

**POLICIES OF THE LEAGUE OF WOMEN VOTERS OF LA PLATA COUNTY  
REVIEWED AND ADOPTED BY THE BOARD OF DIRECTORS  
NOVEMBER 14, 2013**

**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

April 12, 2012

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, Voter Services 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, Voter Services Chair and holders of other board positions or roles deemed sensitive, such as forum moderator, shall not take any role in any campaign for a political candidate, nor make monetary contributions to any local level candidate or campaign, but may contribute to candidates and campaigns at the State or Federal level. In any other instance, if a board member wishes to engage in any partisan political activity, she/he must seek a Board decision as to whether the activity would affect the League's actual or perceived nonpartisanship.

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 any 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

February 1, 2013

#### **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 or forum organizer 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.

#### **7. Guidelines for Candidate Participation in a Forum**

To determine the eligibility of candidates to be included in a Forum, refer to guidelines established by the League of Women Voters of Colorado.

The guidelines include:

- **Constitutional Eligibility** – the candidate must meet the requirements of the state constitution and/or the Constitution of the United States.
- **Ballot Access** – the candidate must meet all requirements to be on the ballot according to the relevant election laws: Local, State and Federal.
- **The Candidate** must be a significant candidate for the office for which s/he is running. Proof of significance could be voter interest and support which can be assessed by considering a number of factors, which are outlined in the LWVCO Guidelines document available from the LWVCO Voter Service Chair.

#### **IV. MEMBERSHIP DUES**

Modified and Adopted by the Board of Directors

June 15, 2012

By the authority of Article VI, Section 2 of the bylaws adopted May 16, 2012, the basic annual dues are \$55.00 per member plus \$35.00 for each additional household member.

Dues are due in September and must be received before the LWVUS census date (currently January 31) to retain active status.

The Board may set the dues for those new members joining after the LWVUS Census date. Dues for a new member or an additional household member that joins after the LWVUS census date and before April 1 shall be \$27.50 and \$17.50 respectively, for the remainder of the membership year, i.e., until September. Their regular dues for the following membership year shall be due in September in accordance with our bylaws. After April 1, a new member shall pay the regular basic dues, which will be counted as dues for the following 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. OUTREACH AND COMMUNICATION**

### **A. 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.

## **B. Publicizing to Members Events not Sponsored by the League**

Our LWV is often asked to publicize events/programs of other groups. In an effort to provide consistency to our decisions on whether and how to respond to these requests, the following process will be used:

The president(s) or designee will make the decision on publicizing after considering answers to the following questions. The decision should be based on the topic of the event, any LWV positions on the topic, and LWV members' potential interest in that event. The public perception of the LWV must be a prime consideration. Public understanding of the LWV, its **nonpartisanship** and its two separate arms: voter education and advocacy must be preserved or enhanced in all communications. In general, we will usually publicize events we co-sponsor and events on which we have a supporting position. And the president/designee will decide what type of publicity and how much we will undertake.

- a. Is the topic of event a 'LWV' issue? i.e., political in the sense that it can be impacted by government and by voters
- b. Where is this topic on the LWV's priority list?
- c. Is the topic timely?
- d. Does LWV have a position on this topic?
- e. Is the topic nonpartisan?
- f. Potential for longer term relationship with sponsoring organization?
- g. Level of trust in sponsoring organization? Is there a hidden agenda? Future entanglements? What is our record of collaborating with this organization?
- h. Is the program local, i.e., accessible to most members?
- i. How many of our members would likely be interested?
- j. Is there sufficient time to alert our membership?

If the answer is unclear after all the above questions have been discussed, the board should be consulted.

If a decision to publicize an event is made and the LWV does not have a position on the topic, that fact should be clearly stated in the publicity. If the LWV has a position

opposing the topic, the LWV probably should not publicize the event even in the interest of voter education.

**C. Newsletter (to be supplied)**

**D. LWV LPC Web Site Content (to be supplied)**

**E. Use of Social Media (to be Supplied)**

## **IX. REIMBURSEMENT OF EXPENSES**

Adopted by the LWV LPC 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 to local non-profit organizations**

Adopted by the LWVLPC Board  
August 21, 2012

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

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.

