

# STANDING RULES OF THE LEAGUE OF WOMEN VOTERS OF SKAGIT COUNTY, UNIT AT LARGE

## ARTICLE I • Name

The name of this organization shall be the League of Women Voters of Skagit County, Unit at Large, hereinafter referred to as LWVSC or as the League. This local League is an integral part of the League of Women Voters of the United States (LWVUS), and of the League of Women Voters of Washington (LWVWA).

## ARTICLE II • Nonpartisan Policy

### Section 1. Purposes.

The purpose of the League of Women Voters is to promote political responsibility through informed and active participation of citizens in government. The League is a nonpartisan political organization: nonpartisan in that it never supports or opposes any candidate or political party; political in that it does act on those governmental issues selected by its members and on which a position has been reached through study and member agreement.

### Section 2. Political Policy.

The League believes that participation in the activities of political parties is an essential ingredient of citizen responsibility. All members, unless otherwise restricted, are encouraged to participate in any political party or governmental activity to the fullest degree, provided they act as individuals and not in the name of the League. Activities are permissible if they do not create any doubts in the public's mind as to the nonpartisanship nature of the League nor jeopardize the League's ability to deal with current issues.

To protect the credibility of the League of Women Voters as a nonpartisan organization, certain restrictions must apply to Board positions:

#### The Chair is restricted from:

- (i) running for or holding any elected public office
- (ii) working as a precinct committee person or other party official

- (iii) publicly supporting a candidate or permitting use of one's name in candidate endorsements
- (iv) circulating petitions for a candidate
- (v) displaying posters, wearing campaign buttons, or distributing literature
- (vi) telephoning for candidates
- (vii) soliciting money for or publicly contributing to a candidate or party
- (viii) taking leadership roles in groups connected with controversial issues where conflict with League positions could occur
- (ix) work as an election judge, clerk, or poll—watcher
- (x) act as a caucus delegate or member of a caucus steering committee
- (xi) host or attend a candidate's coffee

#### Other Board members are restricted from:

- (i) displaying posters, wearing campaign buttons or distributing literature
- (ii) hosting candidate coffees
- (iii) contributing to a political party or candidate

#### All Board members may:

- (i) accept appointments to a public board or commission if it is clearly nonpartisan
- (ii) attend political meetings in order to obtain information
- (iii) do "behind the scenes" work in a campaign, such as stuffing envelopes

#### All Board members except the Chair may:

- (i) work as election judge, clerk, or poll—watcher
- (ii) act as a caucus delegate or as a member of a caucus steering committee
- (iii) attend a candidate's coffee

The political activities of a spouse or a relative of a Board member will be considered separate and distinct from the Board member, provided care is taken to avoid the appearance of participation.

Should it be necessary for a Board member to resign to engage in political activity, the resignation must be publicized along with the National League policy. There will be no endorsement for the resigning member. A replacement will be announced promptly to assure the public that the resignation is genuine. The resigning Board member is eligible for office again after the partisan activity is completed. It will be the responsibility of the Board to determine whether there is any danger of community misunderstanding of the League's nonpartisanship if the member is reappointed.

Board members may present questions about specific situations to the LWVWA where the foregoing policies do not resolve the question.

This policy will be reviewed and updated yearly from the date it goes into effect by the local League and by the LWVSC Board.

## **ARTICLE III • Membership**

### **Section 1. Eligibility.**

Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

### **Section 2. Types of Membership.**

a. Voting members. Citizens at least 18 years of age who join the LWV shall be voting members of local and state Leagues, and of the LWVUS.

(1) those who reside outside the area of any local League may join a local League or shall be members-at large.

(2) those who make a lump sum life membership payment to the LWVUS shall be paid life members and those who have been members of the League for 50 years or more shall be honorary life members excused from the payment of dues.

b. Associate members. All others who join the League shall be associate members.

## **ARTICLE IV • Officers and Executive Board**

### **Section 1. Election. Qualifications and Term.**

The officers of the League of Women Voters of Skagit County shall be a Chair, a Secretary, and a Treasurer. They shall be voting members of the LWVSC and shall be elected at the annual meeting and shall hold office until the conclusion of the next annual meeting or until their successors have been elected and qualified.

### **Section 2. The Chair.**

The chair conducts the business part of League meetings, receives mail for the unit, liaisons with the State LWV, and provides a monthly report. He/she is the spokesperson for the local group, is highly visible, and is strictly nonpartisan.

### **Section 3. The Secretary.**

The Secretary shall record and distribute the minutes of all general membership, annual and board meetings, perform such duties as customarily pertain to the office, and duties as the Chair and Board may designate.

### **Section 4. The Treasurer.**

The Treasurer shall collect and receive all money due, depositing and disbursing them as designated by the State Board, arrange for an annual review of the books, present periodic statements to the membership at their meetings, and a yearly report at the annual meeting. A proposed budget will be sent to all members one month prior to the annual meeting. The Treasurer will also perform other duties as the Chair and Board may designate.

