - VOTER deadline
3-9 - Action Committee, if needed
11 - LWVMN Executive Committee Meeting, if needed
19 - CMAL Quarterly Meeting
26 - CMAL Board Meeting, LWVMN office
27 - VOTER mailed

Health Care Study should be scheduled for October, 1991 through January, 1992 (consensus due 2/10/92)
Precinct Caucus/Presidential Primary Citizen Education Project(s) Planning begins
Annual Appeal/Phonathon - Sept.-Nov. '91

OCTOBER						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

October, 1991

7 - Action Committee, if needed
9 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
15 - BOARD MEMO mailed
17 - Presidents' mailing
23 - UN Rally Day
31 - CMAL Board Meeting, LWVMN office

NOVEMBER						
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24	25	26	27	28	29	30

November, 1991

1 - VOTER deadline
4 - Action Committee Meeting/Intern Training early in month
4-5 - (tentative) Electoral Reform Conference/Focus
13 - LWVMN, -EF Board Meetings
19 - BOARD MEMO mailed
21 - Presidents' Mailing
- CMAL Board Meeting
22 - VOTER mailed
28 - Thanksgiving Day, office closed
29 - office closed (if schedule allows)

Citizens in Action Conference brochure mailed

DECEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December, 1991

1 - Third Quarter PMP due to LWVMN office
11 - LWVMN Executive Committee meeting, if needed
20-26 or 23-27 - office closed for holidays

School Curriculum packet #1 mailed to social studies depts.
Materials to LLs and citizens re precinct caucuses and Presidential Primary

JANUARY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1992

January, 1992

1 - Office closed, New Year's Day
6 - Action Committee
- Legislature Convenes
8 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
14 - Board Memo mailed
15 - Legislative Interviews due
16 - President's Mailing
- CMAL Quarterly Meeting
17 - VOTER deadline
25 - Citizens in Action Conference
30 - CMAL Board Meeting, LWVMN office

Curriculum Packet #2 mailed to Social Studies Depts.
Council Registration Packet mailed

Note: Legislature will convene in January to consider congressional redistricting and will convene in regular session in February.

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

February, 1992

1 - Corrected membership printouts and Annual Membership Report to LWVUS and LWVMN
3 - Action Committee Meeting
- Legislature Convenes in regular session in early Feb.; date to be announced
10 - Health Care Consensus postmark deadline
12 - Executive Committee meeting if needed
14 - VOTER mailed
16-17 - Women Come to the Capitol
27 - CMAL Board

Uniform Precinct Caucus date is pending

MARCH						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March, 1992

1 - 4th Quarter PMP due to LWVMN
2 - Action Committee (meet twice a month during session?)
11 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
13 - VOTER deadline
16 - Board Memo mailed
18 - President's Mailing
19 - CMAL Quarterly Meeting
26 - CMAL Board Meeting
31 - LWVMN, -EF fiscal year ends

Tour?

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April, 1992

1 - Fiscal Year begins for LWVMN, -EF
6 - Action Committee
7 - Presidential Primary
8 - Executive Committee if needed
9 - VOTER mailed
16 - Council, workshops, Focus
17-18- Passover
19 - Easter
30 - CMAL Board Meeting, LWVMN office

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May, 1992

4 - Action Committee
13 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
19 - Board Memo mailed
21 - President's Mailing
- CMAL Annual Meeting
28 - CMAL Board Meeting

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June, 1992

13-17 - LWVUS Convention

GENERAL INFORMATION

Outlook 1991-92

As President, you have received enough copies of *Outlook 1991-92* for all of your Board members. You may order additional copies from the state office at $4.00 each including postage and handling.

Abbreviations

CIA	Citizens in Action (workshop or publication)
CMAL	Council of Metropolitan Area Leagues
DPM	Duplicate President's Mailing
EF	Education Fund, or LWVMNEF or LWVEF (LWVUS Education Fund)
Focus	An educational meeting with speakers on a timely topic
LL(s)	Local League(s)
LWV	League of Women Voters
LWVMN	League of Women Voters of Minnesota
LWVUS	League of Women Voters of the United States
PMP	Per Member Payment paid by LLs to LWVMN or LWVUS

Post Board Mailings and Subscriptions

After every LWVMN Board meeting you will receive a mailing consisting of two parts:
1. *Board Memo* - mailed first class to LL Presidents and subscribers. LL Presidents receive two copies, one of which will have copy on one side only so that it may be cut up and distributed to appropriate portfolio chairs. Your LL is strongly encouraged to order additional complete subscriptions for each LL Board member.
2. *President's Mailing* - mailed third class to LL Presidents. It contains an assortment of materials such as event registration packets, publications, program materials, flyers, etc. and a routing sheet telling you what to do with each piece.

Subscriptions (LWVMN)

Order from the state office. Subscription order form is on the last page of the OUTLOOK.
Board Memo only: $5.00
Duplicate President's Mailing, including Board Memo: $15.00
Capitol Letter: $6.00

State Board Meetings

State Board meetings are open meetings. Dates are on the Calendar. Please feel free to visit at any time. If you have business to bring before the Board, notify the President two weeks in advance, except in an emergency.

Membership/Voter Changes

It is vital that membership changes--new members, transfers, drops or changes of address and/or name--be reported promptly to LWVUS and LWVMN. Use the LWVUS *Voter* Membership Report Form for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered *Voters* are returned to the state office at a charge and possible loss of mailing privileges. New members are discouraged by delays in receiving their newsletters, and relatives of deceased members do not appreciate receiving reminders.

Membership Reports/Roster -- DEADLINE FEBRUARY 1

LWVUS will send local Leagues printouts of their membership rosters in December, 1991. Correct and return one copy to LWVUS and one copy to LWVMN.

Annual Membership Reports are due to LWVUS and LWVMN on **February 1**. The report forms will be sent to LLs by LWVUS. The Annual Report will request the LL's membership count as of January 1, 1992; that *count* will be the basis for computing your LL's per member payment for the 1992-93 fiscal year for LWVUS. The pmp for LWVMN for 1991-92 is based on your January 1, 1991 count.

> • ***It is extremely important that LLs file this report!*** •

Be sure that one person on your Board--the Treasurer, Secretary or Membership Chair--takes responsibility for sending the membership report to LWVUS and LWVMN.

State Office Hours and Staff

Hours:	8:30 a.m. to 4:30 p.m. weekdays	
Address:	550 Rice St. St. Paul, MN 55103	
Telephone:	612/224-5445	
Staff, full time:	Sally Sawyer	Executive Director
	Rose Krauser	Secretary
part time:	Judy Burton	Development/PR Director
	Peggy Thompson	Field Service and Action, home phone, 612/777-1715
	Shirley Ungar	LWVMN Bookkeeper
	Georgeann Hall	LWVMNEF Bookkeeper
	Jessie Merrell	On-call Typist
	Celeste Levie	On-call Bookkeeper, Clerical

Copying Service

LWVMN offers copying service to Local Leagues at the state office using a Xerox 1048 copier.

Cost:	$.06 per copy, 10% discount if LL bill is over $5.00 in a given month
Paper Colors:	white, green, blue, pink, canary, buff, gold or your letterhead if 20# stock
Size:	8 1/2 x 11 or 8 1/2 x 14 (legal)
Sides:	one or both sides
Metro Area LL's:	Call for an appointment to use the copier and do your own copying.

LWVMN and LWVMNEF Publications

Order publications and free publications catalogs from the state office. If publications are mailed, a postage and handling fee is charged.

LWVUS Publications

The state office does not have LWVUS publications for sale. Order from LWVUS, 1730 M Street, N.W., Washington, D.C. 20036.

Presidents receive a President's Mailing automatically from LWVUS which includes all new publications and the League Action Service. A Duplicate President's Mailing (DPM) may be ordered for others at $25.00 from LWVUS. The LWVUS Catalog 1988-89 is purple on grey with a supplementary current leaders resource list on green titled "Getting the Job Done."

LWVMN-EF OFFICERS AND DIRECTORS - 1991-92

OFFICERS

Beverly McKinnell 2124 W. Hoyt Avenue St. Paul, 55108 LWV of St. Paul	612/646-3690 612/224-5445 (w)	President
Kay Erickson 6000 Wyngate Lane Minnetonka, 55343 LWV of MEPH	612/934-2991	1st Vice President Field Service/Membership
Anne Borgen 1811 Pennsylvania Avenue No. Golden Valley, 55427 LWV of Golden Valley	612/545-7076	2nd Vice President Voter Service
Barbara Flanigan 2405 Sheridan Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/374-2892	3rd Vice President Mental Health
Jan Nelson 5105 Lake Ridge Road Edina, 55436 LWV of Edina	612/938-7703	Secretary
Trudy Een Rt. 1, 7 Serendipity Road Cannon Falls, 55009 LWV of Cannon Falls	507/263-4316 507/263-4316 (w)	Treasurer

DIRECTORS

Margit Berg 2112 Newton Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/377-4776 612/291-8434 (w)	Development
Suzanne Blue 1400 W. Sixth Street Red Wing, 55066 LWV of Red Wing	612/388-7506	Marketing
Marcia Brown 1352 - 8th Avenue S.E. Rochester, 55904 LWV of Rochester	507/285-1809 507/284-3080 (short messages)	Regional Rep/Membership
Karlynn Fronek 5805 Long Brake Trail Edina, 55435 LWV of Minneapolis	612/944-5987	Public Relations

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Kathleen Pohlig Rt. 5, Box 148B Alexandria, 56308 LWV of Alexandria	612/~~852-7143~~ 846-1032	Regional Rep/Membership
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Mary Steen 716 St. Olaf Northfield, 55057 LWV of Northfield	507/645-7274 507/663-3492 (until 6/91)	Voter Editor
Joy Tierney 17915 - 20th Avenue No. Plymouth, 55447 LWV of Wayzata/Plymouth	612/473-1681	Development
Karen Young 5195 - 62nd Avenue N.E. Sauk Rapids, 56379 LWV of St. Cloud Area	612/255-8610 612/255-8610 (w)	Regional Rep/Membership

OFF BOARD

Jean Matlock Rt. 1, Box 486 Detroit Lakes, 56501 LWV of Detroit Lakes	218/847-3477	Citizen Information
Roberta Megard 1439 Hythe St. Paul, 55108 LWV of St. Paul	612/646-3827 612/292-7884 (w)	Budget Chair
Mary Santi 5935 Otter Lake Road White Bear Lake, 55110 LWV of White Bear/North Oaks	612/426-5151	Nominating Committee Chair

COUNTERPART COMMUNIQUE
PRESIDENT

Beverly McKinnell 2124 West Hoyt Avenue, St. Paul, MN 55108 612/646-3690

Congratulations! Many of you are just beginning your term as president. This post of League leadership and visibility in your community is an honor and indicates the confidence your fellow members have in your abilities. I hope that you will enjoy the job and learn from it without letting it consume your life.

