

League of Women Voters of Washington

Policies and Procedures

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League of Women Voters of Washington
POLICIES & PROCEDURES

I. NONPARTISAN POLICY

A. Preamble: The League of Women Voters is a nonpartisan organization whose purpose is to promote the informed and active participation of citizens in government. This means League does not support or oppose candidates for public office and acts only on issues chosen by the membership for study and action. The League believes that political parties are essential to the American system of government and participation of informed citizens is beneficial to the political parties and to the system. Consequently, the League encourages its members as individuals to be active in the political parties, in finding and supporting candidates for public office and in seeking election to public office.

B. Purpose: The purpose of this policy is to protect the credibility of the League of Women Voters of Washington as an organization that does not support or oppose any political party or candidate. Only to the extent that the public and its elected officials are convinced of the League's genuine impartiality towards candidates for elective office, will the League be able to render effective voter service activities and gain a wide base of support for its positions on governmental issues.

C. Elected Office: The president, the advocacy chair and voter service chair shall not run for, nor hold any elective office. Other board members may not run for, nor hold state elective office, but may run for local office if such an office is nonpartisan by definition and after consultation with the state board and the local Leagues involved. If the state board or the local League objects to the board member running for that office the board member may accept such counsel or resign from the board in order to seek public office. The reason for this provision is that such conflict affects performance of the state officer involved.

D. Political Party Office: The president, the advocacy chair, the voter service chair, and the members of the state Board of Directors may not serve in an officer position in a political party. This includes serving as a Precinct Committee Officer. Board members are discouraged from any visible partisan party activity.

E. Political Campaigns: The president and the voter service chair may not participate in any partisan political activity during their term of office on the state board because they are highly visible leaders who must embody the principle of the nonpartisan policy of the League of Women Voters. Other board members may participate in political campaigns and party politics in a very carefully thought out response to their visible positions as state board members. All board members need to be mindful of the importance of the League's nonpartisan policy and endeavor to protect the League's public image as it relates to this matter.

F. Campaign Contributions: The president, the advocacy chair and the voter service chair should refrain from attending fundraising events and making contributions to the campaigns of candidates for any federal or statewide office or to political parties or other entities contributing to such federal or statewide candidates. The political activities of a spouse or relative of a board member are to be considered separate and distinct from the activities of the board member.

G. Social and Other Media: A Board member shall not indicate her/his political affiliations or candidate preferences at any level of government in the media, including social networking sites or other public venues that also prominently identify her/him as a member of the Board.

H. Additional Clarification: Where the foregoing policies do not resolve the question, board members should present questions about specific situations to the president or the state board.

II. PLURALISM AND DIVERSITY

The League recognizes that diverse perspectives are important and necessary for responsible and representative decision-making and enable an organization to respond more effectively to changing social conditions and needs. The League is committed to diversity and pluralism in its membership, on its board of directors, and in all of its projects and activities. This commitment means that there shall be no barriers to participation in any League activity on the basis of religion, gender, race, creed, age, sexual orientation, origin or disability.

III. BOARD GOVERNANCE

- A. Conflict of Interest: No board member, staff or committee member may participate in any decision making process when he or she has a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, that may be seen as competing with the interests or concerns of the League of Women Voters. This prohibition is absolute, even if the person with the potential conflict believes he or she can be fair and objective despite the conflict. The conflict of interest policy shall be reviewed at the first meeting of duly elected directors, annually with all staff and each new person appointed to the board of directors and by committees in appropriate circumstances.
1. Definition: A potential conflict of interest may exist under the following circumstances:
 - a. Where there is a parallel and/or conflict between board responsibilities and private or public employment, and there is an appearance that the board member is advancing his or her personal interests by virtue of his or her position on the board; or
 - b. Where a board member, or a member of his or her immediate family, has allegiance to another organization or entity and there is an appearance that the interests are competing.
 - c. Where there is a financial, private or personal interest, direct or indirect, that is incompatible with the proper discharge of League responsibilities or that would impair independence of judgment.
 2. Procedures:
 - a. Any potential conflict must be disclosed to the board, the committee or a committee designated by the board. When there is doubt as to whether a potential conflict exists, the matter shall be resolved by a vote of the board, the committee or a committee designated by the board, excluding the person with the potential conflict.
 - b. The person with the potential conflict may participate in discussion and/or provide written information regarding the matter, but may not participate in the decision making process. The person with the potential conflict must excuse himself or herself from the room during the final vote.
 - c. The minutes must reflect disclosure of a potential conflict of interest and that the interested person was not present during the final vote.
- B. Advisory Boards:
1. The board should encourage and assist League members to secure appointments to government boards, commissions and committees.
 2. Board members may serve on advisory boards except in cases where a dual identity (LWV/other responsibilities) may cause problems or confusion in the board member's

responsibilities to the League. If a serious conflict arises between the two entities, the board member must make a choice between the two positions.

C. Advocacy:

Board members may not lobby for a position in opposition to or in conflict with a national or state League position. If a conflict arises due to a position the state League has taken on a ballot measure and the board member chooses to work in opposition to the League position, he or she must either take a leave of absence until after the election or resign from the board of directors.

D. Individual Attendance Policy:

All officers and directors must regularly attend meetings of the board of directors. Three consecutive absences from a board meeting without a valid reason shall be deemed a resignation.

E. Agenda Protocol:

Any item proposed for inclusion on the agenda is to be received in LWVWA office in writing no fewer than 10 days prior to the board meeting at which it is to be presented.

IV. UMBRELLA COMMITTEES

Purpose: To serve as vehicles where committees and members discuss issues of interest, coordinate overlapping work of portfolio chairs, and make recommendations to the LWVWA Board of Directors.

A. Chairs of the Umbrella Committees will be appointed by the President.

1. The Chair will facilitate meetings and will appoint a recorder to provide a written summary of discussion. Summary of meeting to be mailed out to all committee members as soon as possible after the meeting.
2. Agenda will be established by the Chair, with input from any member. Time will be allowed at the end of the meeting for open discussion.

B. Membership will consist of portfolio chairs and League members who have expressed interest in the topic and willing to make a commitment to participate on a regular basis. The President is an ex officio member.

