



League of Women Voters of Minnesota Records

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BOARD MEMO

JANUARY 1965

As we start the New Year we hardly have time to look back with satisfaction over a job well done because we are so busy keeping up with local, state and national activities of the day and at the same time planning for tomorrow.

U.N. We are going to take time to look back a bit as we consider 20 years of the United Nations February 23rd. We are fortunate to have arranged a luncheon that day at the Thunderbird Motel, Highway #494 - 12:00 noon - at which time John E. Horner, Director, Office of Public Services, Bureau of Public Affairs, State Dept., will address us on "The U.N. and the Impact of the Newer Nations." Send your reservations into the state office by February 19. Cost \$2.20 including tip. (See enclosed card)

As for today's activities how about the Legislative Observer's Course? We think they are great. It is not too late to participate. If you should miss a session KUOM is taping parts of the morning session and broadcasting these tapes - watch your local radio listing for time. We look forward to seeing you at the Capitol. If you have any particular problems or ideas you would like to discuss with your consultant, make arrangements ahead of time to meet her for lunch that day.

We regret there was a problem with subscriptions to CAPITOL LETTER. Some of you got quite upset when your money was returned because it came in after the deadline. Have you stopped to think what it means to set up a subscription list for this newsletter? The purpose for a deadline is so that we can buy the needed stamped envelopes, get them addressed so everything is ready to go. Another session we will "advertise" for subscriptions earlier so you will have no trouble meeting the deadline. Because of the problems with this year's subscriptions we printed extra copies of the first issue out January 25 so you may still subscribe.

PUBLIC RELATIONS Are you neglecting a great bargain? Think of the public relation value of a few gift subscriptions to the "Capitol Letter." How else can you give so much for so little? Be sure that your legislators receive copies. (If there are several Leagues in your district, call the others and give a joint gift.) Newspaper editors and radio or TV stations will be most appreciative and don't forget schools and libraries. Perhaps this would be a nice way to say thank you to your contributors - or maybe encourage a prospective donor.

But don't put it off another day. The first issue is already out so DO IT NOW!! Get your names, addresses and check in the mail TODAY. This is your last chance. The reason we are giving you this opportunity after the cutoff date is that so many of you forgot to include a gift subscription to your legislators.

When you come in for the Legislative Observers Course, why not bring along some of the interested people from your town? Editors, reporters, businessmen, scholars, farmers, governmental officials, laborers, loafers, housewives, whoever is interested, are all most welcome. Come and bring them all.

When you bring these interested friends with you to the Capitol, perhaps you can give them some background on our state Program. Tell them about our study of apportionment (copies of "Apportionment in Minnesota" are still available) - how each local League studied and discussed before reaching consensus.

A previous Board Memo discussed the difference between "reaching" and "taking" consensus. We are glad to report that local Leagues in studying and discussing reapportionment made a real effort to reach consensus, that is to arrive at areas of agreement rather than merely voting "yes" or "no" on the written questions. In response to local Leagues who have asked how "numerical" consensus report forms should be we will give you some "numbers." Of the 50 consensus report forms we have now received 38 reported majority and minority opinion without using any numbers, 6 used numbers or percentages on some questions, 6 used numbers throughout. All but two Leagues gave a written rather than a "yes" or "no" answer to every question.

Perhaps we might add a word on the "areas of agreement" as reported by local Leagues. In discussing a governmental issue it is always necessary to distinguish between the problem and a number of alternative solutions to that problem, between a goal and different methods of reaching that goal. In general, a League position is written in terms of basic principles based on the substantial agreement of the membership; the precise method of implementing these principles is often left to the discretion of the Board. However, in studying reapportionment under our present Current Agenda Item "The League of Women Voters will work for amendments to improve the constitution," we limited our solutions of the problems of reapportionment to constitutional ones. Therefore in evaluating the consensus report forms we have distinguished between agreement on basic criteria for reapportionment and agreement on which criteria should be written into the constitution.

Report of Consensus on Reapportionment

1. Do we need an enforcement provision? An overwhelming majority of Leaguers agreed that it is necessary to establish definite procedures for reapportionment in the constitution. A substantial majority stated that the legislature should be given initial responsibility, but if the legislature is unable or unwilling to reapportion the responsibility should pass to a different group. Many different suggestions were made as to who should be responsible in the second stage. Most frequently mentioned was a bi-partisan commission.
2. Should the size of the legislature be specified in the constitution? It was the almost unanimous conclusion of Leaguers that our present legislature is big enough and that it is probably desirable to reduce its size somewhat. The majority were unwilling to write specific numbers in the constitution such as a statement that the senate should be 50 and the house 100. However a substantial majority felt there should be a constitutional provision prohibiting further growth.
3. Should the constitution specify the permitted deviation of any district from the average? A substantial majority felt it is desirable to specify in the constitution the maximum deviation any one district may have from the average. There was less agreement on what that number should be with many Leaguers wishing to wait for further clarification by the courts. A 15% deviation was mentioned most often.
4. Should the constitution specify that districts should not cut across county or municipal lines? An overwhelming majority felt this kind of a provision did not belong in the constitution. A majority, however, felt that county lines should be honored where possible in statutory redistricting.
5. Do you favor a specification on multi-member or single-member districts? This proved the most difficult question for most Leagues. No clear consensus was reached, though the trend was for Leaguers to feel that the constitution need not be specific on this point.

For future use:

1. Would you favor including an area factor in the Minnesota Constitution if the Federal Constitution is amended to make this permissible? The League has no consensus on this point. There was an almost even split between Leaguers who desired an area factor and those who did not. There was surprisingly little division on urban-rural lines, thus some out state Leagues favored population only; some metropolitan Leagues favored an area factor, many Leagues were split. In other words no consensus.
2. Are you in favor of a unicameral legislature? No consensus. The majority of Leaguers who were willing to answer this question at this time seemed to prefer a bi-cameral legislature. However many Leaguers expressed a desire for more information on the subject, and a considerable number felt they would be in favor of a single house if it were politically practical.

On the basis of this report the Board formulated the following position:

"The League of Women Voters of Minnesota supports the principle of regular and equitable reapportionment. The League favors an amendment to the Minnesota Constitution which would:

1. Leave the primary responsibility for reapportionment with the legislature but would establish definite procedures if the legislature fails to act.
2. Specify the maximum deviation of any district from the ideal (total population divided by number of legislators).
3. Prohibit an increase in legislative size."

While you are following all of this activity at the Capitol, you are no doubt developing quite specific ideas on future state Program.

PROGRAM SUGGESTIONS ARE DUE IN STATE OFFICE FEBRUARY 19

From reports in bulletins and minutes, we find that many local Leagues have been holding Program discussion meetings as their first step in the League Program-making process. Lively discussion of the many pressing problems facing our state should engender much interest among members, and the actions of the legislature should spark additional interest.

Following the Guide for Informed Program-making which appeared in the November Board Memo, suggestions have been made by units by this time, and Boards are in the process of evaluating these suggestions.

The Board's job is just as important as discussion in the units. Be sure to take adequate time to review these items, relate them to the current situation, consider possibilities for consensus and also for action. Discuss a single list Program. Spend enough time on wording so your direction for study and action is clearly outlined. Then send the suggestions in to the state office.

After your suggestions have been assembled by the State Board Program Committee, the entire state Board will evaluate the suggestions at the February 25 meeting. Following that meeting your League will receive the state Board's recommendations for the first round Program suggestions. Local Leagues will then send back to the state Board their second round suggestions by April 12. The final step in the process is consideration at the May Convention. Be sure to get your items in by the February 19 deadline as first round suggestions or those items cannot be given further consideration.

We hope that you have sufficient interest in one or more Program suggestions to do some "campaigning" for its support by other Leagues. This adds interest, knowledge and excitement to the whole process of Program selection.

BYLAWS While you are considering Program-making don't forget your suggestions for state bylaw revisions. Your recommendations for amending our bylaws must be submitted to the Board of Directors at least three months prior to a Convention or at the same time as Program suggestions - February 19.

While we are thinking of bylaws we want to remind you that if you are contemplating amendments to your local bylaws, the proposals should be sent to the state Board for comment and advice well in advance of presentation of the proposals to your members. We recommend your using Explanation of Standard Bylaws for Local Leagues if you are contemplating any revisions.

LOCAL By now local Program work is in all stages of development throughout the state. Some Leagues may have reached consensus, others are still researching, interviewing, and discussing.

No matter what stage you are in at this time, it is important that your community is aware that your League is working on local items. Has anyone outside your League heard about local Program since the announcement of its adoption last spring? Have you worked with your public relations chairman?

As you read chapter nine of your Local League Handbook and Tips on Reaching the Public you see repeatedly, "bring the community along with your local program." It takes some brain stretching and lively imaginations to catch the somewhat elusive attention of "the public." But these efforts will bring dividends when the time comes for action.

This is also Program-making time on the local level. We suggest you check "Basic Program Procedures" pp. 16-17 in your Local League Handbook. Our experiment in flexibility extends to your local Program. It will help you make decisions on this type of Program if you remember that the wording of a CR is a statement of League position. Work on a CR does not extend to study of new aspects of the issues. If you wish to or anticipate the possibility of such an opportunity, the item should remain as one of your CAs with perhaps more limited attention.

In order to help you with your research on Local Program we want to update the Local Current Agenda Bibliography. Enclosed in this mailing is a separate sheet to be returned to us indicating the local publications you have available. Please return this sheet to the state office before February 19.

CORRESPONDENCE We wish to remind you that "a copy of all letters sent from a local League to the national office, to another local League, or to a state Board member should be sent to the state President so she can be aware of all League activity in her state." We also like to have three copies of information (other than your bulletin) which you give your members.

ANNUAL REPORTS ARE DUE MARCH 1. A complete list of your members should be in the state office. Please check with your treasurer to be sure this has been done. Also, be sure to indicate re-instatement of old members on your list of new members (these neither want nor need the New Member Kit sent to the others on the list of new members).

BULLETIN EDITORS The first Local League Bulletin Recognition Award of 1965 goes to the St. Peter Leaguer for its combined December-January issue. This issue is typical of the excellent background material the bulletin offers its membership every month. Of special interest are two resource articles, one a book review dealing with human resources, and another, a report of a speech by Reapportionment Commission Chairman Franklin Rogers - some extras that added to understanding of League Program. The St. Peter Leaguer is also used as a public relations tool -- it is sent to unit visitors and also to other community leaders. Co-editors of this fact-filled bulletin are Mrs. Robert Long and Mrs. John Seaquist. Congratulations.

Among the most recent batches of bulletins to come into the state office were newly published newsletters from Provisional Leagues of Winona and New Brighton. Faribault has resumed publication of its bulletin as a means of keeping its members informed.

Sample local bulletin story:

1965 HOPE WASHBURN AWARD

If "you were there" at the 1956 Council meeting you know that a very surprised Hope Washburn received the first award which bears her name. It was a fond farewell. She was leaving us for California. It was recognition of her outstanding service to the League of Women Voters. But it was more than that. It was a salute to the kind of spirit that created the League and continues to make it count.

If you know Hope you know that physically she is a little woman. When she sits on a regulation size chair her feet don't touch the floor, so a favorite niece made her a portable footstool to take to meetings and conventions. It helps, she says. Nothing else about Hope is "little." She cares about her community and her world. She works at making them better, and she believes it can be done. In brief, she brings alive our concept of a true Leaguer: one who puts the public interest first, does a job that needs doing--even when it's not convenient--and has no concern about who gets the credit; digs for facts, tries to be objective, respects the other fellow's point of view; helps her co-workers develop their potential and develops her own in the process; keeps her aspirations in the clouds and her feet on the ground (or a footstool); compromises sometimes if she has to, but never loses sight of the ultimate goal; hangs on to her sense of humor, gets some fun out of what she does, and even laughs at herself once in a while.

We all know someone who exemplifies that spirit. This is the time to nominate her for the 1965 award. The procedure? See your January-February Minnesota Voter.

OFFICE OPERATION Mrs. John Creger, our Executive Secretary, has resigned so at the present time we are short on staff and will appreciate your being patient with us. Mrs. E. C. Williams former Executive Secretary is assisting us on a part time basis until a replacement for Mrs. Creger can be employed.

STATE CONVENTION Exciting plans are developing for our Convention May 19 & 20 at the Radisson Hotel in Minneapolis. Mrs. Robert Einsweiler of Minneapolis is Convention Chairman for the hostess League. Charles Adrian, Ph.D., Political Science Department of Michigan State College will be our banquet speaker.

PRESIDENTS As we announced in our December Board Memo there will be a Presidents' Workshop starting at noon May 18, the day before Convention opens. This is the year that most of our local Leagues will be electing new Presidents so this workshop will be planned especially for her. Two years ago we held a similar workshop (though separate from Convention) for you who are now President.

In order to make this the kind of meeting you think new Presidents want and need we ask your assistance in planning the agenda. Please tear off the bottom of this sheet, check subjects you think should be included (all comments are welcome) and send to the state office. Thank you.

Board assignments and orientation

Planning and conducting Board meetings

Personnel Problems

Planning Sessions

Improving the Unit Meeting

Calendar Planning

Communications in the League

Board responsibility for Consensus

Nonpartisanship Policy

The League and the Community

Problem Solving Session

Local - State - National Relations within the League

Additional ideas or comments:

U. N. TOUR We regret it is necessary to cancel the U.N.-Washington, D.C. tour. The national office has advised us that Congress recently announced a recess for the very days we were to be in Washington, D. C. and that there would be little, if any, activity on Capital Hill during that time. Inasmuch as the number going on the tour was small, it was not feasible to attempt to change the arrangements and dates on such short notice. If we receive indication of interest from some of you, perhaps a tour can be arranged at some other time.

TV Program We remind you to watch the second of Telsun's specials on the ABC network. This is the second in the series on the United Nations. The memo from the national office of January 21st gives all the details.

Radio Series The Alliance for Progress eight week 15-minute radio series produced by the Leagues of Women Voters in Metropolitan Washington, in cooperation with the National Educational Radio Network, will be heard on KUOM radio (770 K.C. on your dial) beginning Monday, February 15, from 4:45 to 5:00 p.m. The series will run through March 5.

Development of Leagues statewide are beginning their study and activity on Human Resources our new national item. With the proliferation of material from a variety of sources, the biggest difficulty is that of condensing into one or two unit meetings a general overall view of the national scene and a well directed discussion that doesn't allow bogging down on one aspect of the problem to the detriment of the others. Discuss the various groups with which we are concerned and the extent of the problem in Appalachia, in large cities as New York and Chicago, in the South so that when the time comes to reach consensus your perspective goes beyond the borders of Minnesota.

As those of us on the state national item committee have been confronted with the scope of the item in preparing a state publication for you, it is our judgment that the information you are able to procure about Minnesota from newspapers and articles is all you can feasibly handle at this time to merely use as examples as you discuss the many faceted problems nationwide. Our intent is to release our publication on the extent Minnesota shares these problems and on the various programs in existence in Minnesota to cope with them, as well as some programs under consideration, late in the spring so that with its help you will be able to take a concentrated look at Minnesota beginning next fall. A workshop, perhaps in September, to help you begin this second phase of the study will be planned also.

Publications The enclosed blue sheet should be added to your Annual Report. Also enclosed is the supplement to "Indians in Minnesota."

Your State Publications Chairman would like to know what you have done to promote the two national publications, Prospects and Freshening East-West Trade Winds. Will you please fill out the form below and return it immediately to the State Office.

Publications Promotion - include giveaways, sales projects, reviews in bulletins, or at unit meetings, etc.

Promotions on PROSPECTS _____

Promotion on FRESHENING EAST-WEST TRADE WINDS _____

BOARD MEMO

March 1, 1965

We're still trying to fit together all those pieces we mentioned in our memo last month - do you wonder if perhaps you have a split personality? Don't worry about it - just plan ahead - delegate responsibility so that more can be involved in the excitement of League activity as we plan for new Program and follow our present Program in Congress, the legislature or at city hall.