You may be wondering how you can keep the League from taking over your life during your presidency. Some suggestions have come from former presidents:

- Divide the jobs into small, well-defined pieces and you will have better luck getting people involved.
- No League has to do everything. Only assign Board members to program areas that you want to work on this year.
- Choose a few issues, work hard on them, and gain new members who are interested in those issues. Your members can volunteer to participate in fewer things, ensuring greater active member satisfaction.

Membership is a top priority for League and a responsibility of the *entire* Board. Remember that *anyone* can be a League member, no matter how busy she or he is. Encourage people to see membership in the League as a guilt-free opportunity.

How to use this Outlook

1. You will receive a copy of *Outlook* for each of your Board members. Distribute it and point out its features to them.
2. Use the *Calendar* as you plan your local League calendar, and refer to it often for dates of events, deadlines for responses, etc.
3. *Counterpart Communiques, LWVMN Board list,* and *LL Presidents list* are included for reference. We have covered many program portfolio areas. You will not have someone in each area. Pick and choose--use what applies to your League.

The LWVMN Board encourages you to use LWVUS and LWVMN positions and publications for your local League programs this year. "How to" information is in the counterpart sections. For further help, please remind your Board members to use the LWVMN Board list to contact their counterpart(s).

Call us. *We are here to serve you!* Also call on other LL Presidents for suggestions of what worked for them and to work together.

The best part of my job is getting to know all of you. Please call or write with questions, comments, etc. You can usually reach me at the LWVMN office, 612/224-5445. I look forward to getting to know you and your League better.

Resources

LWVMN:

Outlook
Program for Action
LWV in Action
League-L-Ese
LWVMN Bylaws
Sample Local League Board Agenda and Meeting Minutes
Annual Meeting Planning Guide
How to Use Your LWVMN Education Fund: A Guide for Local Leagues
Tips on Filing
Board Orientation
Policies of LWVMN
A Guide for the Nominating Committee
Guide to Local Program Planning

LWVUS:

LWVUS Board List, address and phone number of LWVUS office
In League (CL #275)
Impact on Issues (CL #386)
Meaningful Meetings (CL #319) - essential for Program Chairs
Simplified Parliamentary Procedures (CL #138)
League Action Service (Report from the Hill and Action Alerts included in mailings to LL Presidents)
Developing Program: Fresh Approaches (CL #369)
Presidents' Packet (mailed in summer)
LWVUS Bylaws (CL #381)

LL:

Board List
Membership Roster
Job Descriptions
Board Policies
Budget
Bylaws
Calendar for the year
Committee List
Program Positions
Expense Vouchers

COUNTERPART COMMUNIQUE
SECRETARY

Janet Nelson 5105 Lake Ridge Road, Edina, MN 55436 612/938-7703

As secretary of your local League, you are responsible for recording the work of your League by taking minutes of all *Board meetings, general membership meetings* at which business is conducted and the *annual meeting.* During meetings you assist the chair in conducting orderly meetings; therefore, a knowledge of parliamentary procedure is needed.

The minutes of League meetings are the historical record of its *decisions, action, participation and performance.* Anyone reading past minutes should be able to get a clear picture of decisions, who was responsible for follow-through and how projects were evaluated. Minutes need not be dull--use your own style.

While you are secretary, you are also a Board member. DO participate in discussions and vote on motions. You should be aware of the total League calendar, especially those dates on which reports are due. You may be asked to write letters and carry on other duties such as notification of changes in Board members and addresses. These are needed to keep mailing lists current. Please note whether a member receives the Board Memo and/or Capitol Letter.

After the annual meeting the outgoing secretary or president sends to LWVMN the annual meeting minutes, adopted budget, Bylaw changes, list of officers and directors, and adopted local program.

Doing the Job

Before meetings . . .
you may be asked to help prepare and/or mail agendas. This is frequently when minutes of the last meeting are also mailed. If you must miss a meeting, *arrange for a substitute.*

At the meetings . . .
arrive early with your supplies: past minutes, extra copies of current minutes and agendas, local Bylaws, a copy of your annual meeting report, pen and paper. Check attendance and verify if a quorum is present.

Reading minutes . . .
is not necessary if they have been mailed to Board members. The president asks for errors or omissions. The minutes are approved, with changes carefully noted in current meeting minutes.

Reports from Board members . . .
should be given to you to file with the minutes. A copy of the Treasurer's statement should be filed with you for inclusion. Copies of consensus reports should be attached to minutes since questions may arise on future action. Ask for clarification of anything you do not understand.

Motions . . .
should be accurately recorded. If a motion is important, long or complicated, have the mover give you a copy of the motion. By reading it back accurately, you will save a lot of confusion. Motions are necessary to accept *minutes, the Treasurer's report, Board appointments, committee assignments;* to change local *policy;* to approve *consensus reports;* and for recommendations for *spending money.*

Write up the minutes . . .

as soon as possible. Record the type of meeting, place, date, presiding officer and time the meeting began and ended. For Board meetings, list the names of those present. Use either full name or surnames in the minutes. For easy reference, use headings set in capitals on the left side of the page. Use the agenda as an outline for your minutes. If an issue came up several times, you may pull all the information together in one place. Sign the minutes.

Send a copy . . .

to LWVMN *as soon as possible* (within one week of the meeting). The president should read the minutes before they are copied and sent out.

Resources

LWVMN: *Sample LL Board Agenda and Meeting Minutes*

LWVUS: *Simplified Parliamentary Procedures* (CL #138)

LL: Bylaws

COUNTERPART COMMUNIQUE
TREASURER

Trudell Een 7 Skyline Drive, Cannon Falls, MN 55009 507/263-4316

Per Member Payments (PMP)

The per member payment for the support of the 1991-92 LWVMN Budget is $18.00. It is based on your League's membership as of January 1, 1991. Household members (two members living at the same address) are charged $9.00 each.

Due dates for quarterly payments for PMPs to LWVMN are:

June 15, 1991
September 1, 1991
December 1, 1991
March 1, 1992

If your League wishes to pay the entire PMP by July 15, 1991, the amount due will be discounted by 5%. Your League may also choose to contribute the 5% discount to LWVMN. When a League pays in full as early as possible, it helps the cash flow problems at the state office during the summer months.

PMPs are paid separately to LWVMN and LWVUS. Your job is to insure that your League's PMPs are paid on time. The national League sends your League a payment schedule for LWVUS PMPs. The state League will mail a quarterly statement to you, the treasurer. If you have any difficulties with LWVUS or LWVMN pmp payments contact the LWVMN office immediately. We can help you. If you have any questions, please call or write me.

Vouchers

Encourage members to turn in vouchers for gas, child care, meals, etc., even if they do not want to be reimbursed. You will get a clearer picture of the cost of running your League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

Membership List Deadlines

Monthly	All drops, transfers, and new members to LWVMN & LWVUS
December, 1991	LWVUS sends local League printouts of their membership rosters for correction
February 1, 1992	Corrected membership print-out and membership count to LWVUS and LWVMN

Sales Tax

File sales tax forms when required. The general rule is that LLs pay sales tax on publications purchased by them for distribution or resale. Tax is paid on the final sale price. LWVMN maintains a file of local League sales tax numbers in the state office.

Resources

LWVUS: *Ledger-de-Main for Local League Treasurers* (CL #248)
Each local League Treasurer must have a copy.

COUNTERPART COMMUNIQUE
FIELD SERVICE

Kay Erickson 6000 Wyngate Lane, Minnetonka, MN 55345 612/934-2991

The Field Service Team is made up of the Field Service Chair and Regional Representatives. (Local League assignments are yet to be made.) All are LWVMN Board members. We are here to help local Leagues and we try to contact each League by telephone at least twice during the year. We do not have all of the answers, we just pass on what has worked in one League to another League. Request a visit from a member of the Field Service Team or any LWVMN Board member for a particular problem, Board training, calendar planning, discussion facilitator, annual meeting or other meeting speaker, candidates meeting moderator, or just to touch base. Call us - we are here to serve you.

Bulletins/Minutes

Send one bulletin to your Regional Representative. (League assignments are yet to be made.)
Send one bulletin and your Board minutes to the LWVMN office.
We *do* read them!

Board Orientation/Calendar Planning

We urge you to avail yourselves of a Board orientation and/or calendar planning session led by a LWVMN Board member. Planning and learning to work together as a group in the beginning of your League year can make your job easier throughout your term.

State Convention

State Convention will be held at Hamline University in St. Paul, June 6, 7, 8, 1991. There will be opportunities to participate in workshops and meet with other LL delegates and state Board members.

Resources

The following are for all Board members. See Counterpart sections for specific portfolio references.

LWVMN: *Outlook*

LWVUS: *In League* (CL #275)
Simplified Parliamentary Procedures (CL #138)

LL: Board List
Job Description
Board Policies
Budget
Bylaws
Calendar
Committee list
Program Positions
Expense vouchers

COUNTERPART COMMUNIQUE
MEMBERSHIP

Kay Erickson 6000 Wyngate Lane Minnetonka, MN 55345 612/934-2991

Virtually everything the League does or tries to do depends upon a healthy membership. If you have not already done so, please find and read the Membership Chair's Handbook. Every LL should have one. It cannot be emphasized strongly enough that *if you do what's in the handbook, your membership will grow.*

Membership is a year-round effort, but don't feel overwhelmed. This job is not yours alone. Start soon to build your support system through the Board, a membership committee and your entire membership. "Each one reach one" is an effective strategy, year after year.

Five Membership Strategies

1. *Plug the dike.* If your League is losing members, formulate ways to stop the "outgo." It is much easier to meet the needs of current members than to find new people to replace them.

2. *Round up the strays.* Up to 40% of former members surveyed believed they still belonged! Be sure you ask former members, then ask them again.

3. *Bring your friends.* More than 90% of members surveyed were brought to League by a friend and stay because of friendships that develop. Every member needs to be reminded to give you names of friends and acquaintances so that they can be invited to join.

4. *Help a teacher.* League information is a treasure trove to teachers interested in government, social policy, international issues, ecology, acid rain, recycling, etc. Help them out and then ask the big question--"Won't you join?"

5. *Do a favor for your community.* If your community has a need, fill it! Make your League needed. Be an organization your community can't live without. Your membership and bank balance will prosper.

10 Steps to Membership Growth

1. *Set a goal.* If you have been losing members, perhaps your goal will be to stay even; if you're even, perhaps a 5-10% growth. Set a realistic goal and GO FOR IT!

