

# **LWV CNHEPR**

## **Policies, Procedures, Directors, Committees**

Amended April 8, 2025

### **II Purposes & Policy**

#### **201. NONPARTISAN POLICY**

Unassailable nonpartisanship is core to the LWV brand and mission at all organizational levels. The League of Women Voters is nonpartisan, neither supporting nor opposing any candidates or political parties at any level of government, but always working on vital issues of concern to members and the public.

While the League encourages informed, active participation in government and politics by its members, the Board of Directors of LWV (insert local League) believes that some basic limitations on political activity by members of the Board, while they are serving in this capacity, are necessary to protect the nonpartisanship of the League as an organization.

#### **Elected or Appointed Offices:**

- A Board member shall not run for, nor hold, any partisan elective office at any level of government while an active member of the Board. Board members should resign or take a leave of absence when they are running for or elected to partisan public office.
- Board members may run for or hold a nonpartisan elective office at the discretion of the Board.
- Board members may serve as appointed members of city, county, state or national boards or commissions, provided the board or commission and the appointment is not associated with a specific political party.

#### **Political Party Activities:**

- A Board member shall not serve in any official position in a political party at any level of government.
  - “Official position” includes district party chair or party vice chair, and other specific party officers.
  - Precinct level leader roles in a party are exempt.
  - Someone may serve as a Board member and take a leave of absence while serving in a party leadership role.
- All board members may participate in party precinct caucuses.
- President, Voter Service chair and Action & Advocacy chair and whomever is organizing candidate forums (Candidate Forum coordinator) shall not seek delegate status in the political party caucus or convention process because it involves declaring support for a particular party or candidate.

### **Political Campaigns:**

- A Board member shall not chair or administer fundraising for a political campaign, chair a campaign event, be a spokesperson, or work in any other significant and visible way in the campaign of a candidate for partisan elective office at any level of government.
- Board members may participate in election campaigns in behind-the-scenes and support roles.
  - o Board members in visible positions should disclose their participation and be evaluated against local conditions as to whether or not this is permissible.
- Board members in visible positions should not have yard signs or other prominent, public indications of political affiliations.
- All Board members should refrain from posting LWV signs on their property alongside candidate or ballot proposition yard signs.

### **Campaign Contributions:**

- The President, Voter Service and Action & Advocacy chairs and Candidate forum coordinator may not attend fundraising events or make contributions to campaigns or candidates for any local, state level or statewide office.
- Any contributions by Board members (in non-visible roles) to a political party or candidate should be below the amount at which the contributor's name is required by law to be reported.
- It is generally appropriate for any Board member to make contributions of any size in local elections outside of the local League's supported area; elections outside of Minnesota; or for national political races.

### **Social and Other Media:**

- Because they represent LWV to the public, the President, Vice President, Voter Service Chair, Advocacy Chair, and Candidate Forum Coordinator shall not indicate political affiliations or candidate preferences at any level in the media, including networking sites or other public venues that may also prominently identify them as a member of the LWV CNHEPR. This does not preclude Leaders from serving as Election Judges in any capacity as the party affiliation is not a matter of public record.
- Board members shall not speak publicly or work against any League position when representing the League.

### **202: DIVERSITY, EQUITY, INCLUSION.**

CNHEPR LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

#### **IV MEMBERSHIP MEETINGS**

**401:** The annual meeting will be held no later than 45 days after the fiscal year ends, March 31st. The annual meeting will adopt a local program for action for the ensuing year; elect officers and directors, members of the nominating committee; adopt a budget; and transact such other business as may properly come before it.

#### **V BOARD OF DIRECTORS**

**501:** The Board will consist of the officers & other members elected by Membership at the Annual Meeting.

**502:** Board members will serve a two-year term.

**503:** The Nominating Committee will consist of three members: the chair and two members. The committee will be elected at the annual meeting. Not more than one committee member shall be a serving Board member. The term of office for the nominating committee members shall be one year. Vacancies shall be filled by appointment by the Board.

