

League of Women Voters of Minnesota Records

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Version 3
August 20, 2018

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102

O U T L O O K F O R W O R K

June 1971

"In League With the '70s"(according to State Convention '71 of the same theme) translates: Action -- legislative, every member, caucus resolutions

Service -- new voters, women as candidates, bringing the community along with our new studies: Judiciary, School District Election Procedures.

Further translated, these twin goals become an OUTLOOK FOR WORK detailed in the ensuing pages under assorted portfolios suggested by the state Board as part of our charge: "organized to serve you".

During 1971-1972, you'll encounter new "How To" Tools, like:

--Committee Guides
- .for Judiciary, due in August
- .for Legislative Chairmen, due in August
- .for Indians in Minnesota, due in September
- .for School District Election Procedures, due in December
- .for Precinct Caucus Resolutions, due in December

--Surveys, Questionnaires--with due-dates, like:
- .School District Election Procedures, to you in August, due back Nov. 15
- .Judiciary, to you in August, due back Dec. 1
- .Local Agenda Publications, to you now, due back Aug. 31
- .Solid Waste, to you in September, due back November 30
- .Local-State Education Relationships, to you in April, '72, due back June 1, '72
- .Legislative Interviews, to you in August, due back as soon as possible

Convention '71 directed us to address all mail to members by their legal names, i.e. Jane Doe (John) . . and as luck would have it, this change coincides with our change of mailing service for The Minnesota VOTER. So your list of paid members is due in the state office August 1st (See separate sheets for details enclosed in this mailing, also "Membership" section, OUTLOOK FOR WORK.)

Workshops geared to the twin goals highlight the fall, '71. "Finance/ Local Agenda/Local Action on State, National Positions" scheduled for Duluth Sept. 22, Worthington Sept. 30 with 2 in the metro area--Sept. 26& 27; "U.S. Congress; Can It Be More Effective?" set for October 11, metro area (and nicely timed to climax your local Membership drive--a real go-see tour of League national Program in action!).

NOTE: Convention '71 in adjusting the proposed budget to fit pledges by local Leagues cut budget underwriting of workshops, so registration fees will be figured to cover all expenses and make workshops self-supporting.

Publications by LWV of Minnesota within this OUTLOOK FOR WORK include:

Indians in Minnesota - July, '71
Digest of Election Laws - November, '71
Caucus Promotion Kit - December, '71
Your Vote Makes a Difference - April, '72
Campaign Practices - June, '72

Watch for the "Tear-off in July National VOTER" and respond immediately with a single issue to include in 1972-74 Program--and remember that Feb. 1, '72 is the deadline for the one--and only--round of national Program suggestions. Convention '72 is May 1-5.

Communications with Council of Metropolitan Area Leagues and Leagues in other areas in Minnesota will be strengthened via regular mailings of all CMAL study and action materials directly to all Leagues . . . together with suggestions for possible local use of the information by non-CMAL Leagues.

Dates, Dates, Dates -- appear in the 1971-1972 Calendar attached to this OUTLOOK FOR WORK. As you fit them all together with your own local Program and Action plans, note that two consensus dates are included:

March 1, 1972 - U.S. Congress (national)
April 1, 1972 - School District Election Procedures (state)

Council '72 is planned as a 1-day event again--this time set for April 19 at the Sheraton Motor Inn, Bloomington.

Leadership Workshops (for all local League Board members!) have a new month (responding to requests to explore same) - May 16, 17, and 18 (Your League attends just one of those dates!)

This OUTLOOK FOR WORK is to be used as a guide for your year's plans; refer to it often. Watch for further information and suggestions in the monthly Board Memos which follow each state Board Meeting (state Board meets 2nd Tuesday each month except July.) The Board Memo is the main line of communication between the state Board and all local League Boards--copies for each Board member are furnished by your state Budget, so please read carefully and respond promptly when requested.

OUTLOOK FOR WORK - June 1971

1971 - 1972 CALENDAR PLANNING

Here are some basic guidelines for planning your League Year - 1971-1972

Preparation for Calendar Planning

1. Evaluation of work of past year by each Board member.
2. Publications provided for Board members in advance of calendar planning session:
   Local League Handbook, National Board Report - May 1971, Outlook for Work - June 1971. (See also Basic Publications Needed by Local League Boards - included in 1971 Outlook.)
3. Calendar planning should be scheduled before September 1 at a time when all Board members can be present. Very little other League business can be handled at this meeting.
4. The President should plan the agenda well ahead of time and send it to each Board member with specific instructions as to what will be expected of her.
5. Ask your secretary to prepare a large calendar to mark dates and activities as the meeting proceeds. Board member will find the calendar attached to her Outlook for Work quite helpful in this process.

Planning Procedures

1. Review Recognition Standards.
2. Study and follow suggestions in Local League Handbook on Board Planning, pp. 13-14 and Planning Program Development, p. 25. (1969 edition).
3. Make broad plans for whole year with fairly definite plans for the first three or four months. Allow for flexibility.
4. Give realistic consideration to publication dates given by state and national Boards allowing sufficient time to prepare for planning sessions and/or briefing sessions.
5. Check local, state and national Bylaws so that all deadlines may be met. Consensus reports must be received in the state or national office by deadline in order to be considered.
6. Some plans and suggestions for League work and activity are found in the National Board Report and its various sections, and in the Outlook for Work.

STATE PROGRAM

As plans begin to evolve for the League Program year, resource chairmen will find it very helpful to re-read the Local League Handbook, Chapter IX, "Program Development". That portion will ehlp to make more lucid the role of the local League resource chairmen vis-a-vis state and national Program development.

Local League chairmen may count on their state Board counterparts to gather the substantive information on a Program item, to prepare "how to" guides and to conceive consensus questions. State Board Program chairmen encourage local League counterparts (at their own initiative) to supplement Program information depending on what their local League members are prepared to ingest.

Resource chairmen can perform a service by continually attempting to stimulate member interest in an issue. As the time for consensus-reaching draws nigh, members will feel more competent to express opinions if their information sources are not limited to "one LWV putlication". Bibliographies (when possible) in connection with a Program item contain many non-League references and need to be passed on to members. Frequently, the very presence of an item on the League agenda spurs members to read and discuss on their own. Members need to be reminded that they can count on the League for carefully researched and balanced publications, but the League is, in the end, a partial vehicle for becoming tuned in to the significance and complexity of selected governmental issues.

ORGANIZATION OF STATE GOVERNMENT

Delegates to the 1971 State Convention re-adopted the following positions: Support of improved structure and procedures for Minnesota's legislature and executive branch. Amplification of this position may be found in Positions for Action. The Convention did drop the position on legislative reapportionment. There will be no new study of this item during the biennium.

A summer Minnesota VOTER will reveal what progress was made and not made during the '71 Legislature regarding the Organization position.

Those Leagues which have sustained an interest in the Regional Development Act of 1969 will be interested to know that the Office of Local and Urban Affairs is issuing a new version of "Regional Planning and Development in Minnesota". It will include the 1971 amendments to the 1969 Act. Inquiries may be sent to the Office of Local and Urban Affairs, State Planning Agency, Capitol Square Bldg., St. Paul.

JUDICIARY

Judiciary: Evaluation of structure and procedures as they affect the individual. In keeping with the direction for the Judiciary item conveyed by the delegates to the State Convention, the study will begin in the fall with observation of court procedure. There can be no substitute for the information gained by a firsthand view of the courts.

We are aware that the magnitude of the task encompassing statewide observation of the courts will require considerable work. We want to hear from you after your committee is formed; let us know your ideas and problems. Some Leagues may wish to combine their committees with those of nearby Leagues in order to expand their numbers and to avoid diplication of effort.

A brief questionnaire, including an outline of the court being observed, report sheets and suggestions on how to begin, will be ready in late summer. A Minnesota VOTER devoted to Judiciary Organization and Structure is planned for March, therefore, a unit discussion should be scheduled before next summer.

OUTLOOK FOR WORK - June 1971

In early fall 1972, a publication on the courts will be published by the state League. The exact scope of this publication is difficult to predict at this time without the knowledge we will gain from the observation program. However, our intent will be to cover in as broad a manner as the material will allow present judiciary practices, possible reforms and their relationship to the individual. We will aim for a consensus by November 1972. This should provide us with our positions for action for the 1973 legislative session.

The following partial reading list will provide interesting reading for resource committees and general membership:

James, Howard, Crisis in the Courts, David McKay Co., New York, 1967
Menninger, Karl, The Crime of Punishment, Viking Press, 1968
Clark, Ramsey, Crime in America, Simon and Schuster, 1970
Hennepin County Municipal Court, LWV of Minneapolis, 1200 - 2nd Ave. S Minneapolis, Minn. 55403, March 1971
Downie, Jr., Leonard, Justice Denied, Praeger, 1971

EDUCATION

Education: Support of increased state responsibility in creating and financing equal public educational opportunities for all Minnesota children. Focus on the State Board of Education and State Department of Education including their relationships to local school districts.

Our forecast on the state Education item indicates a shift from study and action at the state level. Leagues have decided not to study further the "state's responsibility in education" with other Leagues at this time. In effect, your delegates chose to change the focus of equality of educational opportunity from state to local level. You and your Board will need to decide how you wish to interpret this change of emphasis and what you wish to do in terms of study and action at the local level.

Some Leagues have already arrived at positions relating to their local situation and other Leagues have been working on local school surveys. With specific local consensus conclusions, action will be anticipated by these Leagues within their school districts. Those of you with these local school items will be getting publicity for your positions; orienting new and less active members to your findings; and should be planning how best to implement your positions by working with other similarly motivated groups to influence your school boards.

Both groups of Leagues, those with local positions and those with no special study, will find the state consensus on financing education may be applicable at the local level and may wish to act in accordance with the state position. The procedure should be:

1. Analyze your situation in terms of the support position and explanation.
2. Be sure to review your copy of the original consensus to conform the opinions of your own League. You must be sure you have the support of your own League.
3. Your Board can then decide the best course of action in lobbying for education items at the local level.
4. And remember to keep your members informed! (Please let us know what local action you take with the state consensus to help us coordinate information about education around the state.)

Those of you in Leagues which showed strong interest in the education study may wish to study further. Using our booklet as a basis, you might look at innovative, experimental programs in your area; you might choose to investigate the special education and remedial programs in your district; you might prefer to analyze some problem within your district and relate that to local-state relationships and regulations. If you have had strong member interest do try to plan a meeting or two on education when calendar planning time comes. Use your imagination to retain and encourage their enthusiasm for this important subject.

Sometime this fall we hope to begin to get to you material regarding the State Board of Education and the State Department of Education and their relationship to local school districts. This was requested by the State Convention, not as a state study item, but a basic source of information. Delegates felt this a very important part of both the state and local education scene. Our booklet gives only a brief summary of the responsibilities of the State Board and State Department, so we shall elaborate and expand on this basic information. This will be available in March. In the meantime we will review our contacts with the department to obtain names, department names and phone numbers, etc. to aid contacts you may wish to make. These will come in your August mailing as will information on publications which your school district has on file and any general publications the state department makes available to the public.

Next spring we will want your follow-up on how local board-state board-state department relationships are handled in your community. The education committee will pool this material and relay it to you the following fall.

EQUALITY OF OPPORTUNITY

Equality of Opportunity: A. Support of policies to ensure equality of opportunity in employment, real property, public accommodations, education, and other public services for all citizens. B. Support of administrative enforcement of anti-discrimination laws. C. Support of state responsibility for Indian citizens.

PLUS

HUMAN RESOURCES
(National Program/Positions)

Last year was the year of decision making-consensus. This is the year to implement those decisions - ACTION. If your League has combined the state Equality of Opportunity position with the national Human Resources position, you have a double responsibility and will probably have to set priorities.

Three major areas of activity should be planned:
1. Developing thorough membership understanding of League position in Human Resources and Equality of Opportunity.
2. Developing a plan of action to implement League position with emphasis on involving the members in the action, and closely linked to that is,
3. Securing community support.

The national Board has given top priority to welfare reform and this will also be the goal of the state Human Resources committee. Information concerning the state welfare programs and suggestions for action will be prepared for local Leagues. The Minnesota Welfare Association has invited the League to assist in the planning of a statewide welfare information campaign. Meetings have been tentatively scheduled from November 1-12. You will receive more information concerning League's involvement in the program when it is available. At a more local level perhaps your League could form a task force that would present facts about the welfare system and proposed welfare reforms to local groups and organizations. The Human Resources chairman should plan on acting as the resource person for her League on Times for Action.

Each local Human Resource chairman should have a copy of the Committee Guide of March 1971 - "Welfare Reform Campaign: a General Action Guide" (Publication #425, 15¢ - Human Resources #4) and a copy of the May 19, 1971 Report from the Hill #92-1-7.

The state Human Resources committee will be preparing an information sheet regarding the housing legislation passed in the last legislative session. Your file should contain the national memorandum "Housing Supply: A CHECK LIST FOR ANALYSIS AND ACTION"

With the adoption at the State Convention of sex and age to our position on Equality of Opportunity in the areas of housing, education, public services and public accommodations, it will be necessary to inform members of our new position and what action is contemplated. A fact sheet will be prepared by the state League. Copies of the publication "Minnesota State Act Against Discrimination" are available from the Department of Human Rights, State Office Bldg., St. Paul and could be used for background information.

The long-awaited publication, Indians In Minnesota, will be available in July. Although no new consensus is needed, the membership should be updated on our position concerning Indian citizens. A Committee Guide for using the publication will be ready by September 30. Work with your publications chairman in finding groups and organizations which will want to have this new publication.

Both the welfare position and our Equality of Opportunity position are charged

with emotionlism, and it will be a challenge to all local Leagues to build community understanding.

The following are guidelines for League action under the Human Resources position approved by the national Board:

-- If a local or state League wishes to take other action at the national level, it shall ask permission of the national Board - just as local Leagues ask permission of state League Boards in matters relating to state government.

--At local and state levels, Leagues may take action under the national position on LOCAL or STATE governmental programs and policies without requesting specific permission from the national Board if the contemplated action falls within the national position on Human Resources, is based on criteria to which Leagues have agreed nationally, and is authorized by the appropriate League Board. However, if the contemplated action goes beyond the national position, a local or state item will have to be adopted and a position developed.

--If the contemplated action would affect more than one community in which there is a League, state guidance should be sought. Cooperation or at least consent from the other Leagues should be obtained. Preferably, all the Leagues in the affected area would work together under an ad hoc committee set up by these Leagues or through an already established area or metropolitan council.

--If action is to be taken at the state level by a local League, permission of the state Board is needed.

Local and state Leagues are free to determine which local or state programs fall within the national position and to decide what local or state programs they will choose for action. Local and state Leagues are also free to take no action. The decision depends on the local and/or state League Board's assessment of the situation.

In some cases, it is possible that a local or state position might be in conflict with the national position. The national position would then take precedence, and only action under it would be possible.

FINANCING STATE GOVERNMENT

Financing Government in Minnesota: Support of Property Tax Reform.

Delegates to the 1971 Convention re-adopted the previously held support position. There is no new study planned on this item. Amplification of the position may be found in Positions for Action. A summer Minnesota VOTER planned after the close of the legislative session will attempt to explain the tax picture within the framework of the League's position.

OUTLOOK FOR WORK - June 1971

ELECTION LAWS

Election Laws: Support of party designation for legislators, the short ballot, an easy amending process, and improvements in election laws in the fields of election procedures and voting. Update: A review of campaign practices and regulations. A study of school district election procedures.

The statement of position under the heading Election Laws may be found in Positions for Action.

Campaign Practices

At State Convention a review of our 10 year old position on campaign practices was approved. In the decade since we reached consensus, there have been few changes in the laws regulating campaign moneys and attempts this session to pass a law requiring full disclosure of campaign receipts and expenditures failed because of too little time and a lack of public or legislative support. To promote League positions membership understanding and support is vital. We can begin our research, study, and action in a limited way this year, leaving the major push for the fall of 1972. This should be beautiful timing. After our study, we will be able to closely observe the November 1972 elections, gather facts, inform the public, and approach the 1973 Legislature with solid support.

Select an Election Laws chairman now who will be responsible for the Campaign Practices update and School Election Procedures study.

Since the validity of our present positions on campaign financing was not questioned, we will wish to publicize them within our membership and in the community. These positions should have high priority in legislative action planned by your League this year. Discuss the issue and our positions with your legislators and other officials and report any findings to the state League office. Prepare members to introduce resolutions at precinct caucuses. We must see to it that our positions are in the platforms of both parties. Leagues may also take action by encouraging candidates and "volunteer" committees to fully report their campaign costs. As a research project, observe the easily-identified campaign costs (TV, newspaper ads) and then check candidates' financial statements at the proper filing offices.

You will need to begin now gathering information which should be ample because of congressional interest and a lawsuit by Common Cause. An interesting series by Frank Wright, Price Tag on Politics, was printed in the Minneapolis Tribune February 14-19, 1971. For present Minnesota campaign laws, refer to the recent edition of Minnesota Election Laws and the "Summary and Annotations of the Minnesota Fair Campaign Practices Act", both published by the Secretary of State. Search for the old League publication Money in Elections, A Study of Corrupt Practices and past issues of the Capitol Letter. We will set up a file of materials on Campaign Practices in the state office.

Our present position is limited to campaign financing, but we hope to provide information on other campaign activities in a new publication scheduled for June 30, 1972. Your observations of local campaign practices would be of help to the state Board committee. Volunteers for the committee may call or write the state office.

School District Election Procedures

It is anticipated that the new study of School Election Procedures will be brief and lacking in complexity. As Election Laws chairman you can expect the following responsibilities and aids:

-- In August you will receive a questionnaire to complete and return by October 15. Its purpose is to elicit examples of school election happenings which have occurred in your district recently and are "happenings" due to a lack of election law control. Example: In one district election in May 1971 an incumbent board member was defeated due in part to a smear sheet issued by a non-resident of the school district. If more laws applied to school elections, would there be a campaign practices question in this case? If the LWV of Minnesota reaches consensus on school election procedures it will need to be prepared to cite specific difficulties generated by an absence of election law controls. (In order to do a balanced job of questioning, Leagues will also be asked to describe situations wherein an absence of tight control made for <u>better</u> elections in their school districts.)

-- The November-December Minnesota VOTER will be devoted to a discussion of school election procedures. It will automatically be an every member publication as a result. That VOTER can be mailed as late as the end of December so plan your unit meetings accordingly. Your consensus report forms are due in the state office April 1, 1972.

-- Tentatively, the Elections Laws committee is also planning to send a questionnaire to every school district in the state. Its purpose would be to poll superintendents, board people, business managers, clerks on their views of election procedures. Do they need to be amplified or simplified? Do they work as is? What kinds of problems do they help create? This questionnaire will not involve local League participation and is intended as a source of information for the VOTER.

-- In December you will receive a Committee Guide to help in planning ---
1. unit meetings,
2. your consensus-reaching process, and
3. how to take the subject of election procedures to the public.

By the time precinct caucuses roll around, Leagues and the public can be more aware of the values and/or problems in the present school district election laws.

To whet the appetite of your members, consider stapling a copy of <u>A Digest of Minnesota School District Election Laws</u> to their first fall bulletin. You and your committee may review <u>all</u> Minnesota statutes applying to public schools (including those on elections) in the office of your district superintendent.

OUTLOOK FOR WORK - June 1971

LEGISLATIVE ACTION

Legislative action occurs in a lot of places besides the State Capitol. We are more than ever aware of this fact after our sometimes successful and sometimes frustrated efforts to influence the legislators during the 1971 session. At a recent post-mortem session of state lobbyists, one of the needs that came out loud and clear is that lobbying must be continuous, and the persons involved must develop experience to be really effective. Every local League should have a Legislative Action Chairman appointed now. We hope she will have had some experience with state Program and that she will be willing to serve for two years so that she can carry her expertise into the 1973 session.

There is much work to be done now. Our Lobby Corps is enthusiastic about continuing intensive efforts to prepare for greater success in the 1973 session. Here are some of the things to do:

Conduct Interim Interviews - During the month of July the Lobby Corps will prepare material on the voting records of your legislators on legislation in which the League is interested. When you receive this you will be expected to call on your legislators and discuss their stands on specific bills. This material can also be used at election time for candidates' questionnaires and for discussion at candidates' meetings.

Action Line - Set up an Action Line telephone calling service to assure prompt response to Times for Action. We may need this during the special legislative session; it can also be used for national Times for Action.

Prepare resolutions on League positions for precinct caucuses in February 1972 - With the help of members from both parties, we should make a concerted effort to get League positions into party platforms.

Develop personal contacts - with incumbents and candidates through League members active in political party work. These contacts will be invaluable during the session when you are asked to respond to Times for Action.

Cooperate with Voters Service - in carrying out the directive of the State Convention to encourage qualified persons (including League members) to stand for election, serve on platform committees and in other party offices.

Encourage League units to take on special projects - as their piece of the action. Such projects have a visible impact on the community.

Let's get it all together! Even though the League itself is nonpartisan we can't stand aloof from political parties - we need members who are active in both parties to push our views, put pressure on legislators, and tell us how we can improve our action.

The Lobby Corps greatly appreciates the tremendous help the local Leagues gave during the recent session. In many instances we were truly amazed at your dedication and effectiveness. League members are action oriented, and the way to get and keep members is to convince them that League is where the action is. We are already moving into the next round - let's keep the action going!

NATIONAL PROGRAM

Dates: October 11, 1971 - "U.S. Congress: Can it be More Effective?"
A major conference - place, price and further details to be announced.
March 1, 1972 - Consensus due on U.S. Congress

U.S. CONGRESS

This is the major new national study item this year with consensus due March 1, 1972. As you plan your calendars, mark in Monday, October 11, 1971, right away. That's the date of the state League's conference on "U.S. Congress: Can it be More Effective?". It will be held in the Twin Cities from 9:00 a.m. to 2:00 p.m. The tentative format for the day:

Congress - What is its Role - Liz Ebbott, U.S. Congress chairman, LWV of Minnesota.
(A brief summary of a Congressman's role; how Congress operates; some processes and structures that are being singled out for study and possible change.)

My Perception of Congress - Panel, moderated by Mary Ann McCoy, President, LWV of Minnesota.
Representative John Blatnik, Minnesota 8th District, Democrat, Chairman of the House Public Works Committee
Representative William Frenzel, Minnesota 3rd District, Republican, Completing first year in office
John E. Barriere, Executive Director, Democratic Steering Committee, U.S. House of Representatives, Washington, D.C.

Luncheon - Can Congress Respond to Society's Demands?
political scientist, specializing in the U.S. Congress

Complete details will be available in August. Leagues will be sent brochures for distribution within local communities. Plan now the groups that you will be wanting to contact - political parties, high schools and colleges, groups interested in lobbying, newspapers, libraries, etc. Many of your League members will want to come in addition to the Program people responsible for this topic. It will make an excellent follow-through event to tie in with your membership activities. (See the membership section) It will be a good program. It deserves a big turn-out.

Your other tools in studying the U.S. Congress are the Facts and Issues and the Committee Guides from national. National plans four Facts and Issues:

#1 "Architects of Compromise...Agents of Change?"
#2 Minority rights and majority rule and responsibility
#3 Proposed changes and possible effects of reform
#4 Related issues: campaign financing, ethics, etc.

The first three will be useful for member discussion leading to consensus. The 4th issue looks at problem areas that will not be dealt with in the consensus. If your members would like to expand this first limited scope of the study, they should indicate this as they make national Program suggestions.

REPRESENTATIVE GOVERNMENT

Electoral College, District of Columbia, Apportionment of state legislatures are all support positions that at the present time do not appear to need much activity. You will want to background new members and keep your League informed about these issues. National's "Study and Action 1970-72" - the fuschia one - provides background information.

NATIONAL ACTION

The sheet describing national action procedures and explaining the coordinators' role is in this mailing. Also a supply of coordinator response cards is enclosed for each League. If some one other than the president will have the responsibility for national action in your League, please let the state office know.

OUTLOOK FOR WORK - June 1971

Be forwarned, Times for Action come during the summer. Make plans now for dealing with them.

Plan to push subscriptions to League Action Service, national's mailing covering Report from the Hill and Time for Action. A subscription is on the calendar year, January through December ($5.00). This provides excellent background on legislation the League is supporting. "When You Write to Washington", 1971-72, LWV of the U.S., is an invaluable action tool. It lists congressional committees and their members as well as tips for writing.

The League interviews with Minnesota's Congressmen have all been completed, and your League should have received a copy (7th District Representative Bergland's has not yet been mailed out). There will be a voting record on issues of League interest sent out later this summer and also at the end of the session. Starting in December, the coordinators will again be scheduling League interviews with Minnesota Congressmen. When you are notified of the meeting, try to attend and bring Board members and others concerned with national Program.

Many Leagues will have a switch in Congressmen as a result of the reapportionment going into effect for the 1972 elections. With the beginning of the next session, January 1972, we will start sending voting records and League interviews to the Leagues that will be changing.

Additional Action Suggestions:

...Make sure your president responds officially to each Time for Action. Set up the procedure now so that the Program people know they are to write the letter to go out over her signature. Let your coordinator know right away that this official letter has been sent.

...Put your U.S. Representative on your bulletin mailing list. This suggestion has come from a Congressman. He appreciates being informed about your activities in this way.

...Plan a unit meeting on action. Have the members write their Congressman. It could be centered on one issue like Welfare or Foreign Assistance legislation. You could also offer a smorgasbord of topics, brief backgrounds on several issues, and let each member pick the one she wants. For this kind of a project, have the member write her own Representative in her own words. Unless you are sure of the exact status of a bill, keep the wording in the terms of general concern with the issue and that you hope the Congressman will do what he can when the opportunity to act comes before the House. (Remember, well thought out, individually written, personal letters do get attention. Identical form letters, poorly reasoned, coming all at the same time will be ignored.)

...Plan now to attend the League interview with your Congressman when the coordinators set it up.

...Action is also backgrounding issues and explaining League position to new members, old members (using the bulletin can be effective) and the public (public meetings, radio, TV, newspapers, etc.).

...Keep track of all your good works. Let your coordinator know what you've been doing. We will want a report when the congressional session is over.

...Suggest each unit take on an action project. This would be worked out withing the unit. It could be personal local involvement in an environment issue or human resources project. It could be following a specific bill. Leagues say they want to act. Let the units get busy!

ENVIRONMENTAL QUALITY

The pace is picking up! First it was WATER QUALITY. Then AIR QUALITY. And now the next step to a total, all-encompassing national position on ENVIRONMENTAL QUALITY - SOLID WASTE! It's a natural follow-through on our water and air positions and will broaden our knowledge and our action possibilities. (Poisons and toxic materials from that wetland dump may be leaking into the underground water supply; that polluting smoke belching from the smokestack may be the result of inadequate waste incineration or disposal sites.)

This year plan on STUDY and ACTION! STUDY your local SOLID WASTE situation. You will have three basic tools. . .

. . .the LWVUS Current Focus "solid waste - it won't go away" (publication #675, 50¢). Your president got it in April. Borrow it to read quick while the ones you order for your committee are coming). . .

. . .a Community Solid Waste Survey Guide, prepared by LWVUS, to help you size up the state of the problem in your community (due in September). . .

. . .and a LOCAL AND STATE FACT SHEET, prepared by the state Board, to let you know local and state responsibilities for solid waste. (due in September)

ACT on the water and air positions we have. ACT in your own community when a problem arises. Follow the ACTION GUIDELINES which have been sent by national and will be discussed at the September workshops. Ask the state League to act when you think you see a problem of state impact.

THE STUDY

Why solid waste, you wonder, when you are so concerned about total land use. Because - the basic material is in your hands now. The national League has supplied the basic working tools, you can get the facts, and the state League will supply the missing link - tying the pieces together. There will be no national consensus, but we will be nationally doing the community solid waste survey. We will all survey our communities' solid waste situation, using a national League Survey Guide (much like the housing survey guide used for human resources). Then we will add up the results for a statewide picture. With a sound member knowledge in this area, you'll be ready to move on to another facet of the multi-faceted EQ topic. Forthcoming item-expanders: by October - a national publication on population growth and distribution; by February - a CMAL publication on land use in the metropolitan area, for use by Metro-area Leagues in their study this year as well as for background information for outstate Leagues. (Each outstate League will get one free copy of this publication to use in any way the information fits with your local League program.)

A sample SOLID WASTE study work plan:

July.... READ the Current Focus "solid waste - it won't go away". (LWVUS publication #675). Then start on the bibliography. Especially recommended: Environmental Quality, the First Annual Report, Council on Environmental Quality.

ORDER the Current Focus for your committee (you did recruit a committee didn't you?). Buy extras for extra-interested League members or public officials.

LOOK AROUND your community. Start reconnoitering for your fall survey. Notice any special summer disposal problems? Start collecting CLIPPINGS.

September... the state fact sheet and the community solid waste survey arrive.

ORGANIZE your committee for the survey. Each committee member can take a section as her special responsibility to find the

answers.

October..... GET THE FACTS all together at a fascinating committee meeting ---- the report session on the survey questions! Write up your survey as soon as all reports are in.

November..... PUT TOGETHER what you know about the LOCAL SOLID WASTE SITUATION with the state picture. (From the state fact sheet, of course.)

ADD what your committee knows (from other League studies) about your LOCAL PLANNING - ZONING - PARKS - WATER - AIR - TRANSPORTATION - HUMAN RESOURCES situation. What part do solid waste problems play in the total picture? What responsibility do local governments have? What responsibility does the state government have? Invite the chairmen of these other items to this meeting and really delve into interrelationships.

By November 30... SEND the state League a copy of your survey. This is very important. We will compile the surveys from all over the state. With the data YOU send US, WE will draw for YOU a statewide picture of solid waste problems in League communities. (Not as piece-meal as it sounds at first, for Leagues are where the people are, and it is people that generate the solid waste.) We want YOUR SURVEY NO LATER THAN NOVEMBER 30.

and now you know so much, you simply must share it! so. . .

January or later.... A UNIT MEETING on SOLID WASTE - Where do they put it? INFORM members and DISCUSS effects on other aspects of environment and daily life in your community and DISCUSS state and local government responsibilities.

Janaury... WE will send you a STATEWIDE WRAP UP on SOLID WASTE (pun intended). YOU can insert the Wrap Up in your bulletin or use it for part of a unit meeting and, hopefully, to help with suggestions for national Program planning for next year.

Now - where does the CMAL Land Use and EQ study fit in?

<u>For metro-area Leagues</u> - you already have this item on your calendar. We feel the Solid Waste Survey will be an excellent beginning, and the national EQ chairman and CMAL item chairman may well plan together - combine forces - for your two lively meetings.

<u>For outstate Leagues</u> - since there is no national consensus this year, that time can be spent entirely on the solid waste study, or you may wish to add to it a study using the "Population" <u>Current Focus</u> (due in October).

We are hoping you will use the CMAL land use material in one of several ways.
**<u>If you have no local item</u> of this nature, combine it with the solid waste survey for a beginning approach under the national item, as a unit meeting presentation.
**<u>If you have a local item</u>, this may be just what you need to tie in, fill in and back up your own study.
Our state committee will send out to you help in showing how this information can be used in our outstate Leagues. We already have local League EQ chairmen who are doing local land use studies this year working on guidelines showing you how to begin.

OUTLOOK FOR WORK - June 1971

We foresee that the big push will be for national consensus on land use at the '72 National Convention. We strongly urge every local League committee to do the solid waste survey. In this way we hope to see an emerging statewide picture of agreement on the problems so we may be more active. If you take it one step further and program in a spot for a beginning look at land use, the total picture as it pertains to your own area, you have working together your local item chairman, your national EQ chairman (and for half of you, your CMAL chairman), and exciting things are bound to happen environmentally.

State-wise: We have a fantastic, repeat, fantastic, committee already working to help you. Where shall we get together? - At the September Workshops. - Item: local action under state and national positions. We'll be there - hope all of you will be also - and - May 1972, Leadership Workshops - we'll talk about how well we did and where we go next.

Remember these dates:

September 1 - Solid Waste Surveys due to local Leagues
Sept. 18-29 - Action workshops
November 30 - Solid Waste Surveys due in state office
January 1 (we hope) - Results back to you
Jan.-Feb. - CMAL land use information to local Leagues (with state supplement for outstate Leagues)
Jan. or later-Unit meetings on solid waste (and land use)
May 17-19 - Program counterpart workshops - where do we go next?

HUMAN RESOURCES

(see "State Program, Equality of Opportunity" Section)

OUTLOOK FOR WORK - June 1971

FOREIGN POLICY

Dates to remember: October 20 - U.N. Rally, Radisson Hotel, Minneapolis
November 4 - Minnesota Conference on China, presented by the World Affairs Center and the National Committee on U.S.-China Relations, Inc., New York
May 1972 - Walk for Development

Development Aid

Publications: Foreign Policy Leaders Guide 1970-71, LWVUS #381
Development in the Seventies, March 1971, LWVUS #672
Committee Guide, Foreign Policy - #1, LWVUS
Committee Guide, Foreign Policy - #2, LWVUS
Foreign Aid - text of President Nixon's April 21, 1971 message to Congress
"Communiques" from the Overseas Development Council
National VOTER article, January 1971

Other Materials: A series of taped radio programs, sponsored by AID, entitled "Overseas Mission" is available at no cost to local radio stations. The programs feature ½ hour interviews with AID and other development officials. Leagues should contact their local stations if interested in having them aired. Write to Radio-TV Department, Information Staff, AID, Washington, D.C. 20523.
A highly recommended film, "Not Enough", 16mm, color, 32 minutes, is available from the Audio-Visual Department, U. of M., 2037 University Ave., Minneapolis, 55455, Catalog #7H0607. Rental on a 3-day basis: $5.55 plus postage.