2. *Find prospective members.* Every one of your members has friends. They are your most likely prospects. You may also reach out to include special groups--students, seniors, local corporation employees, etc. But first, do what you do best--bring your friends.

3. *Plan exciting recruitment events.* Break the mold, change the location. Perhaps find a location pertinent to your local study topic--a courtroom, a jail, a day-care facility, a waste site. Make it informal, friendly and, above all, enthusiastic.

4. *Follow up on prospects.* Major marketers say that most people need to be asked at least three times before making a commitment. Don't stop at <u>one</u> contact. Lots of <u>personal contact</u> is essential!

5. *Orientation.* Let them know what they joined. De-mystify the workings and jargon of League so that new members will be comfortable and in-the-know.

6. *Survey member interests.* Survey all members to find out their needs, interests, and time commitment. Then try to do something of interest to them during the year.

7. *Retention.* For all members you are the rejoining connection. Pay particular attention to those who have belonged less than two years or who have attended no meetings for the past year. Be sure you don't lose them by omission (see steps 4 and 6).

8. *Exit interviews.* Follow up on those who really do intend to leave. Thank them for their past support and ask them for their opinions on the strengths and weaknesses of the organization. Encourage honesty by offering anonymity. This information can be very helpful to your Board in evaluating your entire organization.

9. *Evaluation.* Learn from the exit interviews. Reassess your goal and with the help of your committee and Board, plan the following year.

10. *Enjoy yourself.* If you are enthusiastic, others will be also. If you get down, don't hesitate to write or call. If you don't understand the guide, write or call. If you feel elated about something terrific, write or call! If you don't know where to turn, CALL! *We can never afford to be complacent about membership.*

Resources

LWVMN: *League on the Grow: A Handbook for Membership Chairs*
League of Women Voters of Rochester Membership Guide

COUNTERPART COMMUNIQUE
NOMINATING COMMITTEE

Mary Santi 5935 Otter Lake Road, White Bear Lake, MN 55110 612/426-5151

Local League Nominating Committee

The Nominating Committee is an important League committee which, ideally, should function on a year-round basis, filling vacancies as they occur and identifying future League leaders. Beginning in September, the committee should develop a timeline which will assure adequate time to identify positions to be filled and to develop a good list of prospects. The committee should be familiar with Board responsibilities. It is helpful if the committee members visit Board meetings and represent all units.

League Board positions provide excellent opportunities for people to build leadership skills, develop resumes, explore potential career options or just become more proficient in the "how-tos" of getting things done. Use "opportunity" as a frame of reference instead of "filling slots." The nominating process will become more exciting and challenging for nominee and nominator alike!

LWVMN Nominating Committee

The LWVMN Nominating Committee is always looking for candidates for service on the State Board. Please submit your candidates/prospects/suggestions to me at home or in care of the LWVMN office.

The Nominating Committee also determines the recipients of the Hope Washburn Award bestowed annually on an individual for outstanding service to the League of Women Voters of Minnesota, and the Peggy Thompson Award, presented annually to an individual for outstanding service to a local League. Any member (or group) can nominate any other for these two prestigious awards. Look for the nomination form in the President's Mailing late fall or early winter.

Resources

LWVMN: *A Guide for the Nominating Committee*
Helpful in developing a timetable and performing this most important service.

LWVUS: *The Nominating Committee*

In League, pp. 55-57.

LEADERSHIP DEVELOPMENT

Marcia Brown *1352 S.E. 8th Avenue, Rochester, MN 55904* *507/285-1809*

When your League members give at least two hours of their time a month serving on the Board or on League committees, they deserve to have care and time given to their personal growth. Leadership development skills are not born in people but come to them via training and experiences. Trained, skilled members accomplish League Board tasks in more timely, thoughtful, creative, and personally rewarding ways. Serving on a Board or committee becomes a meaningful, not dreaded-but-necessary, experience.

Your League can access personal skill-training experiences in several ways:

1. Set aside 20-30 minutes at your Board meeting twice a year to...

   a) Invite a League Leadership trainer to put your board through one or two leadership experiences. Call the State Office (612/224-5445). They will have a trainer contact you to tailor the leadership experiences to the needs of your members.

   b) Use the Leadership Training Manual yourself, or assign a member to select leadership experiences (call the Manual editor, Candy Takkunen, 612/445-4218) or Marcia Brown (507/285-1809) with your questions or for advice or help in matching Manual experiences to your members' needs.) It's a grey notebook. Call the League office immediately if you can't find your copy.

2. Devise an evaluation strategy twice a year (for Board members, committee members, or all active League members). In writing or discussion, you might ask: "What questions continue to tug at our minds at each League meeting?" What skills would best address these questions?"...

   a) Review or appreciation of Personality Styles?
   b) Review or understanding of Communication Skills?
   c) Review or exploration of of Conflict Resolution Techniques?
   d) Review, understanding, and possible changes of Meeting Policies and Procedures?
   e) Review or appreciation of group dynamics/process?

Assess the responses. Then select, or assign someone to select one or two experiences from the LWVMN Leadership Manual, published April, 1990. Give your League members a growth experience...a leadership development experience. We are never too old for personal review and growth.

Candy Takkunen and Marcia Brown are only a phone call away to help you with questions about appropriate experience selections from the LWVMN Leadership Manual; any other questions; or to arrange for a leadership trainer to come to your meeting. Leadership skill experiences can also be scheduled for a League's monthly program meeting.

Your League members will prosper personally,...and so will the functioning of your Board, committees, and possibly, your community,...as you send skilled Leaguers out to community boards, commissions, committees, and elected office. If a few League members become familiar with and experienced at using the many exercises in the LWVMN Leadership Manual, your League could become known as the group to turn to, in your community, for offering courses, instructors, or practical help in leadership development of people of all ages.

COUNTERPART COMMUNIQUE
FINANCE/DEVELOPMENT

Margit Berg *2112 Newton Ave. S., Minneapolis, MN 55405* *612/377-4776*
Joy Tierney *17915 20th Ave. N., Plymouth, MN 55447* *612/473-1681*

I. Financial Planning for Your League Year

Finance Campaign

An annual finance campaign is a must for all Leagues. The campaign brings you visibility in your community as well as raising money for your League activities. That community presence will reap benefits in membership and public relations in addition to adding dollars to your bank account. *Those dollars will allow you to do more for your community.* Remember, you get a greater dollar return for less time and effort in a finance campaign than in any other kind of fundraising.

Steps to a Successful Finance Campaign

1. Get an enthusiastic Finance Chair.
2. Emphasize total Board support of the campaign.
3. Get a Finance committee.
4. Set a goal and a deadline to wrap up the campaign.
5. Research and target prospective donors.
6. Begin with the most likely prospects - your Board, members, former and present donors, and those with League contacts.
7. Send a letter to donors and prospects requesting a specific dollar amount.
8. Train your volunteer solicitors.
9. Make phone and in-person follow-up calls.
10. Thank all donors and solicitors.
11. Recognize all donors and solicitors.
12. Throughout the year, keep donors informed of League through your bulletin, meeting announcements and/or publications of interest to that donor.
13. Congratulate yourselves on your success!

Tips for a Successful Fundraiser

1. Research and plan a fundraiser that will appeal to your members to work on and support. Be sure that you have total Board support.
2. Be sure that it will appeal to your constituency (whoever is to attend, pay, etc.).
3. Keep your expenses low to keep risk of loss low.
4. Be sure that the dollar return will be worth the time and effort expended by members.
5. Organize! If selling tickets, you will need ticket sellers. Tickets do not sell themselves.
6. Don't forget the FUN in fundraiser.

The LWVMN Education Fund: Why and How to Use It

Tax deductible dollars to the Education Fund are generally easier to raise than regular contributions to your League. Those dollars will enable your League to do any Voter Service or Citizen Information project in your community.

To qualify to use Ed Fund money your project must be:

- Objective and factual, not involve League positions
- Educational
- Designed to serve the public
- Approved by the LWVMNEF prior to starting the project

Examples of Education Fund Projects

- Know Your Community/Local Government and Community Services Booklet
- Local Citizens in Action Publication
- Local Election Hotline/Voters Guide/Candidates Meetings
- Voter Reimbursement for percentage devoted to education
- Placemats for restaurants, posters, yard signs to get out the vote
- Town Meetings/Public Meetings

LWVMNEF Sharing Policy with Local Leagues

25% of individual gifts of $50 and above are deposited in the local League education fund account when donors ask that they be shared with the local League. 10% of unrestricted corporate and foundation gifts are deposited in the education fund of local Leagues where the corporation or foundation is located.

How to Use the Education Fund

1. The revised booklet, "How to Use Your LWVMN Education Fund: A Guide for Local Leagues" has been sent to all LL presidents. It comes with application forms.
2. You can continue to use the LWVUS Education Fund as well as the LWVMN one.
3. Call or write Kay Erickson for help, advice or consultation. You may also call Judy Burton, Development staff person, in the state office.

II. IRS Rules Regarding Non-deductibility of Contributions

Any solicitation for contributions not going to the Education Fund must contain a conspicuous and easily recognizable statement that contributions to the organization are not tax deductible. This includes contributions, membership dues, gifts,voluntary assessments, stock, securities, property or voluntary services. In soliciting these funds you must state their non-deductibility clearly and in a place where it will be noticed by the recipient.

Wording on solicitations to businesses can be slightly different because a business may choose to deduct a contribution as an ordinary and necessary business expense, e.g., public relations.

Sample wording for solicitations to businesses might be:
"Contributions to the LWV of _____ are not deductible as charitable contributions for tax purposes but may be deductible as an ordinary and necessary business expense."

Sample wording for solicitations to individuals might be:
"Contributions to the LWV of _____ (or dues for membership in the LWV of _____) are not deductible as charitable contributions for tax purposes."

Sample wording from a recent LWVUS solicitation:
"Contributions to The League of Women Voters of the United States are used in aggressive and effective lobbying and are not tax-deductible."

III. IRS Rules on Deductibility of Payments by Patrons of Fundraising Events

Local Leagues can use fundraising events to solicit deductible gifts for the Education Fund if they follow certain soliciting and receipting practices:

- To be tax deductible, a payment must be an outright gift without tangible compensation. When a person buys an item, no gift has been made because the payment is the purchase price. To qualify as a gift, it must be shown that the payment exceeds the fair market value of whatever is received and that amount may be deducted.

- An admission price is not tax deductible because the payment is not considered a gift. If the price is intended to be in part a gift and in part the purchase price of admission, you must state how much is fair market value and how much is a gift. This must appear on the solicitation and on any ticket or receipt.