There are lots of "extras" in this mailing because the proposed amendments to the Bylaws of the League of Women Voters of Minnesota and the proposed State Program with explanation are included as well as the final Call to Convention including delegate credentials and information for each delegate.

Proposed Program Of course the most exciting is the proposed Program. We want you to share it with your members and all of you discuss it so that by April 12 we will have your second round suggestions. Time at Convention for direction to the Board on Program is always limited so we would like you to give us as much as possible on the second round. Give us your ideas on what you want (or do not want) included under the various items. Specific comments on our suggested scope will be helpful. We will then try to summarize these ideas when the final proposals are made so that you will have this as a guide in making your suggestions during Convention.

We were glad to have so many Leagues participating in program-making. Unfortunately quite a number of your reports were received late so we urge you to get your second round report in early so it will be considered. We have followed the suggestion we made at State Council last May to continue the experiment in Program structure started at our 1964 National Convention.

Of course all of this work would depend upon your direction to the Board. We will present the areas for new study in our final proposal but the Convention can change these areas as long as any proposals come within the subject-matter scope of the item.

We propose this experimental approach to state Program at this time because we feel it is important to follow the national Program approach on the state and local levels to make it a true experiment. We are hoping you are following our suggestions and trying experimental Program at your local level. In order to develop this kind of Program your members must first have a good understanding of what is a CR and what should be a CA. Are you sure all of your Board members understand?

Program This is not the usual Program promotion to which we are referring.
Promotion The kind of promotion we would like to see is for the various proposals. We will have a much livelier and exciting Convention if you will join forces ahead of time and plan presentations, demonstrations, caucuses, etc. The Convention program provides an hour and a half free lunch period Wednesday for get-togethers.

Convention The delegate and observer credentials for your League are enclosed with hotel reservation cards. We are also enclosing "What Every Delegate Should Know" for each of your delegates or observers. You will find information in these instructions for Visitors credentials. Also enclosed are the Advance Registration sheet and the Convention Representation list.

PRESIDENTS Don't forget in making arrangements for Convention that the Presidents
WORKSHOP Workshop is the preceding day. Registration starts at 1 p.m. with the meeting to start promptly at 1:30 p.m. A dinner and a short evening session will complete the workshop. An agenda and further information will be included in the Board Memo which will come to you following the March Board Meeting, Tuesday, March 16 (instead of the usual third Thursday).

Legislative The attendance at the Legislative Observers Program has been re-
Observers markable. In spite of sub-zero weather, storms and slippery streets
Program about 200 came to each of the first three sessions. The last session (Febr. 24) topped them all, with about 300 people from all parts of the state in attendance.

There are two sessions left in the series - March 10 and 24. In order to accommodate ever larger crowds we will be in the main auditorium of the Armory. There will be plenty of room for all. After the morning program you can join a party-guided tour of the Capitol, meet your legislator or sit in on Legislative committee meetings - or if you have a lot of energy you might manage to do all of these things in one afternoon!

The subject on March 10 is "How Does the Governor Influence Legislation?" Gov. Rolvaag will speak informally after the lecture by Prof. Backstrom. March 24 the subject is "What interests shape laws?" The role of pressure groups.

Clippings The Legislative Chairman and lobbyists have appreciated the clippings and copies of correspondence with your legislators that you have sent in. We find one of the most useful items is the column that your legislator writes periodically for your local paper. We would appreciate it so much if you would send this item in regularly, immediately after it appears in your paper. If you have no legislative chairman, perhaps the Board secretary could take care of it. Send clippings directly to:

Mrs. L. G. Murray
Route 1, Box 27C
Wayzata, Minnesota 55391

Calls to Action How does your League comply? Please report to the state League office.

Public Has your League been busy with activities related to state government?
Relations Have you been attending the Observers Course? Have you been bringing your editor or other interested citizens with you to these lectures? Are you planning a get-together with your legislators? State government will be the focus for the spring public relations campaign. See the January National Board Report, page 31. Now is the time to be planning ahead for publicity during March 15-April 15. Think of ways to capitalize on what you are already doing - or ways to make your activities more newsworthy. Talk it over with your legislative and/or state item chairman. See if you can't work out a plan which will let your community know what the League is and does - and in so doing will give a "shot in the arm" to your League.

KUOM Are you in the KUOM listening area? If so, your members will probably be interested in the enclosed brochure. The Dr. Backstrom lectures listed are the tapes made at our Observers Course meetings. Perhaps you'd like to reprint the schedule in your bulletin.

Budgeting All members have received the January-February VOTER by now, and have had an opportunity to read the State Budget Chairman's message and the State Budget. Here are a few sidelights about Budget Building Day that might interest you. Twenty-four Leagues were represented. The planning session started at 1 p.m. and adjourned at 3:45 p.m. The Board discussed the coming year, and their plans and suggestions were reflected in a figure of \$35,170. The State Budget Committee convened at 4 p.m. and adjourned at 11 p.m. Considering the expenditures and income took considerable thought, and as you know, the final figure was \$34,686. Did you know that the pledge to National is always accepted, and if any adjustment has to be made, it is made elsewhere?

Your local budgets are in their final stage. This is the important and opportune time to start your members' financial education. Your approaches through the bulletin and the units are most necessary in developing their continued faith and trust that the League is a democratic organization and the voice and vote is heard and is important. Perhaps a budget committee "task force" could visit each unit and explain the budget and what you hope to "buy" in this coming year. Do you inform your members what is your suggested pledge to National and State Services, and the reasons for either increasing, meeting, or decreasing your pledge? Here is the opportunity for real understanding and communication about the whole League picture. Can you, this year, stimulate enough interest and concern so that they might not be satisfied and suggest areas for growth? The members who insist on a growing League and budget are truly your most valuable assets!

In 1962, the delegates to the National Convention realized the need for financial growth, and pledged themselves to a five-year plan of increased finance. This first step was accomplished, and a new vitality and strength has come about. In 1964, the National Board questioned should the next step-up be made, and the answer was over-whelmingly, "Yes"! This "step-up" is reflected all the way down in budgets. You are urged to brief yourself by reading the finance sections of the National Board Reports. To refresh your memories and your dedication, let me quote from the National Board Report, May, 1964. Get out your measuring stick and see how tall you have grown!

Rx For Treating the League's Growing Financial Needs
(to be taken at regular intervals for the next 10 years)

1. a 3% increase in membership every year.
2. Dues of \$7.50
3. Every member contribute \$2.50
4. 30% of membership working in drive
5. Every member responsible for a solid gold prospect who contributes \$10.00
6. Increase size of nonmember contributions by increased efforts to obtain more business contributions.

Voters Service Local elections for school board, township offices, city offices, or special ballot issues may be coming up soon on your Voters Service calendar. As you plan your VS activities remember that here is one area all members may serve--including those new members whose enthusiasm may inspire your "old faithfuls"! A word to Leagues planning candidates meetings for areas beyond their own municipalities--state Board permission must be secured for such meetings, so plan to address your requests to the Board in plenty of time. The next state Board meeting will be March 16, so check your calendar now.

Local Agenda Publications Display Many excellent local publications have appeared on the scene since the last state convention. How about showing them off this year? We plan to have a display, or browsers' corner, for local publications at the convention this year. Here you will be able to see what other Leagues are doing with their item research, pick up a few new ideas for yourself, and perhaps stimulate sales of your own publications.

We do not plan to have space for selling--only for display. However, we will encourage the ordering of these from the Leagues. Please send your local publications to the state office by April 15th. Have them marked "for display."

Annual Meetings Many Leagues will have their Annual Meetings in April and are trying to do an increasingly good job of planning them so that the members have an opportunity to choose a good local program. It is time to quote again from the LOCAL LEAGUE HANDBOOK -- "The wording of a Current Agenda item should be clear, easily understandable, general enough for flexibility yet specific enough to indicate the scope within which the members wish the item to remain." (Local League Handbook, page 17)

Sometimes we adopt a very general wording and leave no time to discuss scope and emphasis or forget to record accurately member discussion before adoption. The result is that at the May or June Board meeting, the Board is faced with deciding what should actually be studied. This is a decision for the members to make, and they should not only be given the opportunity to make it at the Annual Meeting, but they should be encouraged to do so. "A Current Agenda item may state a position if the League has arrived at one through study under a previous Current Agenda item.. all Current Agenda items imply some aspect of action when a position is reached whether or not the wording so specifies." (Local League Handbook, p.17)

Local CRs. With the discussion of Program structure changes, we have become increasingly aware of certain problems relating specifically to CRs. Perhaps this is the year to give your local CRs a long hard look and decide whether they still represent the thinking of your membership. "The wording of a Continuing Responsibility is a statement of League position. In adopting the Continuing Responsibility, the members should express, as briefly and as clearly as possible, what that position includes." (Local League Handbook, page 17) Note that the HANDBOOK does not say that a position is merely a phrase indicating what the League has studied. Rather, "When the body of opinion expressed in consensus has been put into words by the appropriate Board it is called a position." (p. 18) The position may be expressed by the local Board based on consensus reached by the members. Or, it may be expressed by the members at the Annual Meeting. "Through the selection and wording of items the delegates (members) may reaffirm positions long held or may express new ones, based on consensus which they believe the members have reached but which up until that time has not been stated as a position." (page 18)

If your local CRs have not been statements of your League's position, this may be the year to change them to express exactly what your members' consensus is. We offer a few questions to help you evaluate your CRs. And don't forget to judge CRs as well as CAs by the criteria on page 16 of the LOCAL LEAGUE HANDBOOK.

1. When was the item adopted as Current Agenda? For how long was it a CA item?
2. What scope and emphasis did the members wish when they adopted the item?
3. What was studied? How was it studied? Did the members have adequate opportunity for discussion of the item?
4. What did the members think about the item according to unit reports? What consensus was reached? (Any?) What did the Board discuss in wording the consensus and resulting position?
5. Why was the item made a Continuing Responsibility? When? Did the membership discuss the position when the CR was adopted at the Annual Meeting?

6. What action has been taken under the CR? What criteria has the Board used in determining whether action could be taken under this CR? Has the action been successful? Have you fulfilled the goal set forth in your CR? Do your members see this as a "watch-dog" type CR? Why?
7. What have you done to keep your members up-to-date on developments in each CR area? What have you done to present the information in questions 1-6 above to your members? Do they know the League's position on each CR?
8. Do your members and Board fully understand that a CR position cannot be enlarged? To repeat, do you have a statement explaining your League's position which can serve as criteria for the Board in determining whether action on a particular issue would be narrowing or broadening the CR?

(The above is reprinted from March 1964
Board Memo)

Local Program Each year at this time the importance of good program discussion at annual meetings is stressed. With many Leagues proposing an experimental single list program it is even more important. The Board must know on which items the members wish to place the most emphasis. Of course, any new item will be treated as always, and so will have a great deal of emphasis. But the Board will need to know the scope that the members foresee. Member direction on CRs that are being placed on CA is a necessity.

Urge your members to speak out. Work with your president to see what methods can be used to stimulate discussion. Don't let the number one item of June Board and local CA committee meetings be "reading the members' minds"!

Legislative Chairman We are enclosing for your information the proposals for strengthening the State Act Against Discrimination which are being submitted by the Minnesota Council for Civil and Human Rights. These represent the broad suggestions for changes which may be expected in this session. The LWV will oppose none of these suggestions, but will not work as an organization for the removal of exemptions in housing coverage - our original study did not cover this point. Your membership may want to be informed of these proposals so that they can take individual action.

Publications Congratulations to Hutchinson, New Ulm, Mankato and Bloomington on their new surveys - Meet Hutchinson, Your Brown County Government, Focus on Mankato, and Bloomington In Brief. Good work! And a reminder to all local Leagues: please send three copies of any new local publication to the state office. Our President, State Publications Chairman and the state office should each have one. Get as much exposure as you can!

Water There is more and more interest developing in this item. As the session progresses this interest will increase with many bills already under consideration. Since this is a national item we present the following summary taken from National Board Reports relating to legislative activity under this item.

Water Resources: Support of national policies and procedures which promote comprehensive long-range planning for conservation and development of water resources.

I. National Level

1. The League supports proposed Water Resources Planning Act. (Time for Action now out)
2. The League expects to support some amendment to the Federal Water Pollution Control Act (PL660).
3. The League expects to support water aspects of a proposed Resources and Conservation Act.

II. Regional Level

1. Regional water positions should be subject to same periodic review given local, state and national positions.
2. Action must be based on "Conservation and Development of Water Resources" under the national item.
3. State and local Leagues may support state and local legislation that implements or is similar to legislation which LWV of U.S. has supported on the national level that implements a principle which agrees with the League's national position.
4. New inter-League groups may form to study, come to consensus and take joint action in region or basins.
5. Inter-League groups already in existence may continue.
6. Consensus is the yardstick necessary before action on a particular plan or specific coordinating or administrative mechanism.
 - a. Make certain all members are informed and in agreement on the governmental aspects of the projects.
 - b. Consensus on the overall plan is not enough.
7. When action is anticipated, request permission to act.
 - a. Answer national criteria and questionnaire. Refer to p. 19-20, Sept. 1964 National Board Report.
 - b. Include copies of bills in question.
 - c. Plan for anticipated action and alternatives.
8. If local action requires action at the state level, authorization must go through state Board.

Local Leagues please take special note of Items 3 and 4 under Regional Level as well as Item 7 regarding questionnaire. If any local League is interested in state or local legislation under the national position, please write to:

Mrs. Grady Mann
638 West Laurel
Fergus Falls, Minn.

We are sending you a Wildlife Kit with an explanation and suggestions for your use of the material.

Reapportionment as a National Item?

The January National Board Report contains a section on the proposal of the Tennessee State League that the National Council meeting in May adopt an emergency item on apportionment. You will receive formal notification of this proposal, suggestions by other states and background information by March 3. Local Leagues have no formal role to play in the adoption of an emergency item on the national level, but you do have an opportunity to let the national and state Boards know your reactions.

The state Board has discussed this proposal at our January and February Board meetings. Our tentative thinking is to oppose the addition of reapportionment to the national Program.

THIS IS AN INVITATION TO ALL LOCAL LEAGUES TO INFORM THE STATE BOARD OF YOUR VIEWS ON REAPPORTIONMENT AS AN EMERGENCY NATIONAL ITEM.

The questions you will want to consider are:

1. Is this an emergency?
2. Is it possible for the League to reach consensus in time for effective action?
3. How would an additional item affect our commitment to present Program?
4. What should be the scope and emphasis of a study of reapportionment on the National level?

Background: Reapportionment of state legislatures has been a concern of state Leagues for many years. Apportionment became a national issue as the result of two Supreme Court decisions:

1962 Baker v. Carr established the jurisdiction of federal courts

1964 Reynolds v. Sims established a standard--both houses should be apportioned primarily on the basis of population.

The 1962 decision prompted the Disunion Amendment which seeks to overrule Baker-Carr by removing legislative apportionment from federal court jurisdiction. The Sims decision of last summer provoked even more violent reaction, both in the states and in Congress. Although Congress adjourned without taking any action, the 1965 session has brought renewed efforts to amend the federal constitution. Given most attention is the Dirksen Amendment which would allow states to apportion one house of a bicameral legislature on factors other than population, provided such apportionment has been approved by the people of the state.

It is difficult to predict the future of the Dirksen Amendment, or any of the other 50 proposals which are now before Congress. In general the Disunion Amendment seems to be losing support; the premise for most amendments is a "little federal plan" i.e. population in one house and some other factor in the other. Various modifications of the Dirksen amendment have been suggested such as specifying the amount of deviation*in the area house, requiring non-population plans to be submitted to the people at regular intervals for continued approval, requiring that any amendment in the apportionment field be submitted to state conventions rather than state legislatures.