C. Meetings will be held on regularly scheduled meeting days and time as established by the committee, with special meetings called by the Chair as needed.

D. Decisions will be made by consensus with all members in attendance participating. NOTE: Consensus means that everyone can live with the decision, not necessarily agreeing 100%. If no consensus can be reached, a majority vote of those members in attendance will forward a recommendation to the Board. A minority report may be included.

E. League members who are not regular committee members may attend and participate in discussion.

F. Guests may be invited to attend meetings for the purpose of providing information or acting as a resource on the discussion of an issue.

G. Written recommendations of the Umbrella Committee will be forwarded by the Chair to the Board of Directors for action.

V. CONFERENCE & TRAVEL REIMBURSEMENT

Policy:

- A. For events that LWVWA Board members are expected to attend (LWVWA Convention/ Council and at least one of the LWVWA Action Workshops each year), the cost of registration, travel, and lodging (based on double occupancy) may be reimbursed
- B. LWVWA Board members may be reimbursed for a share or all of the cost of registration, travel, and lodging (based on double occupancy) related to workshops/seminars/educational conferences they attend corresponding to their respective roles and issue areas, to the extent that there is budget available
- C. LWVWA Board members selected as delegates to represent LWVWA at LWVUS Convention/ Council shall be reimbursed for the costs of conference registration fees, lodging (based on double occupancy), transportation and other expenses, as pre-approved in writing.
- D. LWVWA Board members may be reimbursed partially for the cost of travel to the Board meeting (includes mileage and lodging based on double occupancy)..
- E. League members who are engaged in Lobby Team, Membership/Leadership Development and/or LWVWA Committees may be reimbursed for transportation and other pre-approved expenses associated with these activities.

To take effect 7/1/2015. All reimbursements are subject to availability of allowable funds in the appropriate budget line. See Procedures for specific details on process. Approved: (1/20/15) (updated 3-15-19)

Procedures:

- A. Board Member Reimbursement for expected attendance:
 - 1. LWVWA Council/Convention: Per member reimbursement amounts (for mileage and lodging) for Board member attendance at the LWVWA Council and Convention shall be established when the budget for the respective event is adopted. The reimbursement shall be prorated from the budgets of the 501(c)(4) and/or 501(c)(3) organizations, respectively, depending on agenda content. The registration fee shall be waived for attending Board members.
 - 2. LWVWA Advocacy Workshops: Per member reimbursement amounts for Board member and Lobby Team member attendance at the LWVWA Advocacy Workshops shall be established when the budget for the respective event is adopted. The Advocacy Workshop cost to be reimbursed shall be mileage up to a per-person limit as established by the budget. The registration fee shall be waived for attending Board members. These costs shall be paid from the 501(c)(4) budget.
- B. Workshop/Seminar/Educational Conferences
 - 1. Purpose: To attend short-term activities, workshops, seminars, etc. to gain more knowledge. Expenses must be planned for and in the budget.
 - 2. Requests for such reimbursement shall be submitted in advance of the proposed conference and/or travel, for action by the Board no later than the Board or Executive Committee meeting that precedes the conference. Since conference agendas may not be available during the budget process, a general line item for “conferences” would need to be included by the

- proposing committee. Once the specific agenda is available, then attendance is submitted for consideration. To qualify for reimbursement, attendance must be pre-approved. Consideration needs to be made to allow all committee members have equal access to reimbursement funds
3. All approved participants shall prepare a written report to the full Board following the event, describing the information gained from participation.
 4. For C3 Funding: purpose of the meeting must be consistent with the C3 Mission Statement and will allow attendee to provide education on the topic to the LWV membership. Eligible Conference expenses (registration, lodging (double occupancy) and travel. Request must include:
 - Printed official Conference Agenda with details on dates, place, costs. For c3 funding agenda must be deemed educational.
 - Rationale for attendance...why League should pay for this. How will this activity benefit the League.
 - Outline of method of reporting back to Board and to provide education back to the membership
 5. For C4 funding: purpose of meeting may allow for action... Eligible Conference expenses (registration, lodging (double occupancy) and travel. To qualify for reimbursement, attendance must be pre-approved. Request must include:
 - Printed official Conference Agenda with details on dates, place, costs.
 - Rationale for attendance..... why League should pay for this.
 - Outline of method of reporting back to Board.

C. LWVUS Convention/Council Delegate Reimbursement

1. Delegates selected by the LWVWA Board may request reimbursement for all or part of the expenses for attending LWVUS Convention and/or Council on forms established for such reimbursement by the respective Treasurers of the 501(c)(3) and 501(c)(4) organizations.
2. Reimbursement for LWVUS Council shall be payable from the budgets of the 501(c)(3) and 501(c)(4) organizations in the pro-rated ratio designated by the LWVUS.
3. Reimbursement for the LWVUS Convention will be from the 501(c)(3) and 501(c)(4) budgets, respectively, pro-rated by the percentage of the agenda that qualifies as educational.
4. Delegate(s) are responsible for a report back to the LWVWA/LWVWAEF Boards of Directors.

D. Reimbursement for LWVWA Board Meetings

Transportation shall be paid at an annually Board approved mileage rate. Requests for reimbursements for the LWVWA Board meetings shall be made on a form established by the 501(c)(4) and 501(c)(3) Treasurers. Half of the reimbursement shall be paid from the 501(c)(4) and 501(c)(3) organizations, respectively. Unless the LWVWA/EF Boards specify other allowable expenses prior to attendance at event/meeting ½ of a room = up to \$80 for 2 nights (\$40per night) will be the allowable expense with presentation of an approved request and receipts; mileage amount (based on MapQuest mileage @ \$.xx/mile); actual registration fees.

E. Reimbursements for LWVWA/EF Board Committees, LWVWA Study Committees, Membership/Leadership Development and Lobby Team activities

To the extent that the costs are included in the budgets for these activities, the following reimbursements shall be made from the 501(c)(3) and 501(c)(4) budgets, respectively.