- Where the event is reasonably comparable to events for which there are established charges for admission, such as theatrical or athletic performances, the established charges should be treated as fixing the fair market value of the admission. If the amount paid is the same as the standard admission charge, there is no deductible contribution.

- The amount of a payment exceeding the value of an event or article received is tax deductible. Even if the event and/or articles are donated they cannot be deducted if the rate charged equals their fair market value. If the price is higher than the fair market value, and this is made clear, then the difference is tax deductible.

- To claim a deduction, the donor must be able to show a gift was made in excess of the fair market value of the goods or services received. The charity must disclose fair market value for each item and include it in a brochure or catalog if one is printed.

- The price of a raffle ticket is not deductible, and the prizes are subject to income tax.

IV. Soliciting Contributions from Candidates

Minnesota law generally prohibits a religious, charitable or educational organization from soliciting a contribution from a candidate or committee. It does not apply to certain business advertisements or regular payments by a candidate to an organization to which s/he was a member or contributor for more than six months before candidacy.

Resources

LWVMN:
How to Use Your LWVMN Education Fund: A Guide for Local Leagues

LWVUS:
Dollars and Sense: The Art of Raising Money (CL #494)

State and Local League Grant Service Guidelines (CL #348)

Corporate Fundraising (CL #305)

COUNTERPART COMMUNIQUE
BUDGET

Bobbi Megard *1439 Hythe St., St. Paul, MN 55108* *612/646-3827*

The budget is an important part of League planning. In order to reach the objectives in study and action so vital to League, planning for covering the expenses is needed. An indispensable aid to local League budget chairs is the LWVUS publication, "The Art of Budget Building." This gives the job description, timeline and LL budget planning form which clearly spells out your job responsibilities and facilitates your work.

The following is a suggested budget planning guide. Adapt this plan to meet the needs of your own League. Be sure to check your Bylaws for deadlines.

Calendar

Summer: Board appoints budget chair and committee. Bylaws suggest at least two months before the annual meeting as a minimum.

Fall: Committee reviews "The Art of Budget Building" and existing LL budget. Visit Board and unit meetings to listen to the members and Board on ideas and concerns about the budget.

Winter: Committee studies state and national proposed budgets and meets to put ideas together and develop cost estimates. Committee proposes budget and presents to Board. Board approves or revises.

Spring: (or one month before annual meetings): Present proposed budget and explanation in bulletin. Plan presentation to Annual Meeting. Chair presents budget at Annual Meeting. Membership revises and/or adopts. Print adopted budget in bulletin or member handbook. Send copy to LWVMN and LWVUS.

The state League budget committee welcomes input and assistance from all LL members and encourages any comments to be sent to the state budget chair at the LWVMN office.

Resources

LWVUS: *The Art of Budget Building* (#268)

COUNTERPART COMMUNIQUE
PUBLIC RELATIONS/MARKETING

Karlynn Fronek 5805 Long Brake Trail, Edina, MN 55439 612/944-5987

As Public Relations Chair, you make an important link between your local League and your community. Telling everyone what is happening in your League should pay off in greater attendance at League programs, more and better contributions to your finance drive, an easier time finding new members and a sympathetic ear when you are having an action campaign. League has very high recognition and credibility with people; it's your job to keep it going.

Planning Your Year

Develop your public relations plan starting with your local League calendar. Decide what League events you will publicize during the year (unit meetings, general meetings, finance campaigns, new positions). Work your way backwards from the newspaper's deadlines to know when you have to have information from the Board members who are planning your events.

Public Relations ties in beautifully with marketing. When your League is promoting a product or the League itself, people are more willing to listen to you and buy in if they know who you are.

Press Releases

Your main vehicle for PR is the *press release.* Send the press release out about one week before the event and follow up with a phone call to the appropriate reporter. Write a separate one about each thing you are doing. When the need is there, you can add letters to the editor, photos, personal visits and phone calls. Editors can't print what you don't give them, so give them lots of information. They can always not use it or save it for another story.

To whom do you send all this information? Most certainly to your local newspaper editor. Also, daily papers, radio, commercial and cable television stations that cover your area. You could include the Chamber of Commerce and other local organizations that send newsletters to their members.

Public Relations Award

A Public Relations Award is presented at Convention to the local League that does the best job of publicity over two years. Start the year with a scrapbook and fill it up. Look for an official entry form in January, 1993.

Resources

LWVMN: *Media Resource Guide*

Published by the Foundation for American Communications and the Gannett Foundation. Copies are available to LLs upon request from the LWVMN office. It is a great resource for handling your public relations job.

COUNTERPART COMMUNIQUE
BULLETIN

Mary Steen 716 St. Olaf, Northfield, MN 55057 507/645-7274

Congratulations on being your League's Bulletin Editor. This is a job for a person who likes to know about everything that's going on. It's up to you to get that current information about your League's activities to your members and other readers of your bulletin.

Organization and Layout

To make your bulletin the best it can be, sit down and look through the last several issues. Ask yourself some questions:

Are they neat, easy to follow and read?
Do they have good headlines that focus attention on what's most important in the article?
Is the most important material highlighted in some way?

Every issue should include the names of president, editor and membership chair and their telephone numbers. Your League name and the date should appear on every page. For ease of reference, these should be in a good permanent location along with the following:

President's column
Calendar of events
Information on upcoming unit and general meetings
Membership information
Board meeting summary
Action information
Opportunities for volunteering

Distribution

Send two copies of your bulletin to:

LWVUS, 1730 M Street N.W., Washington, D.C. 20036.

Send one copy to:

Check the 1991-92 President's Packet at the end of the summer for Minnesota's LWVUS liaison.

LWVMN, 550 Rice Street, St. Paul, MN 55103

Mary Steen, LWVMN Voter Editor, 716 St. Olaf, Northfield, MN 55057. This copy is used to collect news for the "Bulletin Board" section of the MN *Voter* and to select the best bulletins for awards at State Convention.

Your regional representative on the LWVMN Board. Watch the BOARD MEMO this summer for your assigned Representative.

The president and/or bulletin editor of each LL in your exchange group listed below. LL Presidents' names and addresses will be sent to local Leagues mid-summer. Feel free to establish exchanges with other Leagues in your county or legislative district or with other Leagues of your size.

Exchange Groups

- Bloomington, Richfield, Eastern Carver County, Scott County, South Tonka, Westonka, Northern Dakota County, Minnetonka/Eden Prairie/Hopkins
- Rock County, Worthington, Jackson Area, Mankato Area, St. Peter, New Ulm, Marshall, Willmar
- St. Louis Park, Golden Valley, Crystal/NewHope/East Plymouth, Robbinsdale, Wayzata/Plymouth, Edina, Brooklyn Center
- Austin, Rochester, Red Wing, Northfield, Owatonna, Freeborn County, Cannon Falls
- Minneapolis, St. Paul, Duluth
- Bemidji, Cass Lake/Walker, Grand Rapids, Hibbing, Detroit Lakes, Alexandria, Moorhead, Wilkin County
- St. Cloud Area, Anoka/Blaine/Coon Rapids, Buffalo/Monticello, Brooklyn Park/Osseo/Maple Grove, Fridley, St. Anthony
- New Brighton, Arden Hills/Shoreview, White Bear Lake/North Oaks, Mahtomedi Area, Roseville, Woodbury/Cottage Grove, St. Croix Valley

Resources

A bulletin checklist was used at the Convention '89 bulletin workshop. If you didn't get one, ask for it from the state office. It will help you be your own critic as well as your own publisher.

COUNTERPART COMMUNIQUE

ACTION

Jane McWilliams *901 W. 1st St., Northfield, MN 55057* *507/645-8423*
Susan Simmonds *3900 Xerxes Ave. S., Minneapolis, MN 55410* *612/925-0405*

The role of the Action Chair varies from League to League, but it is crucial to the success of our grassroots involvement at all levels of government. You may want to form an action committee which includes program chairs, the president, the public relations chair and other members. In a small League, the Board might serve as Action Committee. If you need support or advice, please call me at any time.

How to Take Action

1. *National Action*

   LWVUS periodically mails Action Alerts. It is important to respond as soon as possible with letters to Congresspersons, newspaper editors, and a message in your bulletin to members. When members of Congress get letters from constituents, they take notice. A phoned Action Alert from Washington means a vote is imminent and your Congressperson is a critical vote. Immediate response is necessary.

2. *State Action*

   LWVMN also produces written Action Alerts which require a quick response. Sufficient information is usually contained in the Alert. The name and phone number of a lobbyist is included, should you have questions or need more information. To prepare yourself and your committee subscribe to: the Capitol Letter which provides background on priority state issues early in the legislative session as well as tracking legislation being followed by League lobbyists and interns. If key legislators need to receive calls, local presidents and/or action chairs will be called by a LWVMN lobbyist. *Again, prompt response is crucial.*

3. *Local Action*

   You may act on the local level using local, state or national positions and LWV principles. Check with state Program Chairs for ideas and support. Check with LWVMN before taking action at the state level if LWVMN has not called for the action. LLs may take action at the state level under local positions if the legislation or policy is not statewide in scope and every affected LL is notified of the proposed action; and the LL has received permission from LWVMN. Build leadership and an information base by having LWV observers at City Council, School Board and other elected and appointed body meetings.

4. *Getting the Word Out*

   - Establish a telephone tree early in the year.
   - Encourage members to subscribe to the Capitol Letter.
   - Prepare members with names, addresses and telephone numbers of local, state and national offices.
   - Use printed postcards to notify members if time permits and background material is needed.
   - Write a monthly action column in your bulletin, drawing from local, state and national issues.
   - Large Leagues should have an action person for each unit to request or report action.
   - Provide your program chairs with *Program for Action* and *Impact on Issues.*
   - Identify members (or potential members) who have a special interest or knowledge of an issue. They can be responsible for action in that area.

1991-92 Action Events

Legislative Interview

Depending on when the 1992 sessions begins, you will receive a legislative interview packet in early fall, 1991. We have tried to schedule these when it is convenient for you and your legislators and also useful to our lobbyists. Deadline for responses to LWVMN office is set for January 15, 1992. Use the format that suits your community (cable TV, luncheon, public meeting, meeting in home, etc.). In addition to giving your LWV local visibility, these interviews are valuable resources for LWVMN lobbyists.

Citizens in Action Conference

All-day workshop open to LWV members and public (scheduled for January 25, 1992). Focuses on legislative lobbying. Watch for fall announcement.

Women Come to the Capitol

A chance to meet with women from many groups and learn the status of issues of concern to women, along with the opportunity to visit your legislators. Scheduled for February 16 and 17, 1992 with dinner and speaker on Sunday and all day at the Capitol on Monday.