**504:** The Nominating Committee reports its nominations at the Annual Meeting

**505:** Nominations for the elected members will be made by the current nominating committee. Further nominations may be made during the meeting.

**506:** The Finance Committee is responsible for developing the budget. The members of the finance committee will consist of at least ~~five~~ four members, at least two of whom are members of the Board. The treasurer will be a member of the committee but will not be eligible to serve as chair.

**508:** Per Article IV Section 4.1, the fiscal year of LWV CNHEPR is April 1 through March 31.

**509:** The finance committee will perform an annual review of the financial information subsequent to the fiscal year end.

**510:** Reports will be submitted to the Board showing income and expenditures, as well as the balance sheet. The committee will prepare the annual budget before the annual meeting. The Board will approve the budget and recommend the budget, which will be sent to the members at least one month before the annual meeting.

## **VII OFFICERS**

**701:** The President will follow the League's mission statement, will have such powers of supervision and management as customarily pertain to the office; will preside at all meetings of the organization and the Board or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the treasurer; and shall perform such other duties as the Board may direct. In the event of the absence, disability, resignation or death of the president, the vice-president will assume the office. If the vice-president is unable to serve as president, the Board will fill the vacancy from among the elected directors.

The President creates the agenda for all board meetings, creates the agenda for and presides over special meetings

The President presides over the Annual Meeting

- Works with the executive committee, consisting of vice-president, secretary and treasurer, to determine goals for the league's new fiscal year prior to the annual meeting
- Use league debit/charge cards to conduct league business

**702:** The vice-president presides over board meetings in the absence of the president or at the direction of the president.

**703:** The secretary will keep minutes of the meetings of the membership and of the Board, will sign with the president all contracts and other instruments when so authorized by the Board and will perform such other duties as the president and Board may direct.

**704:** The treasurer will perform such duties as customarily pertaining to the office; sits on the Finance Committee, arrange for an annual review of the books; and, at the direction of the Board, maintain deposits in authorized financial institutions.

**705:** At the end of the president's and treasurer's terms their names will be removed as signatories on the bank and checking accounts and the new president's and treasurer's names will be added to the accounts.

## **Officers, Directors and Descriptions**

### **Voter Services:**

- Organize and Promote Candidate Forums for General Elections and Primary Elections
- Moderator recruitment
- Voter Service Grants
- Voter Education
- Voter Registration
- Legislative Interviews
- Voter outreach to disenfranchised voters

**Membership Chair:** Membership training and support, outreach, new member manual, recruitment

**Program, Local Chair:** organize programs for education of members and the general public based on current topics of interest and LWVMN and LWVUS Programs for Actions. Organize local LWV events.

**Program, National & State:** Track and report the governmental principles adopted by the national Convention and supported by the LWV as a whole constitute the authorization for adoption of the Program for Action. The Program for Action consists of implementation of LWVUS Principles, LWVUS Public Policy Positions, state and local positions and those state governmental issues

**Communications Chair:** Newsletter, Social Media, Webpage, NextDoor, Twitter, etc.

**Advocacy & Action Chair:** Report issues and Action Alerts, work with members to take action on issues, legislation, by writing letters, giving testimony and lobbying

**Diversity, Equity, Inclusion Outreach Coordinator:** DEI education for members and the public, review League materials to align with the DEI policy, organize outreach to disenfranchised voters with Voter Services.

**At-Large:** has no specific duties unless assigned by the president or a board committee but has the same rights and responsibilities as other board members.

**Council of Metro Area Leagues (CMAL) Representative** - represent CNHEPR LWV at and participate in CMAL activities and report at board meetings

**West Metro Representative** - represent CNHEPR LWV at and participate in the the West Metro activity and report at board meetings

**LWVUS Roster Manager** : make changes to the LWVUS and LWVMN membership rosters for our League, update officers, add new members, review for correct information

**Youth Civic Engagement Liaisons:** work with up to two students at Robbinsdale Cooper and Armstrong high schools to engage students in civics activities, registering students to vote and bringing awareness of issues relevant to students and their families.

Adopted: May 2022

Amended: April 9, 2024

Amended: April 8, 2025