League focus during the past year has been on an expanded development aid program. Our most recent consensus position clearly directs that emphasis be placed on human concerns and quality of life, coordination of programs, a voice in planning for the LDCs receiving aid, and in the separation of military aid from development aid. For these reasons we have paid, and will continue to pay, close attention to President Nixon's proposals for the restructuring of U.S. foreign assistance programs.

As of a June 11, 1971 news report, there will probably not be enough time for congressional hearings on the President's proposals before the present programs expire (June 30). It is likely, therefore, that Congress will vote a one-year extension of the present program and resume debate (expected to be heated) in late 1971 or early 1972.

Trade

Publications: Committee Guide, Foreign Policy - #1, LWVUS
National VOTER article, October 1970
Statements, memos, Times for Action, LWVUS, November 24, October 12-13, August 17, July 27, July 22, 1970
Letter from Lucy Benson to President Nixon, July 22, 1970

In spite of League efforts, via its lobbying, letter writing, etc. techniques, the Trade Bill of 1970 picked up steam as the months rolled by. Forces for more restrictive legislation had increased in number and strength. In a recent interview, Senator Walter Mondale said that he is very pessimistic about fighting these forces; he noted that labor has reversed its position and now supports more tariffs and quotas. He pointed out that a major problem of U.S. trade pocicies is that they are fragmented rather than unified, as are those of Japan and the EEC.

The League must be optimistic, however, it must be vigilant and increase its efforts toward promoting more liberal trade policies. League members believe that the nation's economic and political health depends on it.

United Nations

Publications: National VOTER, Nov.-Dec. 1970, Mrs. Benson's address to the UNA of New Orleans
The U.N. after 25 Years
Committee Guide, Foreign Policy - #3, LWVUS
Committee Guide, Foreign Policy - #4, LWVUS

The League continues to be a strong supporter of the U.N. and its agencies. We must work even harder, not only in promoting the U.N. Rally in October, but all year round. Ours is a job of public education - developing understanding of and overcoming apathy about the U.N. organizations.

The U.N. Association has a new address: 55 S. 8th St., Minneapolis 55402, Room 200 (333-2824). They have expanded their gift and supply department and are most eager to promote the sale of their UNICEF cards. They will assist any League interested in selling cards; they would also like to know which Leagues already are. Contact them at the above address.

The Minnesota International Center, 711 E. River Rd., U. of M., Minneapolis 55455 (373-3200), can provide experts on foreign policy issues, trade, development aid, etc. from foreign countries. You would probably need to provide transportation for the speaker(s) and perhaps a minimal honorarium. If you have a program or event that would be of interest to foreign students and would like to involve them, contact the Center.

China

A clearly defined description of our new position on China can be found in the national memo dated April 20, 1971, a press release, and the text of "Current Explanation of the China Position" approved by the national Board, April 1971. For the present, League action consists of watching the progress of the three resolutions introduced into the Senate by Sens. Gravel, Javits and McGovern. The McGovern resolution resembles the League position most closely. Sen. Mondale said that the Subcommittee on International Finance, which he chairs, will examine the legal restrictions on trade with the PRC later this year.

LOCAL AGENDA

The member interest ran high at your annual meeting when you selected your local Program. Capitalize on this interest by evolving a well-directed study. Your first assistance toward the development of your program is the Local League Handbook, p. 25. Your very own local League Board will give you advice as will the state Board. We at the state level are ready to assist in making your work a success. However, we cannot meet your needs without knowing what they are. Communications between us must be a two-way affair.

In discussing Local Agenda there probably is no more important single point than planning ahead. We are not faced with state or national deadlines so we sometimes find it easy to put off. We all know what happens then. The Program is hastily put together and presented in a hap-hazard fashion and no one is satisfied. Needless to say, this is not the League's way of doing things.

Each local League must determine its own ingredients for development of Program. We have a few suggestions which may be helpful.

1. You need a committee - as large as you can handle and necessary to accomplish your goals. Try not to have all already-committed-to-a-position-type of people on your committee. Remember the League's reputation across the country for always presenting both sides of a story. Your committee should meet as soon as possible to plan their time-table to recommend to your Board for calendar planning late this summer.

2. Decide what sort of things you want to find out, what decisions you hope to reach and when. The summer is a good time to start your research - using your libraries, sending for literature from expert agencies, and obtaining information from other Leagues who have had or are doing a similar Program. (Soon you will be receiving the list of all local Leagues current local Programs and also, with your cooperation, a list of all local League publications pertaining to local agendas which will be available to you - maybe even a study file.)

3. Use your Observers - if you do not have an observer program then perhaps you should start one. Plan to observe governmental meetings which relate to your Program. Your observers program is most helpful in spotting areas for League work in preparation for local Program-making, too.

4. Develop community understanding of the local issue during the study period. After you have reached consensus and are ready with action you will find it much easier if the community is with you. Offer speakers to other organizations (once you have sufficient knowledge); open meetings on local affairs are very effective; go-see tours usually stir interest. Sometimes a newspaper will print for its readers the study material you prepare if you keep them informed as you research.

5. You and your Board will need to know when your members are ready with the big decision on reaching consensus. You will want to prepare good discussion questions which lead to consensus and action. Your Board will word the League's position and present it to the community, and they will decide what action the League will take to implement this position.

With many of the 68 local Leagues in our state involved in local Program on the county level, it is of the utmost importance that we all cooperate with the other Leagues involved. This cooperation is particularly necessary when it comes to action, and of course, one League may not speak for another without all having the same general consensus. We urge you to inform your neighbor League of your county activities. Maybe they could use your study material and be ready for consensus when you are. The state League will

try to keep track of these areas and make you aware of them.

The national Board is becoming much more flexible in local action on national positions. We are ready to assist you with action under a national position. It is a good idea when doing a national study to research local aspects - as many Leagues did with the Welfare topic.

Together with Voters Service Local Agenda is often responsible for the reputation of the League in the community. Voters Service has always claimed to be the "fun" area of League work, but local Program surely is "fun", too, and satisfying because it brings about better government at a level which touches us all closely.

Dates of Local Agenda Workshops: September 22 - Duluth
September 24,27 - Metropolitan area
September 30 - Worthington

OUTLOOK FOR WORK - June 1971

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Program 1971-73

I. Governmental Decision-Making: CMAL supports provision for coordinated metropolitan services focused through the Metropolitan Council. CMAL will support the development of the Metropolitan Council as the decision-making body for metropolitan needs in accordance with these criteria: efficiency and economy, equitable financing, flexibility, citizen control, and responsiveness to the electorate.

Fiscal Disparities: CMAL supports area-wide sharing of fiscal resources to move toward the solution of problems created by fiscal disparities and to finance services which benefit the Twin Cities metropolitan area as a whole or affect the lives of all its citizens.

II. Transportation: CMAL continues its support of improved mass transit and provision of a new non-air-polluting transit system.

III. Land Use and Environmental Quality: A study of land use for the purpose of encouraging optimum metropolitan level planning and with attention being given to the interconnection of zoning, housing, population, transportation and the best uses of natural resources.

Outlook for Work

By early fall, 1971, we anticipate publishing an updated - and completely new - version of that 1968 best seller, "Metropolitan Maze." This handy booklet takes a look at how and where area-wide decisions are made. As food for thought, it points out some underlying reasons why our decision-making apparatus works or doesn't work. The new publication should give you material for unit meetings, for interviews with your legislators. Also planned for 1971 are cooperative community discussions about metropolitan issues using some of our LWV grass roots strength to evoke citizen participation in important metropolitan matters.

A "watchdog" committee on transit and transportation, urged by our Convention delegates and already manned by a corps of volunteers, will keep an eye on important transportation planning as it evolves throughout 1971. Their special focus is the use of new transit funds. Early plans of the committee include a report to all members in the metropolitan area through an issues and ideas type publication and possibly an area-wide workshop. Let the committee know, through CMAL, if you're interested in participating!

Most crucial question coming up in the metropolitan area is land use and environmental quality. In the new study our emphasis will be on shaping the future through a variety of public and private tools. And, we'll look at the way land use affects key environmental shapers - flood control, airports, and general growth, for example. Target date for the land use publication is January-February 1972 with consensus questions available shortly thereafter.

We highly recommend attendance at CMAL delegate meetings for background information for all Leaguers. Continuing resources are the monthly Metropolitan Council, Metropolitan Transit Commission and Citizens League Newsletters; as background for the new study, the magazine Urban Land, 1200-18th Street NW, Washington, D.C. 20036.

Calendar 1971-72

September 16	- Delegates and Alternates Meeting Important - orientation for new delegates
January 20	- Metropolitan League Day
March 16	- Delegates and Alternates Meeting
June 1	- Annual Convention

SECRETARY

Welcome to the association of "frantic note-takers". Because discussions at Board meetings and League meetings are always lively, you will soon be one of the fastest writers in the League.

The secretary is the officer of the League responsible for making and keeping League records. (See pages 16-17 of the new Local League Handbook for job description.) Her minutes are the official record of what is happening in the League - decisions that are made, plans, action, results, and responsibilities. Do be certain that all minutes and reports are dated - day, month and year. Be responsible for reminding other Board members to date their paperwork, too.

MINUTES: The secretary is responsible for minutes of Board meetings, annual meetings and other general membership meetings where business is conducted. All minutes are a part of the permanent file. Forward one copy of the minutes to the state office and one copy to your local League consultant. League minutes must contain the following information:

- Name of League, place and date of meeting.
- Those attending and those NOT attending. Use Board members' last names throughout minutes. ("Mary Brown" not "Mary") In accordance with the resolution passed by the 43rd Convention, legal names will be used, not husband's name. In cases where there may be confusion, the husband's name may follow in parenthesis.
- Presiding officer and time meeting was called to order, time of adjournment.
- Correction or approval of previous minutes.
- Cash balance in treasury.
- Number of PAID members (enter under treasurer's report).
- Important announcements, date of meetings, names of members suggested for special jobs, names of members responsible for getting specific jobs done, appointments, correspondence considered. (Avoid listing names suggested for Board appointments.)
- Motions, maker, second and how disposed of (carried, defeated, tabled, etc.)

Cultivate your note-taking abilities and use them wisely. First, get yourself a spiral bound notebook or shorthand book and use it for ALL your minutes and nothing else. Don't rely on your memory. Do take comprehensive notes. Do not put all your notes into the minutes but do save those notes for awhile for reference. Use your notes to record in the minutes the sense of the discussion. Varying points of view should be indicated but not a blow by blow account. The matter under discussion should be explained with sufficient fullness to be meaningful at a future date when the situation may have been forgotten and to be understood by an outsider reading the minutes - the state Board, for example. As you record discussion, consider that a year from now you may want to return to the minutes to see what decision was made and how it was reached. It is not enough to simply state the motion and the vote on it. Request Board members to give you written copies of their reports (especially long ones) for your use in completing the minutes.

Regarding corrections: if you find your minutes needing extensive corrections, take a fresh look at your recording techniques, at the kind of corrections being presented, and sharpen your listening and comprehension skills.

BYLAWS: The secretary is responsible for keeping up-to-date copies of local League Bylaws. Plan now to ask your president for time at your June or August Board meeting to review your local Bylaws with your Board. If the Board thinks some changes are in order, a Bylaws committee should be appointed to make a presentation to the units via

the bulletin and to the membership in November or December. Then the Board can consider these changes at the January Board meeting, forward suggested changes to the state Board for suggestions and review and have them back in time for publication 30 days before your annual meeting. Article XII of your Bylaws spells out the amending process.

Each revision of the Bylaws should carry the date of adoption. A copy of your up-to-date local League Bylaws should be kept in the secretary's permanent file, a copy should be sent to the state office and each of your Board members should have a copy. Note: Any changes in dues require a Bylaw change.

OTHER DUTIES: The secretary is also responsible for the following:

- Forwarding agendas to Board members.
- Forwarding copies of minutes to Board members prior to next Board meeting.
- Being ready to assist in parliamentary procedure. (Simplified Parliamentary Procedure)
- Correspondence
- Annual meeting notices
- Board lists
- Reports - see pp. 13-14, Local League Handbook - you are the record-keeper for your League. Remember! Complete copies of correspondence, Bylaws and minutes are a necessity for future reference.

OUTLOOK FOR WORK--June 1971

TREASURER

Juggling numbers and balancing books might at times make the treasurer's job seem like the loneliest position on the Board. You don't have a committee per se, as do most of the other Board members, and your reports are mostly succinct and numerical. Alas, take heart--you are a v. i. p.! You have many responsibilities, including acting as guardian and custodian of all League funds. That alone must make you feel wanted and needed!

Actually, you do not and should not work alone. You should, for example, have a close working relationship with your membership chairman, particularly since you keep the official membership list. It is important to maintain it up to date--reporting additions, deletions and transfers, plus changes of address, to your League as well as to the state and national offices. (Be sure to read the "Membership" section of this "Memo".)

As treasurer, you will also be in frequent communication with your publications chairman, finance chairman, and budget committee chairman. Your duties and relationships with them are spelled out in the Guide for Local League Treasurers, a must publication for every treasurer.

Among your many duties, in addition to the above, are collecting dues, reporting the League's current financial status at monthly Board meetings, reporting the sales and use tax to the Dept. of Taxation,* preparing periodic budget comparison reports for the Board, filing federal form 990 (watch for memos from state and national which should be coming very shortly), and acting as a member of the budget committee--(see, you do have a committee).

After you've done all that, when do you have time to be lonely? You will have a busy and, hopefully, rewarding year. It could turn out to be a valuable experience, as many former treasurers have found, so enjoy!

Important departing reminders: keep all of your records current and accurate; read, consume and digest the Guide; make sure that your file contains a Local League Handbook, Budget Committee Workbook, plus report forms for membership changes, state and national budgets, membership transfer cards, membership cards; and last but not least, please send your pledge to the state office when due.

* All Leagues in Minn. should be collecting and reporting sales tax on all publications they sell or give away (except to government agencies) and keeping records of the amounts involved. If you need information on what to do and how to do it, write to the Sales and Use Tax Division, Minn. Dept. of Taxation, St. Paul, Mn., or to the state League office. It could well be that, as a result of new tax legislation, changes in collecting and reporting procedures will have to be made. When and if they occur, you will, of course, be apprised of those changes.

OUTLOOK FOR WORK - June 1971

FINANCE

Was this past year the year of the slump? Despite economic conditions, "Tain't necessarily so", said several Leagues. Some outstanding success stories were told this past year. St. Cloud, Northfield, St. Louis Park and St. Peter to mention a few.

Take heart finance chairmen and make this the year to surpass your goal! It's none too soon to get your committee organized - a good committee will make your load easier. Assign jobs to do - have materials available for them to read and use. Incorporate people who have had experience on drives or the finance committee, whether or not their experience stems from LWV finance drives. Get new people involved who are enthusiastic about League.

If you are a new finance chairman this year, be sure to get all the information and tools from the past finance chairman. The Art of Raising Money still remains the best basic tool - be sure to read it and refer to it often while making your plans for this year's drive. You and your committee with Board approval should set the date and lay plans for the drive. Set your sights high!

The committee should do all the groundwork, then recruit and train a corps of solicitors. A good training session for solicitors will give the members who go out a measure of confidence and know-how that will help insure success. Be sure to use your PR girl - she has much to do with your visibility in the community. Decide early what types of thing you want to try - kickoff breadfasts or luncheons, a finance advisory committee, pre-pitches to service clubs, or whatever.

MEMBER INVOLVEMENT ENTHUSIASM $UCCE$$

All members are not necessarily good solicitors, but there are many jobs to do for a drive that can make use of these people. Typing, baby-sitting, thank-you notes, luncheons, breakfasts, etc. member involvement. After all, you, as chairman, are not solely responsible for the goal set. The responsibility lies with the membership. Your job is to organize the job, provide the tools, train the people, and inspire the group. Enthusiasm can be contagious. By all means, make it fun, too! Drudgery jobs are handled just that way - a real drag, but fun takes the drag out of drudgery!

The state finance chairman is available for consultation, aid, and assistance. There will be communications through the Board Memo, but be sure to ask for help if you need it. You probably can look for guidelines from national on the use of the Education Fund.

For more concrete help, finance workshops will be held this fall in conjunction with local agenda workshops, including information on local action under and state and national positions. That's quite a mouthful, but it will be quite a dayful of information. Circle the dates on your calendar now. Any areas of concern about finance you would like to have discussed at workshops can be sent to the state finance chairman.

Workshops:

September 22 - Duluth
September 24, 27 - Metropolitan area
September 30 - Worthington

MEMBERSHIP

WE BEGAN THE 1970's IN AN UPTREND -- increasing out total membership to 5363, a gain of 281 members or 5.5%. There is little satsifaction in these figures when we note that in 1963 we had nearly the same total membership - 5361. In 1965 we had a record 5836 members.

Thus the records show that we've been standing still - member-wise, while the population has increased,

government problems have become more complex,

our very system of government has been questioned.

The need for the League is greater than ever before. So let's continue the upward trend and work for a faster growth rate. We can do it with:

--enthusiastic membership chairmen
--concerned local Boards
--support of every League member.

Successful membership campaigns require year-round attention, touch every League activity, and spark every League member. Adding new members is only a small part of a drive for membership - reaching all members with meaningful experiences is just as vital.

THE ROLE OF THE MEMBERSHIP CHAIRMAN

Working with a committee, she plans and coordinates activities designed to attract new members, keep old members. Success depends on a substantial effort NOW...and in the fall. There's no fixed way to approach the membership job:

** Find out how your League and other Leagues handle membership
** Read the Local League Handbook and other Membership Basics (see list attached to this OUTLOOK FOR WORK)
** Add your own ideas
** Meet with your committee to plan the year's activities
** Experiment!

Membership Committee: Organize your committee NOW. Include your president, treasurer, unit organization chairman and public relations chairman - plus a representative from each unit. And, of course, welcome any other members who volunteer!

Cooperative Board: See p. 43, Local League Handbook.
The membership chairman needs to be aware of the membership responsibilities of every Board member. Encourage them to keep all members in mind as they make plans. Here are some - but by no means all! - membership charges of various Board portfolios:

President - Enthusiastic leadership, participation in orientation and personal attention encourages members to participate in the great variety that is League service and action.

Treasurer - Keep a close relationship with her in order to avoid slip-ups in collecting dues and keeping records of paid members.

Secretary - Enlist her aid in writing letters, invitations, thank you notes. Monthly membership totals/comparisons in minutes alert your Board.

Finance - Encourage members to suggest League membership to contributors and their employees. Have membership information available marked with name/phone of membership chairman.

Bulletin - Welcome new members, prospects in the bulletin! Articles can promote membership events, show member involvement in League activities, and keep members aware of progress toward growth goals.

Unit Organization - Help this chairman identify and evaluate needs of each unit. Are changes in number of units desirable? size? meeting days? times? Watch her monthly status reports from each unit for clues.

Publications - Goal: that every publication sold/distributed in your community carry with it an insert promoting League membership! Of course she'll see that members (and, if budget permits, guests) have publications in their hands before the particular unit meeting.

Voters Service - Many women have first become acquainted with League via VS activities. Leaguers often have the chance to explain League to citizens as they assist in voter registration and hold candidates meetings, youth days, programs on government, go-see tours.

Action - Involve both old and new members in responding to Times for Action. Emphasis on action attracts action-oriented women to the League. Publicize our goals - and our accomplishments!

Program Resources - Consider the backgrounds, experience, expertise of all members as plans for local study and for local application of state and national study are made - and reach out to women in your community interested in these areas who are not now members, actively recruiting their League affiliation and committment.

ATTENTION, MEMBERSHIP CHAIRMEN:

All memberships to be renewed before July 31, 1971

"Impossible!", you say? Positive thinking leads us to believe that "The impossible is possible!" Actually, there was no other alternative. The impetus for this revolutionary move came from a recognized need to change the mailing service handling the Minnesota VOTER. The resolution adopted by Convention '71 requested that our members be listed by their legal, voting names. We seek to accomplish this twin purpose via the special forms enclosed with this OUTLOOK FOR WORK mailing. Please consult them, fill them out as directed on them, and see that the lists are in the state office by August 1, 1971. The following is the form in which the Convention directed members to be addressed: Jane Doe (John). This is the form in which your membership lists should be prepared.

Recommendations for collecting dues are included in the "Membership Campaign Memo" included in this mailing. Dues collection completed NOW will improve local Board planning, organization of units and free membership committee to concentrate on recruitment, meaningful meetings, and orientation - come autumn!

Membership Calendar*

June, July - Collect delinquent dues, prepare complete membership list for state office, work on unit analysis, membership analysis, prospect lists, yearly plans

August 1, 1971 - Paid Membership List Due in State Office

August - Plans for year submitted to your Board
September unit meetings well planned

Sept.-Oct. - Key months for major membership activities

Oct. 11, 1971 - Membership Rally planned in connection with U.S. Congress Workshop - metro area

Plan now to make this a "Special Day" for all League members and their guests. An excellent opportunity to show League involvement in areas of national concern - see "National Program Section" this OUTLOOK FOR WORK for details.

*Enclosed "Membership Campaign Memo" includes more detailed year-long calendar suggestions.

OUTLOOK FOR WORK - June 1971

FIELD SERVICE

CONSULTANTS

Each local League has a consultant. Make use of her! Send her your minutes, bulletins, agendas, flyers and other things which will help her keep in touch. Invite her to your Calendar Planning session, if you wish, so that she will start the year with a better picture of how she and other members of the state Board can serve you.

WORKSHOPS - BB - Fees. jvd

Elsewhere in the Finance section and Local Agenda section of this Outlook you will find plans for our Fall Workshops. Make plans to attend these workshops. They are open to as many members as you wish to bring. . . The More the Merrier.

In the spring we will have our Leadership Training sessions. Each member of your local League Board will have the opportunity to meet with her counterpart on the state Board.

STANDARDS FOR ORGANIZING

We organize new Leagues in towns, counties or areas which have a population of 5000 or more. Provosional Leagues pledge $150 to state and national; they must have at least 50 paid members with dues of $7.50.

PROVISIONAL LEAGUES

We have three provisional Leagues - Marshall, Mounds View and Stevens County (Morris). Annette Whiting (Owatonna), Claudia Jorgenson (New Brighton) and Carol Dahl (Willmar) are their advisors.

FIELD SERVICE COMMITTEE

The committee is made up of members both on and off the state Board. We meet three or four times a year to try to generate ideas about better ways to serve Local Leagues. Jerry Jenkins is the chairman. She will be on leave of absence from the state Board until January 1. In her absence Irene Janski and Peggy Thompson will be available for consultation. Please address correspondence to them at the state office.

The field service committee would like to encourage you to:

1. Make sure that each Board member has a committee.
2. Make a special effort to put variety and zest into your unit meetings - hold your own mini-workshop on discussion techniques and more meaningful meetings in the fall so you get off to a good start.
3. Plan a concerted drive for new members - push for it all year!
4. Accentuate the positive - League <u>is</u> work, but it is fun also

VOTERS SERVICE

To be "In League with the 70's" Voters Service will keep pace by applying the 3 R's -

* Register 18 year olds --- on up
* Remember the precinct caucus!
* Request organizations to encourage qualified women to seek public office.

This is what we call an "off election year" because there is no state or national election. However, many of you will be involved with disseminating voting information, voter registration, local and school board candidates meetings and candidates interviews. Put that together with the 3 R's and you know you will not have an "Off year".

REGISTRATION AND VOTING:

First of all, some local Leagues are in areas where registration is not required. Registration would not pertain to these Leagues, but they can still provide voting information. The 18 and 19 year olds as well as other new voters will need to know about such things as residency requirements, polling places and candidate information.

Other local Leagues may already be registering voters. If you plan to help register, check with your city clerk to find out when and how much help is needed. Perhaps you could receive permission to set up voter registration at high schools, nursing homes or junior colleges. Some Leagues have held a "birthday party" for those becoming eligible to vote. Registration and/or voting information can be distributed and the operation of the voting machine explained and demonstrated. Remember to serve the birthday cake!

The 1971 session of the Minnesota legislature ratified the U.S. constitutional amendment granting 18 year olds the right to vote in all elections. At present writing 32 of the required 38 states have ratified the amendment. In the meantime, (as explained in the National Current Focus, The Voter, The Law and The Ballot) 18 year olds in Minnesota may vote for President, Vice President, U.S. Senator and Congressmen only.

Regarding the residency requirement of college age students in a college town, the student may sign an affidavit stating his or her place of residence is in that town. The registration is still up to the discretion of the city clerk of each municipality.

The first two weeks in October, ending October 15, 1971, will be the focus for a statewide registration drive aimed at registering new voters - 18, 19 and 20 year olds - under the general leadership of the Minnesota Youth Citizenship Fund, Inc. The LWV of Minnesota is cooperating in this drive and other organizations include Minnesota Youth Franchise Coalition, Minnesota Association of Commerce and Industry (local Chambers of Commerce, businessmen), Minnesota Federation of Teachers, Minnesota Association of Student Councils (high school student governments), Minnesota American Legion, Minnesota State College Student Association (college student governments). Plan now to gear your local efforts to this special time - and enlist local members of these organizations to aid you! Watch for details as they develop, via the Board Memo.

It's possible to add 125,000 new voters at the next election, and they'll need a great deal of information and encouragement, too. Available now in the national office is the flyer "It's Your Country" - an answer to "why vote?", "why bother?". There will be a new "Your Vote Makes a Difference" coming out in April 1972.

REMEMBER THE PRECINCT CAUCUS!

FEBRUARY 22, 1972

Thanks to the 1969 Legislature both parties have a uniform caucus date - the 4th

Tuesday in February. This is where the "grass roots" start to grow. The state Board is cooperating on this important event with the DFL and GOP by requesting that all PTA, schools, municipalities and community organizations free that date on their local calendars. This will enable the citizens to attend the caucuses as well as make available adequate public meeting rooms. Your local League can help by appealing directly to your community officials NOW, before their 1972 calendar begins to fill up.

-- contact school and city officials
-- send letters to community organizations
-- a letter to the editor stressing the importance of citizen participation in precinct caucuses.

Please make a BIG PUSH for caucus attendance. The youth and other first time voters should surely experience this evening. Inform them all as to what, where, when and why. Work for the best turn-out yet!

There will be a precinct caucus kit available this fall as well as a new edition of the League's Digest of Minnesota and School Election Laws correlated in one pamphlet to aid you in your precinct caucus promotion.

CONVENTION '71 REQUEST THAT QUALIFIED WOMEN BE ENCOURAGED TO WANT TO RUN FOR PUBLIC OFFICE

Quoting the Voters Service Handbook,"chronologically, enlisting the interest of qualified citizens to run for office is the first step in election VS. Your Board has perhaps discussed this step and recognizing its importance, may have decided to make an effort to encourage qualified persons to want to hold public office." Voters Service was directed by the delegates to the 1971 State Convention to encourage qualified women to seek public office.

Try the following ways and whatever other methods that you think would be workable in your community.

-- Months before filing deadline check on the offices to be filled at the next election, filing dates, places, fees and publicize this information. If possible, describe duties and responsibilities of the positions and where they fit into the over-all picture of government. Stress the intangible rewards of serving in a public office - both for the individual and the community. Provide them with information on how to run for public office.

-- At meetings where Leaguers have an opportunity to speak or comment, point out the importance of qualified candidates and encourage women to respond.

-- "Go-see" tours to governmental meetings or government offices may arouse interest in office holding.

-- A strong observer program educates League members regarding the actual work of public officials and can stimulate interest in members to seek office. (Come on, you gals!)

-- Send out the word via your own local League bulletin.

-- Incumbents speaking at public League meetings is another way to call attention of likely people to compete for office.

-- Letters or calls to community organizations requesting them to encourage women to be candidates for public office may produce a winner.

-- Make an effort and follow through. It will be interesting to watch for results.

OUTLOOK FOR WORK - June 1971

PROPOSED STATE VOTERS SERVICE COMMITTEE

It is desired to form a state VS committee composed of VS chairmen or other interested Leaguers from each congressional district. You are in a better position to know who these Leaguers are. It would be greatly appreciated if you will send suggestions (with names and addresses) to the state office. We would be planning and implementing effective election and non-election Voters Service to cover the state.

-- Election Voters Service encourages citizens to register and to vote and enables them to vote as informed citizens by providing factual information about candidates and issues.

-- Non-election Voters Service involves people in learning about and participating in government and politics at any level. Can we teach them how to run for office?

1971 - 1972 VOTERS SERVICE CALENDAR

Summer

Committee recruitment and assignments
Voter registration
Dissemination of voting information
Calls and letters clearing precinct caucus date
Letters to organizations requesting them to encourage qualified women to seek public office
Survey community voter needs

Fall

Candidates meetings
Digest of Minnesota and School District Election Laws
Precinct caucus kit
Groundwork for precinct caucus promotion

Winter

Launch precinct causus attendance promotion
Caucuses: February 22, 1972
Survey voting patterns of your precincts in anticipation of Election 1972 to determine why some precincts have lower (higher?) turn-out than others

Spring

"Your Vote Makes a Difference" pamphlet
Candidates meetings for local, school elections
Groundwork for Voters Guide for Election '72
Explore possibilities for regional candidates meetings for Election '72
Leadership Workshop - May 16, 17 and 18

If you do not have the Voters Service Handbook, waste no time in possessing one. Order from the national office. It's a terrific tool! Good luck with your VS activities!

OUTLOOK FOR WORK June 1971

PUBLIC RELATIONS

The summer time is an excellent time to think about plans for the coming year. By now you should have a tentative calendar of activities for 1971-72. This will give you an opportunity to plan ahead, formulate plans on how best to publicize the events. You should consider the purpose of each event. Is it just for leaguers? Is the public invited, and for what purpose? Once you know the purpose it becomes easier to come up with the "how to".

By all means make a concerted effort to meet the news media. If you already know them stop by for a chat and update information on deadlines, interest, new reporters etc. To be really effective you must be a face on top of a body -- not a voice on the phone or a signature on a news release. Find out what interests your radio and TV stations. How do they want the material presented? Is the printed news media (newspaper and local publications) interested in the same thing or do they look for a different angle? Do they want you to present just the facts or do they expect you to write the whole article?

As the PR chairman, some of the objectives you should keep in mind are:

- to publicize local events so they will be well attended and therefore more beneficial

- to show the public the effectiveness of the League (this helps greatly during the finance drive)

- if you reach consensus, publicize it. This makes your stand known, and if you take action you may discover new allies to help you reach your objective.

- to make League publications known to the pbulic. Again it makes the League visible in a positive way and may help sell the publications.

"Tips on Reaching the Public" put out by the LWV of US is still a good reference.

Check with local radio and TV stations to see if they would be interested in presenting any of the League Programs or speakers. Perhaps your town is experiencing a pollution problem, or trying to prevent one; this would be a good time to come forward with the studies the League has made on the national and state level. This is League in action. Also make sure you are sending spot announcements to local broadcasters and getting LWV activities reported on community calendar programs.

You will receive sample press releases from both state and national about activities on those levels of League, and State Board Memos and National Board Reports will give you further direction. But always look for the local angle of interest. You will find this is how your news media looks at items.

PUBLICATIONS

League publications are the "great books" (and booklets) of the League. Offer them proudly, actively, and energetically to your members, your community, individuals, schools, libraries, bookstores. They will make friends and money for the League.

The publications chairman is the public relations agent and salesman for League publications both within and outside the League. First, be sure your members are aware of, have plenty of opportunity to acquire, and are enthusiastic about our publications. Then carry this awareness and enthusiasm to your community. Use some of your community action budget to give away League publications. Complimentary copies often bring orders for more. Work with your public relations chairman and your resource people to decide where to give away and sell each League publication. The publications chairman has the responsibility for contacting other Board members about the promotion of publications. Don't wait for them to come to you.

Develop a plan for publications promotion - and carry it out throughout the year. Perhaps you could plan to feature a particular publication each month with distribution to members, in the community, book reviews in the local paper, a focus at the library, contacts with other organizations, and communications with members through units and your bulletin about what publication is being focused this month and what success you have had. That's one idea, you have another one, or several. You may want to focus on only one part. Whatever you decide - plan your publications job NOW. As you do calendar planning for your League year, the publications chairman should schedule her publications activities for each month along with other League plans. Keep your Board in touch with what you are doing with our "great books". Another part of your plan - PLAN to earn money on publications this year. Buy publications at the League discount and sell at the unit price.

Some of the publications that could be emphasized this year are:

<u>You Are the Government</u>, LWV of Minnesota
a League publication used by many ninth grade classes - have your schools tried it?

<u>Equality of Educational Opportunity</u>, LWV of Minnesota
people and groups interested in local schools, in education, in equality of opportunity will love it. What about teacher organizations, school boards, PTA.

<u>When You Write to Washington</u>, LWVUS
Use it like a Facts and Issues - Everyone should have one of their very own. Use the quotation from Congressman Jim Wright's <u>You and Your Congressman</u> (page 1 of the pamphlet) to promote sales.

<u>U.S. Congress</u>, LWVUS
Everyone today wants to know how the system works. Great for school classes.

<u>INDIANS IN MINNESOTA</u>, LWV of Minnesota
Our latest, most spectacular effort! Long-awaited and still a few days more - when this is finally finished, you are gonna love it! SEE BELOW

Scrutinize your publications catalogs for more ideas.

Coming - - - for emphasis later in the year:

<u>Digest of Election Laws</u> - a new one with Minnesota election laws as well as school district election laws.

<u>Precinct Caucus Kits</u>

<u>INDIANS IN MINNESOTA</u>: If you are a new publications chairman, you have an opportunity to learn your job with a BIG event - a beautifully-prepared paper back book with impact and relevance. Copies should be in the state office by July, so you can begin to send your orders now for delivery during the summer. Promotional flyers are enclosed with the Outlook - additional flyers available on request. Start using the flyers NOW.