Legislative Internships

Watch for fall announcement of this program. Members may apply for internships which will begin in late fall and extend through legislative session.

Legislative Lobbyists/Observers

Be involved at the state legislature as lobbyist or observer. Openings are available in all program areas. LWVMN provides training and orientation. Call LWVMN office for information.

Resources

LWVMN:

Citizens in Action, $6.00. Everything you need to know to lobby, prepare testimony and write effective action letters. Includes a directory of legislators, MN Executive Branch and summary of legislative process.

Program for Action, $4.00. Summary of State League positions and background.

LWVUS:

Action. #161, $1.50. A complete action handbook.
In League, pp 38-42. (#275) Background information on action.
LWVUS Spotmaster. Weekend updated information on congressional action, 202/296-0218.
Impact on Issues, 1990-92. #386, $5.00. A summary of national League positions.

Minnesota Legislature Briefly. Senate Publications Office, Rm. G95, State Office Building, St. Paul, MN 55155. Weekly update on Senate activities, committee schedule. Available by mail during legislative session. Free to Minnesota residents. Call to be on mailing list.

Session Weekly. House Public Information Office, 175 State Office Building, St. Paul, MN 55155. Weekly update on House activities, committee meetings and bill introductions. Free to Minnesota residents. Call to be on mailing list.

COUNTERPART COMMUNIQUE
EDUCATION

Jane McWilliams 901 W. 1st St., Northfield, MN 55057 507/645-8423

National

LWVUS priorities for the 102nd Congress do not include education issues.

State

This is the first year of our new consensus and we will evaluate the new Omnibus Education Bill based on our positions. (See new school finance position on following page.) Lobbyists will monitor developments during the Interim, as well as observe the State Board of Education. As a member of the Minnesota Coalition for Organizations for Sex Equity in Education, we will continue our efforts to assure gender balance in the schools.

Local

Whether or not your League has a local education position or study, there are several ways you can be active and influential on the local scene:

1. Ask about your school district's plan for a Multi-cultural/Gender Fair Disability Sensitive Curriculum. Offer to nominate League members for the committee appointed to develop the plan.

2. Monitor the balance between activities for boys and girls - has your district slipped back from the Title IX goals?

3. Evaluate how the 1991 Omnibus Education Bill will affect your district (copies of the summary will be available soon after the session). As for a meeting with the committee that organized your League's recent State Finance Study meeting with your Superintendent and/or business manager to talk about the coming biennium. Update your members via your newsletter.

4. Is your district likely to hold an excess levy referendum? Your board may decide to weigh the impact of an excess levy on the district tax payers against the impact of the additonal funds on programs for the kids in your district and take action on the issue.

5. Have you distributed copies of *Facts and Issues I & II* to your superintendent, the school and public libraries, legislators, and other interested people in your community?

6. What is the status of the comparable worth program in your district?

Financing Education Position

(adopted by LWVMN Board of Directors, May 9, 1991)

LWVMN Position: All Minnesota children should have equal access to a good public education. State funding for public education should be at a level that makes programs of comparable substance and quality available to all. A student's access to a good public education should not depend on the wealth of his or her school district. (1991)

Details

Support of:

--the concept of the foundation formula program (general education revenue). Any revisions in the current school finance law should support:

•provision of adequate funding to meet the real cost of education (1983); until the State of Minnesota can ensure consistent and adequate funding of education throughout the state, the LWVMN supports the continuation of local excess referendum levies to raise additional money form property taxes. (1991)
•state funding of the following cost differences between students-pupil unit weighting, poverty, special education for various handicapping conditions, gifted, and language differences (ESL and LEP). (1991)
•state funding of the following cost differences between school districts - sparsity, training and experience, desegregation and transportation. (1991)
•using the income tax as the mainstay of school funding (1983);
•encouragement of financial efficiencies (1983);
•requiring school districts to raise money from property taxes for building construction and debt service with local bond referendum levies. Such expenditures must be approved by the State Department of Education. (1991)
•allowing local districts to raise a limited amount of additional funds for supplemntal programs through local levies, to maintain local choice and ensure local accountability (1983);
•the gradual phasing out of supplemental revenue. (1991)
•reorganization of school districts with extremely low enrollments (1983);
•maintaining most social and recreational services now offered at schools but seeking alternative funding sources for many (1983).

Opposition to:

•continuation of the current Minnesota private school tuition tax deduction. (1983).
•state funding of cost of liveing differences between districts. (1991)

Resources

Facts and Issues: How We Pay for Our Schools? Financing Eduaction in Minnesota, LWVMNEF, August 1990

Facts and Issues: How Should We Pay for Our Schools! Financing Education in Minnesota, LWVMNEF, January 1991

Metropolitan Desegregation: A Study of Proposals for Integrating Schools of the Metropolitan Twin Cities of Minnesota; Council of Metropolitan Area League of Women Voters, January 1991

Financing Education in Minnesota, 1989-90
Each year the House Ways and Means Committee prepares an easy to understand booklet for legislators on school finance. Contact Bill Marx, 361 State Office Building, St. Paul, 55155.

Education Update
Published eight times a year by the Department of Education. Distributed to public schools and education agencies. Contains a variety of articles concerning Department activities. Check with your school district office to obtain copies.

Fine Print: A Careful Look at School Reform
A newsletter published by Joe Nathan. Nathan reviews books, summarizes research and polls, and champions open enrollment in this brief publication which comes out four times a year for $10. Fine Print, 1852 Pinehurst, St. Paul, MN 55116.

Phi Delta Kappan
Articles on educational research, service, leadership, issues trends. Monthly except July and August. $20 per year. PDK, Eighth and Union, P.O. Box 789, Bloomington, IN 47402.

Citizen's League Report: "Remaking the Minnesota Miracle: Facing New Fiscal Realities," Citizen's League, October 8, 1990.

1991 LWVUS Position on Financing Education (enclosed)

For state and national LWVpositions:

LWVMN: *Program for Action* for 1990-91

LWVUS: *Impact on Issues* (#386)

COUNTERPART COMMUNIQUE

Carol Isaac 4500 York Avenue S., Minneapolis, MN 55410 612/926-2466

NATIONAL STUDY ON THE DELIVERY AND FINANCING OF HEALTH CARE
IN THE UNITED STATES

June 1991

June 6	Focus-Health Care Access for Minnesotans
June7-8	Health Care Workshops (State Convention) •Meet with delegates to assist them in preparing for national health care consensus process •Distribute packets to delegates (one per local League)
August 1991	Fact Sheets mailed to local Leagues from LWVMN Consensus questions response forms and Leaders Guide, Phase II sent to Leagues
Aug./Sept. 1991	National Voter arrives with Health Care in US information
Sept., Oct., Nov. '91	Local Leagues should schedule a unit or public meeting on topic
December 1991	Health Care *Voter* article
Dec. '91-Jan. '92	Local Leagues should hold consensus meeting
February 10, 1992	Postmark deadlines for Leagues to return consensus forms

COUNTERPART COMMUNIQUE
GOVERNMENT

The LWV Government Program includes national and state positions. It gives local Leagues the opportunity to focus on what interests each League. These positions can also be applied at the local level.

As the government chair, you will need to become familiar with LWV government positions. They are described in *Program for Action*. With that information you can help your president or action chair respond to Action Alerts and *Report from the Hill* suggestions for action.

LWVMN Government Issues

Election Laws/Procedures

LWVMN monitors and supports legislation dealing with election laws and election judges. Local Leagues can review the *Election Judge Monitoring Guide* for use during all elections. This is an area in which LWV is especially visible and can be a real community asset.

Open Meetings/Open Records

The openness of government, the so-called "sunshine laws" that assure that the public's business is conducted in public, continues to be a primary concern for LWV at all levels. It is at the local level that Leagues can perform a significant public service by watching closely the work of school boards, county commissioners and city councils. In order for the open meeting law to be effective, representatives of the public should be monitoring these bodies.

Financing State Government

LWVMN supports a flexible multi-tax system, using the Minnesota individual income tax as the elastic tax. However, this elasticity produces a "roller coaster" effect on state finances. See reports re Omnibus Tax Law of 1989 listed below for the most recent information and potential impact.

Property taxes are a hot issue in Minnesota. It is an issue we must follow with an eye to updating our positions. Watch for information about a possible LWVMNEF publication on the subject.

Resources

LWVMN:

Program for Action
Capitol Letter
Tax Bill Analysis Report, An Introduction to HRI-Special Session 1989, Jeanne Matross, January, 1990.
The Omnibus Tax Law Analysis Report #2 - How the New Tax Law Affects Minnesota's Public Assistance Programs, Jeanne Matross, February, 1990.

LWVUS:

Report from the Hill
Election Judge Monitoring Guide, 1979.
Report Card on Campaign Financing, Current Focus, 1979 (CL #351)
Facts on Pacs: Political Action Committees & American Campaign Finance, 1984 (CL #297)

COUNTERPART COMMUNIQUE
INTERNATIONAL RELATIONS

Judy Duffy *505 Lake Avenue, Birchwood, MN 55110* *612/429-9703*

Recent Events Relating to LWV Positions

- Re-evaluation of the role of NATO in European events and specifically the U.S. role in NATO
- Discussions of other types of defense arrangements for European countries such as the Western European Union (WEU) and the development of a defense capability within the European Community (EC) countries.
- The apparent stalling of arms control measures with the Soviet Union specifically the Strategic Arms Talks (START) and implementation of the Conventional Forces in Europe Agreement (CFE).
- Heightened awareness and movement to limiting if not banning chemical and biological weapons.
- Enhanced role for the United Nations in settling disagreements, acting uniformly in applying sanctions and the use of peacekeeping forces.
- Negotiations for a Free Trade Agreement with Mexico.

Education and Action

Continued action and vigilance by LWV members is necessary to encourage diplomatic and political solutions to conflict rather than military responses; also continued vigilance to arms control efforts and treaties.

Keep up to date on issues through daily newspapers, *Report From the Hill,* the *National Voter.*

Respond to Action Alerts from LWVUS.

Monitor the annual Federal Defense Budget as it relates to LWV positions on military policy, spending and arms control.

Inform your members and the public. Make use of LWV publications, videotapes and other resources. Organize discussion groups using the "Great Decisions" publication (see below).

Events of Interest

UN Rally; Wednesday, October 23, 1991-Minneapolis Convention Center. LWVMN and many local Leagues continue to cosponsor.

Great Decisions program of the Minnesota International Center.