**b. Donations to non-profits for support of their programs**

LWVLPC shall not donate to local non-profits for support of their programs. Exceptions to this rule may only be made by the Board of Directors after special consideration, and on very rare occasions such as in return for a service that may be provided to LWVLPC.

**XII. 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 Kendziorski, 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., 60<sup>th</sup> 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](http://www.lwvlaplata.org) and [www.lwv-blogger.blogspot.com](http://www.lwv-blogger.blogspot.com)

### **XIII. 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.

**XIV. Video and Audio Recording of League-Sponsored Events  
Adopted by the LWV LPC Board  
November 14, 2013**

Due to the increasing capability of electronic devices in use, Leagues are being confronted with unique situations that could affect our ability to retain our nonpartisan reputation. With the intent and spirit of fairness in mind, the following policy has been developed.

This policy is to be stated in a short and routine manner at the beginning of all meetings to which the public has been invited. As the recognized news media abides by rules and regulations, this policy is intended to apply to *private individuals who are not accredited members of news media* and who wish to record the proceedings at events sponsored by the League of Women Voters of La Plata County. Copies of this policy may be posted or distributed at the event.

**League-sponsored Candidate, Ballot Issues and Educational Forums or Events**

- Notice must be given prior to the start of an event of an intention to record. No disruptive behavior will be permitted.
- Recording must be done discreetly, without interfering with the activities of the meeting, blocking any views of the audience members, or making excessive noise
- All recording by attendees must be done without the use of flash or auxiliary lighting.
- Audio and video must be broadcast in its entirety except by media reporting on events.
- Any posting on You Tube, or other internet sites, of a recording of any League event must be done in its entirety, and appropriately labeled, (such as segment 1 of 3, segment 2 of 3, etc.), so that a viewer is aware that the full event is being shown.
- Any posting on You Tube, or other internet sites, of a recording of any League event must acknowledge the actual source and date of the original recording.
- When a city TV stations are doing the recording, no other recordings shall occur unless negotiated by all parties. Smart phone and tablet recording devices may be used as long as they in no way interfere with the audience.
- Leagues should consider recording (audio & video) the meeting to have their own record to verify accuracy.

**Additional policy regarding Candidate Forums**

- All candidates must be advised in the invitation letter about the use of forum recordings and must sign a release form.

- **Unauthorized** videos of events with candidates in Federal Races are not permitted due to FCC rules that a forum must not be edited and must be broadcast in its entirety, either live or reasonably soon after it takes place.
- Candidates are not permitted to use or edit the footage for campaign purposes.
- The League is not obligated to give a DVD of the forum to anyone. The content of that recording belongs to the League.

### **Standard Opening Comments prior to start of Forum or Event**

‘The LWV of La Plata County requests all cell phones be turned off as a matter of courtesy. The participating panelists have agreed to our forum recording rules and we prefer that audience members do the same.

However, the League requests anyone who does record this forum in any format please respect the League's positions and not use any recording in any partisan manner. We also advise that relevant FCC rules regarding candidate forums must be followed, such as preserving the context or intent of what is being said and airing the recordings in their entirety. As a matter of courtesy, we further request that any person making a recording not interfere with the audience or this event in any way. The League’s full written policy is available \_\_\_\_\_.

*<Add when appropriate: The forums will also be aired (dates and times) on local TV access channels \_\_\_\_\_, and rebroadcast\_\_\_\_\_. They can be streamed from \_\_\_\_\_>*

Thank you.’

### **XV. Petitions and Partisan Material Adopted by the LWV LPC Board March 13, 2013**

The League is a non-partisan organization, and partisan petitions regarding candidates or elected officials may not be circulated within any venue in which LWV La Plata is sponsoring Candidate Forums, Ballot Issue Forums or Educational Forums and Events. Similarly, no partisan material may be displayed within the venue of a candidate forum, including campaign material, t-shirts, buttons, caps, etc. but may be placed outside the room.

The League does reserve the right to allow circulation of non-partisan, issue-oriented petitions during an event at which the League, in its *advocacy* role, is advancing a policy position.

For events co-sponsored by the League, such non-partisan petition circulation will be negotiated on a case-by-case basis with the co-sponsor, with the default being no petitions.