



**LEAGUE OF WOMEN VOTERS®
of Licking County, Ohio**

MAKING DEMOCRACY WORK

Democracy is Not a Spectator Sport...Get Involved!

July 2018

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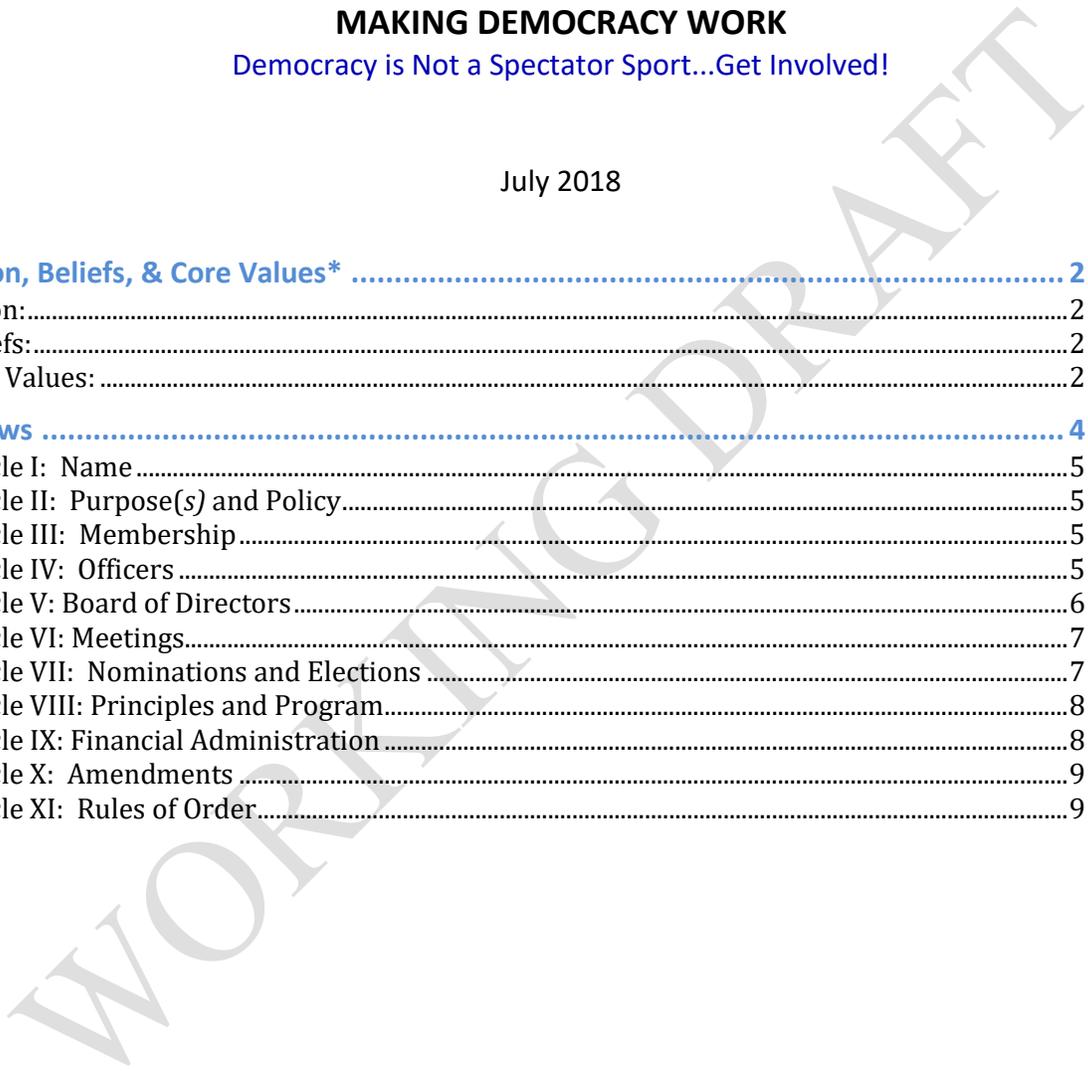
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League of Women Voters of Licking County

Vision, Beliefs, & Core Values*

Vision:

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

The goal of the League of Women Voters is to empower the citizens of Licking County, Ohio to shape better communities locally, regionally, and nationally.

The League of Women Voters of Licking County, Ohio is a nonpartisan political membership organization, which:

- ❖ **Acts** after study and member agreement to achieve solutions in the public interest on key community issues at all government levels.
- ❖ **Builds** citizen participation in the democratic process.
- ❖ **Engages** communities in promoting positive solutions to public policy issues through education and advocacy.

Beliefs:

We believe in:

- ❖ **Respect** for individuals.
- ❖ The **value** of diversity.
- ❖ The **empowerment** of the grassroots, both within the League and in communities.
- ❖ The power of collective decision-making for the common good.

We will:

- ❖ Act with trust, integrity and professionalism.
- ❖ Operate in an open and effective manner to meet the needs of those we serve, both members and the public.
- ❖ Take the initiative in seeking diversity in membership.
- ❖ Acknowledge our heritage as we seek our path to the future.