Resources

LWVUS:

National Voter

Campaign for a Safer World: Two publications of a 4-part series on the post Cold War World are available from LWVUS. "At Issue - Security for a New Europe" (Pub.#910, $1 or 75¢ for members) summarizes well the events surrounding the collapse of the Soviet Communist threat, collective security for the region, the status of arms control agreements and concerns for the future. The first of the series, "At Issue - Buying into Capitalism: New Challenges for the East, New Markets for the West" is also worthwhile reading (Pub.#905, $1 or 75¢ for members). Both publications are available from LWV Education Fund, 1730 M Street, N.W., Washington, D.C. 20036, 202/429-1965.

Great Decisions. Eight issues annually covering topics of current interest. Published by Minnesota International Center. Contact World Affairs Program Officer, Minnesota International Center, 711 E. River Road, Minneapolis, MN 55455; 612/625-4421. About $10 per year.

Videotapes: contact Judy Duffy to obtain; 612/429-9703.

Third World Challenge to U.S. Policy; LWVEF, 1985.

The False Frontier; Union of Concerned Scientists, 1986. About Strategic Defense Initiative.

Prospects for Peacemaking; LWVMN, Hubert H. Humphrey Institute, and Honeywell.

COUNTERPART COMMUNIQUE

MENTAL HEALTH

Barbara Flanigan , Study Chair, 2405 Sheridan Avenue S., Minneapolis, MN 55405
612/374-2892
Mary Smith, Mental Health Monitoring Project Director, 612/259-7854

The first phase of the LWVMN Education Fund Mental Health Monitoring Project involving local projects in 18 counties (13 of which received passthrough grants) is now concluding. Volunteers report satisfaction in knowing more about mental health services in their counties and very positive response from county and agency administrators, service staff and consumers. Reports of project results will be issued at both the county and state level.

Continued Mental Health Monitoring Grant: We are happy to announce that the McKnight Foundation has funded an extension of our local mental health monitoring project. Mental Health Monitoring II will be a considerably scaled down version of our first monitoring project which has addressed both the adequacy of total services available at the county level and the quality of these services. Monitoring II will focus on the availability of housing options for persons with mental illness during 1991-92. During 1992-93, the project will study case management and community support programs (CSPs). Full funding for the second year is contingent on LWVMN Ed Fund raising a matching grant for the McKnight funds. This stage of monitoring will require fewer monitors, involve fewer agencies and generally require less effort from local Leagues which choose to participate. A second component of the project is a thorough analysis of the data from monitoring checklists from Phase I. A complete report of project findings will be available in June 1992.

Again, LWVMN Education Fund will solicit proposals for monitoring of housing by local Leagues. Since the housing focus is quite different from the more specialized monitoring in Phase I, different local Leagues may be interested in participation. If the convention adopts affordable housing as the LWVMN study topic for 1991-92 this mental health monitoring focus will tie in.

NIMH Consumer and Family Empowerment Training: Another exciting challenge for the LWVMN in mental health is the upcoming grant from the National Institute of Mental Health, through the Minnesota Department of Human Services. Starting probably in July 1991, when the state formally accepts the federal grant and funding begins to flow, the project will employ two persons full time, one whom must be a consumer of mental health services. Project staff will actively recruit consumers and family members who serve on Local Mental Health Advisory Councils (the 1987 Comprehensive Mental Health Act requires one in every county) and alternates for training sessions in different regions around the state. There will be two rounds thereafter. The project will produce a newsletter and encourage networking among the participants. Another important component of the project will be the creation of a consumer advisory council, with a majority of primary consumers of mental health services, which will gradually help plan the content of the training sessions.

If you know of likely candidates for either of these staff positions, please call the LWVMN office and ask for a job description.

Expanded Committee: As the LWVMN enters a new phase of involvement in mental health in Minnesota, the committee would welcome interested new members. Meetings are ordinarily once each month or every two months. More frequent meetings may be held during planning for the beginning of these two projects. If your are interested or have someone to recommend please call Barbara Flanigan, 612/374-2892, or leave a message at the LWVMN office.

As with other positions, local Leagues may take action using state or national positions. Local recycling efforts, environmental education in the schools and land use concerns are a few areas where your League can make a difference.

Find out what advisory groups and commissions are at work in your city and county and send observers. Or, better yet, urge members to seek appointment to these groups.

Watch for legislative internship information in the fall. LWVMN lobbyists will train local activists for effective participation at the state level.

Resources

LWVMN:
Program for Action

LWVUS:
Safety on Tap (CL #840) $7.95. A handbook that "will help you find out - and then help you, take action to ensure drinking water quality for you and your family."

Crosscurrents: The Water We Drink. Results of Water Quality Issues Survey, conducted by LWV Education Funds, May 1, 1989. Local presidents received a copy, or call Beth Reichheld, Project Manager, 202/429-1965.

Impact on Issues (CL #386) $3.00 for national positions.

Minnesota Water Plan

COUNTERPART COMMUNIQUE
SOCIAL POLICY

Carol Isaac 4500 York Avenue S., Minneapolis, MN 554 10 612/926-2466

National

LWVUS priorties for the 102nd Congress do not include Social Policy issues per se, but League will support HR 1, The Civil Rights Act of 1991, in order to restore equal employment laws for women and minorities which were weakened by a series of Supreme Court cases in 1989, and to strengthen protections for women and religious minorities who are victims of intentional discrimination.

LWVUS also supports HR 25, The Freedom of Choice Act which will put into national Statute the Roe v Wade decision.

State

1. Welfare Reform, Child Care, Adolescent Pregnancy: LWVMN will continue to implement our positions, often in coalitions.

   Suggested LL activity: League meetings, local updates, and public forums on an issue. Action at the school district, county board and legislative levels.

2. Pay Equity: LWVMN, as a member of the Minnesota Pay Equity Coalition, will continue to monitor the degree of compliance of local governments' pay equity plans in meeting the 1991 deadline and provisions of the 1990 legislation in cooperation with the Minnesota Department of Employee Relations.

   Suggested LL activity: Inquire about and publicize your local government units' pay equity implementation progress (or lack of it).

3. Children 1990: A project of the Children's Defense Fund, with the support of organizations concerned about the well-being of children including the LWVMN. This effort includes a county by county "report card" documenting progress in improving Minnesota children's lives according to indicators in health, nutrition, child care, welfare, and education. The data will be used to educate and influence candidates for congressional and legislative offices to place a high priority on children's well-being through their funding and policy decisions.

   Suggested LL activity: Publish data for your community in League newsletter, provide information to local media and candidates, include questions on children's issues at candidates meetings.

Resources

Use these resources for *Voter* articles and background information for a League meeting.

LWVMN:
Program for Action
LWVMN Children's Studies.
Pay Equity Monitoring Guide.
Capitol Letter, Final Edition summarizing legislative action.

Commission on the Economic Status of Women. 85 State Office Building, St. Paul, MN 55155, 612/296-8590 or toll-free 1-800/652-9747. Monthly newsletter; studies.

Children's Defense Fund - Minnesota. 550 Rice St, St. Paul, MN 55103, 612/227-6121. Regular mailings on advocacy and children's programs and Children 1990.

Minnesota Department of Employee Relations, Faith Zwemke, Pay Equity Coordinator.

Minnesota Women's Consortium. 550 Rice St., St. Paul, MN 55103, 612/228-0338. Weekly "Capitol Bulletin" requires membership; excellent networking source and always full of fascinating information.

LWVUS:

LWVUS National Voter. 1989-90 editions with comprehensive articles on social policy issues.

Report from the Hill 1990-91, A Summary of Positions of the LWVMN.

Impact on Issues 1990-92, A Leader's Guide to National Program, LWVUS pub.#386. $5.00.

COUNTERPART COMMUNIQUE
LOCAL PROGRAM

Kay Erickson 6000 Wyngate Lane Minnetonka, MN 55345 612/934-2991

Your League is known best for what you do in your area. A local study on a topic of concern in your community will do wonders for the vitality and visibility of your League.

Developing Local Programs

Set aside time on your League calendar for Program-making on the local and state levels for 1991. Local Program can include studies, monitoring, updating, working with other Leagues, or taking action on existing positions, among many possibilities. Alert members early so they can be thinking of possible topics throughout the year. Then choose carefully, knowing that human and financial resources extend only so far.

If your members do not adopt a local study, do a public meeting on a controversial issue. LWVMN will provide back-up help to LLs planning public meetings. Contact program chairs for suggestions for speakers. LWVMN has special invitations that can be ordered. Call me--I can't help unless I hear from you!

Organizing a Local Program

1. *Define the scope of the program.* This should be done at the Annual Meeting. Refer back to the minutes of the meeting. The Board should also work with you to narrow the project to a manageable level if it wasn't done at the Annual Meeting.

2. *Form a committee.* Your Program was adopted because members felt strongly about the issues involved. So while the enthusiasm of the Annual Meeting is with you, organize a committee, calling on those members who were particularly supportive of that Program item.

3. *Develop a timeline.* Start early, allowing more time than you think you will need. Remember that study and consensus should be followed by action, so if you are planning a study, include an action plan in your timeline. Action could follow in the next League year.

4. *Get help when needed.* Work with your Board and share with other local Program chairs who have similar items. I can put you in touch with state Board members or other local Leagues who can be of help.

Resources

LWVMN: *Guide to Local Program.* Provides help in developing Program and working with resource topic chairs.

COUNTERPART COMMUNIQUE

CITIZEN INFORMATION

Jean Matlock Route 1, Box 486, Detroit Lakes, MN 56501

It's a very rewarding experience to conceive an idea for a program, do the planning and finally carry it out successfully. Many local Leagues don't have a Citizen Information Chair per se, but Voter Service, Membership, and Study or Program Chairs all wear the CI hat at different times.

Basics for a Successful Program

There are a few basic steps that can be taken to assure a well-attended program:

1. *Make it timely.* Choose a timely topic of community interest.
2. *Plan ahead.* Allow plenty of time to find speakers, a site, do publicity, etc.
3. *Publicize.* Get the word out about your program. Use newspapers, flyers, radio announcements, invitations to interested organizations, and anything else you can think of.
4. *Reach out.* Bring the message to the people. Invite other service or special interest groups, or offer to bring your program to them. Try new methods for attracting an audience, such as an interesting location relating to your topic.

1991-92 LWVMN Events

January 1992	Citizens in Action Conference
Fall, 1991	Focus Meeting
Spring, 1992	Focus Meeting

Resources

LWVMN: Videotapes of past Focus programs can make a lively local meeting. Some of these are:

Juvenile Justice

AIDS and Public Policy

Creating Quality in Minnesota's Mental Health System

Focus on Firearms, October, 1990

"Are Miracles Forever?" (Financing Education in Minnesota Focus of 4-19-90)

LWVUS: *Making a Difference: A Voters Service/Citizen Information Handbook.* (#330) $2.00. Describes the basics of citizen information programs. Very helpful.