*from strict population in the population house, specifying the amount of deviation

States become involved in amending the Federal Constitution in three ways:

1. States may, under the amending process established in the federal constitution, ask that Congress call a constitutional convention. This is required on the application of 2/3 of the states. This procedure has never actually been used. The Disunion Amendment passed 16 state legislatures. The Assembly of States which sponsored this amendment is now sponsoring a new one (House File 522 in Minnesota) which states that nothing in the federal constitution should apply to the apportionment of one house of a bicameral legislature or to the apportionment of local units of government.
2. State legislatures may memorialize Congress to submit an amendment to the states. Senate File 1 and its companion House File 2 ask Congress for an amendment allowing factors other than population to be permitted in the apportionment of one house.
3. State legislatures ratify amendments, unless Congress requires state conventions. Conventions have been used only once, in the repeal of prohibition.

League Procedure: Standard League procedure requires authorization for action at the governmental level affected. Any state League wishing to lobby in Congress must have the permission of the national Board. Permission for a state to lobby on a state position in Congress would not be given unless the legislation involved were only enabling legislation or would affect only the one state. The reasons are obvious: the League would lose all its effectiveness if different state Leagues were lobbying on different sides of the same proposal. Any League wishing to act on a national Amendment must have the authorization of the national Board; this holds true even when state League are contemplating action only within their own state legislatures.

In 1963 state Leagues who had worked for reapportionment for many years and who saw in the Baker-Carr decision a chance for success at last felt the Disunion Amendment threatened their position. The national Board authorized states to

oppose the Disunion Amendment in their state legislatures. This was an unprecedented authorization, but national felt this was an unprecedented situation. This January the national Board extended authorization to amendments which affect only one house of a state legislature. Authorization is only in state legislatures and only on resolutions memorializing Congress. At the same time the national Board indicated it would not authorize action in Congress or action on an amendment submitted to the states for ratification by Congress. To take action in these areas, the national Board felt it would be necessary for a study of reapportionment on the national level and a national consensus. This is what is being proposed by Tennessee. In its January meeting the National Board also decided it would not make any recommendations on the Tennessee proposal, but would consider it again at their pre-council Board meeting.

Minnesota Consensus: Neither we nor any other state have made a specific study of amending the Federal Constitution. As part of our state study we did ask the question "Would you favor an area amendment to the Minnesota Constitution if the Federal Constitution is amended?"

The response indicated that about half of our members would be in favor of an amendment in Minnesota. We realize there would not be a one to one correlation between those who desire an "area" factor in Minnesota and those who would wish to amend the U.S. Constitution. We did not ask members to consider the possible advantages of "area" for a state such as Alaska, nor the possibility of the abuse of an "area" factor in some Southern states. Again we did not ask members to differentiate between the various ways of amending the U.S. Constitution. Certainly some members who would like an "area" factor in Minnesota would not wish to completely remove apportionment from the jurisdiction of federal courts as is proposed by the Disunion Amendment.

Despite these considerations it is clear that there is considerable support among members for at least some type of amendment to the federal constitution. On this basis we will not oppose the resolutions that have been introduced into the Minnesota Legislature.

The nature of the consensus, or more accurately the lack of consensus in Minnesota on an "area" factor was also determinative in the Board's thinking that reapportionment would not make a good national study. Since we do not have agreement on the basic question of "area" versus population, the possibility for agreement would be limited to opposition or support of certain specific amendments. This would require an exhaustive study. We wonder if members who have shown great enthusiasm for our new national study of equal opportunity and renewed interest in water would be willing to undertake such a study at this time. Discuss this with your members if possible but certainly at your next Board meeting and give us your ideas so our Council delegates will know the thinking of our local Leagues.

Bulletin Ideas, ideas and more ideas are what bulletin editors are looking for!
Editors One of the best ways to share ideas for improvement of your bulletin is through exchange of publications with other Leagues.

We have special plans for a bulletin exchange at Convention that can be a big help to editors. Those who would like to take part in the bulletin swap should print extra copies (two or three dozen) of your April or May issue to bring to Convention. We will have space set up in the publications area for display of the bulletins, and editors or their representatives will be welcome to help themselves to samples. The bulletins for exchange should be either sent to the state office with your usual monthly set labeled for Convention use or brought to Convention the morning of May 19 before the opening session. Left over bulletins will not be returned, but can be picked up as Convention ends. Also on display will be the monthly Local League Bulletin Recognition Award winners, so you can take a peek at these top notch publications.

Bulletin Editor The Duluth Voter is one of the most attractive and well planned bulletins in the state. This excellence of layout coupled with a provocative article on a group of local Program suggestions has made the February issue an outstanding one- worthy of February honors for the Local League Bulletin Recognition Award. The bulletin's well designed heading - newly adopted during the past year - shows the famous Duluth bridge combined with the name, Duluth Voter, in a simple but striking heading. This bulletin always makes excellent use of illustrations and headlines to brighten its pages. Mrs. Clemetson and her staff deserve recognition for the fine bulletin they produce each month.

Training Lab The enclosed brochure from the Minnesota Adult Education Assn. gives information and a registration blank for a Training Lab in Group Processes. This is a worthwhile project which may be of interest to many of you.

Reapportionment Flyer There has been a delay in the printing of this piece because of the uncertain status of reapportionment legislation.

Hope Washburn Award Nominations are due by April 15, 1965 and will be accepted from individuals, units or local Leagues. Send your letters to the Chairman of the state Nominating Committee: Mrs. Reynold Jensen, 16424 Lake Street Ext., Hopkins, Minn. This is a good way to recognize people from your League for their dedicated service.

Our president is on the mend from her surgery but it will be another month before she will be able to be active. During these two months Mrs. Janski has ably taken over the chain of command and it is business as usual. Mrs. Whiting wishes to thank all of you who sent flowers, cards and messages -- they helped a great deal to cheer her when she was so ill.

ENCLOSURES: Proposed State Program
Second Round Program Blank
Proposed Bylaws Amendments
Convention Information
National Wildlife Kit
Minnesota Adult Education Assn. brochure
KUOM Schedule
Environmental Health Speech
Party Designation Testimony
Minn. Council on Civil and Human Rights Legislative Program

BOARD MEMO

April 23, 1965

Last month it was the snow that caused some difficulty in maintaining business as usual. This month it is the floods. Our sympathy goes out to those members who may be flood victims. We trust that life in the flood ravaged areas of our state will soon return to normal--we will all welcome spring when it finally comes to Minnesota!

LEGISLATURE In spite of our problems of living and moving about in our Theater of Seasons, our lobbyists keep on the job at the Capitol. Enclosed are the statements made by Mrs. Roy Letourneau in opposition to the labeling of imported meats and by Mrs. William Whiting on anti-discrimination legislation.

Once again, our thanks for all the clippings from your local papers. We find it very helpful to know what the legislators are saying to their constituents.

WATER When it's water, water everywhere it's a good time to look through the new national publication, Current Review of Water Resources! Have you had a difficult time keeping your copy? Don't bury it in your own file--let your members share this resource with you (they are available from the national office, 50¢ each). Some of the agencies you contacted in filling out the Water Resource Agency Survey last fall, might like to see this publication. They may wish to order one for their file.

Enclosed is a listing of the regional and state offices of the federal agencies listed in the Current Review of Water Resources and a map of the Soil Conservation Districts. Would you please attach them to your copy or file it with the Current Review as an additional source of information?

Review of Survey Response

Because only half of the Leagues responded to this survey, a detailed evaluation has not been sent out. There were several interesting patterns brought out, however.

Most League municipalities were involved in keeping water supply and treatment plants up-to-date. Very few Leagues indicated a need for improvement here. As expected, in the metropolitan area the emphasis was not only local but regional.

In the Upper Mississippi area the regional emphasis was in flood control and geological survey. There was a strong indication of activity in flood control, navigation and survey in the metropolitan area and the St. Louis-Lake Superior Basin.

Activity at the county level was most evident in Soil Conservation Districts, Rural Area Development and Watershed Districts - all working primarily with county-wide organization and administrations. There was some indication of problems in the Rural Area Development program. This is a citizen organization that develops a representative group to analyze the need and goals of their county. This group may put together an Overl-all Economic Development Plan that is a requirement for eligibility for Area Redevelopment Administration loans in depressed counties.

RCCD - the Resource Conservation Development pilot project in Minnesota is in the process of implementing approved project plans in the five participating counties East Otter Tail, Todd, Wadena, Kandiyohi and Swift.

From the answers to the water source and treatment questions as well as the survey, a widespread area of interest in Minnesota's water resources was indicated by the responding Leagues.

If your League was not able to participate in the survey last summer, perhaps there is sufficient interest and personnel to complete it for your area at this time. A good way to help create more interest in this national Program that is of vital importance to all of us and certainly should be a general community interest now.

NEW LEAGUE We are pleased to announce the recognition of the League of Women Voters of International Falls as a local League. In recognizing this League Mrs. Stuart, national president, stated: "The national Board was most enthusiastic about the accomplishments of your League during its provisional period. Voters Service work and other community activities were outstanding. Membership growth has been very good (now 76 members). Your first finance efforts were a fine team effort and your increased budget proposed for next year shows that you are rapidly assuming your responsibilities for adequate support of League work at all levels." We are all proud of our newest League and express a special "thank you" to Miss Hazel Shimmin and Mrs. Romaine Powell of the Bemidji League who served as advisers during the provisional period.

CONVENTION Plans for State Convention are completed and we are waiting for your reservations (remember advance reservations must be in the state office by April 30).

We regret a couple of errors in pre-Convention information sent to you. On the ADVANCE REGISTRATION form (green sheet), item #4 under "Enclose," which is "registration fee--delegates and observers" should read \$5.00 instead of the \$4.00 shown. In the Press Releases for State Convention sent with the March 26 BOARD MEMO, the theme of Convention was inadvertently turned around--it should be corrected to read "TOMORROW IS TODAY"--(see "Opening" on page one of gold sample release).

UNIVERSITY INSTITUTE Plans are well underway for the 1965 Institute on Minnesota Government and Politics to be held July 19-30, 1965 at the Center for Continuation Study. The theme of this year's institute is Developing Minnesota which will be discussed in terms of Minnesota's human, natural and adapted resources. University professors, along with various government officials, legislative leaders, business, farm labor and civic leaders including League leaders, will discuss such topics as: goals for Minnesota; rebuilding Minnesota's communities; transportation and highways; governmental resources and capabilities; urban development; development of human resources; attracting business and industry; and state-wide planning for development. It will be possible to register for one session only or for the entire conference. Registration fee for individual sessions is \$2.00; for the entire conference of ten sessions \$15.00. We will send registration information to you as soon as it is available, in the meantime we suggest you alert your members so that they may plan to participate in this institute which should be of value to your League in your service to your members and your communities.

NATIONAL PROGRAM The new tape (30 minutes) on trade - "East-West Trade - Are New Policies Needed?" will soon be available in the state office. See memorandum of March 29 from the national office for description of this tape.

BULLETIN EDITORS Our Local League Recognition Award winner for April is The Bear Facts, bulletin of the White Bear League. The bulletin has combined this clever title with the outline of a bear into a neat heading which adds sparkle to the first page.

Month after month the quality of material and writing in this publication is high and coverage complete. Of special note in the April issue is an Annual Report to the membership plus the usual very concise coverage of local affairs by observers. Mrs. Crampton has done an outstanding job and can be proud of the continuing high quality of her bulletin.

REAPPORTIONMENT FLYER The first question the average voter asks about reapportionment is, "How would it affect me and my district?" We have decided that any flyer which did not contain this information would be of limited use and interest. Therefore, we are delaying the flyer until after the senate and house have agreed upon a plan and the governor has signed it. The new flyer will contain district lines and a brief explanation of why Minnesota had to reapportion in 1965.

LOCAL AGENDA Now is the time of change for many local agenda chairmen. Some of you are changing portfolios, some are changing topics. Don't forget to take some time to review the past year's work. Take a good look at your observers' programs and their results. Many Leagues are developing observer's programs. Don't let all this good work fall by the wayside through lack of continuity or summer apathy.

I hope all local agenda chairmen noted all the members with strong feelings and opinions -- both pro and con. Here are your best committee members. The sooner your committee meets to discuss member program discussion and direction, the better. You should present preliminary local program plans to your Board in June.

FINANCE No requests have been received to hold a meeting of the Metropolitan Finance Committee. Due to this lack of response no meeting will be held at Convention.

MAY BOARD MEMO There will be no BOARD MEMO issued in May. There will be a post-Convention meeting for the new Board and following the June Board meeting you will receive a special Outlook for Work issue of the BOARD MEMO.

PRESIDENTS See enclosure - local League reporting forms. Please send the name and address of your membership chairman to the office if you want all New Member Kits to go directly to her for distribution.

ENCLOSURES: Regional and State Offices of Federal Agencies
Map of Soil Conservation Districts
2 Statements before legislative committees
Report forms
Map of Health Districts and Offices, Minn. Dept. of Health

BOARD MEMO

March 26, 1965

Now that you have your driveways shoveled and can see over or around (depending upon where you live) the snow drifts, your thoughts should turn to Easter hats, spring clothes and the state League Convention. In spite of adverse weather conditions with cancelled meetings and snow vacations, plans and arrangements for the 1965 Convention are going ahead on schedule. Fortunately phone service has been good.

A committee of present local League presidents met to discuss what help they would find most valuable for new presidents and blocked out the broad plans for the Presidents' Workshop to be held the afternoon of May 18. The Workshop is for new presidents and for those who are serving another term. There will not be another meeting exclusively for presidents this year. See the enclosed flyer for details. Plan now so that your president will be there! There will be a \$10 subsidy for presidents from Leagues located 50 miles or more from Minneapolis.

SECOND ROUND PROGRAM SUGGESTIONS These are due April 12. Reports received after that date cannot be considered. State Board meeting is April 15.

CONVENTION Advance registrations are due in the League office by April 30. There are many advantages in registering in advance. There are no long waits at the registration desk - just the time it takes to pick up your badge and tickets. Advance registrants receive their Convention Workbooks ahead of time. This allows you some time to prepare yourself for the business of the Convention - helps you to be able to participate more fully. Last but not least, it helps the office and the Convention committee.

Press releases are enclosed for your help and convenience.

Plans for Convention displays are in the hands of the Minneapolis Convention committee. We need and want your new League publications (see March 1 Board Memo), and they must be in the office by April 15. Are you going to participate in the bulletin exchange? For directions see the March 1 Board Memo.

The Hope Washburn Award presentation is always a highlight at Conventions and Council Meetings. Your nominations must be postmarked no later than April 15.

WATER For those who continue to have questions about the water item, we suggest that you review the outline in the March 1 Board Memo. Your president has recently received the national publication, Current Review of Water Resources.

Because of the interest in the controversy between wetlands and agriculture indicated by local Leagues in their earlier water resources studies, the material explaining the federal wetland program is enclosed. Take it to your unit meetings and pass it around among your members. The white pamphlet explains the procedure of wetland acquisition, and the green pamphlet explains the easement program. The program cooperates with the Minnesota Conservation Department's Wetlands Program. This could be an example of a progress report - another means of conserving water resources.

Also included in this mailing is an announcement of the Seminar on Water Resources. This will be of particular interest to metropolitan area Leagues and CMAL.

FINANCE In order to finish your year's work in business-like fashion and to earn the undying respect of those officers who follow you, it is most important that you leave a summary of your plans for this last year and how they were fulfilled. In setting down your accomplishments you can provide guidelines for the future. Perhaps much of your work will be duplicated or show areas to avoid and changes to be made.

One important area often neglected is to show how you spent your allotted share of the budget, and also to set down what the future budget provides for your portfolio. This would be a good time to add what you would like to see take place in your area and what an enlarged budget could accomplish. Future chairmen will appreciate your ideas on those days when they run out of ideas or are discouraged. It is hoped that all officers will follow this pattern not just finance chairmen and treasurers. As Board members interested in finance, you can make sure that the new directors are informed what monies do belong to their portfolio and what the budget planners had in mind for their expenditure.