1. LWVWA/Ed Fund Committee –Travel expenses either for a Board committee to carry out Board work, or a committee appointed by the Board for other ad hoc work. Funded and budgeted by either C3 or C4 depending on the work of the committee

2. LWVWA Study Committee – travel expenses related to researching and writing the study. Funded by C3 (and in Study budget).
 3. MLD Training– MLD coaches may request reimbursement for allowable expenses associated with attending training sessions (usually lodging and travel as determined by training team). Funded by C3 and in Ed Fund Budget.
 4. Lobby Team - reimbursement for out-of-town travel expenses associated with attending meetings/hearings that relate closely to their duties as members of Lobby Team. Funded by C4 and in LWVWA Budget.
- F. In-Kind Donation
- LWVWA Board members and others who do not desire reimbursement for eligible costs should submit approved expenses on Treasurer’s Reimbursement Form and indicate that it is an in-kind contribution.
- G. Process
1. Unless the LWVWA/EF Boards specify other allowable expenses prior to attendance at event/meeting ½ of a room = up to \$80 for 2 nights (\$40per night) will be the allowable expense with presentation of an approved request and receipts; mileage amount (based on MapQuest mileage @ \$.xx/mile); actual registration fees.
 2. Member completes application form (see below) and submits to appropriate team lead or President for consideration.
 3. Approval process: request is presented to board if necessary. If individual is present in order to make the request, that individual shall leave the room during board deliberation and vote.
 4. Each member who attended an event shall submit a report of the meeting and reimbursement request as designed by the Treasurer following the event for other eligible costs.
 5. Items that are in the approved budget will be paid when member submits a reimbursement claim and the required report is submitted to team lead and/or LWVWA President. If expenses submitted are above 10% of the budgeted amount, the additional amount must be approved by the Board.
 6. Workshop/Seminar/Educational Conference sessions may be approved by Committee Chair, upon request from the member and provided that there are funds in a line item in that Committee’s budget and that all members of the committee have had equal opportunity to access designated reimbursement funds. If Committee Chair is making request, approval would need to come from Board.
 7. Prepayment of expenses may be requested with Board approval

Procedures approved by C3 and C4 boards on March 18, 2015. Updated at the 3/18/19 LWVWA and LWVWA/EF Board Meetings to include lodging for board meetings.

LWVWA / LWVWAEF

**Application for Travel Reimbursement to attend Workshop/Seminar/Educational Conferences
(advanced approval required)**

(must be submitted to Board President or Team Lead 2 months prior to requested attendance)

Member Name:
Contact Information Mailing address: Email: Phone
Meeting to attend (please attach agenda): Conference Name: Conference Date(s): Location:
Projected Costs (not to include meals) Registration Travel Lodging (1/2 of double occupancy): Other
Justification for reimbursement to attend (how will knowledge gained benefit the League):
Please outline your plan to provide a report back to League:

Member Signature

Date

VI. ONLINE COMMUNICATIONS POLICY

General Policy:

The League will use online communications (websites and lists) when appropriate to further our mission and to communicate in a broad geographic area to many people, both members and the general public. LWVWA website (lwwwa.org) may include some pages from LWVWA Education Fund including citizen education/study/project website pages and Washington Voter website which are the responsibility of the Ed Fund and governed by Ed Fund Policies. (For information regarding LWVWA Ed Fund website see lwwwa.org/edfund.)

A. Website (lwwwa.org)

1. Purpose:

- a. to promote the mission of the League
- b. to attract new members
- c. to increase the League's visibility and uniform image on the local, state and national levels

In order to reach these goals:

- a. provide useful and accurate information for both members and nonmembers as determined by the Board in consultation with appropriate League decision makers,
- b. create pages that are visually compelling,
- c. write and format text so it is easy to read, and
- d. be consistent with the League's writing and design style and image.

2. Webmaster: The webmaster maintains the site.

3. Linking Policy:

- a. On action/advocacy pages, the pages may link to websites of organizations, coalitions and events that meet one or both of the following criteria:
 - i. are in general agreement with League positions and strategies
 - ii. are appropriate government or nongovernment entities that provide balanced background information

It is the responsibility of the appropriate portfolio chair and/or the board to keep these links up to date and inform the webmaster of changes, and it is the responsibility of portfolio chairs to keep up with the content of linking groups.

- b. On any appropriate page, LWVWA website may link to "general interest" websites that meet some or all of these criteria, as determined by appropriate League decision makers:

- i. nonpartisan
- ii. strategic (in accordance with overall League goals and priorities)
- iii. diverse
- iv. logical (related to content on LWVWA website)
- v. reciprocal (the other site agrees to link to LWVWA site)
- vi. general

It is the policy of the LWVWA website to provide written notification when a link leads to an external website, and to link only to other websites that do not block or hamper a user's ability to return to the LWV site after following a link from our site.

B. Lists

The purpose of a LWVWA-sponsored list such as general discussion lists, committee lists, is to facilitate the exchange of information among members and among the levels of League.

1. Listmaster

The Listmaster maintains a database of names and e-mail addresses of list users.

2. Rules and Norms of LWVWA-Sponsored Lists

- a. List participants must be League members and shall identify themselves by name and League on all postings.
- b. Messages must be nonpartisan, nonderogatory, noninflammatory, and nondiscriminatory.
- c. Messages must be related to the subject of the list and must be consistent with the mission and goals of the LWVWA.
- d. List participants are encouraged to make use of the information gained from the list to take action in their own names.
- e. No information on LWVWA lists may be interpreted to be a request to take official League action unless so stated by the appropriate persons, ie. the state president, state Action chair, or state portfolio chairs. (See Policies & Procedures, p. 13, F., #4)

3. lwvwtotopics

The League of Women Voters of Washington discussion list will be open to a free exchange of information as long as the source is clearly identified. List users may post any item of interest to League members, including, but not limited to topics such as membership, action or information on League positions.

4. Procedure:

- a. List users must send their name to the listmaster.
- b. The subject line of the message must be informative and descriptive to allow users to choose which items to read or delete based on personal interests. The intention is to keep the list from being considered junk mail or an irritant of any kind.
- c. Items posted must clearly show the source of the information at the top of the item.
- d. The last item in any posting must be the name, affiliation, and position (if appropriate) of the person posting the message. For example, a League member must list his or her name and League affiliation for information exchange.
- e. When replying to a message, the user must use the same subject line so all pertinent information can be kept together. The user may choose to reply to the list or only to the sender.
- f. With the exception of LWVUS or LWVWA calls to action, no information may be interpreted to be a request to take official League action.