COUNTERPART COMMUNIQUE

VOTER SERVICE

Anne Borgen 1811 Pennsylvania Avenue N., Golden Valley, MN 55427 612/545-7076

Voter Service immediately brings sponsorship of candidate forums to mind and that is surely one of the most important services League provides to the public. At LWVMN in 1991-92 we are planning to try some new projects which we hope will give both you and us the opportunity to reach an even wider group of Minnesotans.

LWVMN Projects

School Curriculum Project

The goal of this major project is to provide a curriculum for use in social studies classes statewide that will both kindle the interest and teach the skills of involvement in the democratic process to students of every social and ethnic background. Young adults vote at an alarmingly low rate - possibly because they neither understand nor appreciate the system. The curriculum will be designed to provide both immediate experience in using the skills needed for effective democratic action and lessons involving actual elections. Curriculum packets including lesson plans, a videotape and possibly a computer game will be distributed with the assistance of the Minnesota Department of Education to almost 1,000 schools. We know that some teachers are already doing a first rate job in this area, but we hope to make good materials available to all Minnesota students.

The timeline calls for completion of the first segment by January 1992 and of a segment on the Presidential Primary a few weeks later. Segments for use in other elections will follow. Both a project director and curriculum writer will be hired.

The project is under the direction of an advisory committee chaired by Judy Covey, LWV-Northfield. If you would like to have more details and/or to get involved, please call Judy at 507/645-8920 or the state office at 612/224-5445. We hope that local Leagues will want to get involved in this project with their local schools and that we will be able to fund pass-through grants. We will keep you posted on developments and our progress in funding.

Election Reform Conference

The purpose of such a conference, tentatively set for late fall of 1991, is to provide for an opportunity for citizens to learn about and discuss election reform issues. It would be a one or two day event held in the metro area open to the public for an admission fee. The format would include speakers, panels, and possibly workshops. The focus would be state election reform issues. Topics might include: campaign financing, the role of the media in elections, experiments such as the Citizens Jury, the role of political parties, limiting terms, mail-in-ballots, the caucus system, etc. If you have suggestions or would like to work with this project, please call the state office.

This is a tentative project dependent on our ability to find funding.

Precinct Caucus Video

The precinct caucus training guide will be revised and available for use again this year along with the video. We will also add a section that explains the relationship between the caucus and the presidential primary election.

College Student Registration

We have been talking to the Secretary of State about the problems many college students have with registration and voting at school. There are some ideas about ways to alleviate this, but if your League is near a campus it would still be a good thing to check with the college and to provide information for student close to the time of an election.

Candidate Forums

Forums are often the focus of local voter service efforts. Three basics to keep in mind:

•Start your planning early this summer. In this, as in all voter service projects, it would be a good idea for your board to review non-partisan policy at the outset.

•Set criteria for participation. (Call if you have questions.) Let everyone know from the beginning what your board has decided.

•Notify candidates in writing as soon as filing closes. Give them the time, the criteria, format, and location. Send reminders a week before the event.

For more details consult "Guidelines for Candidate Debates" available from LWVMN for 50¢ a copy (updated and simplified for 1991).

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Barb Dols 2713 W. 54th St., Minneapolis, MN 55410 612-926-3091

CMAL (Council of Metropolitan Area Leagues) is an Inter-League Organization (ILO) that serves the local Leagues of the Twin Cities Metropolitan Area. Delegates from the local Leagues meet four times a year at different sites throughout the Metro Area. CMAL supports positions on metropolitan governance, environmental protection and human services.

The quarterly meetings are seminars on a variety of topics and are open to the public as well as to League members. In the coming year we will be acting on our new metrowide desegregation of schools position. We will also be starting a new metro emphasis, acting on our positions, and observing the process of the Metropolitan Council as it strives to coordinate planning within the Twin Cities area.

Quarterly Meeting dates are:

September 19, 1991

January 16, 1992

March 19, 1992

May 21, 1992

LWVMN SUBSCRIPTION ORDER FORM

List all subscriptions for Board Memo, Duplicate President's Mailing (DPM) and *Capitol Letter* on the spaces below. Return the form to the LWVMN office, 550 Rice Street, St. Paul, MN 55103.

Board Memo costs $5/year for six issues mailed first class directly to the subscriber's home. The DPM, consisting of Board Memo, selected enclosures and one complimentary copy of each new LWVMN publication, costs $15/year for six issues mailed third class directly to the subscriber.

Capitol Letter costs $6/year and is published nine times during the interim and the 1991 Legislative Sessior It keeps you informed on LWV supported issues and their progress at the State Capitol. NOTE: LL Presidents receive a *Capitol Letter.* Co-presidents must subscribe.

Please order Board Memo and DPM by June 30, 1991. Order *Capitol Letter* by December 1, 1991.

Name	*Address*	*City/Zip*	*Publication*

Use other side of this form if more space is needed.

LWV of _____

Total number of Board Memos ordered: _____ x $5 = $__

Total number of additional DPMs ordered: _____ x $15 = $__

Total number of *Capitol Letters* ordered: _____ x $6 = $___

Check #_____ in the amount of $_____ is enclosed.

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103 6/91
612/224-5445

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LEAGUE OF WOMEN VOTERS OF MINNESOTA BYLAWS

As adopted by the 1947 Convention and as amended by the 1951, 1953, 1955, 1957, 1959, 1961, 1963, 1965, 1967, 1971, 1973, 1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989, 1991 Conventions.

ARTICLE I

Section 1. The name of this corporation shall be the League of Women Voters of Minnesota. This state League is an integral part of the League of Women Voters of the United States.

ARTICLE II

Purpose and Policy

Section 1. Purpose. The purpose of the League of Women Voters of Minnesota is to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. Policy. The League may take action on state governmental measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It shall not support or oppose any political party or any candidate.

ARTICLE III

Membership

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

Section 2. How composed. The League of Women Voters of Minnesota shall be composed of members of the League of Women Voters of the United States who are, a) enrolled in recognized local Leagues within the state, or b) enrolled as members at large of the League of Women Voters of Minnesota.

Section 3. Types of Membership

a) Voting members shall be those citizens at least 18 years of age who are enrolled in recognized local Leagues or are members-at-large in the League of Women Voters of Minnesota.

b) Associate members shall be all other members who are enrolled in recognized local Leagues or the League of Women Voters of Minnesota.

c) Members-at-large shall be members who reside outside the area of and are not enrolled in any local League. Dues shall be determined by the League of Women Voters of Minnesota.

d) Life membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the League of Women Voters of the United States. No further dues will be collected, and all privileges will be retained as a voting member.

ARTICLE IV

Officers

Section 1. Enumeration and Election of Officers

a) The officers of the League of Women Voters of Minnesota shall be a president, a first vice-president, a second vice-president, a third vice-president, a secretary and a treasurer. They shall be elected by the Convention and shall hold office until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. Two individuals may be elected to share one position, or two positions may be held by one individual elected to the dual-position office.

b) The officers of the League of Women Voters of Minnesota shall constitute the executive committee. In addition, the President may appoint up to two members of the Board to serve on the executive committee. The executive committee shall confer when immediate action is necessary and a meeting of the Board of Directors is not feasible, and shall in those instances have the powers and duties of the Board of Directors for planning and directing the Program and carrying out organizational responsibilities.

Section 2. The President. The president shall preside at all meetings of the corporation and of the Board of Directors unless the president shall designate another person to preside. The president may, in the absence or disability of the treasurer, sign or endorse checks, drafts or notes. The president shall be, ex officio, a member of all committees except the Nominating Committee and 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.

Section 3. The Vice-Presidents. The three vice-presidents, in the order of their rank, 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. In the event that no vice-president is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The vice-presidents shall perform such other duties as the president and Board may designate.

Section 4. The Secretary. The secretary shall keep minutes of Convention, Council and of meetings of the Board of Directors. The secretary shall notify all officers and directors of their election and 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.

Section 5. The Treasurer. The treasurer or a duly appointed representative, shall receive all money due, shall be the custodian of such funds, deposit them in a bank designated by the Board of Directors, and shall disburse them only upon order of the Board of Directors. The treasurer shall present periodic statements to the Board at its regular meetings. The treasurer shall present an annual report, including a report of the League of Women Voters of Minnesota Reserve Fund, to the Convention or Council. The books of the treasurer shall be audited annually and the report made available to the membership.

ARTICLE V

Board of Directors

Section 1. Number, Manner of Selection and Term of Office. The Board of Directors shall consist of the officers of the League of Women Voters of Minnesota, eight elected directors and not more than eight appointed directors. The elected directors shall be elected by the Convention and shall serve until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding eight, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall expire concurrently with the term of office of the elected directors.

Section 2. Qualifications. Any voting member of the League of Women Voters of Minnesota can be elected or appointed to serve as an officer or director of this corporation.

Section 3. Vacancies. Any vacancy other than in the office of the president may be filled, until the next Convention, by a majority vote of the remaining members of the Board of Directors.

Section 4. Powers and Duties. The Board of Directors shall have full charge of the property and business of the corporation with full power and authority to manage and conduct the same, subject to the instructions of the Convention. The Board shall plan and direct the work necessary to carry out the Program on selected governmental issues as adopted by the Convention. It shall accept responsibility delegated to it by the Board of Directors of the League of Women Voters of the United States for the organization and development of local Leagues, guidance of inter-League organizations, for the carrying out of Program and for promotion of finance programs in the local Leagues. Such local finance programs are requisite to further the work of the League as a whole, including transmission of funds toward the support of adequate state and national budgets. The Board shall create and designate such special committees as it may deem necessary.

Section 5. Regular Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President shall notify each of the directors of all meetings at least one week before any such meeting. No action taken at any regular Board meeting attended by three-fourths of the members of the Board shall be invalidated because of the failure of any member or members of the Board to receive any notice properly sent or because of an irregularity in any notice actually received.

Section 6. Special Meetings. The president may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Members of the Board shall be notified of the time and place of special meetings by personal telephone contact, telegram or letter sent at least six days prior to such meeting. At the time of a Convention the president may, and upon the request of five members of the Board shall, call a special meeting of the Board by handing the members of the Board a written notice of the time and place of said meeting.

Section 7. Quorum. A majority of the members of the Board of Directors shall constitute a quorum, and a majority of the members in attendance at any Board meeting shall, in the presence of a quorum, decide its action.