To all Finance Chairmen of local Leagues in Anoka, Dakota, Hennepin, Ramsey and Washington Counties: The Metropolitan Finance Committee will meet at Convention, May 19, during the lunch hour, if there is enough interest. Please indicate to the state office at once if you desire this meeting.

PUBLIC RELATIONS Enclosed with this Board Memo are two sample press releases for your use before Convention. We're sending them now so you'll have plenty of time to visit your editor well in advance of the first release.

Rewrite the two releases adapting them to your own local use - names, officers, Program, etc. If your paper comes out on Thursday instead of Wednesday, you will want to change the references to the days of Convention in the second release to correspond - yesterday and today rather than today and tomorrow. Check them all the way through the release. Then call on your local editor well before May 12 with the first release and indicate that the other will follow. Arrange beforehand to have one of your delegates write an article about Convention for use immediately afterwards. Let your editor know who will be doing it, and when he can expect it. Then see that he gets it.

Good luck, and please send us clippings of all publicity. Thank you.

BULLETIN EDITORS Thirteen pages packed with all sorts of League information and activities - that's the March issue of the St. Paul Voter, this month's recipient of the Local League Bulletin Recognition Award.

The March issue did an especially fine job of providing Human Resources Program material and included a flyer on a League sponsored symposium on Opportunity for Education and Employment in St. Paul and Minnesota. The well-written and rousing lead article put the spotlight on the finance drive taking place this month. The St. Paul Voter uses standing heads for various sections, Local Affairs, State Issues, National Information, Listening in at City Hall, and each month the newsletter includes a League Calendar of Events for easy reference.

All in all this was a fine issue thanks to the Voter editor, Mrs. Keith Johnson.

LEGISLATIVE Enclosed is the statement by Mrs. Harold Watson before subcommittees of the Senate Finance Committee and House Appropriations Committee in support of full appropriations for SCAD.

Also included is Mrs. Steven Orey's statement to the House Tax Committee. This statement was also read before the Senate Tax Committee. This statement is in opposition to the Liberty Amendment.

Resource material used in the preparation of this statement included:

The Case of McCulloch vs. Maryland, 4 Wheaton (U.S.) 316 (1819) in which John Marshall treats the Constitutional question of implied powers (excerpts in Cushman's Leading Constitutional Decisions, available in the League office.)

Senate Document No. 5, 87th Congress, 1st Session, 1961.

National Review of Continuing Responsibilities, December 1962. This gives a fuller treatment of arguments and background on the Liberty Amendment.

Senate Document 5, mentioned on page 2 of the statement, should be Senate Document No. 56.

PERSONNEL & A new publications catalog will be ready for your new Boards shortly
PUBLICATIONS after they take over their portfolios.

We are happy to announce that Mrs. Norma Gene Cutts has taken on the job of executive secretary in the state League office.

The health of state President, Mrs. William Whiting, is improving. She will be back from Florida the first week in April.

Enclosures:

Sample Press Releases
Announcement - Water Resources Seminar
Presidents' Workshop Flyer
Statement on Appropriations for SCAD
Statement on Liberty Amendment
2 Booklets on Wetlands

FOR SALE: A.B. Dick Mimeograph (Model - Duplicator 90), open-drum model with counter. In good operating condition. Completely serviced during 1964. Price \$20. Possession date: June 1st. Minnetonka League of Women Voters. Write or call the treasurer, Mrs. Donald Bagley 3633 Fairlawn Dr., Minnetonka 55345. Phone number: GR 3-7648.

BOARD MEMO

June 1966

OUTLOOK FOR WORK

As we plan for League activity in Minnesota in the year ahead we are thinking in terms of "Stepping Stones" - the kind of stepping stones which will lead us to effective activity. These stones must represent challenges for our present members, interesting possibilities for prospective members and good community support for promoting the political responsibility of all citizens. They should include ways of work, skills and exciting ideas as well as study, discussion, decisions, Program-making, Voters Service and the many other elements which contribute to a successful League year. Such vital elements of League activity remain in balance and serve us well only when we plan carefully, keeping in mind the women and the money available. We know we must remain flexible so that if there is a slight movement of one of our stepping stones we can very quickly and easily place our weight on the next, always moving forward.

League ways of work provide stable stepping stones if you become well-acquainted with them. They are generally described and explained in the Local League Handbook - every Board member should have a copy. Your state Board then uses its Board Memo as a guide and supplement. This Outlook for Work and the May National Board Report provide those preliminary directions and plans to help give direction to your year's plans. As usual, we are including in this state Outlook some suggestions for your Board planning which supplement pages 10 and 11 of the Handbook.

The success of any kind of planning is measured to a considerable degree by its ability to meet the needs of the entire group (and as it is compared to the desires and wishes of particular chairmen and committees). You ask, "How do we then meet all the deadlines and criteria for good Board planning?" We plan ahead so that the members know what is coming, why, and what is expected of them. Any local Board making plans only as they relate to Board members and their respective committees is overlooking the need for providing proper stepping stones for the members and for effective League activity in the community.

One of our main goals for which we, as the League of Women Voters, provide the necessary stepping stones is informed and active participation of all citizens in government. Our opportunities for reaching this goal in 1966-67 are almost unlimited as we plan for Voters Service during an important election campaign and as we focus on state government and those issues which we in the League are supporting because we believe they are important to all Minnesota citizens.

While we are facing this, we will also be involved in study and action on local and national issues which we have chosen. There seems to be no real beginning or end to League Program activities. While we are busy with all the current activity, we must also be thinking ahead to those issues which should become a part of our state Program for the biennium of 1967-69.

How can it all be accomplished? One thing we all know is that it will take more members - something with which everyone can help. Each of our present members should be "serving" as a member of the membership committee and feel a personal

responsibility for membership growth.

This brings us right back to where we started this introduction - keeping in mind the women available. The plans outlined here are just a beginning. Future Board Memos and National Board Reports will provide further help and direction, but the stepping stones which need to be added to lead your League on to a truly exciting year are those which your Board and each chairman individually places for you. They include initiative, challenge, stick-to-it-iveness, practicality, as well as a bit of venturousness and a strong belief in the basic purpose of the League.

1966-67 CALENDAR PLANNING

Have you heard the phrases "total Board responsibility" and "calendar planning" somewhere before? Now is the time to put the two together, for summer is the season to plan the new League year. Local Leagues use various procedures, but there are some basic guidelines.

Preparation for Calendar Planning

Do you ask each Board member to evaluate the past year? Find out why some endeavors failed and other were resounding successes and plan future ones with the benefit of this experience.

Will you furnish publications to your Board well in advance of the calendar planning session? They should have the Local League Handbook, the National Board Report and the Minnesota state Outlook for Work.

Do you plan to meet before September 1st to hold your calendar planning meeting? You should, and the earlier the better. Choose a time when all your Board can meet and do not attempt to do calendar planning at a time when there is a great deal of other League business to transact.

Does the president send an agenda to each Board member with specific instructions as to what will be expected of each chairman? For example, each should know: what particular activities are anticipated in her field; the order of their importance; approximate dates including starting, preparation and completion; amount of money budgeted and how it can best be used; ideas to promote member participation, etc. This is best accomplished after each Board member has met with her committee, and together they have explored all the possibilities within their area of responsibility.

Has the secretary or some other Board member prepared a large calendar to mark dates and activities as the meeting proceeds? A blackboard would serve the same purpose, and each Board member can use the calendar attached to her Outlook for Work.

Planning Procedure

Review Recognition Standards.

Study and follow suggestions in the Local League Handbook on Board Planning, pages 10-12, and Planning Program Development, page 27.

Make broad plans for the whole year's activity realizing that such plans are subject to change if situations arise necessitating reconsideration of plans. Use your budget wisely and revise when necessary. Remember, it is to make League work possible not to keep you from providing service and carrying out your activities. If at all possible, we urge you to make as large an immediate payment on your pledge as possible, for as we look ahead to the rest of the summer, keeping the office open, paying our national pledge (\$1331 per month), paying publications bills, etc., we realize that we could benefit from a more substantial bank balance.

Give realistic consideration to publication dates given by state and national Boards allowing sufficient time to prepare for planning sessions and/or briefing sessions. Do not expect publications before the last day of the month in which they are listed.

Check local, state and national Bylaws so that all deadlines may be met. Remember, consensus reports must be received in the state or national office by the deadline in order to be considered, and the same is true for each round of state Program-making. Some suggestions for League activity are found in the National Board Report and the state Outlook. Do think and plan ahead! Use your initiative and ingenuity!

STATE PROGRAM

CURRENT AGENDA

- I. Financing Government in Minnesota: Evaluation of revenue sources with consideration of state and local needs.
- II. Equality of Opportunity: 1. Support of policies to insure equality of opportunity in employment, housing, public accommodations, education and other public services for all citizens. 2. Support of commission administration of anti-discrimination laws. 3. Support of state responsibility for Indian citizens.
- III. Home Rule: Support of policies that promote fair and workable application of home rule.
- IV. Election Laws: Support of party designation for legislators and improvements in elections laws in the field of campaign practices, election procedures and voting.

CONTINUING RESPONSIBILITIES

- I. The League of Women Voters of Minnesota will support legislation to regulate lobbying and conflict of interests.
- II. The League of Women Voters of Minnesota will support constitutional revision by convention and by amendments based on previously reached positions as follows: 1. an easier amending process; 2. regular and equitable reapportionment; 3. provision for a post auditor; 4. legislative sessions of adequate length; 5. clearly fixed executive responsibility.

This is the second year of the modified single list experiment adopted by the 1965 Minnesota League of Women Voters State Convention. This year, in accordance with Council direction we will:

1. Continue our study of Financing Government with new material available in September.
2. Make Equality of Opportunity an "action" item, combining positions reached in previous state studies with positions reached under the national item, Development of Human Resources. We will issue a special Project Update, "Equality of Opportunity": Focus on Education.
3. Furnish material to prepare our members for the 1967 legislative session. A special position VOTER will be available in December. In addition, there will be two new Project Updates - one on Election Laws and a second on Constitutional Convention.

Financing Government in Minnesota

In our first year of study on this topic we have learned how government is currently financed in Minnesota. Before we go on to an evaluation of this system, you will want to be sure your members have a good foundation in this basic material. In the fall, you may want to do some reviewing via your local bulletin or perhaps even use part of a unit meeting.

The second year's study will be a continuation of the item as adopted in 1965. It will begin with an evaluation of the major revenue sources - property, income and sales taxes - both as now used in Minnesota and as might be used here. We will also

want to consider the collection and distribution of revenue among the various levels of government.

Another area of concern will focus on services. We plan to have the first new material ready for you by September 30. You can plan meetings on this topic for November or December.

We do not want to press for a consensus until you are ready. We will need reports from you as you proceed so that we can keep up with your thinking. If it appears that a consensus is emerging, we will certainly follow up on it. Your schedule should be sufficiently flexible to allow at least part of a unit or general meeting to determine whether or not there really is consensus.

At least one of the observers programs will be devoted to some aspect of financing government. Be sure to plan to attend both the Legislative Workshops and the observers program.

If you are interested in some summer reading, you might like The Role of the States in Strengthening the Property Tax, Vol. I and II, Federal-State Coordination of Personal Income Taxes, Tax Overlapping in the United States, Measures of State and Local Fiscal Capacity and Tax Effort, or Local Nonproperty Taxes and the Coordinating Role of the States. Single copies of all of these may be obtained free of charge from the Advisory Commission on Intergovernmental Relations, Washington, D.C. 20575. Also, many articles continue to appear in both newspapers and magazines.

Publications

Publications Catalogs - state and national
Inventory of Work on State Fiscal Policy by State Leagues
Financing Public Services in Minnesota
New material coming this year
Speech by Dr. John Shannon

Equality of Opportunity

"We've studied enough; we have positions; let's act!" This was the reaction of Council delegates in discussing direction for our state Equality of Opportunity item. Delegates showed particular interest in applying the positions on education reached under our national item, Development of Human Resources, to problems in education in Minnesota.

At this point it might be useful to review the history of League study on the state and national level. Our concern with civil rights in Minnesota dates back to 1949. The League worked for the passage of state FEPC legislation and then kept FEPC as a CR. In 1961 discrimination was back on the Current Agenda, enabling us to study and reach positions on housing, employment and public accommodations. Next, we examined the special problems of Indians, and finally last year, we reexamined housing, recommending the strengthening of present legislation to include all housing except the rental of space in private housing or owner-occupied duplexes.

In studying Equality of Opportunity in Minnesota, we were concerned with discriminatory practices which denied rights to any citizen on the basis of race, color, creed, national origin or age. We did not discuss the problems of citizens who were denied equality of opportunity through poverty, inadequate training or geographic location, except in the special case of Indians. Although we added "education" to the wording of our state item, we have had no specific study of the role of state agencies in this field.

Development of Human Resources took a broader approach, considering all factors that prevent citizens from reaching their full potential; poverty, geographic location and inadequate education, as well as discrimination on the basis of race, color, creed or national origin. The national study, however, was limited to employment and education and did not go into housing or public accommodations.

This summer the Minnesota state Board will meet to determine possibilities for action on the state level under our new national consensus. State item committees will evaluate national and state programs and look at the role of state agencies in achieving equality of opportunity. A Project Update will be available in the fall.

We will keep you informed on the proposals to merge SCAD and the Governor's Human Rights Commission. We will also continue to furnish you with information on the activities of the Indian Commission.

As state item chairman for Equality of Opportunity you have considerable flexibility in planning a unit meeting. You might plan a meeting on Equality of Opportunity in Education, looking at programs on the national, state and local level. Or, you might wish to consider education and employment together, working with your DHR chairman. A third approach would be to look at Equality of Opportunity in relation to action at the 1967 Legislature.

Whatever format you choose you should:

1. Get an item committee early.
2. Work closely with your DHR chairman in gathering information on the local level.
3. Consult with your state action chairman on building community support for our legislative program.
4. Have fun! This should be a challenging and productive year.

State Action Chairman

As your Board's action chairman, VOLUNTEER to help your Voters Service chairman with candidates meetings - remember, some of them will win and you will have already met them. But remember, keep Program promotion and Voters Service separate.

Right after the primary election you will receive an interview-type form with an assignment to meet with certain specified candidates to question them about their support for League stands. In an informal atmosphere, you can impart some League ideas as well as obtain some future lobbying tips and guidelines from the candidates. Your members should be most interested in your "adventures" so be sure you use your local League bulletin ("stepping stone") for publicizing these interview results.

Plan to attend the Legislative Workshops scheduled throughout the state early in October. These will be designed to help you with your unit meeting, to promote interest in your League and in your community and to forecast developments (risky business!) in the 1967 session.

Schedule a December or January unit meeting to prepare your members for the legislative session. You will have the Nov.-Dec. "Position" VOTER to use. You will have a report on interviews with the elected legislators in your district and updating material on Constitutional Convention and Election Laws.

Promote attendance at the legislative observers course planned to begin in mid-January, every other Wednesday morning. We were able to reserve the comfortable large auditorium in the State Office Building, anticipating that this series will

be well attended. This will be a good time to arrange to meet your legislator for lunch, later tour the Capitol and sit in on committee hearings.

Capitol Letter subscriptions are due December 1st, and we have been able to keep the price at one dollar. It is a good buy for members, and it is a good piece to send to opinion-makers in your community.

After the legislature adjourns, how about some frosting on the cake? Plan a meeting at which you hear what your legislator has to say about what went on "inside" the legislative session. One League planned a picnic after the '65 session, asked husbands and ordered a keg of beer. The legislators and the League members and husbands loved it. Perhaps you would like to hold a public meeting offering legislators and their constituents an opportunity to discuss and evaluate the past session.

NATIONAL CURRENT AGENDA

Development of Human Resources: Support of policies and programs in the United States to provide for all persons equality of opportunity for education and employment.

Armed with a newly reached consensus on the Development of Human Resources item, we are now at the point where we can look objectively at the various programs. At this stage, local Leagues can and should take a good look at the government programs in their areas to learn more about them and to evaluate them according to the League position.