C. Sharing Membership Lists and Personal Data

1. The LWVWA membership roster is made available to board members, portfolio chairs and committee chairs for League purposes.
2. The LWVWA will not share, rent, sell, or trade membership lists or personal data with a third party.

VII. DEVELOPMENT POLICIES

A. Fundraising Guidelines:

1. Funding, whether solicited or offered, must be consistent with the purpose, nonpartisan policy and goals of the League.
2. Development must be consistent with priorities approved by council/convention unless other projects are approved by the state board.

B. General Practices:

1. Fundraising practices should encourage voluntary giving and should not apply unwarranted pressure.
 2. Descriptive financial information for all substantial income and for all revenue-generating activities conducted must be disclosed upon request.
 3. Fundraising expenses in relation to the contribution received should be considered.
 4. Any request by the donor for confidentiality must be honored.
- C. Solicitations and Informational Materials:
1. Solicitations and informational materials, however distributed, must accurately describe the organization's identity and purpose.
 2. Solicitations must include a clear description of the programs and activities for which funds are requested.
 3. In any direct contact solicitation:
 - a) the caller must identify the benefiting organization, whether it be the League or its education fund;
 - b) his or her relationship to the League;
 - c) the programs and activities for which funds are requested; and
 - d) if asked, the actual or anticipated income to the League excluding the fundraising costs.
- D. Coordination:
1. The State League must notify the local League in whose area of organization fundraising contacts are anticipated prior to the contact.
 2. Local Leagues soliciting funds in another local League's geographic area must first consult that League.
 3. Where unrestricted funds are solicited by LWVWA, the local League in the area of solicitation should receive 20% of the amount realized from the call.

VIII. STATE STUDIES

- A. Committee Organization
1. The Study Committee: The study committee shall be open to all members. Committee membership shall represent more than one point of view, and shall include a state board liaison.
 2. Committee Chair: The president shall appoint the committee chair(s). The chair should be a person who can be objective, without promoting a personal viewpoint on the issue. Committee chair responsibilities include:
 - a. providing notice to committee members and the state League of committee meetings and activities;
 - b. ensuring that committee meetings are conducted in a courteous, objective, nonpartisan manner;
 - c. ensuring that the study has been reviewed for technical accuracy by outside nonpartisan sources and/or members with special expertise in the area, and
 - d. supervising production of the study.
 3. State Board Liaison: The president shall appoint a board member to serve as liaison between the board and the study committee. The liaison's responsibilities may include:
 - a. providing information to the committee about available staff support and budgetary limitations;
 - b. distributing to the committee state League policies governing study committee organization, responsibilities and study publication for committee discussion;
 - c. presenting a plan of study and timetable to the board for approval on behalf of the committee and periodic progress reports;

- d. presenting proposed consensus questions to the board for comment and approval;
 - e. reporting any changes in the plan of study to the board for approval; and
 - f. performing other functions as requested by the president or the board.
4. Editor: The president, in consultation with the board or executive committee, may appoint an editor for the study. The editor should be an individual who can be fair and objective in performing his or her duties. The board, in consultation with the state board liaison, may specify the editor's additional responsibilities as well as interaction with the reading committee.
- B. Study Committee Responsibilities**
1. Plan of Study: The committee shall agree on a plan of study, which will include an outline of the areas to be covered and questions to be asked, and a plan of work, which will include an agenda for the committee and a timetable. The committee may narrow, but not expand the scope of the study as adopted by the convention delegates. The state board liaison will present the plan and any major changes to the board for approval and comment.
 2. The Research and Study Process
 - a. Resource Materials: The committee as a whole is responsible for pulling information together and planning its use. The committee should examine all sides of an issue so that the information presented to members will be balanced, objective and nonpartisan. The committee may:
 - i. provide original research, build on existing resources, such as government studies, reports and legislative or executive solutions to a particular issue, or information prepared by other sources, such as libraries, newspapers or websites, as well as adapt and supplement materials developed by other Leagues;
 - b. Committee Meetings: The committee should meet periodically, in addition to communication by fax, email, and mail, to discuss and review the status of the study, issues that arise and changes to the plan of study and timetable. Meetings may include speakers from a variety of perspectives, tours or other activities.
 - c. Office Support and Budgetary Considerations: The committee should be aware of the time, money and resources available to complete the study.
 3. Consensus Questions: The committee must submit proposed consensus questions to the board for consideration through the state board liaison. Final approval of consensus questions rests with the board of directors.
 4. Continuing Responsibilities: The committee may continue as an action committee after consensus has been reached. The committee is open to new members at any time. Any proposals for action must be coordinated through the state portfolio chair or if there is no portfolio chair responsible for the issue, through the action chair.
- C. A Reading Committee**
1. Authority: While final authority for study content rests with the board, this responsibility may be delegated to the Reading Committee.
 2. Appointment: A reading committee consisting of at least three members with diverse interests and degrees of experience shall be appointed by the president to review the study. The president shall appoint one of the members to serve as chair, or may designate the program chair to serve as facilitator for the committee.
 3. Process and Reading Committee Responsibilities:
 - a. Reading committee members shall review the draft submitted by the study editor or the board for bias, balance, style, clarity, accuracy, organization and whether the publication is within the scope adopted by convention.
 - b. Proposed changes must be returned to the editor or the study committee chair for evaluation and/or implementation.
 - c. The final draft shall be re-read and approved by the reading committee before submission for publication.