OUTLOOK FOR WORK - June 1971

You can address the flyer on the back and mail it to interested epople and places - libraries, bookstores, etc. You should certainly send the flyer to your school administrators and curriculum committees (they will still be working during June). Tell them you will bring the book itself for them to see when you get your first copy and offer delivery on their orders during August. Remember to provide a complimentary copy where it will be helpful to sales and public relations.

Pricing: Single copies are $2.00 including postage and handling
Discounts: 10 - 49 copies 20% = $1.60 per copy
50 - 499 copies 30% = $1.40 per copy
500 - up copies 40% = $1.20 per copy

As you can see, the discounts are substantial. You can sell at the single copy price or offer your own quantity discount and still make money for your local League.

Do have fun promoting this one. Let us know what you are planning and doing. A promotion campaign will be planned at the state level to help you in your local efforts, to give you extra ideas, and to help make INDIANS IN MINNESOTA a great success. But don't wait - start your own efforts during the summer, and we can build on each others' progress.

OUTLOOK FOR WORK - June 1971

BULLETIN EDITORS

Now is the time to think about Bulletin upbringing. This "child" of your League is a product of various Board members - depending on the issue! However, as the editor, you are the mother responsible for putting this child to bed! In order to have a well-disciplined Bulletin a firm deadline is obligatory. Because your Bulletin goes to every member as well as some people outside your League, you will want to remember that it is important to consider the whole child, to see that he is well-rounded and reflects what your members need to know, as well as what your Board members need to say.

If you are a new Bulletin editor or an old hand, it would be wise to read "What Every Board Member Should Know About the Bulletin", page 51, your Local League Handbook.

Essential Contents

Name of your League, name of your town, date, your president's name and address, your name and address; calendar of unit meetings (where, when and why); preview of monthly topics; a Board meeting digest; announcements of forthcoming LWV events, drives and projects; changes in Board personnel, and announcements of new members.

Other Possibilities

President's letter or column (or have another Board write it for variation); Voters Service facts; Observers' reports; profiles of members or Board members; reports on LWC conferences, workshops, tours; publications; radio and TV programs; consensus report, reprints from state and national Board Memos; League principles and policy, Time for Action calls, and pertinent information on the local government level.

Seasonal Contents

Official notices on the budget Bylaws, Program and nominations; announce the year's calendar; make up membership, officer and directors list; publish an elected official directory (or include this with your membership list); print annual reports and announce the official local Program.

How to Accomplish the Above with Ease

Attend all Board meetings. At your calendar planning and Board orientation meeting, see that your Board is informed about the Bulletin and ways in which they can be most helpful to you. Set your deadlines during calendar planning. Be sure you have a place on each monthly Board meeting agenda.
Summarize what each Board member is expected to contribute to the Bulletin at the end of each Board meeting.
Announce and adhere to your monthly deadline.
Make your Bulletin clearly legible, (Does your mimeograph need cleaning?) enthusiastic and genuinely committed to the League.
See that members receive the bulletin well in advance of meetings.

Send 13 copies of each issue to the state office (555 Wabasha, St. Paul 55102) for use by the state Board and staff. Send three copies to national. Send one copy directly to your League's consultant. (See list of state Board and field service consultants enclosed with this mailing.) Send one copy to Connie Rabinowitz (Bert), 165 Cliff Rd., Wellesley Hills, Mass. 02181. (She is the national Board member designated to receive Minnesota's bulletins.)

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
June, 1971

GUIDE TO PUBLICATIONS FOR LOCAL LEAGUE BOARD MEMBERS

*indicates national Publication - order from LWVUS; all others are LWV of Minnesota publications, unless when specific publisher is indicated.

EVERY BOARD MEMBER

Local League Handbook (1969 edition)
Local Bylaws
Local Budget
Local Program
Facts* - National 1970
Facts - State (to be updated 1971)
State Board Memos - for the last year
How to get and Keep Members* (1965 ed.)
Meaningful Meetings*
The Art of Spending Money*
Let's Talk League - 1968
Publications Catalogs - Local, National*, State
National Voters - for the last year
Minnesota Voters-for the last year
Local Bulletins
Rules of Punctuation and Capitalization
The First Fifty Years
Positions for Action - 1970

IN ADDITION

PRESIDENT

President's Guide; Nat'l Board Reports*
Sample Local League Board Agenda
Sample Local League Annual Meeting Agenda
Simplified Parliamentary Procedure*
List of Local League Presidents
Lists of State & Nat'l Board* Members
National Bylaws (revised 1970)*
State Bylaws (revised 1971)
State Budget - current
Know Your Town Survey - current
The Art of Raising Money*
Tips on Reaching the Public*
Current Publications in Nat'l & State Program Fields
You and Your National Government*
You Are the Government
Is Politics Your Job?* - 1966
National Budget* - current

TREASURER

Guide for Local League Treasurer*
A Budget Committee Workbook*
Report Forms for Membership Changes
National Budget* - current
State Budget - current
Membership Transfer Cards*
Membership Cards *
Memo - National Filing Forms 990 & 990 (SF)

SECRETARY

Complete File of Local Board Minutes
Sample Local League Board Meeting Minutes
Sample Local League Annual Meeting Minutes
Simplified Parliamentary Procedure*
National Bylaws (revised 1970)*
National Budget* - current
State Bylaws (revised 1971)
State Budget - current
Local Bylaws

FINANCE CHAIRMAN

The Art of Raising Money*
National Budget* - current
State Budget - current
Tips on Reaching the Public*
Prospect Cards*
Contributor Receipts*
Suggestions to Bulletin Editors on Finance
Checklist for Local League Finance Chairmen
A Budget Committee Workbook*

OUTLOOK FOR WORK - June 1971

BULLETIN EDITOR

Tips for Bulletin Editors*
Bulletin Editors Guide - 50¢
LWV of New Jersey, 460 Bloomfield Ave., Montclair, N.J. 07042
Suggestions to Bulletin Editors on League Finance
Tips on Reaching the Member through the Bulletin
Tips on Membership for the Bulletin Editor

MEMBERSHIP CHAIRMAN

Membership Recuriting Flyer*
Membership Memos
You've been Intrigued by the League*
Hints for Membership Success Drives
Sample New Member Kit
Sample Membership Letters
Membership Matters* 6, 8
The Member in the Unit
How to get & Keep Members*
Do you know the ABCs of Your Town's Government?*
Tips on Reaching the Member Through the Bulletin

CHAIRMAN OF DISCUSSION UNITS

The Member in the Unit
Tips for Unit Leaders
Sample Unit Report Form
Sample Membership Letters
Handbook on Discussion Techniques available from the LWV of Los Angeles

PUBLICATIONS CHAIRMAN

Duplicate Presidents Mailing - state, national
First Things to Do on Becoming Publications Chairman
Record of Publications Ordered Forms
Promotional Publications Flyers
One copy of all Local, State and National Publications
Selling LWV Publications to Businesses and Organizations
Publication Order Forms - state, nat'l

VOTERS SERVICE CHAIRMAN

Voters Service Sights the YOU in Youth
Your Vote Makes a Difference
Digest of Election Laws
Digest of Minnesota School District Election Laws
Minnesota's Welcome to New Residents
Voters Rights Under Certain Minnesota Laws
Who Me? Go to My Precinct Caucus?
Tips on Candidates Meetings
Tips on Voters Guides
Tips on Boothing
Legislative and Congressional District Maps
You Are the Government
Tips from Ballot Issues Swapshop
Tips from Voter Registration Swapshop
How a Bill Becomes a Minnesota Law
How to Write Your Legislator
Board Memos
You and Your National Government*
When you Come to Washington*
How A Bill Becomes a Law*
Is Politics Your Job?*
Voters Service Handbook*
Registration and Voting Laws and Procedures by States*
VS for Less Easily Motivated People*
Simplified Parliamentary Procedure*
ABCs of Your Town's Government*
Choosing the President*
Voting is People Power*
National Board Reports*
The Voter, The Law, & the Ballot*
A Time to Listen*
Vistas For US - 1,2,3*
It's Your Country*
Get Ready to Vote*
State Legislative Manual (available from your Legislator)
Minnesota Election Laws (available from Secretary of State)

NATIONAL RESOURCE CHAIRMEN

National Board Reports*
Committee Guides*
Facts & Issues*
Time For Action*
Report From The Hill*

NATIONAL RESOURCE CHAIRMEN (cont.)

Refer to Nat'l Publications Catalog for other Publications on all National Program
Study and Action - 1970-1972*

STATE RESOURCE CHAIRMEN

Positions for Action 1970
You Are the Government
Financing Public Services in Minnesota
Property, Income and Sales Taxes
Property Taxes: Probing Some Options
Project Updates: Election Laws, Constitutional Revision, Minnesota School System-Equal for All?, Discrimination in Housing
Human Resources: Minnesota's Changing Patterns
How a Bill Becomes a Minnesota Law
Map of Capitol
Legislative and Congressional District Maps (new ones following reapportionment)
Facts and Issues: Minnesota Legislature
Facts and Issues: Executive Branch
Set of 1971 Capitol Letters
Equality of Educational Opportunity
INDIANS IN MINNESOTA

LOCAL RESOURCE CHAIRMAN

Know Your Local Government*
Know Your County*
Handbook of Local Program (Calif., Wis., N.Y., or Ind.)
Agreement for Council of Metropolitan Area Leagues (if in CMAL)
CMAL Program material (if in CMAL)
School Survey Guide*
Local Programs of Minnesota Leagues - 1971-1972
Planning in the 70's*

PUBLIC RELATIONS CHAIRMAN

Tips on Reaching the Public*
The Art of Raising Money*
Lists of Tapes Available
Advise on Feature Stories About the League
Is Politics Your Job?*

LEGISLATIVE CHAIRMAN

All Publications Listed for State Resource Chairmen
Job Description for Local League Legislative Chairman
How to Write Your Legislator
State Legislative Manual (available from your legislator)
List of Legislators
Committee Assignments of Legislators

NON-BOARD MEMBERS

BUDGET CHAIRMAN

The Art of Spending Money*
Budget Forms*
Budget Committee Workbook*
State Budget - current
National Budget* current
Local Budget and Explanation

CHAIRMAN BYLAWS COMMITTEE

Local League Handbook*
Standard Local League Bylaws*
Explanation of Local League Bylaws*

CHAIRMAN NOMINATING COMMITTEE

The Nominating Committee*
Local League Handbook*

OUTLOOK CALENDAR - 1971-1972

Please note: Any publications listed in a month are planned for the last day of that month, So do not plan to schedule unit meetings or general meetings based on these publications for at least another month following publication. The center section, LOCAL, is for your use in your Board Calendar Planning.

STATE	LOCAL	NATIONAL
July, 1971 Indians in Minnesota	July, 1971	July, 1971 National VOTER: Program tear-off
August, 1971 8/1 - Deadline for Paid Membership lists to state office Committee Guide: Judiciary Committee Guide: Legislative Chairman Questionnaire: School District Election Procedures 8/31 - Local Publication list due Questionnaire: Judiciary Materials for Interim Legislative Interviews State Department of Education information-theirs	August, 1971	August, 1971
September, 1971 9/16 CMAL Delegates Meeting 9/22, 24, 27, 30 -Fall Finance/Local Agenda-plus Workshops Questionnaire: Solid Waste (EQ) Committee Guide: Indians in Minnesota 9/30 -Local Agenda Questionnaires due	September, 1971	September, 1971 Questionnaire: Solid Waste (EQ)

STATE October, 1971	LOCAL October, 1971	NATIONAL October, 1971
10/2 thru 15 - Registration Drive for NEW Voters 10/11 - US CONGRESS WORKSHOP 10/15 - School Elections Questionnaire Due 10/20 - UN Rally		10/11 US CONGRESS WORKSHOP 10/20 UN Rally
November, 1971 11/1-12-Myth-Dispelling Workshops (Welfare) 11/4-China Workshop (World Affairs Center's) 11/30-Solid Waste Questionnaires due-in state office Digest of Election Laws-new edition	November, 1971	November, 1971 11/30-Solid Waste questionnaires due in state office.
December, 1971 Committee Guide: School District Election Procedures 12/1-Judiciary Questionnaires due Precinct Caucus Kit-VS Committee Guide: Caucus Resolutions	December, 1971	December, 1971 Congressional Interviews
January, 1972 Results of solid waste state survey to Leagues 1/20-Metropolitan League Day (CMAL)	January, 1972 Begin plans for annual meeting	January, 1972
February, 1972 2/22-UNIFORM PRECINCT CAUCUS DAY CMAL Land Use information expected	February, 1972	February, 1972 2/1 - National Program Suggestions due (1 round only!)
March, 1972 State Department of Education information-ours 3/16-CMAL Delegates meeting	March, 1972	March, 1972 3/1-U.S. Congress Consensus due 3/20-Proposed Program to state, local Leagues

STATE	LOCAL	NATIONAL
April, 1972	April, 1972	April, 1972
4/1-School District Election Procedures consensus due 4/19-State Council State Constitutional Amendments information Questionnaire: local/ state Education Relationships Your Vote Makes a Difference (Election '72 update)	4/19- State Council	
May, 1972	May, 1972	May, 1972
5/1-5 - National Convention 5/8-14 - American Indian Week 5/16,17,& 18 - Leadership Workshops	5/1-5 - National Convention	5/1-5 - National Convention
June, 1972	June, 1972	June, 1972
6/1 - Education Questionnaires due 6/1 - CMAL Convention Publication on Campaign Practices		

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
June 1971

STATE PROGRAM 1971 - 1973

(As adopted by the State Convention May 21, 1971)

I. Organization of State Government: Support of improved structure and procedures for the Minnesota legislature and executive branch.

II. Judiciary: Evaluation of structure and procedures as they affect the individual.

III. Education: Support of increased state responsibility in creating and financing equal public educational opportunities for all Minnesota children. Focus on the State Board of Education and State Department of Education including their relationships to local school districts.

IV. Equality of Opportunity: A. Support of policies to ensure equality of opportunity in employment, real property, public accommodations, education and other public services for all citizens. B. Support of administrative enforcement of anti-discrimination laws. C. Support of state responsibility for Indian citizens.

V. Financing Government in Minnesota: Support of property tax reform.

VI. Election Laws: Support of party designation for legislators, the short ballot, an easy amending process, and improvements in election laws in the fields of election procedures and voting. Update: A review of campaign practices and regulations. A study of school district election procedures.

The League of Women Voters of Minnesota

555 WABASHA ST PAUL MINNESOTA 55102 TEL (612) 224-5445

FILE COPY

OUTLOOK FOR WORK*
1973-74

June, 1973
A - T

Entering a New ERA? Convention '73 forecast two years in state study/action. Here's the "look out" on Year I's OUTLOOK, portfolio by portfolio, date-by-date . . .

Among State Board aids to Local Leagues will be:

- Discussion Workshops in four locations - September 18, 20, 24, 25, 1973
- LWV Membership Week (statewide) - October 8 - 13, 1973
  - (Including: Columbus Day "Spectacular" Member Meeting exploring sex discrimination in education, October 8)
- Greening of the League: Budget, Local Program, Land Use (EQ/HR) Workshops in three locations - October 30, November 1, 6, 1973
- Citizen-Government Conference - January 29, 1974
- Focus on State Government Forums - February - April, 1974
- State Council (including special VS and Program workshops) - April 16-17, 1974
- Leadership Workshops - May, 1973

State Publications scheduled include:

- Publications Catalog (updated) - Summer, 1973
- FACTS About the LWV of Minnesota (updated) - Summer, 1973
- Program for Action (updated) - Summer, 1973
- Precinct Caucus Attendance Promotion Kit - End of October, 1973
- League Supports (action flyer, updated) - January, 1974
- Indians in Minnesota (reprint, update) - Winter, 1974

Consensus Deadline:

- National: Campaign Financing - by November 21, 1973
- State: No consensus
- Council of Metropolitan Area Leagues: No consensus

Other Deadlines:

- Legislative Interim Interviews due in state office October 1, 1973
- Local League Membership Lists due in state office October 15, 1973
- Local League Membership Count as of 1/1/74 due in state office Jan. 1, 1974
- Local League Membership Count as of 1/1/74 due in national office Jan. 1, 1974
- Reports by Leagues on Local Corrections Facilities and Programs due in state office March 1, 1974
- Capitol Letter subscriptions for 1974 due in state office Dec. 1, 1973

Reminders:

- Local Board Minutes: Send 1 copy to state office, 1 copy to your League's consultant (see list of Consultants, this mailing)

* Two copies this OUTLOOK supplied each League, as directed by Convention '73 action: 1 copy mimeographed on both sides for President's use and File Copy; 1 copy mimeographed on 1 side only - to be cut apart and distributed to each Board Chairman counterpart. Extra copies complete OUTLOOK 50¢ each from state office.

Bulletins: Send 3 copies to state office, 3 copies to national office, 1 copy directly to your League's consultant, 1 copy to Jeanne Malchon (2400 Pinellas Point Drive S., St. Petersburg, Fla. 33712) and 1 copy to Irene Janski (Minnesota Leaguer on national Board, 6500 2nd Ave. S., Minneapolis 55423).

FISCAL NOTE: Convention '73 voted no state budget underwriting for workshops. Registration fees will be figured to cover expenses and make all workshops self-supporting.

Attention: Leagues Beyond Metropolitan Area: News about plans of the Council of Metropolitan Area Leagues (CMAL) is included in the OUTLOOK. CMAL will continue to provide copies of their study and action material for each League - with tips for possible use by non-CMAL member Leagues. This service is of increasing importance during these flexible Legislative Sessions.

State Council '74 is planned for April 16-17 (tentative location: Camp Courage, Maple Lake - details follow).

File Coding for State Materials: Continuing this year, watch for notations, upper right (under date), page 1, showing where to file and for how long. Three main sections are indicated: Administration (A), Program (Pm), and Voters Service (VS). Materials marked "T" (Temporary) should be kept for two years and discarded; materials marked "P" (Permanent) cover policy, procedures, or Program and should be held until other policies are adopted or Program is no longer on the state agenda. See TIPS ON LOCAL LEAGUE FILING mailed to each League, June, 1972, A - P, for more details. Additional copies available (6¢ each) from state office if original is not in your files! Happy filing.

This OUTLOOK FOR WORK is to be used as a guide for your year's plans; refer to it often. Watch for further information and suggestions in the Board Memo which follows each state Board Meeting (Board meets 2nd Tuesday each month except July, December, and April). State budget provides one copy for each local Board member, mailed 3rd class to save postage; in addition, a single copy of each Board Memo is mailed to presidents first class to speed communication. (We're taking the number of Memos your League needs from the Board List sent to our office by June 12. Is your League's in?) Board Memos are also included in Duplicate Mailing subscriptions (which now cost $10/ subscription).

1973 - 1974 CALENDAR PLANNING

Basics: See p. 13-14; also p. 25: Local League Handbook for tips. Consultant "Recognition Standards", p. 2, same Handbook.

Begin with Calendar at back of this OUTLOOK; refer to portfolio sections for details. Watch for June, 1973, National Board Report for news of national planning and dates.

Review direction from your Annual Meeting on local Program, Voters Service, and action in the community . . . then plan your own forecast of activities. Invite your Consultant (see list included with this OUTLOOK) to meet with your Board as you plan . . schedule planning meeting latter part of July or in August so you'll be ready to send information to your members before unit meetings begin again in September.

P R O G R A M AND A C T I O N

The OUTLOOK FOR WORK covers the eight state Program items including implications of National Program and action for state and local Leagues under Environmental Quality, Human Resources/Equality of Opportunity, Election Laws/Voting Rights (Campaign Financing), Organization of State Government/US Congress/DC. The National Program on International Relations follows these state listings. (See National Council Report, June, 1973, and National Board Report, to come, for further detail on National Program.) Your Board may wish to assign Program responsibilities by topic rather than whether they are National or State Program. It is strongly suggested that you have a Board position of Action Chairman in addition to the Program positions. Only one Program consensus is scheduled - National's Campaign Financing (by November 21, 1973). There will be two major study areas - State's Corrections and Local-State-National's Land Use.

In addition: Program for Action, the publication of State League positions and action areas, will be ready by early fall. As part of the emphasis on local League action, it will have a new section identifying action areas already possible under State and National Program. The late October and early November workshops will focus on local Program-action and Land Use.

CORRECTIONS
(Weber)

Corrections: Study of the organization of both adult and juvenile correctional systems.

Dimensions:

a. Philosophy of rehabilitation and institutionalization (analysis of recidivism)
b. Facilities
c. Personnel
d. Adult Corrections Commission, Youth Conservation Commission - personnel, powers, procedures
e. The interface between judiciary and corrections; i.e. sentencing, probation
f. Alternatives

The committee for this item held its first meeting on May 30. Twenty enthusiastic Leaguers attended and adopted the following schedule as a realistic goal to strive for:

1. September, 1973 . . . Committee Guide
2. March, 1974 . . . Deadline: Return information on local facilities, programs, interface, interviews to state office.
3. September, 1974 . . . Publication
4. Consensus . . . early 1975.

If we are to reach step 4, we need a 100% response from all local Leagues on step 2.

The committee is finding that reams of books and articles have been written on correctional systems in general. Several other state Leagues have studied their state systems - some have reached consensus - and are sharing their materials with us. Many Minnesota organizations are involved in looking into what is happening on the Minnesota scene. And so, the problem becomes at first one of learning what has been dome, what is being done, and what needs to be done in terms of study.

- obvious all of us need to learn the facts about our State facilities. .o gather many of these statistics will be relatively easy as they either exist or soon will be reported by other organizations. But a little preliminary study shows that many programs such as juvenile programs, probation and parole programs, are county centered. To gather information about county facilities and programs is necessary to the study. To do it and do it well will be a challenge to all of us. All local Leagues will have to cooperate in a coordinated program of go-see trips and interviews of local correctional system personnel. There will be lots of opportunity for member participation.

Begin to see who and what is in your county ... but .. do wait for the committee guide to help structure your study and for information on how to coordinate the effort.

The Committee Guide will contain:

... a bibliography
... suggestions for study, for field trips
... guide for interviewing officials, people in the system
... suggestions for Leagues coordinating and cooperating on a county basis
... suggestions for speakers, film, workshops, etc.

Do begin to clip articles from newspapers and magazines and share them with all members. Much information on corrections is appearing each week in the press.

Each local League president will be receiving immediately a notice of the next committee meeting on July 2. Either she or the local chairman for this item is invited to attend. She will be receiving a preliminary kit of "easy summer reading" materials, designed to whet her appetite for more knowledge.

JUDICIARY

Judiciary: Support of a judicial system with the capacity to assure a speedy trial and equal justice for all.

League studied this item for the past two years and recently arrived at consensus. There are several positions which deserve action and the item is also a very good one for local involvement. Leagues should continue to observe their courts. It is a good membership, P.R. Program, and in addition it involves citizens in this third branch of government.

Some of the major issues: The Ramsey County Leagues should be aware of and follow the establishment of a county court system. This legislation passed this year. St. Louis County (Duluth) is now the only county that doesn't have a county system.

During the interim and into next winter's session there will be major legislation considered dealing with juvenile status offenses (non-criminal acts for which juveniles alone are punished - truancy, curfew violation, absenting from home, alcohol, etc.)

Merit selection of judges, creation of an intermediate Appelate Court, establishing a unified court system are all reforms the League supports. They will need a great deal of citizen concern to accomplish. Leagues can be very effective in their local communities by building understanding of these issues and support for them.

Basic publication: Minnesota Judiciary: Structures and Procedures, LWV of MN.
Program for Action, LWV of MN

Report of the Law and Justice Task Force, accepted as broad guidelines by the Metropolitan Council - looking at criminal justice in the seven county area.

ENVIRONMENTAL QUALITY
(Watson)

Environmental Quality: Support positions adopted through national consensus supporting life: action to promote wise use of water resources and improvement of water and air quality. Support of measures to reduce generation of solid waste.

WATER: League's interest in water resources dates back to 1956 when we first started a study of river basins. It seemed most appropriate to focus on omnibus water bills as our legislative priority action; controls on drainage have been tightened, shoreland zoning in incorporated areas is mandatory, flood plain ordinances are mandatory with time tables for compliance and there will be a statewide inventory of our water resources.

At the state level, we will attend MPCA meetings, have observers at river basin commission meetings and keep you posted on activity in water resources through summaries of articles and workshops; look for these in Notes and Quotes. There will be opportunity to support legislation on water resources during the continuing session.

Locally, Leagues can continue to be the watch-dogs in their communities, watching where sanitary land fills are placed, questioning if local industries are not complying with MPCA regulations, supporting sewage disposal systems.

Two new National publications: The Water You Drink, #246, @ 25¢;
Safe Drinking Water For All, #247, @ 25¢.

AIR: League's action to improve air quality has included testifying at standard setting hearings and supporting legislation on mandatory vehicle emission inspection and optional use of highway trust funds for mass transit.

SOLID WASTE: With our new state consensus, we were able to lobby for bills on beverage container deposit and on regional resource recovery centers. The container bill will continue to see action.

LAND USE: Evaluation of land use policies and procedures and their relationship to human needs, population trends, and ecological and socioeconomic factors.

While this new study is a national one, it will require understanding and knowledge of how decisions are made at the local and state levels. Two committee guides from National - Land Use No. 1 and Getting a National Perspective on Land Use Issues are your first tools; they tell you how to get started on your study and give a bibliography. At the state level, we will supply you with information on state laws, state land data, legal decisions that are pertinent, and any state studies on land use.

Local Leagues should research their communities to ascertain where land use decisions are made; i.e., planning commissions, councils and any special commissions. Counties, too, have authority in planning parks, highways, and recently, shoreland management. We will need inter-League cooperation to cover the scene of county and regional areas. We will delineate the regions for you and designate the League responsible for organizing an ad hoc committee.

A workshop is planned for late October and early November; we are scheduling two out of the metro area and one in the metro area. This will be an opportunity for your E.Q. and H.R. committee to get more insight on their study.

CMAL Land Use Puzzle: A must for Leagues in the metro area; good back-

ground reading for other Leagues. Available from CMAL President Ann Thomas, 2109 Lake Rd., Wayzata, 55391.

Minnesota Land Use Map: This recently completed map is excellent! Order from Bulletin Office, 90 Coffey Hall, University of Minnesota, St. Paul, 55101. Costs $3.50 plus 4% sales tax. Checks should be made to U. of MN.

EQUALITY OF OPPORTUNITY AND HUMAN RESOURCES
(Phillips)

The major emphasis for Human Resource/Equality of Opportunity Chairmen will be action and building public support for League positions.

ACTIONS AREAS:

1. Equal Rights Amendment - Update new members. Opponents of the ERA may seek to rescind the ratification of the amendment. We must continue to provide information to the public about the ERA. A packet of ERA material will be available on a loan basis from the state office after July 1st. National has prepared a pamphlet on the ERA.

2. Welfare - You will want to find out how the cutbacks in federal funding for social service programs has affected your community and how revenue sharing monies are being spent by local governments - are they being responsive to the needs of the poor? These problems also concern other Program chairman, so work together to avoid duplication of effort and/or conflict of interest.

   You will also want to know what impact the changes made by the 1973 legislature in financing of welfare will have upon your community; i.e., the state assumption of 50% of the cost of general relief and 50% of the administrative costs of welfare, abolishing the township system of general relief.

3. Indians - Leagues should continue to provide information about the special needs and problems of Indian citizens. The book, Indians In Minnesota, will be revised. No date has been set for the publication of the revised edition. The National League will also be providing information concerning Indians.

4. Housing - Renewed effort is needed to develop community support for low and moderate income housing. The Committee Guide 7, #438, and Housing Supply: A Checklist for Analysis and Action! are valuable aids for taking action.

5. Promote attendance at a one day conference October 8th on Sex Discrimination in Education.

6. Attend the state legislative and Congressional interviews. Help your Action Chairman promote League positions.

7. Land Use Study - Work with the EQ Chairman in the development of the study.

The Report From The Hill, the Committee Guides on Land Use, #258 and #267, the National '73 Council Report, the national Study and Action, and the new state Program For Action are necessary tools for Human Resource Chairmen. The Capitol Letter will provide information on HR/EQ legislation.

EDUCATION
(Jones)

From the Minnesota League's studies of Human Resources and Financing State Government came our study of the State's role in providing equality of educational opportunity for Minnesota's children and the resulting support positions. The 1971 Legislature enacted several laws which included some of the principles supported by League, particularly provisions of the state aids formula toward equalization and a larger percentage of operating costs and transportation aids. During the 1973 Legislative Session, the state government's responsibility to aid local school districts was expanded, toward a goal of 70% of local operating costs by 1974-75, more stringent equalization provisions, and a new concept in an equalization approach to transportation aids.

League action in the 1974 Session of this legislature will be focused on continued opposition to "anti-busing" bills, which were introduced during the Session but not acted upon, watching for any supplemental bills relating to state aids, and encouraging support bills for special education. Since the major finance bills are enacted for a two-year period and local school budgets are dependent on the legislation, no major education bills are expected.

The State League has provided information on the interaction of state and local educational agencies. Those of you with a local education item should review your members' awareness of these interacting responsibilities when formulating consensus questions and stating your League's local education position. We shall continue to send you the publications of the Department of Education and hope to include excerpts of State Board of Education meetings on matters which would be of interest to local Leagues.

In reviewing your material for the education portfolio, you will want to locate copies of our League publications, Equality of Educational Opportunity (1970) and Supplement, Education: State and Local Interaction (1972). There were study guides for each of these, and a questionnaire was included to assist Leagues if they chose to analyze the process of interaction in their districts. You should receive revisions of the state foundation aids formula to attach to these booklets later this fall. Leagues with a local education item need a copy of the School Survey Guide, and would probably find helpful the material gathered by other local Leagues. Your president will receive a compilation of local Program items from all Minnesota Leagues. Don't hesitate to contact those with education items to share ideas!

ELECTION LAWS

Election Laws: Support of party designation for legislators. Support of improvements in election laws regulating campaign practices, election procedures, voting, and school district elections. (Also National Program - Campaign Financing, Direct Election of the President, Voting Rights.)

Party designation and a major new voting registration and election law were passed this Session. Voters Service will be providing you with information about these changes. Our Program-action concerns will be to see that the laws are complied with and that voting rights are protected.

One of our major state legislative interests for the upcoming Session will be to work on and seek passage of improved campaign financing legislation. League will be working with a coalition on this issue (JRLC and Common Cause). Camapign financing legislation at the national level will be a study issue this fall with a consensus deadline of November 21. Further information on

this will be coming from National. (See National Council '73 Report, National Board Report, to come, and National VOTER on Campaign Financing, to come.) While state and national legislation are two separate issues, the undergirding philosophies of what makes good disclosure legislation, the role of public financing, the question of limits, the Constitutional questions of limiting speech and redress of grievances, are common to all levels of government. We will be keeping you informed about state legislation and hope you will become involved with it. This would expand your understanding of the national study.

Minnesota VOTER, September-October, 1972
Committee Guide, Election Laws: Campaign Financing, August, 1972 - LWV of MN
Campaign Spending: The Great American Treasure Hunt, 1972 - LWV of US
Capitol Letters, 1973; League Testimony and Reports - LWV of MN

There were minor changes in school elections on simplifying absentee voter provisions. However, there appears to be no major interst in improving the procedures for these elections. League could be quite effective in this area if we had the volunteer lobbyists. Please volunteer if this interests you.

Direct Election of the President is not likely to receive much attention.

ORGANIZATION OF STATE GOVERNMENT

Organization of State Government: Support of improved structure and procedures for the Minnesota Legislature and Executive Branch. Support of easing of the amending process. (Also National Program - US Congress, Apportionment, D.C.)

Very basic changes in government were made by this legislative session. The two year, flexible legislative session has been implemented. The legislative process was far more open. The amount of information and ease of locating legislation was greatly improved. In the executive branch, a new department of finance was created, encompassing the functions of League's long held position for a post audit. League will stay involved at the Legislature following structural issues. Major action will center around two of the Constitutional Study Commission's recommendations - an easier amending process and procedures to insure equitable and prompt reapportionment of the state legislature. League can support both of these issues. Formerly the ballot issues have been determined by now so that League and other concerned groups could begin to prepare their education and action campaigns to inform voters. With the flexible session, the amendments have not yet been passed. League will be encouraging prompt action as the 1974 Session begins.

League's Congress position, action for responsive legislative procedures with its concern for better leadership and committee process, improved decision making, minority rights, and the public's right to know, is now available for action at the state and local level. Local Leagues can now take action to implement these procedures providing that the members are informed and the League feels action is appropriate. (See Study and Action, LWV of US for details of the US Congress position.) The State Legislature this session passed a law forbidding closed meetings of public bodies with a $100 fine for a first offense, the loss of the job for a second offense.

For resource: The Blue Book, Legislative Manual, will be available, one for each League this fall via the Secretary of State's Office. "Final Report", Minnesota Constitutional Study Commission, February, 1973; new Program for Action (LWV of MN), Capitol Letter. Because of the many major changes, League's former publications in this area are no longer usable.

US.S. Congress: Study and action for responsive legislative processes.

Congressional reform is indeed alive. There is a great need for sustained action in Washington to insure that the preliminary reforms already achieved are not only retained, but that more will be done.

Local Leagues should be utilizing their expertise and tools, e.g., Community Guides, in keeping the issue alive locally and doing some kind of public education which will create a constitutency for reform before the 1974 elections.

D.C. - Local League ingenuity has stimulated greater public interest in D.C. home rule and representation in Congress. Representatives Don Fraser and Ancher Nelsen are still key committee people.

FINANCING GOVERNMENT
(Moss)

Financing Government: Support of property tax reform.

It's been several years since we gave serious thought to the Financing Government topic on our state Program. Most recent action was in 1970, when the League supported the passage of the Constitutional amendment allowing the Legislature to define exempt property. At the May 1973 State Convention, delegates voted to retain the item on our Program, with direction that it be updated.

