

League of Women Voters of Minnesota Records

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YOU CAN MAKE A DIFFERENCE

t's our right and responsibility as citizens to become involved in the governmental process. We can do this best if we are informed on the ssues and effectively communicate our concerns.

Every citizen can have a say in the policy-making process. Our elected representatives are responsible to us. They will respond to our communications. Therefore, it is important to communicate effectively. First, know with whom to communicate. Then, know how to communicate. Know how to lobby in person, by mail or at public hearings. Finally, be sure to provide the elected official with the facts, accurate information on which a vote can be based.

Our 1999 handbook gives you the tools you need to become a citizen lobbyist.

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OF WOMEN VOTERS
MINNESOTA EDUCATION FUND



how to make A DIFFERENCE

A CITIZEN'S GUIDE TO STATE GOVERNMENT

The 1999 citizen lobbyist handbook is a must for those who want to be effective lobbyists. The spiral bound handbook is full of practical advice on how to write effective letters to legislators, protocol for testifying before a committee and tips on lobbying in person. Maps, phone numbers, addresses and general information about the Minnesota Legislature and the U.S. Congress are all included.

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Phone your legislator Write your legislator or other elected official Lobby in person Register as a lobbyist Lobby with your computer Get the most out of a committee meeting Track a bill Write testimony Present testimony Build effective coalitions Use the political accountability rating Conduct a legislative interview Involve the media Monitor the rule-making process Get appointed to a board or Commission Get involved in party politics

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- ★Newly revised for 1999
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- ★Spiral Bound—lies flat
- ★Loaded with useful facts and advice: Legislature basics Maps of the Capitol Who's who with current addresses and phone numbers State Executive information U.S. Congressional information
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OF WOMEN VOTERS MINNESOTA EDUCATION FUND

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MARCH 2000

League of Women Voters of Minnesota Celebrating 80 years - A Voice for Citizens, A Force for Change 651/224-5445 ~ 800-663-9328 ~ Fax: 651/290-2145 lwvmn@mtn.org ~www.lwvmn.org

Mission

The League of Women Voters of Minnesota, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

Diversity

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership.... and strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization.

CALENDAR

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- 18 Facilitator Support Discussion Group, 1:00 p.m., MWB
- 20 Community Circles Steering Committee, 12:00 p.m., LWVMN Office
- 22 Member Resources Committee, 9:00 a.m., LWVMN Office Voter Service Committee, 5:30 p.m., LWVMN Office
- 23 Office Management Committee, 9:00 a.m., LWVMN Office
- 29 Health Care Summit, 6:30 p.m., St. Paul AAUW House
- 31 End of Fiscal Year 1999-2000

April

- 1 Fiscal Year 2000-2001 begins
- 3 Action Committee, 9:30 a.m., LWVMN Office
- 4 Minnesota Women's Building Committee, 4:00 p.m., MWB
- 6 Agriculture Committee, 10:00 a.m., MWB
- 14 LOTT Board Meeting, 9:00 a.m., MWB
- 15 Moderator Training, 10:00 a.m., MWB Women to Washington Campaign Skills Training, 8:15 a.m., Humanities Education Center, St. Paul
- 17 Community Circles Steering Committee, 12:00 p.m., MWB
- 29 Community Circles Action Forum, 1:00 p.m., Minnesota History Center

ENCLOSURES

- Council 2000 "The Spirit of Democracy" packet Matlock/Boche
- · Women to Washington Campaign Skills Training
- LWVMN Moderator's workshop flyer Covey/Boche
- · LWVMN memo on diversity Frisch
- LWVMN Election Hotline flyer Doepner-Hove/Loomis
- Million Mom March flyer Westphal
- Women's Summit on Social Security and Medicare Reform Brockelsby
- · Road to Election Day brochure Kargas
- A-4 form: Project Request to Purchase LWVMNEF Publications

BOUQUETS TO

- Janet Gendler and Susan Anderson for their ongoing, important work with Community
 Circles Changing Faces project. It is the right project at the right time given the discussions
 going on statewide on the topic of immigration.
- Carol Frisch for organizing Community Circle discussions in Edina on top of all of her other board work.
- Jessica Crary, LWVMN Administrative Assistant and LWV St. Paul Project Co-Director for her work on Community Circles in St. Paul.
- All of you who are also involved in the community circles—I think it's accurate to say this is
 the largest project that the LWVMN has ever undertaken.

FROM THE PRESIDENT Judy Duffy ~ 651/429-9703 ~ GandJDuffy@aol.com

At our March meeting, the Board addressed many issues and reviewed the work going on at the state office. As this election year heats up, it's clear that our plate will be full. Also, the activities at the Legislature have kept us on our toes. Following the board meeting, members of the board and LWVMN staff met in a diversity training session with Vivian Jenkins Nelsen of Inter-Race who walked us through our future plan and related it to how we as an organization address our own diversity and how we do our work. It's clear that this will need to be an ongoing and deliberative process.

I hope you are all considering attending the national League convention June 17-20 in Washington, D.C. The national convention is always interesting and the place to be as we consider how this organization will operate over the next two years. So much is changing so quickly and League members need to weigh in on how these changes will affect us. Also, the convention is a great place to connect with members from across the country as well as our friends from Minnesota. Remember, our own Beverly McKinnell is on the national board, and it's always important to have a good showing of our support for her and her hard work on our behalf.

Our Council meeting is set for May 6 and I hope all of our Leagues will be represented. The details are included in this mailing. This is a great opportunity to network with other Leagues, think about regional programs and make plans for the next year. Please plan to be there.

Please take special note of some special opportunities that are coming up. One is the Moderator training to be held on April 15. Many Leagues will be holding candidate meetings this fall and will need trained moderators. It's a great opportunity to learn a new skill or improve on what you already know.

Also, in this mailing is a notification on the Election Hotline that LWV will be running again this fall. This is an opportunity to earn money for your local League and assist all of us in a highly visible League project. The success of the Hotline depends on good volunteer response from you and your League. Please encourage and solicit your members, families and friends to pitch in and help us out on this project.

M A R K E T I N G Eydie Kargas ~ 612/573-8610 ~ ekargas@wavefront.com

The Road to Election Day videotape (13 minutes) is now available from the State League office. We suggest you rent or purchase the video for use in your community and to show on your local cable station. The video is accompanied by *The Road to Election Day* manual (\$1 if purchased separately.) See enclosed brochure for more information.

DIVERSITY & MEMBERSHIP Carol Frisch ~ 612/829-0604 ~ carolf@thinkmhc.org

As a part of an ongoing emphasis on diversity and implementation of our Future Plan, the LWVMN Board and staff participated in a training conducted by Vivian Jenkins Nelsen, cofounder, president and CEO of Inter-Race, International Institute for Interracial Interaction, based at Augsburg College. She emphasized that diversity has become a moral as well as an ethical issue, needs to be part of a lifelong learning process and that we need to think about diversity in all areas of our work.

We focused on the goal from FutureTrek that states: Diversify membership and community outreach to be more reflective of the state in areas of age and ethnicity. We identified objectives to be accomplished and strategies to achieve them over the short-, mid- and long-term. You will hear more about these plans later.

VOTER SERVICE Stacy Doepner-Hove ~ 612/338-3205 ~ doepn002@tc.umn.edu

See Election Hotline Flyer enclosed in this mailing.

MARTIN GRANT

Laurie Boche ~ 651/224-5445 ~ lwvmn@mtn.org

HEADS UP! The season of candidate forums is fast approaching, and we will again have pass-through grants to local Leagues, courtesy of the Martin Foundation. Information and applications for these grants will be in the mail within the next month, and they will be discussed at the Voter Service meeting at Council on May 6th. Watch your mail and attend Council to learn more about the candidate forums and voter service opportunities for Election 2000.

LEAGUE PUBLICATIONS

The preliminary review committee for the Education Fund has approved for all local Leagues the purchase of *Choosing the President*, a publication made available through the LWVUS. Any local League wishing to purchase a copy or copies may submit an A-4 form (enclosed) to the State League.

"The Spirit of Democracy" Saturday, May 6, 2000 Earle Brown Heritage Center, Brooklyn Park

Council 2000 is a time to transact any business, which cannot wait until convention 2001. It will also be a time for local Leagues and members-at-large to get together, find out what has been happening in the League during the past year, what's ahead for 2000-2001, and to talk about all kinds of things and to just make contact with one another!

This year's Council will be held on Saturday, May 6th, at the Earle Brown Heritage Center in Brooklyn Park. A copy of the agenda is enclosed. It will begin at 10:00 a.m. with the business meeting and continue on with reports of the LWVMN projects from last year and the opportunities for this election year, membership and much more. Lunch and roundtable discussions will give everyone an opportunity to mingle and hear a report on what is happening at the League's national level, then it is on to afternoon workshops. Council will adjourn by 3:30 p.m.

Every local League is entitled to two voting delegates at Council. However, we encourage anyone and everyone who would like to network with other Leaguers and learn more about what the League is doing on all levels, to attend. Each League will receive one free representative. The cost for others who wish to attend is \$20 per person, including lunch and all materials. Please sign up below and return the list of participants to LWVMN office by April 15th. Any questions about Council should be directed to Laurie Boche, Outreach/Field Service Coordinator, at the LWVMN office (651) 224-5445 or (800) 663-9328.

SPIRIT OF DEMOCRACY COUNCIL 2000 AGENDA

May 6, 2000

9:00 – 10:00 a.m.	Registration/Coffee & Rolls
10:00 – 10:45 a.m.	Council Business Meeting
10:45 – 11:00 a.m.	Break
11:00 – 12:00 p.m.	Reports: Future Trek progress report, Membership, Action, LOTT, Program, Agriculture, Voter Service
12:00 – 12:30 p.m.	Lunch – free time to talk to other Local Leagues
12:30 – 12:45 p.m.	Speaker – LWVUS
12:45 p.m. – 1:00 p.m.	Introduction of Spirit of Democracy Awards
1:00 – 1:30 p.m.	Roundtable discussions
1:30 – 2:15 p.m.	Workshop - Community Circles wrap up and follow-up by local Leagues
2:15 – 2:30 p.m.	Break
2:30 – 3:15 p.m.	Voter Service 2000 OR Delegate orientation for LWVUS convention
3:15 – 3:30 p.m.	Board meeting skit
3:30 p.m.	Adjournment

REGISTRATION FOR COUNCIL 2000 "The Spirit of Democracy"

Saturday, May 6, 2000 10:00 a.m. – 3:30 p.m. Earle Brown Heritage Center 6155 Earle Brown Drive, Brooklyn Center

oting Delegates 1	(guest of LWVMN)
2	(\$20)
Other Members attending (at \$20 p	er person):
•	
Total amount enclosed: \$	
Total amount enclosed: \$	
Return this form by <i>APRIL 15th</i> to: Minnesota 55103	LWVMN, 550 Rice Street, St. Pa



CONFERENCE AND EVENT CENTER DIRECTIONS TO EARLE BROWN HERITAGE CENTER

The number to call for directions is 612-569-3455
The Heritage Center is located in the south of I-694 and west of Highway 100

From the West (Plymouth, Maple Grove, St. Cloud):

Take I-494 west to I-694 east to I-94 east to the Shingle Creek Parkway exit. At top of exit turn left onto Shingle Creek Parkway - go south. At first stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance which is on the right hand side of the road.

From the East (Downtown Minneapolis and St. Paul):

Take I-94 west to I-694 west to the Shingle Creek Parkway exit. At top of exit turn right onto Shingle Creek Parkway - go south. At second stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance which is on the right hand side of the road.

From the South (Airport, Bloomington and Edina):

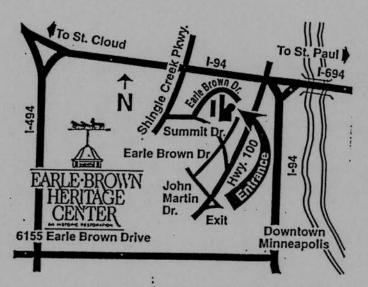
Take I-494 west to Highway 100 north. Follow Highway 100 north to 57th Avenue/John Martin Drive exit. At top of exit, go straight thru to John Martin Drive (the first intersection is 57th Avenue). At John Martin Drive turn left and go over bridge to first stop sign, which is Earle Brown Drive. Turn right onto Earle Brown Drive and continue going straight for approximately two blocks - main entrance will be on left hand side of the road.

From the North (Coon Rapids):

Take Highway 610/252 south to Highway 100 south. Take first possible right exit onto Summit Drive North. First stop sign is Earle Brown Drive. Turn right and watch for main entrance on left hand side of road.

From the North (Duluth, Forest Lake):

Take I-35W south to I-694 west to Shingle Creek Parkway exit. At top of exit turn right onto Shingle Creek Parkway - go south. At second stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance on right hand side of road.



6155 Earle Brown Drive, Brooklyn Center, MN 55430

(612) 569-6300 • FAX: (612) 569-6320 • www.earlebrown.com

The League of Women Voters of Minnesota invite you to a

MODERATOR'S WORKSHOP

DATE:

Saturday, April 15th

TIME:

10am - 2pm

WHERE:

Minnesota Women's Building

550 Rice Street, St. Paul

(large conference room)

LUNCH:

Bring bag lunch or

Order box lunch (\$6.00) by 4/13/00

This workshop will help you to become a moderator for debates and forums, and it will give you an idea of what is involved in moderating and how to be effective. Whether you are a moderator who wants to brush up on your skills, or you want to be come a moderator, we encourage you to attend this workshop.

This workshop is free of charge and is open to <u>anyone</u> who is interested in moderating forums and debates. The workshop will be conducted by the League of Women Voters of Minneapolis.

FOR RESERVATIONS Call the League of Women Voters of Minnesota at 651-224-5445 or 800-663-9328, or send an e-mail to lwvmn@mtn.org.

Yolunteer for the Election Hotline

Volunteer to work the Hotline and the LWVMN will pay your local League \$25.00 for each shift that you work. Work involves answering questions from voters, such as "where do I go to vote" and "how do I register to vote." Polling locations are available on the computer, so limited typing is involved. Shifts are between 2 1/2 and 3 hours long, and you may work more than one shift. The money earned is not restricted to Education Fund use.

We are hoping to work with WCCO Television again this year. Parking is provided. Bring a group to volunteer for the same shift and carpool.

If you are interested in being a volunteer or have any questions please call Linda Loomis (612) 545-5649, or the State League office.

Members of the Voter Service Committee are available to come and speak with your members about this unique opportunity to earn money for your League.

This is a fun and easy way to earn money for your local League.

Plan to Volunteer This Year!!!

********** ******************



MILLION MOM MARCH May 14, 2000 Washington, DC

Every 24 hours, 12 children die of gunshot wounds

Join Mothers and Others on Mother's Day as we march on the National Mall in Washington, DC to Demand Common Sense Gun Policy!

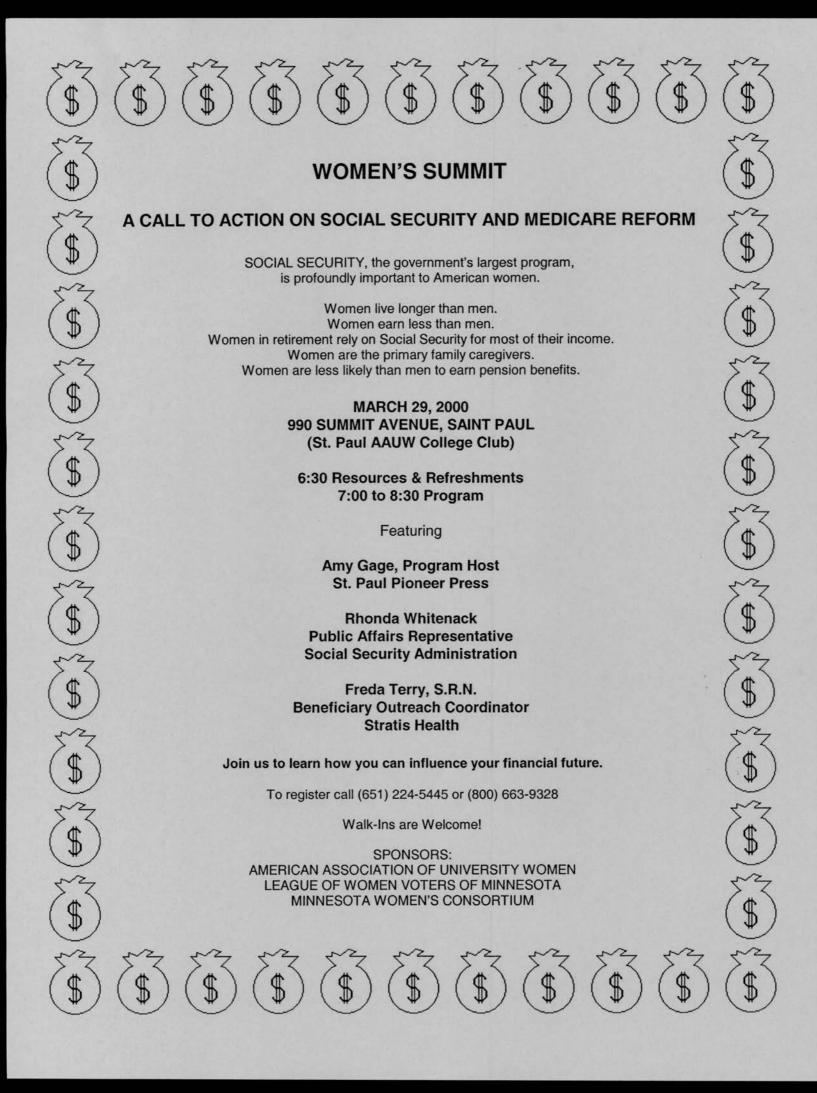
> For more information, contact: Lynne Westphal, 612/941-8493 Fax: 612/941-0579

Email: klein005@tc.umn.edu

or call 888/989-MOMS

www.millionmommarch.com

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CAPITOL LETTER



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VOLUME XXVII, NO. 3
Judy Duffy, President

MARCH 15, 2000
Kay Erickson & Jane McWilliams
Action Co-chairs

'BUT WHO KNOWS WHERE OR WHEN?'

More than halfway through this session and we are wondering. This has been a fascinating six weeks for those who are the structure and process junkies. LWVMN has had a lot to say about unicameral, campaign finance, election laws and initiative and referendum.

Very often we have believed that our testimony in conjunction with others has prevailed only to be disappointed by parliamentary maneuvers that leave outcomes in doubt and postponed for another day. Bills pop up here, there and everywhere and some seem to disappear beneath the radar. We're doing our best to keep up to speed and let you know the latest.

The session is heating up as we approach the deadline for moving bills out of finance committees on March 17. Please respond to the Action Alerts in this issue. They are incredibly important in making our voice heard. Thank you.

UNICAMERAL LEGISLATURE: Judy Duffy, president (651/224-5445)

LWVMN Position: LWVMN opposes the adoption of a constitutional amendment that would establish a unicameral legislature for the State of Minnesota and further opposes its placement on the ballot in November at the general election.

As of this writing, Unicameral bills are alive in the House and Senate in spite of having failed in a House committee last week. On March 9 the House Committee on State Government Finance took up the unicameral bill authored by Speaker Sviggum (R-Kenyon). The Governmental Operations and Veterans Affairs Policy committee passed an amendment offered by Rep. Mark

Gleason (DFL-Richfield) to add a voters guide to be prepared by the Secretary of State's office. Because of the financial impact of the voters guide and the impact of cutting one-third of the legislature, the bill was sent to the Finance Committee.

The Finance committee heard testimony from Speaker of the House, Steve Sviggum but did not hear from other supporters or opponents. As in prior hearings, it was a packed committee room. Sviggum told the committee they owed it to the citizens to bring the issue forward. He stressed that this is a rural bill because under our bicameral system it is difficult for citizens in rural communities to travel to St. Paul to testify before multiple committees in both

houses. He said that politicians should not hide behind the process, the issue should be put on the ballot. He urged them to make it a citizen's bill.

Bill Hilty (DFL-Finlayson) suggested that other proposals such as establishing joint committees as is done in some other states could alleviate the ills of conference committees and asked why the Speaker supported something as extreme as a unicameral legislature. Sviggum said that every member probably has a way to reform the system, but these reform ideas just don't come together. Unicameral is a comprehensive reform.

Other concerns included how to stop runaway government under unicameral, increased power of committee chairs, lack of interest and understanding by the general public (and those that do understand it don't like it).

Questions were raised about the fiscal note, which shows savings of \$5.9 million to the general fund as a result of eliminating one-third of the legislators and 239 staff. (The voters guide fiscal note is \$445,000.) Mike Osskopp (R-Lake City) said unicameral would not save money. Nebraska has five staff and one lawyer for every member while Minnesota has three. If the Senate is eliminated, each representative will have twice as much work.

Phyllis Kahn (DFL-Mpls.) also questioned the assumptions made in determining the cost savings of unicameral concerning staff and had further questions about rent and noted that moving and remodeling costs were not included. She moved to call the unicameral body the Delegate Assembly and the representatives, Delegates, explaining that it was preferable to call them something completely different than to retain the

designation of Senate and Senators. The motion passed.

The motion to send the bill to the Ways and Means Committee without further recommendation failed on a five to five vote. Four DFLers and an Independent voted against it; the Republicans voted in favor of the motion. The tie meant that the motion failed. (Rep. Bruce Anderson (R-Buffalo Township), was not in attendance for the vote.)

House leadership tried to revive it on the floor that afternoon using a parliamentary rule that had been changed earlier in the session to allow a bill to be taken from committee on a majority vote of House members (instead of 60 per cent which was the previous requirement). That raised the ire of even some Republican committee chairs and after two hours of debate the motion was withdrawn. Efforts to keep it alive will now focus back on the Finance committee.

In an effort to get the bills to the floor in both the House and Senate, the committees are passing motions to send the bills along to subsequent committees "without further recommendation" even though the previous motions to recommend passage fail.

Normally bills are passed with a committee's recommendation.

In the Senate, the bill was moved from the Senate Election Laws Committee on a motion to send it to the Rules Committee (without further recommendation) where it is waiting to be heard.

ACTION ALERT: Every member has received an Action Alert. Please call your Senator and Representative now and urge them to vote no on the bill. If you need the names and numbers of your legislators, call the League office, 651/224-5445.

INITIATIVE AND REFERENDUM: Jane B. McWilliams, Action Co-chair

LWVMN Position: Opposition to most forms of voter initiative and referendum on statutes. Support continued legislative initiative and compulsory voter referendum on constitutional amendments.

On March 8, the Senate Election Laws Committee heard a proposal for a constitutional amendment to establish Initiative and Referendum. The bill authored by Sen. Terwilliger (R-Edina) SF678 is a companion to HF484 Rep. Erik Paulsen (R-Eden Prairie) that passed the House 71-55 last year. The League testified in opposition.

Sen. Terwilliger presented the bill and then stepped aside to permit seven supporters to buttress his case. These included St. Paul Mayor Norm Coleman, Dean Barkley, Commissioner of Planning, Dane Waters, President of the Washington D.C.-based Initiative and Referendum Institute and representatives of the Reform and Libertarian Parties.

Commissioner Barkley, speaking for Governor Ventura, said the governor supports this method of legislating. There should be a limited number of items on the ballot, he said, but I and R would stimulate greater voter participation. Waters said that his organization "takes no position whatsoever on any specific legislation", and then spoke at length about why his organization thinks I and R is good public policy. It is "not a replacement, but a complement . . . to representative government," Waters noted. "The truth is, the initiative process is today exactly what

the populist reformers who gave it to us envisioned - a rarely used, but important, tool of the people to enact reform."

League explained the reasons for our opposition and illustrated what can happen when initiative and referendum "goes wrong". In November, voters in Washington State approved a proposition, which removed the Motor Vehicle Excise Tax and stipulated that no new tax could be enacted to replace it. Further complicating matters is a 1993 policy, also established by voter initiative, which places a spending cap on the legislature and prevents new funding without approval from a majority of voters and a 2/3 vote of each house of the legislature. Now the state is reeling financially as a result of the combined effect of these initiatives.

Several senators expressed uncertainty about what the requirements would be for reporting of financing of initiative campaigns. Senator Moe, apparently in reply to Waters' assertion that "unlike legislators, voters are not beholden to corporations and other special interests," asked Waters how his organization is financed and stated that proponents of initiative and referendum argue that money corrupts the political system but that initiative campaigns require large infusions of money to reach the ballot threshold. Waters responded that his 50lc3 organization is financed by a combination of individual donors and foundations. Sen. Ourada expressed objections to the characterization of the influence of special interests on elected officials. No one on the committee spoke in defense of the measure.

By voice vote, the bill was voted down as was a subsequent motion to forward the bill without recommendation. (This strategy was used recently to move the unicameral bill out of the committee.) We think there may be important fiscal implications for both the Secretary of State's office and county auditors created by the verification process. The authors have declared the bill dead for this session, but League will monitor the issue in case there is pressure to get it to the floor.

CAMPAIGN FINANCE: Nancy Witta, staff (651/224-5445)

LWVUS Position: Action to improve methods of financing political campaigns in order to ensure the public's right to know, combat corruption and undue influence, enable candidates to compete more equitably for public office and promote citizen participation in the political process.

LWVMN Position: Support of improvements in election laws regulating campaign practices.

On Wednesday, March 1, the Senate Election Laws Committee heard four campaign finance reform proposals including SF3040 authored by Sen. Hottinger (DFL-Mankato) the so-called "Clean Money Bill" which has been backed by MAPA and a coalition including the League.

The additional bills were SF1498 authored by Sen. Junge (DFL-New Hope), SF2277 by Sen. Scheid (DFL-Brooklyn Park) and SF2623 by Sen. Marty (DFL-Roseville).

Testifying before the committee Judy Duffy, LWV president, remarked, "While the bills differ in detail and emphasis there seems to be a recognition that the current system could stand some repair." Also testifying in favor of further campaign finance reform were Laura Offerdahl and Dean Barkley for the governor's office, Beth Fraser of MAPA,

David Schultz of Hamline University, Steve Hunter AFSCME and Marcia Erickson ACORN. Testifying against the reform bills was Jackie Schweitz of MCCL.

The hearing was an attempt by the committee to discuss the various proposals that have been advanced and frankly no immediate action was expected. Also the committee was hampered by other Senate business that robbed the committee of a quorum for most of the allotted time. While the issue is at rest for this session the impetus for campaign finance reform will not go away and will remain an important part of LWV's agenda.

ELECTION LAWS: Nancy Witta, staff 651/224-5445

LWVMN Position: Support of improvements in election laws regulating election procedures, voting and school district elections.

The last issue of CAPITOL LETTER detailed HF2826 that contained a provision that would remove the vouching provisions of the voter registration statute. We included an Action Alert and have sent a letter to each member of the House outlining our strong objections to this portion of the bill. As of this writing no third reading has occurred. We have heard that the Governor will not approve the bill as amended.

FIREARMS: Lynne Westphal, lobbyist (952/941-8493), Mary Lewis Grow, lobbyist (507-645-5378), Mary Mantis, intern (651/644-1156)

LWVUS Position: Protect the health and safety of citizens by limiting the accessibility

and regulating the ownership and semiautomatic assault weapons...support the allocation of resources to better regulate and monitor gun dealers.

LWVMN Position: Action to support restrictions on the sale, use and possession of firearms by private parties in the State of Minnesota.

Because an efficient, statewide criminal justice information system does not exist in Minnesota, criminals often slip through the cracks and are free to commit crimes and threaten public safety. Law enforcement, prosecutors, courts and probation officers need our help to put a stop to this.

Last month SF2974, a bill addressing the need for funding for better criminal information sharing, authored by Sen. Jane Ranum (DFL-Mpls) advanced out of committee. March 10, Rep. Rick Stanek (R-Maple Grove) saw his comparable bill HF3346 pass the Ways and Means Committee and head for the House floor as part of Rep. Sherry Broeker's (R-Vadnais Heights) Omnibus Crime Bill HF2688. The efforts of Sen. Ranum, Rep. Stanek and a broad coalition of law enforcement agencies, legislators from both parties, local elected officials, business leaders and grassroots groups (including LWVMN) are urging Governor Ventura to support these efforts.

ACTION ALERT: We encourage you to contact the Governor's office expressing support for the funding of a better criminal justice information system.

The Minnesota delegation to the MILLION MOM MARCH, Mother's Day, Washington D. C. is growing. Most heartening are the calls from young mothers who want to attend or at least help in the quest to make our elected officials in Washington take

positive steps in Congress soon to address the lack of meaningful gun control of non-sporting firearms (handguns and semi-automatic assault style weapons.) We want the national shame of 5,000 children a year shot to death in America addressed now! For more information, contact the national website at www.millionmommarch or call 1-888-989-moms. In Minnesota: metro area call 952/941-8493 or klein055@tc.umn.edu; northern Minnesota contact is gschoenf@bresnanlink.net.

DID YOU KNOW? The states have piled up a \$7 billion surplus in welfare money over the past three years. Time is running short since next year Congress will refocus on welfare as it prepares to renew TANF in 2002. Temporary Assistance for Needy Families is the nation's largest anti-poverty program. Each state is awarded an annual block grant which can be used for a variety of services for poor families. They are allowed to carry funds over from year to year.

A report published last month from the National Campaign for Jobs and Income issued one of the most scathing appraisals of state spending since welfare reform. The report condemns six states in particular: Connecticut, Kansas, Minnesota, New York, Texas and Wisconsin for cutting state spending on key programs and replacing the difference with federal dollars. There is an unused surplus of funds in Minnesota's account. Why isn't this being spent on affordable housing or childcare subsidies or etc., etc., etc.? (Information gathered from the St. Paul Legal Ledger, Saturday, March 11, 2000, p.3.)

MEETING BASIC HUMAN NEEDS

LWVUS Position: Support programs and policies to prevent or reduce poverty and to promote self-sufficiency for individuals and families.

ACTION ALERT: Contact your MN House Representative and House leadership and tell them welfare reform won't work without affordable housing. Urge them to tap the TANF reserve for housing production and preservation.

HEALTH CARE: Mary Lou Hill, lobbyist 612/374-4218

LWVUS Position: Promote a health care system that provides access to a basic level of care for all residents and controls health care costs.

Single Payer Insurance: A hearing on the single-payer insurance program is expected this session in the Senate. The Health Care Campaign of MN and the authors of SF1687 (Foley DFL-Coon Rapids) and HF2208 (Wejcman – DFL Mpls) have amended their bills so that they would establish a single payer system but would not simultaneously achieve universal coverage.

The expected reduction in costs would reduce MN's uninsured rate slightly and make it easier to raise the necessary revenues to insure the uninsured. Supporters seek further discussion of and research on this proposal that is as extensive as that which preceded and followed the enactment of the 1993 MNCare bill.

Prescription Drug Bill: A growing pool of unused funds, a low participation rate and a persisting need for prescription assistance were discussed by the Senate Health and Family Security Committee. A package of eight bills by six authors expanding eligibility for the senior drug program, altering age and asset limits and requiring a simplified application form were incorporated into Sen. Hottinger's bill SF2860 serving as a vehicle for the package.

SF2860 was amended to increase the qualifying income and establish prioritized eligibility criteria should the program not have sufficient funds. It was approved and sent to H&FS Budget Division.

Nursing Home Rules: SF2896 (Stevens R – Mora) HF3226 (Nornes R – Fergus Falls) direct the Commissioner of Health to pursue changes in nursing home inspections and allows nursing homes to employ resident attendants to assist residents with eating and drinking.

A new health care coalition, Seniors and Workers for Quality Coalition has been assessing the effects. The coalition is composed of many senior and health care groups including but not limited to the MN Nurses Assn., AARP and the MN Senior Federation. In the Senate the bill was amended to include protective care of the incontinent and was passed to the full Senate. The bill was passed on the Senate floor with three amendments proposed by the Coalition that moderated the most undesirable elements of the resident attendant provision. The amendments included: (1) protection for current nonnursing employees who do not volunteer to be trained as resident attendants, (2) assurance that resident attendants comply with MN rules governing volunteer feeders and permission from the resident's family and (3) assurance that residents whose feeding needs are the most complex are being fed by those with more training than resident attendants.

The bill without amendment was passed to the House floor where it is awaiting action.

The League of Women Voters of Minnesota invite you to a

MODERATOR'S WORKSHOP

DATE:

Saturday, April 15th

TIME:

10am - 2pm

WHERE:

Minnesota Women's Building

550 Rice Street, St. Paul

(large conference room)

LUNCH:

Bring bag lunch or

Order box lunch (\$6.00) by 4/13/00

This workshop will help you to become a moderator for debates and forums, and it will give you an idea of what is involved in moderating and how to be effective. Whether you are a moderator who wants to brush up on your skills, or you want to be come a moderator, we encourage you to attend this workshop.

This workshop is free of charge and is open to <u>anyone</u> who is interested in moderating forums and debates. The workshop will be conducted by the League of Women Voters of Minneapolis.

FOR RESERVATIONS Call the League of Women Voters of Minnesota at 651-224-5445 or 800-663-9328, or send an e-mail to lwvmn@mtn.org.

Yolunteer for the Election Hotline

Volunteer to work the Hotline and the LWVMN will pay your local League \$25.00 for each shift that you work. Work involves answering questions from voters, such as "where do I go to vote" and "how do I register to vote." Polling locations are available on the computer, so limited typing is involved. Shifts are between 2 1/2 and 3 hours long, and you may work more than one shift. The money earned is not restricted to Education Fund use.

We are hoping to work with WCCO Television again this year. Parking is provided. Bring a group to volunteer for the same shift and carpool.

If you are interested in being a volunteer or have any questions please call Linda Loomis (612) 545-5649, or the State League office.

Members of the Voter Service Committee are available to come and speak with your members about this unique opportunity to earn money for your League.

This is a fun and easy way to earn money for your local League.

Plan to Volunteer This Year!!!





MILLION MOM MARCH May 14, 2000 Washington, DC

Every 24 hours, 12 children die of gunshot wounds

Join Mothers and Others on Mother's Day as we march on the National Mall in Washington, DC to Demand Common Sense Gun Policy!

> For more information, contact: Lynne Westphal, 612/941-8493 Fax: 612/941-0579

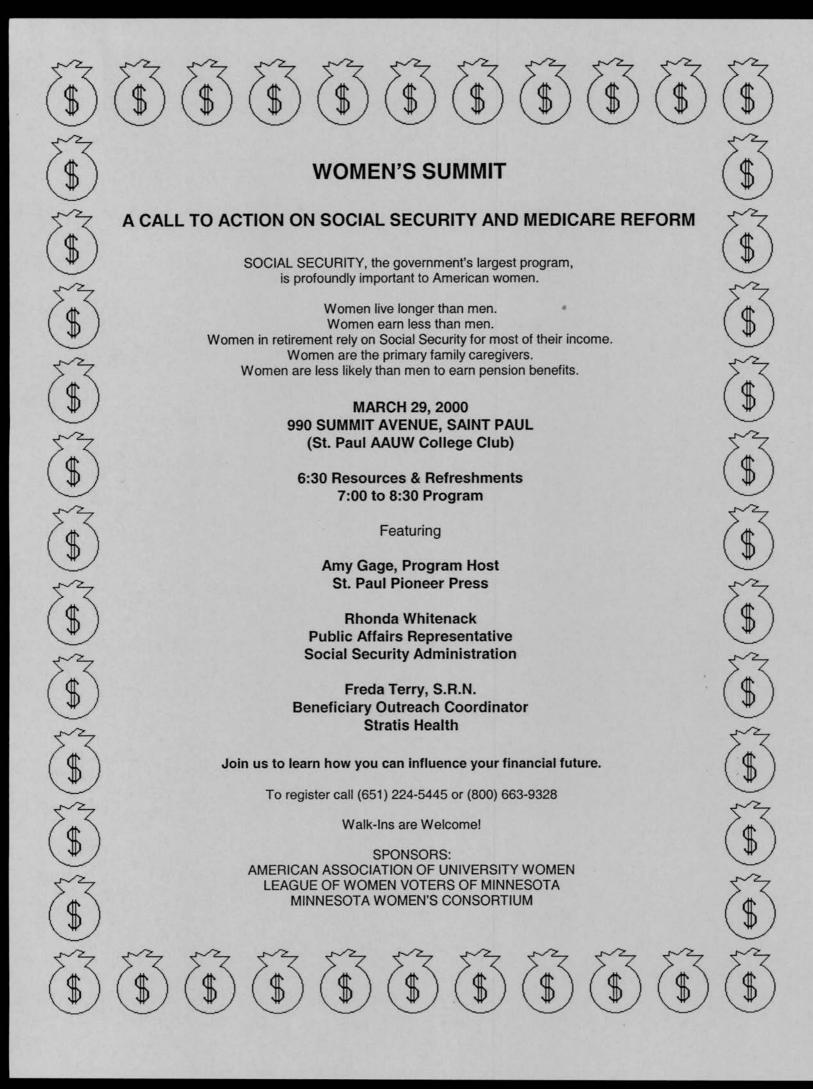
Email: klein005@tc.umn.edu

or call

888/989-MOMS

www.millionmommarch.com

□ I'm enclosing a tax	one in a million" and join the March! x-deductible contribution, payable to The Million Mom March
	50 a \$100 a \$500 a Other: \$
Dease contact me	to help with the organizing efforts
Name:	
Address:	
	Email:
Phone:	Cilidity



PROJECT REQUEST TO PURCHASE LWVMNEF PUBLICATIONS

То:	LWVM	NEF	From:	LWV of		
	550 Ric	e Street		Name/Treasurer:		
	Phone:	, MN 55103 651/224-5445		Address:		
		1/290-2145 lwvmn@mtn.org				
	c-man.	iwviiii@intii.org		Phone:		
				Date:		
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Distr	ibution Pl	an:				
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			LWVMNEI	F PUBLICATION ORDER FORM		
All pı	blication	s are mailed library	y rate unless otherwise spec	ified.		
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League of Women Voters of Minnesota; 550 Rice Street; St. Paul, MN 55103

LOCAL LEAGUE SELECTION OF JUDGES CONSENSUS REPORT FORM

Local League:	
Name of person preparing report:	Phone:
Total membership in LL:	Number participating in consensus
possible after your League's	or consensus report to the state League office as soon as consensus meeting and Board review of your League's postmarked no later than January 15, 1999.
	INSTRUCTIONS

- It is important that participants complete discussion of all the options laid out in 1) the questions before beginning the consensus process.
- The consensus report form asks the same questions but requires separate 2) responses for district judges (trial) and appellate judges (Supreme Court and Court of Appeals). (It's possible to have different recommendations for each level.)
- For each question, write the number of people who vote "yes" and the number of 3) people who vote "no."
- Those who want to retain the current system as it is will vote "yes" on question I 4) and will not vote on questions II or III. Those who support the current system with some modifications will vote "no" on I, vote "yes" or "no" on modifications listed in II, but will not vote on III. Those who want an entirely new system for selecting and retaining its judges will vote "no" on I, skip to section III and vote for only one option.

SELECTION OF JUDGES CONSENSUS QUESTIONS

I.		Minnesota should retain its present system for selecting nd retaining its appellate judges (Supreme Court and		rd #s of responding
		Court of Appeals), without any changes.	Y	_ N
		Minnesota should retain its present system for selecting and retaining its district judges (trial), without any changes.	Y	_ N
		If No, go on to section II OR III.		
II.	f	Minnesota should make the following modifications to its prefor selecting and retaining its appellate judges (Supreme Court of Appeals). (Recommend as many modifications as y	urt and	1
	1.	Require that all judicial candidates have at least 5 years experience as a practicing attorney.	Y	_ N
	2.	Eliminate incumbency designation on judicial ballot.	Y	_N
	3.	Require state government to publish voter information on judicial candidates.	Y	_ N
	4.	Provide public financing for judicial elections.	Y	_ N
	5.	Allow judicial candidates to accept endorsements from political parties.	Y	_ N
	6.	Create an agency or commission to conduct evaluations of judges job performance.	Y	_N
	7.	Require the governor to appoint judges from among the commission nominees.	Y	_N
	8.	Increase public access to proceedings of the Board on Judicial Standards.	Y	_ N

II.	В.	Minnesota should make the following modifications to its pres For selecting and retaining its district judges (trial) . (Recom- modifications as you wish.)					
	1.	Require that all judicial candidates have at least 5 years experience as a practicing attorney.	Y	_N			
	2.	Eliminate incumbency designation on judicial ballot.	Y	_N			
	3.	Require state government to publish voter information on judicial candidates.	Y	_N			
	4.	Provide public financing for judicial elections.	Y	_N			
	5.	Allow judicial candidates to accept endorsements from political parties.	Y	_N			
	6.	Create an agency or commission to conduct evaluations of judges job performance.	Y	_N			
	7.	Require the governor to appoint judges from among the commission nominees.	Y	_N			
	8.	Increase public access to proceedings of the Board on Judicial Standards.	Y	_N			
III.	A. Minnesota should adopt a new system for selecting and retaining its appellate judges (Supreme Court and Court of Appeals). (Choose only one.)						
	1.	Merit commission plan with periodic retention election ('Missouri Plan').	Y	_N			
	2.	Partisan elections.	Y	_N			
	3.	Gubernatorial appointment to designated term with Legislative confirmation.	Y	_N			
	4.	Gubernatorial appointment with periodic review by Retention commission.	Y	_N			
	5.	Gubernatorial appointment to life term with legislative confirmation. (Federal System).	Y	_N			

	B. Minnesota should adopt a new system for selecting and retaining its district judges (trial). (Choose only one.)						
	1.	Merit commission plan with periodic retention election ('Missouri Plan').	Y	_ N			
	2.	Partisan elections.	Y	_ N			
	3.	Gubernatorial appointment to designated term with Legislative confirmation.	Y_	_ N			
	4.	Gubernatorial appointment with periodic review by Retention Commission.	Y	_ N			
	5.	Gubernatorial appointment to life term with legislative confirmation. (Federal System).	Y	_ N			
IV.	Optional						
Comm	nents:_			E			



THE LEAGUE OF WOMEN VOTERS

MINNESOTA

550 Rice Street • Saint Paul, Minnesota 55103 Phone 612-224-5445 • Fax 612-290-2145 lwvmn@mtn.org http://freenet.msp.mn.us/ip/pol/lwvmn

MARCH 2000

League of Women Voters of Minnesota Celebrating 80 years - A Voice for Citizens, A Force for Change 651/224-5445 ~ 800-663-9328 ~ Fax: 651/290-2145 lwvmn@mtn.org ~www.lwvmn.org

Mission

The League of Women Voters of Minnesota, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

Diversity

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership.... and strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization.