- d. Differences between the reading committee and the editor or study committee chair which cannot be resolved shall be brought to the board or the executive committee for a final decision.
- D. Publication of State Studies
1. Content Requirements: State studies funded through the LWVWA Education Fund must comply with IRS regulations governing 501(c)(3) organizations. Specifically:
 - a. The study must be educational in nature and prepared in an objective, nonpartisan manner without advocating a particular position on an issue;
 - b. The study must be designed to serve the general public, not League members exclusively; and
 - c. The study and study resources cannot be used to promote League membership.
 2. Format:
 - a. Studies should be standard in appearance, providing appropriate recognition of the League, the study committee, the editor and the reading committee.
 - b. The length of the study should be dependent upon the complexity of the issues and available resources. The state board liaison should bring any differences to the executive committee or the board for resolution.
 3. Funding: At the first board meeting following convention, the board shall determine the eligibility of new studies for Education Fund support. If eligible:
 - a. A project approval request form, including description of the project, proposed budget, and sources of funding shall be completed and submitted to the LWVWA-EF Board.
 - b. Project approval must be obtained before soliciting funds.
 4. Copyright:
 - a. The executive committee or the board shall determine when application should be made for official copyright.
 - b. Copyrighted publications are to include a statement similar to the following: All rights reserved. This work may not be reproduced in whole or in part by any means without permission of the publisher.
 - c. Release of copyright, or permission to reproduce League studies or materials must be approved by the executive committee or the board. Requests for release must be made in writing, stating the purpose or use and why it is necessary to reproduce the material. Approval in writing by the board or executive committee must include conditions for the release.
 5. Pricing: Price to local Leagues should cover all actual costs, including overhead. A selling price should be suggested which enables local Leagues to receive a stipend for handling sales at the local level if they so desire. Bulk orders received in advance of publication may be sold at a discount, which reflects the reduced cost per copy realized by any large press run.
 6. Sale of Publications: All sales are taxable unless the purchaser designates in advance that the merchandise is for resale. Non-League purchasers must provide a resale tax number.
 7. Choice of Printer: Decision should be made on the basis of price, quality, convenience and dependability. Recycled paper should be used whenever possible.

IX. REACHING MEMBER AGREEMENT: CONSENSUS AND CONCURRENCE

A. Definitions

1. Consensus - member agreement reached after study and discussion. "Consensus" is not a simple majority, nor is it necessarily unanimity, rather, it is the overall sense of the group as expressed through the exchange of ideas and opinions.

- a. Consensus is not a vote or a poll. However, a show of hands may be used to determine the sense of the group.
 - b. Only members who actually participate in the consensus process may affect the results.
2. Consensus Procedures:
- a. All Leagues shall use the consensus form provided by LWVWA.
 - b. Consensus reports from local League unit meetings shall be submitted to the local League Board. They shall not be sent directly to LWVWA or to the state study committee.
 - c. The reports from the unit meetings shall clearly indicate whether or not consensus was reached. If a question is left blank, say why: “we did not reach a consensus”, or, “we did not have time to deal with this question”.
 - d. The local League Board shall compile and approve the consensus statement based upon its review of the consensus reports from the unit meetings.
 - e. The local League Board shall submit the consensus statement to LWVWA. All consensus reports from the units shall be submitted to LWVWA as attachments to the consensus statement approved by the local League Board.
 - f. The consensus form submitted to LWVWA shall have the name of the local League, date of the Board meeting, and number of local League members participating in the consensus meetings. If any other papers are submitted, they should be firmly attached to the consensus form.
 - g. The state study committee shall prepare a proposed statement of position based on the compilation of data from the local Leagues’ consensus to be submitted to the State Board for review, discussion and final approval. The state study committee’s data compilation sheets should be attached to the report to the State Board.
3. Concurrence: Member agreement with a position or statement adopted or proposed by another League or League group. Delegates to state convention or council may concur with recommendations of a state study or action committee, decision or statements recommended by a League board, or positions adopted or proposed by another League or Leagues.

Concurrence is appropriate when:

- a. the questions are straightforward and easily answered;
- b. the subject is already familiar to most people;
- c. members want to reaffirm support for an existing position after an update process;
- d. only small changes to a current position are needed;
- e. a current position needs clarification, or
- f. one League wishes to consider adopting a position already reached by another League.

B. Procedures for Concurrence

1. Any League may make recommendations to the state board for adoption or amendment of a state League position by concurrence.
 - a. If a local League intends to propose adoption of a new state position by concurrence based upon a local study, the study perspective must be broader than a local focus on any particular issue.
 - b. To be considered part of the recommended program for convention and to have background materials included in the convention packets for delegates, the local League must give notice of its intent to propose the adoption or amendment of a state League position by concurrence two weeks before the state board meeting at which program recommendations are considered and adopted.
 - c. Any League proposing the adoption or amendment of a state League position by concurrence at convention must send background information to the state board and a copy of the local study with explanation of the rationale for using this form of member agreement. Studies proposed for concurrence less than three weeks prior to convention

will generally not be considered for inclusion in the recommended program unless local Leagues have received copies of the proposal.

2. The state board will consider any proposal to adopt or amend a state League position by concurrence received three weeks prior to convention. The state board may modify its recommended program and include the proposal as presented or as amended by the state board.
3. Any proposal to adopt or amend a state League position by concurrence requires a 3/5 vote for adoption on convention or council floor.

C. League Study Checklist

1. clear member support for adoption of the study item;
2. board approval of an appropriate member agreement process;
3. a study process open to all members;
4. development of good consensus questions or a concurrence statement;
5. background information that enables members to learn about the issue;
6. clear information for members about the process to be used for member agreement;
7. a member agreement process conducted in an atmosphere of trust;
8. committee development of a draft statement of position, based upon analysis of member responses;
9. board evaluation of whether agreement has been reached;
10. board discussion and adoption of a final statement of position;
11. maintenance of records for future understanding of agreement.

X. ACTION POLICIES AND PROCEDURES

A. POLICIES

- a. General Authority: Authority for taking action is vested in the board of directors, with oversight provided by the president, the action chair and the portfolio chair.
- b. Criteria for Action: Action must be based on current program positions and/or League principles. A decision to take legislative action must consider legislative priorities adopted by the board of directors and the following factors:
 - a. resources available: time restrictions, member interests and support, adequate finances and community resources;
 - b. an evaluation of the pros and cons of the issue; and
 - c. strategic and political factors.
- c. Board Responsibilities:
 - a. The board of directors establishes legislative priorities prior to each legislative session. In establishing priorities, the board should seek input from the local Leagues and UALs.
 - b. The board of directors must approve any major new action or strategy taken in the name of the League, especially one committing the membership as a whole. The board should be notified of continuing action on existing positions at board meetings, through the Legislative Newsletter, special mailings or otherwise.
 - c. The board of directors must resolve major questions of conflicting positions and interpretations. Where time constraints do not allow board consideration of conflicting positions, the legislative action committee or the executive committee may resolve the conflict. Reasonable efforts should be made to notify board members and other League members involved with the issue at the state level.

