

**POLICIES OF THE LEAGUE OF WOMEN VOTERS OF LA PLATA COUNTY
REVIEWED AND ADOPTED BY THE BOARD OF DIRECTORS
JANUARY 30, 2012**

I. NON-DISCRIMINATION POLICY

Adopted by Board of Directors

March 14, 2007

The LWV of La Plata County shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.

II. NONPARTISANSHIP POLICY

Adopted by the Board of Directors

August 9, 2005

The League takes action on governmental measures and policies in the public interest. However, it shall not support or oppose any political party or any candidate.

Recognizing that the League experience uniquely equips members for public life and wishing to encourage them to utilize their special knowledge and abilities, non-board members are encouraged to participate fully (as individuals) in party politics. The activities of certain board members, however, must be limited to preserve the League's nonpartisan reputation.

The president, the Voters Service Chair, and any other board member whose position is deemed sensitive shall not run for, or hold, elective governmental office or other partisan office. When a board member declares for such office, the member shall resign from the board.

The president, Voters Service Chair and holders of other board positions or roles deemed sensitive, such as forum moderator, shall not participate in any political campaigning in any way. No board member shall chair or administer political campaigns or campaign events, or work in a significant way in a candidate's campaign. A board member shall not indicate her/his political affiliations or candidate preferences at any level of government in the media, including on social networking sites, or other public venues that also prominently identify her/him as a member of the LWVLaPlata Board of Directors.

A board member may serve on any public board, commission, committee, or coalition; however, that board member does not represent the League unless officially designated a League representative by the board.

A board member may not speak in an official capacity, or work in any way, against a League position. If an issue arises that is unclear, it should be brought to the board for discussion.

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 members.

III. LOCAL AND STATE CANDIDATE AND BALLOT ISSUES FORUMS (REFER TO LWV OF COLORADO POLICY FOR FURTHER CLARIFICATION)

Adopted by the Board of Directors
September 21, 2006

1. Write-in candidates:

Must be officially registered with the appropriate governmental body and must notify the Voters Service Chair and agree in writing to participate at least two weeks ahead of the forum in which they wish to participate.

2. Unopposed candidates in primary elections:

If a candidate is unopposed in a primary election, he/she should not be invited to participate in an opposing party's primary candidate forum because it skews the audience questions toward party v. party type questions, rather than questions which distinguish between the candidates of the same party. It may also tend to be unfair to the minor candidate(s) by reducing the opportunities to distinguish himself/herself from his/her major primary opponent. The unopposed candidate may be invited to be present for conversation and discussion following the forum.

3. Candidate declines to participate up-front:

All attempts should be made to find a time when the all candidates are available either in person or via telecommunications. If only one candidate agrees to participate, the forum will not be held, but the Voters Service Chair may decide the appropriateness of holding a forum if two or more candidates agree.

4. Excused absence (candidate and ballot issue forums):

After signing agreement to participate, candidate notifies the Voter Service Chair at least 24 hours prior to the forum of his or her impending absence due to serious conflict in schedule, personal issue or illness.

If more than one candidate is present, proceed without the absent candidate. Ask if the absent candidate wishes to make a statement of the same length as opening remarks, to be read by LWV person or a representative and forum will continue without them (with or without statement). The representative cannot answer questions.

For local and state office, if only one candidate would be present, attempt to reschedule. If it is too late to reschedule, adjourn the formal forum, and proceed with an informal discussion involving the candidate that is present and the audience.

For federal office, cancel the forum stating the reason for cancellation

5. No-show at time of start:

Voter Service Chair should attempt to reach absentee.

If more than one candidate is present, proceed without the absent candidate.

For local and state office, if only one candidate is present, adjourn the formal forum, and proceed with an informal discussion involving the candidate that is present and the audience.

For federal office, cancel the forum stating the reason for cancellation

6. Ballot Issues Forums

If no organized opposition can be found to participate, forum may be held, but moderator or a League designee may voice concerns that are generally held regarding the issue.

IV. MEMBERSHIP DUES

Modified and Adopted by the Board of Directors

April 11, 2007

Basic Dues are from the Bylaws adopted May 9, 2003:

Dues are due in September. Dues paid after the annual meeting go toward the coming year.

The Board may set the dues for those new members joining after the LWV US Census date (currently January 31). Dues for a new member or household that joins after the LWV US census date and before April 1 is set at \$25. Their regular dues will begin in September as per our by-laws. After April 1, a new member shall pay the regular basic dues which will be counted as dues for the next membership year.