A new state study committee will be meeting in the near future to discuss ways and means of implementing the direction given by the Convention. League members who are interested in participating in the update are invited to join the committee - just send your name(s) to the state office. We earnestly solicit your participation. After all, what can be more fascinating than the subject of taxes?

A C T I O N
(Berg)

Notice the title - not just Legislative Action. Our National, State, Local and ILO Programs overlap and so does our action. On the state Board, we are coordinating all action under one Action chairman and we are suggesting that you do the same on your local Board. This chairman will work through the Program resource chairmen and their committees, which should include some "action types". The President and Public Relations chairman will be part of the Action committee. (Always keep P R in mind in all action.) If your bulletin editor does not serve on your Action committee, you will want to work closely with her. There will be more information on the "how to" in the Action Committee Guide, which will be mailed with the September Board Memo. In the meantime, read Action, the National LWV publication you received last January, 1973.

Keep in mind that state legislative action must take place all the time. With flexible sessions, lobbying must continue year around. You were a tremendous help to the lobbyists during this 1973 Session, but their job is continuing during the interim and yours must too. To help you during the interim, we have arranged to have each League receive the news summaries published by the House of Representatives Information Service. (The Senate Service is inactive.) The Secretary of State's Blue Book, 1973-74 Legislative Manual, will be gotten to each League in September. The League booklet, You Are The Government, is now obsolete and should not be used. The House

Information Service will have a publication on how a bill becomes a law available in September. We might be able to use it to replace our League brochure on that subject. There will be one more Capitol Letter during the interim and then subscriptions are available for the 7 issues on the 1974 Session. An update on Program For Action will be ready by fall.

Create interest by visiting the Capitol during the interim. The House Committee meetings are the third week of each summer month. Starting in October they will be held the second week. Check to find out if the Senate will follow the same procedure. Visit the Legislature at least once during the 1974 Session. Make a day of it by having lunch with your legislators and visiting the state League office. Or combine it with attendance at a Focus On State Government meeting (FOSG).

In planning your year:

1973

Aug. Check on how revenue sharing is affecting your community.

July-August Minnesota VOTER - on significant legislation. Extra copies will be available to use during your Finance Drive or Membership recruitment.

During the interim, invite your legislators to review the 1973 Session at a public meeting or a gathering of members and their husbands. Some Leagues have held a picnic. You could do this in cooperation with other groups.

Sept. September 1 - Action Committee Guide available.

Write thank you letters to your legislators for support of League Program. Try to refer to specific bills. Information on legislation will be included in the Committee Guide. Keep this information handy for Candidates' meetings.

Conduct interim interviews with your legislators using material included in the Committee Guide. These will be due in the state

Oct. office by October 1.

Keep writing letters to the editor on League Program. Some Leagues have a regular newspaper column. Write one and then ask if your paper would be interested in printing it on a regular basis.

Give speeches using League material and promoting our different Program areas. These do not have to be long. Five minutes can be fit in in addition to a club meeting's regularly scheduled program.

Nov. Candidates' meetings for municipal elections. (Nov. 6 or Dec. 4 depending on the municipality.) Keep League Program in mind when you ask questions at these meetings.

There are Constitutional amendments being heard in committee during the interim. You will hear more about these and we might need your help in getting some of them to the Floor. Next summer we will probably be working on amendment promotion right on through to the election '74, should amendments supporting LWV positions be passed.

Dec. December 1 - Capitol Letter subscriptions due.

Nov.-Dec. VOTER on the interim and prospects for 1974 legislation.

1974

Jan. League Supports flyer mailed to all members Jan.11. An aid in preparing Precinct Caucus resolutions. Prepare your resolutions early and be sure you have someone to present them at each caucus. Educating the public on the caucuses is an action responsibility.

Jan. 15 - the Legislature reconvenes.

Jan. 29 Conference on Citizen ⟷ Government.
Feb. Feb. 19 - F.O.S.G.
Feb. 26 - Present resolutions at the Precinct Caucuses.
March March 19 - F.O.S.G.
Develop personal contacts with incumbents and candidates through those active in Party work. We need to work through the Political Parties. Ask to submit testimony before both political party's county and district resolutions committees.
April April 2 - F.O.S.G.
May Candidates' meetings for School Board elections (May 21). Again keep in mind League Program in Education.
May 20 - Legislature must adjourn by this date.

Whenever possible cooperate with other groups. If their goals are the same as ours we can all benefit by joining forces.

Use your bulletins to pass on information to your membership. Summarize the F.O.S.G. series, the KUOM programs, Congressional interviews, and information from workshops. Review Program that does not require a unit meeting. Promote the Capitol Letter.

You will be hearing from us via the Board Memo and we would like to hear from you. If you have questions or suggestions, call or write. Please share any good ideas and any complaints.

You will get and keep more members if you channel them into action. It is absolutely addicitive! Wear your green League buttons as you go and everyone-get into the ACT!!

N A T I O N A L P R O G R A M

INTERNATIONAL RELATIONS
(Moss)

Support of Policies to promote international cooperation and world peace: action to promote international trade and development efforts, to further normalization of relations with the People's Republic of China and to strengthen the peacekeeping and peacebuilding functions of the United Nations system.

The past year was a busy one for I.R. chairmen, as you well know. The national Board is processing our consensus reports; we should hear the results very soon. With a new sonsensus position in hand, the view for the coming year would appear to be action. As you undoubtedly are aware, the two major pieces of trade legislation, the Trade Expansion Act of 1973 and the Burke-Hartke Bill, are currently being heard in committee. There are good and bad provisions in both bills, and many changes will be made along the rocky road to final passage. Those will, of course, receive close scrutiny from the League. For resource materials check both LWV of US publications Catalogs - the Spring 1973, enclosed in your April-May VOTER, "for members and the public", and the one sent recently to your president, "for leaders" - to be sure that your file contains all of the basic publications. Add to your collection pertinent articles from newspapers, magazines, books, etc.

In addition, National's Reports from the Hill keep us current on the status of bills in all areas of League concern, so remember to add the I.R. sections to your file.

During the coming year, the state I.R. committee will compile a new list of

facts relating to Minnesota's position in the trade picture. If you are interested, or know of anyone with an interest, in joining the committee, please drop a note to the state office; all are most welcome to join!

U.N., Development and China are still on our national Program, and our positions remain valid. (See Study and Action: 1972-74 National Program, LWV of US, #409.) Some Leagues have not done an update for their members on these for some time. Perhaps you might begin thinking about having unit meetings or general meetings on these topics, in preparation for your Program planning meeting. The U.N. and Development still need all the support they can get. More to watch: The President's new Foreign Assistance Act was introduced in early May and is now being heard in the House Foreign Affairs Committee. Hearings opened about the same time in the Senate Foreign Relations Committee on security assistance legislation.

The U.N. Rally will be on October 24th at the Hotel Leamington, Minneapolis.

The U.N. Association office is located at 55 S. 8th St., Minneapolis. They have a good selection of gifts, cards and publications for sale. Stop by when you're in town, or send for their catalog.

Revenue Sharing

Revenue Sharing has cast a shadow of uncertainty over a multitude of federal programs. The administration has a whole catalogue of proposed changes - some are waiting for Congressional action, some have been imposed, to the great concern of those relying on the programs. Congress, public pressure, and the courts have reinstated and re-funded some of the administration's cut. No one really knows the whole picture.

The state League suggests that you begin now to gather the facts about League supported programs within your community so that you can be effective when action is needed. A League committee will be taking further looks at the state-local problems and will advise you where concerted efforts might be effective.

A few Guidelines:

1. Identify needed services and programs and see how they are now funded. (Waste disposal, housing programs, day care centers, OEO programs, manpower programs, education aid for the disadvantaged, legal services, model cities, Indian programs, etc.)
2. Check local governments - village, city, township, county - to see how they used unrestricted revenue sharing.
3. Cooperate with other Leagues if you share a county.
4. Watchdog the programs and your local governments until things get stabilized in Washington and Congress has acted.
5. For League supported programs, you can take action by trying to protect the Federal funding and/or by getting local government to assume respohsibility for the program.

CITIZEN ⟵⟶ GOVERNMENT CONFERENCE

Citizen ⟵⟶ Government Conference - January 29, 1974. This will be a look at how to give citizens a voice in government and yet allow government to function - Housing Development District, Community Councils, Watershed Districts, Metro government, etc., and their relationship to traditional levels of government. What is the best way to handle the decision-making power? Through experts, participants and advocates of various governmental processes,

we hope to take an in-depth look at the best way to make government responsive to citizens. This conference will primarily be of interest to those concerned with structure of government and the Program areas concerned with delivery of services - Human Resources, Environmental Quality, CMAL. It is not intended to be an every member event.

L O C A L P R O G R A M
(Jones)

You lucky Board members with the Local Program portfolio can make both short-term and long-range contributions to your League. In the short run, you will be stimulating your committee and your members to know more about your community, attracting new members with similar interests, and serving in a public relations capacity for your League. Your long range contribution, of course, is in the action your League can take in a positive way to affect the government and the "climate of living" in your area and the resulting status your League should attain in the community.

With that bit of philosophy taken care of, you are more interested in practical aids to make local Program work for you. How does a workshop on local Program strike you? There will be one aimed in your direction (one west, one north, one metro) and at your problems. It will be held simultaneously with helps on budget and finance, so get together with your money people and plan to come on October 30, November 1, or November 6, depending on locale. We shall try to help you in the development of study and research, getting your item ready for action, and choosing and adopting an item for the next year. We would also like to talk about local action with you, especially in terms of guidelines for interpreting and applying state and national positions to the local scene. If you have other ideas of what would be helpful to you, let us know.

Meanwhile, back at the ranch, you have to start figuring out where you are. Most Local Program lists include a variety of local items at various stages of study and action. Those of you with new items should have a nucleus for a working committee from those members favoring adoption of the item. Recruit them immediately! Be sure to discuss with your Board the scope, direction, and limits that your new study will have this year. You also need to decide on a reasonable timetable with the Board and your committee for different stages and for reporting to the Board, the League, and the community. Specific helps to get your study going are found in the publication, Local Program, How to Chose, Research, Present, Publish,Act (LWV of Indiana, 619 Illinois Bldg., Indianapolis, Ind. 46204, $1.25). Your predecessor should have willed her copy to you, but if you can't find it, order another - it's worth it. If your local study topic has ties with EQ, HR, Education, or any other League item which is current in state or national Programs, be sure to read previous Board Memos and source material on those items.

About those Local Program items that are retained to permit you to act - it is usually the responsibility of the Local Program Board member to keep alert and inform the Board of appropriate moments for action on those items. Perhaps a local action committee could assist you in keeping current on these topics, especially if there are several. If you have an Action Chairman, you will want to work closely with her toward achieving specific local goals.

Some of you may have items on your list that really haven't come to a League-like happy ending. Are there areas of former Program study that need consensus and position-stating? How about persuading your Board to tidy up those items and put them in an action stance? Wouldn't your League prefer to be

trying to do something, since that was one of the reasons for choosing the item? You and your Board could plan an "update" and draft consensus questions that would put your League in business on items that have been dormant.

Surely this gives you something to do over these relaxing summer months. Now, you know - Local Program people don't get the summer off if they are going to do a good job. Sorry about that! See you this fall.

C O U N C I L O F M E T R O P O L I T A N A R E A L E A G U E S

(Ann Thomas, CMAL Chairman)

CMAL, established in 1962, recently adopted a new set of bylaws, in conformity with the ruling of the June, 1972, National League of Women Voters Convention. As a recognized Inter-League Organization, we will be eligible to send a delegate to the National Convention.

Through CMAL, members of all 35 local Leagues in the 7 county metropolitan area work to find solutions to governmental problems that extend beyond municipal boundaries.

POSITIONS:

LAND USE

Cmal recognizes that increasing pressures for development in the entire Twin Cities area indicate a need for a stronger public voice in land use decisions. We support metropolitan level planning, programs and policies directed toward channeling development in ways that will: 1) Preserve and enhance the natural environment, 2) Use public investment to the best advantage, and 3) Provide area residents with diversity in the choice of facilities and amenities.

GOVERNMENTAL DECISION MAKING

CMAL supports provisions for coordinated metropolitan services focused through the Metropolitan Council. CMAL will support the development of the Metropolitan Council as the decision-making body for metropolitan needs in accordance with these criteria: efficiency,and economy, equitable financing, flexibility, citizen control, and responsiveness to the electorate.

FISCAL DISPARITIES

CMAL supports area-wide sharing of fiscal resources, to move toward the solution of problems created by fiscal disparities and to finance services which benefit the Twin Cities metropolitan area as a whole or affect the lives of all its citizens.

TRANSPORTATION

CMAL continues its support of improved mass transit and provision of a new non-air polutting transit system.

OUTLOOK FOR WORK!

At its June, 1973 Convention, CMAL adopted a new study item, In response to member request, and to the flexibility necessary to adjust to the new Legislative timetable, the item will require no consensus, but will require active member participation from all the CMAL Leagues.

New Study: CMAL will take a new look at the evolving roles of a) various levels of government in the metropolitan area and their

interaction; and b) citizen involvement.

Resource committee activity will begin this summer with an organization meeting at the Minneapolis League office at 10:00 a.m., June 27, and will continue on a regular basis. All interested League members are invited to attend.

A series of update papers covering our previously adopted positions will be issued to all Leagues in the fall of 1973.

S E C R E T A R Y
(Rosenbloom)

For a detailed description of a League secretary's responsibilities, see p. 16 and 17 of the Local League Handbook.

MINUTES: The secretary is responsible for minutes of Board meetings, annual meetings and other general membership meetings where business is conducted. All minutes are a part of your League's permanent file.

If you are a new secretary, check with the Model Minutes form (available from the state office, in case it is not in your file) as you begin your duties. Keep your notes taken at each meeting in a shorthand notebook used only for this purpose; consider provisions for tape-recording discussions on matters you may wish to record verbatim unless you take shorthand.

Make at least three copies of each meeting's minutes:

1. Mail one copy within 7 days after the meeting to the state office.
2. Mail one copy to your local League's state consultant (new list enclosed with this OUTLOOK)
3. Keep one copy for your permanent file.

BYLAWS: It is the secretary's responsibility to keep up-to-date copies of local League Bylaws. Ask for time at your August or September Board meeting to review your local Bylaws with your Board; if changes are in order, a Bylaws Committee should be appointed to report to the membership in November or December. Then the Board can consider changes at the January Board meeting, forward suggested changes to the state Board for suggestions and review and have them back in time for publication 30 days before your annual meeting. Article XII of your Bylaws spells out the amending process. Indicate date of adoption of each revision. A copy of your up-to-date Bylaws should be kept in the secretary's permanent file, a copy should be sent to the state office and a copy given to each of your Board members. Any changes in dues require a Bylaw change.

REPORTS: Check pages 13 & 14, Local League Handbook - since you are the recordkeeper for your League. Adhering to Bylaws deadlines, deadlines for reports to state and national, and files of copies of these reports are all part of your responsibility as "recordkeeper".

T R E A S U R E R
(Moss)

Everything you need to know about "treasuring" is contained in the Guide for a Local League Treasurer, LWV of US, #248. If you familiarize yourself with its contents your job for the coming year(s) should run relatively smoothly.

Here are a few selected reminders:

a. work closely with your publications, membership, finance and budget

chairman

b. you are the custodian of all League funds!

c. IMPORTANT - be sure to (1) collect and pay the Minnesota State Sales and Use Tax, and (2) file federal form 990 annually. Memos, dated May, 1972, about (1) and (2) were mailed to local Leagues last year. If you don't have them in your file, please write to the state office for copies.

d. please - send in your reports to the state and national Leagues on the dates requested (e.g., membership count by Jan. 1, 1974)

e. send changes in your membership roster (on forms provided by National) every month - one copy to the state office and one copy to national. On the state copy, please include members' first names.

f. send your pledge payments to the state office and the $4 per member payment directly to the national office when due.

g. this year we are requesting that you send a complete membership list to the state office by October 15, 1973.

Other publications/forms you should have in your file include:

The Art of Budget Building, LWV of US, 1973, #268 (brand new!)
Budget forms, Revised, 1972
Dues notices
Member Transfer Cards
Membership Cards
Change of address forms
Current State and National Budgets

In the fall, you will be invited to attend a meeting (October 30, November 1 or 6) on the subject of budget making; we hope to make it informative and helpful, so plan to attend.

F I N A N C E AND B U D G E T

New budgeting forms and working tools were sent each League in 1972-73 from national: The Art of Budget Building, #268 and revised local League Budget Forms. Check your files. If you don't have them, order additional copies from the national office NOW!

Three regional workshops on local League budgeting will be held: October 30, Cass Lake; November 1, Metro Area; November 6, Marshall. Details available in the September Board Memo.

Basic information for finance chairmen is available in the Local League Handbook, p. 44-46, plus The Art of Raising Money. If you are a new chairman, check your files for special finance tips developed in 1971 for the regional Finance Workshops (Not there? Order now from the state office.) Also check the new national publications Catalog for leaders, p. 10 for their most recent tips on Development-Fundraising.

M E M B E R S H I P
(Atchison)

What is your goal as membership chairman? Is it written down? Does your committee understand it? Did your committee help to establish it? Does the rest of your Board concur?

If you can answer that first question, and then say "yes" to the next four, you are well on your way to a successful year. Knowing what you want to

accomplish helps to decide how to do it. Having a committed committee is almost essential to success!

For some Leagues the goal is increased numbers, for others it is increased participation of present membership. Maybe for you it is both. You and your committee will know best what your League needs. Use those LWV publications listed in the Guide to Publications for Local Board Members included with this OUTLOOK. This cannot be over-emphasized! They are full of well-tested suggestions resulting from experience of dedicated League leaders. Especially helpful are:

For all-round advice - Getting and Keeping Members (National's handbook)
For recent ideas from other Leagues - Operation Outreach #3 (National, February, 1973)

If these are not in your file, they should be, so track them down in your League or order them now from the national office.

The state Board has scheduled the following events to coincide with your Fall Membership Campaign:

Sept. 18, 20,24, 25 — Discussion Workshops - in four locations. By popular request, League experts will present discussion techniques for improved unit meetings, better program development and, therefore, happier members. All members, but especially unit leaders and Program chairmen are urged to attend. (See September Board Memo for details.)

Oct. 8 - 13 — LWV Membership Week - a big P.R. push will focus on the contributions of the League of Women Voters to the community and to its members. (See Public Relations section, this OUTLOOK.)

Oct. 8 — Columbus Day "Spectacular" - Our third annual Columbus Day event will feature well-known speakers, have lots of publicity and should provide the clincher for your Fall Membership Drive. Current plans are that Human Resources, Public Relations and Membership will cooperate in bringing you a fascinating day exploring sex discrimination in education.

Be sure to invite your present membership, prospective members, recent drops, waverers, as well as school board, teachers (it's a vacation from school in some communities), counselors.

We plan to reinstate the "Minnesota Membership Memo" which will be aimed at helping you to organize more effectively to get and keep members. Let me know what your problems are and what help you need and I'll do my best to respond.

And here's what we need from you:

On or before October 15 - a complete membership list (your list is our VOTER mailing list and it is very important that it be accurate).

On or before January 1, 1974 - membership count as of January 1, 1974 (this also goes to National) which we must have in order to make up the State Budget and get it to you in time for you to make up your budget.

Every month (or more often, if you need to!) - Membership reports of new members, drops, transfers. In some Leagues the treasurer is responsibile for this, but the membership committee should make sure that accurate information gets to the state and

national office. Mailing list trouble makes disgruntled members.

Here's wishing you a great year - with more and happier members than ever!

N O M I N A T I N G C O M M I T T E E

Your local Nominating Committee should meet before the "crisis" time. In the fall it would be good for them to meet and discuss the offices to be filled and possible people. Members of the committee should be on the alert during the year to see new people, what they are doing, and where their interests lie. This way all members of the committee will be thinking during the year of the job they have to do.

Nominations for the Hope Washburn Award, given annually at either Convention or Council, should be sent by February 15 to Pat Lucas (Russell), 3264 N. Victoria, St. Paul 55112.

F I E L D S E R V I C E
(Cushing)

What sort of servicing can you expect this year?

First of all, month-to-month advice, encouragement, and tender, loving-care from your Consultant! We hope you will arrange a meeting with her soon, get to know her if she is new to your League, and make use of her help throughout the year. (See enclosed list of Consultants)

Then in answer to your requests, we give you what may turn out to be the "Year of the Workshop". A series of stimulating, accessible, and inexpensive workshops will deal with a variety of concerns to help make your League more effective and your League work more satisfying!

The Fall, 1973, workshops will include training in discussion techniques, the consensus process, and consideration of new ways of handling Program. The locations planned are::

Mankato	Sept. 18	St. Louis Park	Sept. 24
Bemidji	Sept. 20	Roseville	Sept. 25

The 1973 "Greening of the League" (Local Agenda/Budget, etc.) workshops will provide directions in some Program areas, help with budgets, and ideas for local Program and action:

Cass Lake	October 30
Metro Area (to be designated)	November 1
Marshall	November 6

The Leadership Workshops, with separate orientation programs for new Board members and those with previous experience with their portfolio will be held in May, 1974. We hope to have representatives from LWV of US here with us.

In addition, because of repeated suggestions for more opportunities for local League presidents to interact, we plan to arrange "mini-meetings" throughout the year in connection with scheduled Field Service visits for presidents in as many areas as possible.

If you have any ideas on emphasis or additional subjects to be included in our planning, please let us hear from you soon.

V O T E R S S E R V I C E
(Waldo)

The League's goal is to see every citizen a real working partner in our government. This is what Voters Service is all about. So here's the Voters Service OUTLOOK, or where do we go from here?!?

We'll begin the year with fireworks (!) via a League booth in the State Exhibits Building at the Minnesota State Fair, August 24 to September 3, 1973. Local Leagues will be asked to participate in this sharing of information with the citizens.

As a result of Election Law changes enacted in the 1973 Legislative Session, voter registration has been expanded to include all counties in the state. The Voters Service role may be increased as a result. You will be receiving information about these changes by September. Prepare to share it in your communities.

Obviously your planning will include a variety of activities this year, including both Election and Non-Election Voters Service.

> Election Voters Service encourages citizens to register and to vote and enables them to vote as informed citizens by providing factual information about candidates and issues.
>
> Non-Election Voters Service involves people in learning about and participating in government and politics at any level.

So while this may seem to be an "off-year" for Voters Service because there are no national or statewide election, it is an "on-year" for you and your committee to do some creative thinking and planning. Many areas will be having local elections in the fall, 1973, and spring, 1974. You may consider efforts to encourage qualified persons to want to hold public office.

Tip sheets are available on candidates' meetings, boothing, voters guides. (These may be found in your files or obtained from the state office.)