- d. The board of directors may employ one or more lobbyists and establish terms of employment, including required attendance at board meetings and lobby team meetings as appropriate.
- d. Lobbying:
- a. Any employed lobbyist or League member lobbying on behalf of the League of Women Voters of Washington must adhere to the League's conflict of interest and nonpartisan policies, copies of which must be provided by the action chair prior to any lobbying activity.
 - b. Board members who are employed by or serve on the boards of other organizations should be guided by the following rules to ensure that the League's effectiveness and credibility are not undermined by misunderstanding and confusion on the part of legislators, state officials and their staffs.
 - i. On issues that are not a part of the League's legislative priorities, board members must be scrupulous in avoiding the impression that they represent the League.
 - ii. On issues that are a part of the League's action agenda, board members must take care not to represent both organizations unless specifically authorized to do so because similar positions may differ in important details.
 - iii. As the League's principal spokesperson, the president may not lobby for another organization.
 - c. Members of the board of directors may not lobby for a position in opposition to or in conflict with a national or state League position.
 - d. League members may testify before committees on any subject, provided they do not identify themselves as representing the League unless instructed to do so by the president, state action chair, or portfolio chair.
 - e. Members may speak on behalf of League positions provided they quote from Program in Action, the Legislative Newsletter, the Priorities card or individual Issue papers.
 - f. League members responding to calls for action from the League may lobby, as individuals.
- e. Speaking for the League: The president is the spokesperson for the League of Women Voters of Washington.
- a. The president may delegate this responsibility to other members by reason of special expertise, qualification or appropriateness.
 - b. Letters to legislators and state officials, letters to the editor and press releases written on behalf of the state League concerning state action must be approved by the president and/or the state action chair.
 - c. General points of upcoming testimony must be cleared with the president or the action chair before testimony is given.
- f. Role of Local Leagues in State Action:
- a. In General:
 - i. Local Leagues and individual League members are encouraged to participate in state legislative action.
 - ii. The local League's action or state action chair is the liaison with the state League's action chair, state lobbyist and portfolio chair.
 - b. Action at the local level under state positions:

- i. Local League program is intended to cover issues that fall within their own territorial governmental jurisdiction. Local Leagues may not act outside that jurisdiction except in consultation with the state League or affected local Leagues.
 - ii. A local board may agree, without permission from the state board, to use state positions as authority for local action. The state action chair or portfolio chair should provide assistance as requested.
 - c. Action at the state level under local positions:
Because of the possibility that local Leagues may differ in the positions they have developed on various issues, action at the state level on local positions is rare. A local board may agree, without permission from the state board, to use a local position as authority to take action on a state measure provided:
 - i. the measure applies solely to the proposing League's jurisdiction AND
 - ii. the state board is notified of the proposed action and the action strategy.
 - d. Action at the state level by local Leagues:
Local Leagues, through their action chair or state action chair, must coordinate and receive approval from the state League action chair or portfolio chair prior to taking any action based upon state positions.
- g. Role of State League in Local Action
 - a. The state League may take action on local issues of statewide significance based upon state League positions after notification and consultation with the affected local Leagues.
 - b. Any local League may request state League assistance on a local issue of statewide significance or an issue which affects more than one local League.

B . PROCEDURES

A. State Legislative Action

- 1. Meeting Schedule: The president, state action chair, portfolio chairs and any paid lobbyist should subscribe to the Legislative Meeting Schedule.
- 2. Weekly portfolio responsibilities:
 - a) Prior to the beginning of each week during the legislative session, portfolio chairs should contact the state League lobbyist to discuss upcoming legislative events (hearings, work sessions, appointments with legislators, etc.) and agree on a strategy. The following issues should be discussed:
 - 1) What issues need to be covered and by whom;
 - 2) What, if anything, should be included in testimony or in letters, faxes, email or phone calls to legislators;
 - 3) Whether the telephone tree should be activated; and
 - 4) A strategy for how to best use volunteers who come to Olympia during the week, whether it be by participating in lobby team meetings or meetings with legislators, delivering prepared testimony or attending legislative committee meetings or work sessions.
 - b) Portfolio chairs should submit Legislative Newsletter articles to the editor at weekly lobby team meetings in person or by fax or email.
- a. Testimony:
 - a) Testimony must be nonpartisan and free of inflammatory language.
 - b) Copies of testimony and letters to legislators should be provided to the state League office.

- c) If the portfolio chair is unable to testify at a legislative hearing and would like the lobbyist to do so, the portfolio chair should take the responsibility for preparing the testimony. In an emergency, the portfolio chair may provide the main points and concepts by telephone, fax or email to the lobbyist, but the content of the testimony is the portfolio chair's responsibility.
 - d) The lobbyist, or whoever testifies in behalf of the League, has the latitude to shorten or edit the written testimony to fit the time constraints and context of the legislative hearing.
4. Telephone Tree:
- a) Activating the telephone tree at the state level is a responsibility shared by the action chair, the portfolio chair and the paid lobbyist.
 - b) The portfolio chair is responsible for preparing written supportive materials such as position papers and talking points. The portfolio chair should consult the lobbyist before these materials are completed.
5. Strategy disagreements between portfolio chairs and the lobbyist:
- a) If a disagreement occurs between the portfolio chair and the lobbyist on strategy, such as appropriate positions for the League to take under particular circumstances, whether or not a hearing requires our testimony, what that testimony should be and how we should interact with other organizations covering the issue, the portfolio chair's position will prevail. It is appropriate for the lobbyist to convey his or her opinion and to recommend strategies and actions, but the final call is to be made by the portfolio chair.
 - b) Should a disagreement between the portfolio chairs and the lobbyist remain unresolved, either party may contact the state action chair for assistance and/or mediation. If the action chair is not available, then the president, as a last resort, should be called.
6. Action in new directions:
- In the event that legislative action is planned which will be taking a significant new turn or following a new direction, the portfolio chair should clear this with the action chair or the president. This can be accomplished at weekly lobby team meetings, otherwise by telephone. The action chair or president will determine whether this new direction needs board approval. If board approval is required, the action chair or president will expedite that process.
7. Need for immediate action:
- In the event of "late breaking news" in which immediate decisions need to be made, if the portfolio chair cannot reach the action chair or the president, he or she should use his or her best judgment after consultation with one of the vice presidents, guided by League positions and past actions on the issue.
8. Legislative Newsletter:
- a) Date of publication: The Legislative Newsletter is published weekly during legislative sessions as determined by the board of directors and the editor.
 - b) Contents: The Legislative Newsletter should include status reports on key legislative issues, the League's position in brief on each issue, the rationale for the League's position and direction for member action. The Newsletter may include calls for action from the National League.
 - i. Portfolio chairs, the paid lobbyist and individuals designated to follow certain issues should submit articles to the editor at weekly legislative action committee/lobby team meetings.
 - ii. The editor may edit material submitted for publication in consultation with the writer and/or the portfolio chair.
 - iii. The president or his or her designee is responsible for final review of Legislative Newsletter contents.