CALENDAR

March

- 18 Facilitator Support Discussion Group, 1:00 p.m., MWB
- 20 Community Circles Steering Committee, 12:00 p.m., LWVMN Office
- 22 Member Resources Committee, 9:00 a.m., LWVMN Office Voter Service Committee, 5:30 p.m., LWVMN Office
- 23 Office Management Committee, 9:00 a.m., LWVMN Office
- 29 Health Care Summit, 6:30 p.m., St. Paul AAUW House
- 31 End of Fiscal Year 1999-2000

April

- 1 Fiscal Year 2000-2001 begins
- 3 Action Committee, 9:30 a.m., LWVMN Office
- 4 Minnesota Women's Building Committee, 4:00 p.m., MWB
- 6 Agriculture Committee, 10:00 a.m., MWB
- 14 LOTT Board Meeting, 9:00 a.m., MWB
- 15 Moderator Training, 10:00 a.m., MWB Women to Washington Campaign Skills Training, 8:15 a.m., Humanities Education Center, St. Paul
- 17 Community Circles Steering Committee, 12:00 p.m., MWB
- 29 Community Circles Action Forum, 1:00 p.m., Minnesota History Center

ENCLOSURES

- Council 2000 "The Spirit of Democracy" packet Matlock/Boche
- · Women to Washington Campaign Skills Training
- LWVMN Moderator's workshop flyer Covey/Boche
- · LWVMN memo on diversity Frisch
- LWVMN Election Hotline flyer Doepner-Hove/Loomis
- · Million Mom March flyer Westphal
- · Women's Summit on Social Security and Medicare Reform Brockelsby
- · Road to Election Day brochure Kargas
- A-4 form: Project Request to Purchase LWVMNEF Publications

BOUQUETS TO

- Janet Gendler and Susan Anderson for their ongoing, important work with Community
 Circles Changing Faces project. It is the right project at the right time given the discussions
 going on statewide on the topic of immigration.
- Carol Frisch for organizing Community Circle discussions in Edina on top of all of her other board work.
- Jessica Crary, LWVMN Administrative Assistant and LWV St. Paul Project Co-Director for her work on Community Circles in St. Paul.
- All of you who are also involved in the community circles—I think it's accurate to say this is the largest project that the LWVMN has ever undertaken.

FROM THE PRESIDENT Judy Duffy ~ 651/429-9703 ~ GandJDuffy@aol.com

At our March meeting, the Board addressed many issues and reviewed the work going on at the state office. As this election year heats up, it's clear that our plate will be full. Also, the activities at the Legislature have kept us on our toes. Following the board meeting, members of the board and LWVMN staff met in a diversity training session with Vivian Jenkins Nelsen of Inter-Race who walked us through our future plan and related it to how we as an organization address our own diversity and how we do our work. It's clear that this will need to be an ongoing and deliberative process.

I hope you are all considering attending the national League convention June 17-20 in Washington, D.C. The national convention is always interesting and the place to be as we consider how this organization will operate over the next two years. So much is changing so quickly and League members need to weigh in on how these changes will affect us. Also, the convention is a great place to connect with members from across the country as well as our friends from Minnesota. Remember, our own Beverly McKinnell is on the national board, and it's always important to have a good showing of our support for her and her hard work on our behalf.

Our Council meeting is set for May 6 and I hope all of our Leagues will be represented. The details are included in this mailing. This is a great opportunity to network with other Leagues, think about regional programs and make plans for the next year. Please plan to be there.

Please take special note of some special opportunities that are coming up. One is the Moderator training to be held on April 15. Many Leagues will be holding candidate meetings this fall and will need trained moderators. It's a great opportunity to learn a new skill or improve on what you already know.

Also, in this mailing is a notification on the Election Hotline that LWV will be running again this fall. This is an opportunity to earn money for your local League and assist all of us in a highly visible League project. The success of the Hotline depends on good volunteer response from you and your League. Please encourage and solicit your members, families and friends to pitch in and help us out on this project.

M A R K E T I N G Eydie Kargas ~ 612/573-8610 ~ ekargas@wavefront.com

The Road to Election Day videotape (13 minutes) is now available from the State League office. We suggest you rent or purchase the video for use in your community and to show on your local cable station. The video is accompanied by *The Road to Election Day* manual (\$1 if purchased separately.) See enclosed brochure for more information.

DIVERSITY & MEMBERSHIP Carol Frisch ~ 612/829-0604 ~ carolf@thinkmhc.org

As a part of an ongoing emphasis on diversity and implementation of our Future Plan, the LWVMN Board and staff participated in a training conducted by Vivian Jenkins Nelsen, cofounder, president and CEO of Inter-Race, International Institute for Interracial Interaction, based at Augsburg College. She emphasized that diversity has become a moral as well as an ethical issue, needs to be part of a lifelong learning process and that we need to think about diversity in all areas of our work.

We focused on the goal from FutureTrek that states: Diversify membership and community outreach to be more reflective of the state in areas of age and ethnicity. We identified objectives to be accomplished and strategies to achieve them over the short-, mid- and long-term. You will hear more about these plans later.

VOTER SERVICE Stacy Doepner-Hove ~ 612/338-3205 ~ doepn002@tc.umn.edu

See Election Hotline Flyer enclosed in this mailing.

MARTIN GRANT

Laurie Boche ~ 651/224-5445 ~ lwvmn@mtn.org

HEADS UP! The season of candidate forums is fast approaching, and we will again have pass-through grants to local Leagues, courtesy of the Martin Foundation. Information and applications for these grants will be in the mail within the next month, and they will be discussed at the Voter Service meeting at Council on May 6th. Watch your mail and attend Council to learn more about the candidate forums and voter service opportunities for Election 2000.

LEAGUE PUBLICATIONS

The preliminary review committee for the Education Fund has approved for all local Leagues the purchase of *Choosing the President*, a publication made available through the LWVUS. Any local League wishing to purchase a copy or copies may submit an A-4 form (enclosed) to the State League.

POP QUIZ 2000

- How many major parties and minor parties qualify for state funding in Minnesota in 2000?
- 2. What percent of Minnesotans participate in the primary?
- 3. Do I declare which party I intend to vote for when I register?
- 4. It's more convenient for me to vote at work. Can I vote there?
- 5. What is the purpose of the precinct caucus?
- 6. I will be moving on November 1st. Can I vote at my old polling place?
- 7. When I mark the check-off on my tax returns for a political contribution, can I give to a minor party?
- 8. How do I get an absentee ballot?
- 9. Do I have to be a member of a political party to vote in the primary election?
- 10 When are the Primary and General elections?
- 11. How do you become an Endorsed Candidate of a party?
- 12. I have just moved. My drivers license has my old address, but I have a utility bill with my new address. Can I use that to register?

Non-Profit Organization U.S. Postage PAID ST. Paul, MN



A new video and booklet from



*ROAD TO ELECTION

DAY

A GUIDE TO
PARTICIPATION IN
THE MINNESOTA
POLITICAL PROCESS



THE ROAD TO ELECTION DAY

et the answers to the questions you need to participate in the Minnesota political process. Our newly released video and booklet provide the answers to the election participation questions most frequently asked the League of Women Voters by citizens. The many recent changes in the Minnesota political scene are fully covered.

M any people are not familiar with any part of the political process except the last step, voting on Election Day. You can participate from the very beginning. All eligible voters can have an impact on which issues will be discussed and who the candidates will be.



In the video members of the KSTP TV Eyewitness News team lead us on the road to participation in the Minnesota Election process with four stops along the way:

precinct caucus convention Primary Election General Election. The Road to Election Day Booklet contains more detailed information than the video:

choosing a political party attending a precinct caucus attending a convention voting in the Primary Election registering to vote voting absentee voting on Election Day

Plus these handy lists:

political party phone numbers
important dates for participation

Order from:

THE LEAGUE
OF WOMEN VOTERS
MINNESOTA EDUCATION FUND

550 Rice Street St. Paul MN 55103 Phone: 651-224-5445 Fax: 651-290-2145

E-mail:lwvmn@mtn.org web site: www.lwvmn.org

ANSWERS TO POP QUIZ:

- four major parties and two minor parties qualified for state funding
- 2 20%
- 3. no
- 4. no
- 5. grassroots participation in party politics
- 6. no
- 7. yes
- 8. Call your city clerk or county auditor
- 0 no
- 10. September 12 & November 7, 2000
- 11. Win the endorsement at the party convention
- 2 ves

Every year THE LEAGUE OF WOMEN VOTERS answers thousands of questions like these from voters.

ORDER FORM

Order by Mail, or FAX. Include check or credit card number.

Video Purchase	\$45.	@ \$45.	\$
One week rental	\$20. with	\$45. deposit*	\$
One week rental n	nembers \$10). with \$45. Dep.*	\$
Road to Election D	ay Booklet	\$1. @ \$ 1.	S
MN res. add .0659	% sales tax	(.07% St. Paul)	\$
Postage and handl	ing		\$
TOTAL			S

One copy of *Booklet* free with purchase of video. *Deposit is returned when video is returned.

Postage and Handling

1 video \$5.00 2-3 videos \$7.00 Over 3 Videos To be billed

Quantity Discounts

10 and over 10% Discount

Organization		
Address		
City	State	Zip
Date	Person Ordering	
Phone	Fax	
☐ Payment Enclos	sed	
☐ American Expr	ess #	
☐ Visa/MasterCar	rd #	
Exp. Date:		
Ship to address if	different	

"The Spirit of Democracy" Saturday, May 6, 2000 Earle Brown Heritage Center, Brooklyn Park

Council 2000 is a time to transact any business, which cannot wait until convention 2001. It will also be a time for local Leagues and members-at-large to get together, find out what has been happening in the League during the past year, what's ahead for 2000-2001, and to talk about all kinds of things and to just make contact with one another!

This year's Council will be held on Saturday, May 6th, at the Earle Brown Heritage Center in Brooklyn Park. A copy of the agenda is enclosed. It will begin at 10:00 a.m. with the business meeting and continue on with reports of the LWVMN projects from last year and the opportunities for this election year, membership and much more. Lunch and roundtable discussions will give everyone an opportunity to mingle and hear a report on what is happening at the League's national level, then it is on to afternoon workshops. Council will adjourn by 3:30 p.m.

Every local League is entitled to two voting delegates at Council. However, we encourage anyone and everyone who would like to network with other Leaguers and learn more about what the League is doing on all levels, to attend. Each League will receive one free representative. The cost for others who wish to attend is \$20 per person, including lunch and all materials. Please sign up below and return the list of participants to LWVMN office by April 15th. Any questions about Council should be directed to Laurie Boche, Outreach/Field Service Coordinator, at the LWVMN office (651) 224-5445 or (800) 663-9328.

SPIRIT OF DEMOCRACY COUNCIL 2000 AGENDA

May 6, 2000

9:00 – 10:00 a.m.	Registration/Coffee & Rolls
10:00 – 10:45 a.m.	Council Business Meeting
10:45 – 11:00 a.m.	Break
11:00 – 12:00 p.m.	Reports: Future Trek progress report, Membership, Action, LOTT, Program, Agriculture, Voter Service
12:00 – 12:30 p.m.	Lunch – free time to talk to other Local Leagues
12:30 – 12:45 p.m.	Speaker – LWVUS
12:45 p.m. – 1:00 p.m.	Introduction of Spirit of Democracy Awards
1:00 – 1:30 p.m.	Roundtable discussions
1:30 – 2:15 p.m.	Workshop - Community Circles wrap up and follow-up by local Leagues
2:15 – 2:30 p.m.	Break
2:30 – 3:15 p.m.	Voter Service 2000 OR Delegate orientation for LWVUS convention
3:15 – 3:30 p.m.	Board meeting skit
3:30 p.m.	Adjournment

REGISTRATION FOR COUNCIL 2000 "The Spirit of Democracy"

Saturday, May 6, 2000 10:00 a.m. – 3:30 p.m. Earle Brown Heritage Center 6155 Earle Brown Drive, Brooklyn Center

	(CT TYNTAKA)
Voting Delegates 1	(guest of LWVMIN)
2.	(\$20)
Other Members attending (at \$20 per person)	:
l	
2.	
3.	
4	
Total amount enclosed: \$	
Return this form by <i>APRIL 15th</i> to: LWVMN Minnesota 55103	I, 550 Rice Street, St. Pa



CONFERENCE AND EVENT CENTER

DIRECTIONS TO EARLE BROWN HERITAGE CENTER

The number to call for directions is 612-569-3455
The Heritage Center is located in the south of I-694 and west of Highway 100

From the West (Plymouth, Maple Grove, St. Cloud):

Take I-494 west to I-694 east to I-94 east to the Shingle Creek Parkway exit. At top of exit turn left onto Shingle Creek Parkway - go south. At first stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance which is on the right hand side of the road.

From the East (Downtown Minneapolis and St. Paul):

Take I-94 west to I-694 west to the Shingle Creek Parkway exit. At top of exit turn right onto Shingle Creek Parkway - go south. At second stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance which is on the right hand side of the road.

From the South (Airport, Bloomington and Edina):

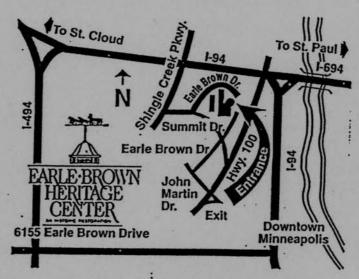
Take I-494 west to Highway 100 north. Follow Highway 100 north to 57th Avenue/John Martin Drive exit. At top of exit, go straight thru to John Martin Drive (the first intersection is 57th Avenue). At John Martin Drive turn left and go over bridge to first stop sign, which is Earle Brown Drive. Turn right onto Earle Brown Drive and continue going straight for approximately two blocks - main entrance will be on left hand side of the road.

From the North (Coon Rapids):

Take Highway 610/252 south to Highway 100 south. Take first possible right exit onto Summit Drive North. First stop sign is Earle Brown Drive. Turn right and watch for main entrance on left hand side of road.

From the North (Duluth, Forest Lake):

Take I-35W south to I-694 west to Shingle Creek Parkway exit. At top of exit turn right onto Shingle Creek Parkway - go south. At second stop light, which is Summit, take left. Take very first left onto Earle Brown Drive. Continue around to main entrance on right hand side of road.



6155 Earle Brown Drive, Brooklyn Center, MN 55430

The League of Women Voters of Minnesota invite you to a

MODERATOR'S WORKSHOP

DATE:

Saturday, April 15th

TIME:

10am - 2pm

WHERE:

Minnesota Women's Building

550 Rice Street, St. Paul (large conference room)

LUNCH:

Bring bag lunch or

Order box lunch (\$6.00) by 4/13/00

This workshop will help you to become a moderator for debates and forums, and it will give you an idea of what is involved in moderating and how to be effective. Whether you are a moderator who wants to brush up on your skills, or you want to be come a moderator, we encourage you to attend this workshop.

This workshop is free of charge and is open to <u>anyone</u> who is interested in moderating forums and debates. The workshop will be conducted by the League of Women Voters of Minneapolis.

FOR RESERVATIONS Call the League of Women Voters of Minnesota at 651-224-5445 or 800-663-9328, or send an e-mail to lwvmn@mtn.org.





MILLION MOM MARCH May 14, 2000 Washington, DC

Every 24 hours, 12 children die of gunshot wounds

Join Mothers and Others on Mother's Day as we march on the National Mall in Washington, DC to Demand Common Sense Gun Policy!

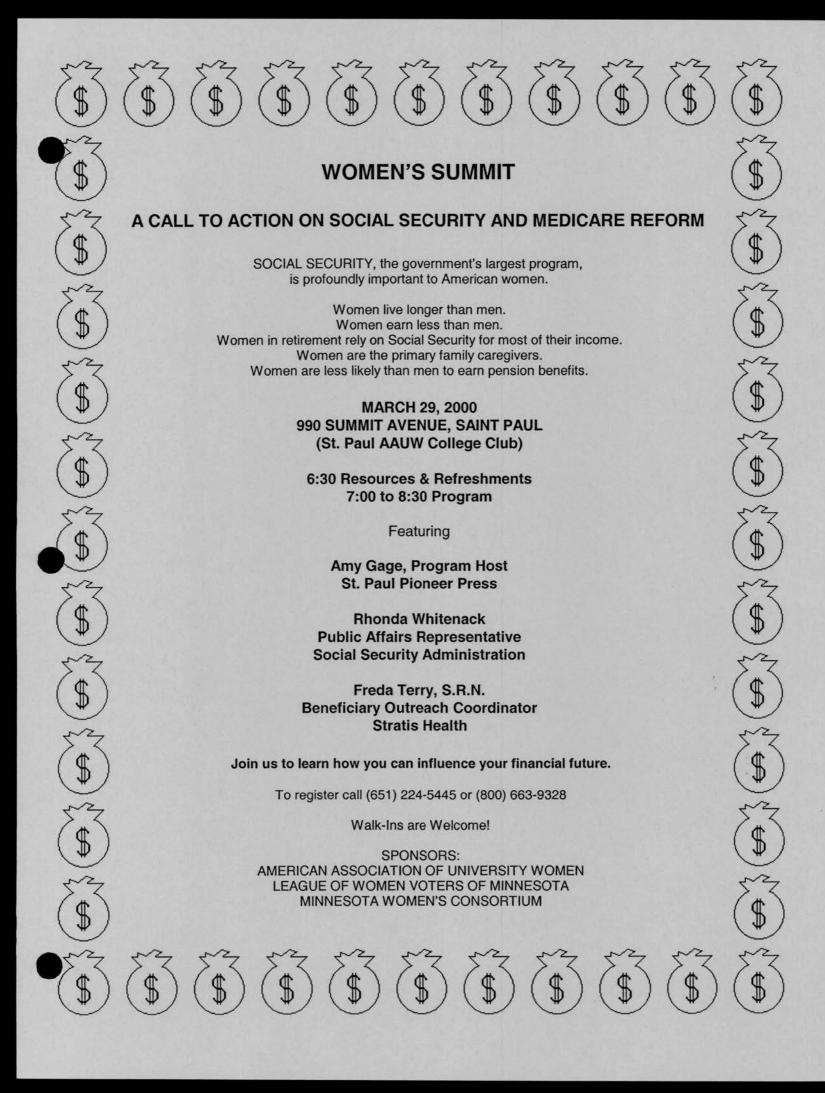
> For more information, contact: Lynne Westphal, 612/941-8493 Fax: 612/941-0579

Email: klein005@tc.umn.edu

or call 888/989-MOMS

www.millionmommarch.com

□ I'm enclosing a tax	one in a million" and join the March! -deductible contribution, payable to The Million Mom March
	0 = \$100 = \$500 = Other: \$
Please contact me	to help with the organizing efforts
Name:	
Name: Address: Phone:	



PROJECT REQUEST TO PURCHASE LWVMNEF PUBLICATIONS

o: LWVM		From:	LWV of		
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	51/290-2145 lwvmn@mtn.org				
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CAPITOL LETTER



550 Rice Street • Saint Paul, Minnesota 55103 Phone 651-224-5445 • Fax 651-290-2145 lwvmn@mtn.org http://tcfreenet.org/ip/pol/lwvmn

VOLUME XXVII, NO. 3 Judy Duffy, President MARCH 15, 2000 Kay Erickson & Jane McWilliams Action Co-chairs

'BUT WHO KNOWS WHERE OR WHEN?'

More than halfway through this session and we are wondering. This has been a fascinating six weeks for those who are the structure and process junkies. LWVMN has had a lot to say about unicameral, campaign finance, election laws and initiative and referendum.

Very often we have believed that our testimony in conjunction with others has prevailed only to be disappointed by parliamentary maneuvers that leave outcomes in doubt and postponed for another day. Bills pop up here, there and everywhere and some seem to disappear beneath the radar. We're doing our best to keep up to speed and let you know the latest.

The session is heating up as we approach the deadline for moving bills out of finance committees on March 17. Please respond to the Action Alerts in this issue. They are incredibly important in making our voice heard. Thank you.

UNICAMERAL LEGISLATURE: Judy Duffy, president (651/224-5445)

LWVMN Position: LWVMN opposes the adoption of a constitutional amendment that would establish a unicameral legislature for the State of Minnesota and further opposes its placement on the ballot in November at the general election.

As of this writing, Unicameral bills are alive in the House and Senate in spite of having failed in a House committee last week. On March 9 the House Committee on State Government Finance took up the unicameral bill authored by Speaker Sviggum (R-Kenyon). The Governmental Operations and Veterans Affairs Policy committee passed an amendment offered by Rep. Mark

Gleason (DFL-Richfield) to add a voters guide to be prepared by the Secretary of State's office. Because of the financial impact of the voters guide and the impact of cutting one-third of the legislature, the bill was sent to the Finance Committee.

The Finance committee heard testimony from Speaker of the House, Steve Sviggum but did not hear from other supporters or opponents. As in prior hearings, it was a packed committee room. Sviggum told the committee they owed it to the citizens to bring the issue forward. He stressed that this is a rural bill because under our bicameral system it is difficult for citizens in rural communities to travel to St. Paul to testify before multiple committees in both

houses. He said that politicians should not hide behind the process, the issue should be put on the ballot. He urged them to make it a citizen's bill.

Bill Hilty (DFL-Finlayson) suggested that other proposals such as establishing joint committees as is done in some other states could alleviate the ills of conference committees and asked why the Speaker supported something as extreme as a unicameral legislature. Sviggum said that every member probably has a way to reform the system, but these reform ideas just don't come together. Unicameral is a comprehensive reform.

Other concerns included how to stop runaway government under unicameral, increased power of committee chairs, lack of interest and understanding by the general public (and those that do understand it don't like it).

Questions were raised about the fiscal note, which shows savings of \$5.9 million to the general fund as a result of eliminating one-third of the legislators and 239 staff. (The voters guide fiscal note is \$445,000.) Mike Osskopp (R-Lake City) said unicameral would not save money. Nebraska has five staff and one lawyer for every member while Minnesota has three. If the Senate is eliminated, each representative will have twice as much work.

Phyllis Kahn (DFL-Mpls.) also questioned the assumptions made in determining the cost savings of unicameral concerning staff and had further questions about rent and noted that moving and remodeling costs were not included. She moved to call the unicameral body the Delegate Assembly and the representatives, Delegates, explaining that it was preferable to call them something completely different than to retain the

designation of Senate and Senators. The motion passed.

The motion to send the bill to the Ways and Means Committee without further recommendation failed on a five to five vote. Four DFLers and an Independent voted against it; the Republicans voted in favor of the motion. The tie meant that the motion failed. (Rep. Bruce Anderson (R-Buffalo Township), was not in attendance for the vote.)

House leadership tried to revive it on the floor that afternoon using a parliamentary rule that had been changed earlier in the session to allow a bill to be taken from committee on a majority vote of House members (instead of 60 per cent which was the previous requirement). That raised the ire of even some Republican committee chairs and after two hours of debate the motion was withdrawn. Efforts to keep it alive will now focus back on the Finance committee.

In an effort to get the bills to the floor in both the House and Senate, the committees are passing motions to send the bills along to subsequent committees "without further recommendation" even though the previous motions to recommend passage fail.

Normally bills are passed with a committee's recommendation.

In the Senate, the bill was moved from the Senate Election Laws Committee on a motion to send it to the Rules Committee (without further recommendation) where it is waiting to be heard.

ACTION ALERT: Every member has received an Action Alert. Please call your Senator and Representative now and urge them to vote no on the bill. If you need the

names and numbers of your legislators, call the League office, 651/224-5445.

INITIATIVE AND REFERENDUM: Jane B. McWilliams, Action Co-chair

LWVMN Position: Opposition to most forms of voter initiative and referendum on statutes. Support continued legislative initiative and compulsory voter referendum on constitutional amendments.

On March 8, the Senate Election Laws Committee heard a proposal for a constitutional amendment to establish Initiative and Referendum. The bill authored by Sen. Terwilliger (R-Edina) SF678 is a companion to HF484 Rep. Erik Paulsen (R-Eden Prairie) that passed the House 71-55 last year. The League testified in opposition.

Sen. Terwilliger presented the bill and then stepped aside to permit seven supporters to buttress his case. These included St. Paul Mayor Norm Coleman, Dean Barkley, Commissioner of Planning, Dane Waters, President of the Washington D.C.-based Initiative and Referendum Institute and representatives of the Reform and Libertarian Parties.

Commissioner Barkley, speaking for Governor Ventura, said the governor supports this method of legislating. There should be a limited number of items on the ballot, he said, but I and R would stimulate greater voter participation. Waters said that his organization "takes no position whatsoever on any specific legislation", and then spoke at length about why his organization thinks I and R is good public policy. It is "not a replacement, but a complement . . . to representative government," Waters noted. "The truth is, the initiative process is today exactly what

the populist reformers who gave it to us envisioned - a rarely used, but important, tool of the people to enact reform."

League explained the reasons for our opposition and illustrated what can happen when initiative and referendum "goes wrong". In November, voters in Washington State approved a proposition, which removed the Motor Vehicle Excise Tax and stipulated that no new tax could be enacted to replace it. Further complicating matters is a 1993 policy, also established by voter initiative, which places a spending cap on the legislature and prevents new funding without approval from a majority of voters and a 2/3 vote of each house of the legislature. Now the state is reeling financially as a result of the combined effect of these initiatives.

Several senators expressed uncertainty about what the requirements would be for reporting of financing of initiative campaigns. Senator Moe, apparently in reply to Waters' assertion that "unlike legislators, voters are not beholden to corporations and other special interests," asked Waters how his organization is financed and stated that proponents of initiative and referendum argue that money corrupts the political system but that initiative campaigns require large infusions of money to reach the ballot threshold. Waters responded that his 50lc3 organization is financed by a combination of individual donors and foundations. Sen. Ourada expressed objections to the characterization of the influence of special interests on elected officials. No one on the committee spoke in defense of the measure.

By voice vote, the bill was voted down as was a subsequent motion to forward the bill without recommendation. (This strategy was used recently to move the unicameral bill out of the committee.) We think there may be important fiscal implications for both the Secretary of State's office and county auditors created by the verification process. The authors have declared the bill dead for this session, but League will monitor the issue in case there is pressure to get it to the floor.

CAMPAIGN FINANCE: Nancy Witta, staff (651/224-5445)

LWVUS Position: Action to improve methods of financing political campaigns in order to ensure the public's right to know, combat corruption and undue influence, enable candidates to compete more equitably for public office and promote citizen participation in the political process.

LWVMN Position: Support of improvements in election laws regulating campaign practices.

On Wednesday, March 1, the Senate Election Laws Committee heard four campaign finance reform proposals including SF3040 authored by Sen. Hottinger (DFL-Mankato) the so-called "Clean Money Bill" which has been backed by MAPA and a coalition including the League.

The additional bills were SF1498 authored by Sen. Junge (DFL-New Hope), SF2277 by Sen. Scheid (DFL-Brooklyn Park) and SF2623 by Sen. Marty (DFL-Roseville).

Testifying before the committee Judy Duffy, LWV president, remarked, "While the bills differ in detail and emphasis there seems to be a recognition that the current system could stand some repair." Also testifying in favor of further campaign finance reform were Laura Offerdahl and Dean Barkley for the governor's office, Beth Fraser of MAPA,

David Schultz of Hamline University, Steve Hunter AFSCME and Marcia Erickson ACORN. Testifying against the reform bills was Jackie Schweitz of MCCL.

The hearing was an attempt by the committee to discuss the various proposals that have been advanced and frankly no immediate action was expected. Also the committee was hampered by other Senate business that robbed the committee of a quorum for most of the allotted time. While the issue is at rest for this session the impetus for campaign finance reform will not go away and will remain an important part of LWV's agenda.

ELECTION LAWS: Nancy Witta, staff 651/224-5445

LWVMN Position: Support of improvements in election laws regulating election procedures, voting and school district elections.

The last issue of CAPITOL LETTER detailed HF2826 that contained a provision that would remove the vouching provisions of the voter registration statute. We included an Action Alert and have sent a letter to each member of the House outlining our strong objections to this portion of the bill. As of this writing no third reading has occurred. We have heard that the Governor will not approve the bill as amended.

FIREARMS: Lynne Westphal, lobbyist (952/941-8493), Mary Lewis Grow, lobbyist (507-645-5378), Mary Mantis, intern (651/644-1156)

LWVUS Position: Protect the health and safety of citizens by limiting the accessibility

and regulating the ownership and semiautomatic assault weapons...support the allocation of resources to better regulate and monitor gun dealers.

LWVMN Position: Action to support restrictions on the sale, use and possession of firearms by private parties in the State of Minnesota.

Because an efficient, statewide criminal justice information system does not exist in Minnesota, criminals often slip through the cracks and are free to commit crimes and threaten public safety. Law enforcement, prosecutors, courts and probation officers need our help to put a stop to this.

Last month SF2974, a bill addressing the need for funding for better criminal information sharing, authored by Sen. Jane Ranum (DFL-Mpls) advanced out of committee. March 10, Rep. Rick Stanek (R-Maple Grove) saw his comparable bill HF3346 pass the Ways and Means Committee and head for the House floor as part of Rep. Sherry Broeker's (R-Vadnais Heights) Omnibus Crime Bill HF2688. The efforts of Sen. Ranum, Rep. Stanek and a broad coalition of law enforcement agencies. legislators from both parties, local elected officials, business leaders and grassroots groups (including LWVMN) are urging Governor Ventura to support these efforts.

ACTION ALERT: We encourage you to contact the Governor's office expressing support for the funding of a better criminal justice information system.

The Minnesota delegation to the MILLION MOM MARCH, Mother's Day, Washington D. C. is growing. Most heartening are the calls from young mothers who want to attend or at least help in the quest to make our elected officials in Washington take

positive steps in Congress soon to address the lack of meaningful gun control of non-sporting firearms (handguns and semi-automatic assault style weapons.) We want the national shame of 5,000 children a year shot to death in America addressed now! For more information, contact the national website at www.millionmommarch or call 1-888-989-moms. In Minnesota: metro area call 952/941-8493 or klein055@tc.umn.edu; northern Minnesota contact is gschoenf@bresnanlink.net.

past three years. Time is running short since next year Congress will refocus on welfare as it prepares to renew TANF in 2002. Temporary Assistance for Needy Families is the nation's largest anti-poverty program. Each state is awarded an annual block grant which can be used for a variety of services for poor families. They are allowed to carry funds over from year to year.

A report published last month from the National Campaign for Jobs and Income issued one of the most scathing appraisals of state spending since welfare reform. The report condemns six states in particular: Connecticut, Kansas, Minnesota, New York, Texas and Wisconsin for cutting state spending on key programs and replacing the difference with federal dollars. There is an unused surplus of funds in Minnesota's account. Why isn't this being spent on affordable housing or childcare subsidies or etc., etc., etc.? (Information gathered from the St. Paul Legal Ledger, Saturday, March 11, 2000, p.3.)

MEETING BASIC HUMAN NEEDS

LWVUS Position: Support programs and policies to prevent or reduce poverty and to promote self-sufficiency for individuals and families.

ACTION ALERT: Contact your MN House Representative and House leadership and tell them welfare reform won't work without affordable housing. Urge them to tap the TANF reserve for housing production and preservation.

HEALTH CARE: Mary Lou Hill, lobbyist 612/374-4218

LWVUS Position: Promote a health care system that provides access to a basic level of care for all residents and controls health care costs.

Single Payer Insurance: A hearing on the single-payer insurance program is expected this session in the Senate. The Health Care Campaign of MN and the authors of SF1687 (Foley DFL-Coon Rapids) and HF2208 (Wejcman – DFL Mpls) have amended their bills so that they would establish a single payer system but would not simultaneously achieve universal coverage.

The expected reduction in costs would reduce MN's uninsured rate slightly and make it easier to raise the necessary revenues to insure the uninsured. Supporters seek further discussion of and research on this proposal that is as extensive as that which preceded and followed the enactment of the 1993 MNCare bill.

Prescription Drug Bill: A growing pool of unused funds, a low participation rate and a persisting need for prescription assistance were discussed by the Senate Health and Family Security Committee. A package of eight bills by six authors expanding eligibility for the senior drug program, altering age and asset limits and requiring a simplified application form were incorporated into Sen. Hottinger's bill SF2860 serving as a vehicle for the package.

SF2860 was amended to increase the qualifying income and establish prioritized eligibility criteria should the program not have sufficient funds. It was approved and sent to H&FS Budget Division.

Nursing Home Rules: SF2896 (Stevens R – Mora) HF3226 (Nornes R – Fergus Falls) direct the Commissioner of Health to pursue changes in nursing home inspections and allows nursing homes to employ resident attendants to assist residents with eating and drinking.

A new health care coalition, Seniors and Workers for Quality Coalition has been assessing the effects. The coalition is composed of many senior and health care groups including but not limited to the MN Nurses Assn., AARP and the MN Senior Federation. In the Senate the bill was amended to include protective care of the incontinent and was passed to the full Senate. The bill was passed on the Senate floor with three amendments proposed by the Coalition that moderated the most undesirable elements of the resident attendant provision. The amendments included: (1) protection for current nonnursing employees who do not volunteer to be trained as resident attendants, (2) assurance that resident attendants comply with MN rules governing volunteer feeders and permission from the resident's family and (3) assurance that residents whose feeding needs are the most complex are being fed by those with more training than resident attendants.

The bill without amendment was passed to the House floor where it is awaiting action.





THE LEAGUE OF WOMEN VOTERS

MINNESOTA

550 Rice Street • Saint Paul, Minnesota 55103 Phone 612-224-5445 • Fax 612-290-2145 lwvmn@mtn.org http://freenet.msp.mn.us/ip/pol/lwvmn

FEBRUARY 2000

League of Women Voters of Minnesota Celebrating 80 years - A Voice for Citizens, A Force for Change 800/663-9328 FAX: 651/290-2145 lwvmn@mtn.org

www.lwvmn.org

LWVMN OPPOSES RESTRUCTURING OF THE MINNESOTA LEGISLATURE TO A SINGLE HOUSE

(See enclosed information.)

CALENDAR

February

- 1 Opening Day of the 2000 Legislature
- 2 Facilitator Training for Community Circles, 5:00 p.m., College of St. Catherine
- 3 Agriculture Study Committee, 1:00 p.m., LWVMN Office
- 7 Joint hearing of the State Elections and Government Operations Committees on unicameral legislature; LWVMN to testify, 7:00 p.m.
- 9 Office Management Committee, 9:30 a.m., LWVMN Office Cultural Competency Training for Community Circles, 6:30 p.m., MWB
- 14 Community Circles Kick-off Event, St. Paul, Eden Prairie, Pelican Rapids LWVMN Action Committee, 9:30 a.m., LWVMN Office
- 18 Leaders of Today and Tomorrow, 9:00 a.m., LWVMN Office
- 21 Community Circles Steering Committee, 12:00 p.m., LWVMN Office
- 24 Women and Girls Come to the Capitol Day, St. Paul State Capitol
- 29 Floor vote on unicameral ballot issue in MN House of Representatives

March

8 LWVMN/EF Board Meeting and Diversity Training, 9:00 - 3:00 p.m., LWVMN Office

ENCLOSURES

- · Position on Unicameral Legislature packet/Duffy, McWilliams, Erickson
- *NEW* Membership Brochure/Frisch, Boche
- Calling All Potential Moderators/Covey, Boche
- Bid for Convention 2001 of LWVMN/Matlock, Boche
- · How to Make a Difference brochure/Erickson, Kargas
- · Road to Election Day order form/Kargas
- · Precinct Caucus brochure/Doepner-Hove
- · First call to Council 2000/Matlock, Boche
- · Million Mom March/Westphal
- Mental Health Day on the Hill/Bugenstein
- · Local League President List/Boche
- Forms A1 A4 for local League's use of Education Fund/Nordling, Dieter
- US Senate Debates 2000 memo/Nordling

BOUQUETS TO:

- Those who worked on Women's Expo 2000 (Laurie Boche, Leonard Boche, Robyn Tjernlund, Jessica Crary, Marty Wells, Gabi Brockelsby, Eydie Kargas, Jeanne Matlock, Mary Mantis, Carrie Monroe, Andrea Lex, Connie Hondl, Sally Sawyer, Ady Wickstrom)
- Leaders of Today and Tomorrow Project Director Robyn Tjernlund and Deidra Avendasora, Gladys Ritter and Tara Jebens-Singh for a very inspiring and successful seminar
- Kay Erickson, Jane McWilliams and Legislative Coordinator Nancy Witta for an informative and interesting morning at the Captiol; Citizens in Action received excellent media coverage!
- Unicameral Committee (Gabi Brockelsby, Georgiana Campbell, Kay Erickson, Jane Gilley, Mary Gover, Rosemary Guttormsson, Mary Lou Hill, Rosemarie Kelly, Jane McWilliams, Susan Simmonds, Rebecca Thoman, Anne Velasco, Susan Weisbrod and Ady Wickstrom) for its thoughtful and comprehensive look at the issue of restructuring the bicameral legislature to a unicameral legislature.
- Susan Weisbrod, LWVMN Board, for presenting unicameral information to several local Leauges and for moderating the public meeting in St. Cloud
- LWV St. Cloud for its excellent January 15th public forum on the unicameral legislature issue.

FROM THE PRESIDENT

Judy Duffy ~ 505 Lake, Birchwood, 55110 ~ 651/429-9703 ~ GandJDuffy@aol.com

Enclosed, you will find LWVMN's new position on a single house legislature. The membership's response to the questionnaire in the December Voter was both geographically and numerically significant to allow us to formulate a strong position opposing a unicameral legislature.

You will find in this mailing the report to the LWVMN Board at its January 26 meeting and other information that will help you to respond to any questions you may receive. A news

release announcing our position is also included. We encourage you to take it to your local newspaper.

The committee that was formed to carry out this study/position process did yeoman service to all of us at a very busy time of the year. We all owe them a great deal of gratitude. We are now in a position to act at the legislature as soon as is necessary.

There will be a joint legislative hearing on Monday evening, February 7 at which we will be testifying and stating our position. There will be a floor vote in the House on February 29th. You will be receiving progress reports on this issue as well as all issues we will be covering at the legislature. At this time, it would be helpful for you to sound out your own legislators and inform them of our position.

We would appreciate it if you could let us know what is happening in your community concerning the issue.

Again, I am pleased with the work of the Unicameral Committee and feel they have put us in good position to act.

M A R K E T I N G Eydie Kargas, 612/573-8610

The opening day of the legislature is February 1, 2000. Do you have a copy of *How to Make a Difference?* Call the LWVMN office to order copies. Reduce price is \$5 for members with no multiple discounts. (See the enclosed brochure.)

LEGISLATIVE INTERVIEWS Kay Erickson ~ 27930 Smithtown Road, Shorewood, 55331 ~ 612/474-7324 ~ kerickson@visi.com

The Legislative session begins on February 1, 2000. Your interviews with your legislators are very important to our lobbying efforts. We would greatly appreciate it if you could send them to the League office (if you have not already done so) as soon as possible. Thank you for your help.

VOTER SERVICE Stacy Doepner-Hove ~ 5917 Ridgewood Road, Mound, 55364 ~ 612/472-3970 ~ doepn002@tc.umn.edu

Enclosed is a precinct caucus brochure from the Minnesota Secretary of State and supplementary information about caucuses from the DFL and Republican parties. We have ample supplies in the office. If you want to order for distribution in your community contact LWVMN at 651/224-5445, 800/603-9328 or lwvmn@mtn.org.

NEW LWV MEMBERSHIP BROCHURES NOW AVAILABLE!

Enclosed in this President's Mailing is the new League of Women Voters of Minnesota membership brochure. This brochure has been months in the making and has been designed by a professional marketing and communications firm.

As you can see from the sample, the back panel has been left clear for you to print with your own local League information. These brochures can either be printed at a print shop, they can be put through a laser printer, or you can put stickers on them with your information.

If you would like to look into the possibility of LWVMN doing the printing of your brochures, call Jessica in the LWVMN office to talk about pricing and number of copies.

The best part about these new brochures is that the first 100 copies are **FREE** to each local League! We would request that you pay, if possible, the postage and handling on the brochures which is \$5.00 for up to 100 brochures. For more than 100 brochures, call the LWVMN office at (651) 224-5445 or (800) 663-9328 for pricing and to order your supply today.

Also available... LWVMN has a number of the LWVUS membership brochures, which can be used as well as our own brochure. These brochures have a place where you can write in the amount of your dues and either stamp or sticker them with your name.

CALLING ALL POTENTIAL LEAGUE MODERATORS

The League of Women Voters of Minnesota Voter Service Committee is compiling a statewide Master List of Moderators and the Minneapolis League has offered to conduct a Moderator Workshop in April (exact date yet to be decided).

Please call (651/224-5445 or 800/663-9328), email (lwvmn@mtn.org) or fax this form (fax # 1-651-290-2145) to the State League Office with the names, addresses, phones numbers and email addresses of members of your League (non-members are welcome too!) who would be willing to moderate League forums and debates. Local Leagues throughout the state may draw from this list as they make their plans for the coming election season.

Citizens across the state depend on League forums and debates to give them the non-partisan information they need to make informed decisions at the polls. We have the responsibility to do an excellent job. This is where it all begins.

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RUNNING FOR A PUBLIC OFFICE AN OPPORTUNITY TO SERVE

There always is a need for dedicated, energetic people to serve in public offices at the local, state, and federal levels of government.

For more detail information, please call toll free 1-877-600-8683 to request the Filing For Office In Minnesota brochure.

What offices will be elected in 2000?

Federal President and Vice President

One U.S. Senator

Eight U.S. Representatives

67 state senators State

134 state representatives

Supreme, appeals, and district court judges

Over 200 county commissioners

Many mayors and city council members

Many school board members

How do I become a candidate?

All candidates for a state or federal office (except President and Vice President) must file an affidavit of candidacy and pay a filing fee (or submit a petition in lieu of the filing fee) at the appropriate filing office. The filing period opens July 4 and closes July 18, 2000.

Candidates for state and federal offices voted upon in more than one county file with the secretary of state.

Candidates for state and federal offices voted on in only one county must file with the county auditor.

Candidates for nonpartisan local offices may have different filing dates. Check with your county auditor, municipal clerk, or school district clerk for details.

What are the qualifications to run?

Generally speaking, a candidate must be a citizen of the United States, eligible to vote in Minnesota, a resident of the district from which elected, and at least 21 years of age. Some offices have different qualifications. Prospective candidates should check with the filing officer (county auditor, local clerk, or Secretary of State) for more details and may wish to consult the U.S. and Minnesota Constitutions and state law.

How much money will I need to file and run?

All state, federal (except President and Vice President), county, and other local offices have filing fees, ranging from \$2 to 00. However, you can submit a petition in lieu of the filing Contact the filing officer for more details.

Beyond that, there is no set amount you will need for your campaign. It is safe to say that the amount is likely to be related to the number of voters in the district. In 1998, for example, candidates for the Minnesota House of Representatives spent an average of \$14,762 on their campaigns. Candidates for federal offices generally raise and spend considerably more. Local candidates usually spend much less.

Candidates may raise funds from individuals and committees but not from corporations. Contribution limits, public financing, or both, exist for some offices. You should review the appropriate federal or state laws governing campaign finance carefully. Candidates for the state legislature may contact the Minnesota Campaign Finance and Public Disclosure Board (651-296-5148) for more information. Federal candidates may contact the Federal Election Commission at 1-800-424-9530.