ARTICLE VI

Recognition of Local and Provisional Leagues and State Units

Section 1. Local Leagues.

a) Local Leagues are those Leagues which have been so recognized by the League of Women Voters of the United States.

b) The Board of Directors shall recommend to the national Board of the League of Women Voters of the United States that it recognize as a local League any group of members of the League of Women Voters of the United States in any community within the state, provided the group meets qualifying standards for local Leagues as adopted by the national Convention.

c) In the event of recurring failure of a local League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the local League. All funds held by a local League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota. In the event the non-qualifying League is merging with another local League, its funds would go to the merged League minus a reorganization fee paid to and determined by the League of Women Voters of Minnesota.

Section 2. Provisional Leagues.

a) Provisional Leagues are those which have been so recognized by the League of Women Voters of Minnesota.

b) The Board of Directors of the League of Women Voters of Minnesota has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a provisional League to the League of Women Voters of the United States when it meets the qualifying standards for provisional Leagues adopted by the national Convention.

c) In the event of recurring failure of a provisional League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the provisional League. All funds held by a provisional League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota.

Section 3. State Units

a) State units are those which have been so recognized by the League of Women Voters of Minnesota.

b) The Board of Directors of the League of Women Voters of Minnesota has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a state unit when it meets the qualifying guidelines as set forth by the League of Women Voters of Minnesota Board of Directors.

c) In the event of recurring failure of a state unit to meet these qualifying guidelines, the Board of Directors of the LWVMN may recommend that recognition be withdrawn. All funds held by state units from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota.

ARTICLE VII

Finance

Section 1. Fiscal Year. The fiscal year of the League of Women Voters of Minnesota shall commence on the first of April each year.

Section 2. Budget. The Board shall submit to the Convention for adoption budgets for the ensuing two fiscal years. These budgets shall provide for the support of the League of Women Voters of Minnesota. The Per Member Payment amount shall be determined for the ensuing two fiscal years only by the delegates at the state convention. A copy of the proposed budgets shall be sent to each local League president at least three months in advance of the Convention.

Section 3. Budget Committee. The budgets shall be prepared by the elected chair and a committee which shall be appointed by the Board for that purpose at least six months in advance of the Convention. The treasurer shall be ex officio a member of the Budget committee but shall not be eligible to serve as chairperson.

Section 4. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of Minnesota, all monies and securities which may at the time be owned by or under the absolute control of the League of Women Voters of Minnesota shall be paid to the League of Women Voters of the United States, after the Board of Directors has paid or made provision for the payment of all the liabilities of the League of Women Voters of Minnesota. All other property of whatsoever nature, whether real, personal or mixed, which may at the time be owned by or under the control of the League of Women Voters of Minnesota, shall be disposed of by any officer or employee of the corporation for such public, charitable or educational uses and purposes as may be designated by the then League of Women Voters of Minnesota.

Section 5. League of Women Voters of Minnesota Reserve Fund. The fund shall contain the $1,000 restricted principal of the Jane Grey Swisshelm Fund and all other monies, securities and property of whatever nature, which the League of Women Voters of Minnesota may receive by gift, bequest or otherwise, which the Board of Directors may designate as reserve funds. Expenditures of monies from the fund and of interest earned on monies in the fund shall be for League purposes as may from time to time be determined by the Board of Directors subject only to restrictions which may have been imposed by the donor at the time the funds were received.

ARTICLE VIII

Convention

Section 1. Place, Date and Call. A Convention of the League of Women Voters of Minnesota shall be held biennially at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. The president shall send a first call for the Convention to the presidents of the local Leagues not less than four months prior to the opening

date of the Convention fixed in said call. Thereafter the Board of Directors may advance or postpone the opening date of the Convention by not more than two weeks. A final call for the Convention shall be sent to the presidents of the local Leagues and the delegates not more than sixty days and not less than five days before the opening date of the Convention.

Section 2. Composition. The Convention shall consist of the delegates chosen by the members enrolled in the local Leagues, and delegates chosen by members-at-large of the League of Women Voters of Minnesota, as provided in Section 4 of this article; the presidents of local Leagues or an alternate in the event the president is unable to attend; and the members of the Board of Directors of the League of Women Voters of Minnesota.

Section 3. Qualification of Delegates and Voting. Each delegate shall be a voting member enrolled in a recognized local Minnesota League whose State Per Member Payment is paid or be an at large member of the League of Women Voters of Minnesota. The State Board may make an exception in the case of proven hardship. Each delegate shall be entitled to one vote only at the Convention even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The Convention shall be the sole judge of whether a delegate is qualified to vote.

Section 4. Representation.

a) The members of the League of Women Voters of the United States who are organized into recognized local Leagues in the State of Minnesota shall be entitled to voting representation in the Convention as follows: Each local League shall be entitled to two delegates, in addition to the president of the local League or an alternate in the event the president is unable to attend; these additional delegates shall be chosen by the local League. The members in each local League having more than twenty-five voting members shall also be entitled to one additional delegate for each additional twenty-five members or major fraction thereof belonging to said local League on January 1st of said year. The record in the state office of paid voting members as of January 1st of said year shall determine the official membership count for this purpose.

b) Members-at-large of the League of Women Voters of Minnesota shall be entitled to one delegate for each 25 members, chosen by a procedure determined by the Board of the League of Women Voters of Minnesota.

Section 5. Powers. The Convention shall consider and authorize for action a Program, shall elect officers and directors, the Budget Chairperson, Nominating Committee Chairperson and two Nominating Committee members, shall adopt budgets for the ensuing two fiscal years, and shall transact such other business as may be properly presented.

Section 6. Quorum. A quorum shall consist of a majority of the delegates registered at the Convention provided that not less than ten local Leagues are represented.

ARTICLE IX

Council

Section 1. Place, Date and Call. A meeting of the Council shall be held in the interim year between Conventions, approximately twelve months after the preceding Convention at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. A formal call shall be sent by the president of the League of Women Voters of Minnesota to the presidents of the local Leagues in Minnesota at least thirty days before the opening date of a Council meeting. Special meetings may be called in the event of extreme emergency.

Section 2. Composition. The Council shall be composed of the Board of Directors of the League of Women Voters of Minnesota, the presidents of local Leagues or an alternate in the event the president is unable to attend, and one delegate chosen by each local League.

Section 3. Powers. The Council shall consider Program, and methods of work and review the budget as submitted to the Board of Directors. The Council is authorized to change the Program only in the event of an emergency, provided that notice of proposed modification of the Program shall have been sent to the presidents of the local Leagues at least two months in advance of the meeting of the Council, and provided also that a two-thirds majority of the members of the Council present and voting shall be required to adopt the modification. The Council shall review the budget for the ensuing year and may modify it to meet current needs and shall transact such other business as shall be presented by the Board.

Section 4. Quorum. A quorum shall consist of not less than twenty members other than the Board of Directors for the transaction of business at a Council meeting.

ARTICLE X

Nominations and Elections

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chairperson and two members, who shall not be members of the Board of Directors, shall be elected by the Convention. Nominations for these offices shall be made by the current Nominating Committee. Further nominations may be made from the floor of the Convention. The other members of the committee shall be appointed by the Board of Directors immediately after the Convention. Vacancies occurring in the Nominating Committee shall be filled by the Board of Directors. The president of the League of Women Voters of Minnesota shall send the name and address of the chairperson of the Nominating Committee to the president of each recognized local League.

Section 2. Suggestions for Nominations. The Chairperson of the Nominating Committee shall request through the president of each local League suggestions for nominations for offices to be filled. Any member may send suggestions to the chairperson of the Nominating Committee.

Section 3. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, chairperson of the Budget Committee, and the chairperson and two members of the succeeding Nominating Committee shall be sent to local Leagues two months before the date of the Convention. The report of the Nominating

Committee shall be presented to the Convention on the first day of the Convention. Immediately following the presentation of this report, nominations may be made from the floor by any member of the Convention, provided that the consent of the nominee shall have been secured.

Section 4. Election. The election shall be under the direction of an Election Committee appointed by the president on the first day of the Convention. The election shall be by ballot, except that when there is but one nominee for each office, it shall be in order to move that the secretary cast the ballot for every candidate. A majority vote of those present and voting shall constitute an election.

ARTICLE XI

Program

Section 1. Principles. The governmental principles adopted by the national Convention and supported by the League as a whole constitute the authorization for the adoption of Program.

Section 2. Program. The Program of the League of Women Voters of Minnesota shall consist of:

a) action to implement principles, and
b) those state govermental issues chosen for concentrated study and action.

Section 3. Convention Action. The Convention shall act upon the Program using the following procedures:

a) Local Leagues shall make recommendations for a Program to the Board of Directors at least three months prior to the Convention.

b) The Board of Directors shall consider the recommendations and shall formulate a proposed Program which shall be submitted to the local League Boards at least six weeks prior to the Convention.

c) A majority vote shall be required for the adoption of the Program proposed by the Board of Directors.

d) Any recommendation for the Program submitted to the Board of Directors at least three months before the Convention, but not proposed by the Board, may be adopted by the Convention provided consideration is ordered by majority vote and on a following day the proposal for adoption receives a three-fifths vote.

Section 4. Council Action. The Council may change the Program as provided in Article IX.

Section 5. Member Action. Members may act in the name of the League of Women Voters of Minnesota only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota.

Section 6. Local League Action. Local Leagues and inter-League organizations may take action on state governmental issues only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota. Local Leagues may act only in conformity with, and not contrary to, a position taken by the League of women Voters of Minnesota and/or the League of Women Voters of the United States.

ARTICLE XII

National Convention and Council

Section 1. National Convention. The Board of Directors of the League of Women Voters of Minnesota, at a meeting before the date on which the names of delegates must be sent to the national office, shall elect delegates to that Convention in the number allotted to the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. National Council. The Board of Directors of the League of Women Voters of Minnesota shall elect delegates to the meeting of the Council of the League of Women Voters of the United States at its meeting preceding such Council meeting in the number allowed the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

ARTICLE XIII

Parliamentary Authority

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

ARTICLE XIV

Amendments

Section 1. Amendments. These Bylaws may be amended by a two-thirds vote at any Convention of the League of Women Voters of Minnesota, using the following procedures:

a) Proposals for changes shall be submitted by any local League Board in Minnesota to the Board of Directors of the League of Women Voters of Minnesota at least three months prior to the opening date of the Convention.

b) All such proposed amendments together with the recommendations of the Board of Directors of the League of Women Voters of Minnesota shall be sent to the presidents of local Leagues six weeks prior to the opening date of the Convention.

c) The presidents of the local Leagues shall notify the members of their respective Leagues of the proposed amendments. Failure of a local League president to give such notice or failure of any member to receive such notice shall not invalidate amendments to the Bylaws of the League of Women Voters of Minnesota.