Do include plans for promotion for

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**********************************
* UNIFORM PRECINCT CAUCUS DAY *
*      on February 26, 1974      *
**********************************
```

Start now by getting this date on the calendar in your communities!

- contact school and city officials
- send letters to community organziationa
- send "letter to the editor" stressing the importance of citizen participation in precinct caucuses.

There will be a Precinct Caucus Kit available by November as well as an updated edition of the League's Digest of Minnesota and School Election Laws. Both will be a help in your precinct caucus promotion. Let's get people involved.

V.S. CALENDAR

Summer: Committee Recruitment and Assignments
State Fair Booth

Explanation of Election Law Changes (1973 Legislation)

Fall: Dissemination of information re: Election Law changes
Planning for Precinct Caucus promotion and participation
Digest of Minnesota and School Election Laws updated
Candidates Meeting for local elections

Winter: Launching of Precinct Caucus promotion

Spring: State Council
Candidates' Meetings for school board elections
Gearing up for General Elections - fall 1974

Keep your Voters Service Handbook handy for easy reference. It is your best tool to help you get the job done.

P U B L I C R E L A T I O N S
(Rockenbach)

Your state P R chairman will help coordinate statewide P R for the following programs or events:

Oct. 8 - 13	- Membership Week
October 8	- Columbus Day Workshop - focusing on sex discrimination in education
Feb. 29)	
March 19)	- Focus on State Government Forums
April 2)	

How to get good P R ? I still say get to know PERSONALLY your local news media people - buy them lunch, coffee, cookies - call them and compliment them on an article you really did think was a very good article. (It does not have to be about the League.)

Beyond those few words of wisdom, I thought you might like to know what other Leagues are doing or thinking. I have not identified them by name because in some cases more than one League said or did the same thing. If you want more information, contact me and I will supply the name or names of the League(s).

Interview candidates (make sure you include all of them and ask the same questions.

Broadcast candidates' meetings..

When local paper/radio station serves more than one League - get together and work out continuing program with each League taking its turn supplying program material. (This prevents paper/radio receiving duplicate requests.)

Invite newspaper reporter to League affairs, annual meeting, membership drive function and local studies.

Use community calendar on radio/TV to publicize Laegue events open to the public.

Supply newspaper with pictures of special events by using black and white polaroid camera. (It saves them time and money by not having to send a photographer.)

"Tie ins" - one League had a United Nations Day Tea and included special recipes with their newspaper article publicizing it. (P.S. - it was very successful.)

Several Leagues joined together and purchased an ad in a newspaper serving these Leagues to invite women to join the League.

If your local newspaper seems to run hot and cold on League coverage and you don't know why -- ASK THEM!!!!

One League dressed a member as a beaver and sent her to an open meeting on "golf course vs. a park" - got good publicity and has since become their symbol.

Are your local papers/radio/TV stations getting copies of your bulletins? Should they?

Does your local radio station have a series of programs that fit into your Program? and could you promote it by including it in your local League publication?

One radio station taped a unit meeting at which a local study on finance was done. Two members of the city council were present to answer questions.

How about supplying your newspaper with background material on some of your studies; it may (1) impress them, (2) inspire an article, (3) show up later in editorials and (4) not do any harm.

If you think the article you sent in was particularly good, timely and of general interest to the readers and it didn't get published - call and in a nice way ask "why not".

Don't forget to use posters and displays to advertize your work - local studies, League publications, etc. Where to put them? Banks, stores, bookstores, churches (aw come on - you can think of some more).

Do you have a local shopper that could use an article and/or polaroid picture to fill up space?

And don't forget "letters to the editor" - local college papers, Vo-Tech, church papers, etc.

Now P R chairmen like "new ideas"; however what's new for one League is "business as usual" for another. When I see what many Leagues are doing, I think you don't need a state P R chairman; you just need someone to "spread the word". The following bit of advice is quoted verbatim because I thought it said so much and so well.

"I have doubts as to there being any such thing as a 'new technique'. Our League has been successful mainly by fully utilizing the P R guide. We feel strongly that continual face-to-face talks with the news editor is the basis for good relations. Being visible in the community at Chamber of Commerce luncheons, community committee meetings open to the public where we can make our presence felt are ways to present a successful profile to the community. Following the "make your positions fit your locality" has generated news editors interest."

NOW GET OUT THERE AND SPREAD YOUR RELATIONS AROUND -- PUBLICLY!

E D I T O R I A L / P U B L I C A T I O N S
(Andersen)

The scope of the Editorial/Publications portfolio on state Board has been expanded to include editing and publishing responsibilities for all state publications in addition to the usual promotional responsibilities.

As Publications Chairman for your local League, you will be the agent and salesman for League publications both within and outside the League. To help you in this important assignment, a Publications Guide was developed in August, 1971, and sent to each local League. Check your files for your copy. If it'e missing, order a replacement now (cost: 50¢ including postage), so that you can plan to use publications in the most effective way possible.

A word about our new publication pricing policy: Because of the new "pre-payment" policy on publication orders being established by the national Board (effective Sept. 1), state Board is requesting that all orders for state publications also be pre-paid. This makes for uniform policy, always desirable, and it will also result in several economies. Billing of individual Leagues will be eliminated; postage, tax and handling charges will be figured automatically into the cost of each publication, something which we sometimes have not done in the past. With the rising cost of EVERYTHING, we feel the need to be as precise as possible in handling publications.

List of basic publications for each Board portfolio: This listing was updated at our June, 1973, Board meeting: two copies are included with this OUTLOOK. One copy is for your president's use in her orientation of Board members; the other is for your use as Publications Chairman. Check now with each member of your Board to see if she has these basic publications in her portfolio. Order missing copies at once. It is difficult for new Board members to plan ahead with confidence if they do not have the tools.

Publications being updated this summer:

- Publications Catalog - Latest listings of state publications; will reflect new pricing policy. Will be mailed to each League later this summer.
- FACTS about the LWV of Minnesota - This basic membership piece is being updated to include state Program for 1973-75. Available later this summer.
- Program for Action - Complete statement of Program positions with explanation of each. Useful for every Board member, but essential for president, secretary, public relations, voter service, unit chairmen, membership , legislative action. Available later this summer.

These publications will be available this fall and winter:

- Digest of Minnesota Election Laws and Minnesota School District Election Laws - Same basic publication with insert of latest election laws.
- Caucus Attendance Promotion Kit - We're aiming for end of October on this essential Voters Service item.
- League Supports - Brief resume of state positions for use at caucuses; also handy as inexpensive membership piece. January '74 availability on this.
- Indians in Minnesota - Being reprinted; will have much new material. Available this winter.

B U L L E T I N E D I T O R
(Amundson, Minnesota VOTER Editor)

Be prepared! Read or reread your Local League Handbook, page 51, "What Every Board Member Should Know About the Bulletin." Talk with your President (especially if you are a new Bulletin Editor or she is a new President) about ways to serve your League through your bulletin. This is the time to consult with your local League Board for suggestions and to discuss the workload for the bulletin and the imprtance for your sanity of definite deadlines.

The June, 1972, OUTLOOK FOR WORK, pages 21-22, lists essential content, helpful publications and suggestions for your bulletin. One way to improve your bulletin is to see what other local Leagues are accomplishing in their bulletins. A list of local League presidents is included with this OUTLOOK; write to a few Leagues with some similarity to your League. Most Leagues will be glad to send a complimentary copy especially if you enclose a small sum to cover postage, etc.

Copies to state and national:

Send three (3) copies of each issue to the state office (555 Wabasha, St. Paul, 55102). Send three copies to national (1730 M St. N.W., Washington 20036) Send one copy to your League's Consultant. (See list of state Board and Field Service Consultants enclosed with this mailing.) Send one copy to Jeanne Malchon (Richard), 2400 Pinellas Point Drive So., St. Petersburg, Fla. 33712. She is the national Board member designated to receive Minnesota bulletins. Send one copy to Irene Janski (O.J.), 6500 2nd Ave. S., Richfield, MN 55423. She is a member of the national Board from our State and national has asked that she be added to our local League's mailing lists.

INCLUDED WITH THIS MAILING*

1 OUTLOOK FOR WORK (to be cut apart for appropriate Board member)
List of State Officers and Directors*
List of Local League Presidents*
List of Consultant Assignments
State Program 1973-75*
Guide to Publications for Local League Board Members (two copies - 1 for President and 1 for Publications Chairman)

*DPM also

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102

June 1973
A-T

OUTLOOK CALENDAR - 1973-1974

1973

July - August

7/1 - 9/30 - 2nd Per Member Payment due in national office
Local League Calendar Planning

September

Interim Legislative Interviews
18, 20 - Fall Workshops (outstate)
24, 25 - Fall Workshops (metro)
19 - CMAL General Meeting

October

10/1 - 12/30 - 3rd Per Member Payment due in national office
1 - Reports of Interim Legislative Interviews due in state office
8-13 - STATEWIDE LEAGUE MEMBERSHIP DRIVE
8 - "Sexism in Education" - Membership Conference (Every Member Conference)
15 - Local League Membership Lists due in state office
24 - UN Rally
27 - Precinct Caucus Promotion (VS) Kits available
30 - Regional Workshop (outstate)

November

1 - Regional Workshop (metro)
6 - Regional Workshop (outstate)
21 - National Campaign Financing Consensus due in national office

December

1 - Election Procedures Report due in state office
1 - Capitol Letter subscriptions due in state office
Congressional Interviews

1974

January

1 - Membership Count as of 1/1/74 due in state and national offices
Final Quarterly Per Member Payment due in national office - 1/1-3/31 (Final payment for fiscal year 4/1/73-3/31/74)
BEGIN PLANS FOR LOCAL LEAGUE ANNUAL MEETING
League Supports (state action publication) mailing to every member
15 - Legislature reconvenes
24 - CMAL General Meeting
29 - Citizen-Government Conference

February

6 - National Program Suggestions and National Bylaw Change Proposals due in national office
15 - Nominations for 1974 Hope Washburn Award due - send to Pat Lucas, state nominating committee chairman
19 - Focus on State Government Forum
26 - UNIFORM PRECINCT CAUCUS DATE

March

1 - Local League Reports on Local Correctional Facilities and Programs due in state office
19 - Focus on State Government Forum
21 - CMAL General Meeting

April

4/1 - 6/30 - 1st Quarter 1974-75 Per Member Payment due in national office
2 - Focus on State Government Forum
16-17 - State Council

May

Week of May 6-10, National Convention, San Francisco
20 - Legislature adjourns (constitutional limit date)
21 - School Board Elections

June

6 - CMAL Convention

555 WABASHA, ST. PAUL, MINNESOTA 55102 TEL (612) 224-5445

FILE COPY

The League of Women Voters of Minnesota

OUTLOOK FOR WORK*

1974-75

May 1974
A - T

Membership--More in '74? Thrive in '75? Year II in '73-'75 State Program: Study and Action projects the Member Message (including a welcome to men, too, as voting members!), portfolio by portfolio, date-by-date . . .

Among State Board aids to local Leagues will be:

- Action Workshops in five locations - September 27, 30; October 1, 3, 4, 1974
- LWV Membership Week (statewide) - October 13-19, 1974
  - (Including: Columbus Day Special Member Meeting highlighting our study of Corrections in Minnesota, October 14)
- Lobby Training Session - for Leagues and other groups - November 19, 1974
- Focus on State Government Forums - January 21, February 18, March 18 and April 15, 1975
- Presidents' Workshop - June 2, 1975 (in conjunction with Convention '75)
- State Convention - June 3 and 4, 1975, at St. Olaf College, Northfield

State Publications scheduled include:

- Campaign Techniques Kit (Voters Service) - Summer 1974
- Promotion Kit for "Vote Yes on Amendments 1 & 2" (Action) - End of August 1974
- Lively Issues VOTER (looking ahead to State Program '75-'77) - July/August '74
- Voters Guide to State Candidates (following Primary Election) - September 1974
- Corrections Study Publication - October 1974
- Kit for unit discussion in preparation for state Program-making - End of October 1974
- Updates: Size of State Legislature, Rotation of Names on the Ballot - Fall 1974
- Fact Sheet on Mining Processes: Environmental Effects - Fall 1974
- Fact Sheet on Minnesota manufacturing and agricultural exports - Fall 1974
- INDIANS IN MINNESOTA - Third Edition - Fall 1974
- Legislative Outlook VOTER - November/December 1974
- Report of School Levy Limit Study - January 1975

Consensus Deadlines:

- State: Corrections - March 24, 1975
- National: Land Use - January 31, 1975

Other Deadlines:

- Membership Lists due in state office October 15, 1974
- Capitol Letter subscriptions for 1975 due in state office December 1, 1974
- Election '74 Voters Service Reports due in state office December 1, 1974
- Legislative Interviews due in state office December 15, 1974
- Local League Membership Count as of 1/1/75 due in state and national offices January 15, 1975
- Response to Judiciary Questionnaires due in state office March 1, 1975
- 1st Round State Program Suggestions due in state office March 3, 1975 (three months before Convention '75)
- Proposed State Bylaw Changes due in state office March 3, 1975 (three months before Convention '75)
- Proposed State Program '75-'77 to local Leagues by April 3, 1975 (two months before Convention '75)

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* Two copies of this OUTLOOK supplied each League; one copy mimeographed on both sides for president's use and File Copy; one copy mimeographed on one side only--to be cut apart and distributed to each Board Portfolio Chairman counterpart. Extra copies of complete OUTLOOK FOR WORK - order from state office - 55¢ each + postage and handling.

2nd Round State Program Suggestions due in state office by May 7, 1975 (three weeks before Convention '75)

Reminders:

Local Board Minutes: Send one copy to state office, one copy to your League's consultant (watch for new Consultant List, June 1974)

Bulletins: Send three copies to state office, three copies to national office, and one copy to your League's consultant.

FISCAL NOTE: Council '74 voted no state budget underwriting for workshops. Registration fees will be figured to cover expenses and make all workshops self-supporting. Other Council '74 budget action established the following Board Memo distribution policy: two copies free to each League (one mimeoed on one side only, to be cut up for distribution to local Board members). Subscriptions for Board Memo to be mailed first class to each subscriber available at $4.00 per subscription (order now from state office; subscription begins with June 1974 Board Memo).

Attention: Leagues Beyond Metropolitan Area: News about plans of the Council of Metropolitan Area Leagues (CMAL) is included in the OUTLOOK. CMAL will continue to provide copies of their study and action material for each League - with tips for possible use by non-CMAL member Leagues. This service is of increasing importance during these flexible lesiglative sessions.

File Coding for State Materials: Continuing this year, watch for notations, upper right (under date), page one, showing where to file and for how long. Three main sections are indicated: Administration (A), Program (Pm) and Voters Service (VS). Materials marked "T" (Temporary) should be kept for two years and discarded; materials marked "P" (Permanent) cover policy, procedures, or Program and should be held until other policies are adopted or Program is no longer on the state agenda. See TIPS ON LOCAL LEAGUE FILING mailed to each League, June 1972, A - P, for more details. Additional copies available (6¢ each) from state office if original is not in your files! Happy filing.

This OUTLOOK FOR WORK is to be used as a guide for your year's plans; refer to it often. Watch for further information and suggestions in the Board Memo which follows each state Board meeting (Board meets 2nd Tuesday each month except July and December). A single copy of the Board Memo is mailed to presidents first class to speed communication; in addition, another copy (printed on one side only) of the Board Memo will accompany the balance of the presidents' mailing, i.e. the items identified in Board Memos as "included with this mailing," which is mailed third class. See above for additional subscriptions. Board Memo is also included in Duplicate Presidents Mailing subscription, $10.00 per subscription.

1974 - 1975 CALENDAR PLANNING

Basics: See p. 13-14; also p. 25: LOCAL LEAGUE HANDBOOK for tips.
Consultant "Recognition Standards," p. 2, same HANDBOOK.
Begin with Calendar at back of this OUTLOOK; refer to portfolio sections for details. Watch for June 1974, NATIONAL BOARD REPORT for news of national planning and dates.
Review direction from your Annual Meeting on Local Program, Voters Service and action in the community . . . then plan your own forecast of activities. Invite your consultant (list available in June) to meet with your Board as you plan . . schedule planning meeting latter part of July or in August so you'll be ready to send information to your members before unit meetings begin again in September.

State Program Selection Timetable

In preparation for adoption of state Program at Convention, June 3 and 4, 1974, the following is suggested:

1. "Lively Issues" VOTER (July/August) will discuss aspects of current Program that could have further study and consensus to make the positions more useful. This VOTER will also look at new issues that members might wish to recommend as possible state Program items.
2. A kit on unit discussion for proposed state Program suggestions will be sent to Leagues by October 31, 1974.
3. Suggested local unit meetings on state Program selection in December 1974 or January-February 1975.
4. First round of state Program suggestions due in state office March 3, 1975 (three months before Convention).
5. Proposed Program sent by state Board to Leagues by April 3, 1975 (two months before Convention).
6. Second round Program suggestions due in state office by May 7, 1975 (three weeks before Convention).
7. State Convention June 3-4, 1975 for Program debate and adoption for 1975-77.

Proposals for State Bylaw Change Timetable

1. Amendments to state bylaws may be proposed by any League Board. Suggestions due in state office March 3, 1975.
2. The amendments submitted along with state Board recommendations to be sent to the local Leagues by April 3, 1975.
3. Adoptions of bylaw changes requiring a 2/3rds vote at state Convention, June 3-4, 1975.

P R O G R A M and A C T I O N

Basics: This OUTLOOK FOR WORK covers the eight state Program items adopted for 1973-75. In addition, the OUTLOOK also covers some aspects of national Program adopted at Convention '74 (May 6-10); watch for complete information from national in the next NATIONAL BOARD REPORT and the national Convention '74 Report.

Consider assigning Program responsibilities by topic rather than as "national" or "state" Program. In addition to Program chairmen, we hope that each Board will assign an Action Chairman to coordinate all your Action--local, state and national! Workshops (five of them, around the state!) in September/October '74 will help her "act"!

National:

Overview: For the League year 1974-75, national Program will continue Land Use study with consensus returns probably due in March 1975. A new study under national Representative Government ("Evaluation of the role of the executive branch") will be beginning. A national publication on Indians should be finished in 1975. Following delegate action at national Convention, national bylaws are amended to allow League action on our Principles, including an addition to these Principles (as result of Convention '74 action) that meetings of all governmental bodies and access to public records of these bodies should be open to the public. Information from national League will give more details.

State:

State Program will stress the Corrections study with a publication due in October, followed by study and consensus questions for unit discussion. Consensus replies are due March 24, 1975, in the state office. INDIANS IN MINNESOTA (Third Edition) should be ready in the fall, 1974. Program updates and additional informational pieces are planned on size of the Legislature, rotation of names on the ballot, mining processes and environmental effect, Minnesota exports, and school tax levy limitation. Action will include a full-scale "Vote Yes" campaign on Amendments 1 and 2 proposed for voter consideration at the November 5 General Election. In addition, state Action will identify selected issues for state legislation in 1975. Five regional Action Workshops in the fall of 1974 will help Leagues prepare for such action. Included in plans for Action are questionnaires for candidates, for

newly elected legislators and plans for a Legislative Outlook VOTER (November/December '74). A proposal for a Political Accountability Rating (PAR) will be submitted to delegates at the 1975 State Convention; the selected issues cited above would be used in rating the 1975 session if the proposal is accepted by the Convention.

The Program-Action activities have continuous need for Leaguers willing to help and interested in expanding their own skills. Call or write the state League office if you would like to accept the challenge! A Lobbyist Training Workshop will acquaint all who want to know more about the state legislative process. It will be held November 19, 1974. The session is open also to non-Leaguers. A further, in-depth training session will be held later for Leaguers wishing to become observers and/or lobbyists.

S T A T E P R O G R A M

CORRECTIONS
(Weber)

Corrections: Study of the organization of both adult and juvenile correctional systems.
Dimensions:

a. Philosophy of rehabilitation and institutionalization (analysis of recidivism)
b. Facilities
c. Personnel
d. Adult Corrections Commission, Youth Conservation Commission - personnel, powers, procedures
e. The interface between judiciary and corrections; i.e. sentencing, probation
f. Alternatives

Corrections is beginning its second year as a study item. It is proceeding according to the original schedule and plan: in the first year learn what the Minnesota system is; look at local and county facilities and resources in the community; gain an overview of the system. Committee Guides I and II as well as the completion of the questionnaires were designed to do this.

The outlook for the coming year, the second year, is:

1. October 1.....publication release.

The publication will concern itself with corrections in Minnesota. It will incorporate and report in greater depth information on state institutions and their programs as well as include much new material. It will be objective in presentation. Because changes are constantly occurring within the system, consideration will be given to making the publication easy to keep up to date.

2. October 14.....workshop

A workshop on corrections will be held in the Metro Area. It will be planned to augment the fine workshop presented by the St. Louis Park and Edina Leagues in last January. Planning now underway calls for the first formal announcement of it to go to local Leagues in July and for all registrations to be made by October 1. The workshop will concentrate on material related to consensus areas.
Plan to set aside the day NOW so your League will have the advantage of being able to come.

3. March 24, 1975.....deadline for return of consensus to state office.

To meet this deadline, local Leagues will want to program study, discussion and consensus taking prior to March 1. Consensus questions will be "pretested" on noncommittee members to aid the committee in writing understandable and unbiased questions which will lead to workable positions if consensus is reached. The questions will be available no later than October 30.

We realize this study is but one item of a total Program and that it must take its turn. So rather than suggest a specific month for presentation, plan on basis of when the publication and questions will be available and when the deadline for consensus return is.

By request The slides presented at State Council and showing state institutions are now available for use by local Leagues. There will be a charge for handling and postage. Contact the office if you want to borrow them.

JUDICIARY
(Gross)

Judiciary: Support of a judicial system with the capacity to assure a speedy trial and equal justice for all.

- Supports administrative reforms that expedite justice
- Supports methods to strengthen judicial selection
- - Supports procedural reforms that ensure individual rights and access to due process of law
- Supports development of community alternatives as an adjunct to the judicial system

This item was first adopted at the 1971 Convention with consensus reached in the spring of 1973.

Position support made it possible to support legislation in the 1974 Legislature session coneerning no fault divorce, grand jury reform and procedural reforms. The LWVMN focus in the 1975-76 legislative session will include potential legislation in the areas of unified court and status offenses. The League will be following a study commission, operating under the jurisdiction of the Judicial Council, looking at the relationship between the district and county courts. The commission is expected to make recommendations late in 1974 concerning this relationship and these recommendations have the potential of helping to determine the course of legislation concerning a unified court.

The 1971 Minnesota Legislature passed a County Court Act which abolished all municipal courts and created county courts as the major lower level courts in 84 counties (excludes Hennepin, Ramsey and St. Louis). These courts have been in operation since July 1, 1972. Although the law gives county courts jurisdiction in specific areas, it does have concurrent jurisdiction with the district court in a number of areas, specifically cases involving the administration of trust estates, divorce, annulment and separate maintenance proceedings and adoption.

In order for Leagues to refresh their knowledge of the court procedures, it is recommended that Leagues continue to observe the county and district courts regularly. Each League will be asked to fill out a questionnaire pertaining to the relationship of the county and district courts. Questionnaires will be due at the state office March 1, 1975.

Because the LWVMN is also concerned about the availability of counsel to indigent and semi-indigent individuals, the questionnaire will also include information concerning the public defender system and Legal Aid in each League's locality.

Publications to help you:

- MINNESOTA JUDICIARY: STRUCTURES AND PROCEDURES
- Judiciary Committee Guides I & II
- PROGRAM FOR ACTION

Dates: Questionnaires due in to state office March 1, 1975.

ENVIRONMENTAL QUALITY
(Watson)

Environmental Quality: Support positions adopted through national consensus supporting life: action to promote wise use of water resources and improvement of water and air quality. Support of measures to reduce generation of solid waste.

The last missing piece for total action on environmental issues will be supplied when we reach consensus on Land Use. The recent announcement from the national Board that Leagues can take action on energy issues which affect our current position also will open up new areas for action.

At the state level, we will be lobbying for water bills not yet a reality, beverage deposit legislation, vehicle emission inspection, environmental rights for labor. We will observe Pollution Control Agency and the Environmental Quality Council and keep you aware of their action. We will act as a clearing house so you can be informed on what other local Leagues are doing.

LAND USE: Focus on land use policies and powers needed to foster an optimum balance between human needs and environmental quality.

The latest information is that consensus will be required by national in Jan. Land Use unit meetings should be held by first of the year. (See June NATIONAL BOARD REPORT.) As we enter the last phase of the study, check to see that you have covered all the available materials.

National material
- Committee Guide #1
- #2 Getting a National Perspective on Land Use Issues
- Current Focus Land Use at the State Level--the Growing Edge
- Planning in the 70's

State material
- Land Use in Minnesota
- Land Use and the Legislature
- Summary of proposed Minnesota Land Use Bill
- Summaries of publications suggested by national
- A State Land and Water Use Policy for Minnesota--Soil Conservation Society
- The New American Land Rush--Time Magazine reprint

Land use has so many implications; it includes the physical make-up of the land itself, people and their housing, their transportation, their recreational areas, their demands for physical services and the subsequent pressures on governmental units to provide those services. At what level should these decisions which affect the land and its people be made? How can we protect the land and preserve the rights and the needs of people?

State agencies directly involved in Land Use
- Minnesota Pollution Control Agency, 1935 W. County Rd. B2, Roseville
- State Planning Agency, Capitol Square Building, St. Paul
- Environmental Quality Council, Capitol Square Building, St. Paul
- Department of Natural Resources, Centennial Office Building, St. Paul

WATER: A new opportunity for action to improve water quality is through discharge permits. The Federal Water Pollution Act Amendments included provisions to eliminate harmful discharges through a permit system. Each discharger must apply for a permit through the U.S. Environmental Protection Agency and the PCA; (currently PCA is seeking the authority to assume this responsibility). After an investigation is made, notices are sent indicating preliminary approval and citizens have 30 days in which to comment; no permits are granted until this opportunity for comment expires. We will prepare some instructional material for Leagues so they can participate in this important citizen action. The first is to apply for notification of National Discharge Elimination System (NPDES) permits in your areas:

Mrs. Carolyn Cates, Permit Branch, U.S. EPA, 1 N. Wacker Dr., Chicago, IL 60606

A potential threat to air and water quality is the copper and nickel mining presently proposed in northern Minnesota. We will gather information on the mining process and the environmental impact for those Leagues where mining might take place; this information will be available in September. Until passage of statewide wetland protection and mandatory erosion control, local Leagues can press for ordinances at the local level.

SOLID WASTE: Local Leagues are making gains in promoting ordinances to ban the can. At present, Coon Rapids has passed such an ordinance and is awaiting a referendum on it; the ordinance has passed its first reading in both Blaine and Crystal. Anoka is taking a poll to ascertain the amount of support for a similar ordinance. We have made up a "how-to" packet with the latest information on the subject as well as a model ordinance. Let us know if you want one. With funding available for grants for Resource Recovery projects in solid waste, be informed of what is happening in your area. Currently, Austin has a program for household separation of newspapers, plastics and metals for subsequent recycling and recovery.

HUMAN RESOURCES/EQUALITY OF OPPORTUNITY
(Phillips)

Equality of Opportunity: Support of policies to ensure equality of opportunity in employment, real property, public accommodations, education and other public services for all

persons. Support of administrative enforcement of antidiscrimination laws. Support of state responsibility for Indian citizens.

The Human Resources/Equality of Opportunity portfolio is a many-faceted thing and action is limited only by the interest and concern of the chairperson and local League members. Member interest can usually be stimulated by making the members aware of the problems and how they may be remedied. The HR/EO portfolio has not been a study item for several years and consequently many new members are not acquainted with all the action areas nor do they have the necessary background information. Updating members on the position is a major responsibility of the Program chairman. Involve the Membership chairperson in preparing ways that will be especially valuable to new members.

SOME ACTION SUGGESTIONS:

1. Indians - the book, INDIANS IN MINNESOTA, will be available this fall. Plan now to use the book to update League members. Work with the Publications chairperson in planning ways to publicize the book in your community.
2. Housing - many laws were passed during the 1973-74 legislative sessions. How will they affect your community and what can you do to implement them? Metro Area chairperson may want to receive the reports published by the Metropolitan Council Housing program - 300 Metro Square Building, St. Paul 155101.
3. Equal Rights Amendment - update new members. Although a bill to rescind ratification of the ERA received little support and died in committee during the 1974 session, we must continue to provide information to the public about the ERA. A packet of ERA material is available on a loan basis from the state office.
5. Work with EQ chairperson in the development of the Land Use study.
6. Although the Action chairperson is responsible to respond to Call to Action, the Human Resource chairperson is responsible for providing the factual material needed for a response.

Publications useful for Human Resources/Equality of Opportunity:

Report from the Hill (national)
Capitol Letter (state)
PROGRAM FOR ACTION (state)
STUDY and ACTION (national)

EDUCATION
(Atchison)

Education: Support of increased state responsibility in creating equal public educational opportunities for all Minnesota children through measures to correct racial imbalance and ensure adequate financing of public schools.

Delegates to Council '74 directed the state Board to study the effects of school aid formulas and levy limits on school districts throughout the state. This information will be ready in January 1975.

EDUCATIONAL ISSUES TO WATCH:

1) Sex Bias in Education: A policy statement was approved by the State Board of Education in 1972. A task force was appointed in the spring of 1974 to develop guidelines and recommendations relating to the policy statement; - these are presently under State Board of Education review.

2) Statewide Assessment: Authorized by the Legislature in 1971, pilot testing began in 1972 in the areas of reading and mathematics. Statewide assessment of reading levels of groups of 17 year olds was done in 1973. Results of the testing program are now being disseminated.

3) Accountability: Bills on accountability were introduced in the 1973 Legislature but did not get beyond committee hearings. They will probably be introduced again in the 1975 session.

4) Levy Limitations: The Legislature passed the law in 1971; revised it in 1973. Many districts are feeling financial pressures due to inflation and other increased costs. There will probably be concerted efforts to increase levy limits in 1975 session. Question: How is this reconciled with "equal" opportunity?

At the local level, school surveys and budget watching will help you to know whether your school district is "accountable." Since the state position calls for increased state responsibility for and equalization of funding, you can only support referendums to raise local levy limits if you have local studies and consensus.

Sources:

UPDATE, periodic newsletter on general education items from Minnesota Department of Education

FOCUS, periodic newsletter on Indian Education from Minnesota Department of Education

(To be placed on the mailing list for the above, write: Publications, State Department of Education, Capitol Square Building, 550 Cedar, St. Paul 55101.)

LWVMN: Educational Assessment in Minnesota, November 1973; Accountability in Education, January 1974.

School Survey Guide(LWVUS)

ELECTION LAWS

Election Laws: Support of party designation for legislators. Support of improvements in election laws regulating campaign practices, election procedures, voting and school district elections.

Several major changes in the Minnesota election process will be having their impact on the 1974 fall elections. Leagues will need to be informed about the current laws and regulations on the changed registering procedures, including election day registration and campaign financing--disclosure and limits. The state League plans to provide more information on these changes.

Under our state position League supports increased state responsibility for achieving uniform election procedures and for training election officials. League supported the state legislation requiring mandatory, timely, complete reports of campaign contributions and expenditures. We are also prepared to take action to protect the citizen's right to vote. It would be well for local Leagues to pay close attention to the process of the fall elections, to see that the laws are understood and followed and that voting rights are not violated. These issues will be discussed at the fall Legislative Action Workshops.

Attention still needs to be paid to improving school election procedures. This will require state legislation. Further information on rotation of names of candidates for party-designated, statewide and legislative offices is planned. This will be an Action priority item.

Sources:

Digest of Minnesota Election Laws with update insert (October 1973)

Election Law Update, "Rotation of Names of Candidates on the Ballot"(September 1973)

Minnesota Election Code; Minnesota Campaign Financing Law, Minnesota Secretary of State (revised copies will be coming.)

ORGANIZATION OF STATE GOVERNMENT
(Knutson)

Organization of State Government: Support of improved structure and procedures for the Minnesota Legislature and Executive Branch. Support of easing the amending process.

Although no new study is planned, ACTION under Organization of State Government has two areas of priority: Constitutional Amendment Promotion and legislative reform-reapportionment and reduction of the size of the Legislature.

CONSTITUTIONAL AMENDMENT PROMOTION: The League of Women Voters of Minnesota will actively support the passage of two of the three amendments to the Minnesota Constitution on the November 5 ballot.

Amendment #1 "Shall the Constitution be amended in all its articles to improve its clarity by removing obsolete and inconsequential provisions, by improving its organization and by correcting grammar and style of language, but without making any consequential changes in

its legal effect?"

Amendment #2 "Shall the Minnesota Constitution be amended so future constitutional amendments will pass if approved by 55% of the voters voting on the issue or a majority of those voting in the election?"

Each League should have an Amendment chairman; this may be your Action member or an off-Board appointment. KEEP this separate from Voters Service. A promotion guideline with suggestions and information will be available by August 31 to aid you in your community campaign.

PUBLIC AWARENESS TO THE AMENDMENTS IS ESSENTIAL.

LEGISLATIVE REFORM:

Reapportionment: As the memories of the 1972 reapportionment fade in the minds of the legislators and the public and new members are elected, the chance for a repeat performance after the 1980 census becomes more likely as each session passes without action. The League will continue to work for the passage of an amendment to the Constitution that will guarantee a method of regular and equitable reapportionment. Refer to PROGRAM FOR ACTION; Background for Action - Support of a proposal for an amendment to the Minnesota Constitution providing for congressional and legislative reapportionment by a commission, 8/24/73; and Capitol Letters, 1973 and 1974.

Reduction of the size of the Legislature: The issue for further legislative reform in the areas of size, salary, staff, committee organization and flexible sessions has already emerged with the formation of a Senate minority committee to discuss the merits of a full time-part time Legislature. Two hearings have already been held, one in St. Paul on 4/22 and the other in Rochester on 5/6. Leagues will be notified as to future outstate hearings. Also, the formation of a bicameral, bipartisan committee with citizen representation is anticipated. Information relating to the two committees will be sent to Leagues as the proceedings continue.

A background piece will be prepared with an August due date to bring members up to date on all the ramifications of reducing the Legislature as it relates to our position. It is expected that we will want to be adequately informed to stage a massive drive for public support.

Background materials:
PROGRAM FOR ACTION-1973-1975
Legislative Action Guide-8/71
Background-4/73, p. 4-5
LWVMN Testimony given 3/1/73
A non-League publication, The Sometime Governments, A Critical Study of the 50 American Legislatures by the Citizens Conference on State Legislatures, 1971. Bantam Books.

Legislative action in other areas under Organization of State Government will receive attention as issues emerge.

FINANCING GOVERNMENT
(Moss)

Financing Government: Support of property tax reform.

It's been about six years since any substantial activity has occurred on the financing government topic--either in study or action. There was one notable exception: the League did wage a "Vote Yes" campaign in support of the amendment on the ballot in 1970 allowing the Legislature to redefine exempt property. It testified both before and after the amendment passed.

State Convention delegates have repeatedly voted to keep the subject on our Program, where it has just languished. The 1973 state Convention called for an update on tax information. The March 1974 Minnesota VOTER provided, within the limitations of space, that update.

What seems to be the problem? Are we satisfied/complacent/apathetic/resigned about taxes?

Is it too big and complex a subject to attempt to understand? Do we think that there's nothing we can do about taxes anyway--aren't they here to stay? Why have we been content to hold a position all of these years without bringing our members along?

Could the answer be reluctance, even fear about the difficulty in understanding so intricate a topic? We need to remind ourselves that members who joined League since 1968 have probably had no background at all in financing government and that those of us "old" members who were involved in the 1965-68 study have probably forgotten much of what we learned at that time.

League members are anxious to learn and become informed. The study of taxation is admittedly a difficult one for nonexperts, but certainly not impossible. We've done it before and we can do it again! Once we pick it up we will find that it is totally engrossing and fascinating. It's such a vital part of the economic well-being of every Minnesota citizen.

What should you do? Put it on your calendar for next year; schedule unit meeting. Begin your research by reviewing the League publications (see the bibliography in the March '74 VOTER). Some of the facts are out of date, but you will gain an understanding of the basic concepts of Minnesota's tax structure. Refer to the VOTER for recent changes in tax laws. You and your League members will be informed citizens--much better informed than most of your friends and neighbors.

In order to effect change we must have an informed basis upon which to act and react. Fair and equitable taxes for all Minnesotans is a viable goal. The League can help to make it happen.

N A T I O N A L P R O G R A M

ENVIRONMENTAL QUALITY	Action to achieve a physical environment beneficial to life, including improvement of water and air quality, promotion of wise use of water resources, progress in recycling and reduction in generation of solid wastes. (See pages 5 and 6 this OUTLOOK FOR WORK.)