Office of the Minnesota Secretary of State Mary Kiffmeyer, Secretary of State

Phone: 651-296-2803

Toll free: 1-877-600-VOTE (8683)

180 State Office Building 100 Constitution Avenue

Saint Paul, MN 55155-1299 secretary.state@state.mn.us

www.sos.state.mn.us

MN Relay Service, TTY: 1-800-627-3529

SERVE YOUR STATE - BE AN **ELECTION JUDGE!**

Election judges serve in over 4,000 polling places across Minnesota on election day. Their careful and honest work ensures fair elections. State law permits employees to take time off from work without loss of pay to serve as election judges. You can indicate your interest in serving as an election judge at your caucus or by contacting your political party chair. Those who indicate an interest by June 1, 2000 have the best chance of favorable consideration.

How to become an election judge:

- 1. Sign up with one of the political parties between now and June 15, 2000.
- 2. Wait for a call from the city clerk or county auditor after July 1, 2000.
- 3. Attend a training in July, August, or September, 2000.
- 4. Serve on Primary Day, September 12, 2000 and Election Day, November 7, 2000. You may also be asked to serve at special elections.

The following is a list of the four major political parties in Minnesota and their phone numbers, if you have any questions or would like to indicate an interest in becoming an election judge.

Constitution

P.O. Box 25933 St. Paul, MN 55125-0933

(651) 702-0016

Reform

113 Monroe Ave. N. Mankato, MN 56003 (507) 387-2657

Democratic-Farmer-Labor Republican

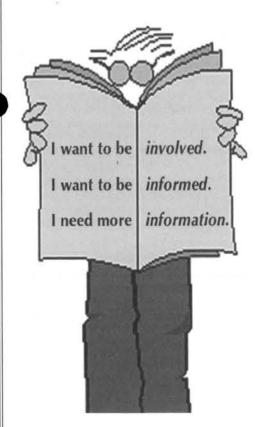
352 Wacouta St. St. Paul, MN 55101 (651) 293-1200

480 Cedar St., #560 St. Paul, MN 55101 (651) 222-0022

Thank you for your active citizenship

Minnesota's

Precinct Caucuses





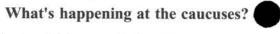
Published by the Minnesota Secretary of State's Office December 1999

PRECINCT CAUCUSES

Precinct caucuses are the beginning of the process that Minnesota's major political parties use for choosing the candidates and the issues they will support in the 2000 elections. Their choices are especially important because the future of our state and country will be affected by the candidates we elect later this year.

Minnesota's precinct caucuses are held in every even numbered election year. The 2000 caucuses will be held on **March** 7 at 7:00 p.m. The caucuses are open to the public.

Minnesota's four major political parties--Constitution, Democratic-Farmer-Labor, Reform, and Republican all will hold caucuses in 2000.



1. Election of delegates and alternates.

At the caucuses, you will have an opportunity to elect delegates who will go on to party endorsement conventions held later this spring and summer. Some of the delegates may even go to the national party conventions this summer and decide your party's candidate for U.S. President.

2. Discussion of issues.

Caucuses also provide a forum for you to voice your views on issues such as taxes, military readiness, gun rights, transportation, land rights, and others. You can submit and vote on resolutions which the party conventions may make a part of the party platforms.

3. Election of local party leadership.

The political parties elect their precinct officers at the caucuses.

And if you think you might be interested in running for an elected office, the caucus is a good place to seek support.

4. Presidential Preference Balloting

A Presidential Preference Vote will be conducted at every precinct caucus. The preference vote will allow Minnesota's voice to be heard as the major parties determine their nominees for president. The vote will be conducted at the start of the caucus, so don't be late! The results of the voting will be accumulated by the Office of the Secretary of State an ported on the Internet to local and national news organizations.

Where will my caucus be held?

The parties will publish their caucus locations in the newspapers during the week before March 7. You also can call your county auditor for your party's caucus location after February 16, 2000.

Who can attend the caucuses?

Anyone can attend a precinct caucus to observe. You can participate and vote in a party's caucus if you will be eligible to vote on November 7, 2000 and if you support or are likely to support that party's candidates.

What if I work or have school that evening?

Minnesota Statutes section 202A.19 permits you to take time off from work without pay to attend your caucus if you give your employer at least 10 days written notice.

State universities, community colleges, and public schools cannot hold classes or events after 6:00 p.m. on the evening of precinct caucuses.

In addition, state agencies, school boards, county boards, township boards, or city councils cannot conduct meetings after 6:00 p.m. on caucus night.

What if I'm disabled?

Most caucuses are held in buildings that are accessible to disabled persons. Delegates or alternates at party caucuses may request an interpreter if needed. Requests must be submitted by certified mail to the party's county or legislative district committee at least 30 days before the date of the caucus. Caucus materials also can be made available in alternate formats for visually impaired delegates or alternates. Contact your party's state office for more details.

How do I become a delegate?

Each caucus will elect a number of delegates. Usually, the number is set by each party based on the voting results in that precinct for the party's candidates in previous state elections. Delegates elected on precinct caucus night take part in the party's county or district convention, and many delegates continue on to the congressional district and state conventions as well. A few delegates will represent our state at their parties' national conventions in the summer of 2000. If you would like to be a delegate, let your friends and neighbors know. Ask them to attend the caucus and support your election as a delegate.



delegate





party platform

major party

nomination

The list of principles and issue positions that guide candidates, workers, and members of a political party.

A party receiving the support of 5% of

the number of people voting at the last state general election and a vote in each of

Candidates must be nominated before

November election ballot. Major party

primary election in September. Minor

candidates are nominated at the state

party candidates are nominated by

submitting a petition when they file.

their names will be listed on the

Minnesota's 87 counties.

PLAIN TALK (jargon translated)

call The official notice of a party convention

or meeting.

caucus A party meeting.

A person elected at a precinct caucus. Delegates are usually elected based upon the candidates or positions that they

support.

endorsement When the delegates vote as a party

unit to support a candidate. The candidate may then receive party resources to support his or her election efforts. However, endorsed candidates must still win the party's nomination

at the primary election.

election judge

A person nominated by a major political party and appointed by a city or township to administer votil a precinct polling place.

political party

An organized group of people with similar views who are seeking to elect candidates to public office or to influence the course of public policy.

precinct

A voting district containing one polling place.

precinct caucus

Public meetings held by each major political party to elect delegates to conventions, to discuss issues, and to conduct other party business. State law requires that caucuses be held in even-numbered years on the first

Tuesday in March.

resolution

A statement (usually written) of an idea, issue, concern, or action for people to consider at a caucus for possible addition to the party platform.



Minnesota Democratic-Farmer-Labor Party

Note: Correction to Secretary of State Handout

When are the DFL Precinct Meetings? Saturday, March 11th or Sunday, March 12th.

How do I find out my Precinct Meeting's day, time and location?

This information will be posted on the DFL arty Website – www.dfl.org or call the DFL office at 651-293-1200 or toll-free in greater Minnesota 800-999-7457

What will happen at the Precinct Meetings?

- Attendees may vote in a binding Presidential Preference Ballot;
- Attendees will discuss issues important to them and may propose resolutions to be forwarded for possible inclusion in the DFL Platform.
- Election of delegates and alternates to subsequent conventions
- · Election of precinct leaders
- A chance to meet your neighbors and fellow DFLers!

What is a binding Presidential Preference Ballot?

This ballot will determine the make-up of the DFL delegation to the Democratic National Convention in Los Angeles. If candidate A will get 80% of our national delegates.

Greetings!

This year, the DFL is conducting its most important grassroots business on the weekend of March 11th and 12th. This move from Tuesday to the weekend was in response to people like you answering the question: What would it take to make the political process easier?

You said that busy work lives, juggled with home life, make a Tuesday night meeting in March difficult to attend. You said that having meetings on weekends would mean a chance to attend as a family. Yo said it would give you the chance to meet neighbors to discuss issues vitally important to you and your family.

The DFL's weekend precinct meetings are the result of the party listening to what works best for you. We hope you use this opportunity to cast your voice before you cast your vote.

Thank you for being an important voice in this process.

Best wishes,

mile

Mike Erlandson

Chair

Minnesota DFL Party

Minnesota DFL 352 Wacouta St St. Paul, MN 55101 651-293-1200 or 800-999-7457 Website: www.dfl.org e-mail: dfl@dfl.org



Republican Party of Minnesota

Who picks the next President?

Who picks Minnesota's U.S. Senator? And our hometown representatives and senators in the legislature?

YOU DO! That is, if you attend your Republican precinct caucus on Tuesday night.

Want a tax cut? Want our schools held accountable for spending tax dollars wisely, so our kids get the education they deserve? Want the politicians in Washington to stop spending taxes paid for Social Security on wasteful big-government boondoggles?

Show up and be heard at the Republican Precinct Caucuses.

Show-up and be sure to vote in the Republican Presidential Straw Poll.

It's quick, it's easy, and it's powerful.

Join the party of lower taxes, the party of school reform and accountability, and the party of smaller, smarter government. Don't let someone new move into the White House before you have a say.

Make Your Voice Heard!

Tuesday, March 7th at 7:00 p.m.

Minnesota's Legal Caucus Date

To find out the location of the precinct caucus in your area call the State GOP at (651) 222-0022 or go to our website at www.mngop.com

Welcome Friends and Neighbors!

On March 7, 2000, thousands of Minnesota Republicans will gather in our neighborhoods to hold precinct caucuses, in accordance with Minnesota law. We'll discuss issues, hear from candidates, and cast our votes for our favorite Republican Presidential candidate. We'd like to invite you to join us.

You can participate in the discussion, or just observe. You can help shape Republican policies by offering recommendations for our platform. Attending your Republican Precinct Caucus is your first opportunity to make your voice heard in this election year. We want to hear from you.

What's important to your family's future? How would you like to improve the quality of life where you live? What direction do you think this country should take?

Those are all questions you can talk about at your Republican Precinct Caucus. More importantly, you can suggest solutions, and decide how much you want to participate in the political process.

We have a government "of the people, by the people, for the people." Attending your Republican Precinct Caucus is a great way to make sure your elected officials listen to you! Join us Tuesday evening, March 7, for Republican Precinct Caucuses – and make your voice heard!

POST

Ron Eibensteiner State Chair Republican Party of Minnesota

Prepared and paid for by the Republican Party of Minnesota 480 Cedar Street, Suite 560, Saint Paul, MN 55101 (651) 222-0022 -- www.mngop.com

POP QUIZ 2000

- How many major parties and minor parties qualify for state funding in Minnesota in 2000?
- 2. What percent of Minnesotans participate in the primary?
- Do I declare which party I intend to vote for when I register?
- 4. It's more convenient for me to vote at work. Can I vote there?
- 5. What is the purpose of the precinct caucus?
- 6. I will be moving on November 1st. Can I vote at my old polling place?
- 7. When I mark the check-off on my tax returns for a political contribution, can I give to a minor party?
- 8. How do I get an absentee ballot?
- 9. Do I have to be a member of a political party to vote in the primary election?
- 10 When are the Primary and General elections?
- 11. How do you become an Endorsed Candidate of a party?
- 12. I have just moved. My drivers license has my old address, but I have a utility bill with my new address. Can I use that to register?

Non-Profit Organization U.S. Postage PAID ST. Paul, MN

> THE LEAGUE OF WOMEN VOTERS MINNESOTA EDUCATION FUND 550 Rice St. St. Paul MN 55103

A new video and booklet from



• ROAD TO ELECTION

DAY

A GUIDE TO
PARTICIPATION IN
THE MINNESOTA
POLITICAL PROCESS



THE ROAD TO ELECTION DAY

et the answers to the questions you need to participate in the Minnesota political process. Our newly released video and booklet provide the answers to the election participation questions most frequently asked the League of Women Voters by citizens. The many recent changes in the Minnesota political scene are fully covered.

Many people are not familiar with any part of the political process except the last step, voting on Election Day. You can participate from the very beginning. All eligible voters can have an impact on which issues will be discussed and who the candidates will be.



In the video members of the KSTP TV Eyewitness News team lead us on the road to participation in the Minnesota Election process with four stops along the way:

precinct caucus convention Primary Election General Election. The Road to Election Day Booklet contains more detailed information than the video:

choosing a political party attending a precinct caucus attending a convention voting in the Primary Election registering to vote voting absentee voting on Election Day

Plus these handy lists:

political party phone numbers
important dates for participation

order from:

THE LEAGUE
OF WOMEN VOTERS
MINNESOTA EDUCATION FUND

550 Rice Street St. Paul MN 55103 Phone: 651-224-5445 Fax: 651-290-2145

E-mail:lwvmn@mtn.org web site: www.lwvmn.org

ANSWERS TO POP QUIZ:

- four major parties and two minor parties qualified for state funding
- 2 20%
- 3. no
- no
- 5. grassroots participation in party politics
- 6. no
- 7. ves
- 8. Call your city clerk or county auditor
- 9. no
- 10. September 12 & November 7, 2000
- 11. Win the endorsement at the party convention
- 12. yes

Every year THE LEAGUE OF WOMEN VOTERS answers thousands of questions like these from voters.

ORDER FORM

Order by Mail, or FAX.

Include check or credit card number.

Video Purchase	\$45.	@ \$45.	\$
One week rental	\$20. with	\$45. deposit*	\$
One week rental n	nembers \$10	with \$45. Dep.*	\$
Road to Election D	ay Booklet	\$1@ \$ 1.	S_
MN res. add .0659	% sales tax	(.07% St. Paul)	\$
Postage and handl	ing		S
TOTAL			\$

One copy of *Booklet* free with purchase of video. *Deposit is returned when video is returned.

Postage and Handling

1 video \$5.00 2-3 videos \$7.00 Over 3 Videos To be billed

Quantity Discounts

10 and over 10% Discount

City	State	Zip
Date	Person Ordering	
Phone	Fax	
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☐ American I	Express #	
□ Visa/Maste	rCard #	
Exp. Date:		
Ship to addres	ss if different	

BID FOR CONVENTION 2001 OF THE LEAGUE OF WOMEN VOTERS OF MINNESOTA

The time has come to think about hosting the 2001 LWVMN convention, tentatively set for May 4-5, 2001! Every other year the convention is held in a city where the local League is the host. Does your League want to share its city with League members from across the state? If the answer is yes, submit your bid for Convention 2001 today!

The deadline for Convention 2001 bids is April 1, 2000. One bid has already been submitted for review. Once the bids are submitted, Laurie Boche, LWVMN Outreach/Field Service Coordinator, will meet with the local Leagues interested in hosting the convention. A decision on the site for Convention 2001 will be announced at Council on May 6th.

Specifications

- The convention facilities must include rooms for out of town Leaguers
- Facilities must be able to accommodate 150-175 people.
- ◆ There must be one room big enough for everyone to be seated at tables for the plenary sessions and banquet.
- There must be workshop rooms available, up to 5 rooms.
- The facility must be handicap-accessible.
- ♦ There must be space outside of the meeting rooms for registration tables and local League information tables.
- The host League should be able to provide:
 - People to staff registration table
 - Timekeepers
 - Ushers
- Facility must be able to serve two lunches, breakfast, dinner, breaks and banquet for all participants.

If your League would like to host this fun and exciting event, please submit your bid to the LWVMN office, Attention Laurie Boche, 550 Rice Street, St. Paul, MN 55103. If you have any questions about the process, call Laurie at (651) 224-5445 or (800) 663-9328.

CONVENTION 2001 BID

League Name	
Contact Person	Telephone
e-mail address	
Facility Name	
Contact Person	
Information about	the Facility
Approximate cost	of rooms (based on double occupancy):
Are there activities	s or restaurants within walking distance of the facility?
Please describe:_	
	tion about your League, your city, the facility you would into consideration:
Submit your bid to	b: LWVMN, 550 Rice Street, St. Paul, MN 55103 Attention: Laurie Boche
Deadline is APRIL	1, 2000.

RICE STREET ST. PAUL, MN 55103 PHONE (651) 224-5445 FAX (651) 290-2145

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Laura Waterman Wittstock President MIGIZI Communications, Inc.

Mark G. Yudof resident iversity of Minnesota Date: February 4, 2000

To: Local League Presidents

From: Eydie Kargas, 612/743-8610

Marketing Director

Re: ROAD TO ELECTION DAY

A new ROAD TO ELECTION DAY video and booklet will be available by March 3rd. The video was produced by KSTP and features their anchors as moderators. The new and improved version will include all the recent changes in election law. Major changes in tape and video include:

- Minnesota now has 4 major parties and 2 minor parties that qualify for state funding
- You can now register to vote by using an ID with an old address along with a utility bill with your new address
- there are many changes in requirements for major and minor party status.

	ROAD TO EL	ECTION DAY 2000	
Name:			
Address:			·
Phone:	-		
Video Purchase	\$45.00	@ \$45.00 =	\$
One week rental	\$10.00	@ \$10.00 =	\$
Booklet (1 copy co	mes standard with	h video)	
	\$ 1.00	@ \$ 1.00 =	\$
		Subtotal	\$
MN	residents add 6.59	% sales tax (7% in St. Paul)	\$
		Postage and Handling	\$
		TOTAL DUE	\$

FIRST CALL TO COUNCIL 2000 "The Spirit of Democracy"

The League of Women Voters of Minnesota holds its convention in the oddnumbered years, and in the even-numbered years, Council is held. Council is a time to transact any business which cannot wait until convention. It is also a time for local Leagues and members-at-large to get together, find out what has been happening in the League during the past year, what's ahead for 2000-2001, and to talk about all kinds of things and to just make contact with one another!

This year's Council will be held on Saturday, May 6th, at the Earle Brown Heritage Center in Brooklyn Park. It will begin at 10:00 a.m. with the business meeting and continue on with reports of the LWVMN projects, including community circles, voter service from last year and the opportunities for this election year, membership and much more. Lunch will give everyone an opportunity to mingle and hear a report on what is happening at the League's national level, then it is on to afternoon workshops. Council will adjourn by 3:00 p.m.

Every local League is entitled to two voting delegates at Council. However, we encourage **anyone and everyone** who would like to network with other Leaguers and learn more about what the League is doing on all levels, to attend. Each League will receive **one free** representative. The cost for others who wish to attend is \$20 per person, including lunch and all materials.

More information on Council will be sent in the near future. Any questions about Council should be directed to Laurie Boche, Outreach/Field Service Coordinator, at the LWVMN office (651) 224-5445 or (800) 663-9328.

For now, mark your calendars for May 6th and let all Leaguers know they are invited to share the "Spirit of Democracy" at Council 2000!!

MILLION MOM MARCH Mother's Day 2000

MOBILIZE FOR Common Sense GUN LAWS

Dear Member of the Duluth Community,

Sick and tired of escalating and senseless gun violence in our communities, mothers nationwide are saying "enough is enough" by mobilizing a march on Washington, DC, next Mother's Day. The mission of this campaign is to call on Congress to enact *common sense* gun control legislation by Mother's Day 2000. The march will be held either to celebrate sensible legislation or to protest bipartisan ineptitude.

In order to promote the mission of the Million Mom March, we are inviting you to attend a lunch meeting on February 9 at 11:30-12:30 at Peace Church,1015 E. 11th St. We hope you will be able to attend to brainstorm how we can support the Million Mom March campaign locally. In order for our efforts to have the greatest impact on our representatives, we need your input.

We urge you to join this grass roots effort to convince Congress that we will no longer tolerate the easy access to guns that is currently allowed in this country. It is up to us to bring an end to the powerful influence and control of the gun lobbyists.

Please join us! We look forward to seeing you on February 9. Please share this information with colleagues, friends, and members of your organizations, and invite them to come along with you.

Sincerely,

Gail Schoenfelder

Maree Seitz

Rosemary Guttormsson

Pam Franklin

Debbie Ortman

Joan Peterson

Triss Harwood

**Bring a bag lunch. Beverage and dessert will be provided. RSVP: 728-5796.

For questions or additional information call: Gail Schoenfelder, 728-5796 For internet users: www.millionmommarch.com

From two mothers in New Brunswick, New Jersey:

One Woman Awake
Awakens another,
The second awakens her next door neighbor
And three awake can arouse the town,
And turn the whole place upside down.
And many awake
Can raise such a fuss
That it finally awakens the rest of us.
One woman up,
With dawn in her eyes,
Multiplies.



WE'RE LOOKING FOR A FEW GOOD MOMS

Our Mission

Send a Contribution

Resources

Join

THE KINE PROPERTY OF THE PARTY.

Sponsors

iVillage.com

New Frontier Clothing

Progressive Promotions, Inc.

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Little Eric's Shoe Store, Millburn, NJ

TDI

Over The Moon, Montclair, NJ

Vai's Art, Maplewood, NJ

Dem Two Hands, Montclair, NJ

ATP Resources, Inc., Montclair, NJ

Superior Graphics Printing, Paterson, NJ

Anna Banana, The Clown with A-PEEL, Sunrise, FL

Montclair Riding Academy, W. Orange, NJ

Cambridge Toy Box, Cambridge, Mass.

Community Pest Control, Milwaukee MILLION MOM MARCH MOTHERS' DAY 2000 is dedicated to the mission of educating our children and our country about the life-threatening danger of guns.

Although simplistic and seemingly self-evident, this mission is in direct conflict with a powerful, heavily financed, cultural and political juggernaut, which justifies misuse of guns with, references to freedom, liberty and the American Dream.

We, the mothers, know that life is the first inalienable right promised by our Constitution. Our children's lives far outweigh the right for just anyone, especially juveniles, to carry a semi-automatic assault weapon or Saturday night Special.

While we acknowledge that guns may be necessary for hunting, law enforcement, and national security, the proliferation of firearms intended for one purpose only - killing another human being - has become untenable.

We, the mothers, are calling on Congress to enact common sense gun control legislation by Mothers' Day 2000. Come May 14th, we mothers will go to Washington, D.C. either to celebrate sensible legislation or to protest bipartisan ineptitude.

We, as mothers, endorse the following.

Sensible "Cooling Off" Periods and Background Checks

We believe that it is only common sense that sensible "cooling off" periods and extensive background checks be required of any individual who wants to purchase from any person or place weapons intended only for killing or injuring humans.

Crusade !

the

Purchase a T-SHIRT

Press





"I've always said I will not take away your guns, but show me a bill that will take away violence, I will vote for it. I think this is that bill."

- Detroit Free Press

Representative Stupak wins the Apple Pie Award for having the courage to support childproof locks on guns. That stand has made him an NRA target for Congressional defeat.

"This is a pro-gun house."

License Handgun Owners and Register All Handguns

We call on Congress to require all handgun owners to be licensed and that they be required to register their weapons with the proper authorities. It makes sense.

Safety Locks for All Handguns

Guns, like every other consumer product sold in America, have to meet minimum safety standards. Gun manufacturers should have to design guns with locks built in, and with other common-sense devices like loaded-chamber indicators and child-proofing.

Limit Purchases to one-handgun-per-month

We believe that it is only common sense to end straw purchase transactions where individual who may legally purchase a firearm is hired to purchase firearms for Gun traffickers. These guns are sold on the illegal market and eventually wind up on our nation's streets, killing our kids.

No-Nonsense Enforcement of Gun Laws

We call on all officers of the law to assume a no-nonsense approach in enforcing existing gun laws and to join us in our mutual crusade for stronger legislation.

Enlistment of Help from Corporate America

We call on all child-friendly, nonviolent stores, companies, and corporations to sponsor us in these pursuits by advertising our message that guns -- in the wrong hands - is simply unacceptable. We call on the like minded to work with community law enforcement agencies to offer swaps of meaningful goods and services for guns. And that the guns be destroyed by the proper authorities. In turn, we, the mothers, will patronize all child-friendly, nonviolent sponsors who join us in this mission.

RECRUITMENT

Our aim is to recruit - from all walks of life - mothers, grandmothers, stepmothers, godmothers, foster mothers, future mothers, and all others willing to be "honorary mothers" in this crusade. Our goal is to educate and mobilize the mothers of America to this cause. Our commitment as voting citizens is to realize our goals by Mothers' Day. 2000.

"This House is a Pro-Gun House," said Majority Whip Tom DeLay (R-Texas) recently in Rollcall, throwing water on legislation to close the gun show loophole in the wake of the tragic massacre at Columbine High School.

Responding to Mr. DeLay's remarks that "This House is a Pro-Gun House," Rene King of Kentucky wrote:

Thank you sir, for telling us. We were under the impression that the House of Representatives was a pro-constituents House.

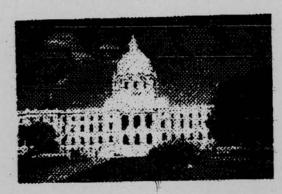
According to the Gallup Polls done in August, 66% of Americans (including 52% of the Republicans) favored common sense gun laws but this doesn't matter according to the very Honorable Mr. Delay, who, by the way has a government paid bodyguard, a luxury our defenseless children do not have. They are a pro-gun House even after Paducah, Columbine, Granada Hills, and Fort Worth. After all the dead children, the children who are scarred inside and out, he says with pride that the United States House of Representatives belongs to the pro-gun lobbyists. This House, claims Mr. Delay, refuses to yield to the whims of the populace.

We owe you a great debt, Mr. Delay, for telling us in another recent article in the New York Times that this House has beenbought and paid for by lobbyists. How much is a child's life worth nowadays, Mr. Delay? Was the Representative's salary not enough to garner their loyalty?

Well, you?ve been honest, so I think we should be honest with you. Issues such as mandatory gun show background checks; safety locks on guns; and the registration of all firearms are important to the parents of this country. In fact, its going to be a deciding issue for 65% of the public. According to Mr. Delay, it?s not up to the people,

6126457379

Mental Health Day on the Hill February 24th, 1999



I write to inform and remind staff, consumers and families about the fast approaching Mental Health Day on the Hill. A short briefing will be held at the Kelly Inn. near the Capitol at 16:00 a.m. Parking at the Kelly Inn is free. Handouts, with the major mental health legislative initiatives, will be distributed to those present. Brief oral presentations will be provided to give you more information on the mental health initiatives on which we need your support. After the briefing, we will have guides and information as to where you can buy a quick lunch.

After the briefing, we will move over to the Capitol Rotunda for the 12:00 p.m., 2000 Mental Health Rally. We hope to have a large, enthusiastic crowd at the Rotunda, in order that we will be able to demonstrate support for mental health issues to legislators. You may bring signs or banners, but they can not be attached to sticks or poles. Several members of the House and Senate will address our people and we want them to see that Minnesota's citizens care about services and supports for persons with mental illness.

Following the Rally, we hope you will be able to meet with your Representative and Senator. In order to meet with your elected official, you need to call for an appointment. If you do not know the name of your Representative or Senator, you can obtain their name and office phone number by calling House Information at 651-296-2146 or 1-800-657-3550. All you need to do is call, give your address and House information will give you their names and phone numbers.

Once you have the phone numbers, call their offices and ask for an appointment to meet with your legislator. Your legislator's Legislative Assistant will likely answer your call. Inform the Legislative district and that you Assistant that you live or work in Representative or Senator are going to be at the Mental Health Rally on February 24th and would like to meet with Representative or , for about 15 minutes, sometime between 1:00 and 4:00 on the afternoon of the 24th. It is important that you make your calls by Friday, February 4th, as the schedule of a legislator fills-up fast.

If you are attending the Day on the Hill as part of a group, identify the area served by your program and designate one person to call and arrange a meeting between your program and all of your legislators. If you are setting up a meeting with more than two or three persons attending, let the office know about how many people you will have in your group, in order that arrangements can be made for a larger room. The option of going to a meeting with a small group does make many people feel more comfortable.

We hope that we will see you at the raily. If you have the time and the energy, please ask another person or group to contact their legislators on these important mental health issues and invite them to attend the 2000 Day on the Hill!

> Mental Health Day on the Hill February 24th, 1999

For additional information contact:

MN Mental Health Association at 612.331.6840 or NAMI - MN at 651.645.2948 or Pat Bugenstein League of Women Voters, at 612.888.5309

LOCAL LEAGUE PRESIDENTS

2/1/00

ANOKA/BLAINE/COON RAPIDS

TALIE STEFFEN 7 NW 164TH LN RAMSEY, 55303 612/753-4298

JEORGETTE KNOLL 3303 NW 157TH AVE ANOKA, 55304 612/421-4678

ARDEN HILLS SHOREVIEW

GLORIA KUEHN 3581 RIDGEWOOD RD ST. PAUL, 55112 651/633-4061

AUSTIN

Greta Kraushaar 1306 ½ 16th Ave. SW Austin, MN 55912 507/433-4165

BEMIDJI AREA

ELIZABETH SMITH 100 ROOSEVELT SE #5 REMIDJI, 56601 /751-4895

BLOOMINGTON

PAT BUGENSTEIN 10757 HOPKINS CIRCLE BLOOMINGTON, MN 55420 612/888-5309

Ann Shortal 10627 James Circle Bloomington, MN 55431 612/881-6176

BRAINERD LAKES AREA STATE

UNIT DEAN WIESNER 432 TYROLL HILLS DR. BRAINERD, MN 56401 218/828-9329

BROOKLYN CENTER

BARBARA SEXTON 3824 N. 58TH AVE. BROOKLYN CENTER, 55429 612/537-2118

DROOK PK/OSSEO/MAPLE GRV

Brenda Weise 9013 Stratford Crossing Brooklyn Park, 55443-3856 612/391-6388 **BUFFALO/MONTICELLO AREA**

JANE SHANKS 852 NW 90TH ST. BUFFALO, MN 55313 612/878-2766

CANNON FALLS

ALICE FIELD 43104 - 145TH AVE. WAY ZUMBROTA, MN 55992 507/732-7400

CASS LAKE/WALKER AREA

BARBARA SMITH PO BOX 594 CASS LAKE, 56633 218/335-6832

CRYSTAL/NEW HOPE/E PLY.

MARY JANE LEE 5920 WISCONSIN CIRCLE NEW HOPE, 55428 612/533-7254

YLEEN JOSELYN 4068 HAMPSHIRE AVE N CRYSTAL, 55427-1498 612/533-9659

LEE HUMPHREY 8116 HOTH AVE N NEW HOPE, 55427 612/525-1273

DULUTH

LWV DULUTH 32 E. 1ST ST. DULUTH, MN 55802 218/724-0132

JANE GILLEY 311 E WADENA ST. DULUTH, 55803 218/724-7240

EASTERN CARVER COUNTY

MIDGE MAIN 1575 CREST DRIVE CHASKA, 55318 612/368-7251

EDINA

ANDY OTNESS 5433 KELLOGG AVE S EDINA, 55424 612/922-5165 ELY AREA UNIT LAURA LAITALA 127 E BOUNDARY ST ELY, 55731 218/365-3307

FREEBORN COUNTY

Grace Skaar Rt 3 box 95 Hayward, 56043 507/373-5080

FRIDLEY

TILLIAN MEYER 7868 ALDEN WAY NE FRIDLEY, 55432 612/571-5328

GOLDEN VALLEY

BARB JULIAR 3037 KYLE N. GOLDEN VALLEY, 55422 612/588-5183

JACKSON AREA

LAVONNE NELSON 918 WHITE JACKSON, MN 56143 507/847-3832

MAHTOMEDI AREA

MARGARET WESTIN 200 WILDWOOD AVE. BIRCHWOOD, 55110-1623 651/429-9229

MANKATO AREA

JO CATTRYSSE 806 CENTER ST. MANKATO, 56001 507/388-6529

MINNEAPOLIS

LWV MINNEAPOLIS YOUNG QUINLAN BLDG, STE 335 81 S. 9TH ST. MINNEAPOLIS 55402 612/333-6319

GAIL HANSON 110 1ST AVE NE, #1603 MINNEAPOLIS, MN 55413 612/676-1591 **MEPH**

BETTE ANDERSON 7336 TOPVIEW RD. EDEN PRAIRIE, 55346 612/941-2853

Luann Tolliver 14801 Wychewood Rd Minnetonka, 55345 612/938-6749

MOORHEAD STATE UNIT

MARY DAVIES, CONTACT 1001 S 10TH ST MOORHEAD MN 56560 218/233-2175

NEW BRIGHTON

KATHLEEN PICKERING 2407 MOUNDS AVE. NEW BRIGHTON, 55112 651/633-1500

NEW ULM

RUTH ANN WEBSTER 1 S. STATE ST., P.O. BOX 458 NEW ULM, 56073 507/359-7269

NORTHERN DAKOTA COUNTY

BETTY FEDDE 1662 NORWOOD DR EAGAN, MN 55112 612/452-2966

NORTHFIELD

CINDY BERQUIST 1501 LIA DRIVE NORTHFIELD, MN 55057 507/663-0816

SUZANNAH CIERNIA 41 FAREWAY NORTHFIELD, 55057 507/663-7876

OWATONNA

ADRIENNE BREINER, CONTACT 738 E. PROSPECT OWATONNA, 55060 507/451-3933

PARK RAPIDS AREA STATE UNIT

SUE CUTLER 902 COMO STREET PARK RAPIDS, 56470 218/732-8552

RED WING

GABI BROCKELSBY 3593 KOSEC DR RED WING, 55066 651/388-7971 RICHFIELD

GERTRUDE ULRICH 7601 ALDRICH RICHFIELD, 55442 612/612/866-8171

ROBBINSDALE

HELAINE FREEMAN 3938 SCOTT N ROBBINSDALE, MN 55422 612/533-8015

ROCHESTER

VERA DOUGHER
633 WOODHAVEN CT NE
ROCHESTER, 55906
507/252-1561

ROCK COUNTY STATE UNIT

MILDRED PAULSEN BOX 70 STEEN, 56173 507/855-2328

ROMAFH

MARY ANN PALMER 2479 BRENNER ST. ROSEVILLE, 55113 651/633-8140

Judy Stuthman 1885 Fernwood Ave. Roseville, 55113 651/644-8588

ST CLOUD AREA

JESSIE D. HARPER 2216 10TH AVE. S. ST. CLOUD, 56301 320/252-4152

ST CROIX VALLEY

MIRIAM SIMMONS 13960 N 47TH ST. STILLWATER, 55082-1234 651/439-2062

ST LOUIS PARK

MILLIE JOHNSON, CONTACT 3121 DAKOTA AVE S ST LOUIS PARK, 55416 612/929-7972

ST PAUL

LWV ST. PAUL 150A EATON ST. PAUL, MN 55107 651/222-1215 MARY VIK 2335 STEWART AVE. #324 St. Paul, 55116 651/698-7794

ST PETER

Mary Gover, Contact 838 Lower Johnson St. Peter, 56082-1177 507/931-1895

SOUTH TONKA

JANE STEIN 5995 GLENCOE RD. SHOREWOOD, MN 55331 612/474-4673

WAYZATA/PLYMOUTH AREA

BEV BENSON 4930 YORKTOWN LN. N. PLYMOUTH, 55442 612/519-1174

WHITE BEAR/NORTH OAKS

JANET YOUEL 4749 N 122ND ST WHITE BEAR LAKE, MN 55110 651/426-0933

Sylvia Roman 953 Pineridge Ct Mahtomedi, MN 55115 651/770-0541

WILLMAR

MARY WERNER 5272 LAWLER BEACH RD WILLMAR, 56201 320/235-1585

WINONA STATE UNIT

Lynn Theurer 498 Kerry Ct. Winona, 55987 507/454-1680

WOODBURY/COTTAGE GROVE

MARTY WELLS, VICE PRESIDENT 436 HIGHPOINT CURVE MAPLEWOOD, MN 55119 612/739-6144

CMAL

BARBARA PERSON 2049 UTAH AVE. S. ST. LOUIS PARK, 55426 612/546-3490 February 3, 2000

TO: Local League Presidents

Local League Treasurers

FROM: Claudia Dieter, Development Assistant

RE: Education Fund Forms

We have recently revised the forms used to access your Local League Education Fund accounts, commonly referred to as A1 through A4. A complete set of the new forms is attached.

The revisions are only slight, in some cases just updating the phone and FAX numbers and the e-mail address. The form with the biggest change is the A3, "How to Get Your Money Back," form. We have attempted to make it easier to use and to understand.

Please begin using these new forms immediately. Should you have any questions please call me at the League office (651/224-5445).

Form A-1 January, 2000

League of Women Voters of Minnesota Education Fund

Date of Local League Board Approval:

LOCAL LEAGUE APPLICATION FOR APPROVAL TO DO A PROJECT

(This application must be submitted at least three weeks before the project begins.)

To:	LWVMNEF 550 Rice Street St. Paul, MN 55103 Phone: 651/224-5445 Fax: 651/290-2145 e-mail: lwvmn@mtn.org	From:	LWV of
Who	is responsible for the project?		Portfolio
Title	and Date of the Project:		
			et Approval are listed on reverse side of this page.)
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Type	of Project:		
	Conference Attendance		
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	Meeting to Educate the Public or Candidate Forum	i an issue	
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includ those	de the planning committee, participants	s, program a y and the di	s, authors, timetable and distribution. Meeting applications should and materials. For applications to distribute publications other than istribution plan. For <i>Voter</i> reimbursement, calculate the percentage r service.
Purp	ose of the Project: (Why are you doin	ng this proje	ect? What is the need in the community?)
Detai	ls of the Project (Please be specific; a	ttach additio	onal page if necessary.):
Who	is the project designed to serve? Wh	no will bene	efit from the project?
Dunis	at Budgets (Basis Outline)		
Proje	ect Budget: (Basic Outline)		
	Projected Expenses (A):	D).	
	Income to be raised for this Project (-8	
	Requested Education Fund Grant (A)	minus B):	1

CRITERIA FOR EDUCATION FUND PROJECT APPROVAL

- 1. Project must educational in nature, designed to serve the general public (not exclusively League members).
- 2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
- 3. There must be no mention or advocacy of LWV positions or actions.
- 4. Project must not be for membership recruitment or retention.
- 5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
- Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

FINANCIAL REPORT FOR EDUCATION FUND GRANT

(How to Get Your Money Back)

To: LWVMNEF 550 Rice Street St. Paul, MN 55103 Phone: 651/224-5445 Fax: 651/290-2145 e-mail: lwvmn@mtn.org	From: LWV of					
	(Title of Project from Form A-2)					
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Facility	\$					
Speakers						
Printing						
Distribution						
Promotion						
Volunteers						
Office & Overhead						
Other ()						
Total Expenses for Project: \$						
Less Income Raised Locally for this Project:						
Request from Education Fund Account: \$						

Please send this report and two copies of any material published in connection with this project to LWVMNEF.

PROJECT REQUEST TO PURCHASE LWVMNEF PUBLICATIONS

550 R St. Par Phone Fax: 0	MNEF ice Street ul, MN 55103 :: 651/224-5445 651/290-2145 :: lwvmn@mtn.org	From:		*		
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THE LEAGUE OF WOMEN VOTERS

550 Rice Street • Saint Paul, Minnesota 55103 Phone 612-224-5445 • Fax 612-290-2145 lwvmn@mtn.org http://freenet.msp.mn.us/ip/pol/lwvmn

MAY 2000

League of Women Voters of Minnesota Celebrating 80 years—A Voice for Citizens, A Force for Change 651/224-5445~800-663-9328~Fax: 651/290-2145 lwvmn@mtn.org~www.lwvmn.org

Mission

The League of Women Voters of Minnesota, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

Diversity

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership....and strives to overcome barriers of gender, race, creed, age, sexual orientation, nation origin, or disability in the activities of the organization.

ENCLOSURES

(mailed to Presidents from Leagues not attending the LWVMN Council on May 6th)

- *League of Women Voter Minnesota Education Fund 1998-1999 Annual Report/Tjernlund, Lex
- *Status of Programs, Projects and Committees/Sawyer
- *Catalog for Local Leagues/Kargas
- *VOTER GUIDE 2000 order form/Kargas
- *Spirit of Democracy Awards/Brockelsby
- *Flyer on the 2001 LWVMN Convention Site/Matlock, Boche
- *Annual Meeting Guidelines/Matlock, Kargas
- *Local Program Guidelines/Matlock, Kargas
- *President's Packet Update 2000*/Matlock, Boche
- *to be added to your local League's President's Notebook

League of Women Voters of Minnesota League of Women Voters of Minnesota Education Fund

Status of Programs, Projects and Committees For 1999-2001 May 6, 2000

Prepared by Sally Sawyer, Executive Director

Leaders of Today and Tomorrow(LOTT)

Deidra Avendasora chairs this committee; 1999-2000 project director was Robyn Tjernlund; 2000-2001 project director is Tara Jebens-Singh; publicity was provided by Andrea Lex, Communications staff and additional staff support by Laurie Boche. Seminar was held 1/27-29 with 49 college women participating from campuses around the state. There was good news coverage on KSTP-TV.

The agreement between LOTT and LWVMN was extended for another year—the oversight committee is Member Resources, Jeanne Matlock, Chair, Laurie Boche, staff. LOTT held a strategic planning session for 2000-01 on 4/14. A new program (Junior Citizen Day) will be held on 10/14/00, in cooperation with the Girl Scouts of St. Croix Valley.

Citizens in Action Conference

Planned by Jane McWilliams, Kay Erickson, Action Committee and co-sponsors Nancy Witta, LWVMN Legislative Coordinator, staff; publicity by Andrea Lex, Conference was held 1/29 at State Capitol and attended by about 100 people, half of whom were LOTT participants. This project is cosponsored by several other groups and collaborating organizations.

Candid Candidates

Mary Ann McCoy, project director and researcher; Claudia Dieter, editing and formating, and Ady Wickstrom, technical assistance. Oversight by steering committee composed of Judy Duffy, Susan Weisbrod, Sally Sawyer, Jean Tews, Claudia Dieter, Kerri Kleven. This publication is a report of the survey of 1998 candidates for Congress, State Constitutional Offices, the Legislature and judicial offices re their experiences with Minnesota's campaign finance laws. This project was funded by the Joyce Foundation through contributions to LWVEF. Numerous local Leagues assisted with this project. It has been distributed to local Leagues, participating candidates and legislators.

Campaign Finance Reform/"Clean Money Campaign"

Oversight by Action Committee. LWVMN voted to support this national campaign, spearheaded in Minnesota by the Minnesota Alliance for Progressive Action (MAPA). Four public financing bills were introduced in the Senate but proceeded no further than a first hearing. Judy Duffy testified in favor of the concept.

Unicameral Committee

Chaired by Kay Erickson and Jane McWilliams; statewide committee of about 15 met twice monthly from late summer through January. Judy Duffy and Sally Sawyer attended most meetings. Committee received 400 plus responses from local Leagues and members from all over the state. Board adopted recommended position statement in opposition to a unicameral legislature 1/26/00. Duffy testified to joint House and Senate committee on 2/7 and again to the Senate on 3/1. An Action alert was sent to all members by e-mail and letter. As of this writing the House has revived the measure and it may proceed to a floor vote. In the Senate it is in the Rules Committee. Should the measure survive and be on the ballot, LWVMN will campaign against it.

Unicameral Forum

Gabi Brockelsby, program Chair, planned a forum on the unicameral legislature, working in collaboration with the Citizens League and MPR. The event was scheduled for 2/16 at the Fitzgerald Theater in St. Paul, to be carried live. The League's role was education not advocacy. The event was canceled because Governor Ventura withdrew from participation.