Core Values:

- ❖ We are a nonpartisan political membership organization.
- ❖ We believe that grassroots initiatives and consensus building are the strengths of our organization.
- ❖ We believe that our organization models the principles of good governance.

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- ❖ We consider and prepare well before taking action.
- ❖ We believe that citizenship requires knowledge, as well as the ability and will to act.
- ❖ We believe that the responsibility of good government rests on the shoulders of its citizens.
- ❖ We believe that the rights of citizens at home and abroad are interdependent.

*Adapted from LWVUS

WORKING DRAFT

League of Women Voters of Licking County

Bylaws

We, the undersigned, all of whom are citizens of the State of Ohio, desiring to form a corporation, not for profit, under the general corporation laws of said State, do hereby certify:

FIRST: The name of said corporation shall be League of Women Voters of Licking County.

SECOND: Said corporation is to be located in Licking County, Ohio, and its principal business there transacted.

THIRD: The business and objects of said corporation shall be to promote political responsibility through informed and active participation of citizens in government; to render such other services in the interest of education in citizenship as may be possible; and to do every act appropriate or necessary to carry out any of the foregoing objects.

IN WITNESS WHEREOF, we have hereunto set our hands, this [day] of [month], A.D. [year].

Rita Kipp, President
Carol Apacki, Vice-President
Jane Wilken, Treasurer
Kimberly Byce, Secretary

Filed: [Month, day, year]

Recorded: [Location]

Records of Incorporation and Miscellaneous Filings

League of Women Voters of Licking County

Article I: Name

The name of this organization shall be the League of Women Voters of Licking County (Ohio), hereinafter referred to as LWVLC. This Local League is an integral part of the League of Women Voters of Ohio (LWVO) and the League of Women Voters of the United States (LWVUS).

Article II: Purpose(s) and Policy

Sec. 1. Purposes. The purposes of the LWVLC are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2. Political Policy. The LWVLC shall not support or oppose any political party or any candidate.

Article III: Membership

Sec. 1. Eligibility. Any person who subscribes to the purpose(s) and (political) policy of the LWVLC shall be eligible for membership. LWVLC encourages members, who are eligible, to be registered voters.

Sec. 2. Types of Membership.

- a. Voting Members. Individuals at least 16 years of age who join the LWVLC shall be voting members of the Local League (LWVLC) and of LWVO and LWVUS. Those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.
- b. Household Members. When two members reside at the same household, their dues shall equal one and one-half times the annual dues.
- c. Student Members. Special dues apply for students enrolled full time.

Article IV: Officers

Sec. 1. Election, Qualifications and Term. The Officers of the LWVLC shall be a President, Vice-President, Secretary and Treasurer, who shall be elected for terms of two years by the general membership of the Annual Meeting and take office immediately. The President shall be elected in the same year as the Secretary, and in the following year, the Vice President and Treasurer shall be elected.

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Sec. 2. The President. The president shall preside at meetings of the organization, officers, and the board of directors. The president may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The president shall be, ex-officio, a member of all committees except the Nominating Committee. The president shall have such usual powers of supervision and management as may pertain to the office and perform such other duties as may be designated by the board of directors.

In the event of the absence, disability, resignation or death of the president, the vice-president shall assume the office. If no vice-president is able to serve as president, the board shall fill the vacancy from among the elected board members.

Sec. 3. The Vice-President. The vice president shall, in the event of absence, disability, resignation or death of the president, possess all the powers and perform all the duties of that office, until such time as the board of directors shall elect one of its members to fill the vacancy. The Vice-President shall perform such other duties as the president, officers, or board of directors designate.

Sec. 4. The Secretary. The secretary shall keep minutes of the annual meeting of the League and of meetings of the officers and board of directors. The secretary shall perform other functions, as may be incidental to the office.

Sec. 5. The Treasurer. The treasurer shall perform such duties as customarily pertain to the office, including required reporting; arrangement of an annual audit of the books; and, at the direction of the board of directors, maintain deposits in authorized financial institutions.

Article V: Board of Directors

Sec. 1. Selection, Qualifications and Term. The board of directors shall consist of the officers of the LWVLC, the chairs of the nominating committee and the membership committee, both of whom shall be elected at the annual meeting; and not more than five directors appointed by the officers and elected members of the board. All directors shall be voting members of the league. Except for the chair of the nominating committee, all directors shall serve for a term of two years or until successors have been elected or appointed and qualified. The chair of the nominating committee shall serve for a term of one year. Board members shall assume committee chair/co-chair responsibilities as deemed relevant to the program of work. Vacancies, other than the presidency, may be filled by vote of the remaining members of the board.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless he or she is a voting member of the LWVLC.

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Sec. 3. Vacancies. Any vacancy occurring in the board of directors by reason of the resignation, death or disqualification of any officer or elected member may be referred to the nominating committee. Following a recommendation from the nominating committee, or from the president, the vacancy may then be filled, until the next annual meeting, by a majority vote of the remaining members of the board of directors. Three consecutive absences from a board meeting of any member without a valid reason shall be deemed a resignation.