- c) Distribution: The Legislative Newsletter is distributed by subscription to members of the League of Women Voters of Washington, other organizations and the public, with the price set by the board of directors.
 - i. Complimentary copies of the Legislative Newsletter are distributed to each local League president and may be distributed to local League action chairs and local League VOTER editors.
 - ii. Complimentary copies of the Legislative Newsletter may be distributed to legislators, the governor, media representatives and others.
 - iii. Complimentary copies are distributed to members of the Lobby team.
9. Legislative Action Committee/Lobby Team:
- a) The state legislative action committee/lobby team, chaired by the state action chair or his or her designee, consists of the president, the paid lobbyist(s), the Legislative Newsletter editor, portfolio chairs with legislative action priority responsibilities and League members serving as volunteer lobbyists or observers.
 - b) Local League action chairs and/or state action chairs are encouraged to participate on the legislative action committee.
 - c) Lobby team meetings are open to all League members.
 - d) The state action chair must provide notice of the schedule of lobby team meetings to local Leagues.
 - e) Observers monitor legislative hearings and/or work sessions and report to the lobby team, the portfolio chair, the paid lobbyist or the state action chair.
 - f) Volunteer lobbyists testify in behalf of the League under the direction of the state action chair, the paid lobbyist, the portfolio chair or the president.
10. Legislative Interviews:
- After each general election, the state League in cooperation with the local Leagues may interview state legislators and members of Congress to determine their opinions on selected issues of interest to the League.
- a) Local Leagues boards share responsibility for interviewing state legislators within their geographical jurisdiction. Interviews may be scheduled on an individual basis or through an event involving all legislators within the jurisdiction. The local League's state board liaison or his or her designee should attend the event and report to the state board of directors.
 - b) State board members and local Leagues within a congressional district share responsibility for interviewing members of Congress.
 - c) A state board member should participate in interviewing US senators.
 - d) Interview questions may include questions suggested by local League members and/or direction from the national League.
 - e) The state action chair in cooperation with legislative action committee members and portfolio chairs will coordinate development of the questionnaire and interview procedures.
11. Public Disclosure Commission reporting:
- a) Lobbyist registration:
 - i. The paid lobbyist(s) must file a lobbyist registration statement (Form L-1) with the Public Disclosure Commission before doing any lobbying, or within thirty days after being employed as a lobbyist, whichever occurs first. A black and white photo must accompany the registration statement. A copy of the statement must be provided to the state League office.
 - ii. If the paid lobbyist receives compensation for his or her services as a lobbyist for organizations other than the League or for businesses or individuals, a copy of any separate notice of representation filed with the Public Disclosure Commission must be provided to the state League office.

- iii. Several categories of persons and activities are exempt from lobbyist registration and reporting under the state public disclosure laws. Exemptions relevant to League lobbying activities include:
 - Persons who limit lobbying activities to appearing before public sessions of committees of the legislature or public hearings of state agencies.
 - Persons who lobby without compensation or other consideration, provided that no expenditure is made for or on behalf of a legislator, elected official, public officer or state employee.
 - Persons who restrict their lobbying activities to no more than four days, or parts thereof, during any three-month period and whose total expenditures for or on behalf of legislators, elected officials, public officers or state employees do not exceed twenty-five dollars.
 - iv. Persons exempt from lobbyist registration and reporting have the option of registering and reporting under state public disclosure laws.
- b) Monthly expense reports:
- i. Registered lobbyists are required to file a lobbyist monthly expense report (Form L-2) with the state public disclosure commission by the tenth of each month summarizing the expenditures incurred by the lobbyist or on behalf of the League and the nature of the lobbying activity.
 - ii. The following expenses for lobbying activities must be reported:
 - Compensation;
 - Food and refreshments;
 - Living accommodations;
 - Advertising;
 - Travel;
 - Contributions of money and tangible or intangible personal property; and
 - Other expenses or services.
 - iii. Expenditures of more than twenty-five dollars for entertainment must be identified by date, place, amount, the names of all persons in the group partaking in the entertainment and the amounts actually expended on each person where calculable, or allocating any portion of the expenditure to individual participants.
 - iv. Registered lobbyists are not required to report the following:
 - Un-reimbursed personal living and travel expenses not incurred directly for lobbying;
 - Expenses incurred for personal living accommodations;
 - Expenses incurred for personal travel to and from hearings of the legislature; and
 - Expenses incurred for telephone, office expenses, including rent and salaries and wages paid for staff and secretarial assistance.
- c) Annual employer reports:
 By the last day of February of each year, the state League must file an employer's lobbying expense form (Form L-3) with the state public disclosure commission summarizing lobbying expenditures for the prior year.