V. CO-SPONSORSHIP

Adopted by the Board of Directors

September 21, 2006

Recognizing that co-sponsorship of events with like-minded community groups can exemplify cooperation and multiply our impact by reaching more people, the LWV board will consider each opportunity on a case-by case basis. However, the league will never co-sponsor an event with a single political party or candidate, or where the sponsoring organization supports a single party or candidate. Ground rules, division of responsibility, spokesperson, financial responsibility and lines of communication should be clear. Wrap-up evaluation should be conducted following termination of the co-sponsorship arrangement.

1. Candidate and ballot issue forums: Co-sponsorship will be considered by the Board on a case-by-case basis considering the following points: mission and goals of the group, reputation of the group in the community, likelihood of the group to take positions on candidates, parties or issues, and benefit to LWV of the partnership
2. Other Programs and Events: Co-sponsorship will be considered on a case-by-case basis by the Board with recommendation by the Program Team, depending on the subject and whether the event is education or advocacy.
3. LWV of La Plata as co-sponsor: Consider on case-by-case basis using the guidelines noted in 1. and 2., above.

VI. VOTERS SERVICE COMMITTEE ACTIVITIES

Adopted by the Board of Directors
September 21, 2006

The Voters Service Chair and the president will jointly use their judgment to see that any publicly visible voter service activity is handled by board members or by committee members who aren't visibly supporting or opposing candidates or parties.

VII. ELECTRONIC BOARD MEETINGS

Adopted by Board of Directors
April 11, 2007

Procedural requirements for an e-mail meeting include the following:

- The president or his/her designee may formally call a meeting, giving the agenda and stating a beginning and ending time long enough to allow all members to participate,
- Board members' responses to this call would establish a quorum,
- All motions, debate and votes should be sent to the president or his/her designee, who will forward them to all members in the order received,
- Seconds are not required for motions,
- The time allowed for discussion and voting on a motion must be specified by the president or his/her designee, who will send out reminder alerts as the vote closing time neared,
- The meeting will end at the specified time unless formally extended.

Procedural requirements for a teleconference are the same as for a face-to-face meeting but also include the following:

- Instructions for dial-in must be provided in advance to all participants
- A quorum must call in for decision-making
- Meeting material and an agenda must be available to all participants

VIII. USE OF LWV LA PLATA MEMBERSHIP EMAIL ADDRESS LIST

Adopted by Board of Directors
February 14, 2008

Rationale

As the use of email for LWV business increases, it has become apparent that like other organizations with email lists, we have to protect the privacy of our members, and also ensure that the content of messages sent to members is appropriate for the League's mission.

Email List Usage

The list of member email addresses contained on the membership roster is for the exclusive use of the League of Women Voters of La Plata County and may only be used only for LWV approved business.

Members who send email on LWV business to the entire membership using this member list should always use a blind copy facility so that the list cannot be copied.

Members who use one or more email addresses from the list for non-League purposes may not associate the information in the note with the League.

IX. REIMBURSEMENT OF EXPENSES

Adopted by the LWVLPC Board August 18, 2011

a. Prior Approval of Reimbursability

Reimbursability of expenses not specifically covered by this policy, especially travel and meeting expenses, should be determined by the board prior to expenditure.

b. Submission of Reimbursement Requests

Expenses requiring reimbursement should be submitted in writing with documentation to the treasurer within 30 days of the subject event or a week prior to the end of the fiscal year whichever comes earlier. Expenses not submitted within 30 days will be considered donations.

Adopted by Board of Directors
May 14, 2008

c. Reimbursement of Travel Expenses

In consideration of the value to the LWV of La Plata County and to the individual League member of attendance at state League meetings, such attendance should be encouraged with reasonable financial assistance. Delegates to LWVCO and LWVUS conventions and LWVCO Council shall be chosen by the board with the president being first choice if available. All attendees of meetings where reimbursement is expected must be approved by the board. Coverage of expenses for attendees of LWV meetings who are not official delegates is at the discretion of the board and may differ from the coverage for delegate(s). The intent of the budget committee should be considered.

In consideration of rising fuel prices, reimbursement for expenses incurred in board-approved attendance at such meetings is offered on one of the following bases:

Reimbursement of out-of-pocket gas receipts or

Reimbursement of expenses on a per mile traveled basis at the IRS charitable rate

Travelers are asked to turn in expenses for reimbursement for budget planning purposes whether or not they expect to consider all or part of their expenses incurred as a contribution to the LWV. (If the meeting qualifies as a 501c3 project, the traveler may consider deducting the mileage on his/her income tax return as a charitable donation to LWV Ed Fund.)

Assumptions:

1. Denver is 350 miles from La Plata County.
2. Meeting registration costs will be covered by the LWV, including meals considered part of the meeting.