LAND USE	Action (to be determined) Focus Land Use policies and powers needed to foster an optimum balance between human needs and environmental quality. (Consensus expected in January - see p.6)
HUMAN RESOURCES	Action to achieve equal rights for all, combat discrimination and poverty and provide equal access to housing, employment and quality education. (See pages 6 and 7 this OUTLOOK FOR WORK)
INTERNATIONAL RELATIONS	Action to achieve liberal trade practices, to promote sound international development and to strengthen the United Nations, in recognition of the need for cooperation among nations in an interdependent world.
(Moss)	No specific reference is made to China, since action is implicit in our UN position.

UN: The UN has designated 1974 as World Population Year (WPY). More than 50 countries have formed committees or commissions as proposed by the Secretary-General of the UN, focusing on WPY. During the latter part of August the UN will convene a World Population Conference in Bucharest. Representatives from many countries are expected to participate. The conference will be the first worldwide intergovernmental meeting on population and will serve as the focal point of WPY.

By the end of 1974 the estaimated total world population will reach 3,982,000,000, or almost four billion. In addition, barring any major catastrophe, the world population will double in 30 years. As one UN official reported, "Existing difficulties in providing food, housing, education, medical attention and employment are going to compound themselves in accelerated ratio to population increase unless rational solutions are sought and action taken not when swollen populations are a reality but now."

The challenge before all of us, then is: how will we prepare ourselves to accommodate another world on top of this one?

1975 has been declared the Year of the Woman!

The Women's UN Rally will be on October 15th at the St. Paul Hilton.

The UN Association office and gift shop is located at 55 S. 8th St., Minneapolis. Gifts, cards and publications are for sale; drop in when you are downtown or send for their catalog.

TRADE: If you have been keeping current with the Report from the Hill, you know that the Trade Reform Act of 1973 has passed in the House (HR 10710) but is in trouble in the Senate Finance Committee. The national League gives the bill a 50-50 chance of survival. Be sure to read the April 23, 1974 R/H which includes an "Action Alert."

Trade has enjoyed a high priority on the national Program. Reports by delegates from the 1974 national Convention, however, indicate that the Convention wished to give it a low priority position. Regardless of the degree of emphasis placed on trade by the national League, local Leagues are free to handle Program to suit the interests of the members and communities.

Within the next few weeks the state League office will send out a summary of Minnesota's manufactured and agricultural exports.

DEVELOPMENT AID: Aid, like trade, is facing an unhappy future in Congress. Pressure for a more restrictive aid, as well as trade, policy is building, combined with a lessening of support for the UN.

Reports are that the poor nations are becoming poorer. The sharp rise in oil, food and fertilizer prices has already affected and will continue to cause increasing hardship in the less developed countries. The need to supply more direct technical and financial aid, export credit and low interest loans by the richer countries is imperative.

The House has recently voted down U.S. participation in the International Development Association (IDA) for next year. Hopefully, the Senate will vote for IDA and the House might then reconsider. As Congressman Donald Fraser said, "It is a matter of simple survival and of recognition of the economic imperatives of our relations with the rest of the world."

The administration's Aid bill for fiscal 1975 requests about $5.18 billion--$2.6 billion for economic assistance, $1 billion for international financial institutions and $1.54 billion for military assistance. Of the amount asked for economic assistance, $1.2 billion would be for development aid. (In effect, however, the President is requesting $259 million, since $876.5 million was already authorized by last year's Foreign Assistance Act.)

Other amounts in the proposed legislation include $250 million for Egypt, which has not received any direct bilateral U.S. development aid since 1967; $50 million for Israel; and increase in military aid, from $450 to $985 million; an increase in reconstruction programs for Indochina, from $450 to $940 million.

Secretary Kissinger also summed it up when he stressed the interdependence of nations. " . . . obviously programs of foreign assistance are not hand-outs. They are not do-good programs. But they are done on behalf of an international order and on behalf of an approach to the solution of problems that is in all of our interests, and very much in the American interest."

REPRESENTATIVE GOVERNMENT (Knutson)

Action to promote an open governmental system that is representative, accountable, and responsive to all citizens, emphasizing comprehensive reforms in campaign financing and in congressional structure and procedures.

Study - an evaluation of the role of the Executive Branch.

CAMPAIGN FINANCING: Action to get passage of improved campaign financing legislation at the national level will continue to have League priority.

U.S. CONGRESS: Action within this area is indeed a priority although overshadowed by interest in campaign finance and other activities at the Capitol. Annual reports indicate strong membership interest for continued action and membership updating. To keep members informed through bulletin articles and information meetings, refer to:

Study and Action-'72-'74
Community Guide-Congress: A Time for Renewal
Reports from the Hill
LWVUS Testimony-9/21/73 on Reform of House Committees

At the local level Leagues may use the Congress position and the newly passed LWVUS principle on openness in government providing the membership a) is knowledgeable and informed and b) supports the proposed action. This also applies to action taken by state League and ILOs (see LWVUS March Board Report, page 21, re: openness in government principle)

NEW STUDY: Evaluation of the Executive Branch. This item was voted consideration and then adopted at national Convention May 6-10, 1974. Timing, scope and direction will come later from national material. Leagues can begin now by starting to clip information and doing summer reading on this branch of the federal government.

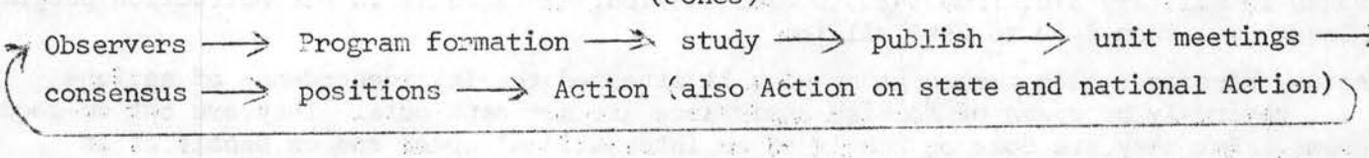
DISTRICT OF COLUMBIA: With the passage on May 7, 1974, of the charter for partial home rule for the District, the emphasis of League action will move to support full congressional voting representation whenever timely.

DIRECT ELECTION OF THE PRESIDENT: You have indicated membership interest in your annual reports. League position was reached in early 1970 and much congressional action occurred then but little since. Increased interest could be anticipated with the upcoming 1976 Presidential election.

To plan an information meeting, refer to:
Study and Action, '72-'74, pp. 26-27 and 42
Who Should Elect the President?
LWVUS Testimony-9/26/73 in support of direct election
The state office also has a 25-minute slide presentation (with script) prepared by the U.S. Chamber of Commerce which offers a quick understanding of our present electoral college system and four major reform proposals. The slide presentation is suitable as an educational tool for schools and other Voter Service activities. If League position is to be stressed as a membership update, the script should be modified somewhat.

ENERGY TASK FORCE: (national level to produce energy related materials to further League and public understanding and to produce recommendations to be used as a basis for League discussion, concurrence and action) As the National Task Force on Energy begins to produce materials and develop recommendations, they will welcome reaction and direction from local Leagues. Write your comments to LWVUS, 1730 M Street, NW, Washington, DC 20036.

L O C A L P R O G R A M
(Jones)



Somewhere in that continuing and continuous cycle, which depicts the pattern of successful local Program development, you should find where each of your local items is. The cycle is also applicable within each local item since it shows the various steps necessary for successful Program item development. So, as local Program chairman, you need to decide where you are in each of your Program items. Analyze each section of Program adopted at the annual meeting. What are your responsibilities for each item?

If you have a new item, or a local study relating to state and national Program, you have a real challenge. You, your committee and your Board need to decide on the direction and the scope of your research as soon as possible. Then divide the assignments to accomplish this, set your deadlines for receiving information and rough drafts, and be sure you have the talent arranged for editing and preparing final copy. At calendar-planning time, you will know definitely when you will deliver this amazing information to your members and perhaps to your community. Get a committee and get yourself started right away if you have this type of project ahead of you. It is amazing how sick children, other people's

vacations, volunteer typists, or transferred husbands can decimate a tight schedule later in the year!

When the date arrives that you have been working toward, you will want to use your ingenuity and the abilities of your cohorts to present that material to your members. Use your imagination and make it as interesting as you possibly can. Keep the amount of factual information presented at each unit meeting reasonable for discussion and understanding and comprehension, with other resource material available for the more energetic to pursue. This is a very important basis for the action your League may take, so you want knowledgeable members and strong support for future action.

In the next step your committee and your Board will be responsible for the formulation of consensus questions to help you determine the collective opinions of your League. You can refer to the helps and conclusions of the state Consensus Committee, received at state Council, to guide you. After the committee has analyzed the results of your League's consensus meetings, organize those opinions into statements of position to submit to your Board for approval or revision. They have the final word on that statement of position and the manner in which that news will be released.

Then comes Action. Most Leagues have several local Program items in an Action status. Some of you have an Action chairman, so you will work closely with her and define your respective responsibilities. This portion of the local Program job requires attention to observers' reports and reactions. Keep in touch with these women to be alert to what is being considered by various governmental bodies. Consultation with your president and your Board are basic to any action taken in the name of your League. This isshow your League becomes visible and when the results of all that study and background work can pay off to your members and your community.

If you have local items that overlap with state or national items which are the responsibility of other Board members, such as Human Resources or Land Use, you will need to be especially alert this year. Each local Board member will not be receiving the entire state Board Memo, which may contain pertinent factual material or interesting suggestions. It will be up to you to maintain friendly relations and communications with other Board members and arrange to get materials duplicated that you need for your portfolio. Be sure your president is reminded from time to time of your wish to share this type of information, for you may need to take turns and share other mailings that she receives and dispenses.

We will be elaborating on these various parts of your job throughout the coming year. You are receiving a bibliography of local Program aids at the Leadership Workshops, and next fall you will receive a listing of the local items of other Leagues, which may be helpful to your work. Sharing information and experiences in local Program development and Action is always interesting. You should feel free to initiate communication with other Leagues with similar interests and problems.

Don't forget--those of you in charge of local Program items have a very significant role in your League's future. Local Program touches membership interest at a personal level, the prospective financial assistance of the community, public relations for your League, and the basic desire of League members to help improve their own communities. Hang in there!

C O U N C I L O F M E T R O P O L I T A N A R E A L E A G U E S (CMAL)

(Enders)

Program Items with Consensus and Action:

Government Decision Making: CMAL supports provisions for coordinated metropolitan services focused through the Metropolitan Council. CMAL will support the development of the Metropolitna Council as the decision-making body for metropolitan needs in accordance with these criteria: efficiency and economy, equitable financing, flexibility, citizen control and responsiveness to the electorate.

Fiscal Disparities: CMAL supports areawide sharing of fiscal resources, to move toward the solution of problems created by fiscal disparities and to finance services which benefit the Twin Cities metropolitan area ad a whole or affect the lives of all its citizens.

Transportation: CMAL continues its support of improved mass transit and provision of a new non-air-polluting transit system.

Land Use: CMAL recognizes that increasing pressures for development in the entire Twin Cities area indicate the need for a stronger public voice in land use decisions. We support metropolitan level planning programs and policies directed toward channeling development in ways that will: 1) Preserve and enhance the natural environment, 2) Use public investment to the best advantage, and 3) Provide area residents with diversity in the choice of facilities and amenities.

Program Item under Study:

A new look at the evolving roles of the various levels of government in the Metro Area, their interaction and citizen participation.

A preliminary report on this item was distributed to our members in March. Direction for concentrating on an aspect of the study will be determined at Convention.

CMAL Calendar 1974-75:

September 19, 1974
Program: New representative orientation
Program presentations and suggestions for presentation to local Leagues
Updates of Program items
Speaker dealing with Citizen Participation

January 16, 1975
Program: Legislators' luncheon
Legislative preview

March 20, 1975
Program undetermined
Some consideration of new Program items

A Citizens Handbook of Government in the Twin Cities area has been proposed and will be finalized at the June Convention.

Lively Issues will be explored during the year with a new Program item being selected at Convention in June 1975.

CMAL Action 1974-75:

Observers Program - we shall be forming an observers corps to observe the Metropolitan Council and other metro committees and organizations.

Lobbying - we shall have a copps of lobbyists to work with the state on metropolitan legislation.

A C T I O N
(Borg)

"Activities of a local League shall be directed toward carrying out the local, state, and national Program of work. A local League shall comply with all Times for Action from the League of Women Voters of the United States and the state League or explain its reasons for not doing so." -- page 2 LOCAL LEAGUE HANDBOOK (LWVUS)

The spirit of the suffragettes is abroad in the land. They organized the League of Women Voters with a specific program of action in mind and barely paused for breath as they pursued these goals. Once again this attitude permeates the League, as shown at the national Convention, where they voted to act using the Principles of the League as the position. There will, undoubtedly, be guidelines from national on this, but it means still more possibilities for action.

We shall be busy, but our efforts will be worthwhile, so let's get organized!
First of all, read pages 34 through 38 in the HANDBOOK.
Next, read the LWVMN PROGRAM FOR ACTION and think of the many ways you can apply each position. This is an every-member publication. Review with your Board and the other

resource people, who are your experts in each Program area, what each consensus means. Consider our national Program too and how both national and state positions can be applied at the local level.

Read the national publications ACTION and STUDY AND ACTION '72-'74 (a new edition, 1974-76, should be available soon). The August 1973 Action Committee Guide should be in your file and much of the information is still pertinent. If you are a new Action chairman, check back to the 1973-74 LWVMN OUTLOOK and Board Memos, Capitol Letters, LWVUS Report from the Hill and Time for Action. This will give you background on issues and an overview of a year of League Action.

Make a concerted effort to sell the Capitol Letter to as many members as possible. The cost is low and it will keep them ready to respond to the activities at the Legislature. The Report from the Hill provides the same background for national action. Consider gift subscriptions of the Capitol Letter for influential citizens in your community.

Plan your methods of communicating within your League when there is a Time for Action (soon to be called an Action Alert at the national level). This is the way you divide up your work. Decide now who is responsible for each Program area, whether she is on the Board or off. For example: If the Action Alert is on environmental quality, call your EQ expert and have her write an official League letter to go out over the president's signature (unless your president prefers to write her own letters). Remind her to get her phone pyramid started, so the essential information can be quickly relayed. She need not limit her contacts to League members. She should know which community groups and individuals are interested in EQ. She might want to get a group together for a hurry-up coffee party where paper and pens are served and letters are mailed immediately. Just be sure the letters are not identical. This same EQ expert might be willing to speak to other organizations on the need to "ban-the-can" or on other environmental issues. Keep in mind the possibility of working in coalition with other groups. This might be your initial contact.

Even in a small League, with a division of responsibilities the many facets of League Program can be managed. It will not be an awesome job for anyone and everyone will be involved. This really does get and keep members.

Don't forget to send Action reply cards or copies of your Action letters to your League district coordinator. If it is impossible for your League to respond to a T/A, be sure and put that on your card. We need to know what Action is being taken, or why not, to be really effective. Get acquainted with your district coordinator. She is there to help you.

Your Public Relations chairman and your Bulletin editor should be involved in all Action. A regular column in your local paper and frequent letters-to-the-editor will help to keep your community informed on your League Program. Your bulletin should contain background material for Action and, if the timing is right, it can be used for an Action Alert. Run "ads" selling the Capitol Letter and Report from the Hill. Inform members of the Focus on State Government series and review the meetings afterwards. Have a monthly Action Box with a brief update on "what happened?"

"Action is directed toward influencing what governmental decisions are made." Obviously our contacts with those making these decisions are of utmost importance. Do you know your legislators, congressman and local officials? They make decisions on the basis of the information they have. Be certain your opinions are included. Right now is a good time to thank your legislators for voting for League Program. Use the Legislative Report distributed at Council and the Roll Call (coming in early June), if you don't remember the legislation or how they voted. Meet with your legislators this summer to review the past session and discuss our priorities for the next session. (The senators and many of the incumbent representatives will return in 1975.) We know we will be working for reapportionment, reducing the size of the Legislature (additional information on this will reach you in August), beverage container deposit legislation, rotation of names on the ballot, changes in state law to comply with the ERA and, probably, legislation on land use. Talk about these subjects with candidates and make League issues campaign commitments. Be ready with questions at candidate meetings. Right after the election, schedule your

legislative interviews. While you are recording your legislators' opinions you are getting acquainted and making your concerns known. You might consider occasional public meetings with your legislators on weekends during the session. Discuss this with your legislators. They might consider this an ideal opportunity for communication with their constituents.

When your district coordinator schedules the interview with your U.S. Congressman, plan on attending. Some districts hold these several times a year and excellent rapport is established.

Fall Action Workshops - September 27 and 30, October 1, 3 and 4.
(see Calendar for locations)
Lobbyist Training Workshop - November 19
Focus on State Government programs - January 21, February 18, March 18, April 15 and Capitol visit

VOTER - July/August - Lively Issues - think Action when you choose Program!
November/December - Legislative Outlook

Every member - Wear the big green button when you act for the LWV!
Carry FACTS and LEAGUE SUPPORTS in your purse. These are handy, concise publications to refer to or give away.
Promote League Program in your political parties.
Subscribe to the Capitol Letter by December 1, 1974.
Promote the two League supported amendments in the fall.

Plan unit meetings on legislative and congressional action or/and allow five minutes at the beginning or each unit meeting for an update on Action.

The important dates for Action are listed in the OUTLOOK Calendar. Get started right away making things happen through the League of Women Voters!!

S E C R E T A R Y
(Rosenbloom)

For a detailed description of a League secretary's responsibilities, see pages 16 and 17 of the LOCAL LEAGUE HANDBOOK.

MINUTES: The secretary is responsible for minutes of Board meetings, annual meetings and other general membership meetings where business is conducted. All minutes are a part of your League's permanent file.

If you are a new secretary, check with the Model Minutes form (available from the state office, in case it is not in your file) as you begin your duties. Keep your notes taken at each meeting in a shorthand notebook used only for this purpose. Consider provisions for tape-recording discussions on matters you may wish to record verbatim unless you take shorthand. Remember, League minutes record why as well as what action was taken. Please put the name of the League on the minutes to avoid confusion when they arrive at the state office. It is helpful to have last names of Board members used. Also remember to list the Board members absent as well as those present. To emphasize the ongoing importance of membership, it is suggested that a membership report be included each month.

Make at least three copies of each meeting's minutes:

1. Mail one copy to the state office within seven days after the Board meeting. Please send a good copy to state. Yes, they are read, but some readers have complained about the poor quality of the copy.
2. Mail one copy to your local League's state consultant. Please do so every month; don't let them accumulate.
3. Keep one copy for your permanent file.

BYLAWS: It is the secretary's responsibility to keep up-to-date copies of local League bylaws. Ask for time at your August or September Board meeting to review your local bylaws with your Board; if changes are in order, a bylaws committee should be appointed to report to the membership in November or December. Then the Board can consider changes at the January Board meeting, forward suggested changes to the state Board for suggestions and

review and have them back in time for publication 30 days before your annual meeting. Article XII of your bylaws spells out the amending process. Indicate date of adoption of each revision. A copy of your up-to-date bylaws should be kept in the secretary's permanent file, a copy should be sent to the state office and a copy given to each of your Board members. Any changes in dues requires a bylaw change.

REPORTS: Check pages 13 and 14, LOCAL LEAGUE HANDBOOK - since you are the recordkeeper for your League. Adhering to bylaws deadlines, deadlines for reports to state and national, and files of copies of these reports are all part of your resonsibility as "recordkeeper." Even when you are not directly responsible for sending in reports, you can help guide and/or direct so that all necessary communication is handled promptly. This will aid your president immeasurably. The secretary also should see that copies of Program and VS material are sent to state and national.

In addition to League publications every Board member should have, your file should include:

Local League Bylaws
Sample Local League Board Meeting Minutes
Sample Local League Annual Meeting Minutes
Bylaws of LWVMN (current)
State Budget (current)
National Bylaws (current)
National Budget (current)
Simplified Parliamentary Procedure

T R E A S U R E R
(Moss)

The Guide for a Local League Treasurer is a treasurer's basic tool. The national League is in the process of revising it, but no promise has been made as to when it will be available.

In addition to the Guide, you should have the following in your file, available from the LWVUS: change of address forms, current copy of the national budget, membership cards, membership transfer cards, The Art of Budget Building - Pub. No. 268, memorandum dated April 1974 re ordering Education Fund publications, Guidelines for State and Local League Use of Tax-deductible Money - Pub. No. 361, memorandum dated August 10, 1973 re filing IRS form 990, dues notices, budget forms.

You should also have a LWVMN memo dated October 1973 re the Minnesota state sales and use tax, plus a copy of the LWVMN 1974-75 budget.

Here are a few suggestions that will help all of us to operate more efficiently:

--send reports to the state and national offices by the dates requested, e.g., membership list by October 15, 1974, total membership count by January 15, 1975.

--make sales tax payments to the Department of Revenue when due. You are paying sales tax, aren't you?

--send any changes in your membership roster to the state and national offices monthly. Use the forms provided by national and send one copy to state; include members' first names on the state copy only.

--send your per member payments to the national office quarterly, beginning June 30, 1974. Per member payments are now $4.25.

--send pledge payments to the state office in accordance with your promised schedule.

--make a financial report at every Board meeting, and check to be sure that it appears in the minutes every month.

--keep in mind Total Board Respnsibility (TBR)--you should have especially close working relationships with the publication, membership, budget committee and finance chairmen.

--have your books been audited recently?

Have a good year!

F I N A N C E
(Cushing)

Leadership Workshops are planned to provide help to you as requested in your annual reports. If you were not able to attend, contact the state office for copies of the material that was provided and try to talk to someone who did attend.

Now is the time to read up on your job and begin the planning for your finance drive. Make sure your file contains the basic publications and READ THEM:

The Art of Raising Money
Tips on Reaching the Public
Checklist for Local League Finance Chairman
How Finance Chairmen Can Use the Bulletin

Plan to take advantage of publicity - perhaps include a copy of a newspaper article about your League with your letter to prospective contributors (e.g. Minneapolis sent out copies of an editorial from the Minneapolis Tribune praising their education study).

Consider how you will approach member contributions. One League says "Give before you ask" as they begin their drive by asking members to contribute. Perhaps your members would prefer to participate in some fund raising activity - one League donated salads for a salad-tasting luncheon for which they sold tickets. Explore ideas and member willingness - you may find an eager group who would really enjoy this kind of project.

As the LOCAL LEAGUE HANDBOOK points out, experience has shown that "personal solicitation of selected prospects by properly trained solicitors is the best method for sound League financing," so you might spend some time evaluating the three parts of that formula. Plan to work on any weak points.

Finally, do not underestimate the advantages of year-round concern for contributors. It is up to you and your committee to keep contributors informed about the League and its work, sending them selected publications from time to time, or inviting them to special events. (Financing Government VOTER would make an excellent handout to give to contributors in your finance drive. Copies are available from the state office for 15¢ each, 2/25¢.) The personal touch is most important - a short note inviting them to a meeting with legislators will have more impact than putting them on your mailing list.

Careful preparation mixed with enthusiasm = SUCCESS.

M E M B E R S H I P
(Atchison)

Membership is the concern of every single member of League. The reasons are obvious, but sometimes the responsibility is easy to forget. This year provides new opportunities for reaching out for members. You will want to give careful consideration to recruiting older and younger citizens (men, now, too!). The Self Study done by national shows that our membership is presently concentrated in the 30-50 age group. How can we widen our scope?

The May Leadership Workshops will concentrate on every member responsibility for membership--and especially the Total Board Responsibility. We will urge every local League to have a PLAN--one that provides for flexibility of participation, thorough orientation of new and old members, and administration of the work of the League in such a way that members get maximum satisfaction from their League activities.

We hope that every Membership chairman will have the opportunity to participate in the Leadership Workshops. If you do not, you will find lots of help in the printed materials available from the state and national offices.

New this year: : How Board Members Influence Membership 5¢
Membership Committee Checklist 3¢
Job Description for the Membership Chairman 5¢
How to be a League Member 3¢
Membership Involvement and the Unit 4¢

(These were provided at the Workshops, or may be ordered from the state office.)

Other membership helps are listed in the state and national catalogs. Be sure to read them, as well as the LOCAL LEAGUE HANDBOOK. All of these will provide invaluable information and suggestions for helping you to meet your goal--but first you must have a GOAL and a PLAN! Let's make this a Great Growing Year for LWV!

Remember these dates:

October 15 - Complete membership list due in state office

October 13-19 - Membership Week begins with the Corrections Workshop preceded by lots of publicity and visibility for LWV membership and public relations to work together to capitalize on this great opportunity for League members.

January 15 - Membership report (count as of January 1) due in state and national offices

Your by-words are: FLEXIBILITY * ORIENTATION * ADMINISTRATION

N O M I N A T I N G C O M M I T T E E

(Lucas, State Nominating Committee Chairman)

Your local Nominating Committee should meet before the "crisis" time. In the fall it would be good for them to meet and discuss the offices to be filled and possible people. Members of the committee should be on the alert during the year to see new people, what they are doing, and where their interests lie. This way all members of the committee will be thinking during the year of the job they have to do.

Nominations for the Hope Washburn Award, given annually at either Convention or Council, should be sent by March 15 to Pat Lucas (Russell), 3264 N. Victoria, St. Paul 55112.

F I E L D S E R V I C E

(Cushing)

The League year begins with Board training and calendar planning. If you have not already had an orientation for your new Board, use Leadership Workshops as a starting point. Go over the LOCAL LEAGUE HANDBOOK together, making sure all members understand each other's responsibilities and expectations as well as their own.

Calendar planning is best done in July after the National Board Report is available. This is a good time to invite your consultant to meet with you. She will appreciate the chance to get to know you and to see what you are planning for the year. (The 1974-75 list of consultants will be mailed to you in June.)

* Review directions to the Board given at the annual meeting.
* Note all deadlines throughout the year and work back from them, allowing time for Board approval, where necessary.
* Be sure to allow enough margin. (If publications are to be available in September, it is best to allow two months to the first meeting where the publication will be needed.)
* Allow for the heavier demands of Voters Service in a general election year.
* Be aware of deadlines for Program and bylaw suggestions associated with state Convention. Remember to include your own dates for local Program-making, budget and bylaw changes.

Fall Workshops will be for Program and Action Board members and will be held in two Twin Cities Metro and three other regional locations.

September 27 - Cottage Grove
September 30 - Minneapolis
October 1 - Fairmont
October 3 - Detroit Lakes
October 4 - Duluth

As you see, our three provisional Leagues will be the hostess Leagues!

Board Memos will continue to alert you to deadlines and obligations. If you have experienced timing problems, please give serious consideration to changing the time of your Board meeting to coincide with the majority of local Leagues so you will receive Memos ahead of time.

following the success of state Council and suggestions from you, the state Convention and the Presidents' Workshop will be held at St. Olaf College in Northfield. We expect it to be the best one, ever!

V O T E R S S E R V I C E
(Waldo)

Educating citizens is an enduring goal of the League. Good Voters Service does just that.

So be prepared! Read (again?!) your LOCAL LEAGUE HANDBOOK and your VOTERS SERVICE HANDBOOK. These are basic tools to help you. A checklist of other publications that should be part of your Voters Service file will be available in June.

Recruit and organize your committee. Think of new League members as you recruit as well as experienced ones. Then plan together, keeping in mind the 1974 Minnesota Election Calendar.

Get to know your local election officials - do they need help with voter registration, training election judges, etc. - offer League assistance.

Remember that community celebrations and fairs are held during the summer months. They may be the perfect opportunity to begin your Voters Service.

A campaign techniques kit will be available by July to be used and publicized in your communities. It is planned to encourage qualified people to become candidates. Contact community organizations that might be interested.

The secretary of state is publishing a pamphlet about elections. It is designed to answer some of the general questions voters may ask, as well as explanations about the proposed constitutional amendments. The pamphlet is scheduled to be available by early July - more about it in the June Board Memo.

Candidates Meetings - put your League's experience to work. You have used several techniques with your candidates meetings in the past two years - forums, meetings, coffees, radio and TV programs. Be sure to include your legislative candidates as well as local and county candidates. A Voters Service Ad Hoc committee could be useful in cooperating with neighboring Leagues for candidates meetings. (See Ad Hoc Committee Guidelines your president received at Council '74 for suggestions about this.)

A Voters Guide, available by Fall Workshops, will contain replies from candidates questionnaires for Congress and statewide offices. Copies may be ordered for local distribution along with your own replies from candidates for legislative and local offices. See Editorial/Publications, this OUTLOOK, for complete description.) More information soon!

ABC Election Reporting - The League of Women Voters of Minnesota has again contracted with ABC News to report election returns in selected key precincts across the state. Proceeds from this project are included in our '74-'75 state budget. More information will follow when key precinct data is available.

So now we're up to the second week of November. Let's evaluate what we've done. In August you'll receive a form - use it as a guide for your planning and in November as a report for all the VS projects you have undertaken. Please return the completed form to the state office by December 1, 1974.

For the winter of '75 consider nonelection Voters Service. That could include special projects to reach the broad spectrum of persons in your communities. You probably reached them in the fall so build on that. Senior citizens, youth groups, minorities, new citizens offer opportunities for Voters Service tailored to their needs and concerns.

Resource: "Rules of the Secretary of State for Voter Registration," 1973, Secretary of State, Minnesota, Documents Section. Department of Administration, Room 140, Centennial Building, St. Paul 55155 - 75¢.

VOTERS SERVICE CALENDAR

Summer: Committee recruitment and assignments
July 2 - FILINGS OPEN
Campaign Techniques Kit available
Dissemination of registration, voting and filing for office information
July 16 - FILINGS CLOSE
Assemble and distribute candidate information before primary election
August 20 - LAST DAY TO REGISTER BEFORE PRIMARY ELECTION

Fall: Continue distribution - voting information
Preprimary candidates meeting
September 10 - PRIMARY ELECTION
State Voters Guide
October 15 - LAST DAY TO REGISTER BEFORE GENERAL ELECTION
Candidates Meetings
November 5 - GENERAL ELECTION
Key Precinct Election Reporting for ABC-TV
Evaluation of fall Voters Service activities

Winter: Emphasis on nonelection Voters Service

Spring: Candidates Meetings for school board
1975 May 20 - SCHOOL DISTRICT ELECTIONS

P U B L I C R E L A T I O N S
(Rockenbach)

The first thing you, as PR chairman, should do is take your League's calendar of events for the coming year and look it over very carefully, marking the items you know should be publicized. You should then identify the various medias you want to use, i.e. press releases, radio programs or spot announcements, TV coverage, posters, flyers, etc. Then, list your items under the appropriate headings. You will then have your PR program plan for the entire year (realizing that plans often have to be amended, changed or dropped). Next you should indicate the lead time you want to allow yourself. If you have a League Day scheduled for January, open to the public, you know you can't start planning for it in December. You should have determined how you want to publicize it, posters, radio spot announcements, feature story in the local paper, notices to interested organizations, etc. and set time schedules. If you aren't an artist, and you want to use posters, you have to find one and give him/her time to work up the poster. You have to allow time to get them into public places. If you want a news release, you should allow seven to 10 days before the program, which means you have to start writing X number of days ahead, depending on how easy writing is for you. It never hurts to have something done ahead of time. It often is surprising - but never painful.

I am planning to have "in service" training tips in each publication of the Board Memo. I an publicly stating this, because I, too, procrastinate, and if you don't see it - yell at me.

The best public relations are the ones that get done (printed in the paper, announced over the radio, etc)). To have a terrific idea, and not execute it, is no public relations.

E D I T O R I A L/P U B L I C A T I O N S
(Andersen)

This is the time of year when we check inventory to make sure that we have the publications necessary to do our usual sparkling, intelligent job.

You, as Pub. Ch. First of all ... you, as publications chairman. You will want at your fingertips the yellow, fold-out state PUBLICATIONS CATALOG, dated February 1974. If you don't have it, please order it; it's free.

You should also have the national catalogs. These appear in the National VOTER magazine. The two in use now are date 'spring 1973' and have these titles:

CATALOG FOR LEADERS, CATALOG FOR MEMBERS AND THE PUBLIC, and then there is a supplement to CATALOG FOR LEADERS dated 'fall 1973.' New ones should appear in the fall issues of the national VOTER.

When you order publications, keep these things in mind. State publications are ordered from the state office (555 Wabasha, St. Paul, MN 55102); the order must be for at least $1.00; your League will be billed for the order.

Order national publications from the national office (1730 M Street NW, Washington, DC 20036); payment must be included with orders to national.

Plan ahead to allow ample time for ordering and shipping ... two to three weeks, please.

Helping Board

Included in the OUTLOOK FOR WORK mailing is another important tool, GUIDE TO PUBLICATIONS FOR LOCAL LEAGUE BOARD MEMBERS. Have each of the directors on your Board read first section pertaining to "every Board member" and the section on her specific portfolio, so that she knows what publications she should have. If she can't find the publications, she'll want to have you order them. Many of the things found on these sheets are not found in the publications catalogs because they're housekeeping tools (like lists of local League presidents, cards to notify coordinator on Time for Action response, etc.), so the entire Board should go over this guide carefully.

The national publications which will be updated as a result of national Convention action (May '74, San Francisco) have been marked "available soon," meaning late summer.

New Publications

State publications are geared to a two-year cycle, following each state Convention, so this year is supposed to be a light year. However, we do have these new publications on the schedule:

INDIANS IN MINNESOTA - this is a biggie and will be cause for much promotion, distribution and hoopla. It's presently out of print, and we're happily piling up back orders for the new edition. At this moment, it appears that the new edition will be at least a 50% revision (many, many things have happened in Indian affairs within the past two years) so the rewriting task has been laborious. At this point in time (May 10) the text has passed through the hands of one writer, two rewriters, one editor, one typist and is being read by on-Board readers and by off-Board expert readers. It will go to the printer on June 1st and should be off the press about August 15th and should be in your hands by September first.

CORRECTIONS Publication - Program people are aiming for an October first publication date. However, wise Leagues will schedule corrections meetings to allow extra time for the appearance of the publication. League publication standards for thoroughness and accuracy require that extra checking of sources and figures and references; and League writers are all volunteers just like you so our deadlines are not guarantees.

VOTERS GUIDE - This is a special edition of the Minnesota VOTER which will be a 'meet the candidates' issue for statewide office and congressional offices in the November fifth general election. This issue is a four-page tabloid newspaper which will go to press as soon as the primary election vote is counted on September 10. It should be off the press on Monday, September 16. Being a VOTER, it automatically is mailed to every League member, but if you want extra copies for community distribution, you'll want to order these in advance. (They'd be especially great for students away at school and persons in armed service. Check your files for the 1970 September/October issue, printed in blue and red, so you know what we're talking about.)

Background for You

As part of Board orientation sometime this summer, you'll be reviewing the LOCAL LEAGUE HANDBOOK. This includes a chapter on "What Every Board Member Should Know about Publications." Read this. In addition, you should have

in your files (if not, order) a salmon-colored mimeographed publication called PUBLICATIONS, A HOW-TO GUIDE from the LWVMN (40¢). This tells you how to write and publish at the local level, how to promote, etc.

Your Job Outside the League

Your job and that of the public relations director dovetail in the task of distribution of League publications. However you decide to share the responsibility, you should consider these aspects every time a new League publication is announced:

- should it be an every-member publication? The budget will decide this more times that not. If it can't be an every-member piece, offer it for sale at unit meetings, or review it in your bulletin so that members know about it. It would be good public relations to send reviews to your local newspaper so that the public could order also.