Agriculture Study

Gertrude Ulrich, Chair and a statewide committee of 30 people are meeting monthly. The committee plans a publication and discussion/consensus materials for late summer/early fall, 2000. A major public forum (or forums) is planned for the fall. The study is not well funded, although a few promising proposals are pending. While LWVMNEF plans to mail a copy of the publication to each member, local Leagues should make contingency plans to purchase copies of the study for their members. (Local Leagues can use their Education Fund money for this purpose.) Local Leagues should watch for further information in the President's Mailing.

Voter Service Projects

Stacy Doepner-Hove and the Voter Service Committee and project directors have planned Election 2000 projects. Andrea Lex, Director of Development and Communications has secured funding and in-kind donations for many of these projects.

*Martin Grant pass through grants for local League candidate forums will be available once again. Outreach/Field Service staff member Laurie Boche is in charge. Funding has been provided by The Martin Foundation.

*The Road to Election Day videotape (13 minutes) and accompanying manual were revised and updated by project director Eydie Kargas, assisted by Liz Nordling and Andrea Lex, Communications Director. It was produced by KSTP-TV and is available for purchase or rental.

*Debates 2000 planning is well underway. Project Director Liz Nordling, Stacy Doepner-Hove, Judy Duffy and Sally Sawyer met with MPR and television stations (WCCO-TV, KMSP-TV, KARE-TV) in February re debate schedule and/or "roadblock" debate. KSTP-TV is also interested. Plans are to hold debates in Greater Minnesota and in the Twin Cities area. Project is funded by Target Foundation (\$20,000), American Express (\$20,000) and the Blandin Foundation (\$20,000).

*Voter Guide plans for the Primary and General Elections are underway. Local Leagues may buy them and receive up to 500 for distribution in schools. Eydie Kargas is project director and editor once again. Target is considering the purchase of several hundred thousand of each for distribution in Target, Daytons and Mervyns Stores.

*Election Hotline, directed by Linda Loomis, will be held in cooperation with WCCO-TV and the Office of the Secretary of State before the Primary and General Elections. We have submitted a request for a \$30,000 grant from the CBS Foundation (we received this amount in the 1996 and 1998 election seasons). This will be a great opportunity for local Leagues to earn money-\$25 per shift! Information has gone out to local Leagues with more to follow. *Minnesota Compact for Campaign Standards is a coalition of media, political, good government and individuals seeking to raise the level of political discourse during election campaigns. Begun in 1996 under the leadership of the Humphrey Institute, the Compact was spearheaded by the LWVMNEF in 1998 and will be again in 2000. It is being directed by Anne Borgen with assistance from Judy Covey. The Martin Foundation has provided \$10,000 to fund its activities. An initial meeting of the committee has been held and a second meeting is scheduled for May to review standards and lay out the plan for 2000. *D-Net is an on-line voter information service offered by the League of Women Voters Education Fund. Ady Wickstrom, Minnesota's volunteer administrator, received training at a March regional training session in Chicago. The project will be run on a limited basis as local Leagues are able to commit volunteer time. Information has been sent to local Leagues.

*Get out the Vote campaign: LWVMN, with the assistance of Eydie Kargas and Millie Johnson, is revising this packet of information which is ideal for organizations and businesses. LWV of Minneapolis presented a plan to the Minnesota Business Partnership in January which would offer "get out the vote" training to corporations on a fee for service basis. LWVMN would be a clearinghouse and local Leagues would participate as they are able. Information was sent to local Leagues in late 1999.

*Curricula: We've Got the Power: Skills for Democracy (grades 7-12) and We the People(k-6) are available in large quantities. Chair Judy Covey and Eydie Kargas are pursuing marketing strategies. Eydie will participate in a caucus at Convention to promote these wonderful interactive materials.

Changing Faces Changing Communities, was chaired by Janet Gendler and directed by Susan Anderson and received strong support from Andrea Lex (funding, communications) and Jessica Crary (administrative support). This was a well-funded, well-staffed and well-organized project and a highly successful one. Seventeen local Leagues and communities received pass-through grants and/or assistance and held multiple discussions involving hundreds of individuals. A wrap-up action forum for all of the projects was held April 29th—over 150 people participated. A steering committee composed of many organizations and individuals involved with immigration issues assisted in planning and advising the League. The Pioneer Press gave the project excellent coverage. A final report will be available by the end of June 2000. Extensive

evaluation is being provided by the Study Circles Resource Center. LWVMNEF will be considering whether there will be a second phase and what form it might take.

Indians in Minnesota, 5th edition has been researched and written and is in the process of being copy-edited. This is a well-funded project and is scheduled for publication by the University of Minnesota Press. Because of a variety of problems—the most serious of which was the untimely death of Elizabeth Ebbott, the writer and researcher—the book's publication is very late. Editor Bob Pride is under contract to incorporate updated information into the text. We need two League readers—Janet Gendler has agreed to be one.

What Can Be Done, Let Us Do... is the updated history of the League of Women Voters in Minnesota. It was written by Judy Rosenblatt and Carolyn Cushing. At this point we need money to print it.

Other Committees (Judy Duffy and/or Sally Sawyer sit in on these committee meetings) *Action Committee chaired by Kay Erickson and Jane McWilliams and staffed by Nancy Witta. It sets LWVMN's legislative agenda, writes Capitol Letter, and plans "Citizens in Action." Many issues were followed during the 2000 session: unicameral, campaign finance, elections bill, mental health, background checks/violence prevention measures, choice. Lobbyists gave testimony, wrote letters and e-mails, sent action alerts to legislature and Governor. Committee will examine issues of legislative reform and focus on reapportionment next year. *Communications Committee is chaired by Karen Gochberg and staffed by Andrea Lex. The committee oversees League graphics, publication policies, Voter and visibility for the League. Mary Steen is the Voter editor, advised by Judy Duffy, Sally Sawyer. Laurie Boche, Outreach/Field Service Eydie Kargas, marketing director, Gabi Brockelsby, Program, and Ady Wickstrom, LWVMN Webmaster, also participate. LWVMN had a presence this year at the Asian American Festival (Boche and others), Women's Expo(Boche and others), International Women's Day (Boche), Partners in Literacy event (voter training, Doepner-Hove) and Early Childhood Family Education conference(Frisch). *Development Committee, chaired by Robyn Tjernlund and staffed by Andrea Lex, provides oversight of total fundraising and development program: Annual Appeal, Fundraisers for MN and EF, planned giving, endowment, corporate and foundation solicitation and development of new fundraising strategies. *Member Resources Committee is chaired by Jeanne Matlock and staffed by Laurie Boche, Outreach and Field Service Director. The committee plans major events such as Fall Workshops (fall, 1999), events such membership kick-off (September, 1999) and moderator training(April, 2000), Council (May, 2000) and Convention (May 2001). Committee provides support to local Leagues through visits and phone, e-mail communications and has added three local units this year-Ely, Moorhead unit of the LWV of Red River Valley, Park Rapids. Boche oversees Member at Large recruitment and retention The committee developed a new membership brochure (up to 100 free to local Leagues). Carol Frisch, membership and diversity Chair, is in charge of LWVMN's diversity efforts, with staff support from Jessica Crary. Gabi Brockelsby, Program Chair, tracks and provides creative ideas for local League programming and also chairs the Health Care Initiative from LWVEF. Committee also provides oversight and support for Leaders of Today and Tomorrow (Chair, Deidra Avendasora).

*Office Management Committee oversees the operations of the LWVMN office and staff functions. It is chaired by LWVMN/EF Treasurer Connie Hondl and staffed by Sally Sawyer, with assistance from Jessica Crary, Operations Manager. Other responsibilities include maintenance of equipment and data base (Crary, with assistance from Wickstrom, others). The computer system will need to be upgraded in 2000-2001. This Committee will prepare the Office Operating Budget for the Budget Committee for 2001-2003. Operations Manager and Executive Director convene monthly staff meetings to review and plan for smooth office operations. Crary chairs the meetings, which are attended by all staff and the OMC Chair.

*Minnesota Women's Building Partnership/Management Committee meetings are attended by Judy Duffy and Sally Sawyer. This committee of the building's three partners addresses maintenance/repairs for the building and oversees the building management company. Currently the Committee is focusing on how to raise funds for needed repairs to the HVAC, roof and floor and carpeting.

LWVMN/EF Board and Meetings: the Boards are chaired by President Judy Duffy and staffed by Executive Director Sally Sawyer with assistance from all staff to prepare agendas and background materials and financial reports. Sawyer, Boche, Lex attend meetings—other staff, project directors as needed.

Financial Reports for LWVMN and LWVMNEF and projects are prepared by Crary, Hall, Sawyer, Lex and Treasurer Connie Hondl.

Audit for LWVMN/EF: financial records are prepared for auditors by Georgeann Hall and Joann Strachan, bookkeepers. Sawyer, Hall, Hondl remain available for consultation with auditors.

LWVUS Convention delegates from LWVMN will be Judy Duffy, Gabi Brockelsby and Carol Frisch. Sally Sawyer will also attend, representing LWV of the Jackson Area. Preparations include serving as a clearing house for delegates from Minnesota and providing delegate training at Council in May.

VOTER GUIDE 2000

TWO ISSUES:

Primary VOTER GUIDE 2000 will be a 4 to 8 page, three color tabloid newspaper packed with information on contested Senate and Congressional primary races.

PRIMARY VOTER GUIDE SHIPPED UPS BY AUGUST 21

General Election VOTER GUIDE

will be a 12 page, three color tabloid with information on:

- · Senate race
- · Congressional races
- · Statewide Judicial races
- · Voter registration
- Presidential candidates listed
 Ballot amendments

Candidate information includes photo, biography, general statement and answers to our questions.

GENERAL ELECTION
VOTER GUIDE
SHIPPED UPS BY OCTOBER 3

EVERY MEMBER WILL RECEIVE VOTER GUIDE IN THE MAIL

500 FREE FOR H.S. SENIORS

LWVMN will provide up to 500 free copies of General Election Guide to each League for you to give to H.S. senior social studies classes with your paid order. Orders must be received by deadline to receive free copies.

PRICING

\$.13 each for local Leagues. Minimum order of 100. Order in multiples of 100. All orders are shipped UPS.

ORDER EARLY

Order by August 1 for Primary or by August 31 for General Election.

Quick delivery by UPS gives you ample time for distribution throughout your community—to libraries, social studies classes, faculty lounges, waiting rooms, senior centers, your contributors. Order in quantity and distribute widely. It's good for your community, and it's good for your League.

BUSINESS PURCHASES

LWVMN will send order forms to major corporations and organizations throughout the state. Local Leagues are encouraged to market the Guides locally to businesses in the community. You can sell them for \$.21 each.

USE YOUR ED FUND MONEY

You may use funds on deposit with the LWVMN Education Fund to purchase your Guides. Attached is a form A-4 and list of 1998 orders to help you apply. If you purchase copies with Ed Fund money and sell them, any profits must be returned to your EF account for your future projects.

TARGET, DAYTONS, MERVYNS

Stores will have Voter Guides two weekends before each election.

FOR MORE INFORMATION

Call Eydie Kargas, Project Director at 612-473-8610 or Fax: 612-476-9338.

LWVMN EDUCATION FUND 550 RICE STREET ST. PAUL, MN 55103 651 224-5445

VOTER	GUIDE	2000	Order	Form
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If using Ed Fund money, attach copy of A-4 to this order

551 224-5445			Date Person Ordering	
Ship to:	Name Local I	еаоне		
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	City		State	Zip
Order:		copies of Primary VOTER GU copies of General Election VO free copies of General Election \$.065 tax (\$.07 for St. Paul)	OTER GUIDE 2000 @ \$.13 n VOTER GUIDE with pa	id order 0

Deadlines:

August 1—Primary Voter Guide

August 31—General Election Voter Guide

Orders must be received by deadline to receive free copies

For office use only
On UPS data base____
EF request Y__ N__ processed____

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Title of Publica	ation to be Purchas	ed:				
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All publication	s are mailed librar	y rate unless otherwise specific	PUBLICATION ORDER FORM fied.			
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		Sales Tax (7	% in St. Paul, 6.5% MN)			
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VOTER GUIDE PURCHASES 1998

	Primary	General	Posters
ANOKA/BLAINE/COON RAPIDS		3100	
ARDEN HILLS SHOREVIEW		100	1
Austin		100	
BEMIDJI AREA		300	
BLOOMINGTON			
RAINERD LAKES AREA STATE UNIT			
ROOKLYN CENTER			
BROOK PK/OSSEO/MAPLE GRV		200	
SUFFALO/MONTICELLO AREA		200	
ANNON FALLS		400	
CASS LAKE/WALKER AREA			
CRYSTAL/NEW HOPE/E PLY.	200		1
DULUTH	200	2250	1
ASTERN CARVER COUNTY			
EDINA	200	450	1
LY AREA UNIT			
REEBORN COUNTY		100	1
RIDLEY	200	250	1
GOLDEN VALLEY	100	100	1
JACKSON AREA	100	300	1
MAHTOMEDI AREA	100		
MANKATO AREA			
MINNEAPOLIS			-1
MEPH	100	3000	1
	100	- 1000	-
MOORHEAD STATE UNIT			
EW BRIGHTON	-		
NEW ULM		200	1
NORTHERN DAKOTA COUNTY	-	700	
NORTHFIELD		100	
OWATONNA	-		-
PARK RAPIDS AREA STATE UNIT	100	750	1
RED WING	100	730	
RICHFIELD		200	
ROBBINSDALE	100	300	1
ROCHESTER	100	500	-
ROCK COUNTY STATE UNIT		2000	
ROMAFH	100	2000	
ST CLOUD AREA	100	500	7
ST CROIX VALLEY		300	1
ST LOUIS PARK	100	500	
ST PAUL	400	1500	
ST PETER		300	
SOUTH TONKA		1000	
WAYZATA/PLYMOUTH AREA	500	1000	-
WHITE BEAR/NORTH OAKS			
WILLMAR			
WINONA STATE UNIT		200	
WOODBURY/COTTAGE GROVE			
CMAL			

[✓] Purchased, but no record of amount



CATALOG

FOR LOCAL LEAGUES

League Tools

ANNUAL MEETING GUIDELINES

New Everything you need to know about conducting your annual meeting, \$2.

Lists publications available to public. Mailed in President's mailing. Free

HANDBOOK FOR NEW MEMBER ORIENTATION

New In-depth guide to League for new members or new member programs. \$3.

LEAGUE-L-LESE

All you wanted to know about League. \$.50

LOCAL LEAGUE PRESIDENT'S NOTEBOOK

\$15.

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New Everything you need to know about local studies, \$4.

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New handsome advertising for your league \$.25 for 1-50; \$.20 over 51 copies

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LWVMN newsletter is published 5 times a year. Free to

NEW MEMBER HANDBOOK

New Covers the League basics for new members \$.50

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Resource for President and Board. \$3.

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Guide to LWVMN positions on issues. \$4.

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New Red, white and blue button. \$1

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Package of 10 white linen note cards with red & gray logo. \$4.00, 2 packs for \$7.50, 4 packs for \$14.

PATRIOTIC PENS AND PENCILS

Red, white and blue flag with imprint "League of Women Voters" \$1. each 5 for \$4.50, 10 for \$8., 20 for \$14.

League History

WOMEN IN ACTION, REBELS AND REFORMERS, 1920-1980 \$6.95 (members \$5.95)

Lobbying

CAPITOL LETTER

Biweekly newsletter during session. LWVMN lobbyists report on issues they follow at MN Legislature. \$10 per year

HOW TO MAKE A DIFFERENCE

1999 citizen lobbyist handbook is a must for those who want to be effective lobbyists. 109 pgs. \$8 (\$5 members)

Voter Service

CANDID CANDIDATES

New Report on campaign finance candidate survey, \$5

CANDIDATE FORUM GUIDELINES

Everything you need to know to conduct a candidate forum. \$10. (Members \$8.)

FEDERAL ELECTION COMMISSION RULES SIGN

FEC required sign for voter registration drives. \$.25

How To Watch A DEBATE

LWVUS \$.75 (members \$.50)

Obteniendo lo Principal de un Debate

LWVUS \$.75 (members \$.50)

PICK A CANDIDATE

LWVUS \$.35 (members \$.25)

SELECCIONE A UN CANDIDATO

LWVUS \$.35 (members \$.25)

PUBLIC CANDIDATE FORUMS A CHECKLIST FOR SPONSORS \$2.50

THE ROAD TO ELECTION DAY—VIDEO

New Voting and election information video runs 14 minutes, booklet included. \$45. One week rental, \$20 (\$45 deposit.)

THE ROAD TO ELECTION DAY BOOKLET

New Complete voting and election information. \$1.

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CHOOSING MINNESOTA'S JUDGES

Primer on the judicial selection process \$3.00

A CITIZEN'S GUIDE TO STATE FINANCE

An Overview of Minnesota Revenue and Expenditures

Booklet makes Minnesota tax policy easy to understand with concise explanations, charts and graphs. \$7 (members \$5)

Mental Health

HOW ARE WE SERVING MINNESOTA'S MENTALLY ILL?

Valuable Minnesota resource for mental health professionals, consumers of mental health service and their families alike. Includes Executive Summary. \$15

HOW ARE WE SERVING MINNESOTA'S MENTALLY ILL? **Executive Summary**

8 page summary of previously listed book. Free (Add \$.50 postage.)

Catalog for Local Leagues

Public Policy Issues

AFFORDABLE HOUSING STUDY

Council of Metropolitan Area Leagues. Free (add \$1 postage)

BREAKING THE CYCLE OF VIOLENCE

A focus on primary prevention efforts. \$3.

THE SALE, USE AND POSSESSION OF FIREARMS IN MINNESOTA

Facts and Issues. Study is a dispassionate examination of issues surrounding firearms. 12 pages free (Add \$.50 postage.)

Curricula

WE THE PEOPLE: SKILLS FOR DEMOCRACY

Good citizenship curriculum for K-6. 114 pages, loose-leaf, punched, \$25 (members \$20) U.S. Constitution parchment replica (13x20), add \$3 3 ring notebook, add \$3

WE THE PEOPLE FACILITATOR'S GUIDE

Guide for teacher workshops complete with overheads, \$20. Available for one week rental \$10 with \$20 deposit. Free with 15 copies.

We've Got the Power: Skills for Democracy

Highly acclaimed curriculum designed to empower young people, grades 7-12, to become active, informed citizens in a democracy. Third edition, loose-leaf, punched, \$25 (members \$20); 3 ring notebook add \$3

TENEMOS PODER: HABILIDADES PARA LA DEMOCRACIA

Spanish edition of We've Got the Power \$25 (members \$20); 3 ring notebook add \$3 One copy each of English and Spanish editions \$40.No further discounts.

Women's Suffrage in U.S. History

Curriculum. Free (Add \$1. postage.)

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Discounts are available only on the retail price. There are no discounts off the already discounted member price.

Books purchased for resale must be sold at retail price and seller must not undersell LWVMN. Leagues or leaguers that are purchasing for another entity should use retail price and discounts that apply. Member prices listed in catalog should be considered primarily for the use of single members or league usage.

Returns

Publications are only accepted for return in perfect condition. Publications are not accepted for return if they have been priced, or bar coded, if shrink wrap seal has been removed, or if the publication has been used.

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Spirit of Democracy Awards

The Spirit of Democracy Awards program is designed to provide achievable goals for local Leagues. By achieving these goals Leagues will have some guide lines which will promote healthy Leagues and also be granted recognition for achieving these goals.

It is our intention that every League who chooses should be able to be recognized. Ideally, <u>every</u> League would be recognized. Because of the diversity of both size and health of local Leagues, there are three categories of awards.

1. Pioneer of Democracy

Has achieved at least 8 goals in four different categories.

2. Leader of Democracy

Has achieved at least 15 goals in seven different categories.

3. Champion of Democracy

Has achieved at least 25 goals in ten different categories.

Leagues will be contacted throughout the year for status reports. Bulletins will also be reviewed to determine qualification for an award.

Spirit of Democracy Awards

SUBJECT	GOAL
L.O.T.T.	 Has reviewed the meaning and purpose of L.O.T.T. with membership. Has encouraged or enabled a young woman to participate in the L.O.T.T. seminar. Has held a fund-raiser for L.O.T.T. Provides a scholarship for a L.O.T.T. participant.
MEMBERSHIP	 Holds a diversity training for membership. Increases membership by 10%. Conducts a new member orientation/training. Conducts focus groups regarding membership and inclusiveness. Has a membership plan in place to increase and retain membership.
PROGRAM	 Holds one meeting regarding health care reform initiative. Representatives attend Council. Delegates are sent to state convention. Conducts Lively Issues. Conducts and/or publishes one local study. Hold at least one program which encourages youth involvement in government/civics. Sends a delegate to national convention. Participates in one state and one national program. Holds at least three public meetings (in public settings), excluding candidate forums. Incorporates diversity strategies into programs.
CURRICULUM	Promotes use of LWVMN civics curriculum in local school(s).

VOTER SERVICE

1. Conducts at least two candidate forums.

2. Conducts in-service for teachers on curriculum.

- 2. Conducts a voter registration drive.
- 3. Registers voters at local high school, college, and/or technical school.
- 4. Participates in d-net program.
- 5. Collaborates with school to hold mock elections.
- 6. Has at least one registered moderator available to area Leagues for their candidate meetings.
- 7. Members volunteer for LWVMN Election Hotline.

ACTION

- 1. Hold training to either establish an Observer Corps or recruit new participants.
- 2. 10% of membership is signed up as a 10 Minute Activist.
- 3. Conducts Legislative Interviews and turns in to State office.
- 4. Recruits a Lobbyist Intern for state level.
- 5. Has a system in place to respond to "Call to Action" alerts.

COMMUNICATION

- 1. Publishes a newsletter.
- 2. Sets up/updates a web site.
- 3. Establishes relations with local media about League events.
- 4. Is broadcast or published via local media, excluding local bulletin.

DEVELOPMENT/ FINANCE

- 1. Participates in fund-raiser for state.
- 2. Raises funds for local Ed Fund.
- 3. Does an annual fund-raising drive/event for local League.
- 4. Is creative in finding new ways of fundraising.
- 5. Has a comprehensive financial plan.

AGRICULTURE STUDY

- Invites community to participate in ag study program.
- 2. Returns consensus forms to state office by deadline.

GENERAL

- Has at least one member active on a state committee (Action, Voter Service, Development, Study, Member Resources, Communication, etc.).
- Conducts diversity training for board members.
- 3. Members attend LWVMN training sessions.

- 4. Conducts a board orientation.
- 5. Works with other groups (or Leagues) on a regional event.

LEADERSHIP

- 1. Captures and involves new members on committees.
- 2. Encourages board participation by a broad spectrum of members. Limits board terms to promote participation by broader membership base.
- 3. Has a youth member on Board of Directors.





League of Women Voters
Convention
May 4 - 5, 2001
New Ulm Minnesota
A Community Rich in German
Culture

Top Ten Reasons to Come to New Ulm!

- ✓ Unique Specialty Shops
- ✓ Schell's Brewery tours
- ✓ Glockenspiel
- ✓ Hermann Monument
- ✓ Tour historic John Lind and Wanda Gag homes
- ✓ Flandrau State Park
- ✓ Along the Laura Ingalls Wilder Historic Highway
- ✓ Festivals
- ✓ German Cuisine
- Because you won't find more hospitable people ready to show you a great time!

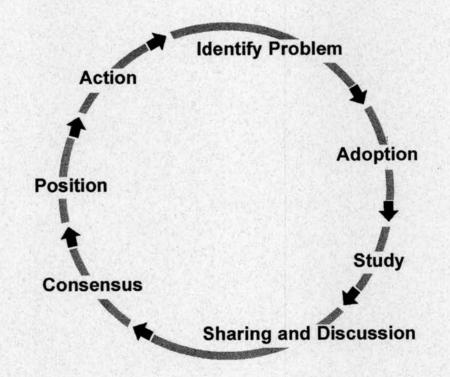
The New Ulm League of Women Voters are pleased to invite everyone to come to New Ulm MN and we promise to show you a time you will not forget!

Conference Headquarters will be:

The Holiday Inn 2101 S. Broadway New Ulm, MN 56073

Be watching your mail for more information!

LOCAL PROGRAM GUIDELINES





LOCAL PROGRAM GUIDELINES THE LEAGUE OF WOMEN VOTERS OF MINNESOTA

THE LEAGUE OF WOMEN VOTERS OF MINNESOTA

Revised April 2000 by Joan Hicks, LWV of the St. Cloud Area and Eydie Kargas, LWVMN

Graphics by Dennis Hicks

CONTENTS

Local Program Making Timetable
• Guidelines for Choosing Effective Local Program
• The Board's Role
Guidelines for Study Chairs
• Guidelines for Consensus
• Guidelines for Statewide or Regional Concurrence
• Guidelines for League Partnerships

INTRODUCTION

Program planning marks the beginning of the cyclic pattern in which LWV operates. Members first identify the problem, one which may need governmental action. They then vote to adopt a study of the problem as part of League Program. Members research it, share its findings, discuss, and finally reach agreement (consensus). From that agreement, they draft a statement of position and go on to action, based on the position. From LWV action comes new ideas which lead to the adoption of another item, and the cycle begins again.

As local Leagues begin the process of program planning, they must consider whether the proposed program will go beyond that League's defined boundaries. Will it affect other Leagues? Will it lead to action outside that community (state agency, Legislature, county government, etc.)? If the answer to either question is yes, the LWVMN Program Director should be notified immediately. She/he will provide advice and coordination.

League Program is determined by the members. Generally, program is adopted at the Annual Meeting. However, local League bylaws should include a provision for adopting Program on an emergency basis.

LOCAL PROGRAM MAKING TIMETABLE

THREE TO FOUR MONTHS BEFORE ANNUAL MEETINGS

Start membership discussions

Articles should be placed in the bulletin to start members thinking about new program ideas and considering the validity of retaining current program items. These articles can be brief summaries of League action taken, reports of government activities which relate to the League's position or study, or a lively issues column to prompt members' thinking.

TWO MONTHS BEFORE ANNUAL MEETING

Consider members' suggestions

- · Answer questions, such as the nine concerns on page 35 of In League.
- Board words the proposed program carefully (How to Word Local Program Items and How to Develop Scope, pp. 4,5)
- · Consult with other affected Leagues.
- Consult Field Service Staff or Member Resources Chair at State League office if proposed program goes beyond local boundaries.

ONE MONTH BEFORE ANNUAL MEETING

Send proposed program and not-recommended items to members

· Review In League, p. 35, and Local Bylaws

AT THE ANNUAL MEETING

Follow proper adoption procedures

Encourage a lively member-involving discussion. Members should be aware that a vote for an item should indicate some level of personal commitment (to serve on the committee; to babysit, interview, or type for the committee; to attend units on the items; to read about it in the bulletin or, in the case of a support item, to write a letter, call an official, carry a petition...). Are, perhaps, too many members voting for an item so "they," not me, can do it?

This meeting also provides the members with the opportunity to give some additional direction as to the thrust of local program. Such direction should be noted and given to the item chairs to help them in their study and action.

AFTER THE ANNUAL MEETING

Let everyone know what you are doing

- · Send adopted program to members, and the state office.
- Contact other Leagues through LWVMN listserve or correspondence to determine other Leagues that may have undertaken the same kind of project.

GUIDELINES FOR CHOOSING EFFECTIVE **LOCAL PROGRAM**

- 1. Does it come within the Principles of the League of Women Voters?
- 2. Is it a problem which can be met through government?
- 3. Will it give League members valuable experience in citizen action?
- 4. Is it timely?
- 5. Is it an issue worthy of members' time and effort?
- 6. Is there likelihood of tangible accomplishment?
- 7. Will it stimulate membership interest in all sections of the community?
- 8. Can League members feasiblely acquire sufficient technical and professional knowledge for meaningful study and action on the issue?
- 9. Can League contribute something on this issue beyond duplicating work being done by other organizations?
- 10. Does the political structure and climate make action possible in this field?
- 11. If it is a support position, is there current membership agreement on the position?
- 12. Can members be kept informed without too heavy a work load?
- If the issue extends beyond local boundaries, could there be a conflict with other local Leagues, or could it lead to action outside your community (state agency, Legislature, county government, etc.)?
- 14. Considering TOTAL League program (national, state, county, and local), does the League have sufficient personnel, experience, funds, and time to carry out the proposal?
- 15. What is the membership appeal of the total program?

SOURCES FOR SUGGESTED LEAGUE ITEMS

- Observer comments and reports
- · City officials, newsmen, civic leaders
- · Year-round news clippings
- Articles in your bulletin to stimulate member thinking
- · Member discussions about local program.

HOW TO WORD LOCAL PROGRAM ITEMS

Wording should be concise and direct. Wording should be general enough to allow flexibility as the study proceeds or action possibilities arise, but specific enough to be clear and meaningful.

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NOT THIS

Study of school reorganization in Hometown.

A study of the Hometown school facilities to determine the adequacy of space in relation to numbers of students at different age levels, with consideration of change to the middle school concept. (Too detailed)

and alternative forms

Study of Hometown city-manager government Study of local government. (Too general, vague)

A study of the financial needs of Hometown and possible means to secure adequate revenue.

Making Hometown city government more effective.

ACTION is the implicit purpose of all League study. We do not need to say, "...with action as indicated." Nor do we need to use both "study and evaluation" in one item!

But we must say what it is the members want. They may want a broad study:

A study of public schools in Hometown.

Or, they may want to approach only one area of an issue:

A study of the financing of public schools in Hometown.

If there are a number of issues related to the schools, such as counseling, extracurricular activities, girls' athletics, and the lunch program, listing them all may be cumbersome and might preclude the opportunity to study other services not recognized as the beginning of the study.

This: An evaluation of the special services in Hometown schools.

Not This: We will not actually study the schools but will observe them for further

study. (not really a program item.)

HOW TO DEVELOP SCOPE

No matter how clearly and concisely the Board words the recommended items, it is important that the Board also word the proposed scope. Scope is an explanation in more detail of the limits of the study, possible areas for exploration, and sometimes the priority of a particular aspect. It is not a list of planned activities or meetings.

At the Annual Meeting, only the wording of the item (which may be amended by the members) is voted upon by the membership. The membership may wish to change the scope by giving direction to the Board. This direction of scope should be taken into account by the local Board and study committee. The final wording of the scope should take into account the members' direction and be clearly within the meaning of the wording of the item.

This

Item: Study the feasibility of recycling in Hometown.

Scope: Study the range of possible methods for recycling waste products, with particular

attention to paper recycling. Study methods of private and public collection of recyclable

materials.

Item: Study of health care in Hometown County.

Scope: Study fragmentation of health service within the county, with special emphasis on the

responsibilities of governmental agencies.

Not This

Item: Study the integration of Hometown elementary schools

Scope: We will interview school Board members and have a general meeting with a speaker in

January.

The proposed scope should be sent to the members with the proposed program items and should be discussed at the Annual Meeting.

THE BOARD'S ROLE

It is the Board's responsibility to carefully analyze each suggestion and the total package of local program items. The Board should consider the information which was provided to the members through bulletin articles, unit and general meetings, telephone polls, questionnaires, and other methods used for soliciting members' opinions. The two basic criteria for choosing program are:

1) the issue must be one on which governmental action is needed; and 2) the issue must fall within the principles of the League of Women Voters. In addition, local Leagues should also consider: 1) Is the problem one which the local government can solve? 2) Can the problem be solved by the local government(s) included in the basis of organization of the local League?

Other considerations are:

- · the extent of member interest in the issue
- · the projected scope of the item
- total workload
- · timeliness of the issue
- · importance to the community
- · the role of other Leagues and organizations
- · League priorities
- · League leadership for the item

In the case of support positions, the Board should consider:

- · current circumstances in the community
- · continued member understanding
- · new member cognizance
- · current member agreement
- · suggestions for studies and alternatives

If the solution to a local program requires action at the state or national level, local Leagues should consult with state and national Boards. If the solution requires action in local government jurisdictions in some or all of which there are other recognized local Leagues, ALL local Leagues involved must be consulted. Notify the state office (attention: Program Project Director or Field Service Coordinator):

- when the program is proposed
- · when program is adopted
- when the study is completed
- · when consensus questions are being written
- · when the position statement is being written
- · when action is proposed

It is a good idea to allow lots of time at the Board meeting for a discussion of local program. If the process is started early enough, the Board may be able to schedule agenda time at two meetings. Ideas often benefit from between meeting thought, further discussion, exploration, and consultation, particularly with off-Board chairs. The Board then prepares its report of proposed local program and submits it to the membership in accordance with the local League bylaws. Be sure to include the not-recommended program in the report.

After a new study has been adopted by the members at the Annual Meeting, the Board has oversight responsibility for the resource committee and its work. In the best of circumstances, the committee chair will be a member of the Board and will make regular reports of the committee's work. If it is necessary to have an off-Board person to chair the study, this individual should attend those Board meetings at which the item is discussed and should report to the Board on the committee's progress and ask for the Board's help and direction when it is required.

When setting the League calendar for the year, the Board must arrange times for the study committee to report its findings to the membership, if a consensus meeting is planned, the Board should approve the consensus questions to be considered far enough in advance so that they are included in the bulletin prior to the meeting dates. If it is determined that other than discussion meetings are to be used in reaching member agreement, the Board must approve the method(s) whether it be questionnaires, telephone polls, or concurrence.

Once the membership has reached agreement concerning the issue being studied, the Board determines the League's position and the action(s) to be taken. These decisions are based on the reports prepared following the consensus meetings, the committee's reports, and the Board members' first-hand knowledge of the members' discussions as a result of their having attended one or all of the discussion sessions.

GUIDELINES FOR STUDY CHAIRS

ORGANIZING A STUDY

As the Board member responsible for a study, you are a manager who coordinates the work of a committee, the contributions of relevant Board members and outside resources. You have the authority as well as the responsibility to see that the job gets done. Secondarily, the topic may be of interest to the entire community. You have a rather large responsibility, and this guide is intended to help you get the job done.

First, read In League: Guidelines for League Board, LWVUS for a general understanding of Program procedures.

Ask the president for a copy if you do not have one.

Committees

The Board and Committees

Sample Worksheet for Strategy Planning

Managing Program

Reaching Member Agreement/Consensus

Formulating League Positions

Before You Publish

During the Writing/Publishing Process

- 2 Understand the purpose and the scope of the study. Local - the study was adopted at the Annual Meeting. Read the Annual Meeting minutes to be sure that you know the precise wording of the item, to review any discussion about the item, and to make note of any direction to the Board. Other Levels of League - the purpose of the study should be included in the Committee Guide you receive. If it is "fuzzy," ask your national, or state counterpart to explain.
- 3 Become familiar with all present League positions on the topic: local, state (Program for Action), national (Impact on Issues).
- Write a letter to inform the affected governing body (e.g., the School Board) of your coming study. You may wish to ask for its cooperation.

THE STUDY COMMITTEE

Decide what needs to be done and estimate how long it might take. (Then double your estimate!) Try to determine how many people will be needed to get the job done.

Find volunteers

- Call attention to the item at the Annual Meeting. Even if yours is a new local item not yet
 adopted, often a topic has enough support before the Annual Meeting to be "sure" that it
 will end up on the agenda.
- Ask for volunteers when the members are interested and available. (They tend to disappear during summer.)
- Look at committee lists from the previous year. (Follow up on all referrals: remember that
 personal contact gets the best results.)

Hold committee meetings

- One of the first meetings should set goals, discuss financing and budget, get agreement
 on the purpose of the study and its audience, determine the type of publication and its
 scope.
- Prepare a written agenda before each meeting.
- Establish a time line of committee deadlines of research, interviewing, and preliminary draft.
- · Be realistic. Give yourself some leeway.

- Set short term deadlines for these specific tasks at the end of each meeting and make sure responsibilities are clear.
- Organize the work into tasks that fit the capabilities and time requirements of your members.
- Encourage people to work together, sharing information and insights. An inexperienced
 member could accompany an experienced one on an interview, for example. Remind them
 to be aware during their work of possible consensus and discussion questions and possible
 action.
- Consider inviting a key resource person to address the committee as a way of keeping up interest

Decide early who will take on the various jobs. Allot them according to the talents and time requirements of your members

- Writing
- Editing
- Word Processing
- Proofreading
- News clipping
- · Planning the briefing
- · Writing the discussion guide
- Writing the consensus questions
- · Writing the article for the bulletin.

PREPARING A LOCAL STUDY

Writing the Publication

- 1. Be sure that you and your committee understand and agree on the **aim** of the publication. Getting that clear from the outset can save trouble later.
- As your work progresses, you and/or the committee may wish to refine this
 understanding and you may wish to broaden or narrow the scope of the study, depending
 upon what you learn during your research. Consult the program person.
- 3. Keep in mind from the start who your audience is. Remember that you are writing primarily for League members who will discuss the study in their units. The publication might also be of interest to other citizens or to the public.
- 4. Decide how you will link the aim of the publication to its intended readers. What are their attitudes? Are you seeking to change them? Are they already concerned about the subject? Are you providing elementary information or an update? Your answers to these questions will determine the line of development and choice of examples and argument.
- 5. Follow the schedule for deadlines (see Timetable) and work ahead of schedule if you can. Give your committee earlier deadlines than yours. If the study is extensive, your revisions will take longer, allow a long time for rewriting. If you involve your committee in the rewrite, it takes even longer.
- 6. Make an outline and stick to it. It is an important document for:
 - keeping the committee on track,
 - seeking funding,
 - using on interviews.

Put things in logical order. For example:

Introduction - state the item, why the LWV adopted it, past position, if any, what you are going to do, and why.

Situation - describe the current status and how it came about.

Problems and their Implications - how do they affect the situation, the public?

Alternatives - what are suggestions for change? Give pros and cons.

Conclusion - recap what you have said and explain what choices the LWV has about the possibilities for changes.

Once your outline is drawn up, assign duties to committee members.

- 7 Use your judgment in deciding how much research to do; it will, of course, vary between local items and those on other levels. However, you should learn as much as possible about the item at whatever level. State and national committee guides usually supply bibliographies and suggest the kinds of local information you may wish to obtain. Often committees develop local material to supplement state or national publications. Suggested sources of information:
 - · LWV publications, files and web sites
 - Observer Reports that pertain to your study. (If the LWV is not currently covering the
 agency you are studying, it should be possible to do so. An observer from your committee would be most useful.) Ask the observer to look for specific kinds of information.
 - Copies of other studies, consensus questions, discussion guides, position statements, statements at public hearings, letters, etc.
 - Pertinent newspaper/magazine clippings (be sure to mark the date and the publication on all clippings! It will save much frustration later.)
 - People knowledgeable in the field; i.e. university professors, local authorities.
 Ask what are, or will be, important issues for discussion, what literature would be most informative, what persons should be interviewed.
 - Libraries & Internet provide a wealth of information on any subject; e.g., current standards, theories, recent court cases, etc.

Compile a bibliography and perhaps copies of articles for committee members. Write down the information. One way to do this is to write different bits of information on large file cards which can then be shuffled and reshuffled as you and/or your members put the first draft together.

- 8. Be sure you and other committee members document everything you say. Put your source of information on every file card (or whatever else you use). Direct quotes must be documented and credited. While you may or may not wish to use footnotes in the finished publication, you will find it extremely helpful to use them in the draft. You will, of course, have to furnish a bibliography. Document interviews as well as books, articles, newspapers, etc. This protects the League and makes it easier for you to recheck facts.
- 9. Now you should be ready to write the first draft. You may wish to word process it yourself or get a committee member or another volunteer to do it. Decide about typing it to be circulated—who will do it, and how it will be circulated. Whoever does it should double space and make large margins. For the first draft is only the beginning. You will discover gaps and also repetitions. Once you see the information all in one place, you will no doubt find better ways to organize it. But do not worry about that for the first draft.

All draft copies should be noticeably marked DRAFT on all pages. The reason: if any of the drafts are circulated among LWV or outside readers, we want them to know that they are **not** finished copy and may well contain errors and/or omissions. In fact, finding the errors and/or omissions would be the reason for circulating the drafts.

10. It is helpful to work with an editor from the beginning to determine her work schedule, what her expectations are, what you can expect from her. Does she re-type, does she do spacing?

Being edited is almost always painful, but it is essential. Remember, everyone is edited, including the world's greatest writers. Do not fret. There is room for give and take. Here are some of the things you and the editor will want to look for:

- Could you produce an outline from the draft? (You have one, of course, but could you tell what it is?) Could a reader?
- Is your information accurate? Have you clearly demarked fact from opinion? (That is
 the point of separating the sections describing the situation from those explaining
 problems and alternatives.) Have you checked every reference? Is every name
 spelled correctly and consistently? Could you footnote every line from first sources?
- Have you made its appeal as broad as you legitimately can? That is, have you cut out all unnecessary "in-family" references, emotional language, and patronizing nuances? Have you written out titles and alphabet agencies before using initials or other short versions
- Have you provided aids to the reader—good subheads, good transition sentences, good summarizing statements at strategic intervals, saying, in effect, "This is what we have said or argued or explained so far, this is the next step."
- Do you tell the reader very clearly and very early what the intent and scope of your
 publication is? If you do not, it may be because these are not clear to you.
- Does the finished product match the original aim? Does it match the designated readership? Does it answer his/her questions? Does it invite interest? Does it overcome probable antipathies? Does it speak the reader's language?

The hardest discipline of all is not to tell everything you know. You have to tread the fine line between giving the information necessary for reasoned decisions and bogging down in unnecessary detail. One pertinent example can save pages of explanation. However, it is also necessary to tell enough. It is a common occurrence for the study committee to become so familiar with the subject that members forget that readers do not know some of the things that the committee has come to accept as common knowledge. Another thing to watch for is "dating" the publication unnecessarily. To be sure, you want the information to be current. However, be careful to use examples and language that will stand up over time.

- 11. **Revise, taking into consideration the editor's comments and the committee's sentiments.** This takes a long time.
- 12. Submit the second or third draft (each page marked DRAFT) to two or more knowledgeable outside experts to check for accuracy. For the same reason, check the appropriate sections of the draft with persons the committee has interviewed.

It is a good idea to deliver the drafts to the outside readers personally. Include a cover letter explaining what you want done and when you want to pick up the draft. As a reminder, call them the day before you expect to pick it up. Then, at the appointed time, pick it up personally.

Submit the same draft to two or more League readers. A new member or an uninitiated reader can catch jargon and statements that do not make sense. A Board member can insure that the publication is "League-like" and free of emotional language. Also submit drafts to your committee members, the study review and consensus committee, the PR chair, and the president.

- 13. Revise the draft, taking the readers' comments into consideration. Check on the facts—the reader is as capable as anyone else of error or bias, or may misinterpret what you have said, in which case you need to rephrase what you have said to make your point clear. Resolve the differences as you see fit—keeping in mind that you do want to produce a fair, unbiased, accurate study.
- 14. Make arrangements to publish the study. You will need to have it complete long enough before the unit meetings so that the printer can correct mistakes, your committee can have copies in advance, and you can include page references in the discussion guide.

THE DISCUSSION GUIDE

The purpose of the guide is to provide a written "how to" approach to the topic. Involve the entire resource committee to generate ideas.