Those of you who attended national Convention in Denver received a mimeographed paper called GUIDELINES FOR LOCAL AND STATE ACTION UNDER THE NATIONAL DEVELOPMENT OF HUMAN RESOURCES POSITION. This statement, which outlines the course of action which may be pursued by state and local Leagues in implementing the new position, is a departure from the usual procedure when taking action on a national position. It is important that you peruse the section in the May National Board Report which includes an elaboration on the Guidelines.

Some thought is being given to combining our state position under Equality of Opportunity with the national position on DHR. Information regarding this will be forthcoming. In addition, we expect to issue one or two Human Resources Newsletters to keep you posted on what is happening in Minnesota.

Some local Leagues may feel that their members are not well enough informed on the government programs and League position and may want to devote some time to review. Others may feel that their most important service will be to keep their members informed on developments in their area as well as on the national front. This can be done either through the bulletin or at a meeting.

We hope that you will feel free to seek advice from either the state or national Boards. At this time your state Board is prepared to offer workshops to help you to understand and implement the national and state positions. Finally, it is very important that local Leagues keep state and national informed on their activity under this item.

Publications

Prospects for Education and Employment - September 1964
Human Resources: Minnesota's Changing Patterns - May 1965
Facts and Issues: Development for Distressed Areas - November 1965
Facts and Issues: Rights of "Another Nation" - December 1965
Current Review of Human Resources, Number 1 - January 1965
Current Review of Human Resources, Number 2 - November 1965
National Board Report - May 1966
Human Resources Newsletters - November and December 1965

Foreign Policy: Evaluation of U.S. relations with the People's Republic of China. Support of U.S. policies to enhance the peace-keeping and peace-building capacities of the U.N. system and to promote world trade and development while maintaining a sound U.S. economy.

The first section of this item is a new, exciting and challenging field for League work. Our study of China will be kept within the broad but definite limits of our total foreign policy concerns as listed in the "support part" of the item.

The national office has scheduled a Leader's Guide for July. This will include a bibliography and suggested program techniques for the presentation of the item. A Facts and Issues on the subject is scheduled for November. In the late winter or early spring we plan to hold a statewide workshop on the item.

Meanwhile, over the summer, foreign policy committees should be formed and study begun. How often these committees should meet is a matter for local Leagues to decide. We are planning to have a state foreign policy committee which will begin study immediately and will meet once or twice during the summer. If any of your members would like to serve on this committee, please ask them to get in touch with Mrs. Lewis Daniel, state Foreign Policy Chairman, at the state office.

There is a wealth of material available on the subject of U.S. relations with the People's Republic of China, much of which is in paperback editions. As mentioned above, the July Leader's Guide from national will give a comprehensive bibliography. For those of you who want to get started on the study of the item right away, we suggest that you read "China" by Harry Schwartz and "The U.S. and China" by John King Fairbanks. Both of these books are available in paperbacks. There are two excellent articles on Red China in the "New Yorker", April 23rd and April 30th, and the "Christian Science Monitor" has been running a series of ten articles on China beginning in April 1966. The "Bulletin of the Atomic Scientist", June 1966, will be devoted to China.

For the first year, and possibly the second year, of our study on this new item, we anticipate no attempt to reach consensus, unless there is a great ground-swell to indicate that Leagues wish to reach agreement in some area and that there would be an effective role for such agreement vis-a-vis Congress, the Administration or your communities. You should appoint one person to be responsible for a certain specific angle of the subject, for example: one person each for membership in the U.N., U.S. recognition of the People's Republic of China, U.S. trade with China, the economy of China, China's relations with the U.S.S.R., China's development of nuclear power, etc.

Lists of available speakers on this subject and of other organizations interested in this field are available from the state office. If and when you plan a meeting, why not cooperate with other Leagues in your area and with other organizations?

Now to turn from this truly exciting new phase of League work to the equally important action which will stem from our present foreign policy positions under Trade, Aid and the U.N.

The most immediate League action will be in support of world economic development. Congressional committees are now holding hearings on this year's foreign aid bill. We do not know exactly when League action will be needed, but we are preparing for it and urge you to do so, too. The national office will soon send us a new pamphlet, Foreign Aid at the Crossroads. The pamphlet reviews the broad picture of economic development, including recent trends and new proposals, in light of the League's long support for foreign aid and our established criteria of long-term planning, use of multilateral agencies, good administration and adequate financing. This is a tool for you to use immediately in your Leagues and communities as a basis for this

summer's action. You will find it useful in orienting new members, updating old ones.

For the present, support of liberal trade policies will be a holding operation with the possible exception of action on East-West trade. However in 1967, the Trade Expansion Act which we worked for so effectively in 1962 will expire, and the League will face the challenge of working for an extension of the present act or supporting a new one.

Of course, League commitment to the United Nations is strong. Traditional U.N. Day and Week activities will be encouraged. We would also expect a continuation of member interest in the peace-building activities of the United Nations and its agencies which was stimulated by your lively response to International Cooperation Year (ICY). League concern with U.N. peace-keeping activities will certainly remain strong, and we will be alert to take advantage of any opportunity for useful action.

Publications

May National Board Report

Facts and Issues on Foreign Economic Policy - 1963-64

Facts and Issues on the United Nations - 1962-65

Current Review of Foreign Policy, Number 4 - December 1965

Current Review of Foreign Policy, Number 3 - July 1965

Current Review of Foreign Policy, Number 2 - January 1965

Current Review of Foreign Policy, Number 1 - September 1964

Water Resources: Support of national policies and procedures which promote comprehensive, long-range planning for conservation and development of water resources and improvement of water quality.

This can be a year of action! The increased interest in water resources in local Leagues will tell the story by the end of the year. A good reason for this interest has been the excellent national publications - and local Leagues are using them. Population + Production = Pollution was used by League members and other organizations. It worked well as a discussion guide with the film, "Clean Water: It's Your Decision." This combination leads the way to the most recent Facts and Issues - Who Pays for a Clean Stream?. This helps to prepare Leagues for a possible consensus on the last phrase of the Water Resources statement - "improvement of water quality." The National Board Reports will provide further information.

Local League, inter-League, intra-League studies are possible. Where does your League want to orient Water Resources study and action? As a guideline, "Any local or state League and regional or river basin inter-League group can come to agreement on any aspect of water resources conservation or development which is covered by the national position without having to adopt a water item if it chooses. Leagues can work for mandatory standards for secondary treatment, as an example, or flood plain zoning; they can work for a dam or wild river. They can work to achieve higher stream standards or better coordination of state agencies. Any such action is possible as long as there is member understanding and support." Permission to act must be obtained through state and national Boards.

The best suggestion for a successful year with the Water Resources item is to start by selecting a person to be responsible for this item and this item only. She may just clip, read and report to fellow members. She may have one or two unit meetings on water. Perhaps there will be an opportunity for a tour - by bus or canoe. How about working with other Leagues in the watershed or with other organizations? By assigning at least one person to this Water Resources item, there will be a contribution from every local League to the success story of the total Program.

Publications

Facts and Issues: Who Pays for a Clean Stream? - April 1966

Population + Production = Pollution - November 1965

Current Review of Water Resources, Number 1 - March 1965

Current Review of Water Resources, Number 2 - November 1965

National Board Reports

National VOTERS

Additional Resource Material

Minnesota Conservation Volunteer - published by Minn. Conservation Department
List of Minnesota State Publications - Documents Section, Centennial Bldg., St. Paul
Federal, State and Local Agencies Concerned with Water Resources Research in Minn.,
Water Resources Research Center, U. of M., Minneapolis
Minnesota Out of Doors - Minnesota Conservation Federation, by subscription
Conservation Report - National Wildlife Federation, 1412 - 16th St. NW, Washington
a free service, this is a legislative report of conservation bills in Congress

NATIONAL CONTINUING RESPONSIBILITIES

Apportionment of State Legislatures: Support of apportionment of both houses of state legislatures substantially on population.

District of Columbia: Support of self government and representation in Congress for citizens of the District of Columbia.

Loyalty-Security: Support of standardized procedures, "common sense" judgment, and greatest possible protection for the individual under the federal loyalty-security programs; opposition to extension of such programs to non-sensitive positions.

Tax Rates: Opposition to constitutional limitation on tax rates.

Treaty Making: Opposition to constitutional changes which would limit the existing powers of the Executive and the Congress over foreign relations.

The May National Board Report provides further information for the Continuing Responsibilities.

Publications

NCRs 1962-64

Current Reviews of Continuing Responsibilities: Number 3 - October 1961
Number 4 - December 1962
Number 6 - August 1963

Facts and Issues: Home Rule for the District of Columbia? - 1965

FIELD SERVICE

The job of the field service committee is designed to carry out the task of communication between the state Board and local Leagues. In order to facilitate the program, we will continue the Consultant Program which, after three years, has proved to be invaluable. Under this program, each state Board member serves as an advisor to several Leagues. In addition to regular visits to "her" Leagues' Board meetings, she is anxious to serve you in any way she can and will come, upon invitation, to special meetings. Call on her for advice on any phase of League activity and remember to send her your minutes as well as a copy to the state office.

The Adopt-a-League program will also be continued, thanks to the excellent cooperation of Leagues currently enrolled. Under this program, an advisor from an established League (which "adopts" a provisional) accepts the responsibility of assisting the new League throughout this demanding period. She attends all Board and general membership meetings and is often accompanied by a member of her own League who is experienced in a specific area such as finance, membership, Program, etc. Currently working under the adopt-a-League program are:

Blaine and White Bear Lake; Burnsville and Bloomington
Cloquet and Duluth; Northfield and Edina

Cloquet and Northfield have requested recognition.

This program will be expanded as other areas in Minnesota indicate an interest in organizing a League. Information concerning basic requirements (procedures, dues, minimum number of members) can be obtained from the state office. If your League is interested in the program, do let us know.

There will be Legislative Workshops in the fall (details will be noted elsewhere in this Outlook), and we are just beginning to make plans for a workshop on Red China to be held in March. Watch also for information to be sent in a later Board Memo regarding the Budget Workshop in December. The day preceding state Convention next year will be devoted to local League presidents . . . plan now for your president to attend. Remember, the Convention is in Rochester in 1967.

MEMBERSHIP

We are now in a National Election Year. Will our membership figures reach the 150,000 mark in 1966-67? Only if we have a goal; make plans and use PLEASANT PERSEVERANCE in our approach; and let every prospect and new member know that the League is "fundamental and fun."

It is the job of the membership chairman to make the plans and see that they are carried out. Refer to the Local League Handbook, page 45, for the Board responsibility toward membership and discuss it during calendar planning time. With your committee, plan for membership growth and present tentative plans to the Board. . . their cooperation is a must if the League is to be effective.

How To Get and Keep Members is an excellent tool and, hopefully, more than one copy is available for the use of the committee. Use as a guide the calendar found on the last page . . . refer to it often and revise as necessary.

The membership committee might consist of one enthusiastic, knowledgeable member per unit. She should distribute material; keep a record of attendance; set up a system (buddy) for rides; and report regularly to the chairman. Review the growth pattern of your League . . . study methods used effectively in the past and try again. Although one League function may be held strictly to recruit new members, every other meeting can also be used for this purpose. Invitations to state-oriented meetings, such as the legislative observer course, Program workshops, etc., show prospects more of what the League does. Remember to include these functions as well as local "doings" in the membership calendar.

As new members join they should be promptly welcomed (name, address, phone) in the bulletin. Do you always have a copy of FACTS to give a visitor? It is wise to have extra copies of the latest LWV publications to show a new member. Any way you choose to recruit and keep . . . remember that it is a year-round, person-to-person job.

Publications

How To Get and Keep Members
Membership Matters
Let's Talk League
FACTS - local, state and national
It Makes a Difference
40 Years of A Great Idea

PUBLIC RELATIONS

What kinds of public relations projects can we expect for the coming year? Your May National Board Report will outline any nationwide projects in which you may be involved.

On the state level, we can expect considerable activity. This is an election year, and the state legislature will meet during the first half of 1967. This means that you will be involved with your Voters Service chairman in pre-election voter campaigns. Find out just what her plans are and where you can cooperate. Can you be of help in contacting other organizations? In interviewing candidates? In assisting in Voters Service speaking engagements?

We hope you will be involved in promoting state Program. A public relations chairman can help to create a climate in which our legislative goals can be reached. This fall we will be getting ready for the legislative session. How active is your speakers bureau - or do you have one at all? In September we are planning a "How To . . ." Workshop on reaching the public through your speakers bureau. We hope you will then launch a campaign of bringing our state Program to the public. This means you should be thinking of what other organizations might provide audiences for us. Wouldn't your PTA be interested in a program this fall? How about men's luncheon groups? Other women's organizations? Members can suggest use of League speakers in other organizations to which they belong. Consult your state Program chairmen, your state action chairman and your Voters Service chairman on how to use materials they receive from the state and national Boards.

During the legislative session itself, you will have some ready public relations tools. We are once again having a legislative observers program. Once again, we will be working with both political parties and with other organizations. This has been excellent for our relations with these groups. Perhaps you could include invitations to other organizations when your League comes to observe our program, tour the Capitol and talk to your legislators. The Capitol Letter is another service which has good public relations possibilities. Cooperate with your state action chairman and publications chairman in getting subscriptions outside the League. A couple of well-placed give aways of the Capitol Letter might be a good idea, for it has been extremely well-received. How about your newspaper or radio station? We find editorials occasionally lifted from its pages.

Let us know what you are doing. If you have an interesting project which another League might consider, let us know so we can communicate it. We do appreciate receiving your newspaper clippings as well as any scripts you are using.

If you are a new PR chairman, be sure to read the national League's Tips on Reaching the Public, August 1962. If you are an experienced PR chairman, reread it. It is invaluable for getting ideas on how to approach your job.

Publications

Publications Catalogs
Local Budget, Bylaws and Program
Tips on Reaching the Public
The Art of Raising Money for the LWV
The Art of Spending Money for the LWV

SECRETARY

Your duties can be many and varied according to the needs of your president and Board. Some of the basic responsibilities are listed on pages 13 and 14 of the Local League Handbook.

Good reporting is a vital part of the chain that links local, state and national League together. You can assume responsibility for this vital link and relieve your president of concern for many of the details. There is a checklist of reports on page 56 of the Handbook. Your president will receive the 1966-67 Local League President's Checklist from the national office - you should become familiar with this.

If you feel that your minutes could be improved, a copy of Sample Local League Minutes will be helpful. Remember, too, that those of us at the state level - your consultant, the organization chairmen, president, vice president and organization secretary - all read your minutes so please make them complete enough for us to get a good picture of your League's activities. Promptly send one copy to the state office and one copy to your consultant.

Are your Bylaws up-to-date? This is a good time to check them, and if you have not already done so, send an up-to-date copy to the state office now.

As secretary, there are many ways for you to assist your president and Board. One way is to keep them posted on all deadlines. Feel a real responsibility for the League calendar so that these deadlines are not suddenly upon you. You can also be responsible for mailing out the Board agenda and for the distribution of the Board Memos as soon as they are received. The secretary may and often does assist the president with her correspondence.

You are the record-keeper for your League. See that your minutes and copies of all correspondence are complete. This is a necessity for future reference.

Publications

Simplified Parliamentary Procedure
National, State and Local Bylaws
Sample Minutes

TREASURER

The treasurer of a local League has many and varied responsibilities. First of all, she must be conscious always of her overall Board responsibility. Hers is a policy-making job just as much as any other Board member's. League study and action are the result of group planning by League Boards so the treasurer must be prepared to take her share of this responsibility.

In addition, the local League treasurer has certain specific duties. She is the guardian and custodian of League funds. It is her duty to see that the money spent serves the purpose for which it was budgeted. She should not try to curtail the spending of money but should attempt to see that it is spent wisely in the interest of supporting local, state and national operations and of carrying out League Program.