C . Guidelines for Participation in Coalitions and Membership in Other Organizations

1. Definition. A coalition is defined as an alliance that brings together individuals and/or groups for joint actions toward a common goal, limited and clearly defined. A coalition is not, nor is it meant to be, a lasting relationship.
2. Criteria for Participation
 - a. The group's major goals must be consistent with League position(s) and priorities. There need not be a League position on every issue with which the group is concerned, however, the aims of the group must not conflict with League positions.
 - b. Participation will bring added effectiveness to accomplishing the League's goals.
 - c. The group's member organizations should be organizations with which the League can work effectively. The League should have confidence in the leadership of the group and may serve in a leadership capacity.
 - d. The group complies with state and federal laws, agrees to adhere to a democratic decision-making process, and to provide notice of meetings and minutes of meetings to member organizations.
 - e. The group understands that the League may take action on its own, consistent with coalition purposes or the purposes of the organization.
 - f. The League must be able to withhold its name or involvement in certain actions of the coalition (such as candidate endorsements) and yet still remain a coalition member if it so desires.
 - g. The League will not participate in a coalition or an organization where the primary purpose is to endorse or oppose candidates for public office.
 - h. The League should be aware of the time, personnel and financial commitment; these expenditures (staff, volunteer hours, cash and in-kind contributions) should be worth the investment.
3. Procedures for Initiating Participation
 - a. There must be state board approval for participation in a coalition or membership in another organization. Where timing is critical, the executive committee may approve participation in a coalition. In such case, the board must be informed at the next regularly scheduled meeting or through a board mailing.
 - b. The coalition or the League member seeking the League's participation in the coalition should complete the standard coalition membership form (see attached) for consideration by the board and/or executive committee.
 - c. The president, in consultation with the board or executive committee, must make appointments in writing for League representation in all coalitions.
4. Communication with local Leagues
 - a. The state League must inform local Leagues of its participation in state coalitions or membership in other organizations through mailings, the state VOTER or board minutes.
5. Responsibilities of the League Representative
 - a. The League representative should participate actively in meetings and activities.
 - b. The League representative must report to the state board and/or executive committee on a regular basis on the nature and status of activities.
 - c. The League representative must seek advice from the president, portfolio chair, executive committee and/or the board of directors should issues arise regarding League policies or positions.
6. Annual Review.

- a. The board of directors should review, evaluate and approve participation in all coalitions and membership in other organizations annually prior to council or convention based upon the above criteria.

D. Guidelines for Co-sponsorship of Events and Activities

1. In determining whether the League should cosponsor an event or activity, the president, in consultation with the board or executive committee, shall consider the following criteria for approval:
 - a. that the subject matter of the event or activity is consistent with League principles, positions, and/or League program;
 - b. that League can fulfill expectations for membership attendance, financing, visibility, and publicity;
 - c. that the event or activity
 - i. is well-planned
 - ii. is non-partisan
 - iii. is objective in its approach;
 - d. that League is aware of funding sources and other relevant information; and
 - e. that the request was submitted in a timely fashion.
2. Co-sponsorship of events and activities initiated by the League should involve the other groups in planning early and in a meaningful way.

COALITION MEMBERSHIP FORM

A coalition is defined as an alliance that brings together individuals and organizations for joint action toward a common action goal - limited and clearly defined. A coalition is not, nor is it meant to be, a lasting relationship.

The decision to join a coalition must be made by the LWVWA board following regular procedures. Board members who propose membership in a coalition, or coalitions that send invitations to LWVWA must provide the following information:

Name of Coalition _____ Date _____

Address _____

Local organizations affiliated with the coalition _____

Is coalition affiliated with a national and/or state organization? _____

If so, what organizations? _____

Officers of coalition and members of the Board of Directors:

Attach a copy of coalition's bylaws, including a statement of overall goals.

Describe coalition's action plan: _____

What is the specific goal and role for the LWV/WA in the coalition's program? _____

What does the coalition expect from the LWV/WA? _____

Financial commitment? _____ How much? _____

Do the other organizations support candidates? _____

If so, how have you resolved this conflict? _____

Do they understand that LWV does not support candidates? _____

How will you handle this in public meetings? _____

XI. ADMINISTRATIVE MANAGEMENT

- A. Employment Policies: The League of Women Voters of Washington is an equal opportunity employer and provides a workplace free of discrimination on the basis of race, creed, sex, age, marital status, sexual orientation or disability. It is the aim of the League to provide a satisfying work environment, adequate compensation and fringe benefits and opportunities for the growth and development of its employees.
1. Hiring: The hiring of paid staff will be done by the president with approval of the board of directors using as guidance the policies and procedures of the organization. A statement of job description, work hours, salary, vacation and fringe benefits are to be provided at the time of hiring and reviewed annually.
 2. Personnel Manual: The Board has formally adopted two personnel manuals, one for part-time employees and one for full-time employees.
- B. Grants and Fees for Services Contracts:
1. Criteria: The board may authorize grants or fees for services contracts for projects or activities if the project is consistent with the League's nonpartisan policy and is either educational in nature or consistent with the League's program or priorities.
 2. Financial Criteria: The anticipated income to the state League should be proportionate to the overall size of the project and to the support services provided by the state office, including the volunteer time of any officer or board member. The project budget must include: income sources, expenses and an appropriate division of any fees received between the state League, any participating local League and the project manager, if paid.
 3. Project Supervisor: To ensure accountability, adequate oversight and adherence to League principles and policies, an officer or member of the board must be appointed to serve as project supervisor for each grant or fees for services contract. The project supervisor must submit progress reviews to the board of directors at regular intervals as set by the board.
 4. Payment of a Project Director or Manager: The board may authorize payment of compensation in a reasonable amount for a project director or manager if services cannot be secured from League volunteers. The project director or manager must consult with the project supervisor as outlined below.
 5. Selection of a Project Director or Manager: The board or a designated committee is responsible for the selection or appointment of a project director or manager. The project director or manager must be a member of the League of Women Voters who, by virtue of expertise and/or League portfolio, is an appropriate choice for the position. The project supervisor may serve as the project director or manager. If the project director or manager is to be compensated for his or her services, a description of the project and a detailed job description must be provided to local Leagues to afford an opportunity for all interested League members to apply. Where time constraints do not allow distribution of the project description and detailed job description to local Leagues, the board or a designated committee must take steps to identify League members qualified to fill the position.
 6. Role of the Project Director or Manager: In addition to performing the responsibilities outlined in the job description, the project director or manager must:
 - a) Consult with the project supervisor before major decisions are made or in the event a conflict or controversy arises;
 - b) Prepare a project director's report evaluating the success of the project in accomplishing its goals; and
 - c) Provide information to the treasurer for preparation of a project financial report.