The guide should include:

- · the purpose of the study, including whether or not consensus is to be taken and why.
- · a list of resource materials and where they may be found.
- a plan for the meeting, including a time schedule (1½ hours).
- the League's present position on the issue, if any.
- · information on locating material on the consensus questions, including pertinent pages.
- · discussion questions, which focus on the consensus questions, when consensus is taken.

Preparing the Discussion Guide

- Get something down on paper. Start an outline with major headings only—no details.
- Fill in the subheadings, including specific questions for agreement. Make generous time allowance for discussion.
- Select only that background information essential to the members achieving established goals. Be ruthless in pruning facts, theories, and points of view to the barest minimum, making sure that all points of view get an airing.
- Unit discussion will assume some background on the part of League members.
- When acronyms are used, be sure the name of the organization is spelled out the first time to which it is referred.
- Remember the study committee has learned a great deal more about the topic than can be covered in one meeting.

Preparing the plan for the meeting

The following are suggestions to be included for the unit resource people:

Before the Meeting

- · read the study and other resource materials.
- · select important points to be emphasized. These will depend upon consensus and
- · feedback questions.
- establish a timetable of no more than 1½ hours.
- · depending upon the purpose of your meeting, consider using any of these methods:
 - a Discussion is the best way to get member participation. (Developing Discussion Questions)
 - b Lecture (usually the least effective)
 - c Debates
 - d Role playing
 - e Audiovisual materials (charts, maps, slides, recordings, and videotapes)

During the Meeting

- explore creative ways of focusing everyone's attention on the topic.
- · introduce the topic (5 to 10 minutes).
- · state the League's present position on the issue if it has one.
- · be sure all information and viewpoints needed to answer consensus questions are covered.
- · summarize points as the discussion proceeds.

After the Meeting

Turn in the consensus and feedback questions to the resource committee chair.

Developing Discussion Questions

- Discussion questions differ from consensus questions. They should lead to an understanding of the issues so an informed vote on consensus can be made by the members present.
- When a question is considered, ask where it will lead you—toward fulfilling the purpose of the study or in another direction.
- Questions should explore all pertinent aspects (both pro and con) of the topic. Provocative
 questions are good to start a meeting.
- Open-ended questions elicit a better response. Use questions that begin with what, when, now, where, and which.
- · Progressive questions that lead from one point to another are good.

GUIDELINES FOR CONSENSUS

WHAT DOES CONSENSUS ACCOMPLISH?

The scope of a study and the direction to the Board at the Annual Meeting or Convention provide a study committee with some guidelines. But, a committee must also set its goals, determining exactly what it needs to know and do. If a committee has not clearly defined its goals, chances are good that the resulting consensus will also be unclear. Some of the things that consensus can do are:

Indicate agreement on general philosophy.

 Give more specific direction for action in an area where there is already agreement on general philosophy.

 Encourage members to develop opinions on issues for which there is presently no consensus.

· Elicit from members additional solutions to problems.

· Define an existing position for use at another level of government, when necessary.

HOW DOES A COMMITTEE DEFINE CONSENSUS AREAS?

A committee has prepared a study, shared information, and is now ready for agreement. How do they sort out issues for consensus? In thinking about this, they might ask:

 What methods and time restrictions do we have for reaching consensus? (Have we been allotted one unit meeting for consensus, or could we use a tear-off in the bulletin?)

· What policies could most realistically be changed by League action?

· What issues fall within the scope of the study as adopted by the members?

· What issues do the members know about, care about, and want to decide?

· What are the realistic alternatives for League action?

 What provisions should be made for alternative solutions to the problem — ideas that have merit but are not being widely discussed at the present time?

WHO DRAFTS THE CONSENSUS QUESTIONS?

Committee is the key word, as drafting consensus questions should be a cooperative effort. Many Leagues make it a policy to call in some additional people to act as editors at consensus-drafting time. These people have not been deeply involved in the study and therefore may be able to offer objectivity and new perspectives to the questions. Who should be asked to screen the questions? A committee could:

· ask a new member if the questions are clear and easily understood

· ask a League pro if they are biased or show the committee's preferences

ask an English major if the language is ambiguous or awkward.

Groups of Leagues cooperating on a study, sometimes have special problems at consensus time. Most successful joint ventures have made a concerted effort to include representatives of all member Leagues in every step of the study. While a group may find it necessary to pare down the question drafting committee to a workable number, each League representative should have a meaningful opportunity to offer suggestions or changes.

Some Leagues, particularly those which adopt extensive local programs, have found it helpful to establish a **consensus screening committee**. This committee works with local study committees in reviewing, editing, and clarifying proposed consensus questions. The committee is composed of members selected for their writing expertise and League experience. Use of this specialized committee lessens the workload for the Board, as the consensus questions are usually well-polished by the time they reach the Board review stage. This does add another step to the consensus process, however, and makes careful planning and scheduling very important.

WHAT IS THE BOARD'S ROLE IN CONSENSUS?

While the LWV depends on committees to plan and implement its Program and Action, the responsibility for the League as a whole rests with the Board of Directors. Its task is to consider

matters from a total League perspective, while a committee concentrates on a specific area. At consensus time, the Board must review proposed consensus questions. (Local Boards review local study questions, state Boards review state study questions, etc.) Directors are not all experts in each study area, nor should they try to be. They can, however, determine if the questions will benefit the League, both in the way that they fulfill the goals of the study and in the way that they involve members in decision making.

If unsuitable questions come before the Board, it is more effective and efficient for the Board to briefly outline the problems, make a few suggestions, and refer the questions back to the committee for revision. Naturally, the committee must have allowed sufficient time to make the needed changes and return the revised questions to the Board for approval.

After consensus results are tabulated the Board again reviews the results to be sure that they accurately reflect the thinking of the League as a whole. When a new position statement is drafted the Board must review it considering whether it is true to the consensus, and if it will allow for effective action, and then approve it.

HOW SHOULD CONSENSUS QUESTIONS BE STRUCTURED?

There is no official "League" format for consensus questions. Leagues have used many different types, and each has some advantages and disadvantages. Listed are some examples, with a few positive and negative aspects of each.

Obvious "Should the LWV support a comprehensive program of park development for our town?"

Yes —— No —— Comments

Plus Elicits agreement on broad philosophical principles.

Minus Few people ever object or say no; therefore these may seem loaded.

Good consensus questions do not necessarily make good discussion questions. They are designed to facilitate action. Sometimes it is necessary to ask a very obvious question in order to get a statement of member support on basic philosophy. Obvious questions may seem less loaded if they are followed by a more specific question on the same subject, such as:

"Should the LWV make park development a major goal when speaking and lobbying before city agencies?"

Yes —— No —— Comments:

"What funding priority should park development be given in comparison to other city projects?"

1 2 3 4 5 Explain:

Very high Very low

Paragraph "Do you think that the LWV should support the repeal of the present drunkenness statutes and ordinances?" (This would not affect the legal status of crimes committed when drunk. For example, drunken driving, assault, etc).

Yes --- No --- Comments:

Plus Provides consistent definitions, and everyone has the same information and

interpretation of the question.

Minus Technique may be considered leading or "spoon feeding."

Objections to this type of question can be modified by providing members with opportunities for lively discussion, considering all sides of the issue.

Multiple Choice "What do you see as the major role of the Metropolitan Council?"

-reviewing

-coordinating

-policy-making

-operating

-combination of the above

-other (list)

Plus Easy to control answers, easy to compile.

Minus May limit choices, no space for qualifying answers.

These objections can be modified by encouraging members to list "other" options and by adding a space for comments.

Ranking "What are your priorities for Corrections funding? Rank."

-community treatment centers

---probation programs

-personnel training

---research

—evaluation

—educational programs

—therapeutic programs

---specialized prisons"

Plus Shows strength of minorities, gives good direction for action.

Minus May limit choices; participant must choose one item over another, even if they

consider them of equal importance.

These objections could be modified by including an "other" option, space for comments, and by allowing participants to assign the same rank to several goals.

Branching "Do you favor an evaluation system for the juvenile justice system in our country?"

Yes ---- No ---- If no, explain:

If yes, who should do the evaluating?

-clients

---juvenile justice system personnel

—outside experts

—community representatives

-other (list)"

Plus Thorough, gets much information.

Minus Could be confusing or difficult to explain and handle in large groups.

This objection could be modified by providing each member with a copy of the question or displaying it on a large blackboard or poster.

WHAT ARE SOME OF THE PROBLEMS OF CONSENSUS QUESTIONS?

Problem

Example

Fuzzy language

"Do you favor the decentralization of the decision-making process of

city government to allow for more citizen participation and

involvement?"

What exactly does "decentralization" mean, what is the "decision-making process"? Does each member understand every word in the question?

Shop talk

"Do you favor increased use of LEAA funds to establish residential treatment centers for adjudicated delinquents?"

Does the question contain terms familiar to only those members well-versed in the subject?

Leading

"Do you favor increased use of inter-racial study materials to improve

education quality in our school district?"

Does the question make assumptions for people and lead them to a conclusion?

Two in one

"Do you support the establishment of a park and recreation department in our town with emphasis on the recreational needs of senior citizens?"

Does the question contain two issues which should be presented in two separate questions?

Moral leper

"Do you favor expanding welfare assistance payments to help the

elderly in our community?"

Perhaps a member does not favor expanding assistance, believing that it is adequate now. But, what does a no vote imply? — that the member is opposed to helping elderly people?

Loaded words

"Do you favor urban renewal projects that provide clean, adequate housing for deserving residents in our community?"

Words like clean, adequate, deserving, are often defined emotionally and, therefore, do not mean the same thing to each member. To avoid wrangles over the definition of such a word, it's best to avoid them entirely.

Avoiding these problems can help keep members happy and can keep your consensus meeting running smoothly. Other mistakes in questions can cause troubles for a committee when it wants to compile consensus results or take action. For instance,

Open end

"What changes would you favor in our school district's administration procedure?"

Compiling answers to this type of question could be a nightmare. It is very possible that the answers would be so varied that a committee would end up with no areas of agreement.

Too broad

"Do you favor reforms in city government?"

This type of question really says or answers nothing. How could a Board ever interpret it in relation to a specific action proposal?

Tunnel vision

"Do you support the installation of lighted athletic fields at

Freedom Park?"

Is this too restrictive? Could it be restructured in a more flexible way to apply to related proposals or future projects?

Finally, one common problem that traps many study committees is including too many questions in a consensus. A long consensus may severely limit discussion time and increase member frustration. Committees should constantly be thinking about time limits and member needs when drafting their questions.

HOW SHOULD A CONSENSUS MEETING BE ORGANIZED?

Each League has its own way of doing things, and techniques successful for one can fail miserably elsewhere. Nevertheless, the following ideas have proved themselves in many groups.

Setting and Keeping a Time Schedule

When beginning to plan for a consensus meeting, a committee should determine how much time is available. They should analyze the necessary parts of the meeting and set a realistic limit for each of them.

A SAMPLE SCHEDULE

9:15 - 9:30	Coffee and greetings
9:30 - 9:45	Unit business and announcements
9:45 - 10:15	Questions 1, 2, 3
10:15 - 10:30	Break
10:30 - 11:30	Questions 4, 5
11:30	Adjourn
2 hrs. 15 min. T	otal time

In looking at consensus questions the committee considers where there is likely to be agreement and where extra discussion would be helpful. Most obvious questions can be answered in a very few minutes while more complex issues could require a half hour. For example, a more detailed breakdown of the consensus portion of the sample schedule might look like this:

Question	Allotted time
1. Obvious	3 minutes
2. Secure institutions Yes/No	7 minutes
3. Rights of offenders	20 minutes
4. Goals of corrections	30 minutes
5. Community corrections	30 minutes
Total time	90 minutes

Sometimes, committees find it helpful to provide everyone with a copy of the time schedule. If members know that each question has a limit, they may be more concise in their comments and less apt to repeat what has already been said. A good discussion leader is really a necessity for a successful consensus meeting.

Answering the Questions

Some Leagues:

- Give each member a sheet with printed questions and room for answers; discuss a question
 as a group, then have each member answer it on the sheet
- Split into small discussion groups headed by a discussion leader. Discuss questions and have recorder write "sense of the meeting" answers on blackBoard or flip chart as discussion progresses.
- A variation of the above—hold a general discussion on the entire consensus first, then go back and compile the discussion into specific answers. Record visually on a blackBoard or flip chart.
- Have individual members write answers to a few of the questions at the meeting or at home, then discuss the remaining questions at the meeting.

Occasionally there may be studies for which the consensus is too long or complex to be handled by any of the above methods. In those cases, Leagues have tried the following:

Splitting the questions among the units, each unit answering only part of the questions.
 Designating some of the more technical questions to be answered by the committee and submitted to the members for approval. The more general questions would be handled in one of the conventional ways.

These methods do remove a part of the decision making from the individual members.
 Splitting the questions among the units may cause problems and skewed results if the units differ widely in their opinions. Leagues considering these methods should weigh their disadvantages against the disadvantages inherent in a long, complicated consensus.

Keeping Members Happy

To make consensus work, the members must believe in it, participate in it, and support its results. Consensus represents "grass roots," the individual members' control over League policy. It is important then, to consider the members when planning for consensus. How will a committee's decision affect them? How do they react to the process?

Are they saying:

- · It lets me be a part of things.
- · I like to hear everyone else's opinions, then make up my own mind.
- It is more democratic than if the Board just made all the important decisions.
- · I like to be given a choice.
- · It is a learning experience, and it stimulates my thinking.
- · It helps me identify issues.

Or are they complaining

- · The questions are cut and dried; there really is no choice.
- · The consensus meetings are too long.
- · My opinions do not really count.
- · It is confusing; no one ever explains what we are doing.
- · You have to be an expert to understand the questions.
- · There is never enough time for a good discussion.

Many of these complaints could be eliminated if committees:

- Before the big day, pretest the consensus meeting with a small group of members to determine if the format and time schedule will work. Include the discussion leaders so they feel comfortable in their role.
- At the beginning of the consensus meeting, give a brief resume of the study and the
 consensus process. There may be new members or guests attending who would like to
 know what is going on.
- Make sure everyone understands exactly what procedures will be used for reaching agreement.
- Try to ensure that everyone has a chance to contribute to the discussion.
- · Welcome comments by guests, even though their opinions are not recorded.
- Record both majority and minority opinions. Comments and minority views may be significant when combined with those from other units.
- Use resource people only when the group really needs them, or when information needs corrections or clarifying.
- Stick to the time schedule so people can leave on time.
- · Think positive thoughts about consensus—this enthusiasm will be transmitted to others.

HOW MUCH DO MEMBERS NEED TO KNOW?

The LWV expects its members to answer consensus questions as well-informed citizens would, not experts. While many issues are difficult and few choices are clear-cut, members shouldn't feel that they are not qualified to express their opinion on an issue. Study committees can help members deal with complex issues by:

- providing good background information,
- · referring to pertinent parts of the information when discussing consensus questions,
- drafting thought-provoking discussion questions to stimulate lively discussion of the issues, providing adequate time for member discussion, and drafting clear, succinct consensus questions.

IS IT POSSIBLE TO REACH "NO CONSENSUS"?

Certainly. This can happen at any level—among members of a unit, among units in a League, etc. Sometimes there are true differences of opinion on a question and it is impossible to get a "sense of the meeting" or "sense of the League." The consensus process is really intended to see if consensus—in the sense of broad general agreement—exists among the members. If there is none this is a perfectly valid outcome, and the committee has discovered that no consensus exists.

WHO COMPILES CONSENSUS RESULTS? HOW?

In many Leagues, the bulk of the compiling is done by the study committee, although efforts should be made to include a representative from each unit at some point. This helps ensure that the units' answers are fairly represented in the compilation. This may be impossible in very large Leagues, but some additional unit representation should be encouraged.

It is helpful for committees to determine early in the study what criteria they will use in combining answers. Consensus, in the League of Women Voters, is generally considered to be more than a simple majority—at least 2/3 to 3/4.* When applying this definition to specific situations, committees often ask:

Should we have each member vote or just consider the sense of the meeting at each unit?

It is usually necessary to know how many members are participating at each unit. Voting, however, except on individual ballots, can be very time-consuming and awkward. Many Leagues simply record the number of participants, list areas of strong agreement (consensus), and record comments and minority opinions, indicating their strength. When the study committee compiles the results of all units, they consider the number of participants at each unit, look for issues on which there is strong agreement, check for comments and minority opinions to see if they are significant. If a League or committee is more comfortable knowing actual percentages, it would probably be wise for them to use a written ballot.

*August 10, 1982 Board Meeting: Consensus requires at least a 2/3 vote of both total members participating and 2/3 of total numbers of LLs participating. However, the consensus must contain an equitable combination of Metro and greater Minnesota Leagues.

How do we handle graded answers?

Ranking questions may seem more difficult to compile, as to be completely accurate, the answers should be computed statistically or on a graph or chart. Still, the results give a good indication of member preference. They may be worth the extra effort in light of the clear direction they provide for League action.

What do we do with intense minority opinions?

Realizing that effective League action needs broad member support, committees should be sure to include minority views in their report to the Board. If a strong minority exists, the Board will want to discuss whether or not there is enough agreement within the membership to include that issue in the support position.

After the committee has compiled all the questions and the results are clearly prepared, they are ready to submit to the Board for approval. Many Board members appreciate having a copy of the results, or seeing them recorded on a large visual aid for use at the Board meeting.

HOW IS A POSITION STATEMENT DRAFTED?

A position statement is a tool for action—it determines what League can and cannot do. It has been suggested that positions should be drafted as a joint effort; a group consisting of study committee members knowledgeable about the issues, unit or Board members concerned about accurately reflecting the consensus and action people with lobbying expertise.

Most position statements list the broad principles and general philosophy statements first, following them with more specific items and suggested ways of implementation. This latter part gives lobbyists clearer direction in determining priorities for action.

Position statements must go the Board for approval. (In the case of ad hoc committees or ILOs, requiring approval from each participating Board may be cumbersome and time-consuming. A more streamlined method, such as sending one or two representatives from each Board to a joint meeting, might prove more satisfactory.) This process works when there has been good communication among participating Leagues and when there is broad member support for the study. If these conditions do not exist, however, the group might be wise to involve all of the Boards in order to build support for action.

Leagues should have a booklet containing all that League's positions. These positions should be dated.

Remember to retain in the President's file a copy of all studies and consensus for future reference.

CONSENSUS TIMETABLE

Suggested timetable for a one-year local study item:

Month 1

Adoption of item

Recruit study committee Define scope of study

Set committee goals for the year Establish study timetable

Months 2-7

Further define scope

Research

Share information (bulletin articles, general meetings, unit meetings,

speakers, etc.)

Month 8

Determine consensus areas

First draft of consensus questions

Submit consensus questions to "editors" or consensus committee

Month 9

Final draft of consensus questions. Submit to Board.

Plan consensus meeting Draft discussion outline

Month 10

Revise consensus questions, if necessary. Resubmit to Board.

Brief discussion leaders

Pretest consensus meeting. Revise if necessary.

Month 11

Hold consensus meetings

Compile consensus results. Submit to Board.

Month 12

Draft position statement. Submit to Board.

Evaluate the entire study.

GUIDELINES FOR STATEWIDE OR REGIONAL CONCURRENCE

- Your local study should explore an issue which is also of concern to other communities.
 Your materials should provide a framework which other Leagues could use.
 - b. Even though their specific situation is different, the same questions can be raised.
- 2. The consensus questions should be adaptable to a statewide or regional position.
- You must have approval of the state Board or a majority of delegates at state
 Convention or Council, or for regional concurrence, approval of the Boards of Leagues in
 the region. Approval is necessary to insure no overlap of positions and to consider the
 financial requirements.
- 4. To use the concurrence process statewide, your item must be suggested during the state program-making process in a state Convention year or brought to state Council as an emergency item in a non-Convention year. It will be considered in the same manner as any other program item. When asking another local League to concur with your position, follow the same process (i.e. make it part of their program-making process, or ask the League to consider it as an emergency item). To aid in gaining adoption of your program item, it is advantageous to provide as much information as possible to the Leagues which you are asking for support.
 - a. Provide copies of your study and consensus questions.
 - b. Provide a synopsis or summary for the Board agenda so Board members know what you are talking about.
 - Justify the need for a statewide position (usually legislative action) or regional position.
- 5. When the item has been adopted, get the word out to local Leagues.
 - a. State BOARD MEMO
 - Keep members informed by putting information in the BOARD MEMO on how many Leagues have concurred, what's happened legislatively, etc. Update Leagues if necessary. (Try to keep the topic in their minds.)
 - b. VOTER (state and/or local)
 - Try to arrange to get a summary of your study in the VOTER. (You may need a lot of space for this.)
 - Print consensus questions in the VOTER.
 - c. Workshops: Plan a presentation for workshops. Cover what issues the study addressed in your community. How local Leagues can impart the necessary information to their members. (Remember, in concurrence the only requirement is that local League members feel there is sufficient information to intelligently make a decision on whether or not a local Board can concur.)
 - d. Suggestions for local Leagues. Invite a speaker who did the original study to address a general meeting. Develop a packet of written materials locally. This could include survey results, interviews, or another reprint of the summary in a local bulletin. Present a panel discussion with local experts.
- 6. Be willing to go anywhere and talk to everyone. Always carry copies of the study with you. Be sure to have your phone number and address readily available.
- 7. Keep suggesting your topic for local program at calendar-planning time.
- 8. Write to specific local Leagues saying, "I see you have not put a study of on your program calendar. Can I give you some help? Would you like to do it next year? etc."
- 9. The state Board will require concurrence of a majority of local Leagues and League membership before the position can be adopted as a state position. A minimum here would be 60% of local Leagues in the state representing 2/3 of the membership. These numbers are not specific because the Board will also consider balance of Leagues by size and geographic location.

- Set a calendar deadline by which time all Leagues should have responded to the concurrence.
- 11. Remember to include accepted concurrence with your other local position statements. Once you have concurred, it is a position and must be voted on at each Annual Meeting. If a regional concurrence does become a state LWV position, the local Leagues no longer need to include it under their local positions.

YOU MUST CONVINCE LOCAL LEAGUES THAT:

- 1) YOUR ISSUE IS IMPORTANT TO THEIR COMMUNITY.
- 2) YOU HAVE PROVIDED THEM WITH ENOUGH INFORMATION TO MAKE A DECISION AND DO A LOCAL PROGRAM.

NOTE TO LEAGUE BOARDS:

You must concur with an entire statement as it is written; however, if a position contains more than one statement, you may not necessarily concur with each individual statement. You may not rephrase the original statement.

GUIDELINES FOR LEAGUE PARTNERSHIPS

Ad hoc committees are used where cooperation among neighboring Leagues will be beneficial. Sometimes it is only a matter of all the Voter Service chairs in a congressional district meeting once or twice to coordinate plans and facilitate joint PR efforts. Sometimes it is a joint action committee set up to implement effective action under a state or national position. Sometimes the ad hoc committee is organized to carry out a study which is not limited to one community. To enable the more complex types of continuing effort, involving many local Leagues, to go smoothly, these guidelines have been formulated.

Cooperation and communication are the keys to avoiding the necessity for a formal organization. Be prepared to use more written communication than is necessary when working with a study committee within one League.

BEFORE ORGANIZING

Is an Ad Hoc Committee Necessary?

If your local League is considering a study which goes beyond their defined boundaries, determine:

- if the eventual action will necessitate or be more effective with the cooperation or understanding of other Leagues.
- the appropriate governmental unit with which you will be concerned (i.e., county, school district, watershed district, economic development region, etc.) and how many local Leagues are involved.

Reconsider Your Proposed Study

Have you read carefully the criteria for selection of local Program? (See page 2) Is there a need for the study? Determine if action could be taken under an already existing state or national position. Are you prepared to undertake a project which involves more effort than the usual League study?

PROCEDURES

- 1. Inform: well before Annual Meeting dates, inform other Leagues that you are considering adopting such an item. They should know your proposed wording, scope, estimated schedule, unit of government to be lobbied after consensus, and probable costs involved for each participating League. (Copy of this letter to the state office.) Ask if they wish to adopt the same study and join with you in the study, consensus, and action. Follow up if you do not hear from them. Find out if they have objections to your adoption without their participation.
- 2. Adopt: local League Boards should discuss the proposal, and if they agree, propose it to their members in the usual way to be voted on at the Annual Meeting. Obviously, the more local Leagues that adopt the item at their Annual Meetings, the easier the work of the Ad Hoc Committee. (Leagues who do not adopt the item are always kept fully informed and encouraged to join the committee.)
- 3. Budget Each local League participating in an Ad Hoc Committee will be expected to budget financial support for the committee's work. This is one of the reasons for promoting the study well in advance of annual meetings. If the Ad Hoc Committee forms after Annual Meeting budget adoption, state budget funds may be used to facilitate sending notices, sharing materials, etc., with the understanding that when the Ad Hoc Committee gets money from each participating League, the funds used for initial activities will be returned to the state budget.

- 4. Organize An Ad Hoc Committee is formed of representatives from each local League. Ideally, the representative sits on his/her League Board and keeps her/his League informed of the committee's plans and accomplishments. If this is not possible, the President's name must be added to the mailing list of the committee to ensure communication.
- 5. Communicate Keep the LWVMN office informed (State Program Director). Keep all the Leagues informed of all committee meetings, unit meetings, public events, including any Leagues that do not participate. Share written materials generated by committee members with Leagues that do not have a member on the committee, including bibliographies and informational articles for the bulletin.
- 6. Reach Consensus Ask any Leagues that have not been participating in the study if they would like to take part in consensus. Offer to come to a membership meeting and present the study. Provide all Leagues with consensus questions and copies of any resulting statements of position. (Send copies to the state office for permanent file.)
- Take Action After consensus is reached, notify all the Leagues when action is planned, including place, date, time, and copy of proposed statement. Keep all Leagues informed of pending legislation and legislation that is passed.

WHEN YOU ARE THE ONLY LEAGUE WORKING

In the event that your local League adopts a study which is not limited to your local community, or does a school or county survey, without the concurrent adoption by the other Leagues concerned, it is your responsibility to follow through with Steps 5, 6, and 7. Ask for time on the calendar of other Leagues to present your survey, and make available copies of any material or publication.

ANNUAL MEETING GUIDELINES



ANNUAL MEETING PLANNING

he Annual Meeting is the most important and often the only business meeting of the League year. It is the entire membership's opportunity to direct the course of their League. Whether the membership takes advantage of this opportunity depends largely on the Board's preparation for and conduct of the meeting. Full discussion and participation by members results in a feeling of greater member responsibility for the success of the League in your community.

Sources of help in planning the Annual Meeting include:

- · This guide
- In League, LWVUS #275
- · Simplified Parliamentary Procedure, LWVUS #138

The Annual Meeting has four basic goals:

- 1. To elect a slate of officers representative of the membership.
- 2. To adopt local Program on those governmental issues that reflect the interests of the membership; to readopt or drop present local positions.
- To adopt a budget that provides for the financial support of the League as a whole.
- To review and/or amend local League bylaws. Remember that all bylaw proposals must be reviewed by LWVMN before they are submitted to your membership.

In addition to these basic goals the Annual Meeting is also a time to:

- recognize special individual and group efforts;
- · renew interest in future League activities;
- · have fun together.

By autumn the following committees should be beginning to meet: bylaws, budget, nominating and local Program. Recommendations from these committees will be presented to your Board for approval prior to presentation at the Annual Meeting.

Additional committees which you will want to appoint shortly are:

- arrangements (physical for the day);
- rules (if felt to be necessary);
- · special bulletin (program for the day);
- · agenda (President's responsibility with Board discussion);
- parliamentarian (if felt to be necessary; well stated rules may suffice).

The agenda for the Annual Meeting is best worked out well ahead of time and even scripted if necessary. For additional help with your Annual Meeting, call the Field Service Chair, or the LWVMN office.

It's not too early, and in fact for some it may be too late. You need to keep in mind your bylaw restrictions when you begin to plan you annual meeting. For example: Typical bylaws require 30 day notice in the local League bulletin to all members about any budget, program suggestions, nominations for office and bylaw changes to be discussed at the annual meeting. All of these items need to be brought to the local League board prior to publication in the bulletin for review and discussion. In addition, bylaw changes should be sent to the state office for review before publication in the bulletin. Thus an April 15 annual meeting date requires bulletin publication by March 16, and a review by the local board in late February or early March.

Here is a checklist to help you carry out these goals:

- Set an annual meeting date and review bylaws requirements.
- __ Appoint a chair and committee for the annual meeting committees: bylaws, budget, program (see Program Planning Guide in this mailing under Annual Meeting and Program) and nominating. Give them the appropriate form attached to Annual Meeting Planning.
- __ Notify all of the above committees of your board meeting date at which they should present their reports.
- Appoint an arrangements chair to reserve a room and make all necessary arrangements for the annual meeting.
- __ Appoint a committee to act as auditor of the treasurer's books. Their report is due at the annual meeting.
- Appoint members to prepare the annual reports.
- Plan with your board the content of your annual meeting—should you have a guest speaker, honor special people in your League, etc. Think of your annual meeting as an opportunity to recruit new members. What do you think would interest them?

BYLAW REVIEW

heck that your bylaws are in conformity with the bylaws of LWVUS and LWVMN.

- Check that the wording of your bylaws is clear and understandable.
- Check that the bylaws allow flexibility in defining the structure and size of your board; do they allow for creative changes in board structure, such as co-chairs, executive board establishment, etc.
- How do your bylaws deal with dues? The amount of the dues should not be included in the bylaws; but rather are established by a majority vote at the annual meeting. Many Leagues are changing their membership year to coincide with their annual meeting. This gives them all summer to work on increasing membership. If you wanted to do this, do your bylaws need to be changed?
- Do your bylaws allow your board the flexibility to add program items in the middle of the year if an important local program item presents

itself; bylaw notification to all members, and discussion of the potential new program item by at least the board prior to any study and action. Remember proposed bylaws changes need to be reviewed by the state League before being submitted to your membership.

Please remember that it is necessary to submit proposed local League bylaw changes to the state Board for comment before submitting them to your membership prior to your Annual Meeting. (See In League, pp. 12-3 and 12-4.)

Use this form to indicate both the present bylaw or bylaws as well as the proposed change or changes. We will return our comments to you if necessary. If you do not hear from us, assume that proposed changes are all right.

LWV of	
Present wording include Article and Section):	
rieselli wording merude Article and Section).	

PROPOSED CHANGES TO LOCAL LEAGUE BYLAWS

Proposed change in the wording and reasons for change:

Use an additional sheet if necessary.

Please return to:LWVMN, 550 Rice St., St. Paul MN 55103

BUDGET PREPARATION

o not have your treasurer act as budget chair; however, both the treasurer and president should serve on the committee as ex-officio members. Seek people for the committee who are not afraid to work with figures.

- The budget committee's job is to develop a balanced budget which accurately reflects the proposed activity of your League. It is in essence an outline of your coming year's activity.
- Are there items you carry from year to year in your budget that you
 never spend? Then eliminate them from the budget. Are there items
 not found in your budget that you spend money for each year? Then
 include them in your budget. A balanced budget means all income
 (dues, contributions, sales, grants, etc.) must equal the expected
 expenditures.

he time to plan for your League's Annual Meeting is now! As Budget Committee Chair, you will want to check your bylaws so that you know what deadlines your committee is required to meet in presenting its proposed budget to the board for its approval and for submitting the beard-approved budget to general membership prior to the Annual Meeting. In most cases, you will need to convene your committee in January. The work of the Budget Committee is extremely important to your League, and to do it justice, you must allow plenty of time to gather your background materials, your committee personnel, and your thoughts about the finances, work and goals of your League for the coming year.

Gather Your Materials

- 1. In League, LWVUS publication #275, pages 8-1 to 8-8
- A copy of your League's current budget for each committee member along with the totals spent to date under individual line items. Give the treasurer some lead time to prepare this information.
- 3. The Treasurer's reports
- 4. Written "guesstimates" from all portfolio chairs that reflect both their basic needs and their realistic wish lists for the coming year. Asking for this input in written form will encourage research and concrete planning on the part of the chairs and will give you and your committee a clearer indication of your League's needs and expectations for the new fiscal year.
- 5. The official local League membership count as of January 1.
- 6 Current PMP obligation amounts for LWVMN and LWVUS.
- 7. Local League Budget Form.

Gather Your Personnel

The Budget Committee should be appointed as soon after the Annual Meeting as possible. Suggested membership is as follows:

- 1. Budget Chair
- 2. Finance Chair
- 3. Treasurer who may not serve as Budget Chair
- 4. President who serves ex officio

Gather Your Thoughts

What are the Qualities of a Good Budget?

- A good budget is imaginative. It helps creative ideas become realities by translating them into and incorporating these costs into the budget.
- A good budget is comprehensive. It reflects, as closely as possible, every facet of League work and estimates volunteer out-of-pocket expenses along with direct costs.
- A good budget is realistic. It matches imagination and creativity with an optimistic estimate of available volunteer time and money. It accurately reflects what a dollar will buy.
- A good budget is flexible. It is specific enough to help the board to plan, and it is general enough to allow for an unexpected expenditure or a changing need.

There is sometimes confusion about the distinction between the treasurer's report on the budget and the budgeting process itself. The budget is a planning document used to determine, to guide and to control expenditures. It is prepared before the money in question is raised or spent. It is recommended by the board of directors and approved by the membership.

The treasurer's report is prepared after the money is raised and spent. The treasurer uses the budget as a guide for charging expenses or crediting income to ascertain how closely the board is following the budget as adopted by the members. She reports to the beard on the budget each month. Each expenditure of the League must fall under some item already in the budget. She can only charge expenditures or credit income to budget categories at the board's direction. Whether or not the treasurer's report on the budget provides a true picture of how and where the League spends its money will depend on how well the Budget Committee anticipates the League's work for the coming year.

Budget Preparation

One of the most important aspects of any budget committee's work is to draft a document that can be clearly understood, not only to someone who does not belong to that particular League, but also to the local League members who must vote to adopt it. Is your budget clear and accurate?

- 1. It has been done in a standard budget format. It is not a treasurer's report.
- 2. Income and expenses balance.
- 3. The fiscal year under which the budget is to operate has been indicated.
- 4. It includes a plan for some type of yearly audit whether it is to be done by a professional or by an in-house committee of League members.
- PMP assessment figures are accurate and are shown on the budget form. If you are not sure of the PMP amounts, feel free to contact LWVMN and/or LWVUS.
- 6. The budget form gives the membership figure on which the PMP calculations are based. For how many members are you assessed the full PMP amount? Also, it would be helpful to know if: your League has any household members who pay one-half the PMP amount; there are any life members for whom there is no PMP assess-ment; any members joined at the national level and would be counted in membership totals but do not cost their local League PMP during their first year of membership; the LWVUS over 10% membership gain waiver was reflected in the totals.
- 7. Is your budget comprehensive? For example, does it provide for: attendance at workshops and convention; projects such as the publication of a "Know Your Town" or a citizen's directory; public relations and observer corps expenses? If you pay for baby-sitting, or maintain an accrued fund, or benefit from in-kind contributions such as printing or an equipment donation, is that shown in the budget? Have you forgotten anything?
- 8. A budget explanation or, at the least a clarification of certain line items has been included either on the budget form or attached to it.

The following three pages contain a sample Local League Budget Form. Although every League is unique and must tailor its budget to fit its special qualities, the Budget Form will help you to gather the necessary information and put on in an easy to under-stand format.

And now with everything at the ready, the real work of building a budget can begin. I know that you and your committee will enjoy the entire process and that you will be quite proud of the final product as you present it to your League membership.

LEAGUE OF WOMEN VOTERS OF	, MN	LOCAL LEAGUE
Budget year 20 to 20		BUDGET FORM
EXPENDITURES:		
A. Operating Costs		
1. Maintenance of equipment	<u>\$</u>	
2. General supplies	8	
3. Postage		
4. Telephone and Telegraph	3-11	
5. Insurance		
6. Paid staff		
7. Bank charges		
8. Audit		
9. Capital expenditures (Cost of accrued funds for new equipment)	Y-11-11-11-11-11-11-11-11-11-11-11-11-11	
Sub total		
B. Board and Administrative Committees 1. President	17	
2. Secretary	4	
3. Treasurer		
4. Board tools and expenses		
5. Administrative Committees		
a. Finance		
b. Membership		
c. Unit Organization	Andrew Market	
d. Public Relations	10-11-12-12-12-12-12-12-12-12-12-12-12-12-	
e. Budget		
f. Nominating		
Sub total		
C. Delegates, Travel and Affiliations 1. State Convention (Council)		
2. National Convention	2-15-540-510-20	
3. Annual Meeting		
4. Workshops		
5. Other meetings		
Sub total		

D. Financial Support for the 1. ILO (Metro Council) support		
2. Per member payment		XX
State returning members	@\$	
new members	@ \$	
household members	@ \$	
3. Per member payment—Na		
household members	@\$	V
members	@\$	
	Sub total	
E. Bulletin		
1. Supplies		
2. Postage		
3. Other		
J. Outer	Sub total	
	Suo total	
F. Educational Activities		
1. Publications		
a. Purchase plus distribution	on costs	
b. Production plus distribu	ation costs	
2. Program Committees		
a. Criminal Justice		
b. Education		
c. Government		
d. HR/SP		,
e. IR		
f. NR		
3. Voter Service (List each activity;	for example, Voters Guides, Candida	tes Meetings, etc.,)
a.		
b.		
C.		
d.	0.11	
	Sub total	
G. Position Support		
1. Publications on League po	sitions	
a. Purchase and distribution	on	
b. Production and distribu	tion	
2. Action activities including		

a. National			
b. State			
c. Local			
		Sub total	
		GRAND TOTAL	·
Income			
A. Dues			
members	@\$	-	
Household members	@\$		
B. Contributions			
1. Member			
a. cash			
b. noncash			
2. Nonmember			
a. cash		70	
b. noncash			
C. Publications			19 11 - 11 - 11 - 11 - 11 - 11 - 11 - 11
D. Other sources			
E. From reserves			
F. From reserves depo	sited w	ith Education Fund	
		TOTAL	

NOMINATING COMMITTEE

he committee consists of at least three people who should be familiar with the offices to be filled and should be familiar with your membership.

- The president never serves on the nominating committee.
- Contact should be made with all the current board members to see if they would like to continue.
- The committee should meet to discuss potential candidates, list prospects and assign committee members to talk to each prospect.
- Remember things can be done differently. Tasks can be changed, combined, reassigned as it fits the needs of your candidates. Many Leagues are changing the structure of their officers to include co-presidents; some have adopted an executive board structure with shared responsibility for presidential duties among four people.
- Try to maintain a good balance between new and veteran board members; too many veteran board members can breed stagnation and too many board members can breed confusion.

Composition of the Nominating Committee

The Nominating Committee is a most important committee at all levels of League, local, state and national. Its choices shape the future of the League of Women Voters. The Nominating Committee is responsible to the League membership as a whole rather than to the board.

The size and composition of the Nominating Committee is set forth in the local League bylaws. The chair and the majority of the members are elected by the membership at the Annual Meeting. Committee members from the board are appointed after the Annual Meeting.

The Nominating Committee chair is an off-board position. The League president is not a member of the Nominating Committee even in an exofficio capacity.

Members of the Nominating Committee should understand and be able to explain the responsibilities of a board member and how the League functions. They also should understand the local League's Non-partisanship Policy and should be well acquainted with the membership.

General Procedures

- 1. Review the local bylaws, *In League* and job descriptions to determine the offices to be filled and their requirements.
- 2. Visit Board meetings and other League meetings as observers to become familiar with likely candidates for office.
- 3. Solicit suggestions from the Board and the membership through the bulletin and by announcements at meetings.
- 4. Review membership list for other possibilities.
- 5. Interview potential nominees and make selection.
- 6. Help to suggest names to fill Board positions due to resignations.

Suggested Timetable

September

Orientation meeting – check bylaws, positions to be filled, assign committee members to attend League meetings to observe prospects.

Late Fall

Notice in bulletin for suggestions from members and interviews with Board members for possible nominees.

January

Full committee meeting to list prospects and one or more alternatives for each position. Be sure the most important positions (President and Membership Chair) get top priority. Assign one member to talk with each prospect to determine her availability.

Winter Months

Work continues until slate is completed. Chair should be notified as each acceptance is secured. It is a courtesy to announce the completed slate to the Board before making the public announcement, since it is helpful in getting an early start on planning for the new League year.

Spring

Publish slate in the bulletin at least a month before the Annual Meeting. Publicize the right of the membership to present additional nominations from the floor.

Annual Meeting

Present the slate to the members and move its election.

Dos and Don'ts

Dos

- 1. Do make a positive approach. Discuss the importance of the position to be filled and the opportunity the nominees will have to make a contribution to the League and to broaden her/his experience. Be confident that the League is a highly respected national organization and it is an honor to represent the League in the community.
- 2. Do be as candid as possible, in regard to the expected workload; make it clear that a Board member is expected to attend all Board meetings, help with membership and the financial growth of the League, and contribute to total Board planning.
- 3. Do try to achieve a balanced Board. A variety of viewpoints, backgrounds, and experiences is helpful in maintaining a proper balance on the Board as well as in reflecting the thinking of the community.
- 4. Do discuss the League's non-partisanship policy with all nominees so that they are aware of the restrictions on them.
- 5. Do consult with the prospective President concerning her/his ability to work with the nominees.

Don'ts

- Don't ever allow discussion among committee members to be aired outside the committee. Violation of this rule will reflect poorly on the League and make the committee's work unnecessarily unpleasant.
- 2. Don't assign portfolios. Traditionally in League, this is the Board's responsibility and territory. In practice, however, many candidates for the Board are willing to commit themselves for a specific job, but not an open-ended directorship. If you ask people for a specific portfolio, be sure to consult with the new President first.
- 3. Don't renominate persons merely because they have served well. Rotation in office is the best way to ensure that the League will grow and develop new leadership. Try to maintain a good balance between new and old Board members.
- 4. Don't fill an office with an unqualified person just to complete the slate. It is a disservice to the person and to the League.
- 5. Don't let good prospects get away. If they are unduly modest about their abilities, let them know how much you think of them. If good nominees appear too busy to serve, ask them and leave the choice to them.
- Don't allow the committee to restrict nominees to a single group, area
 or clique. A wide variety of experiences and viewpoints is essential to
 a healthy League.

Reference Materials

- 1. The Nominating Committee, LWVUS
- 2. In League, especially Section 5
- 3. Local League Bylaws
- 4. Local League non-partisanship policy
- 5. Updated job descriptions
- 6. Current membership list with file on member interest, if available.
- Nominating Committee file including suggestions from previous committee chairs.
- 8. Portfolio Updates, LWVMN

ocal program studies are important to all Leagues; they excite and challenge members and act as the basis for important League action in your community. In choosing local program items the following criteria should be used:

PROGRAM PLANNING

- · Is the subject a current concern in the community?
- · Is it an issue in which the League could make an impact?
- · Is it an issue that enough League members could make an impact?
- Is it an issue that enough League members are concerned about that they would be willing to commit time and energy to?
- · Is it an issue for which government action is necessary? possible?

We are having trouble finding members to do the program areas we already have, why should we look for more to do?