Sec. 4. Powers and Duties. The board shall manage and supervise the business, affairs, and activities of the LWVLC subject to the priorities of the membership. The board may create and designate such special committees as it deems necessary.

Article VI: Meetings

Sec. 1. Annual Membership Meetings. There shall be at least one meeting of the membership each year. In the annual meeting the program of work for the coming year will be adopted; the election of officers, directors and members of the nominating committee will take place; and a budget will be set, including membership dues. The board shall determine the time and place. Additional meetings of the members may be called by the president, the board of directors or upon written request of ten percent of the voting members.

Sec. 2. Board of Director Meetings. There shall be at least four annual meetings of the board. Additional meetings may be called by the president or at the request of at least two members of the board. Meetings may be conducted face-to-face or by electronic means, as deemed necessary to best support the agenda and schedule.

Sec. 3. Quorum. Twenty percent (20%) of the voting members shall constitute a quorum at all business meetings of the membership, provided notice of the meeting is sent to the membership at least one week in advance.

Article VII: Nominations and Elections

Sec. 1. Nominating Committee. The nominating committee shall consist of a chair and two additional members all of whom shall be elected at the annual meeting. The chair shall be a member of the board of directors. The term of office for the chair and members of the committee shall be one year. Vacancies shall be filled by appointment of the Board.

Sec. 2. Report of Nominating Committee. The report of the nominating committee containing its nominations for officers, directors and the members of the succeeding nominating committee shall be

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sent to the members within two weeks of the annual meeting. The report of the nominating committee shall be presented to the annual meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 3. Elections. The election shall be by ballot except that if there is only one nominee for each position, it shall be by voice vote. A majority vote shall constitute an election.

Article VIII: Principles and Program

Sec. 1. Principles. The principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

Sec. 2. Program. The program of the LWVLC shall consist of action to implement the principles, priorities and designated issues, as established at the annual business meeting, for concerted study and action, provided that, as a condition of recognition by the state and national boards, the LWVLC shall act only on existing local positions or state or national positions. The board shall recommend to the membership, at the annual meeting, a program of work focused on the local community. Program of work, as used in these bylaws, may be in the form of observing local government, advocating on a local issue, or educating the membership and the community on the structure and services of local government. The annual meeting may adopt the board's recommended program or any similar program of work provided that any so adopted by the LWVLC meets the mission and goals of the LWVLC.

Sec. 3. Changes in Program. Changes in program, in the case of altered conditions, may be made provided that:

1. Information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the changes are discussed,
2. Final action is taken at a succeeding meeting.

Sec. 4. Program Action. Members may act in the name of the LWVLC only when authorized to do so by the officers and board of directors. They act only in conformity with, and not contrary to, a position taken by the LWVLC, the LWVOH and the LWVUS.

Article IX: Financial Administration

Sec. 1. Fiscal Year. The fiscal year of the LWVLC shall commence on the first day of July each year.

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Sec. 2. Dues. Dues shall be collected on an individual annual calendar based on the date of joining the League. A member whose dues are three or more months late is not eligible to vote and will not be listed when membership reports are due to the state or national office. Dues will be set or modified at the annual meeting.

Sec. 3. Oversight. Annually, a non-board member will be appointed to review the treasurer's financial statements, financial records (e.g. Quickbooks), and bank statements. During the transition of the officers, all relevant materials, including electronic files, will be provided to the incoming treasurer. A report of good order shall be presented at the annual meeting and a vote to accept taken.

Article X: Amendments

These bylaws may be amended by a two-thirds vote of the voting members present at the annual meeting, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting.

Article XI: Rules of Order

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws.

Non-Partisan Policy Statement

The league may take action on governmental measures and policies in keeping with existing LWVUS, LWVO, or LWVLC positions. However, it shall not support or oppose any political party or any candidates. Ballot issues, particularly those endorsed by the LWV, may well be supported. Recognizing that the league experience uniquely equips members for public life and wishing to encourage members to utilize their knowledge and abilities, members are urged to participate fully in party activities (on an individual basis).

However, the protection of the non-partisan policy is critical. Therefore, due to the visibility of the officers additional guidelines apply; these officers will refrain from seeking or holding political office, participating publicly in political campaigns, including the circulation of petitions or the display of campaign materials. They may sign petitions, attend campaign events, and support candidates, if done so privately and in a discreet manner.

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Article III: Candidate Forums

The league conducts candidate forums for the purpose of educating voters. Sponsoring candidate forums requires careful decision-making by the whole board to protect the league's nonpartisanship and to assure a reasonable workload for the LWVLC. All candidates who have met the requirements of the Ohio Board of Elections to appear on the ballot for a contested election may be invited to participate in any planned forum for that position.

The league should refer to the Guidelines for State and Local Debates* on the LWWVUS website. Should the LWVLC be invited to conduct a forum with or for another organization, it must assure that the format guarantees and protects the fairness and nonpartisanship. All candidate forums in which LWVLC participates must be open to the public and publicized.

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