- should it be distributed to your junior, senior high schools? Library? Civic Organizations? Finance Contributors? Radio Stations? Newspaper Editor? Council Members? School Board Members? Legislators? Newcomer organizations like Welcome Wagon? (This need not be FREE distribution, of course. For some, you might want to show it to them and ask if they would like to order it for their own use. Schools, libraries and civic groups could be approached on this basis.)
- every time your League has a general meeting or exhibits somewhere or does anything at which people gather, display League publications. (One example - the national publication, WHEN YOU WRITE TO WASHINGTON, should be a best seller these days!)

Keep this thought in mind. Publications serve no purpose on the shelf. LWVUS and LWVMN get the publication to you; it's up to you to get it to local members and to the public. Have a good year!

B U L L E T I N E D I T O R

(Amundson, Minnesota VOTER Editor)

Why are you your League's bulletin editor? You're creative! You're artistic? You've got style! A sense of humor, maybe? A flair for writing? You own a typewriter! You know somebody who is willing to mimeograph your League bulletin? You're even-tempered, I'll bet. A pushover for the late (after your deadline) article and for the telephonee who says she'll just give you a few facts and you can write the article because you're so good at it. Or wasn't anyone else willing to take over the bulletin and it looked like your League wouldn't have one unless you did?

To all bulletin editors who were chosen for any of the above "right" reasons--learn how to be a good bulletin editor and enjoy it--even on a small budget! (At the Leadership Workshop counterpart sessions for bulletin editors--in May of even-numbered years-- experienced bulletin editors and new editors talk over their problems and get some new ideas for improving their League's image through the bulletin.)

Here are a few suggestions to make your job easier. Read or reread your LOCAL LEAGUE HANDBOOK, page 51--"What Every Board Member Should Know About the Bulletin"--and the June 1972 OUTLOOK FOR WORK message to bulletin editors if it is in your file. See what other bulletin editors are publishing--ask another League for a copy of its bulletin and cover the postage at least (a list of local League presidents and their addresses will be sent to your president in June). Bulletin Editor's Guide, published by LWV of New Jersey, 460 Bloomfield Ave., Montclair, NJ 07042 in 1966 and priced at 35¢, should be in your file. Although League terminology is a trifle dated, it is still a worthwhile how-to booklet.

Additional things to include in your bulletin: Names, addresses, phone numbers of president, editor and membership chairman (many Leagues send bulletins to prospective members); your League's OUTLOOK CALENDAR in your first bulletin of the League year; a calendar each month of League events or meetings your members will want to be reminded about. Many Leagues include a membership roster in one of the early bulletins of the League year or issue a separate folder with roster, League OUTLOOK CALENDAR and pertinent Voters Service information (election dates, municipal officials and regular meeting dates, etc.). If you

issue a separate roster-calendar-information folder, please send one to the state office.

And with the recent national Convention's emphasis on Action in mind--when you meet with your Board, consult with each member on ways to cooperate through the bulletin (also see Action section, this OUTLOOK). And if you do all of the above, you'll have a good bulletin your League members can enjoy. And how can you enjoy it?--by being creative, adding flair even on a limited budget, and by being innovative within your League's limitations. We hear that part of the pleasure of volunteer work is the freedom it gives one for creative self-fulfillment. How better than with something tangible--your local League bulletin! (Let some of the other League members help you so that they will get some enjoyable self-fulfillment too!)

Bulletin copies to state and national: Send three (3) copies of each issue to the state office (555 Wabasha, St. Paul 55102). Send three copies to national office (1730 M Street, NW, Washington, DC 20036). Send one copy to your League's consultant (updated list to be sent to you in June 1974).

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This OUTLOOK FOR WORK is distributed at Leadership Workshops, May 28-29, 1974.
Also distributed:

Membership Committee Checklist
Job Description - Membership Chairman
How Board Members Influence Membership
How to be a League Member
Mini-Report of National Convention
Proposed Amendments - 1974 General Election
Guide to Publications for Local League Board Members

OUTLOOK CALENDAR - 1974-1975

1974

July

2 - filings for primary elections open
16 - filings for primary elections close - 5 p.m.
Campaign Techniques Kit

August

20 - Last day to register before primary
Amendment Promotional material
Legislative Size Update

September

10 - Primary election day
10 - Women's UN Rally Tea at American Swedish Institute
15 - Amendment campaign launched
16 - State Voters Guide
19 - CMAL Membership meeting
27 - Action Workshop - Cottage Grove
30 - Action Workshop - Minneapolis

October

1 - Corrections publication release
1 - Action Workshop - Fairmont
3 - Action Workshop - Detroit Lakes
4 - Action Workshop - Duluth
13 - Membership Week
14 - Corrections Workshop
15 - Complete Local League Membership List due in state office
15 - Last day to register before general election
25 - Women's UN Rally
Last Capitol Letter

November

5 - General election day
19 - Lobbyist Training Workshop
Legislative and Congressional interviews

December

1 - Election '74 VS Reports due in state office
1 - Capitol Letter subscriptions due
15 - Legislative interviews due

1975

January

7 - Legislature convenes
15 - Membership count due - state/national
16 - CMAL legislators' luncheon
21 - Focus on State Government
School Tax Levy Limitation Study Report available
National Land Use Consensus

February

3 - Call to State Convention
18 - Focus on State Government

March

1 - Judiciary questionnaire due in state office
3 - Proposed Budget (1975-76) postmarked to local LWVs
3 - Bylaw change proposals due in state office
15 - Nominations for Hope Washburn Award due in state office
18 - Focus on State Government
20 - CMAL Membership meeting
24 - Corrections consensus due in state office
30 - Easter (In 1976 Easter will be April 18)

April

3 - 2nd Call to Convention, Nominating Committee report, Recommended Bylaw changes and Proposed State Program Suggestions to local LWVs
15 - Focus on State Government

May

7 - 2nd Round State Program Suggestions due in state office
19 - Constitutional date for legislative recess
20 - Schoollboard elections
5-9 National Council

June

2 - Presidents' Workshop, St. Olaf College, Northfield
3 and 4 - State Convention, St. Olaf College, Northfield
5 - CMAL Convention

Contents of OUTLOOK 75-76

Introduction*

Calendar Worksheets*

"This and That"

Counterpart Communiques

- President
- Field Service
- Action
- Action Items:
  - Corrections
  - Judiciary
  - Environmental Quality
  - Human Resources/Equality of Opportunity
  - Election Laws
  - Organization of State Government
  - International Relations
- Study-Consensus-Action Items:
  - Representative Government
  - Education
  - Financing State Government
  - Council of Metropolitan Area Leagues
  - Local Program
- Secretary
- Treasurer
- Bulletin
- Publications
- Development
- Citizen Information/Voters Service
- Membership
- Public Relations - see "This and That"

* Ten extra copies of these pages are being provided for each League (included with President's Mailing).

SEE OTHER SIDE FOR LIST OF ENCLOSURES

INCLUDED WITH PRESIDENT'S MAILING OF OUTLOOK

Officers and Board of Directors*
Consultant Assignments*
Program 1975-77 As Adopted*
1975-76 Adopted Budget*
FAIR SHARE PLEDGE 1975-76 as accepted at Convention
List of Local League Presidents
Let's All Cheer for the Big P*
Memo Re Membership Forms (3 copies)
Parliamentary Procedure Demonstration
Frenzel Interview - 3rd Congressional District
Leagues only
Education Updates - 2 issues
New Dimension Rulers* - 2 per League
All About Consensus
Results of PR Survey
Minnesota Commitment to Children
National Convention (New York - May '76) Package Plans
Unemployment Questionnaire Memo

* Also included with mailings to DPM subscribers

555 WABASHA. ST. PAUL. MINNESOTA 55102 TEL (612) 224-5445

The League of Women Voters of Minnesota

OUTLOOK -- 1975-76 *

Calendar
and
Counterpart Communiques

INTRODUCTION

What's a COUNTERPART COMMUNIQUE??????

Each local League Board member has a counterpart on the state Board. OUTLOOK 75-76 gives state Board members a chance to "talk things over" with their counterparts all over Minnesota. The OUTLOOK is part of a *two-way* communication. State Board members *expect* to hear from local League Board members about how things are going on the local level. Local League minutes, bulletins, personal phone calls, contacts at workshops and other LWV meetings, and letters provide channels for each local League counterpart to join in an open *two-way* flow of communication. In addition, each local League has a consultant on the state Board and may request visits from specific state Board portfolio chairpersons during the year.

Local League Board members and state Board members work together. In LWV there is "us" -- not "we-they"! In this OUTLOOK state Board members are identifying what they anticipate will be included in the year's activities. It is humanly impossible to predict everything but the OUTLOOK presents our *initial* consideration in planning for the year.

BOARD MEMOS are sent to local League Boards the week *after* each state Board meeting (usually the second Tuesday each month with no meeting in July and December). They will provide a way for state Board members to continue communicating with local League counterparts as the year moves along.

Briefly speaking...

OUTLOOK 75-76 *provides* a calendar of deadlines and events
aids local Leagues in planning
and
starts "the conversation" among state Board members and local League Board members

OKAY--sounds simple, straightforward--so WHAT'S THE PROBLEM?

Coordination and *accommodation*. With planning being done by local League Boards, the state Board and the national Board "independently," we all recognize the need for *flexibility*. We have an incredible variety in our League menu and incomparable diversity among our members. Getting it all together for a satisfying and exciting LWV year is a challenging task. The best way to begin is to read IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS, LWVUS publication #275. The next step is to read PROGRAM FOR ACTION 1973-75 and PROGRAM FOR ACTION 1975-77 (now in process).

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* Local Leagues receive two copies; one copy duplicated on both sides for local League president's use and File Copy; one copy duplicated on one side only--to be distributed to each local League portfolio chairperson. Extra copies of this OUTLOOK may be ordered from state office -- 65¢ each plus postage and handling.

CALENDAR WORKSHEET

JULY

1 - Quarterly local League PMP due in national office
Quarterly local League pledge payment due in state office

15 - OUTLOOK and enclosures mailed to local Leagues

AUGUST

5 - State Board meeting

26 - Women's Day at State Fair
Open Meeting Evaluation Kit

VOTER

SEPTEMBER

State pays national pledge

9 - State Board meeting

15 - Yom Kippur

18 - CMAL General Meeting

23 - Fall Workshops - Alexandria
26 - Fall Workshops - Duluth
27 - Fall Workshops - Metro) location to be
30 - Fall Workshops - Metro) announced

30 - Interim Interviews due in state office
LWVUS Financing League Guide
Financing State Government Committee Guide

UNITS:

OCTOBER

1 - Quarterly local League PMP due in national office
Quarterly local League pledge due in state office
Fall Workshop - Austin

13 - Columbus Day seminar
14 - State Board meeting
16-17 - Teachers' conventions

22 - UN Rally

31 - Membership lists due in state office
PROGRAM FOR ACTION 1975-77 published

UNITS:

VOTER

NOVEMBER

4 - Municipal elections

11 - State Board meeting

15 - Precinct Caucus Kits

18 - League Lobbyist Training

24 - Role of Presidency consensus due

27 - Thanksgiving

UNITS:

DECEMBER

State pays national pledge
No state Board meeting
State committees on national bylaws and Program meet

25 - Christmas

Capitol Letter subscriptions due Jan. 1
Human Resources legislation update

UNITS:

VOTER

CALENDAR WORKSHEET

JANUARY

1 - Capitol Letter subscriptions due
Local League PMP due in national office
Local League pledge payment due in state office

6 - State Board meeting (budget goals)

15 - CMAL
Legislature convenes
Part I-Local League Annual Report to LWVUS
Final membership count to state due

20 - Focus on Emerging Issues

Local Leagues begin plans for annual meeting
State Budget Committee
Court Reform Update
Financing Education Committee Guide

UNITS:

FEBRUARY

1 - National League finance consensus due
3 - National Program suggestions due
National Bylaws amendments due

10 - State Board meeting (budget)

17 - Focus on Emerging Issues

24 - Precinct Caucuses

30 - Hope Washburn Award nominations due
Update on State Legislature

UNITS:

VOTER (Financing Education study - Jan. 30)

MARCH

State pays national pledge
1 - Final quarterly local League pledge payment due in state office

9 - State Board meeting

15 - Pledge forms due
Part II-Local Annual Report to LWVUS
16 - Focus on Emerging Issues
18 - CMAL

27 - Possible consensus on financing education due

UNITS:

APRIL

1 - First local League PMP due to national

13 - State Board meeting

18 - Easter

20-21 - State Council

Land Use/Tax Policies information

UNITS:

VOTER

MAY

3-7 - National Convention, New York

11 - State Board meeting

18 - School Board elections

UNITS:

JUNE

1 - State Board meeting
3 - CMAL Convention

8 - Leadership training (evening)
9 - Leadership training (day)

OUTLOOK 1976-77

UNITS:

VOTER

THIS AND THAT.....

There is no counterpart communique for the Public Relations portfolio. State Board is without a P.R. chairperson at present. Local P.R. chairpersons are urged to read last year's OUTLOOK and Board Memos for guidance. Also, order guides from national publications catalog.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. Naturally, if you have business to bring before the Board, we hope you will notify the president a week in advance, but important items may be added later.

Minutes of state Board meetings are available to local Leagues on request.

It is very important that membership changes - address changes and drops, as well as new members - be reported promptly. Returned VOTERs are charged to the state office. Only four change notices from the post office are allowed and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters. Be sure one person on your Board , either the treasurer or Membership chairman, takes responsibility for sending report forms to national and state.

FOCUS MEETINGS - 1976 Version

! Save These Dates !

January 20
February 17
March 16

Our Focus (on State Government) meetings are planned for the coming year with a shift in title and in emphasis. They will be titled "Focus on Emerging Issues" and are planned to highlight and explore issues of League concern but not necessarily directly related to our current program items. The three meetings are tentatively planned for the St. Paul YWCA from 9:00 a.m. to 12 noon on the three dates listed above. You will receive more complete information by November.

COUNTERPART COMMUNIQUE -- President

Jerry Jenkins (612) 645-1452

League life in Minnesota is going to be "spicey" this year because there is a wide variety of activities offered. Administering all of these activities necessarily means planning and identifying priorities. Not all issues and administrative matters can be worked on at once with the same intensity so the goal is to break up the whole into smaller, manageable segments.

The first thing a president has to do is to accept that no League can do everything that needs doing. There is an incredibly wide range of interesting "flavors" to brighten up the "menu" as local League Boards do calendar-planning. Choices about emphasis and variation in "packaging" are made by Boards based on personnel and member interest.

There are some obvious priorities already established by action at annual meetings and state and national Conventions. The choices for emphasis expressed on the national and state level are:

ACTION (all state and national Program positions)
Executive Branch (consensus)
Financing of LWV (consensus)
Energy and the Conservation Ethic
Update on U.N.
Study of Financing State Government
Study of School Finance and Foundation Aid Formula
ERA/International Women's Year
Bicentennial -- 76% voting *informed* in '76
Update on state Legislature

The president with the help of her Board delegates the responsibility for guiding local League members in these activities to present Board members or to new Board and off-Board personnel. Each choice from the above list needs a chairperson and a committee. This is true regardless of how your local League Board decides to "package" them -- unit meetings, general membership meetings, public information meetings, articles in bulletins, and special interest workshops, conferences or seminars.

Boards can identify the directions members want to follow on the local level by reviewing annual meeting minutes, special interests of members and ongoing issues which are gaining momentum.

In addition, you and your Board will want to set some organization goals. For example: getting and keeping members, developing leadership, increasing funding of LWV, making LWV activities more visible in your community. Chairpersons and committees plan for and implement these goals. Obviously the diversity of Program/Action in calendar-planning interract positively with achieving these organization goals.

Since the president is the *chief morale officer* it would be a good idea to enhance your own morale by ordering extra Board Memos (subscription cost: $4, mailed directly to designated Board member) so that you don't have to cut them up and distribute the bits and pieces each month. If your budget can't accommodate the cost ask next year's budget committee to allow for it in the

next budget. A single copy of the Board Memo is mailed to presidents *first class*, another duplicated on just one side is included with the third class mailing of additional materials. A Board Memo is included in Duplicate Presidents Mailing subscription (cost: $10).

Another important step in getting organized for the year is to appoint Board and off-Board members to organization committees *now*. These committees are: budget, nominating, local League bylaws, national Program suggestions and bylaws, Annual Meeting. Check your bylaws for number and timing of budget, bylaws and nominating committees.

Tips on Local League Filing (June 1972) may be ordered from state office if you cannot find it in your files (cost: 6¢).

Remember that you may call for advice from the office, your consultant, state Board members and other local League Board members. The League of Women Voters is *one* organization made up of many parts. To repeat -- in all our pursuits it is "us" not "we-they."

The best advice is still "Don't panic" and "Don't forget the FUN"!

Field Service -- *Special note: Field Service portfolio on state Board has no precise counterpart on local Board - it is directly related to organization of all local League portfolios.*

Carolyn Cushing (612) 633-0602

The purpose of Field Service is providing grease for the wheels--helping the machinery of League run smoothly, so you can concentrate on where you are going and how best to reach your goals. We hope you will take advantage of our services during the coming year. Feel free to call on us anytime - we really do care about how things are going!

Help is available from a variety of sources, including:

Consultants: Every local League is assigned a consultant or advisor. She is available to give you advice when problems arise, but also can provide suggestions and ideas from her experience with other local Leagues. She will want to get to know your Board members and your League. Invite her to visit, and take advantage of her sympathetic, objective point of view.

Board Training: At your request, we will send a Board training team to meet with every Board member and discuss her particular portfolio, as well as go over any special areas of concern with the whole Board. We are also working on adapting the LWVUS Leadership Training program for use with local League Boards. A sample portion of this was presented at the Presidents Workshop and more is available. We will be happy to talk with you about any special needs you may have.

Workshops: Workshops are scheduled for September and June in order to be most helpful and to interfere least with your full calendars. We have received a great many requests from local Leagues for help with both Membership and Finance. The September workshops are being planned in response to these needs. We plan a three-fold emphasis on Finance:

- Financing State Government
- Financing LWV, and
- Local League Finance Drives.

Workshops will be held twice in the Metro Area and in three outstate locations to make them as accessible as possible. The tentative schedule is:

September 23 - Alexandria
" 26 - Duluth
" 27 - Metro (location to be announced)
" 30 - Metro (location to be announced)
October 1 - Austin

A detailed agenda will be mailed with the August Board Memo.

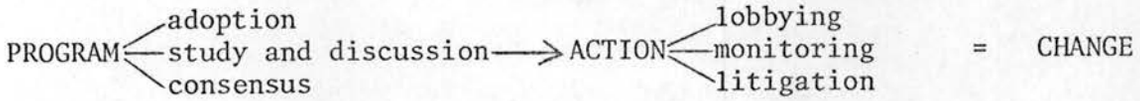
In order not to crowd the Spring calendar, which in 1976 includes state Council and national Convention, Leadership Training Workshops are scheduled for June 8 and 9. We will be trying something different this year, in response to member's changing situations. The June 8 session will be an evening meeting, beginning with an early box supper. Let us hear from you if you have an opinion about this proposed arrangement! As you know, Leadership Training is for your *whole* Board, so do keep these dates open.

Field Service is your "hot-line" for help. Let us know what you need!

COUNTERPART COMMUNIQUE -- Action

Helene Borg (612) 472-2674

The mood and message of the 1975 LWVMN Convention can be stated in one word - *ACTION!* At all levels of League we are busy examples of our second principle: "The League of Women Voters believes that democratic government depends upon the informed and active participation of its citizens....."



Our criteria in choosing program - "whether government action is needed and is it possible"? - implies action. The section on action in the HANDBOOK begins: "Action is the lifeblood of the League." You, as *Action chairman,* must be prepared to coordinate the national, state and local *action* of your League. You are one of the most essential members of your Board.

PREPARATION: Begin by *read*ing the new publication, IN LEAGUE. This replaces the HANDBOOK. The section on Action, pages 38-42, will be of particular help in making your job easier. These pages are clear and concise and include references to other League publications pertinent to your portfolio.

The 1975-77 PROGRAM FOR ACTION will be available by fall. When it arrives review with your Board and the other resource people, who are your experts in each Program area, what each consensus means. There will be a section with suggestions on *apply*ing both *national* and *state positions at the local level.* In the meantime check your files for OUTLOOKs FOR WORK, Board Memos, Capitol Letters, Times for Action and other Action tools. These will give you background on issues and an overview of a year of League Action. Additional suggestions to assist you in your action will be included with the Interim Interview materials in August.

ORGANIZATION: Being responsible for the action in your League does not mean you do all the "acting." Even a small League can manage our far-ranging Program if you decide who is responsible for each Program area. This member, who might be on-Board or off, will become the "expert" you call on when action is needed on that subject. She should make an effort to update the background information on this topic and communicate this to other members. *Phone pyramids* should be established for rapid dispersal of essential information. Contacts need not be limited to League members, but may include other individuals and community groups. When a Time for Action (T/A) or Action Alert is received, you call on your "expert" to write the *official League letter* to go out over the president's signature (unless your president prefers to write her own letters). If each Program area has its communication network in readiness, you will be prepared to act effectively on any League subject.

ACTIVITIES: Be prepared with action suggestions and techniques. You are not expected to have all knowledge, but you do need the *know-how.* Besides your "experts" you will want to work closely with your president, your Public Relations chairman and your Bulletin Editor. Action ties in with Membership, Finance and even Citizen Information/Voters Service. The latter must be

handled separately, but you will need to cooperate. It is essential that you know your legislators, congressman and local officials.

Possibilities:

Letters to Editors
Letter writing coffee parties
A regular column in your local paper
Action Box in your bulletin
Program backgrounding and updating in your bulletin
Speeches to other organizations and schools on LWV Program
Candidates' meetings - municipal and school. Keep League Program in mind when you ask questions, and be sure questions are asked
Coalitions - keep contacts with other community groups and work with them
LEAGUE SUPPORTS - this flyer will go to every member in January. Urge them to carry a flyer at all times to refer to or distribute. These are particularly handy to take to your precinct caucus.
Precinct Caucuses - Be sure each caucus is covered by a League member prepared to present resolutions on League Program. (Sample resolutions will reach you in November.) It is important to work through both political parties to promote League Program.
Unit meetings - Use a few minutes of each meeting for a report on action. Divide a meeting occasionally to allow time for updating a long-held position. Members do not have access to all your information. Keep them informed and you will keep them involved.
A Political Accountability Rating on the state Legislature will be available after the close of the 1976 session.
Radio and TV time is available on some stations. Check with your Public Relations chairman or the Committee For Open Media (612-378-1965).

INTER-LEAGUE COOPERATION: Each Congressional District has a LWV *Action Coordinator* who is available to assist you in your action efforts. Send copies of your action letters or the *action reply cards* to your coordinator. If your League did not respond to a T/A be sure and put that on your card. We need to know what action is being taken, or why not, to be really effective.

Your coordinator will set up an *interview* with your *congressman* and notify you of the time and place. Some districts do this several times a year and get well acquainted.

State Board members are available to answer questions or to speak to local Leagues.

STATE LEGISLATURE: Does the House of Representatives Information Office (Room 8, State Capitol, St. Paul, MN 55155, 612-296-2146) have you on their mailing list? They will continue to publish during the Interim. The Senate Information Office (Room B14, State Capitol, St. Paul, MN 55155, 612-296-4917) has closed, but will reopen in January. There is no charge for this news service.

There will be one more Capitol Letter on the Interim and then *subscriptions* are available for the 1976 session (due January 1). Encourage every member to subscribe. The cost is low and it provides the background for quick responses to T/A.

State Ethics Commission interpretation of *lobbying registration:*

> "A person is an officially designated representative of an association when an officer or other appointing authority of the association authorizes the person to contact a public official to present the position of the association. Thus a person is officially designated whether or not he actually states to the public official that he represents the association if he has been authorized to present the association's position."

When we send out a T/A we are officially designating the *local League president* to present the LWVMN's position and that makes her a lobbyist according to this ruling. Presidents should send for lobbying forms from the State Ethics Commission, 410 State Office Building, St. Paul, MN 55155.

There will be a *Lobbyist Training Workshop* for LWV lobbyists in *November*. Be certain that your members attend this meeting if they are interested in being part of our lobbying corps. Lobbying continues during the Interim, but on a greatly reduced schedule.

If your League is interested in visiting the Capitol during the Interim, MINI-SESSIONS will be held for three days the third week of each month. Call the House Information Office to be sure, because the dates are tentative.

Contact your legislator during the Interim. Write and thank him for the times he voted for our Program. If you do not know how he voted, his record is available through the League office. We are planning Interim Interviews which should be done in September. You will receive the questions in August. Do not hesitate to provide your legislator with information about League Program and about your community. Help him get better acquainted with his district by conducting a tour for him of a facility or area of concern - corrections, migrant camp, critical environmental area, parks and open spaces, low-cost housing, etc. Some people will be influencing your legislator. Be sure you are one of them.

NUMBERS TO REMEMBER:

- Spotmaster - 202-296-0218. This is the number you call between 5 p.m. on Fridays and noon on Mondays for the latest developments on national League issues. This is *not* toll free.
- Public Opinion Telegram - 800-325-5300. This is the number you call at any time to wire from one to 15 words to a public official. The cost is $2.00 and the call is toll free.
- Senator Walter Mondale's Hot Line - 800-552-7606. This toll free number enables you to call the Senator's offices to receive help with governmental problems or to voice opinions. He hopes we will take advantage of the service.

In Action, the more you do, the more interesting the job, the easier the job and the more fun you will have.

COUNTERPART COMMUNIQUE -- Corrections

Laurel Mueller (612) 890-2141

League first adopted this item at the 1973 Convention. Consensus and concurrence on Juvenile Justice was reached in the spring of 1975.

The state Corrections Committee has toured the correctional facilities directly under the control of the Department of Corrections. Because of the accessibility of these facilities to news reporters, information will be constantly available to you. In particular, follow the news releases on the special subcommittee concerning the Minnesota State Prison. The Senate committee members are Lewis (chairman), Conzemius, Kowalczyk, Renneke and Tennessen. The House committee members are Moe (chairman), A. Carlson, Jaros, Knoll and Laidig.

Two years ago local Leagues were asked to tour and report on their local correctional facilities. Initiate action on the local level under the state position when your local League committee and members are ready. Arrange for tours of local correctional facilities for new members in your League to add to their LWV orientation. Include non-League members in your tours to heighten community awareness. Newspaper articles (especially including pictures) and offering talks through your speakers bureau will help spread what LWV is doing and what needs to be done to improve the corrections system.

If your community is involved in implementing the *1973 Community Corrections Act*, send information to the state office. Do you know the stand of your community officially and unofficially concerning the future implementation of the Community Corrections Act? The state Corrections Committee needs to know in order to lobby effectively in the state Legislature.

When the mini-session legislative committees begin meeting in August, LWV observers will be present---as they will be in January when the session begins. Interest in corrections has been high for the past two years. This is not the time to let down. We will act under our consensus position and we can act knowledgeably only with local League information and help. We need people on the state committee. Distance need not be a factor. We need cooperation throughout the state. Contact:

Laurel Mueller
13221 York Ave., S.
Burnsville, MN 55337
890-2141
or the state office

Materials to help you:

Corrections Committee Guides I and II
CORRECTIONS: People, Prisons and Programs
Slides presented at state Council (1974) showing state institutions

COUNTERPART COMMUNIQUE -- Judiciary

Peggy Gross (612) 926-9087

A study of the state judiciary was adopted as a program item at the 1971 state Convention. Leagues observed the various levels of the Minnesota court system and studied their constitutional and statutory requirements. Consensus was reached in March 1973.

Emphasis in 1975-76 will be on ACTION. Leagues should continue to observe their local courts regularly with an eye to proposed changes in the court structure and in the administration to see how proposed changes will affect their community.

The 1975 Legislature currently has before it at least five bills concerning some form of court unification. The bills vary from complete unification to maintaining the present two-tier system of courts but with some steps toward administrative unification. Some of the features of the various bills are state financing of county judges' salaries with or without county supplements, the appointment (or election) of one chief judge to head a district of all district and county judges, creation of an intermediate appeals court, etc.

Updated information on the proposed changes and a general update on what's happening with the courts will be available in January. Leagues should use this material to update members on the Judiciary and to educate newer members on this position. If possible, PLAN A UNIT MEETING around the information. Use your League bulletin regularly to keep members informed and up to date. Leagues may be called upon to respond to Times for Action when our lobbying effort gets underway in the '76 legislative session and you will want to be prepared.

The Judiciary position supports alternatives for handling behavior now defined as "status offenses" and "social (or victimless) crimes." We anticipate lobbying in favor of consenting adults legislation (decriminalizing consensual sodomy and consensual homosexuality in private).

Merit selection of judges, guarantees to witnesses in grand jury proceedings, support of community alternatives as an adjunct to the judicial system and alternatives for sentencing will continue to be areas of interest to the League.

Leagues can be very effective in their local communities by building understanding of these issues and by visibly urging support for them.

Basic publication: MINNESOTA JUDICIARY: Structure and Procedures, LWVMN PROGRAM FOR ACTION
Update material to be sent with January Board Memo.
Capitol Letter - watch for periodic articles.

Members are needed to serve on the Judiciary Committee as well as for lobbyists and observers in the Legislature. If you are interested, contact Peg Gross at 5416 Queen Ave., S., Minneapolis 55410, 612-926-9087 or the state office.

COUNTERPART COMMUNIQUE -- Environmental Quality

Mary Poppleton (612) 890-4486

Good news! This year will bring no new consensus study in E.Q. However, much is happening within each section. Check the national Catalog - Spring 1975 - for publications in the E.Q. section, including the newsletters. They will give you the background information for action.

ENERGY: On the national level, the energy task forces continue to meet and plan. At the state level, we will continue to follow energy legislation. The Omnibus Energy Bill was not introduced this past year. Committee members said there had been no pressure from constituents for it. Local action should include letting legislators know this conservation legislation is needed. Materials from national give guidelines on making the community aware of the necessity for a new conservation ethic.

LAND USE: The amended version of the state consensus is:
Support of an overall state land use plan with maximum cooperation and implementation at the regional and local level, with state help in developing and exercising land use management, with opportunity for maximum local decision making and with regional planning and regulation for matters of more than local concern.

To implement that policy a state plan should:

* be tied closely to integrated planning (ex. human services, highways, etc)
* be coordinated with plans and policies of local and regional agencies
* require local governments to exercise at least a minimum level of planning and control
* recognize fragile or historic land, renewable resource lands, and natural hazard lands as critical areas and subject them to at least minimal control
* recognize areas impacted by public investment and large scale private development as critical areas and subject them to at least minimal control
* require impact statements on all major public and private development
* provide financial aid for research and technical assistance, and state data for local and regional governmental units
* provide authority to local and regional governmental units to exercise innovative planning and regulatory techniques such as land banking, planned unit developments, transfer of development rights, timed development ordinances
* provide for an appeals board to arbitrate conflicts among governmental bodies and between citizens and governmental bodies.

This new state consensus along with the national consensus opens avenues for effective local action. Does your community have long-range plans for land use? If not, this is the time to become involved in the planning process. If your community has established its plan, become familiar with it and look for ways to improve it. Does it provide for human needs, does it relate use of land to its carrying capacities, does it provide for innovative planning?

To accompany the national Land Use Letters, we will be sending you a report on Minnesota's Public Lands compiled by Harriet Burkhalter of Minnetonka. The information in these reports could be summarized in local League newsletters, provide food for a general meeting or be given to community leaders.

Many land use consensus reports stated that members felt taxing procedures and use of land were so intertwined that consensus was difficult to reach without tax policy information. The Land Use Committee recognized this deficiency and will send local Leagues a "For Your Information" piece on "How Taxing Procedures and Policies Affect Land Use" by April.

SOLID WASTE: We will continue to support the Beverage Container Deposit legislation. Pat Stein (Brooklyn Park LWV) reports that the coalition is planning action (e.g., boycott) in key Senate districts before the Legislature reconvenes. Details later.

AIR: Continued monitoring of existing laws. Watch for a new publication on air from the national LWV.

WATER: We will continue to watch water legislation, especially attempts to change the drainage laws passed in 1973.

Local action could include participation in the M.A.P. program; if you are a new Water or E.Q. chairman, check your files for an August 1974 information sheet. For information on the M.A.P. program (Minnesotans Against Pollution - Discharge Monitoring by Citizens), write:

John Motl, MPIRG
3036 University Ave., SE
Minneapolis, MN 55414

or

Public Information Office
Minnesota Pollution Control Agency
1935 W. County Road B2
Roseville, MN 55113

COUNTERPART COMMUNIQUE -- Human Resources/Equality of Opportunity

Lois DeSantis (612) 866-5171

The Human Resources/Equality of Opportunity portfolio for 1975-76 is primarily one of action, with no new studies planned. However, in order to have a firm basis for action, it is necessary to keep our information updated. Human Resources chairpersons should be alert to local problems which arise in any of the human rights and human services areas and *use* our positions and principles to lobby the appropriate governmental body for solutions.

Since our state and national positions are interwoven, the local League portfolio is also interwoven. Both are Action items. The local League portfolio chairperson and committee has the responsibility to design Action campaigns as new developments emerge in welfare, child care, poverty, unemployment, housing and school integration plans to achieve racial balance. Communicate with the state HR/EO chairperson about what is being implemented within your community in these areas of LWV concern.

Special concern was expressed at state Convention for:

Women	The elderly
Indians	The handicapped
Ethnic minorities	Homosexuals

Informing members and the public about the problems of these people and monitoring governmental response to their needs is part of carrying out LWV commitment to action under our positions and principles.

The state Human Resources Committee plans to provide a series of updated materials at intervals during the program year. Please bring these to the attention of your Board and membership in meetings and bulletins.

All local Leagues received a kit on the Equal Rights Amendment during state Convention. We urge you to set aside time in the fall - preferably September - to inform members about the concentrated nationwide effort to accept the pro-ERA arguments. Our aim is to enable every League member to talk intelligently and persuasively about the values of such a constitutional amendment.

Also at Convention, information was handed out about the federal food stamp program. This material might be highlighted in October - just a five minute presentation at each unit meeting, for example, on who is eligible and how League members might help the state in publicizing this program.

Later in the fall you will receive Updates on welfare and day care and on antidiscrimination legislation which will probably be considered in the state Legislature. It is hoped that other Updates will be issued in early 1976.

PLEASE DO NOT THINK OF HR/EO AS A DORMANT PORTFOLIO! It is a vital LWV Program which needs constant vigilance. Input from local HR chairpersons to the state committee is essential. We especially welcome feedback from observers of Human Rights Commissions, Human Services Boards and Public Welfare Boards.

Publications which should be in the HR portfolio include: PROGRAM FOR ACTION, LWVMN and Documents: Background on National League Program 1974-76, LWVUS. Also of special help are subscriptions to Report from the Hill, LWVUS and Capitol Letter, LWVMN.

NOTE: August 26th will be Women's Day at the State Fair. Jeannette Kahlenberg, state LWV representative to the ERA coalition, is on the planning committee. She would welcome volunteers to help hand out materials and may be contacted at 2338 South Shore Blvd., White Bear Lake, MN 55110 (612-429-6070).

COUNTERPART COMMUNIQUE -- Election Laws

Jean Reeves (507) 645-6161

High priority will be given to monitoring the new Ethics Commission under our campaign financing position. How is it working? Is the public aware of the provisions of the State Ethics Act and procedures for filing complaints if a violation is suspected? Is enforcement effective? We will provide more information to local Leagues as the year progresses.

During the Interim, a bill is being considered dealing with campaign contributions and expenditures for candidates for municipal and county offices. Because of the importance of such a measure to local Leagues, every attempt will be made to keep you informed.

Rotation of names of candidates on ballots was an action priority last year and there is still work to be done. The issue appears to be stalled on rotation of party columns and/or putting one party at the top in presidential election years and the other party at the top in gubernatorial years. Neither of these speak to our position which supports the rotation of names by office for all elections, including partisan elections. It is difficult to predict what course this legislation will take but we should continue to be prepared to act should the opportunity arise.

The mandatory training of election judges (SF 661) is on the floor now and could see action early in 1976. Funds to prepare materials and staff the Secretary of State office have been approved in the current budget and the "mandatory" provision is all that stands in the way of making training really effective.

In the closing days of the 1975 session and without a public hearing, a provision was added to the State Department's appropriations bill that allows any county with no population center of 10,000 or more to opt out of the voter registration law's provision making registration mandatory. This can be done by resolution of the county board. This affects 64 counties. Since the initial costs of permanent registration have already been incurred and repeal of the option is a possibility in 1976, local Leagues may want to urge a "go slow" attitude on the part of their county toward this option.

Sources:

PROGRAM FOR ACTION 1973-75
UPDATE: Rotation of Names....II, November 1974
Testimony to Senate Subcommittee on Elections, April 14, 1975

COUNTERPART COMMUNIQUE -- Organization of State Government

Ann Knutson (612) 881-1510