Burn-out most often occurs when people are going through the motions of doing a task because it has to be done, rather than because they are truly interested in it. Therefore, a successful League tries to make sure their program offers options for members to get involved in issues they are truly interested in. In addition, exciting program involvement can help to recruit new people to share responsibilities.

Commonly Asked Questions about Local Program

Should we adopt a program item at the local level if it already appears on state or national program?

Leagues are encouraged to carry out action on pertinent local issues based on state or national program positions. Issues which become very specific within the community or which are quite controversial are best handled by adopting a local study which applies the position to the local level. For instance, the state League supported legislation requiring a study of school reorganization in all areas of the state. This position was based on the principle of citizen participation and equitable school financing. It is necessary for local Leagues to study the proposal for reorganization within their own community before they take a position on it. the state League only supports the concept in general and does not address the pros or cons of a particular proposal.

Must we adopt new program items?

This is not necessary if current items are active and stimulate member interest. it is important to evaluate the statue and interest level of all items and if things seem "blah? to consider if a new item might attract new members and the interest of current members.

How do we find new items.

Consult with your observers and committee actively working in the community for upcoming issues. Talk to other groups in the community and ask what issues will be developing. Try to be leaders and not followers on community issues. Plan ahead so that the League can be ready when controversy arrives. For instance, if there is discussion about future waste

disposal for your community, do a study now of what is appropriate for your community, and be in a position to make responsible proposals, rather than waiting to react to the ideas of others.

Should we keep old program items?

If you anticipate action on the issue, then it is important to re-adopt the item, or you will lose the position. On the other hand, if nothing is happening, if the study is old, or if members have lost interest, it is better to drop it or re-study the issues to make it current, rather than carrying "dead-wood."

How do we handle a proposed program item that is very controversial?

Controversy is not always bad, it can make the League visible in the community and attract members who are impressed with the League's responsible approach. Controversy is most often a problem when it involves personalities and individuals. Sometimes an issue-oriented approach to the matter can be a constructive approach. Consider the wording of an item to handle it in a positive direction.

Acknowledgements:

LWV of Illinois Carolyn Lyngdal, former Field Service Director Eydie Kargas, editing and graphic design



550 RICE STREET ST. PAUL, MN 55103 PHONE (651) 224-5445 FAX (651) 290-2145

Date: February 3, 2000

To: Local League Presidents From: Judy Duffy, President Re: Unicameral Position

Enclosed, you will find LWVMN's new position on a single house legislature. The membership's response to the questionnaire in the December Voter was both geographically and numerically significant to allow us to formulate a strong position opposing a unicameral proposal.

You will find in this mailing the report to the LWVMN Board at its January 26 meeting and other information that will help you to respond to any questions you may receive. The committee that was formed to carry out this study/position process did yeoman service to all of us at a very busy time of the year. We all owe them a great deal of gratitude. We are now in a position to act at the legislature as soon as is necessary.

There will be a joint legislative hearing on Monday evening, February 7 at which we will be testifying and stating our position. A floor vote is scheduled in the House on February 29. You will be receiving progress reports on this issue as well as all issues we will be covering at the legislature. You will be asked to respond to Action Alerts on a number of issues. At this time, it would be helpful for you to sound out your own legislators and inform them of our position. Testimony and news release will be available on the LWVMN website (www.lwvmn.org) after February 7.

Again, I am pleased with the work of the Unicameral Committee and feel they have put us in good position to act.

Report of the Unicameral Legislature Committee to the LWVMN Board 1/26/00

The Unicameral Legislature Committee, established to examine the issue of a unicameral Legislature and to present its findings to the LWVMN Board, finds that current League positions and principles can be used to take action and recommends that the League of Women Voters of Minnesota oppose restructuring the Minnesota Legislature to a single house.

The committee recommends the adoption of the following resolution: "Resolved, that the League of Women Voters of Minnesota oppose restructuring the Minnesota Legislature to a single house."

Kay Erickson, Chair

On behalf of the committee I move the adoption of the resolution just read.

Background:

At its August meeting the LWVMN Board established the Unicameral Legislature committee to examine the issue of a unicameral legislature and to recommend a course of action for the League. Sixteen Leaguers from the metro area and greater Minnesota (Red Wing, Northfield, Duluth, St. Peter, and St. Croix Valley) have met at least monthly since September.

At the November Board meeting we reported that it was the committee's decision and the board agreed to have a position in time to affect the 2000 legislation session. At that meeting the Board instructed the committee to include a way for local Leagues and local League members to weigh in with their input. The December Voter was devoted to the unicameral issue with a tear off for members to send in to their local Leagues. Local League boards were asked to review the results and send them on to the committee. The results showed that the members who responded overwhelming opposed a unicameral system for Minnesota:

423 (19%) of 2219 members responded.

Of those responding: 74% Oppose

20% Support 6% Undecided

Responses came from: 4 of 6 state units

37 of 42 Local Leagues

1 nationally recruited member

7 Members at Large

Leagues and state units not responding were: Rock County, Moorhead, St. Peter, Brooklyn Center, Mankato, Wayzata/Plymouth, Brooklyn Park/Osseo/Maple Grove.

85% of Local Leagues/State Units participated.

The committee's work has included:

- Hearing feedback from the League's regional meetings on the Unicameral Committee's process.
- 2. Listening to Rep. Mindy Greiling, a unicameral supporter, and Bill Brady, chair of Opponents of a UniCameral House (OUCH) debate the issue at a committee meeting.
- 3. Hearing from Tom Todd, Legislative Analyst from House Research
- 4. Researching the issue through: newspaper and magazine articles, House Research reports, and Tribune of the People by Royce Hanson; watching tapes from Common Cause Nebraska; attending and listening to audio tapes of Citizens League and Minnesota Women's Consortium meetings and researching pending bills
- 5. Researching League positions and principles that apply to this issue
- 6. Researching reforms in the present system (recent reforms and what could be changed), and developing standards by which any system should be judged
- 7. Writing articles for the September and December Voters
- 8. Developing a process for local League and member input:
 - Encouraging local Leagues to hold meetings on the issue, in some cases providing a speaker/moderator
 - · Providing packets of information through the Board Memo
 - Developing a tear-off for the December Voter for members to mail to their local Leagues;
 asking local Leagues to send them on the LWVMN with their comments

Should the Board adopt the recommendation, the committee is ready with Communication and Action plans. The committee may schedule additional meetings if necessary.

Rationale:

The committee has prepared the attached "Reasons" for its recommendation.

League of Women Voters of Minnesota Reasons for Opposing Unicameral Legislature January, 2000

I. Government Accountability and Effectiveness

- A unicameral legislature does not provide sufficient checks and balances within the legislative
 process. There are fewer points in a unicameral system for corrections to occur. The reduced
 number of hearings in a unicameral system provides fewer opportunities for citizen input.
 Opportunities to catch legislative errors are also reduced. The slower, more deliberative process
 of a bicameral legislature is more likely to produce good legislation.
- A unicameral system does not automatically bring about a decrease in lobbyists' influence. A
 unicameral legislature, with only one house to lobby, may be more vulnerable to lobbyists and
 single interest groups. The complexity of a bicameral system makes it more difficult for
 lobbyists to affect legislation, since they need to influence the committees of two houses, which
 may have majorities in different political parties.
- In Nebraska, Initiative and Referendum provides an additional mechanism for citizen check on the legislative process. Minnesota does not have Initiative and Referendum. LWVMN opposes Initiative and Referendum.

II. Dynamic Balance of Power between the Executive and Legislative Branches

- A unicameral legislature would alter the current balance of power between the executive and legislative branches, concentrating power in the executive. A single house would reduce the potential for legislative review of departments in the executive branch.
- A powerful governor, dealing with only one house, could more easily dominate a unicameral system. LWVMN believes that a "three-legged stool" made up of the governor, the House and the Senate (the bicameral structure) provides a more balanced structure than a "two-legged stool" (unicameral system).
- A unicameral system provides fewer checks and balances between the branches of government.
 In a unicameral system, a governor's veto can be overridden by action in only one house, rather than requiring action by a second legislative body.
- A unicameral system also provides the potential for domination by one party, particularly if the
 governor and the majority in the legislature are from the same party. Representation of minority
 viewpoints may be lost with such a situation.

III. Responsible Government that is Responsive to the Will of the People

In sparsely populated areas, citizens have less easy access to their legislators. A unicameral
legislature would exacerbate this problem. The size of legislative districts outside the
metropolitan area creates a disparity in the ease with which citizens can contact their legislators.

Unless a unicameral legislature included substantially more members than either of the current houses, the unicameral system would further limit the accessibility of legislators to citizens in sparsely populated areas.

- Elected officials in rural areas may be responsible for geographically larger in a unicameral system.
- A unicameral legislature would be less likely to represent the complexity of interests and
 diversity of all Minnesota residents. Fewer representatives and only one legislative body may
 not adequately represent minority and regional views and interests. In a bicameral legislature it
 is possible to have a different majority in each house, making the legislature responsive to a
 broader political spectrum. The importance of protecting political diversity outweighs the
 possible benefits of simplification, easier understanding and tracking of bills

IV. Representative Government

- In a unicameral system, representation for all Minnesotans would be cut in half. Instead of having both a senator and a representative, each citizen would have only one.
- Those citizens who hold minority views may find it more difficult to be represented in a unicameral system.
- Although both house and senate districts are now based on population, the two smaller house districts within one senate district may have quite different constituencies. Having two representatives helps assure minority representation.

V. Additional Points

- Restructuring the legislature carries an unacceptable risk of unintended and unknown consequences. The proposed change could create more problems than it solves.
- There is no assurance that the unicameral system would actually be cheaper than a bicameral system, or save money, as some proponents have suggested.
- Some people believe that government should be run like a business. Although it could be
 argued that the administrative branch might benefit from a more business-like approach, the
 legislative process differs fundamentally from a business in its mission, and therefore should not
 be similarly organized.
- The ballot question likely will ask voters to decide at most three issues: changing the legislature
 from bicameral to unicameral, the number of legislators, and the length of legislators' terms.
 Unless the number of legislators and lengths of terms are included in the Constitutional
 amendment, these decisions will be made by the first unicameral legislature. Similarly, the rules
 and procedures by which the unicameral body would operate will be established by the first

unicameral legislature. Voters have no guarantee that the organizational elements and procedures discussed before the vote will become law.

- What works in one state may not be effective in another. While legislative rules and procedures in other states may be worth examining while considering reforms in Minnesota, the unicameral system in Nebraska (the only state which now has a unicameral Legislature) should not be used as a model. Nebraska is a less populous, more rural state than Minnesota, and does not have half its population concentrated in one metropolitan area. Also, Nebraska legislators are elected without party designation, a system unicameral proponents have not proposed for Minnesota.
- There is no assurance that changing the structure of the legislature would end abuses of good legislative practice, such as excessive closed-door negotiations and game playing with the legislative process.
- Restructuring to a unicameral legislature is a disproportionate response to the stated problems.
 The current legislative system may be flawed, but is not broken (as evidenced by the state's
 consistent ranking at or near the top on numerous indicators, high quality of public services and
 ethical performance of elected officials). The perceived flaws are not serious enough to warrant
 so radical a solution as restructuring the government.

Date: February 3, 2000

To: Local League Presidents

From: Jane McWilliams, Unicameral Committee Co-Chair Re: Talking Points on LWVMN Unicameral Position

1. What is the LWVMN Position?

LWVMN opposes restructuring the Minnesota Legislature to a single house.

2. How did LWVMN arrive at the position?

Statewide committee studied issue through reading and hearing presentations by advocates and opponents. It provided background information for members in September and December issues of LWVMN's *Voter*. The committee and members applied current positions and principles of the League in evaluating the unicameral system. Members were provided opportunity to express support or opposition to restructuring legislature. Return rate: 423 members responded representing 37 local Leagues. Seventy four percent opposed restructuring, 20 percent supported, and 6 percent were undecided. The board took the recommendation of the committee and the member response under consideration in formulating the League's position.

- 3. What are the League's reasons for opposing unicameral legislature? (See enclosed information.)
- 4. What can be done to correct problems with present system?

Some possible reforms:

- Reduce authority of conference committees by using joint committees more and conference committees less.
- b. Change legislative rules on conference committee appointments, authority and procedures to assure maximum representation among legislators and clear and enforceable rules.
- c. Impose deadlines and lie-over requirements on conference committee reports to assure legislators time to study and become acquainted with contents. For example, require a 2-day layover between passage out of committee and floor vote on conference committee reports. Enforce these.
- d. End of session crush could be prevented by ending the practice of concentrating most decisions in a few bills brought out for passage late in the session. Set and adhere to committee deadlines. Rely on earlier finance projection to make this possible.
- e. To increase deliberative process, make better use of interim study committees. Increase participation by taking study committees out of Capitol into districts and permitting citizen testimony.
- Restrict what bills can come to floor during the last 5 days of the session, namely, conference committee reports.

5. But aren't conference committees the crux of problem with the bicameral system?

The conference committee often improves legislation after initial passage because it forces legislators to listen to critics, re-examine their positions, and consider compromise with other views. This encourages compromise before final passage. A conference committee provides opportunity for concluding debate on pivotal issues in a bill by legislators with the greatest expertise and involvement in the issues. Mistakes made in the earlier stages of bill development, particularly those caused by the "hurly-burly of Minnesota's traditional process of open floor debate and amendment can be corrected in conference committee. (A unicameral legislature might find it necessary to limit scope and complexity of floor amendments because there would be no chance for correction.)

In response to criticism in the late 80's, joint rules regarding conference committees were altered. Nowadays, conference committees mostly operate in public; they engage in public debate, take public testimony on disputed issues, and, by necessity, conduct some negotiations in private. Conference committees actually open the legislative process by providing a forum for public debate and testimony on issues after initial floor action on bills. They focus public attention on the final negotiation on these issues among key legislators, executive officials and interest groups. Without conference committees, the public would have no chance to be heard on crucial floor amendments. Final negotiations on contentious issues would shift from relatively open setting to private meetings prior to floor action.

6. What about "Let the people decide"?

The League strongly believes in representative government. The people elect their representatives to discuss, deliberate and decide public policy issues. A proposal for a constitutional amendment is no different. Discussion, deliberation and decisions are expected from our representatives. Using the argument to "let the people decide" defers the discussion, deliberation and decision to a forum driven by election politics. It is our position that the *merits of the issue* be discussed and decided in the legislative forum. We think a unicameral legislature is a bad idea and see no reason to defer that decision.

Let the People Decide?

Why this issue should not be placed on the ballot

The legislators have a responsibility to debate the issue - not just whether it should be on the ballot or not. The issue should be scrutinized on its own merits. Legislators are elected to make informed decisions.; the American legislative process was not designed to allow legislators to opt out if the issue were highly politicized.

This country was founded on the principle of representative government. At that time there was concern that a tyrannical majority might emerge and push for unwise action. Legislators (cooler heads) were a way of avoiding hasty decisions by that tyrannical majority, just as the system of checks and balances were a way to help guarantee that wise laws were made. Sending this issue directly to the people ignores the thinking of the country's founders. Having the people decide on an important issue worked for town meetings in the 18th and 19th Century, when there was a small group of citizens who were informed on the issue, could discuss it, and then vote. That is not the voter situation in 2000. (In other words, the people would not be appropriately informed or have the opportunity for discussion among themselves.)

It might pass - Allowing the issue to be placed on the ballot in November is, in effect, a vote of support for a unicameral legislature. The League of Women Voters opposes restructuring the Minnesota Legislature to a single house.

While the LWV supports compulsory voter referendum on constitutional amendments, the current proposals for the constitutional question as it appears on the ballot don't fully explain to the voters how the unicameral legislature will function. Without a proposal for how the unicameral will be structured, the voters, in essence, will be voting for a concept rather than a plan. If voters cast a vote for a change in the structure of the state legislature without knowing how it will function, they might be buying a "pig in a poke". If you put it on the ballot and then call for discussion among the public, without knowing how the unicameral will look – there is still nothing to discuss.

The problems that a Unicameral Legislature would "correct" haven't been identified and the argument hasn't been made that a Unicameral would be the only and/or best solution. This vote-- this issue-- will affect Minnesotans for generations to come. The issue should be carefully considered not just because someone wants a change, but as the best solution to a defined 'problem'. So, unless a problem is identified and it is proven that a Unicameral is the best solution, the issue should not appear on the ballot in November.

The League of Women Voters of Minnesota opposes restructuring the Minnesota Legislature to a single house.

Restructuring the legislature carries an unacceptable risk of unintended/unknown consequences.

Restructuring to a unicameral legislature is a disproportionate response to the stated problems.

Fewer representatives and only one legislative body may not adequately represent minority and regional views and interests. The importance of protecting political diversity outweighs the possible benefits of simplification.

In sparsely populated areas of the state, the problem of less easy access to legislators would be exacerbated by a unicameral system.

A unicameral legislature does not provide sufficient checks and balances within the legislative process. Single, special interest groups could more easily dominate the process. The slower, more deliberative process of a bicameral legislature is more likely to produce good legislation.

A unicameral legislature would alter the current balance of power between the executive and the legislative branches, concentrating power in the executive branch.

There is no assurance that the unicameral system would save money. There is a very real possibility that a reduced legislative body would require more staff and longer sessions to accomplish necessary legislative tasks. The workload is not reduced. An unintended consequence could be a shift in power to staff (nonelected) from the legislators (elected).

The legislative process differs fundamentally from a business in its mission, and therefore should not be similarly organized.

Improvements can be made to the current system by changing the rules of the legislature. For example conference committee abuses can be addressed by strictly enforcing current legislative rules or enacting new operating rules. Legislative rulemaking and adherence to those rules would influence the operation of a unicameral legislative system just as surely as current rules and adherence influence the operation of the bicameral system.

Voters cannot make an informed choice if they are voting for a concept without a plan.





550 Rice Street • Saint Paul, Minnesota 55103 Phone 651-224-5445 • Fax 651-290-2145 lwvmn@mtn.org http://tcfreenet.org/ip/pol/lwvmn

For immediate release February 4, 2000

Contact: Sally Sawyer, 651/224-5445 Judy Duffy, 651/224-5445

League of Women Voters of Minnesota opposes restructuring the Minnesota Legislature to a Single House

St. Paul, Minnesota -- The League of Women Voters of Minnesota opposes the adoption of a constitutional amendment that would establish a unicameral legislature for the State of Minnesota and further opposes its placement on the ballot in November at the general election.

To carefully deliberate the unicameral proposal, the League convened a committee of League members from across the state to thoroughly study the issue. The committee met frequently, received information from Leagues across the country, read studies and heard presentations from and questioned advocates and opponents. In addition, the committee solicited feedback from individual League members statewide. Overwhelmingly the response was to oppose the change to a unicameral legislature. Following a thorough review of the unicameral proposal as well as the merits and shortcomings of our current system, and in accordance with League principles and current positions, the board of directors of the League of Women Voters of Minnesota formally adopted a position of opposition. The League arrived at its position for the reasons stated below.

The League believes that a unicameral legislature does not provide sufficient checks and balances in the legislative process – the slower, more deliberative process of a bicameral legislature is more likely to produce good legislation.

In a unicameral system, representation for all Minnesotans would be cut in half. Since only one member would represent each citizen, those citizens who hold minority views may find it more difficult to be represented in a unicameral system.

(more)

A unicameral legislature would be less likely to represent the complexity of interests and diversity of all Minnesota residents, and in sparsely populated areas the difficulty of access to legislators would be exacerbated.

Perceived problems in the current system could be remedied by changes in the rules or adherence to the rules already in place, rather than restructuring to a new system. For example, it is possible to reduce the authority of conference committees by using joint committees more and conference committees less.

While the League of Women Voters supports compulsory voter referendum on constitutional amendments, the current proposal for the constitutional question as it would appear on the ballot has no specifics. The amendment contains no details of structure or operation. The voters, in essence, will be voting for a concept and not a plan.

The League believes the legislature has the responsibility to debate and decide this issue on its merits.

The League of Women Voters is a nonpartisan, political grassroots organization that influences public policy through education and advocacy.

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LOCAL LEAGUE BOARD LIST

(WE WOULD ESPECIALLY ENCOURAGE YOU TO INCLUDE YOUR E-MAIL ADDRESS IF YOU HAVE ONE!)

LWV OF		CONGRESSIONAL DIST.:
		STATE LEGISLATIVE DIST.:
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GENERAL INFORMATION

NOTE: the LWVMN telephone and fax prefix is now 651.

Portfolio Updates 2000-2001

As President, you will receive one complete copy of *Portfolio Updates 2000-2001* and a second copy (printed only on one side) to be distributed to each of your Board members. You may order additional copies from the state office at \$4.00 each including postage & handling.

Abbreviations

CIA Citizens in Action (workshop)

CMAL Council of Metropolitan Area Leagues

DPM Duplicate Presidents' Mailing

EF Education Fund, or LWVMNEF or LWVEF (LWVUS Education Fund)

Focus An educational meeting with speakers on a timely topic

LL(s) Local League(s)

LWV League of Women Voters

LWVMN League of Women Voters of Minnesota
LWVUS League of Women Voters of the United States

PMP Per Member Payment paid by LLs to LWVMN or LWVUS

Post Board Mailings and Subscriptions

After every LWVMN Board meeting you will receive a mailing consisting of:

 Board Memo/President's Mailing - mailed first class to LL presidents, co-presidents and subscribers. LL Presidents receive two copies, one of which will have copy on one side only so that it may be cut up and distributed to appropriate portfolio chairs. Your LL is strongly encouraged to order additional complete subscriptions for each LL Board member.

This mailing also contains an assortment of materials such as event registration packets, publications, program materials, flyers, etc. and a routing sheet telling you what to do with each piece. Please open, scan, sort, distribute, file and/or toss.

Subscribing by e-mail: If you wish to receive the Board Memo by e-mail, please contact the
office at 651/224-5445 or at lwvmn@.mtn.org for details.

Subscriptions (LWVMN)

Order from the state office. Subscription order forms on last page of the Portfolio Update.

Board Memo only: \$7.50 (also available via e-mail)

Duplicate Presidents' Mailing, including Board Memo: \$15.00 (not available via e-mail)

Capitol Letter: \$10.00 (also available via e-mail)

State Board Meetings

State Board Meetings are open meetings. Dates are on the Calendar. Please feel free to visit at any time. If you have business to bring before the Board, notify the President two weeks in advance, except in an emergency.

Membership/Voter Changes

It is vital that membership changes--new members, transfers, drops or changes of address and/or name--be reported promptly to LWVUS and LWVMN. Use the LWVUS Voter Membership Information Change Form for these changes, sending the original to LWVUS and a copy to LWVMN. New members are discouraged by delays in receiving their newsletter, and relatives of deceased members do not appreciate receiving reminders.

Membership Reports/Roster -- DEADLINE JANUARY 13, 2001

You have received your spring and summer membership roster from LWVUS. Remember to send any changes or additions you make on those rosters to LWVMN. The fall roster will be mailed in November. That will include the PMP Summary sheet. A copy of that sheet and a copy of your entire roster should be sent to LWVMN -- deadline January 13, 2001. (Your 2001-2002 LWVMN PMP will be based on the January 13, 2001 count.)

It is extremely important that LLs send this report!

Be sure that one person on your Board-- the Treasurer, Secretary or Membership Chair--takes responsibility for sending the membership report to LWVUS and LWVMN.

State Office Hours and Staff

Hours:

8:30 a.m. to 4:30 p.m.

St. Paul, MN 55103

Address:

550 Rice Street

Telephone:

Metro Area 612/224-5445

Outside Metro Area ONLY, 1-800/663-9328

FAX:

651/290-2145

e-mail: Home Page lwvmn@mtn.org www.lwvmn.org

Sally Sawyer

Executive Director

Staff, full time:

Operations Manager

Jessica Crary Andrea Lex

Director of Development and Communications

Laurie Boche

Outreach/Field Service Coordinator, Martin Grant

Staff, part time

Project Directors

Georgeann Hall

LWVMNEF Bookkeeper LWVMN Bookkeeper

Action Coordinator Nancy Witta

Eydie Kargas

Marketing; Voter Guide

Susan Anderson

Community Circles Project

Tara Jebens-Singh

LOTT

Linda Loomis

Election Hotline

Elizabeth Nordling

Debates

Copying Service

LWVMN offers copying service to local Leagues at the state office.

Cost:

\$.06 per copy, 10% discount of LL bill is over \$5.00 in a given month

Paper Colors:

white, green, blue, canary, buff, orchid, ivory or your letterhead if 20# stock

Size:

81/2 x 11 or 81/2 x 14 (legal)

Sides:

one or both sides

Metro Area LLs:

Call for an appointment to use the copier and do your own copying.

LWVMN and LWVMNEF Publications

Order publications and free publications from the state office. If publications are mailed, a postage and handling fee is charged.

LWVUS Publications

The state office does not have LWVUS publications for sale. Order from LWVUS, 1730 M Street, N.W., Washington, DC 20036. LWVUS phone number is 202/429-1965. Web site address is: http://www.lwv.org

Presidents receive a President's Mailing automatically from LWVUS which includes all new publications and the League Action Service. A duplicate President's Mailing (DPM) may be ordered for others at \$35.00 from LWVUS. The LWVUS Publications Catalog (September 1998) #126 in white with a supplementary current leaders resource list in blue titled "Leaders Resource Catalog" (September 1998) #131. Publication orders can now be made by calling 888-287-7424, or by e-mailing them at lwv@pmds.com.

THE LEAGUE OF WOMEN VOTERS PRESIDENT'S PLANNING CALENDAR

M	ull State PMP due May 1st if LL wants 5% discount batain Board approval of appointed directors ppoint two Board members to serve on the Nominating Committee ransfer files to new Board members lan/do new Board orientation eview minutes of annual meeting flay request Board training or a visit from state Board member (form provided) ttend State Convention (odd years in April or May)		
TT	INTE		
• • 1.	State PMP Due June 1st, if paid Quarterly Please send the State office the following information right away: List of Board members with addresses, e-mail addresses and phone numbers (form provided) Please include the chair of the Nominating Committee Adopt local program and positions Minutes of the annual meeting Do Board orientation if not done in May Review and adopt a nonpartisan policy for Board Members Set goals for the year Have Board members review the LWVMN Outlook and decide who will be responsible for the information in each category. If your organization does not follow that of the State board, decide who will read Board Memo sections such as Action, Voter Service, Membership, etc. Determine how information will be distributed to the Board. Have the Treasurer order subscriptions to Duplicate President's Mailing, Board Memo and other publications as needed. Make plans to hold a calendar planning meeting for the coming year. Send a copy of your LWVUS membership corrections to LWVMN Attend LWVUS Convention (even years)		

JULY • Develop a draft calendar including such activities as Program, Action, Voter Service, Membership, Public Relations, Finance Drive and special Events.		
•	Hand out Board member timelines (form provided for copying)	
Αl	UGUST	
• Is i	Set plans for the year based on the Board timelines tuseful to call or arrange for a meeting of other local League presidents in your area before this meeting so that you can discuss ways to cooperate - perhaps in voter service events, speakers, joint projects, etc. Begin to implement public relations and membership activities - send a press release about any membership events and your fall calendar.	
•	Begin to recruit members to serve on all committees.	
•	August 1 st deadline for Martin Grant applications for candidate forums	
SI	EPTEMBER	
•	State PMP due the 1st.	
:	Hold Membership Kick-off (if not held in August) Send a copy of LWVUS membership roster update to LWVMN	
•	Continue to recruit committee members for all planned activities	
占	CTOPED	
:	CTOBER Hold orientation for new members Hold candidate forums or voter service events for election Schedule state study meeting for October, November, January or February	

N	OVEMBER		
•	Have the Board review and update job descriptions for use by the Nominating Committee Prepare for Program/Lively Issues meeting in December or January. Plan articles for <i>Voter</i> . Assign committee.		
•	November 7 th – General Election. Hold legislative interviews following the general election and before January 2001.		
D	ECEMBER		
• • • • • • • • • • • • • • • • • • • •	State PMP due the 1st Have Nominating Committee place notice in bulletin seeking suggestions from the members for possible local Board nominees Appoint Bylaws Committee to review local, state or national bylaws Appoint local Budget Committee Plan or hold Program/Lively Issues meeting - local, state, national, and CMAL Membership activity Send a copy of LWVUS roster and Summary Report to LWVMN		
I	ANUARY		
•	Appoint chair and begin planning for annual meeting Nominating, Budget and Bylaws Committees meet Program/Lively Issues meeting - local, state, national or CMAL - if not held in December Membership rosters dues to LWVUS with copy to LWVMN		

F	EBRUARY			
•	Nominating Committee completes proposed slate of officers and Board members			
	Board considers local program, bylaw changes and budget			
	Send any proposed bylaw changes to state office for comment			
	Submit state/national/CMAL program and bylaw changes to appropriate office			
	Submit state/mational/on/12 program and of an employee			
M	IARCH			
14)	Agriculture study concensus questions due March 1st			
•	Print proposed slate of officers and directors, local program, budget and bylaw changes in your bulletin at			
•				
	least one month before your Annual Meeting. State PMP due the 1st.			
•	State PMP due the 1st.			
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A	PRIL			
١.	Hold Annual Meeting this month or next			
١.	Attend state convention (odd years) in April or May			
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LWV PUBLICATIONS

(Resources for local Leagues)

From LWVUS:

Publications are available through the LWVUS Resource Catalog, September 2000, (pub#131). Call or write for a free copy of the catalog.

League of Women Voters

1730 M Street, NW

Washington, DC 20036-4508

Tel: 202/429-1965 Fax: 202/429-0854 E-mail: lwv@pmds.com

You should have these resources:

LWVUS Board List, address, phone number and fax number of LWVUS office.

In League (Guidelines for League Boards - pub. #275)

Impact on Issues: A Leader's Guide to National Program (pub. #275)

Meaningful Meetings (pub. #319)

Simplified Parliamentary Procedures (pub. #138)

LWVUS Bylaws (pub. #381)

Presidents Packet (mailed in summer)

From LWVMN:

Outlook Calendar for 2000-01

Portfolio Updates for 2000-01

State Board List

President's Notebook

Program for Action

LWV in Action (to be published 2000-2001)

League-L-Ease

LWVMN Bylaws and LWVMN Policies

Sample Local League Board Agenda and Meeting Minutes

Annual Meeting Planning Guide

How to Use your LWVMN Education Fund: A Guide for Local Leagues

A Guide for the Nominating committee

Guide to Local Program Planning

Candidate Forum Guidelines

How to Make a Difference (LWVMN Lobbying Manual)

Capitol Letter (published during the legislative session, mailed to local League Presidents and subscribers)

List of Audio/Visuals available from LWVMN Office

Membership Guide (a "how to" for membership chairs)

From Local League:

Board List

Bylaws

Membership Roster

Calendar for the Year

Job Descriptions

Committee List

Board Policies

Program Positions

Budget

Expense Vouchers

PRELIMINARY OUTLOOK CALENDAR 2000 - 2001

(Final Calendar for 2000-2001 available in June.)

The League of Women Voters of Minnesota office is located in the Minnesota Women's Building (MWB), at 550 Rice Street in St. Paul. Meetings are frequently held in the LWVMN Office or in meeting rooms in the MWB.

+ Watch for further information in Presidents' Mailing.

May, 2000

- 1 9:30 a.m. Action Committee, MWB
- 4 1:00 p.m. Agriculture Study Committee, MWB
- 6 LWVMN Council 2000 The Spirit of Democracy, Brooklyn Center
- 9 11:30 a.m. 2:30 p.m. Legacy Circle Luncheon, MN Humanities Commission, St. Paul
- 18 CMAL Annual Convention
- 29 Memorial Day Observed

MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

June, 2000

- 1 First Quarter PMP Due to LWVMN
- 14 9:00 a.m. LWVMN/EF Board Meeting, MWB
- 17 20 LWVUS Convention 2000, Washington, D.C.
 - 26 Presidents' mailing to local League Presidents/subscribers

JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July, 2000

- 3-4 LWVMN Office Closed for Independence Day
- 10 Voter Guide marketing campaign launched
- 5-18 Candidate filing period

JULY
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30 31

- Committees meet as needed; LWVMN will set committee meeting schedule late summer/early fall
- + Membership Focus Group 30-somethings
- + Orders in for Voter Guides

AUGUST

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SEPTEMBER

SMTWTFS

3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18 19 20 21 22 23

24 25 26 27 28 29 30

August, 2000

- 1 Martin Grant Request for Proposals due from Local Leagues
- 9 9:00 a.m. LWVMN/EF Board Meeting, MWB
- 14 Presidents' mailing to local League Presidents/subscribers
- 25 Primary Voter Guide in Target stores.
- + Primary Election Senate Debate(s) at Minnesota State Fair
- + Observer Corps Training
- + Bylaws, budget, nominating, program committees begin meeting

September, 2000

- 1 Second Quarter PMP Due to LWVMN
- 4 Labor Day LWVMN Office Closed
- 5 Annual Appeal letter mailed
- 10 12 Election Hotline
 - 12 Primary Election Day
 - + Agriculture Study Report is released. Local Leagues prepare for study and consensus
 - + Public forum on agriculture, or in October

OCTOBER

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

October, 2000

Annual Appeal Phon-a-thons throughout October CMAL Timeline?

- 2 General Voter Guide available
- 9 Columbus Day LWVMN Office Open, no postal service
- 14 Girl Scout Junior Citizen Day LOTT
- 27 General Voter Guide in Target stores.
- Local Leagues schedule study/consensus meetings on agriculture
- + Voter Service Hotline
- + General Election Senate Debates
- + Public forum on agriculture?

November, 2000

NOVEMBER

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

- 5-7 Election Hotline
 - 7 Election Day
 - 9:00 a.m. LWVMN/EF Board Meeting, MWB
 - 20 Presidents' mailing to local League Presidents/subscribers
 - 23 Thanksgiving Day LWVMN Office closed
 - 24 LWVMN Office closed
 - + Annual Appeal continues
 - + Citizens in Action Workshop planning
 - + Local Leagues schedule study/consensus meetings on agriculture
 - Hope Washburn/Peggy Thompson awards

DECEMBER

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

FEBRUARY

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

MARCH

S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

December, 2000

- 1 Third Quarter PMP due to LWVMN
- 20 26 LWVMN Office closed for holidays
 - + LOTT Planning
 - + Citizens in Action workshop flyer mailing this month
 - + Annual appeal follow up for 2000
 - + Local League conduct legislative interviews, or in January

January, 2001

- 1 Happy New Year! LWVMN Office closed
- 9 Legislature Convenes
- 10 9:00 a.m. LWVMN/EF Board Meeting
- Dr. Martin Luther King Junior's Birthday
 Presidents' mailing to local League Presidents/subscribers
 Legislative Interviews Due
- + How to Make a Difference
- + Citizens in Action Workshop in greater MN
- Local Leagues hold program planning for Local League, LWVMN & CMAL
- + Local Leagues schedule study/consensus meetings
- + LOTT Workshop

February, 2001

- 19 Presidents' Day LWVMN Office open, no postal service
- + Local Leagues schedule study/consensus meetings
- + Local Leagues schedule study/consensus meetings

March, 2001

- 1 Fourth Quarter PMP due to LWVMN Office
 Hope Washburn/Peggy Thompson Award applications due to LWVMN
 DEADLINE: Agriculture consensus responses from Local Leagues
- 9:00 a.m. LWVMN/EF Board Meeting, MWB; Agriculture results presented position adopted; proposed program, budget, slate, bylaw amendments approved
- 19 Presidents' mailing to local League Presidents/subscribers
- 31 LWVMN/EF fiscal year ends
- + Fundraising public policy event?

April, 2001

- 18 State Convention registration due
- + Fundraising public policy event?

APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14

15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

May, 2001

4 & 5 LWVMN State Convention

+ Legacy Circle luncheon/dinner

MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

June 2001

JUNE
S M T W T F S
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+ LWVUS Council, Washington, D.C.

Portfolio Updates

LWVMN Board 2000 - 2001

Mission

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

Diversity Statement

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership...and strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization.

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NOTES

This <u>Portfolio Update</u> is meant to be a resource for the president (please keep a whole set) and the Board (take the parts that relate to your job). Some portfolios are new and others redefined - so please scan them all now. Then file it away for reference.

The <u>Presidents' Mailing</u>, including the Board Memo will provide information to supplement this on an ongoing basis.

PRESIDENT

Judy Duffy
505 Lake, Birchwood, MN 55110-1631 651/429-9703 GandJDuffy@aol.com

As your local League president, you are in a unique position to make a meaningful contribution to your community. Whether it is in educating or registering voters, producing a public forum, publishing citizen information or being a resource for other groups or individuals, your presence enhances the life of your community. Sometimes we get so involved in what we are doing that we lose sight of the big picture and what our own vitality means to our community. We know that our communities need us now more than ever.

It is becoming more apparent that membership recruitment must become a priority for the entire board. If you are fortunate enough to have a membership director, she/he needs a lot of support. Everyone needs to think about inviting friends, colleagues, family and neighbors to come to a League meeting and think about joining. Without constantly building our reserves, our future will be jeopardized.

Where do we start?

- Prioritize. No League has to do everything. What issues are important to your members and your community? A school issue? A city issue? A regional concern? Social service issues?
 Voter service? The state study?
- Choose two or three areas and spend your time on those. Your members can volunteer to participate in fewer things, but derive satisfaction from doing a good job when they do.
- To save time and resources use LWVUS AND LWVMN positions and publications whenever appropriate to your priorities. Ask for help from your state board.
- Cooperate with neighboring Leagues whenever possible so that you don't duplicate efforts consider doing the state study, candidate events, membership events, and public meetings together.
- Time spent planning is time well spent. Think about your projects and divide the jobs into small, well-defined pieces. Members who cannot do a large job, may do a smaller one very willingly and well.
- Do publicize your meetings and make sure that it is public knowledge that anyone is welcome to
 attend and to join the League. Membership is a top priority and the responsibility of the entire
 Board. Encourage potential members to see joining as an opportunity to serve the community
 whether they can give time, interest, and money or be just one of those to support the League effort.
- Above all, if your League is struggling, please call on us we're not miracle workers, but we want to help and will help as best we can.

What to do with all the paper and information?

- You have already received a President's notebook with information and basic resources for local League presidents. Use the resources, but don't be afraid to try new ideas either. If you have questions about what the basics are for a League, please call the state office for a board training session or advice.
- Use the Outlook Calendar as you plan your local League calendar, and refer to it often for dates
 of events, deadlines for responses, etc.
- This Portfolio Update, the Board Memo and the Presidents Mailing together provide suggestions
 for how to get the League job done and current information from state Board members. Please
 look at them when they arrive. Since the state may have portfolios and program areas that your
 League does not have, pick out the information that applies to you.

- Open mailings promptly. Scan the material, save what applies to your League, note what
 needs prompt attention and get that to the appropriate person, toss the rest! Let us know
 what material is helpful and what you need and use. Believe it or not, we do try to keep the mail
 to a minimum.
- Ask us. The state Board members are here to help whenever we can. Please remind your Board members to contact their counterparts at the state level when they have questions.
- Tell us. The forms we send requesting information from your League are designed to help us serve you better. We will use the information to plan our work, to share with other Leagues and to get new ideas from you on programs, procedures, and policies. Please respond even if you think the deadline has passed. Good, relevant information is always appreciated!

Have fun! League members are serious about their work, but we have a good time doing it! Remember to include new members in both projects and parties. Communities need both and so do we.

RESOURCES

(Check your League files and the President's Notebook. You should have these, if you don't, call the LWVMN office to request a copy.)

LWVMN:

Outlook Calendar - Final available June, 2000

Portfolio Updates - available May, 2000

Local League Presidents' List for 2000 - 2001

State Board List President's Notebook Program for Action

LWV in Action League-L-Ese

LWVMN Bylaws and LWVMN Policies

Sample Local League Board Agenda and Meeting Minutes

Annual Meeting Planning Guide

How to Use Your LWVMN Education Fund: A Guide for Local Leagues

Candidate Forum Guidelines

Tips on Filing

A Guide for the Nominating Committee

Guide to Local Program

Member handbook

LWVUS:

LWVUS Board List, address and phone number of LWVUS office

Publication ordering information is included under General Information in the

President's Notebook. In League (CL #275)

Impact on Issues (CL #386)

Meaningful Meetings (CL #319) - essential for program chairs

Simplified Parliamentary Procedures (CL #138)
Developing Program: Fresh Approaches (CL #369)

Presidents' Packet (mailed in summer)

LWVUS Bylaws (CL #381)

Local LWV:

Board List

Calendar for the year

Budget

Membership Roster

Committee List

Bylaws

Job Descriptions

Programs Positions

Board Policies

Expense Vouchers

SECRETARY

Jeannette Lang
2320 E. Third Street, Duluth, MN 55812-1851
74024,727@compuserve.com

218/724-4754

As Secretary of your local League, you're in charge of League traffic -- one of the most essential of League jobs. Your primary responsibility is to record Board meeting minutes and keep the official file of them. Minutes reflect the Board's workings at its most critical times -- during meetings. They should be accurate enough to serve as historical records for future Boards. Board minutes may be referred to years after a decision is made to determine when and by what rationale the decision was made.

While you are Secretary, you are also a Board member and should participate in discussions and vote on motions. You may be asked to write letters and send out notices, carry on other duties such as notification of changes in Board members and addresses. These are needed to keep mailing lists current.

If you are unable to attend a meeting, you are responsible for arranging for a substitute.

Following are suggestions for taking accurate minutes.

Heading: Always identify your League on minutes and include the date, time and place of the meeting.

TIP: Numbering your pages and putting a header with your Board's name and date assures that the minutes are fully identified should they become separated from the first page.

Attendees: List present and absent Board members, using their full or last names in the listing. This indicates the size of the Board and identifies the quorum of the meeting. Don't forget to identify yourself as Secretary.

Content: Minutes reflect action taken by the Board -- what was done, not what was said. Remember to include the reasons decisions were made -- not just outcome.

Use the exact wording of motions made, with the name of the mover, a brief summary of the discussion (pros and cons) and the final decision. Motions are required to accept Minutes, the Treasurer's Report, Board appointments, committee assignments; to change local policy; to approve consensus reports; and for recommendations for spending money.

TIP: If a motion is important, long or complicated, have the mover give you a copy of the motion. Also, highlighting motions makes them easy to spot, if you're looking for them later.

Ask for copies of materials being discussed so that you can participate in the meeting and can recount the material accurately in the minutes, or it is permissible to list them as "Attachments" and staple them to the final draft of the minutes.

TIP: Attachments save a good bit of time when searching for supporting materials long after a meeting is forgotten.

If an issue came up several times, you may pull all the information together in one place.

If your agenda is specific as to content of the meeting, keep an agenda with your minutes. It helps track unfinished items for future meetings.

Distribution: If minutes are sent to Board members before the next meeting, they can be reviewed before hand and the reading of the minutes eliminated. The president asks for corrections. The minutes are approved, with changes carefully noted in the current meeting minutes.

TIP: Sending minutes with the next meeting's agenda saves time, postage and keeps all the meeting-related materials together.