The local League treasurer must remember, too, that she will be assisting and working with the finance chairman during the finance drive and will serve as a member of the budget committee. She must send a complete list of paid-up members to the state office by December 31st.

For a more detailed description of specific duties see your Local League Handbook, pages 14 and 15, and the national publication, A Guide for Local League Treasurers. These two publications are a "must" for every local League treasurer. They contain instructions about the payment of bills, the meeting of pledge payments for state and national support, the regular Board meeting cash reports, the budget comparison reports, the yearly audit, the collection of dues, the keeping of records, the reporting of new members, changes of address and drops to state and national.

The local League treasurer's job is a busy one and one that needs planning - see the suggested treasurer's calendar in A Guide for the Local League Treasurer. The job is also a stimulating and challenging one.

The stepping stones in this portfolio may seem to those of you who are new on the job big enough for Paul Bunyan, but with careful advance planning, they can be reduced to a size more suitable for Tom Thumb.

Publications

A Guide for Local League Treasurers
Instructions for Local League Treasurers

VOTERS SERVICE

If even the longest journey begins with a single step, certainly the lengthy story of democratic participation in government is based upon the importance of the single vote. In 1966 in Minnesota, there will be even more "first votes" than the usual 21-year olds and newly-naturalized citizens. How about the importance of informed "first" votes in Minnesota's new Legislative Districts?

Voters Service steps along the 1966 Election way began with party precinct caucus participation in February and March . . . and continue right on into the mainstream election of the full slate of constitutional and legislative offices as well as United States Senator, United States Representatives and District Judges.

Here's a hop, skip and a jump along our STEPPING STONES TO EFFECTIVE VOTERS SERVICE.

HOP



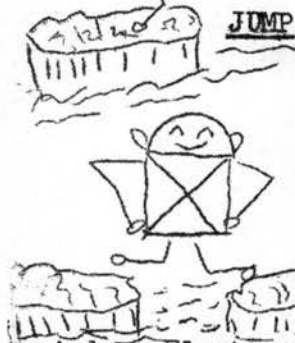
right into the Legislative and District Judge Questionnaires. Complete directions on how your League may participate in this important gathering and distribution of candidate information before the primary and general elections . . . plus a reminder of the free copies of the Minneapolis Tribune's Voters Guide . . . are included in the Leadership Workshop. Plan now how many copies your League will need in its local Voters Service - reserve your copies before August 29 - orders taken on a first come, first served basis because supply is limited.

SKIP



summer doldrums by COMING TO THE STATE FAIR! We are planning a LWV of Minnesota booth at the State Fair, August 27 to September 5. Plans include information on new legislative districts and possible distribution of an informational flyer.

JUMP



into election activities this summer and fall. . having first begun plans now! Included in these initial plans may be ways to reach first-time voters, those voters who are residents of senior citizens' homes, residents of new legislative districts. As you plan your candidates meetings, cooperate with neighboring Leagues or other organizations in your community. Special plans are being made for TV candidates meetings for candidates for statewide office . . and if possible, a series of radio tapes by these candidates will also be available.

And on Election Day, both Primary and General, there will be election returns reporting from key precincts in our state for ABC-TV. Precincts to be selected by ABC-TV will be announced during the summer, and maybe your League will have a part in this reporting! Proceeds from this project will help to provide Voters Service in areas of the state where there are no local Leagues.

There -- that Hop, Skip and Jump took us on into November. . . but after the election tide, what? Plan now with youth organizations in your community ways in which your League can assist in their citizenship activities. Consult Voters Service Sights the You in Youth for tips on carrying out an interesting - and meaningful - youth service. Schedule the time, keeping in mind your election-gearred activity in summer-fall and remembering that the 1966-67 League year includes as many post-election months as pre-election months!

Citizen education outlines and a swap-shop based on the Voters Service Little Meetings at the 1966 national Convention will be coming our way from national this year. Maybe they will provide the step your League has been needing to reach new voters - of varied ages and political experience.

1966-67 Voters Service Calendar

- JULY 5 - First Filing Day - Filings open for candidates
19 - Last Filing Day
20 - Mail questionnaires to candidates for Primary Election
25 - Last day to withdraw, 5:00 p.m.
- AUGUST 2 - Replies to Candidates Questionnaires due
20 - Local League Voters Service plans should be complete - these may include candidates meetings, registration, get-out-the-vote campaigns, publicizing candidates information, Minneapolis Tribune Voters Guide
23 - Last day to register before Primary Election
27 to September 5 - LWV of Minnesota State Fair Booth
- SEPTEMBER First Week - Minneapolis Tribune Voters Guide will be published
13 - Primary Election - ABC-TV Election Reporting
14 - Mail questionnaires to candidates for General Election
Local Leagues set plans for General Election Voters Service into action - including information on amendment, local ballot issues, publicizing replies to Candidates Questionnaires, candidates meetings
27 - Replies to Candidates Questionnaires due
- OCTOBER 10 - Last day to withdraw from General Election
18 - Last day to register before General Election
- NOVEMBER Local Leagues in villages with December Village Elections set plans in motion for Candidates Questionnaires and meetings for candidates for village office (Some villages elect to hold village elections on General Election Day, November 8)
First Week - Minneapolis Tribune Voters Guide will be published
8 - General Election - ABC-TV Election Reporting
9 - VOTE posters gathered in, thank you letters written
22 - State Canvassing Board meets
- DECEMBER 5 - Certification of Election issued
13 - Village Elections (if not held November 8)
- JANUARY Cooperate with Legislative Go-See Tours
to Continue with youth Voters Service; citizen education project initiated
APRIL Candidates meetings and questionnaires for Municipal and School Elections
Evaluate the year's activities!

Publications

Give the Voter a Hand
You and Your National Government
The Role of the Political Parties
National Swap Shops - 8,9,10,11,12,13
Do You Know the ABCs of Your Town's Government

Choosing the President
When You Come to Washington
How a Bill Becomes a Law
Why Write Your Congressman and How
Don't Blame the American Voter
VOTE Posters

Voters Service Sights the You in Youth
Digest of Minnesota Election Laws

Swap Shop: Tips on Candidates Meetings
How to Write Your Legislator

PLUS: That timely, informative, attractive publication - newly updated for the 1966 election: "Your Vote Makes a Difference". This Voters Service flyer contains voting information, officials to be elected, proposed amendment, election and registration calendar - with space for gift imprinting. Handy size - $3\frac{1}{2}$ " x $5\frac{1}{2}$ " - price: 1¢ each.

PUBLICATIONS

Publications are stepping stones to League leadership, growth and effectiveness. They show the Board member how to do her job and inform the membership and the public on the issues League has elected to study. But progress can be slow without the help of a good publications chairman who will work toward becoming skillful in providing the local Board with the necessary publications it needs and in promoting the wide distribution of publications to the membership and community.

STEPPING STONES TO LEADERSHIP

I. Skills: Study "how to" publications which are designed to help you do your job.

- A. Read the section on publications in the Local League Handbook.
- B. Familiarize yourself with the new state publications catalog. The national catalog is published bi-annually. Read thoroughly the part about how to order. See that Board members have both catalogs. There is no need to save old ones. List new publications in your catalogs as they come out.
- C. Order all publications for your local Board, League and community which have been decided upon by your Board. This means you and you alone do the ordering.
- D. Order state and national Duplicate President's Mailings for your Board. Your state DPM begins in June and costs \$5.00 per year. If you have not done so, order it immediately. The national DPM is \$10.00 per year - consult your national catalog on how to order it.
- E. Cultivate the good habit of planning ahead. Late distribution of materials can ruin a fine plan. Be sure members receive their Program material a month before it is to be discussed at unit meetings.

II. Effectiveness: Use your imagination to add spice to the ways that have worked in the past and attempt to create new and exciting ideas.

- A. Have a committee made up of one person from each unit to help with ideas and to help distribute League publications to your members and to the community.
- B. Find the best way for your League to get publications to the members, either by a local subscription service, assessment, selling in the units, or out of regular dues. Don't overlook the value of advertising and promoting publications in the units, in the bulletin and at general meetings.
- C. Make League material available to: leaders in the community, contributors, legislators, libraries, schools, editors, ministers, and businessmen. It is possible to sell publications to: social studies classes, study clubs, banks, industries and political party workers. Provide your schools and libraries with catalogs.

- D. Have your committee dream up new sales promotion ideas or new approaches to old ways. Some already in use are: window displays, reviews and ads in local papers, radio and television, displays at fairs and conventions, talks to Chambers of Commerce and other community groups, and "give aways" to people who influence public opinion.
- E. Make a practice of working closely with your public relations, Voters Service and finance chairmen. Your public relations chairman can help you launch new publications in the community by telling about them in newspaper stories. Suggest to your finance chairman publications that are appropriate to give to contributors. Assist your Voters Service chairman by arranging eye-catching displays of League publications at all League-sponsored public meetings.

A LOOK AHEAD TO REVISED AND NEW PUBLICATIONS FOR 1966-67

(When a publication is scheduled to come out a certain month, do not plan on it until the very last of that month.)

Your Vote Makes a Difference

This updated publication came out May 12, 1966. It is an attractive red, white and blue folder filled with voter information and is valuable for Voters Service use. It sells at 1¢ each. In the past, many of these were sold to businesses who use them as public service pieces, therefore this year we have left space for a donor's name.

State Publications Catalog

The revised catalog will be available at the June 7,8,9 Workshops and after that at the state office upon request. Free.

Material on Financing Government Services in Minnesota - September 1966

Update Equality of Opportunity: Education - October 1966

Update Election Laws - November 1966

Deadline for Capitol Letter subscriptions - December 1, 1966

Update Constitutional Convention - January 1967

You Are the Government - Revised Edition

A handbook of Minnesota government covering the operation of state, local and national government. Will be out in January 1967.

Publications

Publications Catalogs

How to Order League Publications

Publications Order Forms (state and national)

Special Subscription Blanks

Local Bylaws, budget and Program

Put Publications to Work

First Things to do on Becoming a Publications Chairman

Basic Publications Needed by a Local League Board by Portfolio

LOCAL AGENDA

As you begin your work on Local Current Agenda, there are several things that you must keep in mind. Many times the League of Women Voters is judged entirely upon its local Program. This is quite a responsibility. Also, it may be an important key to membership. The member derives satisfaction from being able to identify closely with the local issues. A good item, well done from research to unit to action, leaves members with a feeling of increased knowledge and effectiveness.

So we must plan well. There are as many ways of approaching Local Agenda as there are Leagues, but certain basics remain the same.

Plan ahead and have an outline of proposed local work ready for your Board's calendar planning. Be able to fit it into the overall plan for Program. Keep in mind dates of community functions that might have an influence on your local Program.

Thorough, objective research is an absolute must. Start sending for literature from the expert agencies. Start library research. Correspond with other Leagues that have similar items on their Program. Plan your interviews carefully. Don't send three people to see the same person for related information. Be sure you are getting all sides of the picture. Don't just take the City Clerk's word for it.

Use your observers program to know what is going on. League has no crystal ball to see the community's future. However, through regular attendance at council, commission and board meetings, we hear plans being made and the community's future discussed. (League observers are just "ears", remember!)

Member involvement means better Program. Plan interesting meetings, both unit and general, that present the material in an interesting, factual, unbiased manner. Use all methods available to present your material. Keep your Board informed of your plans so that you go ahead with their approval. Use all of the tools you can to make sure the members will reach meaningful consensus.

Take the community with you in order to make any action on the League's part more acceptable. By letting the whole community know what you are doing, they are more likely to join you in action when the time comes.

Don't be afraid of consensus and action when the members are in agreement. We become effective citizens when we inform ourselves, let our opinions be heard in decision-making, and follow through in implementation of plans for that which we approve.

Keep a Program record to make the job easier next time, to help you keep your Board up-to-date, to answer any questions or criticisms, to eliminate confusion in future years.

And all of the time, keep in mind next year's Program. Plan for a good, well-edited "Lively Issues", review CRs and be sure the members are up-to-date, study wording of items, and take an active part in planning for Program discussion at the annual meeting.

For those of you in the Twin Cities Metropolitan Area, don't forget that CMAL is a part of local Program. There may be separate chairmen or one person may be handling all of the local Program. Be sure that the same rules are followed. Keep your members aware of this part of the Program all year through. Promote the use and sale of the Metropolitan Handbook.

There will be consensus due on Transportation on December 1st. Are your members being brought along with all of the CMAL activities? Are you keeping them up-to-date with bulletin articles and suggested reading? Is the community being brought along with the League? Are the unit meetings being carefully planned?

Be sure that all of your Board members are being informed of the CMAL functions and activities so that they feel they are an active part of this organization.

Always obtain Board approval for your Local Agenda plans! Use your committees efficiently and wisely. Enjoy one of the most exciting and rewarding jobs in the League of Women Voters!

Publications

Know Your Local Government

Know Your County

Basic textbook on local government

Local Program Guides - Indiana, Wisconsin, Washington

School Survey Guide

Planning in the Community

Local Current Agendas and CRs of Minnesota Leagues

Minnesota's Twin Cities Metropolitan Area (if applicable)

Agreement for Council of Metropolitan Area Leagues (if applicable)

CMAL Program materials (if applicable)

BULLETIN EDITORS

Bulletin Editors know about "Stepping Stones" because the Bulletin is a "stepping stone" for so many League endeavors. You as a Bulletin Editor probably have the dents and fingerprints (mimeo blue is very chic this year) and worn out typewriter ribbons to prove it!

The Bulletin is a "stepping stone" for Getting New Members.
The Bulletin is a "stepping stone" for Unit Organization.
The Bulletin is a "stepping stone" for the Finance Drive.
The Bulletin is a "stepping stone" for Program (especially Local)
The Bulletin is a "stepping stone" for Dues Collection.
The Bulletin is a "stepping stone" for Voters Service.
The Bulletin is a "stepping stone" for Public Relations.
The Bulletin is a "stepping stone" for Publications Sales.
The Bulletin is a "stepping stone" for Legislative Action.

No need to continue is there? The Bulletin has a well-defined job. It's called Communication in most circles. Communication is the tool used for increasing a Board's effectiveness. The Bulletin gives arms and legs and voice to Board members. This frees them for their respective and specific tasks. The Bulletin transmits information and spirit from Board to member.

If you think the Bulletin has a job formidable, take a look at the typical Bulletin Editor who often runs a one-woman operation - news gathering, editing, typing, mimeographing, assembling, addressing and mailing. How does this Superwoman do it? Simple! First of all, she has a strong feeling of Commitment . . . to the whole League enterprise and to her local League in particular. But to be more specific:

1. The Bulletin Editor attends Board meetings where she gets "tuned up" for what the content of the Bulletin should be - her fellow Board members aid her in deciding what the members must know.
2. The Bulletin Editor assigns any write-ups she can to other Board members and sets a definite deadline for these write-ups to be in.
3. And then the Bulletin Editor exhorts the Creative Muse to guide her head and hand through the process of actually getting a Bulletin to each member.

That last step may sound like an assignment to walk on water rather than the business of using "stepping stones." You as a Bulletin Editor will have to edit, will have to rewrite, will have to carry a goodly share of the responsibility, will have to badger the recalcitrant, etc. There are aids ("stepping stones") you may employ:

1. Getting a committee (may sometimes be friend husband to be truthful) to give help either on the creative or mechanical side - writers, typists, stamp-lickers, artists, assemblers, etc. This performs a service for your League because it develops talent for that time when you decide to try your hand at still another League portfolio.
2. Setting copy deadlines and inserting them in the picture at calendar planning time is advisable - advisable to stick to them also!
3. Giving each Board member a copy of "general rules" to follow when contributing to the Bulletin. She can refer to this memo throughout the year.

4. If possible, having a place to work - a hideaway in your own home or in a corner of your League's office. There you can keep your supplies and equipment.

TABOOS

The Bulletin Editor has to deal with the word "consensus" many times. Remember this! We reach consensus. We do not speak of taking consensus. It is not counting as in a census. We reach or arrive at the sense of a meeting.