3. All efforts to reduce travel expenses will be explored, including use of donated free miles.
4. Car-pooling with other LWV members and members of nearby LWVs is assumed.
5. Airfare will be reimbursed at the IRS charitable rate per #2 above.
6. Travelers are expected take advantage of private housing offered by local LWV members at destination.
7. Travelers are expected to share expenses if motels are used.
8. Coverage of additional items relative to travel will be considered on a case by case basis.
9. Travelers will remit bill per chosen option above to Treasurer within 30 days of travel as required by 10a. Submission of Reimbursement Requests policy.

Adopted by Team
July 24, 2008

d. Reimbursement of Copy Expenses

Adopted by Board of Directors
December 18, 2007

Rationale

The cost to the League of making color copies of material needed for League programs professionally is substantially (as much as 10 times) more than printing copy materials on home printers. With the increase in performance and quality of home printers, it has become more feasible for League members to volunteer to print copies when so requested by the board or a committee chairperson. This policy allows for reimbursement of average cost as estimated by the LWV-La Plata team assigned to investigate these expenses.

Reimbursement

The LWV La Plata Treasurer is authorized to reimburse individual members for copies at a rate of \$.10 (10 cents) for color copies and \$.05 (5 cents) for black and white copies for a minimum of 50 single pages. Members must submit an invoice with the purpose and quantity of copies made to the treasurer.

Donation in lieu of reimbursement

Members may choose to donate the cost of copies at the above rate and minimum quantity to the LWV La Plata and the donation will be noted on the annual operations budget.

X. Use of LWV funds for personal condolence or congratulatory purposes

Adopted by the LWVLPC Board August 18, 2011

LWV funds shall not be expended on cards, flowers, etc., for members for personal reasons. Such items may be funded by ad hoc donations from members for a specific purpose.

XI. Donations for use of non-profit facilities without a formal charge, such as local church facilities

Adopted by the LWVLPC Board August 18, 2011

An annual donation not to exceed \$50 should be paid at a consistent time of year, such as the end of the fiscal year, to the non-profit facility, irrespective of the number of times we've used it. When appropriate, acknowledge our appreciation for the use of the facility.

XI. Archives Policy

Approved by the LWVLPC Board
November 3, 2009

Our archives reside in the Center for Southwest Studies at Fort Lewis College and are the property of the Center available to the public. Once a year, at the end of the fiscal year, certain LWV La Plata County documents should be collected in paper form and taken to the archives manager (currently Nik Kendzioriski, 970-247-7126) at the Center by a person designated by the board for inclusion in our archives, which are identified as M139. Items to be included are as follows:

- Final minutes for all board meetings
- Annual meeting mailing
- Final minutes of annual meeting
- All newsletters
- Certificates awarded to our LWV
- Publications, reports, published opinion pieces created by our LWV
- Other items of unusual interest, e.g., media coverage of Greg Mortenson event
- Do not include LWVCO or LWVUS items, which can be obtained elsewhere

'Re-discovered' items from other years may be included in the current year's archived material.

Rosters: The membership chair should retain the complete roster of members as of January 31 of each year. For privacy reasons, rosters should not be included in materials taken to FLC Archives; but instead should be retained by the membership chair as a permanent file.

Process:

All archived materials should be in unstapled paper form, in chronological order. Significant newspaper articles about LWV events will be copied by FLC Archives onto special acid-free paper. Exceptions to paper form should be rare and carefully considered, e.g., 60th anniversary celebration DVD. Photos may be included.

Minimize the amount of paper submitted to our archives at the Center due to space requirements. Use double-sided printing.

In addition it should be noted that the LWVLPC website and blogsite contain on-going electronic archives of LWVLPC events including calendars, publications, reference information etc. To access this archive click on www.lwvlaplata.org and www.lwv-blogger.blogspot.com

XII. Use of the Projector and PA System

Modified and Adopted by the LWVLPC Board
January 30, 2012

Due to the delicacy and the value of our Epson projector and our Samson public address sound system, use of each is limited to meetings sponsored or co-sponsored by our LWV. A designated LWV member will be responsible for setup, use and teardown of each system at each event. The equipment will be stored by a League Board member in order to be ready for future use.

Due to the conditions required by the generous donation of funds for the projector by The Ballantine Fund, a 501c3 organization, we must limit our use of the Epson projector to

educational purposes. This precludes use for advocacy even if board-approved. The conditions we have agreed to are based on IRS Code 4945 (d)(1) and (2) and 170©(2)(B) per the Letter of Conditions we signed when we received the grant.
The same limitation on use **does not apply** to the public address sound system.