Send two copies of your minutes to LWVMN as soon as possible. The president should read the minutes before they are copied and sent out.

After the Annual Meeting, the outgoing secretary, unless otherwise designated, sends to LWVMN the Annual Meeting minutes, adopted budget, Bylaw changes, list of officers and directors and adopted local program.

RESOURCES

LWVMN: Sample local League Board Agenda and Meeting Minutes

LWVUS: Simplified Parliamentary Procedures (CL #138)

Local LWV: Bylaws

TREASURER

Connie Hondl 5209 Tifton Dr., Edina, MN 55057 612/944-1229 hondlc@aol.com

Per Member Payments (PMP)

The Per Member Payment for the support of the 2000-2001 LWVMN Budget is \$18.00 It is based on your League's membership as of January 1, 2000. Household members (two members living at the same address) are charged \$9.00 each.

Due dates for quarterly payments for Per Member Payments to LWVMN are:

June 1, 2000 September 1, 2000 December 1, 2000 March 1, 2001

If your League wishes to pay the entire PMP by May 1, 2000, the amount due will be discounted by 5%. Your League may also choose to contribute the 5% discount to LWVMN. When a League pays in full as early as possible, it helps cash flow at the state office during the summer months.

PMPs are paid separately to LWVMN and LWVUS. Your job is to ensure that your League's PMPs are paid on time. The national League sends your League a payment schedule for LWVUS PMPs. The state League will mail a quarterly statement to you, the Treasurer. If you have any difficulties with LWVUS or LWVMN PMP payments, contact the LWVMN office immediately. We can help you. If you have questions, please call or write me.

Partial Payment of PMP with Tax-Deductible Money

Each local League has the option to raise up to 50% of its per member payment (PMP) in the form of tax-deductible contributions to the LWVMN Education Fund, a 501(c)(3) organization.

Funds that have been raised for specific educational projects and deposited in your Ed Fund account cannot be used to pay your PMP obligation. Newly raised funds must be used. Your League must explain to the donors that their contributions will be used for "general unrestricted purposes, including payment of PMP." A copy of this explanation to donors must be sent to the state office before we can establish a PMP Ed Fund Account for your League.

Steps for Making Partial Payment of PMP with Tax-Deductible Money

- Ask your donors to make their checks payable to LWVMNEF. Explain that their contribution will be used for general unrestricted purposes, including payment of PMP.
- Send donor's unrestricted contributions to LWVMNEF. Your LWV thus acts as a transmittal agent.
- 3. Send a statement with the check(s) indicating that payment of PMP is intended.

If a donor mistakenly writes a check to your LWV rather than to the LWVMNEF, be sure not to deposit the check into your bank account. Ask the donor either to reissue the check to the LWVMNEF or to provide you with a written statement authorizing its deposit into the LWVMNEF account. If you mistakenly deposit such a check into your LWV's bank account, you may write a check to the LWVMNEF for the sum of the contribution, but it must be accompanied by a written statement from the donor that the funds should be transferred to LWVMNEF.

Your Treasurer must keep accurate records of each donor's name, date of check, amount received and date transmitted to the state office. All money received from contributors and designated for the LWVMNEF should be recorded in a separate account in your Treasurer's books. It is the responsibility of the local League to acknowledge such contributions with receipts and thank yous. Any legal questions that may arise in conjunction with donation records, amounts, and/or payment records will be handled by the local League involved.

A call to the state Treasurer is highly recommended if you decide to pursue this method of fund raising.

Vouchers

Encourage members to turn in vouchers for gas, child care, meals, etc., even if they do not want to be reimbursed. You will get a clearer picture of the cost of running your League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

Membership List Deadlines

Monthly
November, 2000
All drops, transfers, and new members to LWVMN & LWVUS
LWVUS sends local League printouts of their membership rosters for
correction

January 13, 2001
Corrected printout to LWVUS and copy to LWVMN

Membership count to LWVUS and copy to LWVMN to determine PMP

for FY 2001 - 2002

Sales Tax

File sales tax forms when required. The general rule is that local Leagues pay sales tax on publications purchased by them for distribution or resale. *Tax is paid on the final sale price*. LWVMN maintains a file of local League sales tax numbers in the state office.

RESOURCES

LWVUS: Ledger-de-Main for Local League Treasurers (CL #248) Each local League Treasurer must have copy.

TIPS FOR THE TREASURER

(from LWV Management Tips: http://www.lwv.org/internal/management.html)

The treasurer serves as the chief financial officer of the League.

General

- For a new League group, establishes management systems that assure fiscal responsibility is maintained when personnel changes.
- Manages money and keeps records in compliance with all applicable laws and regulations and in keeping with generally accepted accounting procedures.
- Is aware of the League's liability and assures that fiscal management procedures can pass the "prudent person" test.
- Collects and disburses all League funds as directed by the board, allocating funds to budget categories.
- Oversees all League financial records. Assists board members with financial information as needed.
- Makes periodic reports to the board and membership on the League's financial status (at least quarterly).
- Keeps books that provide a systematic record of all income and expenditures.
- · Closes books at the end of the fiscal year.
- · Provides complete records for audit or review.
- · Prepares a report for the annual meeting.
- Prepares required reports for state LWV and state and federal government.
- · Keeps financial records for at least five years.
- Serves as an ex-officio member of the budget committee.
- With the membership chair, maintains an up-to-date membership list and sends out dues notices.
- Submits membership reports to the LWVUS and state League unless this
 responsibility is assigned to the membership chair.
- Forwards PMP to the LWVUS and state League in a timely manner.
- Deposits tax-deductible funds with the state League Education Fund or with the national-level Education Fund.

Techniques

- Obtain all materials from the previous treasurer and review them together.
- When you take office, register signatures, yours and the president's, at financial institutions where the League has accounts.
- Promptly deposit receipts (dues, contributions, sales) and pay bills to keep your League's credit good. Keep up with the paperwork.
- Anticipate large expenses to avoid cash flow problems.

MEMBER RESOURCES

Jeanne Matlock
1128 Montana Avenue West. St. Paul, MN 55108 651/488-0458 FAX 651/488-1406
jmatlock@pro-ns.net

Member Resources includes the functions of Field Service, Membership and Program. The committee is charged with the overall coordination of LWVMN's relationship with local Leagues and community outreach. Our responsibilities include:

- providing overall coordination of LWVMN's relationship with local Leagues
- · providing field service to current local Leagues
- · developing new Leagues
- encouraging and evaluating communications between local Legaues and LWVMN, between neighboring local Leagues and between LWVMN and MALs
- planning Council, Convention and regional workshops
- planning and coordinating workshops for local Leagues
- providing membership ideas, materials, and workshops
- serving as a resource to local Leagues in planning community projects and programs
- encouraging local Leagues to work with each other in regional groupings when appropriate
- · Coordinating community outreach opportunities and programs
- Assisting local Leagues with community outreach
- Serving as a resource for the nominating committee.

Our committee represents a commitment by the entire state Board to the local Leagues and communities throughout the state. We continue to evolve and welcome your suggestions. We want to be useful to local Leagues both individually and collectively. We can and will call upon the whole Board for assistance, but the immediate committee includes:

FIELD SERVICE	Laurie Boche - staff	651/224-5445 1-800/663-9328 lwvmn@mtn.org
		H 651/484-3237
MEMBERSHIP	Carol Frisch 7025 Comanche Ct., Edina, MN 55439	H 612/829-0604 ckfrisch@aol.com
PROGRAM	Gabi Brockelsby 3593 Kosec DR., Red Wing, MN 55066	H 651/388-7971 W 651/388-4003 FAX 651/385-9050

FIELD SERVICE

Laurie Boche (Staff)
651/224-5445 800/663-9328 Fax: 651/290-2145 Home 651/484-3237
labl@aol.com

Field Service is the portfolio specifically concerned with the health of local Leagues and state units. We read the minutes and newsletters sent to the state office to get an idea of what is happening in your League and welcome your questions or comments at any time. Our traditional services include Board orientation and regional workshops, but we also like to visit just to get to know you.

Laurie Boche keeps the membership and Board lists up to date. Let her know if you have a new member who needs to be on the mailing list or a current member who is not getting mailings for some reason.

Board Orientation sessions are available upon request. These working sessions offer an opportunity to prepare your leadership to carry out the functions that provide stability and credibility for the League. They generally last from 1 to 1½ hours and cover the general duties of the Board, the role of individual portfolios, nonpartisanship policies, and calendar planning. If you have specific problems, questions, or requests, we will try to address those as well. Call Laurie at the state office to set up a date

New Member Orientation is needed because the League of Women Voters is a relatively complex organization for new members to understand. We have three levels - a dual mission of education and advocacy - studies and consensus - a nonpartisanship policy at all times even though we are political in advocacy. Not knowing or misunderstanding League policy is likely to lead to frustration for new members and perhaps trouble for your League. The ideal practice is for experienced members to serve as mentors for newer ones as they learn the ropes, but at the very least we need some plan to support and encourage them.

Outreach Opportunities come from LWVUS, LWVMN and other outside sources. When these opportunities coincide with a local League, the Field Service staff will contact the local Leagues. This way, the local organization has an opportunity for more visibility, membership recruitment and even fundraising. This does not mean that local Leagues must do every event that is brought to their attention! These are simply more opportunities to be out in your community, and each League can do whatever they are able or whatever fits in with their goals and objectives for the year.

Concerns about the League at any level can be discussed with the Field Service staff. Whether it is concerns about how to recruit new members, how well your League is functioning, what role LWVUS plays for local Leagues, feel free to call Laurie Boche and discuss the issues. The state League office is full of wonderful resources for local Leagues, and Laurie can help you to find what you need, or simply listen and help you work through your concerns. Don't ever hesitate to call or e-mail for help.

MEMBERSHIP/DIVERSITY

Carol Frisch
7025 Comanche Ct., Edina, 55439 612/829-0604 (h) ckfrisch@aol.com

Congratulations on becoming Membership Chair for your local League. You have a very important job. It is not yours alone. Start now to build support by asking for help from your Board and from your entire membership. Membership is everyone's business. In fact, we invite you or others from your League to join the LWVMN Membership Committee.

There are many ways in which you can carry out the membership function. You can recruit a committee or just ask individuals to help divide up the tasks. The tasks that are important to accomplish are:

- 1. Membership cultivation
- 2. Membership recruitment
- 3. Membership support/mentoring
- 4. Diversifying membership

Develop a membership strategy that involves the tasks outlined above. Where will you get new members? What support will you give potential or new members? How will you make them feel welcome? What will you do toward retention of members?

The membership committee is seeking advice from local Leagues about what assistance would be most useful from LWVMN. In the meantime here are some steps for membership growth.

10 Steps to Inclusive Membership Growth

- Set a goal. How many new members would you like to see join this year, being conscious of
 reflecting your community demographics? Your goal should be realistic and attainable. Train yourselves to think as inclusively of all segments of your community as possible in all that you plan.
 Celebrate your successes and evaluate your strategies.
- 2. Cultivating for membership: Make sure people in your community know about the League and that they can join and become part of a nonpartisan organization that promotes and enhances democracy. Personal invitations to join are the most powerful. If you have PTA's, women's professional organizations, businesses that have women's groups, see if you can make a presentation and then follow up with one-to-one calls with anyone who expresses interest. Be sure to invite people of different cultures and races to be a part of League. Remember, many people do not know that they can be a part of League.
- 3. Plan events with substance that show what League can do for the community as well as for the potential member. People have very little time today, so they will only become part of organizations if there is something of value for them, their family or their community. League can provide value in all categories. Consider how events can be marketed to diverse elements of your community.
- 4. Call back on prospects. Many times people express an interest, but they never hear from a Leaguer again. Following up on potential members is critical to the success of the membership drive. Think about barriers to participation, such as meeting locations that seem exclusive.
- 5. Orientation Have an orientation for new and prospective members. Ask a few of your members to talk about current studies and activities. Stress that all levels of involvement are welcome. Many people think League takes too much time, so you need to dispel this myth. Give examples of how people can be involved. LWVMN offered a membership-orientation session at the state League office in 1999- call if you'd recommend another open house in 2000.
- 6. Retention: Keeping current members is also of critical importance. Call current members once or twice a year to see how they like League. Ask for feedback about anything they have on their mind including prospect names. (You can ask other members or some of the Board to help you with this

- project.) Look at old membership rosters and be sure to invite former Leaguers to events and activities. Again, a personal phone call will get the best results.
- 7. Exit interviews: When people leave, do a personal phone call or personal visit with the member and again get their feedback about the League. You will want to ask them for the League's strengths and weaknesses.
- 8. Evaluate: continuously look at your successes and near successes to see what worked and what did not. Please share with me so I can pass on your tips to other Leagues.
- 9. Have fun while encouraging others to become a part of an organization that you believe in.
- 10. Thank you for increasing League membership.

If you are interested in serving on a <u>state membership committee</u>, please contact me or Sally Sawyer or Laurie Boche at the LWVMN office, and please call me with any questions or suggestions.

RESOURCES

Local LWV:

Go through your own League's "membership box."

LWVMN:

NEW Membership brochure

New Member Handbook

This 8.5" by 5.5" booklet is designed to give new members a brief background about the League. In ten pages it briefly covers League history, organization, what we do, how we reach positions; nonpartisanship; a glossary of terms, and a place for phone numbers. It can be ordered from

the state office for \$2.00 a

copy.

This basic information needs to be supplemented with your own League roster, policies, and local positions.

New Member Orientation

This 81/2" by 11" booklet is intended for use in a group orientation session. It includes a brief history, an overview of the structure, and an explanation of what the League does --- study, educate, advocate, and voter service. This booklet has more detail about program and includes state and national positions in brief. It also has a glossary of terms. It is available from the state office for #3.00 a copy.

LWVUS:

Membership Video Take Back the System! Membership marketing and

recruitment

Diversity Toolkit Pub. #1090 \$3.00

Pub. #943 \$10.00

Membership Cards (free) Pub. #227

Add your Voice brochure Pub. #1017 \$.15

PROGRAM

Gabi Brockelsby
3593 Kosec Dr. NW, Red Wing, 55066 651/388-7971
e-mail: gbrockelsby@hagertelecom.net

As Program Chair for the LWVMN, the most important job is to serve local Leagues and provide assistance when requested for Program related activities. Helpful to an understanding of Program as used in the League is the following sentence quoted from the Introduction to *Program for Action*, 1999-2001: "To the League of Women Voters, *Program* means those issues chosen by the members for study and action."

For local Leagues, the following activities accomplish Program:

- Calendar Planning takes place during the summer. The local League Program Chair as well
 as chairs of study committees should be included in the calendar planning process. Updated
 calendar information, when available, will be supplied by LWVMN Program Chair.
- 2. Study Committees they organize and meet regularly to research information, plan unit meetings with Board approval, and present information objectively for members to arrive at consensus. A local Program Chair, if there is one, serves as the liaison between study committees and the local Board. The State Program Chair can assist with names of speakers, planned meetings by neighboring Leagues, tapes, cassettes, videos available and names of study chairs who might be willing to share resources and members.
- 3. Lively Issues meeting which takes place usually in December or January to determine which current action positions should be retained or dropped and to elicit the members' suggestions for studies for the next one or two years. LWVMN Program chair provides "Program at a Glance," a listing of state League positions for use in deciding which positions to retain or drop; also they send out a list of Minnesota issues to serve as spurs to local members discussions.
- 4. Convention/Annual Meeting local, CMAL, state and national Program adopted at these meetings. Current positions are reaffirmed or dropped and new positions adopted when consensus was reached after a study. New studies are proposed, discussed and accepted or rejected. The LWVMN Program Chair can assist local Leagues who want to contact other Leagues proposing the same or similar studies.
- 5. Local Program at their local Annual Meetings, Leagues choose one or more local issues for study. When they notify the LWVMN Board of their choice, a list is kept of which Leagues are studying which issues. This list is a tool for use by local Leagues in contacting other Leagues with similar studies and coordinating activities. The LWVMN Program Chair keeps the list and makes it available through Board mailings.
- 6. Action after approval by the appropriate Board, action is taken to support or oppose legislation. Local Leagues are asked to write letters to their legislators and to newspapers. Each year the LWVMN and Common Cause co-sponsor Citizens in Action Workshops at the State Capitol. Local League members are encouraged to become lobbyists for League positions at the State Capitol by enrolling in the League Legislative Intern program. Also, local League members interview their state representatives and senators, asking questions framed by the LWVMN Action committee, to find out if the legislators support or oppose League positions. The LWVMN Program Chair attends meetings of the state Action Committee to keep informed of LWVMN lobbying efforts and new issues that might be appropriate for League study and action.

7. Spirit of Democracy Awards – Unveiled at Council 2000, this awards program is designed to provide achievable goals for local Leagues. By achieving these goals, Leagues will have guidelines to promote not only the organization to the community, but to have healthy, active Leagues. It is hoped that every League who chooses to take part in these awards will be recognized at Convention 2001. Because of the diversity of Leagues, there are three categories of awards: Pioneer of Democracy; Leader of Democracy; and, Champion of Democracy. More information will be sent during the year.

The LWVMN recognizes that so many activities may place a heavy burden on Leagues with limited memberships and resources. Local Boards are encouraged to adapt to suit their members and LWVMN Program Chair will provide assistance and resources. Possible options for fulfilling Program include not only the traditional study committees and unit meetings, but also:

- 1. Regional public meetings with nearby Leagues
- 2. Sharing study committee members and meetings among neighboring Leagues
- 3. Use of tape recordings, video cassettes, cable TV broadcasts to inform League members and the public
- 4. Use of information, speakers and membership lists from organizations joined in coalition with LWVMN on specific issues.

Resources LWVMN

Guide to Local Program \$4.00

LWVMN website at http://www.lwvmn.org - a list of local League topics

for

study and unit meetings

LWVUS

Empowering Citizens: A Guide to Influencing Public Policy: \$5.00 (#1053). This guide is designed to help leaders in developing and implementing a compelling and inclusive local program that will build LWV membership, visibility, diversity and financial security.

Some of the sections are:

- The Big Picture an overview of the guiding principles that govern all aspects of the League's program work.
- 2. Choosing an Issue suggestions for selecting issues that will engage your members and your community.
- Determining the League's Role questions to consider in deciding how to address an issue selected - whether study, community dialogue, citizen education or action.
- 4. Organizing for work on an issue basic steps to follow in conducting any League program work.
- 5. Conducting a study a step-by-step guide to conducting a League study.
- Promoting community dialogue techniques for bringing citizens together to resolve a community problem.

Creating Communities of Inclusion \$3.00 (#1077). Practical tips on how to reach out to diverse audiences and create broad-based partnerships to address community problems and goals. Includes in-depth case studies of successful get-out-the-vote efforts.

Meaningful Meetings \$6.00 (#319) - How to plan unit meetings.

LWVUS Website - http://www.lwv.org

NOMINATING COMMITTEE

Jean Tews, Chair 49 Birchwood Road, Mahtomedi, MN 55114 651/426-1011 jeantews@aol.com

Local League Nominating Committee

The Nominating Committee is an important League committee which, ideally, should function on a year-round basis, filling vacancies as they occur and identifying future League leaders. Beginning in September, the committee should develop a timeline which will assure adequate time to identify positions to be filled and to develop a good list of prospects. The committee should be familiar with Board responsibilities. It is helpful if the committee members visit Board meetings and represent all units.

League Board positions provide excellent opportunities for people to build leadership skills, develop resumes, explore potential career options or just become more proficient in the "how-tos" of getting things done. Use "opportunity" as your frame of reference instead of "filling slots." The nominating process will become more exciting and challenging for nominee and nominator alike!

LWVMN Nominating Committee

The LWVMN Nominating Committee is always looking for candidates for service on the state Board. Please submit your candidate/prospects/suggestions to me at home or in care of the LWVMN office.

In the Fall of 2000, the nominating committee will begin its search for nominees for the 2001-2003(!) LWVMN Board of Directors. Be on the look-out for talented people who might like an opportunity to serve on the LWVMN Board.

Rosemary Guttormsson, LWV Duluth, and Jean Tews, LWV Mahtomedi, were elected to the Nominating Committee at the 1999 LWVMN Convention. Two additional members from the LWVMN Board will be appointed by the Board this year.

The Nominating Committee also determines the recipients of the Hope Washburn Award, bestowed at Convention every two years on an individual for outstanding service to the League of Women Voters of Minnesota, and the Peggy Thompson Award, presented at Convention to an individual for outstanding service to a local League. Any member (or group) can nominate any other for these two prestigious awards. Look for the nomination forms in the Presidents' Mailing fall of 2000.

RESOURCES

LWVMN:

A Guide for the Nominating Committee

Helpful in developing a timetable and performing this most important service.

LWVUS:

In League, Talent Scouts; the Nominating Committee, PP. 5-1 to 5-5.

FINANCE / DEVELOPMENT

Robyn Tjernlund 3560 Cohansey Street, Shoreview, MN 55126 651/483-3035, Fax 651/483-0309 robynjoy@aol.com

The League of Women Voters of Minnesota Education Fund is looking for volunteer members to join the state fundraising/development committee. If the fundraising chair in your League, or any other member, has experience in fundraising or is interested in joining the committee, contact Development Director Andrea Lex at the LWVMN office.

I. FINANCING YOUR LEAGUE YEAR

Finance Campaign

An annual finance campaign is a must for all Leagues. The campaign brings you visibility in your community as well as raising money for your League activities. That community presence will reap benefits in membership and public relations in addition to adding dollars to your bank account. Those dollars will allow you to do more for your community. Remember, you get a greater dollar return for less time and effort in a finance campaign than in any other kind of fundraising.

Steps to a Successful Finance Campaign

- 1. Get an enthusiastic Finance Chair.
- 2. Emphasize total Board support of the campaign.
- 3. Get a Finance Committee.
- 4. Set a goal and a deadline to wrap up the campaign.
- 5. Research and target prospective donors.
- 6. Begin with the most likely prospects--your Board, members, former and present donors, and those with League contacts.
- 7. Send a letter to donors and prospects requesting a specific dollar amount.
- 8. Train your volunteer solicitors.
- 9. Make phone and in-person follow-up calls.
- 10. Thank all donors.
- 11. Recognize all donors and solicitors.
- 12. Throughout the year, keep donors informed of League through your bulletin, meeting announcements and/or publications of interest to that donor.
- 13. Congratulate yourselves on your success.

Tips for a Successful Fundraiser

- Research and plan a fundraiser that will appeal to your members to work on and support.
 Be sure that you have total Board support.
- 2. Be sure that it will appeal to your constituency (whoever is to attend, pay, etc.).
- 3. Keep your expenses low to keep risk of loss low.
- 4. Be sure that the dollar return will be worth the time and effort expended by members.
- 5. Don't forget the FUN in fundraiser.

The LWVMN Education Fund: Why and How to Use it.

Tax deductible dollars to the Education Fund are generally easier to raise than regular contributions to your League. Those dollars enable your League to do any Voter Service or Citizen Information project in your community.

To qualify to use Ed Fund money, your project must be

- · Objective and factual, not involved in League positions
- Educational
- Designed to serve the public
- Approved by the LWVMNEF prior to starting the project

Examples of Education Fund Projects

- Know your Community/Local Government and Community Services booklet
- · Local Citizens in Action publication
- · Local Election Hotline/Voters' Guide/candidates' meetings
- · Bulletin reimbursement for percentage devoted to education
- · Placemats for restaurants, posters, yard signs to get out the vote
- Town meetings/public meetings.

Fundraising Within Your Boundaries

The intent of this policy is to maximize the fundraising capabilities of all Leagues in Minnesota.

The LWVMN's policy for local Leagues on soliciting contributions is as follows:

Your local League should solicit funding from individuals (unless they have ties to your League) and businesses/corporations, civic and other groups who give financial support within your geographic boundaries. If you feel there is an overriding need to go beyond your geographic boundaries, please adhere to the following policy:

- If you approach a corporate/business, civic or other group located where there is a local League chapter, call the president of that local League and inform them of your plans.
- 2. If you are soliciting funds of \$2,500 or more from any foundation or corporate giving program located in Minnesota, report your plans to the Director of Development at the State League Office.
- The LWVMN will report to the local Leagues on fundraising solicitations made of Minnesota corporations and foundations.
- Collaboration and cooperation among Leagues is encouraged. For major fundraising efforts a local League and the state League should consider joint approaches to foundations or corporate giving programs.

Please contact Andrea Lex, Director of Development, LWVMN at 651/224-5445. A local League President list is available from the state Office at 651/224-5445.

Partial Payment of PMP with Tax-Deductible Money

Each local League has the **option** to raise up to 50% of its per member payment (PMP) in the form of tax-deductible contributions to the LWVMNEF. LWVMNEF will establish a separate LWVMNEF PMP Account for each local League that requests to use a tax-deductible contribution to pay PMP.

Funds that have been raised for designated educational projects and deposited in your LWVMNEF account cannot be used to pay your PMP obligation. Specifically designated funds must be used: Your League must explain to donors that their contribution will be used for "general unrestricted purposes, including payment of PMP." See page 5 of How to Use Your League of Women Voters of Minnesota Education Fund: A Guide for Local Leagues, and the treasurer's article in this publication, p.5.

LWVMNEF Fundraising: Local League Participation

Annual Appeal - A Statewide fund drive is held every Fall. A letter is sent to members and non-members asking for a contribution. A phonathon is held as a follow-up to the letter. This is a great money-maker for local Leagues. Local Leagues are invited to participate and share the funds that are raised as a result of their efforts. A special mailing asking for local League participation will be sent to Presidents in the summer. LWVMNEF Local League Sharing Policy: 25% of individual gifts of \$50 and above are deposited in the local League Education Fund account when donors ask that their contribution be shared with the local League.

Corporate Fundraising - Minnesota corporations are solicited for contributions throughout the year both for unrestricted grants for general operating support and for grants to specific LWVMNEF projects.

Local League Sharing Policy: 10% of an unrestricted corporate gift of \$500 or more is deposited in the Education Fund account of the local League in that corporation's headquarters community.

Planned Giving - Endowment funds for both LWVMN and LWVMNEF have been established as well as a planned giving program to provide long term financial support. Potential donors are advised that they have options for giving to various levels of League. The Legacy Circle - The Legacy Circle is a recognition society for all those who have made the state League a beneficiary in their wills or made arrangements for a planned gift or made an outright gift of at least \$1,000 to the Endowment Funds. A special luncheon is held annually to recognize all members of the Legacy Circle.

II. IRS RULES REGARDING NON-DEDUCTIBILITY OF CONTRIBUTIONS

Any solicitation for contributions NOT going to the Education Fund must contain a conspicuous and easily recognized statement that contributions to the organization are not tax-deductible. This includes contributions, membership dues, gifts, voluntary assessments, stock, securities, property or voluntary services. In soliciting these funds you must state their non-deductibility clearly and in a place where it will be noticed by the recipient.

Wording on solicitations to businesses can be slightly different because a business may choose to deduct a contribution as an ordinary and necessary business expense, e.g., public relations.

Sample wording for solicitations to businesses	might be:
"Contributions to the LWV of	are not deductible as charitable contribu
tions for tax purposes but may be deductib	le as an ordinary and necessary business expense."
Sample wording for solicitations to individual	s might be:
"Contributions to the LWV of	(or dues for membership in the LWV of
) are not deductible	as charitable contributions for tax purposes."

III. IRS RULES ON DEDUCTIBILITY OF PAYMENTS BY PATRONS OF FUNDRAISING EVENTS

Local Leagues can use fundraising events to solicit deductible gifts for the Education Fund if they follow certain soliciting and reciting practices:

To be tax deductible, a payment must be an outright gift without tangible compensation. When a
person buys an item, no gift has been made because the payment is the purchase price. To qualify
as a gift, it must be shown that the payment exceeds the fair market value of whatever is received
and that amount may be deducted.

- An admission price is not tax deductible because the payment is not considered a gift. If the price
 is intended to be in part a gift and in part the purchase price of admission, you must state how much
 is fair market value and how much is a gift. This must appear on the solicitation and on any ticket
 or receipt.
- Where the event is reasonably comparable to events for which there are established charges for admission, such as theatrical or athletic performances, the established charges should be treated as fixing the fair market value of the admission. If the amount paid is the same as the standard admission charge, there is no deductible contribution.
- The amount of a payment exceeding the value of an event or article received is tax deductible.
 Even if the event and/or articles are donated they cannot be deducted if the rate charged equals their fair market value. If the price is higher than the fair market value, and this is made clear, then the difference is tax deductible.
- To claim a deduction, the donor must be able to show a gift was made in excess of the fair market value of the goods or services received. The charity must disclose fair market value for each item and include it in a brochure or catalog if one is printed.
- The price of a raffle ticket is not deductible, and the prizes are subject to income tax.

IV. REQUIREMENTS CONCERNING ACKNOWLEDGMENTS

These requirements apply to contributions received:

- A charity must provide a donor with a written acknowledgment for a contribution of \$250 or more
 to include with the individual's 1040 tax return. The acknowledgment must state the amount of any
 cash contribution, a description of any property contributed and whether the charity provided any
 goods or services in exchange for the contribution. If there was an exchange, the charity must also
 provide a good faith estimate of the value of those goods or services.
- If a charity receives more than \$75 from a contributor and the sum is partly a contribution and
 partly a payment for goods and services provided by the charity, the charity must give the donor a
 written statement that includes a good faith estimate of the value of the goods or services and informs the donor of the actual amount which may be considered a charitable deduction.

RESOURCES

LWVMN:

How to Use Your LWVMN Education Fund: A Guide for Local Leagues; revised

2000

LWVUS:

Dollars and Sense: the Art of Raising Money (CL #494)

Service for State and Local Grant Guidelines (CL #348)

Corporate Fundraising (CL #305)

BUDGET

Kathy Kolb 3947 Aldrich Ave N., Minneapolis, 55412 612/522-4188(h) 612/728-5332(w)

The budget is an important part of League planning. In order to reach the objectives in study and action so vital to League, planning for covering the expenses is needed. An indispensable aid to local League budget chairs is the LWVUS publication, *The Art of Budget Building*. This gives the job description, timeline and local League budget planning form which clearly spells out your job responsibilities and facilitates your work.

The following is a suggested budget planning guide. Adapt this plan to meet the needs of your own League. Be sure to check your Bylaws for deadlines.

Calendar

Summer: Board appoints budget chair and committee. Bylaws suggest at least two months before the annual meeting as a minimum.

Fall: Committee reviews *The Art of Budget Building* and existing local League budget. Visit Board and unit meetings to listen to the members and Board on ideas and concerns about the budget.

Winter: Committee studies state and national proposed budgets and meets to put ideas together and develop cost estimates. Committee proposes budget and presents to board. Board approves or revises.

Spring (or one month before annual meetings):

Present proposed budget and explanation in bulletin. Plan presentation to Annual Meeting. Chair presents budget at Annual Meeting. Membership revises and/or adopts. Print adopted budget in bulletin or member handbook. Send copy to LWVMN and LWVUS.

The state League Budget Committee welcomes input and assistance from all local League members and encourages any comment to be sent to the state Budget Chair at the LWVMN office. We would especially welcome the participation of local League representatives on the Budget Committee for 2001 – 2003 – this committee will begin meeting in early Fall of 2000, to prepare budgets for consideration and adoption at the 2001 LWVMN Convention. Let us know if you or anyone from your League are interested.

RESOURCES

LWVUS: The Art of Budget Building (CL #268)

COMMUNICATIONS and MEDIA RELATIONS

Karen Gochberg, 9943 Jamaca Ct. N., White Bear Lake, 55110 651/429-8480 k gochberg@hotmail.com

Please call Andrea Lex, Director of Communications at the state office for assistance at 651/224-5445.

Communications and Media Relations are the links between your local League and your community. A key to media relations is nurturing a relationship with the staff of your local newspapers and your radio and TV stations. They can help you gain the visibility your League needs to increase attendance at meetings and events; and raise awareness of League issues and action. By keeping your community informed about League, you increase your ability to raise funds and gain new members. By showing that your League is active and concerned, you will also heighten your League's credibility.

Planning Your Year

- Develop a media relations plan around your League calendar. Decide which events to
 publicize: voter service, public meetings, unit meeting, candidate forums.
- Find out the deadlines for your newspaper and radio and TV stations. Also, find out who to contact. All press releases should be sent to an individual. Plan enough lead time to meet them.
- Find out about cable access television. If you need to get training to use equipment plan, arrange training in advance of the event you hope to cover.
- Develop a list of media contact names and numbers.

Press Releases in General

- Send press releases in advance of media deadlines, usually two weeks for newspapers and
 radio, to a few days for TV. Don't try to send your whole year's calendar at once. Make follow
 up calls to the appropriate reporter. Include only one news item per press release.
- Customize or personalize each press release, or accompanying cover letter, to the appropriate
 reporter (some have specific beats) or appropriate media source. Different papers cover
 ferent news. Remember, if your story isn't visual, you won't get any photographers or television
 camera crews interested.

How to Write a Press Release

- Use the inverted pyramid method that reporters use for writing your press release (Who, What, When, Where, Why, How). Write the release so that the most important information is in the beginning, and editors can cut off the last one or two paragraphs without affecting the content.
- Provide a contact person for the reporters to call with any questions. Give a phone number
 of the contact person for the day of the event, and provide a daytime phone and an evening phone
 to the reporter. If the contact can be reached by cellular phone, provide that number also.
- Remember What Makes News: Conflict: Prominence; Proximity; Impact; Timeliness; Surprise;
 Interesting People or Events; Something New; Trends; Evidence, Solid Facts; Experts; Diversity;
 Something Useful for the Audience.

Editorials/Letters to the Editor

Call the editor for editorial requirements if you want a longer (750 words) piece printed. Letters to the editor are more likely to be printed, especially by weekly papers. Submit them in the required format (if any) on time. Check with the editor about deadlines as they are often different from news deadlines.

LWVMN RESOURCES

A 2000 copy of Minnesota Media Directories is available at the League office for reference.

Marketing

Eydie Kargas, who produces many of the State League's materials, is available for consultation. 612-473-8610, Fax 612-476-9338, ekargas@wavefront.com.

Think of marketing as outreach. Marketing puts League in contact with a variety of publics including: current members, community leaders, voters, potential voters, past funders, potential funders. Here are some marketing ideas.

Membership Brochures:

Every current member ought to have a few brochures that describe the benefits of membership and where to send dues. Current members are the best distribution channel for reaching new members. Encourage members to hand out brochures to their friends.

Newsletter:

The local League newsletter helps keep current members involved and excited about League activities. Mail your League's newsletter regularly to members, potential members, media contacts and funders.

Flyers, Announcements and Invitations:

Distribute special notifications to encourage attendance at special events such as public meetings, candidate forums or annual meetings. These can go to members, funders, schools, chambers of commerce, churches and/or other community organizations depending on the event. Some tips: Use one of the computer page layout programs to produce beautiful and trendy copies. Sharp looking paper provides a good impression. Recycled paper makes a hard working, no nonsense statement.

Catalogs:

The Catalog and Catalog for Local Leagues are mailed in President's mailing several times a year. Call for additional copies. Use the Catalog to introduce schools, libraries, colleges and junior colleges to our materials. Tell them that:

- How to Make a Difference is being used as a college text in several Minnesota Colleges.
- We The People: Skills For Democracy, our K-6 curriculum, fits the Minnesota Profile of Learning standards for People and Cultures and addresses the comprehensive goal of responsible citizenship in The Minnesota Graduation Standards.
- We've Got The Power: Skills For Democracy, our 7-12 curriculum, fits the Minnesota Profile of Learning standards for 9th grade People and Cultures and 12th grade Government, citizenship piece and it addresses all the comprehensive goals of the Minnesota graduation standards.

Use your Ed fund money to provide your district with copies.

Awarde

Give an annual award to a League member at your Annual Meeting. Photograph the event and publicize it. The League office has beautiful certificates to be used for awards.

Planning Your Year:

Advance planning will allow your League time to secure funding or in-kind contributions needed to produce marketing materials. Many (other than membership brochures) will qualify for Education Fund dollars, but requests must be sent to the state office for approval before expenses are incurred. Planning is also need to be sure your marketing materials are complete when they are needed. For example, schools often are willing to duplicate flyers announcing school board candidate forums and send them home with students as long as they have time to do so.

Distribution:

Mail is just one way to reach people. Consider getting a table at your next summer festival to distribute League materials. Make gifts of League videos, books and curriculum to schools, libraries and civic groups (invite the press). Leave League materials at the library, city hall, or post office.

BULLETIN

Mary Steen
716 St. Olaf Ave., Northfield, 55057 507/645-7274 msteen@stolaf.edu

Your bulletin, voter, newsletter—by whatever name—is often the one thing that all League members have in common. It is the glue that holds your League together, the cheerleader for programs and activities, the analyst that provides deep background on issues, the "people magazine" whose profiles help your members get acquainted, the spokesperson that gives your League its public face.

This may seem like a tall order, but is one that is possible to fill. Here are some things to consider in making your newsletter the best it can be.

Physical details:

- ✓ Try to make the type clear and easy to read. Your newsletter will look better if everything is in the same typeface.
- ✓ Leave white space around articles.
- ✓ Use graphics.
- ✓ Write lively headlines.
- ✓ Put something enticing on the front page.

Content:

- ✓ Vary the types of articles to include not only announcements and reports on current activities, but also background analyses, profiles of members, action alerts, opinion pieces, excerpts from interesting articles from other sources.
- ✓ Remember that people like to read about people, and League members have a special weakness for wanting to be informed on issues.
- ✓ Many voters include a President's column, a calendar of events, and opportunities for volunteering.
- ✓ Be sure to include the name and phone numbers of the President, Membership Chair, and Editor in each issue.
- ✓ Try not to use League jargon and abbreviations, at least not without identifying them at first mention.

You will note that we sometimes publish things from local League newsletters in the *Minnesota Voter*. If your League organizes an interesting or unusual public meeting, is responsible for a grassroots action campaign, has a member who's doing something especially significant, I'd like to hear about it.

If I can be helpful to you in any way, please contact me by phone, mail, or e-mail.

Regulations for Third-Class Mailing

1994 postal regulations ban advertising in nonprofit third-class mail for products and services "substantially unrelated" to the purpose of the organization. If you sell ads in your bulletin to support your League, you are affected by these regulations. You can continue to carry business-card size acknowledgments from contributing businesses or individuals within certain strict guidelines. If you think you may be affected, make sure to call the state office, or check with your post office.

Mail Extra Copies: In addition to preparing your bulletin, it is also your responsibility to see that copies are distributed within the League. It is important to all of us to keep this communication going!

Send two copies to: LWVUS, 1730 M Street NW, Washington, DC 20036

Send one copy to your LWVUS liaison, Mona Steele, 306 Yosemite Trail, Madison, WI 53705-2438. (Check on the name of your liaison after June 2000 LWVUS convention)

Send two copies to: LWVMN, 550 Rice Street, St. Paul, MN 55103

Send one copy to:

The president or bulletin editor of each local League in your exchange group. You can also arrange to exchange bulletins with any other League as you wish. (Many editors find these very helpful. When the timing is right, many copy freely.)

Exchange Groups:

Bloomington, Richfield, Eastern Carver County, South Tonka, Northern Dakota County, Minnetonka/Eden Prairie/Hopkins

Rock County, Jackson Area, Mankato Area, St. Peter, New Ulm, Willmar

St. Louis Park, Golden Valley, Crystal/New Hope/East Plymouth, Robbinsdale, Wayzata/Plymouth Area, Edina, Brooklyn Center

Austin, Rochester, Red Wing, Northfield, Owatonna, Freeborn County, Cannon Falls, Winona

Minneapolis, St. Paul, Duluth, Rochester, St. Cloud

Bemidji, Cass Lake/Walker, Brainerd Lakes Area, Red River Valley, Park Rapids Area, Ely

St. Cloud Area, Anoka/Blaine/Coon Rapids, Buffalo/Monticello, Brooklyn Park/Osseo/Maple Grove, Fridley

New Brighton, Arden Hills/Shoreview, White Bear Lake/North Oaks, Mahtomedi Area, Roseville/Maplewood/Falcon Heights, Woodbury/Cottage Grove, St. Croix Valley

ACTION

Kay Erickson 27930 Smithtown Road, Shorewood, MN 5533145 952/474-7324 fax: 952/474-7431 kerickson@visi.com

Jane McWilliams
901 W. First, Northfield, MN 55057 507/645-8423 jmcwilliams@microassist.com

The League "...wishes to be one of the minorities which agitate and educate and shape ideas today which the majority will adopt tomorrow." -- Carrie Chapman Catt

From the beginning the League has been at the forefront of legislative reform. Action is still the lifeblood of the League. Your League can get involved in your community by using local, state and national positions to educate and lobby local councils, commissions and boards about issues of concern to your League.

First Things First:

Begin by getting acquainted with:

- *In League (LWVUS publication), Sections 2 and 10
- *Action Guidelines, LWVMN President's Notebook, section 10
- *Your local League's positions
- *Impact on Issues (LWVUS positions)
- *Program for Action (LWVMN positions).

Action in your community

1. Decide what issue is important to your community and focus your action on that issue. Determine the position you will use (It can be a local, state or national position.) Follow the Action Guidelines in determining if you need to work with other Leagues or the state and/or national Leagues. Form an Action Committee. Decide on your strategy and an evaluation process. Did community attitudes change? Was a law implemented or stopped? Did you make a difference?

Work with other organizations in coalition. It distributes the work , broadens the support and stimulates the dialogue. (See Coalition Guidelines in the LWVMN President's Notebook, Section 10.)

- Recruit local Leaguers to regularly attend city, county and school board meetings—and
 wear the League button. Ask them for a written or oral report. Observing lets the governing body know League is interested in the process and the observer's information will
 be an important resource for your League.
- 3. Write letters to your community newspapers. Editors appreciate thoughtful, well-written letters from readers. When writing for the League, be certain that you have the approval of the board, that your letter is based on League positions, not your personal opinion, and that it is non-partisan.
- Compile a list of elected officials and distribute to your local League members. Encourage them to write and call their elected officials.

Action at the state level

- Please respond as soon as possible to Action Alerts and other requests for phone calls to legislators from the state League. When legislators get calls from around the state on issues we are lobbying for at the legislature they pay attention. Even better, organize a calling tree of Leaguers interested in making calls when requested.
- Conduct Legislative Interviews using the material provided in the fall by LWVMN
 and LWVUS. They are a great way for your members to meet their legislators and learn
 their representatives' views on League positions. They provide the State League with important information used in LWVMN's lobbying efforts.
- 3. Order How to Make a Difference, A Citizen's Guide to State Government, the state League's lobbying handbook. It contains practical advice on how to write effective letters to legislators, protocol for testifying before a committee, maps, phone numbers, addresses and general information about the Minnesota Legislature and U.S. Congress. It is a great resource for all Leaguers.
- 4. Join and encourage your members to join the LWVMN volunteer lobby corps. After two half-day training sessions in the late fall, our interns work with experienced lobbyists during the session. See the "Legislative Internships" section below for more information.
- Encourage local League members to become 10-Minute Activists. This "armchair" lobbying group responds to action alerts on LWVMN issues. (It is available on e-mail: lwvmn@mtn.org.; see the Presidents Notebook, Section 10.)
- 6. Subscribe to Capitol Letter, LWVMN's lobbyists' newsletter on what is going on at the Legislature. This biweekly report is available for \$10 per year. (See the President's Notebook for the order form.) Call Senate Information (651/296-0504) and House Information (651/296-2146 or 1-800-657-3350) to subscribe to the Briefly and Session Weekly, published weekly during the session and available free.
- 7. Include action information in the Capitol Letter, President's Mailings, (Board Memo), and other information from LWVMN and LWVUS in your local bulletin.
- 8. Encourage your local League members to attend LWVMN's *Citizen in Action* workshops, held just prior to or early in the legislative session. These hands-on, learn-to-lobby sessions are held at the Capitol. Look for more information this fall.
- Promote and attend the MN Women's Consortium's Women Come to the Capitol in February. This annual event focuses on issues of concern to women and children and includes visits with legislators.