Reporting your local consensus on state and national topics may be a bit misleading. A superficial glance at a local consensus report on a state or national item may lead one into asserting, "The League believes" when, in fact, the areas of agreement have not as yet been determined on a state or national basis. Your local consensus may be somewhat divergent from the final statement of position. After the statement of position is received from state or national on a state or national study item, it should be included in your Bulletin, and it might at that time interest your members to know how your local consensus agreed with or differed from the majority.

SPECIFIC things in the Bulletin Editor province:

1. Your Bulletin must include the name of your League, the name of your town, your president's name and address and your name and address.
2. You send 18 copies of each Bulletin issue to the state office for use of state Board members and office staff. Send three copies to national.
3. Your local League Program is your exclusive province - there are no other avenues for your local studies. You may, as a matter of fact, find that you are not only an editor but also a publisher on your local Program.

Publications

Information for Local League Bulletin Editors

Suggestions to Local League Bulletin Editors on Finance

FINANCE

Knowledge, understanding and participation are "Stepping Stones" to a successful and satisfying League year. Applied to finance, your League can progress to greater effectiveness in your community.

You, as finance chairman, should supply your League members with knowledge about the whys and wherefors of League finance and budgeting. In order to supply this material, it is essential that you read and study several of the valuable publications which the national and state League of Women Voters have published. It is very important to have a meeting with the past finance chairman. Try to correspond with finance chairmen of other local Leagues to find out the story of their success. After reading and discussing with others, how important it is to share your knowledge with your Board and other members of your League.

The next "Stepping Stone" is to be certain that the knowledge you are sharing is completely understood by the other League members. Do your members fully understand why we have finance drives? Do the members avoid talking about League finance and/or budget? Perhaps devoting part of one meeting to finance and budget could be very beneficial. Or, have you thought of "feeding" League finance information to your members through your local League bulletin? Finance is a year-round job which can be interesting and, through understanding, fruitful for your League. A local workshop for your members on finance and budget could be both challenging and useful.

Upon crossing the "Stepping Stones" of knowledge and understanding, the next stone of participation is sturdily and steadily reached. How much more rewarding your finance drives and budget building will become, for you are well aware that a League grows and benefits with each member's informed and active participation. During the year (not at or around the time of your finance drive) make a survey of businessmen to find out their feelings about the work of the League in your community. This could be an ideal time to inform yourself as well as the businessmen about your organization.

Do keep in mind the Budget Building Day next fall and encourage representation from your League; especially urge your budget committee members to attend.

Publications

National and State Publications Catalogs
National and Minnesota Facts
At Your Fingertips
Money Matters - October 1962, March and August 1961
The Art of Raising Money for the LNW
The Art of Spending Money for the LNW
A Budget Committee Workbook
National, State, Local Budgets
One Day Finance Drive
Fun, Facts, and Fads in Finance
Let's Talk League
Checklist for Local League Finance Chairmen
Metropolitan Finance Agreement (if applicable)

OUTLOOK CALENDAR

1966-67

<u>JULY</u>	
<u>State</u>	<u>National</u>
Filings close - 7/19	Foreign Policy Leader's Guide
<u>AUGUST</u>	
<u>State</u>	<u>National</u>
Last day to register - 8/23 Pre-primary election radio tapes	
<u>SEPTEMBER</u>	
<u>State</u>	<u>National</u>
Minneapolis VOTERS GUIDE State Fair Booth - 8/27 - 9/5/66 Primary Election - 9/13 Lively Issues VOTER PR Workshop - Speakers Bureaus Facts and Issues: Financing Government material - 9/30	
<u>OCTOBER</u>	
<u>State</u>	<u>National</u>
Last day to register - 10/18 Pre-general election radio tapes Legislative Workshops Project Update: Equality of Opportunity- Education Promote Capitol Letter	Current Review of Foreign Policy #5 National Board Report UN Day
<u>NOVEMBER</u>	
<u>State</u>	<u>National</u>
Minneapolis VOTERS GUIDE General Election - 11/8 LL interview legislators Project Update: Election Laws Promote Capitol Letter Position VOTER	Facts and Issues: China

<u>DECEMBER</u>		
<u>State</u>		<u>National</u>
Capitol Letter deadline - 12/1 Budget Workshop <u>CMAL</u> - Consensus - due 12/1		
<u>JANUARY</u>		
<u>State</u>		<u>National</u>
Legislative Observers Program - 1/11, 1/25 Project Update: Constitutional Convention You Are the Government List of paid-up members - 1/5 1st call to Convention		
		National Board Report Leader's Guide on Water Resources Current Review of Water Resources Water consensus - due 1/3
<u>FEBRUARY</u>		
<u>State</u>		<u>National</u>
Legislative Observers Program - 2/8, 2/23 Program suggestions, Bylaws changes, nominations from LL		
<u>MARCH</u>		
<u>State</u>		<u>National</u>
Legislative Observers Program - 3/8, 3/22 Workshops on China Annual Reports - due 3/1 Final call to Convention Proposed Program, Bylaws changes and Nominating Committee report to LL		
<u>APRIL</u>		
<u>State</u>		<u>National</u>
2nd round of Program suggestions		
<u>MAY</u>		
<u>State</u>		<u>National</u>
Convention - 5/23, 24		
		Council - 5/3-8 National Board Report
<u>JUNE</u>		
<u>State</u>		<u>National</u>
Outlook for Work <u>CMAL</u> - annual Convention		

Herring
LEAGUE OF WOMEN VOTERS OF MINNESOTA

STATE ORGANIZATION SERVICE

UNIVERSITY OF MINNESOTA

MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

November 1966

In all of our activities it is important to plan. The more people involved, the further ahead we must begin our planning. However, no matter how carefully we may plan League activity, we often find that, in order to be effective, we must change those plans. In other words, we must also have some flexibility.

Both your national and state Boards set up schedules for publications to help you in your planning. Circumstances beyond our control can disrupt such schedules or make changes necessary. When this happens we ask your understanding and depend upon your ability to be flexible and to make the changes necessary under the circumstances.

We had hoped to have our Project Update: Election Laws ready this month. It is not ready for the printer so there will be a delay in sending you this material.

A few of you have reported difficulty in meeting the March 1 deadline for consensus reports on Equality of Opportunity - Education. This date was not included in our original calendar because at that time we did not anticipate a consensus. As our development of this subject progressed, it became apparent that our members would want to be involved in decisions relating to this subject. (See May 1966 Board Memo, pp. 5-6.) If these are to be member decisions, we need to know them by March 1 in order to be active in this session of the legislature and to have such decisions considered in state Program-making. If your Board does not have the time to evaluate the unit reports, you may send the reports directly to us (with any comments you wish to make), and we will include them in our evaluation of member thinking on this subject.

CONSENSUS There are times when we must be inflexible such as in the wording of consensus questions. We have asked before - and we ask again - that you not reword consensus questions used in your League. When you do this you are depriving your members of the opportunity they should have to consider the same questions as all of the other members throughout the state or the U.S. It is almost impossible to evaluate reports based on altered questions. Do be fair to your members!

BUDGET-MAKING The last issue of the National VOTER gave us a good picture of our national office. Did you know our national office rent has just been raised to \$45,000? Did you know mandatory zip coding is costing us \$9000? You do know that everything is more expensive these days. You do know that the League of Women Voters of Minnesota has been caught in that "state squeeze" for several years. Do you know we must plan now to move our state office?

It isn't too early to start thinking about next year's budget, including increased support for maintaining those state and national services which, costly as they may seem, are vital to the efficient and effective operation of a national organization. Don't wait until you get your suggested pledge - plan now for a bigger and better League with at least a dollar per member increase in state and national support. It is always amazing what we can do if we just make up our minds to it.

We know what we are doing is important. We know we need more women to help us carry out our purpose. We know we need to tell more people in the community about

our need for support. Let's not make excuses - let's do what we know we have to do!

To help your budget committees carry our plans and do an efficient job, order now a Budget Committee Workbook (available from the national office) for each member of the committee. The December Board Memo will have ideas for Board planning particularly as it relates to Budget Building.

PUBLICATIONS We want to remind you again that our excellent publication, Human Resources: Minnesota's Changing Patterns, has background information for consideration in Equality of Opportunity in Education. This publication was prepared for general distribution. Sell it for member use and also make it available in your community.

More and more League publications are being published for member and community use and are finding widespread acceptance and sale. It is important for all of our members to become familiar with these publications and to have an opportunity to purchase them if they are not being provided through your subscription service or your budget.

In order to encourage sales you might want to take excerpts from them for your bulletin. We ask that you use the publications as prepared instead of re-editing or re-writing them. This is particularly important when the material has been prepared for every member use as a basis for consensus. Your committees would make better use of their time, talents and money in supplementing the material contained in state and national publications.

Publications chairmen should work with resource committees in promoting use of League publications. "Meaningful Meetings" gives you ideas for stimulating member participation. How many times do resource people read directly from the publications, assuming members have not read them? Instead of this they should promote the publications and stimulate interest in reading them at the previous meeting. If need be, make specific assignments from the material; use "early bird" quizzes; ask for news reports or make short reading assignments. There are many ways of involving members in preparation for discussion at your meetings.

FINANCING GOVERNMENT What is happening at your meetings on this item? We would like to know, so how about filling in those report forms we sent you - best to do this right after your meetings - and please send them on to the state office. This will be helpful in Program-making. Who knows - we may even find some kind of an emerging consensus.

TREASURERS We appreciate receiving copies of your membership lists that you have been asked to send to the national office. If you will be conscientious about keeping these up-to-date, we will not ask for another list in January. We realize how much work this is, particularly in our larger Leagues.

Would all local Leagues who have not yet done so, please fill out the Budget Analysis Form which you received with the September Board Memo and return them immediately to the state office. The only figures we have available to us at present are those which you report on your local annual report. Because of the timing of those reports, some of the figures are necessarily estimates. We would much prefer to record your actual year-end figures. Our thanks to the 31 Leagues who have responded so promptly.

STATE ACTION Guidelines: As we prepare for action in our state legislature, it is important to review some of our guidelines. Pages 25-26 in your Local League Handbook point out your basic responsibilities.

Much of this activity was discussed at the State Action Workshops. For those Leagues not represented, we are enclosing a packet of materials distributed at the meetings. For all Leagues, we are including a copy of the talks presented as you requested.

Capitol Letter: This is your last opportunity to urge your members - by an order blank in your bulletin, by an announcement in unit meetings - to buy the best \$1.00 subscription we offer, Capitol Letter. Deadline December 1.

In the past we have asked each League to be responsible for subscribing to the Capitol Letter for its legislators, and then we have the problem of checking this through. To avoid any slip-ups or problems of who is doing it, we are arranging for a subscription for each of your legislators and pro-rating the cost where there are several Leagues in a district. The cost of such subscriptions will be included on your next publications billing. We hope you agree with us that this is the simplest and most economical way to handle this. We have sent letters to all our legislators congratulating them on their election and also a copy of the Position VOTER, Financing Public Services and The Twin City Metropolitan Area.

Don't forget that your League should send the Capitol Letter to at least five opinion-makers in your community - the chairmen of your political parties, editors, television and radio commentators, heads of civic organizations interested in government, your mayor (remember how municipal government is vitally affected by the legislature, especially Home Rule!). It also provides an excellent "thank you" for your contributors. The cost should come from your already budgeted "Program Promotion" funds!

Legislative Observers Program: Your December bulletin and unit meetings should remind members of the Legislative Observers Program, always a successful and interesting League activity. This year we've been fortunate to arrange for the series to be held in the Auditorium of the State Office Building - just west of the Capitol and connected to the Capitol by a tunnel. This Auditorium provides lots of comfortable seating so get a good group there from your League for the first session, January 11th and every other Wednesday through March (1/25, 2/8, 2/23 - a Thursday because of the 2/22 holiday - 3/8 and 3/22).

Sessions will begin at 10:00 a.m. with provocative and prominent speakers on the subject of Focus on State Government, reports from legislators on current legislative activities, reports from our League lobbyists. You can also plan to tour with Republican or DFL tour groups or arrange to meet your own legislators for lunch. In the afternoon, visit a session of the legislature or attend a committee hearing. (See enclosed flyer for more information.)

Legislative Interviews: Included with this mailing are the report forms and general information to help you interview your legislators. We are handling this in the same way we handled Candidates Questionnaires, assigning the interview to one League in a district. (See enclosed assignment sheet.) We suggest that you cooperate by inviting the state action chairmen from other Leagues in your district to help you plan and participate in the interview. We are enclosing enough copies of the report forms so that each "recipient" League may have one and then one for the state office. If there are any problems or questions, please contact the state office immediately. It is important not to have delays.

Local: There always seem to be those local items which need to be implemented at the legislature. No such action can be taken without state Board authorization; see policy in italics on page 20 of the Local League Handbook. As it explains this policy, the state Board must consider whether the legislation you wish or need is enabling or permissive. We must also consider the type of lobbying effort involved

and the effect such activity might have on promotion of state Program items. We urge you to contact us immediately if you have questions or if you might be considering such activity (we hope you have previously considered the first sentence in this policy statement!).

NOMINATING COMMITTEE Have you activated your Nominating Committee yet? Refer to your Bylaws to see if you still have the correct number of elected members; then check on the appointed members. Your League should have a Nominating Committee folder which is a part of the local League file. This folder is given to the Nominating Committee chairman for her use during the coming months. She should return it after the Committee has filled the slate. Nominating Committee members should be invited to Board meetings now and encouraged to begin recruitment soon after the first of the year. It is important for this committee to understand Board members' responsibilities, Board operation (remember, the slate is chosen as directors and not as specific chairmen) and the League's nonpartisan policy. The Nominating Committee chairman might appeal to the membership for their suggestions through the bulletin. Early consideration and a more leisurely pace will prove more rewarding and profitable for your Nominating Committee.

MEMBERSHIP Many Leagues across the country are putting emphasis on "each one reach one" in building membership. The next six months should be ideal for building membership in all of our Minnesota Leagues if we can all feel a part of such a push for growth. The variety of subject matter to be studied and discussed in "meaningful meetings" will help to build interest. Discussing new Program suggestions on the state and local level, participating in activities focusing on state Program will interest newcomers. We can capitalize on this fall's activity and make use of legislative activity in developing new interest in League membership.

We hope that you have used all your ambitious Voters Service projects this fall as a membership device. Much advantageous publicity was gained, and now is the time to recruit the new members whose interest was aroused by this League activity. Keeping the League's name before the public is important - it's the wise League Board that combines public relations, Voters Service and membership to promote growth.

Now that the election is over and we have a legislative year approaching, our Legislative Observers Program will be an interesting way to introduce new members to the League. This is a "fun" way to meet other League members - plan a day for your League at the Capitol and lunch with your legislators. Group participation in this activity gets the best turnout and it provides a friendly introduction to the LWV.

It can't be said too often - membership is a constant and consistent effort on your part. It goes hand in hand with any and all League activities - don't wait for one particular event to draw new prospects but do include them in connection with each League event. Members do not come to us - we each must go to another and bring her in.

VOTERS SERVICE Thirty-two local Leagues participated in the Key Precinct Reporting (FYI) Project for ABC News coordinated by the League of Women Voters of Minnesota. Proceeds from this Election '66 project will be used to extend Voters Service in areas where there are no Leagues and to assist in preparation of Voters Service publications.

Fifty-six precincts in Minnesota were selected by a research staff headed by John Kraft of ABC News, assisted by local research in Minnesota in cooperation with Dr. John Turner of the University. These precincts were selected to create a

"miniature Minnesota" in terms of socio-economic and political factors.