### **Section 5. Standing Committees**

**Membership Chair:** Standing committee Chairs will attend Board meetings or report to the board when unable to attend. Standing Committee Chairs are not members of the Executive Board and are not subject to

political restrictions other than the Leagues non-partisan guidelines.

1. Duties will include:
  - (a) promoting membership
  - (b) placing meeting notices in the paper
  - (c) media information to papers & radio stations
2. **Program Chair** will work with the board:
  - (a) to arrange for speakers/discussion leaders,
  - (b) to help coordinate forums and public meetings
  - (c) other projects as agreed upon.
3. **Newsletter chair** will:
  - (a) send monthly emails and mail copies of the email to those members without internet prior to meetings
  - (a) publish Voters/League newsletter quarterly to be mailed to all members locally,
  - (b) maintain mailing list
  - (c) collect and read Voters from other Leagues and share pertinent information.
  - (d) post information on webpage
4. **Telephone Chair** will recruit callers to establish a phone tree and activate the tree when needed by making the necessary calls.

## **ARTICLE V • Executive Board**

### **Section 1. Selection.**

Qualifications and Term. The Executive Board shall consist of the Chair, Secretary, and Treasurer. They shall serve until the close of the next annual meeting or until their successors have been elected or appointed and qualified. Vacancies other than the Chair may be filled by vote of the remaining members of the Board.

## **Section 2. Powers.**

The Board shall manage and supervise the business, affairs, and activities of the LWVSC subject to instructions at the annual meeting. It shall encourage members to be delegates to state convention and council. It shall accept responsibility for such other matters as the National or State Board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these standing rules.

## **ARTICLE VI • Nominations and Elections**

### **Section 1. Nominating Committee.**

The Nominating Committee shall consist of three members who have been selected and voted upon by the membership at large. The report of the Nominating Committee naming the committee's nominations for officers and the Chair shall be given to the total membership at a meeting one month prior to the annual meeting and the election. Nominations will also be taken from the floor at that time.

### **Section 2. Election.**

The election shall be by ballot, except when there is only one nominee for an office, it may be by voice vote. A majority of those present and voting shall constitute an election.

## **ARTICLE VII • Meetings**

### **Section 1. Membership Meetings.**

Meetings of the entire membership will be held no fewer than four times yearly in addition to the Annual Meeting. A majority of voting members present will constitute a quorum.

### **Section 2. Annual Meeting.**

An annual meeting will be held in May of each year. Elections will be held, an annual budget adopted, and all other business deemed necessary by the Board will occur at the annual meeting.

### **Section 3. Parliamentary authority.**

The meetings will be run on the basis of consensus. In cases where consensus cannot be acquired, the majority rules with a two person majority.

### **ARTICLE VIII • Standing Committees**

LWVSC standing committees will consist of the Program Committee, the Membership Committee, the Newsletter Committee, and the Nominating Committee. There will be a chair appointed for each committee who will speak for the entire committee.

### **ARTICLE IX • Programs**

#### **Section 1. Principles.**

The principles adopted by the national convention constitute the authorization for the adoption of program.

#### **Section 2. Program.**

The program of the LWVSC shall consist of action to implement the principles and those state and national program items chosen for concerted study and action. Local studies and action may be undertaken with the approval of LWVWA.

#### **Section 3. Action.**

The LWVSC may act only in conformity with, or not contrary to, a position taken by the LWVUS and the LWVWA. Members of the LWVSC may act in the name of the League only when authorized to do so by LWVWA.

#### **Section 4. Permission.**

The LWVSC may request permission of LWVWA to act on local concerns when a situation requires intervention by a knowledgeable group.

### **ARTICLE X • Fiscal Policies**

### **Section I.a. Dues.**

#### **Section 1: Dues.**

Amount of Dues are as follows:

Individual . . . \$62

Household. . . \$88

(two voting members)

Associate\* . . . \$17

(May include Grants for membership if funds are available)

\* available to members 18 years or younger, non-citizens, and nonvoting members

#### **Section I.b. Payment.**

Dues are paid on a yearly basis and are renewed during the month of January.

#### **Section 1.c. Non-payment of dues.**

Any member who fails to pay his/her dues after notification of non-payment will be dropped as members.

#### **Section 2. Fiscal year.**

LWVSC fiscal year will be from January 1 through December 31st

#### **Section 3. Expenditures.**

Any new project requiring the expenditure of over \$50 shall require approval by the Board, with the exception of state and national dues.

### **ARTICLE XI • Amending Standing Rules**

In order to change the standing rules, notification to the membership must be provided at least one week prior to the general meeting when the proposal will be presented for discussion.

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