Legislative Internships

Become a member of the League's lobby corps by joining our intern program. You'll be paired with an experienced lobbyist in the area of your interest. After two half-day training sessions in the fall you and your mentor will work out a division of labor. Duties and activities of interns vary depending on the time available and the legislative agenda and could include: researching issues, following bills, meeting with legislators, and working with other groups. Work of the interns is guided by the mentors and the action chairs.

Although most of our lobbyists live in the metro area, we encourage members in greater Minnesota to participate in our lobbying efforts. The training sessions provide valuable understanding of how the legislature works and even minimal participation and occasional involvement is very helpful to our lobbying efforts.

RESOURCES

LWVMN:

Action Guidelines for Local Leagues: Information about how to use local, state and national positions for local action. (In Presidents Notebook.)

Coalition Guidelines for Local Leagues: A how-to for temporary alliances for a specific purpose. (In Presidents Notebook.)

How to Make a Difference: \$10 per copy, \$12 includes postage & handling. A booklet (formerly titled Citizens in Action) containing everything you need to know to lobby, prepare testimony and write effective action letters. Contains directory of legislators, MN Executive Branch, summary of legislative process, how to get appointed to boards, etc.

Program for Action: \$4.00. Summary of LWVMN positions and background of League action. This is a must resource for local League President and Action Chair.

Capitol Letter: \$10.00 per session, published biweekly during the legislative session, this newsletter provides background on LWVMN priority issues, up-to-date-reports on bill progress and concrete ways local members can help move League issues along. (Subscription blank in President's Notebook, Section 5)

Handbook for Lobbyists and Lobbyist Principals; full text from Campaign Finance and Public Disclosure Board; see President's Notebook for "Prohibitions"

LWVMN

Internet Home Page www.lwvmn.org

LWVUS:

LWVUS Home Page http//www.lwv.org

In League: \$11.00 + tax, postage & handling (#275) sect. 10-1 through 10-13. Background information on action.

Impact on Issues, 1998-2000: (#386) \$5.00. A summary of national League positions with background information on League action. As with LWVMN Program for Action, every president should have a copy.

MN Legislature (http://www.leg.state.mn.us)

The Legislative Internet site, linked to LWVMN website, is a valuable resource for current and past legislation, bill tracking, house/senate journals and newsletters.

Briefly and *Session Weekly* are published during the session and are available free. Call Sentate information (651/296-0504) and House Information (651/296-2146 or 800/657-3350).

GOVERNMENT ISSUES

Susan Weisbrod 1840 Margo Ave. N., Lake Elmo, 55042 612/436-7528 SWeisb@aol.com

The LWV Government Program includes national and state positions. These positions can also be applied at the local level which gives local Leagues the opportunity to focus on what interests them. Local government chairs will want to become familiar with LWV government positions. They are described in *Program for Action* (LWVMN) and *Impact on Issues* (LWVUS). We will continue to monitor activity in all of these areas.

Campaign Finance Reform

Before the session began LWVMN was contacted by MAPA (Minnesota Alliance for Progressive Action) to join a coalition being formed to urge passage of a Clean Money Campaign Finance bill. The bill would institute almost total public funding of campaigns for participating candidates. It was agreed that the bill would not pass this session but would be presented as a serious concept for the 2001 legislative session.

Reapportionment

Many bills have been introduced in the state legislature calling for redistricting following each census, and we can expect action in 2001. We will continue to follow this issue. We have a strong position and a history of support of reapportionment, along with procedures which provide for compact, contiguous districts giving advantage to no particular person or group.

Government Reform

Bill regarding a reduction in the size of the legislature, a change in the terms of legislators, term limits and other measure will recur. LWVMN will continue to follow these issues and support reforms to legislative procedures and committee structures.

Initiative and Referendum

In March of 1999 the House voted to place I & R on the ballot in November 2000. The measure was introduced in the Senate Elections Committee. League testified in opposition and the proposition was defeated on a voice vote. This is a perennial issue for action.

Election Laws

The Secretary of State's office authored a bill which contained many innocuous provisions concerning training for election judges and other miscellaneous items. Buried in its depths was the removal of the ability of a registered voter to vouch for a new voter on Election day. Despite our best efforts and being directly quoted on the House floor during the debate, the measure passed the House, with an amendment to allow a person to vouch for a maximum of three people.

The Senate Elections bill did not include vouching provisions, but it is clear that the Secretary of State's office will continue to attempt to limit the open elections process in future sessions.

Unicameral Legislature

As soon as the LWVMN Board adopted a position in opposition to a unicameral legislature, a timeline and a plan for action were developed. The initial public hearing was held before a joint hearing of the Senate and House committees that would first consider the bill.

Subsequent House and Senate hearings were held in Senate Elections, Senate Finance and House Government Operations, and in each of these committees League testimony was distributed. In all cases the bill was passed without recommendation to the next committee and finally stalled in both houses. An identical new bill, authored by Speaker Sviggum, has been introduced in the House and will reach the floor before adjournment.

Letters have been prepared for delivery to every member of the House stating our opposition. This issue, coupled with Initiative and Referendum, seems destined to always be with us and will not die with the session.

Right to Privacy

An informed consent bill passed through both the House and the Senate and was vetoed by Governor Ventura. For the first time, the Minnesota Senate favored a bill which limits a woman's right to privacy. The forecast is for continuing vigilance and increased activity to protect a woman's right to privacy.

RESOURCES:

LWVMN:

Program for Action

Capitol Letter

Campaign Finance Reform file (available for viewing in the LWV

Office)

Candid Candidates

LWVMN Internet Home Page

lwvmn@mtn.org

Candid Candidates

LWVUS:

Impact on Issues, 1998-2000

LWVUS Internet Home Page http

http://www.lwv.org

MN Legislature:

The Legislative Internet site is a valuable resource for current and

past legislation, bill tracking, house/senate journals, and newsletters.

http://www.leg.state.mn.us

VOTER SERVICE

Stacy Doepner-Hove
5917 Ridgewood Road, Mound, MN 55364 612/338-3205 doepn002@tc.umn.edu

Our voters service work is often the first thing the public thinks of when they hear mention of the League of Women Voters. The basic principle of voters service is nonpartisanship—providing unbiased, factual information to help citizens make their own informed decisions on election day. It is always separate from advocacy.

For a full description of the voter service chair's job description, please see the LWVUS website at www.lwv.org.

The Voter Service Committee ran an extremely successful and exciting campaign season in 1998 and is now gearing up Campaign 2000. The State Voter Service Committee needs your help! The Committee is looking for interested and excited volunteers to help coordinate and execute the strategy for the 2000 election season. If you are the Voter Service Chair for your League and want to be sure you are up-to-date on the latest the League has to offer for the election season, join the Committee in its work. For more information, or to get involved on the ground floor of what promises to be the most exciting election season of the century, call the Voter Service Chair, Stacy Doepner-Hove at 612/338-3205 or e-mail her at doepn002@tc.umn.edu and she will get you involved in whatever capacity you wish.

Here is a quick preview of projects the committee will be working on:

- Voter Guide 2000: The guides will be published for the Primary and General Elections and
 will include information on candidates for U.S. Senate, Minnesota's eight Congressional Districts, judicial races and Constitutional Amendments, if any. Watch for an order form coming
 soon!) Eydie Kargas is the Project Director and can be reached at 612-473-8610 or
 ekargas@wavefront.com.
- <u>Debates</u>: The Voter Service Committee is working on a series of pre-Primary and General Election debates among candidates for U.S. Senate around the state. LWVMN has adopted criteria for candidate inclusion in the debates. If your League is thinking abour hosting a U.S. Senate debate, it must be coordinated through Elizabeth Nordling, LWVMN Debates 2000 Project Director. She can be reached at 651/426-1238 or sing@minn.net.
- <u>Election Hotline</u>: A cooperative effort with WCCO-TV, will operate around the Primary and General Elections. This is a great opportunity for your League to provide direct assistance to voters seeking polling place and voter information. It's also a great money-maker! Watch for information from Project Director Linda Loomis, 612/545-4659 or mathias@mninternet.net.
- Martin Grant: LWVMN has again received funding from the Martin Foundation for pass through grants to local Leagues to encourage electorate participation in the 2000 elections. The funds are available to assist local Leagues with legislative candidate forums at the state and national level. If your League is thinking of hosting a forum and would like further information about funds available through the Martin Grant, contact Project Director Laurie Boche, 651/224-54445 or labl@aol.com.

RESOURCES:

LWVMN:

"The Road to Election Day" a 13 - minute videotape and accompanying guide are available to help you navigate the election process in Minnesota. Newly revised, 2000. Purchase \$45.00; rental \$20.00 with \$45.00 deposit.

Candidate Forum Guidelines is a complete guide to producing local candidate forums; revised 1998; \$8.00 for members.

"Voter Information Packet" (VIP Kit) is a guide to voter registration; election and Get Out The Vote campaigns.

LWVUS/

LWVEF:

Face to Face a Guide to Candidate Debates 1996, Pub. #830; \$8.00 for members Get Out and Vote! Encouraging Voter Participation in Your Community; Pub. #1051, \$12.00 for members.

STATE STUDY

AGRICULTURE

Gertrude Ulrich 7601 Aldrich, Richfield, 55423 612/866-8171

The delegates at the LWVMN Convention adopted a new study on Agricultural Policies and their impact on the sustainability of agriculture and rural communities. The 25 member committee has been meeting since the summer of 1999, has heard a number of excellent speakers, and has gathered resources and studies. Committee members made presentations at the 1999 LWVMN Fall Workshops and provided local Leagues packets of information. A number of local Leagues have held meetings to prepare themselves for the study.

Some good introductory materials include the 27.5 minute videotape "And on this Farm," available from the state League office, and the Knight Ridder Special Report, "Harvest of Risk," December 1999. (Local Leagues received copies of the latter; it is now available in tabloid format from the state office).

As you plan your local League's calendar for 2000 - 2001, keep in mind the Committee's proposed timeline for study and consensus.

September, 2000	Mailing of publication, discussion packet and Consensus ques
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tions to local Leagues

If possible, the publication will be mailed. Watch for further

information.*

September or October 2000 Public forum – watch for information

October, November 2000, LLs hold consensus meetings. Agriculture Committee will be a

Consensus reports from local Leagues due

January or February 2001 resource

March 1, 2001

March 14, 2001 Committee to present consensus report and proposed new position to LWVMN Board

Please call me or the LWVMN office if you have any questions.

^{*} At this time funding for the study is inadequate. The study may be a special edition of the *VOTE* or local Leagues may be asked to purchase copies of the study for their membership. (Local Leagues may use their Education Fund money for this purpose.)

CURRICULUM

Judy Covey
611 St. Olaf Ave., Northfield, 55057 507/645-8920 jcovey@rconnect.com

Curriculum

If you have anyone in your League whose interest is education - please pass this information to them.

Through a generous lead grant from the General Mills Foundation, the League of Women Voters of Minnesota Education Fund contracted several nationally recognized curriculum writers to create a citizenship curriculum for school age children.

We the People is a civics curriculum for children in grades K-6. It is structured around the Preamble to the Constitution of the United States. It meets National Civics Standards and has an introduction written by Michael Hartoonian, President of the National Council for the Social Studies.

We've Got the Power, the League's civics curriculum for grades 7-12 is in its 3rd edition and has been updated and reformatted, and is now available in both English and Spanish. It also meets the National Civics standards.

Brochures for each curricula, with more detail and costs, can be sent to you. Just call your request to the League office (612/224-5445).

We think you will be pleased to have a curriculum of this quality to offer the educators in your community.

Questions? Call the League office or Judy Covey, Project Chair (507/645-8920).

TECHNOLOGY AND TELECOMMUNICATIONS

Diane Gibson
1297 Wyncrest Court, Arden Hills, 55112 651/683-5962(w) gibsond@freenet.msp.mn.us

Ady Wickstrom

1252 Silverthorn Dr., Shoreview, 55126-5637 651/780-5245 (h)

FAX: 651/780-6086 ady.wickstrom@visi.com

Technology

As technology advances at a rapid pace and computers, cellular phones, modems, and cable TV change the ways in which we communicate, are we as individuals and the communities we live in taking advantage of what technology has to offer? What can be done to harness these technologies to make them work for all of us?

During the coming year, the Technology Committee will be working more closely with other program committees to find effective ways to apply technology to further each program's individual mission. We will also be working with state office staff in trying to better harness the benefits of technology to improve their efficiency and communicate with volunteers and local Leagues. In addition, we are in need of more committee members. You do not have to be literate in the technology to join. We appreciate all insights and ideas.

We have an e-mail list for League information sharing. All League members with an e-mail address are invited to join. Please send an e-mail message to:

listproc@mtn.org

In the body of the message type:

subscribe lwvmn-share [your first name] [your last name]

Don't put anything in the subject field. This e-mail list serves as a wonderful mechanism for interacting with other Leaguers on-line. We look forward to you joining

The Technology Committee is actively seeking feedback on the content of our Web pages and on LWV uses for this technology.

Ady Wickstrom is LWVMN's webmaster. If you have items for our web pages or would like advice and assistance in putting together your own web page, please contact her.

The League's Internet address is: lwvmn.org, and the

LWVMN e-mail address is: lwvmn@mtn.org.

The national League Internet address is http://www.lwv.org

COMMUNITY CIRCLES PROJECT ON IMMIGRATION

Changing Faces, Changing Communities

Janet Gendler, Project Chair
3906 Zenith Ave. S., Minneapolis, MN 55410 612/920-3567 jhgendler@aol.com

Community Discussion Circles on Immigration took place in 17 communities throughout Minnesota: Edina, Wayzata/Plymouth, St. Paul, Minneapolis, Pelican Rapids, St. Cloud, St. Peter, Marshall, College of St. Catherine, Armstrong High School, Northfield, Rochester, Winona, Willmar, Austin, Mankato and Eden Prairie. More than 1,000 people representing diverse parts of their communities met once a week for five weeks in February and March, 2000 to address what it means to be an American in this age of immigration. Representatives from the projects then met at an action forum at the Minnesota History Center in April to share experiences and action plans. We thank local Leagues, funders, communities, volunteers and project director Susan Anderson who made this a highly successful project.

LWVMN and LWVMNEF have been discussing ways to continue this project: expanding community circles to other communities and schools, proposing immigration as an item for state or national League study, serving as a clearinghouse for information about immigration issues and resources or using existing League positions to support initiatives such as affordable housing, violence prevention, English as a Second Language classes.

Several local Leagues and communities have expressed interest in holding community circles but were unable to participate in the 1999-2000 project. If your League is interested in holding community circle discussions on immigration, contact me or the LWVMN office. We cannot provide funding for the project at this point, but we can give advice. The discussion guide developed for this project, Changing Faces Changing Communities: What does it mean to be an American in this age of immigration, is available in limited quantities.





TO:

THE LEAGUE OF WOMEN VOTERS

MINNESOTA

Local League Presidents and Board Members

FROM: Judy Duffy, President

RE: Board Memo and DPM subscriptions for 2000 - 2001

DATE: May 6, 2000

550 Rice Street • Saint Paul, Minnesota 55103 Phone 612-224-5445 • Fax 612-290-2145 lwvmn@mtn.org http://freenet.msp.mn.us/ip/pol/lwvmn

It's time to order your League's subscriptions for Board Memos and DPMs. As local League President, you do not need to order the Board Memo for yourself; however, each local League will receive only two copies of the Board Memo. One is for the use of the President and one will be included in the Presidents' mailing and is to be separated and distributed to other Board members. This is a very important League resource. Please consider entering a subscription for <u>each</u> Board member. As President, you will receive a President's Mailing automatically. <u>Co-Presidents will also receive a President's Mailing.</u>

Please list all subscriptions for Board Memo and Duplicate President's Mailing on the spaces below and return the form to the LWVMN office, 550 Rice Street, St. Paul, MN 55103 no later than Aug. 31, 2000.

Board Memo subscriptions cost \$7.50 year for six issues mailed lst class directly to the subscriber's home. If a member wishes to receive the Board Memo via e-mail, the cost is \$7.50 (place e-mail address on address line).

The Duplicate President's Mailing, consisting of Board Memo, selected enclosures and one complimentary copy of each new LWVMN publication, costs \$15/year for six issues. DPMs are **not** available via e-mail.

Subscriptions for 2000 - 2001:

LWV of			
Total number of Board Memos ordered	x \$7.50 = \$	72:	
Total number of additional DPMs ordered	x \$15 = \$		
Check # in the amount of \$	is enclosed.	(Please circle either BM or	DPM)
Name & Address or e-mail:		ВМ	DPM
Name & Address or e-mail:		BM	DPM
Name & Address or e-mail:		BM	DPM
Name & Address or e-mail:			DPM
Name & Address or e-mail:		BM	DPM

ACTION



THE LEAGUE OF WOMEN VOTERS

10 MINUTE ACTIVIST

550 Rice Street • Saint Paul, Minnesota 55103 Phone 612-224-5445 • Fax 612-292-9417 lwv@freenet.msp.mn.us http://freenet.msp.mn.us/ip/pol/lwvmn

Make your voice heard on League issues that matter to you! Join Leaguers around the state as a Ten Minute Activist during the 2001 Legislative session. Fill out and return this form and we will notify you when action is needed on those issues you select. You may be contacted 0-6 times per year. You can respond with a postcard or a phone call. This is an important part of our advocacy!

1919
A VOICE
FOR CITIZENS,
A FORCE
FOR CHANGE

1994

YES! I WANT TO BE A TEN-MINUTE ACTIVIST!			
Name:			
Address:			
State: Zip: Cong	gressional District: Legis	slative District:	
Phone: Fax:	E-mail:		
I prefer to be contacted by: Phone / Fax			
Sold Section State and an Asia Democratic Party and the Asia Conference of the Confe	s I will take action on:		
Financing Gov't/Taxes	Prevention of Violence	Criminal Justice	
Election/Campaign Reform	Firearms	Health Care	
Family and Children's Issues	Natural Resources	Mental Health	
Equity Issues/Civil Rights	Housing	Education	
Reproductive Rights/ Teen Pregnancy	Initiative and Referendum	Judges	
Reapportionment	Other:	Unicameralism	
Mail to: LWVMN, 550 Rice Str Questions? Ca	reet, St. Paul, MN 55103 or FAX to 6 all 800/663-9328 or 651/224-5445.	651/290-2145	
If you wish to receive the FREE weekly Hou For the Senate BRIEFLY call 651/296-0504; 800/657-3550.	se and Senate publications, call: for the House SESSIONS WEEKLY	Y call 651/296-2146 or	
CAPITOL LETTER SUBSCRIPTION: M	Iail / E-mail (circle one)		
I would like to subscribe to the CAL of mailing 6-8 issues with the latest inside i during the 2000 session. (It is not necessary	nformation from the League lobby	ck for \$10 to cover the cost yists on Legislative activity	

2001 LEGISLATIVE INTERNSHIP APPLICATION

Learn how to lobby on League positions. Intern training is tentatively set for January, 2001 plus attendance at the Citizens in Action Conference in January, 2001. After the training you'll join the Action Committee to promote League's Action Agenda at the State Capitol.

Name:		
Address:		
LWV member? Yes / No (circle one)		
Local League:		
Why do you want to be a legislative intern?		
Will to Committee de combine to this	-i-19*	
What kind of experience do you bring to this	s job?*	
How does a legislative internship fit in with	your personal goals?	
What kind of time commitment can you make	ke to lobbying?	
Hours: Days: Weeks:	Flexible?	(Y/N)
Please circle your area(s) of interest:		
Education	Election Laws	Women's/Children's Issues
Mental Health	Campaign Reform	Violence Prevention
Taxes/Financing Gov't.	Term Limits	Environment/Nat. Res.
Health Care	Redistricting	Firearms
Criminal Justice	Initiative/Referendum	Housing
	Civil Rights/Equality	Unicameral Legislature

SUBMIT APPLICATION AT ANY TIME. APPLICATION DEADLINE IS DECEMBER, 2000. APPLICATIONS WILL BE CONSIDERED AS RECEIVED.

^{*} You need no previous lobbying or legislative experience. We learn by doing and no one is asked to lobby without experience first as an intern with a seasoned LWV lobbyist.

CAPITOL LETTER



THE LEAGUE OF WOMEN VOTERS 550 Rice Street • Saint Paul, Minnesota 55103 Phone 651-224-5445 • Fax 651-290-2145 lwvmn@mtn.org http://tcfreenet.org/ip/pol/lwvmn

To: Local League Boards From: President, Judy Duffy

> Action Co-Chair Kay Erickson Action Co-Chair Jane McWilliams

The **CAPITOL LETTER** will be published six to eight times during the 2000 Legislative Session. It will keep you informed on Leagues supported issues and their progress at the state Capitol.

ACTION TO TAKE:

Fill out this form and sent it with your check for \$10 for each subscription to: LWVMN, 550 Rice Street, St. Paul, MN 55103 by January 15, 2001. If you would like to receive your Capitol Letter via e-mail, fill in your e-mail address in place of your mailing address.

O'

Name:	Address:	City:	Zip:
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		2	
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Note: LL Presidents automatically receive a CAPITOL LETTER.

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND: A GUIDE FOR LOCAL LEAGUES

Revised April 2000
League of Women Voters of Minnesota Education Fund
550 Rice Street, Suite 201
St. Paul, MN 55103
651/224-5445
651/290-2145 (FAX)
lwvmn@mtn.org
http://www.lwvmn.org

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND

INTRODUCTION

The League of Women Voters of Minnesota Education Fund (LWVMNEF) was established in 1983 as an educational arm of the League of Women Voters of Minnesota. It qualifies under section 501(c)(3) of the Internal Revenue Code as an organization that may accept contributions that are considered to be tax deductible for the donor. Under the Local League Accounts Program, local Leagues solicit local contributions to their account in the LWVMNEF and obtain grants from the LWVMNEF for approved educational projects in their communities.

LWVMNEF monies may only be used to provide objective information and education to the public about citizenship and issues of concern to citizens.

Each local League account is kept separate and is never commingled with the state LWVMNEF account.

The following guidelines for local Leagues outline steps to follow in soliciting contributions and in applying for and administering LWVMNEF grants. They include specifics on procedures required by the Internal Revenue Service to protect donors and the LWVMNEF.

Approval is not needed to solicit money for the LWVMNEF, but approval of an appropriate project is required before a grant can be made to your League.

Please reproduce and use the forms attached to this Guide:

Form A-1 Deposit slip

Form A-2 Local League Application for Approval to do a Project

Form A-3 Financial Report for Education Fund Grant

Form A-4 Project Request to Purchase LWVMNEF Publications

HOW TO OPEN AND MAKE DEPOSITS IN YOUR LEAGUE ACCOUNT

Send a donor's check made payable to the LWVMNEF directly to the state office:

League of Women Voters of Minnesota Education Fund

550 Rice Street

St. Paul, MN 55103

Enclose a deposit slip, Form A-1, for proper credit to your League's account. The check may be from your League, a corporation, a foundation, a member or an individual. The check may be for any amount. There is no minimum deposit required and no service fee charged. However, interest on local League and state League accounts is kept by LWVMNEF to go towards administrative costs incurred by the Fund.

A check made out to LWVMNEF must never be deposited in your local League account in your community, but must be sent directly to your LWVMNEF account. If a check from a donor is incorrectly made out to your local League, your Treasurer must endorse the check over to LWVMNEF.

You will receive a notice of your League's account balance in the LWVMNEF after every deposit or withdrawal.

It is up to each League to thank its contributors for donations.

PROJECT APPROVAL - SOME GENERAL RULES

There are two routes you may take:

Solicit tax-deductible funds and send them to the LWVMNEF before you have a project in mind. OR Request approval for a project first, and then solicit tax-deductible funds for the specific project.

- 1. To obtain some or all of the funds being held on deposit for your League you must complete and submit Form A-2 Local League Application for Approval to do a Project.
- 2. Prior LWVMNEF approval is required before a project is undertaken. This means that before a publication is printed or a public meeting is held, you must have submitted a project request and obtained permission to fund the project from your LWVMNEF account. This step is necessary to assure that any expenditure involving tax-deductible monies meets IRS requirements. Approval cannot be granted for a project already completed.
- 3. A one-time project must be completed within a year of approval, unless special permission is obtained for a longer period.
- 4. Approval must be obtained yearly for continuing projects.

CRITERIA FOR TAX-DEDUCTIBLE PROJECTS

- The project must be educational in nature, designed to serve the general public and not exclusively League members.
- 2. The project should provide objective information and analysis.
- 3. There should not be any advocacy of League position or action.
- 4. The project cannot attempt to influence the outcome of legislation.
- The project cannot contain any information that appears to take sides in a currently controversial issue.
- 6. The project must not be for membership recruitment or retention.
- 7. The project must be approved before it is funded with tax-deductible money.

LWVMNEF Board approval is not a value judgment of a project but an assessment as to whether the project meets 501(c)(3) IRS requirements.

Fill out Form A-2 Local League Application for Approval to do a Project and mail it to the state office at least three weeks before you plan to begin the project. When doing the Project Budget, remember it is a guide to the costs and income of the project. Final costs may be higher or lower than anticipated in the project budget.

TOTAL BOARD PLANNING

- Plan your educational activities with your board at the time you are considering your regular League annual budget or doing calendar planning.
- 2. Define, develop and describe the project(s).
- Several board members should be involved in the planning and project execution. But assign
 one person the responsibility for submitting the request, accepting and accounting for grant
 monies and making the financial report.
- 4. Get estimates for expenses.
- Approach potential contributors with the project proposal. You may obtain funding from one source or several.

SOME IDEAS FOR PROJECTS

- A Voters service/citizen information projects: voter guides, booths, candidates meetings, badges and posters citizen information services such as an answering machine or telephone information service.
- 2. Publications: Know Your Community, Your Elected Officials, Facts and Issues (with no mention of League position) or other information of interest to citizens.
- 3. Public meetings, such as seminars, conferences or workshops
- 4. Radio or TV programs
- 5. Publication purchase and distribution: purchase of national League publications for distribution to schools, libraries, members and the general public; purchase and distribution of state League educational publications such voter guides, research publications, How To Make A Difference, Indians in Minnesota etc.
- Percentage of material in local League bulletin which is devoted to voter service or citizen information.

If your project is for your bulletin, use Form A-2 Local League Application for a Project. Check the "publication" box. Under "Details of project" include:

- The % of bulletin space you plan to devote to voter service or citizen information.
- The number of issues of the bulletin to contain such information.
- Description of contents.

Use Form A-3 Financial Report for Education Fund (How To Get Your \$ Back) for reimbursement of these expenses for the bulletin. You must attach a copy of each issue with all voter service and citizen information highlighted. Figure the percentage that information is of the total bulletin. List entire cost for publishing and distributing the bulletin. Request reimbursement of EF money for the figured percentage of that total amount.

GETTING YOUR MONEY BACK

The money for project expenses - money you solicited and deposited - is returned to your League after the project has been approved and the necessary funds are on deposit.

- Use Form A-3 Financial Report for Education Fund Grant (How To Get Your \$ Back) to
 request the funds. State the amount required since it might be different from your original
 estimate. If you do a publication with your project, send two copies of the publication to
 LWVMNEF. You will receive a check about two to three weeks after your written request is
 sent.
- You pay your local bills with the grant. They are not paid by the LWVMNEF. It is not necessary to send copies of invoices to the LWVMNEF, but keep them for your records.
- Money cannot be advanced. The grant money will be sent when requested if sufficient funds are in your account.

- 4. Funds can be withdrawn before completion of the project by submitting Form A-3 periodically during the project. Simply note on the form that the project is on-going and delete "Final" from the title.
- If more funds are withdrawn than are spent on the project or a profit is made, the balance must be returned to your local League LWVMNEF account for use on another project.
- In the case that a local League is disbanded, the balance of that League's LWVMNEF account will revert to the state LWVMNEF account.

LWVMNEF ACKNOWLEDGMENT

As you carry out the project, remember to include a credit line on the public notices acknowledging the participation of LWVMNEF. You may also wish	
donor. On a publication you could state "Prepared by the League of Wome	
, published by the League of Women Voters of Minneso	ota Education Fund
and (partially, if this is the case) financed by contributions from	" A program
could say, "This seminar is conducted by the League of Women Voters of_	and
nuo occir made possione of a remaining	the League of
Women Voters of Minnesota Education Fund." If the project is a service, a	cknowledgment may
be made in a publicity release or other announcement. If the project is only	partially funded
through the LWVMNEF, then this may be noted in the acknowledgment as	indicated above.

CHECKLIST

- 1. Send in Form A-2, Local League Application for Approval to do a Project at least three weeks in advance of starting date of the project.
- 2. LWVMNEF Board approves project, if it meets criteria, and notifies you.
- 3. Upon notification of approval, raise "restricted" money and begin project.
- 4. Acknowledge LWVMNEF where appropriate.
- 5. Send in Form A-Final Report of Local League Project (How to Get Your \$ Back) with two copies of publication when project is completed.
- 6. Pay bills, keeping all financial records.
- Send any profits back to your local League LWVMNEF account for this or another of your projects through the LWVMNEF.

HOW TO BUY PUBLICATIONS WITH LWVMNEF MONEY

For LWVMNEF Publications: Publications published by LWVMNEF may be purchased with money in your local League account. Fill out Form A-4 Project Request to Purchase LWVMNEF Publications, all three sections, in order to request the purchase, order the publications and receive a cash advance. You will receive a check from your LWVMNEF account (cash advance) in order to pay the invoice received with the publications. You then send a check from your treasurer to LWVMNEF. This exchange of funds is necessary on the advice of our accountant. A bookkeeping transfer from one account to the other is not satisfactory.

For Publications of Other Organizations: Publications published by another organization, including other levels of League, must meet the same IRS criteria as for Projects. Prior approval of LWVMNEF is necessary before purchase. Fill out Form A-2, Local League Application for Approval to do a Project and send it to LWVMNEF prior to purchase.

PARTIAL PAYMENT OF PMP WITH TAX-DEDUCTIBLE MONEY

Each local League has the OPTION to raise up to 50% of its per member payment (PMP) in the form of tax-deductible contributions to the LWVMNEF. Any request over 25% must be approved by the treasurer on a case by case basis. LWVMNEF will establish a separate

LWVMNEF PMP Account for each local League that requests to use a tax-deductible contribution to pay PMP.

Funds that have been raised for designated educational projects and deposited in your LWVMNEF account cannot be used to pay your PMP obligation. Specifically designated funds must be used: Your League must explain to donors that their contribution will be used for "general unrestricted purposes, including payment of PMP."

Steps for making Partial Payment of PMP with tax-deductible money:

- Ask your donors to make their checks payable to LWVMNEF. Explain that their contribution will be used for general unrestricted purposes, including per member payments to the State and National League.
- 2. Each year, send LWVMNEF, attn. Development Director, a copy of your current fundraising letter which states that part of the contribution may be used for PMP.
- 3. Use Form A-1 Deposit Slip to send donors' unrestricted contributions to the LWVMNEF.

 BE SURE TO CLEARLY INDICATE THAT THE DEPOSIT IS INTENDED FOR YOUR

 LWVMNEF PMP ACCOUNT.
- 4. To withdraw funds from your PMP account to make a payment: Send LWVMNEF a request to transfer \$_____ (up to 50% of the PMP obligation) from your local League's PMP Education Fund account to LWVMNEF unrestricted funds for partial payment of PMP.
- 5. To withdraw funds from your PMP account to make a payment to national for your national PMP: fill out a Form A-2 Local League Application for Approval to do a Project. After approval of application, request a check from your PMP account to be made out to LWVEF and then send it on to national as your PMP following the directions from LWVUS.

LWVMNEF SHARING POLICY WITH LOCAL LEAGUES

Corporate Contributions:

Unless otherwise specified by the donor, your local League will receive 10% of an "unrestricted" contribution of \$500 or more raised by the state League for the LWVMNEF from a corporation in your community or the equivalent of what it received before, whichever is greater.

Annual Appeal Individual Contributions

For the LWVMNEF Annual Appeal, your local League will receive 25% of an "unrestricted" contribution of \$50 or more if so requested by the donor.

League of Women Voters of Minnesota Education Fund

Form A-1 January, 2000

Date of Local League Board Approval:

LOCAL LEAGUE APPLICATION FOR APPROVAL TO DO A PROJECT

(This application must be submitted at least three weeks before the project begins.)

To:	LWVMNEF 550 Rice Street St. Paul, MN 55103 Phone: 651/224-5445 Fax: 651/290-2145 e-mail: lwvmn@mtn.org	From:	LWV of Name/Treasurer: Address:
			Phone: Date:
			Date.
Who	is responsible for the project?		Portfolio
Title	and Date of the Project:		
			ct Approval are listed on reverse side of this page.)
ar.	CD-date		
1000	e of Project:		
-	Conference Attendance		
	Publication		
	Meeting to Educate the Public of	on an Issue	
	Candidate Forum		
	Voter Reimbursement		
inclu	de the planning committee, participan	its, program py and the d	ts, authors, timetable and distribution. Meeting applications should and materials. For applications to distribute publications other than distribution plan. For <i>Voter</i> reimbursement, calculate the percentage or service.
Pur	pose of the Project: (Why are you do	ing this proj	ect? What is the need in the community?)
Deta	nils of the Project (Please be specific;	attach addit	ional page if necessary.):
Wh	is the project designed to serve? V	Vho will ben	nefit from the project?
VV III	is the project designed to serve.	viio wiii bei	ion nom the project.
Proj	ect Budget: (Basic Outline)		
	Projected Expenses (A):		
	Income to be raised for this Project	t (B):	
	Requested Education Fund Grant (A	4 minus B):	

CRITERIA FOR EDUCATION FUND PROJECT APPROVAL

- 1. Project must educational in nature, designed to serve the general public (not exclusively League members).
- 2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
- 3. There must be no mention or advocacy of LWV positions or actions.
- 4. Project must not be for membership recruitment or retention.
- 5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
- 6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

FINANCIAL REPORT FOR EDUCATION FUND GRANT (How to Get Your Money Back)

To: LWVMNEF 550 Rice Street St. Paul, MN 55103 Phone: 651/224-5445 Fax: 651/290-2145 e-mail: lwvmn@mtn.org	From: LWV of
	(Title of Project from Form A-2)
Expenses:	
Facility	\$
Speakers	
Printing	
Distribution	
Promotion	
Volunteers	
Office & Overhead	
Other ()	
Total Expenses for Project: Less Income Raised Locally for this	\$s Project:
Request from Education Fund Acco	**

Please send this report and two copies of any material published in connection with this project to LWVMNEF.

PROJECT REQUEST TO PURCHASE LWVMNEF PUBLICATIONS

55 St Pl Fa	WVMNEF 50 Rice Street a. Paul, MN 55103 mone: 651/224-5445 ax: 651/290-2145 mail: lwvmn@mtn.org	From:	LWV of		
Title of P	ublication to be Purchas	ed:			
Distribut	tion Plan:				
(If for res	ale, check here sale, the local League co EF with this order)		at end of calendar year - and thus does no	t pay sales tax for	purchase from
			PUBLICATION ORDER FORM		
2		y rate unless otherwise speci			
w	ill pick up at the office_	Mail First Class	Other ()	
	LWVMNEF			UNIT	TOTAL
QUANT	ITY PUB#		TITLE	PRICE	PRICE
		Total Public	cations Cost	-	
			7% in St. Paul, 6.5% MN)		-
			Handling (to be added by office)		
		Incompanies and			
		Total (to b	e billed to local League)		
	Prov	IPOT POD CACH ADVANCE EI	ROM LOCAL LEAGUE EDUCATION FUND AC	COUNT	
Note: L	25		nt before requesting advance.	00011	
			Date		
			the purchase of LWVMNEF publication or		
The state of the state of the					
(For LW	VVMN office only)			5. A.S. 大型制度	
		Cash (\$) advanced onb	y	
	(date)) advanced on b (amount) (date)		
Publicat	ion sent]	by Billed by	Invoice #on	by L	
1	(date)	and the second		(date)	
LocalI	esque Account reduced	hy \$	Balance in local League Account \$	See See See	· · · · · · · · · · · · · · · · · · ·



550 Rice Street • Saint Paul, Minnesota 55103 Phone 651-224-5445 • Fax 651-290-2145 lwvmn@mtn.org http://tcfreenet.org/ip/pol/lwvmn

A U G U S T 2 0 0 0 Mini Presidents Mailing

League of Women Voters of Minnesota Celebrating 80 Years - A Voice for Citizens, A Force for Change 651/224-5445 ~ 800/663-9328 ~ Fax: 651/290-2145 lwvmn@mtn.org ~ www.lwvmn.org

Mission

The League of Women Voters of Minnesota, a nonpartisanship political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

Diversity

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership....and strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization.

CALENDAR

August

- 21 Primary Voter Guide printed and ready for delivery
- 24 Leaders of Today and Tomorrow fundraiser for the Rosalie Wahl Fund at the Open Book Performance Hall, Minneapolis, 5:00 7:00 p.m.
- 26 U. S. Senate Debate among candidates for the DFL nomination at Minnesota State Fair, WCCO 4 booth, 2:00 p.m. Minnesota Woman Suffrage Memorial Garden dedication ceremony
- 27 Debate aired on WCCO 4, 9:30 a.m.
- 30 LWVMN/EF Board Meetings, 9:00 a.m. to Noon

September

- 7 4th Congressional District Candidate forum and New Voter Workshop at Hamline University, St. Paul
- 10-12 WCCO Voter Hotline
 - 12 Primary Election Day

ENCLOSURES

- Local League President List
- LWVMN/EF Board List
- Hotline Information/Doepner-Hove, Loomis

President

(Judy Duffy, 651-429-9703, GandJDuffy@aol.com.)

As you are all aware, we have had to postpone our August Board meeting in order to accommodate the work of the Agriculture Study Committee. We will need to approve the consensus questions for the study at the August 30th board meeting and the committee is in the process of finalizing those questions. As it appears now, it will be several weeks before the agriculture study materials will e ready. Everything always takes longer than you think it will. A lot of people are now working hard to complete the work as quickly as they can. Since we have not been successful in raising funds for this study, it is possible that we will not be able to send a copy to every member. We will, however, send a few copies along with the study packets to each League. If you have questions, please talk with the Agriculture Study Chair, Gertrude Ulrich, 612-866-8171.

Action

(Kay Erickson, 612/474-7324, kerickson@aol.com)

I know it is late in your planning process for the upcoming League year, but I just learned that the folks who are working on campaign finance reform in Minnesota (including the League) are available to go to local Leagues to provide a program on the "clean money campaign." We supported this legislation last session and are working with a group this year to raise awareness about full public funding for campaigns. Speakers are available to make presentations public meetings or local League meetings. Call me at 612/474-7324, or if you cannot reach me call Beth Fraser at the Minnesota Alliance for Progressive Action at 651/641-4050.)

LEAGUE OF WOMEN VOTERS OF MINNESOTA BOARD OF DIRECTORS

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1ST VP - IMMIGRATION

AS OF 8/17/00

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VOTER SERVICE

ACTION CO-CHAIR

COMMUNICATIONS

VOTER EDITOR

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ACTION CO-CHAIR

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WERMASTER

MINNESOTA COMPACT

LOTT

MARKETING

HOTLINE

DEBATES 2000

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BARB SEXTON, PRESIDENT 3824 N 58TH AVENUE MINNEAPOLIS MN 55429 612/537-2118

BROOKLYN PARK/OSSEO/MAPLE GROVE

BRENDA WEISE, PRESIDENT 9013 STRATFORD CROSSING OKLYN PARK MN 55443-3856 391-6388

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ALICE FIELD, PRESIDENT 43104 145TH AVENUE WAY ZUMBROTA MN 55992 507/732-7400

CASS LAKE/WALKER

BARBARA SMITH, PRESIDENT 316 CEDAR AVENUE BOX 594 CASS LAKE MN 56633-0594 218/335-6832

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KAY CHRISTENSON, PRESIDENT 2730 MISSION COURT NEW BRIGHTON MN 55112 651/633-2051 echristenson@compuserve.com

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VOLUNTEER FOR THE ELECTION HOTLINE -

\$ EARN MONEY FOR YOUR LEAGUE \$

Volunteer to work the Hotline and the LWVMN will pay your local League \$25 for each shift that you work. Work involves answering questions from voters such as "where do I go to vote" and "how do I register to vote." Polling locations are available on the computer, so not much typing is involved. Shifts are between 2 ½ to 3 hours long, and you may work more than one shift. The money earned is not restricted to Education Fund use.

This is a fun and easy way to earn money for your local League!

We will work with WCCO Television in downtown Minneapolis. Parking is provided. Members of the Voter Service Committee are available to come and speak with your members about this unique opportunity to earn money for your League.

Bring a group to volunteer for the same shift, earn even more money for your local League, and carpool!

WE NEED VOLUNTEERS THE MOST ON

Monday, Sept. 11 and Tuesday, Sept. 12 during daytime hours for the Primary Election and Monday, Nov. 6 from 8 to 11 p.m. for the General Election!

Here are the shifts:

PRIMARY ELECTION	PRIMARY ELECTION	PRIMARY ELECTION	GENERAL ELECTION	GENERAL ELECTION	GENERAL ELECTION
Sunday 9/10	Monday 9/11	Tuesday 9/12	Sunday 11/5	Monday 11/6	Tuesday 11/7
9 a.m Noon 5 - 8 p.m. 8 - 11 p.m.	6 - 9 a.m. 9 a.m Noon Noon - 2:30 2:39.m5:30 5:309.m5.m. 8 - 11 p.m.	6 - 9 a.m. 9 a.m Noon Noon - 2:30 2:39.m5:30 5:300.m9.p.m.	9 a.m Noon 5 - 8 p.m. 8 - 11 p.m.	6 - 9 a.m. 9 a.m Noon Noon - 2:30 2:39.m5:30 5:300.m5.m. 8 - 11 p.m.	6 - 9 a.m. 9 a.m Noon Noon - 2:30 2:39.m ₅ :30 5:30 ² .m ₉ -p.m.

We need all the help we can get!

To volunteer or ask any questions:

Call the League of Women Voters of Minnesota at 651-224-5445 Or Linda Loomis at 763-545-4659