Reporting in the eight congressional districts was handled by the following Leagues:

	<u>League</u>	<u>Precincts</u>
1st District	Austin	Austin
	Rochester	LeRoy
		Rochester Township
	South St. Paul	Chatfield
		South St. Paul
	West St. Paul	Inver Grove
	Winona	Mendota Heights
		Winona
2nd District	Worthington	Amo Township (Cottonwood County)
	Westonka	Benton Township (Carver Cty.)
	Hutchinson	Hutchinson
	Mankato	Mankato
	New Ulm	New Ulm
3rd District	Bloomington	Bloomington
	Crystal	Crystal (2 precincts)
	Minnetonka	Minnetonka
	St. Louis Park	St. Louis Park
4th District	St. Croix Valley	New Scandia Township
		(Washington County)
	St. Anthony	St. Anthony
	St. Paul	St. Paul (4 precincts)
	Shoreview	Shoreview
5th District	Minneapolis	9 precincts
6th District	St. Cloud	St. Cloud
		Belle Prairie (Morrison Cty.)
		Sauk Rapids
		Melrose
	Willmar	Willmar
		E. Lake Lillian
		Palmyra Township (Renville Cty.)
		West Bank Township (Swift Cty.)
		Litchfield
	Brainerd	Irondale Township
	Buffalo	South Haven
7th District	International Falls	Baudette
	Fergus Falls	Detroit Township (Becker Cty.)
	Alexandria	Glenwood
	Moorhead	Hendrum (Norman County)
	Crookston	Warren (Marshall County)
8th District	Cloquet	Cloquet
		Automba Township
	Duluth	Duluth
	Virginia	White Township (Aurora)
	Anoka	Rusheba Township (Chisago Cty.)
		Pine City

Twenty-three of the Key Precincts were located in the metropolitan area; 33 were outstate.

Worthington also recruited a reporter for one precinct in northern Iowa bringing the total for which the League of Women Voters of Minnesota was responsible to 57 precincts.

About 70 League members were involved in the project - either as reporters or local coordinators - and in behalf of all the Leagues in Minnesota we express our thanks to them for their enthusiasm, their interest and their special service.

REMINDER!

December 1, 1966 is the due date for YOUR report on Election '66 Voters Service activities of your local League! The report form was enclosed in last month's Board mailing. Take this opportunity to brag a bit, question, comment, challenge, view, review. . NOW . . before the impact of immediacy f..a..d..es! Remember, your state Board needs to hear from every League to get a total picture.

BOARD MEMO

December 1966

This will not reach all of you until after the holidays, but we're preparing it now so that after the joyous holiday season League work can quickly resume. And in a legislative year it goes right into high gear with the New Year.

All indications we have heard or seen point to a lively and hopeful session. We are trying to remain as flexible as possible with plans for promoting your state Program so that we can take every advantage of new alignments.

Letters have gone out to Mr. LeVander and Mr. Goetz and all of the legislators. They also have copies of our Position VOTER, Minnesota's Twin City Metropolitan Area (CMAL Handbook), and Financing Public Services. How have you made out with your interviews? (If you didn't complete them before now, try to catch them on a week-end.) Don't forget to send a copy to the state office. We have had some "state level" interviews with our U.S. Senators and also with members of Mr. LeVander's staff.

We hope you all have had unit or general meetings by this time to discuss League legislative activity. (We distributed suggestions for such meetings at the area Workshops on State Action.) If you haven't had one, do it soon! And do plan to promote the Observers Program starting January 11th. Of course, you are welcome to any one of these meetings, but we hope you and your members will try to come to the series. They are planned for this kind of participation as well as in "single" units.

The Capitol Letter issues will start the week after the first Observers Program and continue on through the session coming about twice a month after January.

STATE ACTION Do make every effort to alert your members to the full schedule of the 1967 Legislative Observers Program in the State Office Building Auditorium, just west of the Capitol. This is one of our most popular and interesting programs. This year, although we have six expert speakers instead of just one, it is planned as a continuing course, focusing on state government and its role in areas of concern to us.

When you publicize the Observers Program, in your bulletin, in your unit chairmen's letter, in your planning sessions, and to the public, list all the dates so that those interested will come to as many as they can. Remember that after the main speaker, comments by legislators and lobbyists' reports, GOP and DFL tour guides will be waiting to take all Observers Program participants on tours of the Capitol.

Send in your League's registration fee by January 11th, the day of the first Observers Program. Leagues within a 50-mile radius of the Capitol will pay \$10.00 per League; Leagues outside this radius will pay \$5.00.

Here are dates, speakers and subjects for the Program:

- Jan. 11 - The Low Visibility of State Government - Professor G. Theodore Mitau
- Jan. 25 - The Prospects for Constitutional Revision - Douglas Head
- Feb. 8 - The Role of Planning in State Government - Ray Olsen
- Feb. 23 - The Role of State Government in Metropolitan Problems - to be announced

Mar. 8 - The Use of Federal Funds in State Programs - Arthur Naftalin

Mar. 22 - The Prospects for Strengthening the Legislature - Professor Charles Backstrom

REMINDER - please return your cards indicating your response to the Time for Action on the Indian Affairs Commission.

We have quite a few lobbyists to follow our Program this year. Some of them will be acting as observers until we see what develops while others will be looking for authors and promoting the introduction of bills. Our observers and lobbyists are:

Equality of Opportunity -

SCAD, Employment, Public Accommodations - Mrs. Robert Lucas, Falcon Heights

Education - Mrs. Irving Tallman, St. Paul

Indians - Mrs. Ralph Ebbott, state Board

Election Laws - Mrs. Neil Amundson, Falcon Heights

Water - Mrs. Wells Hively, Minneapolis; Mrs. Richard Purple, Minneapolis;

Mrs. Irvin Deneen, St. Paul

DHR - Mrs. Sam Newlund, Minnetonka

Constitutional Items - Mrs. Walter Carpenter, Minneapolis

Liberty Amendment - Mrs. Steven Orey, Minneapolis

Party Designation - Mrs. Morris Rothnem, Edina

Home Rule - Mrs. John Work, Deephaven

CMAL Transportation - Mrs. Milton Hughes, Minneapolis

These women are truly dedicated for not only must they be well-informed (and of course we want them to look "sharp", too), but they must spend many hours travelling back and forth to the Capitol, arranging at the same time for their families at home. We are not in a position to pay for all this service. We try to underwrite in a small way some of their expenses.

This is the way it is with all League members and their activities. We are an organization of volunteers. We try to provide as many tools and as much staff assistance as possible. We talked about all of this at the Budget Workshop. (Your attendance and participation was great - we thought it a day well spent and all indications are that you agree!)

Last month we wanted to start you thinking about your financial needs on all levels. We didn't mean, however, to mislead you which we did in incorrectly stating, "Did you know our national office rent has just been raised to \$45,000?" Actually, the yearly rent is \$28,874 and will hopefully remain so until 1969. That \$45,000 is the amount that the national office has to have on hand each month (a cash operating balance) in order to pay bills, salaries, rent, utilities, postage, services, etc. Unfortunately, there isn't always sufficient cash to pay all bills so money is "borrowed" from reserves, and this can mean selling investments at a loss.

This is similar to the situation at the state level except that, as you well know, we have inadequate reserves for this kind of operation. We've never failed to pay our staff, but there have been times when we have had to "make arrangements" with our printers. We need to build up our operating balance on both the state and national level. (We could put those thousands of dollars in local League reserves to good use in providing a more business-like operation on the state and national level.) Keep this in mind as you consider the second part of this Board Memo.

PUBLICATIONS The revised You Are the Government handbook on Minnesota government will not be ready in January as planned. It may be delayed several months in order to have it completely up-to-date when it is finally released.

If you have not already read the national publication, Is Politics Your Job?, please do so. You should be able to find a number of places this fine pamphlet

could go.

We have a new supply of the state publication, How a Bill Becomes a Law, which you can order for 3 for 10¢. Please note the price change - rising printer's costs.

BULLETIN EDITORS Many of you aid your members by publishing a monthly calendar of events in your bulletins. Don't forget to include the dates of the Legislative Observers Program (see schedule in State Action section of this Memo). CMAL is having a League Day on January 19th which is a focus on the legislature also. Check your CMAL Newsletter for details.

Hope you have your local "Lively Issues" issue all set. It should go out soon so that your members can follow state Program-making with thoughtful suggestions for new local Program. Have you tried going outside your membership for ideas for a local "Lively Issues"? Those community leaders who understand League Program-making might enjoy challenging your members. Included in this mailing is Local CAS and CRs of Minnesota Leagues. You may find it helpful in providing "Lively Issue" ideas.

LOCAL PROGRAM Have you been caught at the last minute without a really good, proposed local Program? Hindsight is fine, but now is the hour to plan for that spring annual meeting. First, check your Bylaws, Article IX, for the details on Program-making, and don't forget there is only one round for local Program suggestions. Often suggestions from the members are taken at the conclusion of a unit meeting when many have left, and much enthusiasm has waned. Have you ever had a special "Lively Issues" meeting? This could be a supper meeting with the only business being the discussion of proposed Program; state and local Program could both fit very nicely into this meeting. You may need another membership meeting for your schedule. A lively discussion of this kind could brighten up a cold day in January or February.

MEMBERSHIP Has your total membership increased? This is a good time to take stock of what you have accomplished so far, and it is not too late to begin a new approach. Your entire Board should be concerned with League growth, and time should be spent at Board meetings on progress in this field. Many Leagues have a membership committee - this group is responsible for evaluating and making recommendations to the Board. This approach involves the members and also presents alternatives to the Board for their consideration. The membership committee is organized by the membership chairman and can be of a size suitable to the individual League. The make-up of the committee should be representative of the area covered and the various units of the League. It is helpful for the membership chairman to have a counterpart in each unit who can watch for new members and welcome prospects at the grass roots level.

REMINDER - your complete membership list should have been sent to national by now. Be sure to send a copy to the state office if you have not already done so. This needs to be done immediately. We will be determining Convention representation on the basis of these lists in January.

FINANCE As you prepare for the New Year, perhaps you could look through the list of your League's contributors and select several who would enjoy receiving the latest Project Update: Minnesota's School System - Equal for All? and its companion piece, Human Resources Newsletter: Public Law 89-10. These publications are available from the state office for 10¢ or 15/\$1.00 and 10¢ respectively.

Would you believe that one of your sister Leagues started its finance drive on December 14th! They are doing it on the advice of the businessmen in their community. "Rots of Ruck." We will keep you posted on how well this innovation succeeds.

Our thanks to those Leagues which so promptly responded to your state finance chairman's request that you consider her a non-member contributor. She has found your materials very informative and stimulating.

Shortly after the start of the New Year, you will want to start preparing for those annual reports due the state and national offices in March. You will be way ahead if you have filled in and returned those state preliminary fund-raising reports. If you need some, they are available from the state office.

It was wonderful and exhilarating to see so many of you at that December 1st Workshop. There were 38 Leagues represented, more than half of the number of Leagues in the state. Our thanks to those of you who have returned the evaluation sheets given you as you were ready to leave. Would those of you who have not returned same, please do so as soon as possible. It is invaluable to your state Board to have these candid and honest appraisals of its efforts. The comments guide us in our planning for future events, in providing the desired services to local Leagues and in learning from our mistakes.

VOTERS SERVICE Do You Know the ABCs of Your State Government? How about an exercise in research to assist all Voters Service chairmen in retaining that vitality acquired during the recent election activity and to help members focus on state government during the legislative session? How? In March 1965 your president received from national a kit entitled "Focus on State Government." Included in the kit was a questionnaire with the heading, Do You Know the ABCs of Your State Government? The kit and copies of the questionnaire are available from the national office. The Legislative Manual (your public library should have a copy, and your legislator can usually provide you with a copy) will provide the answers to most of the questions.

A use for your ABCs? Surely your bulletin is a good media to inform your members --- and how about your speakers bureau offering it to that local group you've been trying to interest in attending the Legislative Observers Program? In fact, such a speech could become a permanent part of your speakers bureau. Useful, too, for brief "warm up" at unit meetings --- or as a part of a general meeting. And helpful, too, as you plan with youth groups in your community ways your League can assist them in their citizenship activities.

NEIGHBORHOOD SEMINARS Plans for these seminars, conducted by the University's Department of Short Courses, are well under way. You have already been notified of the details of the seminars - a minimum of 15 members (they need not all be League members), a fee of \$22.50 per member, eight, two-hour sessions one or two weeks apart. Refer to your October Board Memo for details.

One series of seminars is being organized in Crookston. Another series will be held in Edina on Tuesday afternoons from 1:15 to 3:15. Another series will be held somewhere in south Minneapolis on Wednesday afternoons from 1:15 to 3:15. Please have your foreign policy chairman do some phoning about possible members for these seminars. Have her send in (or phone) reservations to the state office by January 10th. At that time we will send definite dates, times, places, etc. to those who are interested. The meetings will probably start during the last half of January.

CHINA WORKSHOP The statewide workshop on Red China promises to be an exciting event.

It will be held on Thursday, February 2, 1967, from 9:00 a.m. to 3:00 p.m., at the Thunderbird Motel. The cost per person will be \$3.75 which will include luncheon. The League of Women Voters of Bloomington will be the hostess League. The Workshop will be open to all interested persons, whether or not they are League members. Please fill out the registration blank on the flyer which is

enclosed in this mailing. We are hoping for good statewide participation in this Workshop. Participation is open to all interested citizens so bring your friends from church groups, AAUW, members of the news media, anyone who has an interest in Red China.

All aspects of China's foreign policy will be discussed as well as U.S. foreign policy toward China. See the enclosed flyer for details. Additional copies of the flyer are available on request for distribution to other organizations, news media, etc.

FINANCING GOVERNMENT You will remember that at state Council last spring you asked that we not push you into reaching consensus. We have tried to proceed as you wished. Now we are giving you an opportunity to reconsider. On the basis of the few reports of your meetings on this item which are in the office, it appears that some consensus in the field of property tax reform might be possible. This is also the area of financing government in which action is most likely during this session of the legislature.

There are two alternatives open to us. We could continue as originally planned. This would mean that we would not reach consensus and consequently could take no action on this item. We could observe the legislature and try to keep you informed of what is happening, but we could not support or oppose any legislation. Or, we could try to reach consensus in the field of property tax reform. In order to do this in time to take action this session, we would send you the consensus questions and possibly another sheet of information with the January Board Memo. You would have to find time during February for your members to discuss this and answer the consensus questions. Your reports would have to be in to us by March 10th. Then we could go over them and see what consensus we have at the March Board meeting. This would give us the rest of the session to take action.

The decision as to which alternative we take is up to you. Please discuss this with your Board (they may be polled if necessary). Do not let this unduly interfere with previously scheduled work. Then indicate your decision on the enclosed post card and return it to us by January 10th. Please let us know whatever you decide. Don't leave us guessing. We'll let you know in the January Board Memo which course we will follow. Thank you for your cooperation.

OUTSTATE LEAGUES Enclosed is an article you may wish to put in your bulletins. It explains what the Leagues in the Twin Cities area are doing with metropolitan problems. Also enclosed is the Transportation booklet which provided the background study plus the insert, Metropolitan Issues, to start local League thinking as a new Program item is selected at the CMAL Convention next June. Each of the 202 legislators is being sent a copy of the booklet and the statement of position (see accompanying bulletin article and copy of letter to legislators). This material is for your information only. Your state Board feels you should be informed since it is possible that you might be questioned by your legislators on the subject.

CONVENTION Included in this mailing is the official call to the 41st State Convention of the League of Women Voters of Minnesota. This promises to be a memorable State Convention for the members of our hostess League, Rochester, are working hard to have the very best Convention. For years our outstate Leagues have sent their delegates to the Twin City area. Now they are asking us to go "outstate." Plan now so that you will have a full delegation and observers, too. (The amount to budget is included under "Delegates" in the budget planning section of this Board Memo.) Don't forget to include an extra amount for your new president to attend the Presidents Workshop in Rochester starting at 1:00 p.m., Monday, May 22.

MAY THE NEW YEAR BE THE VERY BEST FOR YOU AND YOUR LEAGUE.

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Mrs Earl Serring
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Moorhead Minn