Convention delegates showed strong interest in a study of the legislative process as it relates to the amount of time it takes to determine state policy (full-time vs. part-time), what a legislator should be paid and how these relate to the size of the Legislature. Since our consensus in 1968, many legislative improvements have occurred; however, issues change from session to session and League needs updated information for effective action and monitoring. We also need an overview of the legislative structure and its procedures rather than treating each subdivision of our position individually.

An update on the issues of a full-time/part-time legislature as it relates to size and salary will be prepared for the February 1976 Board mailing. League members who want to assist with the research, please contact Ann Knutson by letter or phone (612-881-1510) or the state League office.

Background information:

PROGRAM FOR ACTION, 1975-77

Capitol Letter

Non-League publications:

The Sometime Governments - A Critical Study of the 50 American Legislatures, Citizens Conference on State Legislatures, 1971 Bantam Books.

How Citizens Can Improve the Minnesota Legislature, Citizens Conference on State Legislatures, 1974. Each League received two copies in Winter 1975.

Book of States. Available in libraries.

Legislative Manual - 1975-1976. Copies may be obtained from your legislators or may be read in the state LWV office.

CONSTITUTIONAL AMENDMENTS: Since the change to annual flexible sessions, the Legislature prefers to delay passage of any proposed constitutional amendment until they determine which ones have priority. A second attempt to pass the amendment to change the amending process to 55% of those voting on the question is likely to be one of the ballot questions. The Amendment Promotion Kit, August 1974, has valuable information on this proposal.

Another likely constitutional issue that could receive League support would be the issue of dedicated highway funds (Environmental Quality).

Reapportionment has practically been forgotten as memories of the last lengthy attempt fade. Only strong public effort could raise this issue next session.

OPEN MEETINGS: Leagues will receive an Open Meeting Evaluation kit in August. For effective and meaningful action next session, we need your expertise on just how to define openness in government. Specific legislative exemptions are being proposed and your input can help us determine just what action we will take. Our support for this issue comes primarily under our principle-----"that governmental bodies protect the citizen's right to know by giving notice of proposed actions, holding open meetings and making public records available." It is only through your observers program that we can make these important decisions

Check your files for Monitoring the Open Meeting Law, LWVMN, December 1974.

COUNTERPART COMMUNIQUE -- International Relations

Mary Davies (218) 233-2175

Delegates to the 1975 state Convention in Northfield passed a resolution requesting our representatives at the UN "to seek solutions that will strengthen the United Nations enforcement authority, when acting to make secure international peace and territorial integrity of nations." Cyprus was given as an example of no substantial action taken to enforce UN action.

Delegates to national Council also indicated their concern over current status of the United Nations by directing the national Board to encourage local Leagues to update their members on the League's UN position and the changing nature of the UN. An article will appear in the fall VOTER. Prior to next spring's national Convention, local Boards will be asked to discuss whether basic agreement with the League's UN position still exists among their members, and what kind of action the League should take regarding the UN.

With the above in mind, you will want to plan a meeting to update your members on the UN, as well as including information on all aspects of our international relations position in your bulletins. There is a continuing need to raise community awareness concerning international issues. Check with other groups in your community who might be willing to work with you on IR-related action. Remember that our IR position is one of Action.

Development assistance will continue to need strong support for adequate funding. LWVUS plans an Update International covering United States development assistance, with a focus on programs involving food grants and concessionary sales and programs to promote food production in developing nations. In the trade arena we need to monitor the implementation of the 1974 Trade Act and the effects of implementation on our relations with other countries and on our domestic economy.

Three publications which should be in your files will be of help in updating your members on the UN: the Committee Guide: International Relations Programming, 1974-75 (#544), the Community Guide: What To Do About the UN---1974-75 (#526), and an IR Update, Are There Cracks in the Glass House? (#570). Check with your EQ chairman, too, on Energy briefs which explore the world's interdependence. Be sure to read the IR section of the Report from the Hill and keep members informed of action to be taken.

UN DAY is October 24. The UN Rally will be October 22.

Don't forget.....It's International Women's Year!

COUNTERPART COMMUNIQUE -- Representative Government

Ann Knutson (612) 881-1510

STUDY OF THE EXECUTIVE BRANCH -- *CONSENSUS DUE TO NATIONAL - November 24.* Local Leagues have indicated strong interest in the Executive study. Many bulletins contain book reviews on various aspects of study, many have reprinted section of the first Committee Guide and a number of Leagues have sponsored public meetings. Minnesota Public Radio aired League's co-sponsorship of the National Town Meeting on the Presidency in April. A cassette is available at the state office.

In the Spring '75 national VOTER, The Federalist Papers Re-examined has two questions at the end of the article for member response. Encourage your members to respond or perhaps have your committee evaluate the material. *LWVUS is depending on your response.*

Two Facts and Issues and a second Committee Guide are promised soon. *Congressional Reform* and *District of Columbia* positions are in a stage of action and monitoring. The best source of information is the Report from the Hill. Each issue provides a summary that is convenient for reproducing in your bulletins to keep members up to date.

LWVMN has been cooperating with the Public Policy Department of the University of Minnesota in planning a fall workshop on the Presidency. Full funding was not approved and whether or not there will be a Minnesota Conference is in question at this time.

COUNTERPART COMMUNIQUE -- Education

Nancy Atchison (612) 941-3508

State Convention adopted a study of the school aid formula with focus on cost differences caused by location and/or degree of urbanization.

The state Education Committee will gather data about costs of education in Minnesota communities, including salaries of teachers and administrators. We will be asking local Leagues to help us supplement information from state agencies. Your suggestions are welcome. Members of your League who will be willing to work on the state committee should notify the state office or phone me at 612-941-3508.

The January-February VOTER will contain the report to every member. Our plan is to devise a committee guide which will give discussion outlines and consensus questions (if, indeed, consensus seems warranted!). With the VOTER due to be in members' hands in January, we will aim for January for the discussion outline and guide for unit meetings. If you will plan for February units on school finance, with Board approval of the local consensus report in March, you can meet the March 27 deadline for your consensus report to state.

State aid was increased in last session of the Legislature. Local Leagues are encouraged to monitor the budgeting and spending in their local districts. Are increased aids for special education resulting in improved programs? Use national's Know Your Schools (#343) for guidance.

One area to watch is the athletic budget. Schools are required by law to provide equal facilities per participant for both boys and girls. Guidelines may be obtained from State Department of Education. Let your school know that you care and are watching what they do.

Use Action, LWVUS #161
Documents: Background on National League Program 1974-76, LWVUS #521
PROGRAM FOR ACTION, LWVMN 1974 (new edition October '75)

The second adopted study on tenure and seniority will begin later for consensus during next League year.

COUNTERPART COMMUNIQUE -- Financing State Government

Karen Anderson (612) 935-2445

A new/old program area --- old because it was first adopted as a state program in 1965; a new study because the position adopted in 1968 affects only a small part of the total Financing State Government picture, and because there have been such far-reaching changes in the past 10 years.

This time around, we want to focus on the effects on people and programs, and the social and political implications of present financing methods; and to examine alternatives in sources and distribution of revenue. Consensus will depend on the progression of the study --- it won't be this year except for the portion concerning the Foundation Aid Formula (see Education section this OUTLOOK) which is a related part of the total financing government item.

We're limited budget-wise (the Program part of the state budget was reduced to $500 at Convention); we hope to solicit Education Fund money for eventual publications, but right now we're depending on our innovative ideas and initiative in educating ourselves on all aspects of financing government. We're *unlimited* in terms of trying new ways of gathering and disseminating information - that's where initiative and innovation come in.

We'll be concentrating on gathering information, at the state and local levels, as a beginning of the study. It's a big topic, which will have to be broken down into manageable parts before looking at the total picture. One possible breakdown:

Revenue sources
income, sales, property taxes, etc.

Distribution of revenue
what goes directly to services for citizens, to other levels of government, to administrative overhead

Budgeting process
legislative and executive responsibilities in setting budget and budget priorities, opportunities for citizen participation

And through it all, we want to focus on the effects these have on people and programs. A good beginning point would be to concentrate on Minnesota tax structure, especially in light of '75 legislative changes and their effects on total revenue sources.

Right now, THINK IDENTIFICATION

IDENTIFY: League members who could offer expertise or initiative in any aspect of the study. If any of them are interested in helping the state committee (getting in on the ground floor), call the state office or Karen Anderson, 935-2445. Otherwise, have them be on your local committee, helping to -

IDENTIFY: Resources in your own community - economists, municipal financial experts, Minnesota tax study commission members, legislators serving on Appropriations or Tax committees, single issue citizen groups. *Use* these people, either for small information-gathering sessions with your committee or as a basis for a general meeting. Keep the state office posted on whom you're finding as resources and what they're telling you. The state committee will be meeting on a regular basis, and we will notify you when we are talking with "experts" in case you or one of your committee members wish to attend.

IDENTIFY: The best times to focus your members' attention on the item. Besides a meeting dealing with the Foundation Aid Formula, you'll want to have at least one unit or general meeting devoted to other aspects of Financing Government. Ideally, have a big, exciting general meeting (for the public, too) with a resource speaker or panel to spark interest. Concentrate on Minnesota tax structure. We'll have a bibliography, lists of resources and speakers (LWV and other), suggested topics for speakers, and other program ideas ready for you at the fall workshops. Other information will come via the VOTER or other vehicle (dependent on Ed. Fund sources, of course).

IDENTIFY: And keep reminding yourself of all the areas of LWV organization and Program which can affect and be affected by this Program item: membership (facing fiscal responsibilities is timely and mind-expanding); public relations (a new item is newsworthy); all other Program areas (can we offer funding priorities relating to programs we support?).

Part of the fall workshops on financing (see Field Service) will be devoted to Financing State Government. Besides the basic Committee Guide which will be ready then, we will have a speaker from the University Extension Service with some hard-core information on public policy issues in Minnesota tax structure. Plan to have your committee attend!

IDENTIFY - Initiate - innovate - New ways to begin educating ourselves on Financing Government in Minnesota.

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Jerry Enders (612) 473-4171

CALENDAR FOR 1975-76 - CMAL REPRESENTATIVES MEETINGS:

September 18th, Thursday
An orientation for representatives will be followed by an introduction to the Metropolitan Council with an explanation of its role and functions. The luncheon speaker will address the issue of an elected vs. an appointed Metropolitan Council. This will be an excellent chance to introduce your members to CMAL and to the Metropolitan Council. Please encourage all your members to come. Specific information will appear in the August CMAL bulletin.

January 15th - Legislative briefing

March 18th - Program to be determined

June 3rd - CMAL Convention

STUDY ADOPTED AT CONVENTION: 1975-77 STUDY ITEM: CMAL will restudy and update the government decision making item to include the following three directives:

a) to monitor and evaluate the functioning of the Metropolitan Council using the criteria: efficiency and economy, equitable financing, flexibility, citizen control and responsiveness to the electorate.
b) to address the question of appointed vs. elective Metropolitan Council.
c) to evaluate the role of the Metropolitan Council and its relationship to other local governing bodies.

Material for unit meetings will be available by January 15th meeting. The first meeting of the study committee will be July 31st at 9:30 a.m. at 555 Wabasha, St. Paul. Anyone who is interested is welcome.

SLIDE SHOW: THE COST OF SPRAWL: Our slide show will be available for use by the local Leagues soon. You will receive a letter giving you full details.

If you would like information on the metro aspect of a local study, if you would like help on CMAL orientation, if you would like a membership meeting or a unit meeting which deals with metro topics (transportation, land use, fiscal disparities, solid waste, the Metropolitan Council), please call Jerry Enders (473-4171). We would be happy to give any assistance we can.

COUNTERPART COMMUNIQUE -- Local Program

Barbara Jones (507) 388-3784

"Local Program" these days includes a wide range of projects and activities. So, as local chairman, you may be anything from a jack-of-all-trades to a research specialist, or someone who serves as coordinator to hold everything together. Some of you have new items; some are in the midst of surveys and publishing; some may be primarily monitoring; and some have positions (and members) requiring *action* on previously established positions, local, state or national. Responsibility for planning ahead and organizing all this for your League means carefully analyzing each item adopted at your annual meeting. Be sure you know what was meant and what your League hopes to accomplish for each item. Then you can begin to plan. By now you should have located a committee to help you organize and distribute the work to be done, as well as training for future Board members. Before calendar-planning by your Board, have your own calendar goals in mind to coordinate with the year's total program.

There are several publications that will be helpful, so check your files and make certain you have the tools to make your efforts easier. The new handbook, IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS has several sections tailored for you. Beginning on page 35 and from "Managing Program" on through "Reaching Member Agreement," "Formulating League Positions" and "Action" on page 42, you will find pertinent material. Another tried and true publication is Local Program, How to Choose, Research, Present, Publish and Act, which can be ordered from LWV of Indiana, 619 Illinois Bldg., Indianapolis, IN 46204. (Last price we have is $1.25.) LWVMN's "hot-off-the-presses" consensus booklet should be in your hands, as well as national publications relating to community, county and school surveys. Check your national and state publication catalogs for other aids, prices and addresses. You will receive a listing of local League Program items of all the Minnesota Leagues later this summer. We urge you to communicate with each other and share publications.

Lines of responsibility among Board members can sometimes become blurred in respect to local action on Local Program, and local action on state and national positions. To be sure your League is as effective as you want it to be, have your Board clarify "who should handle what," and establish the lines of communication that will help keep all of you informed.

The observer program is an important part of Local Program. League observers can help Leagues be alert to governmental problems and notify action or local chairmen at appropriate times.

The extent to which you can make your Local Program items interesting and relevant to your League members is very important to your League. Most Leaguers are very concerned with local issues and have a strong desire to improve their communities. Your portfolio affects so many other aspects of League efforts--membership, public relations, financial support--that you should keep in mind that the health and work of your committee contributes mightily to the health of your League and the satisfaction of your members.

COUNTERPART COMMUNIQUE -- Secretary

Mary Davies (218) 233-2175

The LOCAL LEAGUE HANDBOOK (1969), pp. 16 & 17, should be referred to for a detailed description of the secretary's duties.

MINUTES: The secretary is responsible for minutes of Board meetings, annual meetings, and other general membership meetings where business is conducted. All minutes are a part of your League's permanent file.

If you are a new secretary, refer to the Model Minutes form (available from the state office if not in your files). Keep your notes of each meeting in a notebook used only for this purpose. Consider provisions for tape-recording discussions on matters you may wish to record verbatim unless you take shorthand. Remember, League minutes record why as well as what action was taken. If possible, minutes should be duplicated and mailed to Board members prior to the next meeting.

> Please put the name of the League on the minutes to avoid confusion when they arrive at the state office. It is helpful to have last names of Board members used. Also remember to list the Board members absent as well as those present.

Make at least three copies of each meeting's minutes:

1. Mail one copy to the state office within seven days of the meeting. Please send a good copy; they *are* read.
2. Mail one copy to your League's consultant each month.
3. Keep one copy for your permanent file.

REPORTS: As your League's "recordkeeper" part of your responsibility includes adhering to bylaws deadlines, deadlines for reports to state and national, and maintaining files of copies of these reports. Even when you are not directly responsible for sending in reports, you can help guide and/or direct so that all necessary communication is handled promptly. The secretary also should see that copies of Program and Voters Service material are sent to state and national. It would be helpful for you to receive a subscription to the state Board Memo.

BYLAWS: It is the secretary's responsibility to keep up-to-date copies of local League bylaws. Check pp. 12 and 13 of the new IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS for help. Now is the time to have your Board review your local bylaws and appoint a bylaws committee if revision is needed. Any proposed changes should be forwarded to the state Board for comment before being submitted to your membership. Article XII of your bylaws spells out the amending process. Indicate the date of adoption of each revision. A copy of your bylaws should be kept in the secretary's permanent file, a copy should be sent to the state office and a copy given to each of your Board members. Any change in dues requires a bylaws change.

The secretary's file should include:

Local League Bylaws
Sample Local League Board Meeting Minutes
Sample Local League Annual Meeting Minutes
Bylaws of LWVMN (current)
Budget of LWVMN (current)
Bylaws of LWVUS (current
Budget of LWVUS (current
Simplified Parliamentary Procedure

COUNTERPART COMMUNIQUE -- Treasurer

Georgeann Hall (612) 484-9057

This year, as in other years, we are going to work hard to demonstrate fiscal responsibility. Let's get the year going with regular payments of state pledges and the state will make regular payments of the national pledge. The state Board has voted to pay national quarterly.

Local treasurers must have a written treasurer's report ready for each local Board meeting. The secretary must include this with the Board minutes. Read the new local League handbook, now called IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS, page 47. If you do not have a copy of Ledger-De-Main for Local Treasurers (#248, LWVUS), order one from national. It outlines the duties, practices and procedures that every local League treasurer should know.

Check June national mailing for information about filing Form 990 with the IRS.

Have you checked the computer printout from national? The names of members are listed for figuring your PMP. Send membership changes to national and state monthly. Use the forms provided by national and send one copy to state.

Dates to remember:

Membership list (names, addresses, zip) to state October 31, 1975
Final count to state January 15, 1976

LOCAL FINANCING: Start planning your finance drive and/or other fund-raising projects during the summer months. An attempt to have every member participate, from typing letters to soliciting, is a goal for the local finance chairperson. The fall workshops, presented by the state LWV, will have sessions on local finance.

BUDGET: The local budget that you adopted this past spring is your guide and tool for financing your local League. It needs watching and sometimes revision. Refer to the Ledger-De-Main for guidelines (#248) on gross budgeting. Remember that gross budgeting is an aide to local Leagues. It helps us to know the real cost to operate a local League.

Other materials from national to consider for your file:

The Art of Budget Building - Pub. 268
Guidelines for State and Local League Use of Tax Deductible Money - Pub. 361
Memorandum dated August 10, 1973 re: filing IRS Form 990.

COUNTERPART COMMUNIQUE -- Bulletin Editor

Shirley Amundson (612) 484-0987

OUTLOOK and Calendar Planning is the time League Board members think about long-range and immediate goals for the LWV; and the bulletin editor is thinking about where the bulletin plugs in to promote the accomplishment of these goals.

She thinks about:

- .the bulletin as one sure means of regular contact with every member.
- .each Board member's ideas and plans for maximum use of the bulletin to promote her portfolio.
- .personalizing Program to show its relationship to the member and the LWV in *your* community.
- .communicating *and* sharing with the member through the bulletin for more enjoyment in study and action and in unit meetings.
- .noting on the agenda that goes out before Board meeting (and calendar planning) the needs for the next issue of the bulletin and asks for suggestions and help, if she's feeling swamped.

The new LWVUS publication for every Board member, IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS, offers sage advice on producing a bulletin you and your League can be proud of, e.g. the short paragraph on achieving a positive attitude to attract members to League meetings. The positive attitude can carry over into the editing you do in other articles in your League's bulletin.

Look in your files, especially if you are new editor, for publications which may help you. BULLETIN EDITOR'S GUIDE, LWV of New Jersey, 460 Bloomfield Ave., Montclair, NJ 07042, price 35¢, is outdated but has some worthwhile how-to suggestions for bulletin editors who are new.

Things to do at your League's CALENDAR PLANNING MEETING are: Remind each Board member of the responsibility to meet deadlines, to generate material from her portfolio for the bulletin, and to write and deliver the material to you. Your unit meeting programs provide a theme for each month's bulletin.

It is a courtesy to print the name of your League's president, editor and perhaps membership chairman in a *conspicuous* place in your bulletin, together with addresses and phone numbers.

Many Leagues put their membership rosters in the bulletins and a monthly calendar. Others print a separate roster which may also include the League's OUTLOOK CALENDAR and pertinent Citizen Information (election dates, municipal officials and their meeting dates, etc.)

Please send three (3) copies of each issue to the state office (555 Wabasha, St. Paul 55102). Send three copies to LWVUS, 1730 M Street, NW, Washington, DC 20036. One copy should be sent to Dorothy Ann McKinney (Mrs. Rufus), 3401 Pauline Drive, Chevy Chase, MD 20015. Big city Leagues and ILOs should send issues to Martha Greenawalt and Ruth Clusen at their home addresses. (Your president has received a copy of these.) The LWVMN consultant to your League should receive your bulletin at her home. The state office will soon send out a listing of local League consultants.

The local League bulletin is a tangible image of your League. Tap your creativity and talent to produce a bulletin reflecting the image you would like to maintain in your community.

COUNTERPART COMMUNIQUE -- Editorial/Publications

Rhoda Lewin (612) 922-1888

WITH SUMMER HALF GONE, I'M TAKING INVENTORY to decide which publications I need for the coming year. Here are the basics *you'll* need, as I see them:

1. The new, fold-out, STATE PUBLICATIONS CATALOG, dated March 1975. Pale yellow color. Includes handy order blank. If you don't have it, order one now. It's free!
2. Three national catalogs (watch for the national VOTER magazine for updates). Current are the Spring 1975, CATALOG FOR LEADERS and the CATALOG FOR MEMBERS AND THE PUBLIC.
3. The GUIDE TO PUBLICATIONS FOR LOCAL LEAGUE BOARD MEMBERS, dated May 1974. Chartreuse color. And it's free, too. New one in the works, but the old one is still good. Every Board member should read it and decide what she needs. Many of the items are housekeeping tools -- a list of local League presidents, for example, or Time for Action response cards -- so *all* Board members need to look this GUIDE over carefully.
4. For Leagues writing local studies this year with an eye to publication, a helpful guide is PUBLICATIONS, A HOW-TO GUIDE (LWVMN, 40 cents). Many tips on editing, printing and promotion (both publicity and sales).

FOR YOUR INFORMATION:

1. No new state study publication this year. Work is just beginning on a study of Financing State Government.
2. Going, going, almost gone -- THE FIRST 50 YEARS, history of LWVMN published in 1969, is being phased out. If you want copies, order *immediately*. Handy for reference, membership promotion.
3. Current STATE PUBLICATIONS CATALOG promises a *supplement* TO PROGRAM FOR ACTION 1973-75, which was to have been available July 1975. *Instead*, wait for the newly-revised PROGRAM FOR ACTION 1975-7.
4. When ordering from the STATE PUBLICATIONS CATALOG, remember -- no returns, no refunds. No prepayment, either (we bill you). This year we hope to be able to ship your orders within a week of their receipt. If it still takes 3-4 weeks, it'll be the postoffice's fault, not ours!
5. Have you notified all the teachers in your local junior and senior high schools, public and private, that they can have a 30-day free examination copy of INDIANS IN MINNESOTA, CORRECTIONS, or any other LWV publication to consider for classroom use? If not, why not contact them now, before school begins?

FEEDBACK, PLEASE. Let me know how you feel about these items:

1. Sixty-eight heads are better than one. What do you think about your state publications? Neat? Rotten? Hard-to-read? Badly-printed? Confusing? Fantastically good? Let me know, good or bad, with *specific* comments, please. Lots of things are about to be revised and reprinted; share your experiences and ideas with me so we can make them useful to you.
2. Big question: Should LWVMN include your local League publications in the STATE PUBLICATIONS CATALOG? Should you have your own LOCAL LEAGUES CATALOG? Examples: Minneapolis LWV recently mini-studied in-home care for the aged, which offers many discussion ideas for all of us (some 7% of Americans are in nursing homes!); Minneapolis LWV studies on special education for children with physical handicaps or learning disabilities delve heavily into state law, offering eye-opening and vital info for every one of us statewide. Does your League plan any publications this year (this includes mimeographed and dittoed material, too)? Would you share them with us? Can you finance such sharing, or would it have to be underwritten by LWVMN? Should such publications be free, or for sale? Could your local League help pay for your listing in a state catalog?

TWO HEADS ARE BETTER THAN ONE: You and your local League's public relations director -- you're in this together. She's probably busy with meeting notices and conferences, but is she taking advantage of the possibilities for publicity represented by *your* portfolio? Ask yourselves these questions about INDIANS IN MINNESOTA, CORRECTIONS, and your local League studies:

1. Can junior and senior high school teachers in our community use this information in their classrooms?
2. Does our local library have copies of these informative publications in its reference room and catalog?
3. Have we sent a copy and/or a written review of each publication to our local newspaper, with info on how readers can order copies?
4. Have we sent copies to our finance contributors, to remind them what good work LWV does?
5. Is there a newcomer organization like Welcome Wagon in our community? If so, are LWV publications part of the kit new residents receive? If there's no such organization, can we find out from our utilities or phone companies when new people move to our community, and greet them with an LWV welcome kit we've put together ourselves?
6. Can we arrange for an LWV exhibit (including publications, of course) at our county fair? Local college conferences? Conventions and sales meetings held in our community?
7. Do editors, editorial writers, TV and radio personnel have our publications?

Don't put LWV publications on the shelf, please. Get them circulating, among your members and out in your community. Have a good year, and help *us* to help *you* by your comments, your criticisms and your suggestions for better publications and better service.

Development committee -- *Special note: Most local Leagues do not have a Development portfolio but all local League Board members and local League Finance chairpersons in particular will be interested in the information on state Development Committee.*

Dottie Stone (612) 636-2354

This year, the Development Committee will be placing greater emphasis on obtaining tax deductible moneys from sources such as foundations, governmental agencies, labor unions and businesses. These funds, cleared through the LWVUS Education Fund, will be used to finance a variety of state projects. To accomplish this, the Development Committee will be actively working on three types of activities.

IDENTIFICATION OF SOURCES: We will:

Identify and list approximately 50 of the most likely sources for funds.
Research sources and identify any possible contacts.

INFORMATION GATHERING AND SHARING: We will:

Select and purchase appropriate resource material for the Development files.
Seek appropriate training personnel and methods to upgrade our skills in proposal drafting, presentation, etc.
Act as resource people to local Leagues when information about proposal writing or the Education Fund is requested.
Make periodic progress reports to local Leagues in the Board Memo or VOTER.
Establish regular communication with local Leagues in Development "target communities" (i.e. communities in which LWVMN will be soliciting funds).
Prepare a Development bibliography/resource sheet to be distributed to local Leagues at state Council.

APPLICATION FOR FUNDS: We will:

Work jointly with state portfolio chairpersons to identify possible Development projects.
Draft proposals, submit them to the LWVUS Education Fund for clearance, then submit them to selected possible funding sources.
Attempt to incorporate interested League members into the proposal presentation teams--for example, local League committee chairpersons, members with knowledge and interest in the project, members with knowledge about funding source.
Evaluate each project, utilizing evaluation findings in planning future projects.

COUNTERPART COMMUNIQUE -- Citizen Information/Voters Service

Mary Waldo (612) 644-9228

Before you begin planning local League Citizen Information/Voters Service activities, read the section regarding Citizen Information/Voters Service in the new LWVUS publication, IN LEAGUE -- GUIDELINES FOR LEAGUE BOARDS. Our portfolio has been redefined and expanded. We have some new goals. These are all outlined in the C.I./V.S. section and give you some ideas to consider as you plan your calendar. But don't just read that one section - read the whole guide - Total Board Responsibility is not just another catchy LWV phrase!

The first thing to do is recruit and organize your committee. A committee can plan, generate more ideas and spread the responsibilities as well as share in the fun of working together. As chairman you will be developing dedicated members and new leadership for our organization.

As you formulate plans, here are some things to keep in mind:

Summer and early fall in many communities means celebrations and fairs. This is a good opportunity to reach citizens with voter information or to provide a place for them to meet and talk with their elected officials.

Get to know your election officials - they may have concerns which the League shares - election judge selection and training, registration of voters, administration of elections.

There may be other organizations with whom you want to cooperate during the year. Your committee members (and Board members) will identify these organizations.

If your community has elections this November, candidates meetings are an important part of your service to voters. Several approaches have been used as a meeting format which range from the formal to the informal. Being creative and innovative, experimenting with new ways to maximize the voters' contact with candidates should be on your committee agenda.

Plan to monitor your elections to see that the electoral process conforms to current state laws. A brief description of election laws enacted during the 1975 legislative session will be mailed to you in September.

February 24, 1976 is Uniform Precinct Caucus Day in Minnesota. The state C.I./V.S. Committee is currently planning for the Bicentennial year and precinct caucus promotion will be a part of that. As we proceed, you will receive information and materials. The Precinct Caucus Committee Guide (or Kit) is planned for completion in November. Your plans for precinct caucus participation may begin with getting February 24, 1976 on the calendar in your communities.

- contact school and city officials
- send letters to community organizations
- send "letter to the editor" stressing the importance of citizen participation in precinct caucuses.

Spring means school board elections. In many areas voter turnout is extremely low. Consider what your League could do to increase participation in May '76. This may be a time when several neighboring Leagues could cooperate for a candidates meeting, candidates questionnaires, etc.

The Citizen Information part of your portfolio can be programmed throughout the year. As a visible member of your League, you may be in a position to identify issues of community concern. Your League corps of observers may be another source of information.

Helpful references are listed on page 33 of the LWVUS GUIDE FOR LEAGUE BOARDS. Other sources will be listed in the Board Memos as they become available.

Citizen Information/Voters Service
Planning Calendar

Summer:	Committee Recruitment and Assignments Calendar planning for C.I./V.S. activities
Fall:	Voters Service for election November 4 - Election Day Planning for Precinct Caucus Promotion and LWVMN's Bicentennial Project
Winter:	Precinct Caucus Promotion February 24 - Uniform Precinct Caucus Day
Spring:	Voters Service for School Board Elections May 18 - School Board Elections

COUNTERPART COMMUNIQUE -- Membership

Elna Ponto (507) 373-7920

During the past few weeks, Membership chairmen probably have been giving much thought to increasing membership in the League and to caring about our present members. Sometimes an attitude is more important than what we do. If you haven't had an opportunity for Board discussion regarding your local League's attitude or policy for membership, you may wish to consider doing this at your calendar planning meeting.

There are all kinds of suggestions, procedures and etc. in the printed material, but a Membership chairman needs the support and a unified policy of the Board. She needs to know if you want a membership that represents all segments of the community, whom your program will appeal to and what kind of image you want to reflect in your community. She needs to know if the Board accepts the idea of being flexible enough to allow members to choose area of interest, amount of time and degree of involvement.

It appears some members are frustrated with the changes they see in the League; the flexibility and use of concurrence. They fear our commitment and quality is diminishing. Others feel, with the complexity of today's problems and the changes in women's roles, League needs to find simpler ways to accomplish our objectives. Some want less study and more action. Some want more emphasis on local issues and others want more understanding of state and national program items. League is all of these things. This all has a bearing on how a Membership committee functions in its efforts to attract and retain members.

Membership is a continual effort and is dependent on a one-to-one approach. Obviously this takes the commitment of many Leaguers. Some Leagues use a buddy system, others a neighborhood contact person. The approach varies for each League. There must be some way for each local League to respond to the challenge that Ruth Clusen presented in the VOTER, Spring 1975 of *each member bringing in one new member*. Irene Janksi, national Board member, said at Convention the *important thing was to have a plan*. She stated, "Records indicate that Leagues which have made a concerted effort to carry out a membership plan have shown an increase in attracting and retaining members."

The rising tide of concern about membership makes the Membership portfolio an important one on each Board. Best of luck to all of you in "thinking Membership."

LWVMN - June 7, 1976

ERRATA

In the September and November sections of the calendar and on page 3, top, under Corrections & Judiciary, delete the words "determinate" preceding "sentencing," please. Thank you.

LEAGUE OF WOMEN VOTERS
OF MINNESOTA
PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK - 1976-77

Calendar
and
Counterpart Communiques

Contents of OUTLOOK 76-77

General Information
Calendar Worksheets - 10 extra copes of the calendar are being provided for each League (included with President's mailing). Additional copies are available from the state office at 3¢/set
Counterpart Communiques
- President
- Suggested Organization of Board
- Membership
- Field Service
- Action
- Program/Action Items
  - Corrections
  - Judiciary (see General Information)
  - Natural Resources
  - Human Resources/Equality of Opportunity
  - Education - Libraries
  - Election Laws
  - Organization of State Government/ Representative Government
  - Financing State Government
  - International Relations
  - Local Program
  - Council of Metropolitan Area Leagues
- Secretary
- Treasurer
- Bulletin Editor
- Publications
- Development
- Public Relations
- Citizen Information/Voters Service

Included with President's mailing of OUTLOOK
- Officers and Board of Directors
- List of Local League Presidents
- Membership List Forms
- Useful Publications for Local League Board Members
- Regional Workshop Request Form
- Request for Field Service Visit
- Support Payment Form

GENERAL INFORMATION

Local Leagues receive *two* copies; one copy duplicated on *both* sides for local League president's use and file copy; one copy duplicated on *one* side only--to be distributed to each local League portfolio chairperson. Extra copies of this OUTLOOK may be ordered from the state office -- 65 ¢ each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. Naturally, if you have business to bring before the Board, we hope you will notify the president a week in advance, but important items may be added later.

Minutes of state Board meetings are avilable to local Leagues on request.

It is vital that membership changes - new members, transfers, drops or change of address and/or name - be reported promptly, both to LWVUS *and* LWVMN. Use the national VOTER Membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN. On the copy you send to LWVMN remember to put RE before a member's name if it's a member who dropped and is now rejoining.

Undelivered VOTERs are returned to the state office at a charge of 10¢ each. Only four change notices from the post office are allowed and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters.

Be sure one person on your Board, either the treasurer or Membership chairman, takes responsibility for sending report forms to national and state. Enclosed is a memo about the acknowledgement requirement of the postal service and the reporting form your League will be asked to use when submitting your membership lists on October 31.

A single copy of the Board Memo is mailed to presidents *first class*, another duplicated on just one side is included with the third class mailing of additional materials. A Board Memo is included in Duplicate Presidents Mailing subscription (cost $12.00).

Tips on Local League Filing (June 1972) may be ordered from the state office if you cannot find it in your files (cost 6¢).

Reminder: Changes in local League bylaws must be sent in for review and comment by the Field Service chairman before you propose the changes to your members.

Judiciary: We do not have a chairperson on the state Board, therefore there is no Counterpart Communique included.

World Trade Week will probably be observed the week of May 17, 1977. Tentative plans are to place an emphasis on education - to work with social science departments and involve them early. The LWVMN has been invited to participate in World Trade Week; Pat Llona, LWV-Edina and member of the IR Committee, will be involved in the planning. We are going into this with the expectation that every League will assist Pat and participate to the extent possible. Watch Board Memos for more details.

CALENDAR WORKSHEET 1976-77

JULY

1 - PMP quarterly payment due to LWVUS

6 - Filings for elective office open

20 - Filings for elective office close

28 - TV "People and Causes," KTCA (Ch. 2) - Locks and Dam 26, Alton, Illinois

AUGUST

5 - CMAL Board meeting (Regency Club, IDS)

10 - State Board meeting

24 - Last day to preregister for Primary Election

VOTER

SEPTEMBER

1 - Quarterly/semi-annual support payment to LWVMN

2 - CMAL Board meeting

6 - Labor Day

10 - UN Rally Tea & IR meeting with Peggy Carlin

14 - Primary Election Day

15 - State Board meeting

15 - CMAL Membership meeting (consensus briefing)

25 - Jewish New Year

Workshops by request (see Field Service)
Emphasis on voter registration

Publications:
- LWVMN Land Use Taxation
- Determinate Sentencing & consensus questions
- Flexible Sessions Update
- Energy Bibliography from LWVUS (additional information fall & winter - consensus winter of '77-78)

UNITS:

OCTOBER

1 - PMP quarterly payment due to LWVUS

4 - Yom Kippur

7 - CMAL Board meeting

11 - Explorer's Day

12 - Last day to preregister for General Election

21-22 - MEA/MFT Days

24 - UN Day

25 - Veterans Day

29 - UN Rally (Hotel Radisson, St. Paul)

31 - Membership lists due to LWVMN

Continued emphasis on voter registration

Publications:
- Financing State Government (FSG) Facts & Issues
- Updates for CORRECTIONS: People, Prisons and Programs

VOTER

UNITS:

CALENDAR WORKSHEET

NOVEMBER

1 - Determinate Sentencing consensus due LWVMN
2 - Election Day
4 - CMAL Board meeting

9 - State Board meeting

25/26 - Thanksgiving

Legislative Interviews
Lobbyist Training Workshop (date to be determined)
Suggestions for nominations to state Board

Publications:
Mid- to end of Nov. UN Committee Guide & Facts & Issues from LWVUS

UNITS:

DECEMBER

1 - Quarterly payment to LWVMN
- LWVMN quarterly pledge payment to LWVUS
- CMAL consensus due
- Reports of legislative interviews to state office

2 - CMAL Board meeting

24 - office closed

31 - office closed

No state Board meeting
State committees on bylaws, budget, Program suggestions
CAPITOL LETTER subscriptions due 1/5/77

VOTER
UNITS:

HAPPY 1977

JANUARY

3 - PMP quarterly payment due LWVUS
4 - Legislature convenes
5 - CAPITOL LETTER subscriptions due
6 - CMAL Board meeting

11 - State Board meeting

15 - Part I Annual Reports due LWVUS/LWVMN

18 - Focus on Emerging Issues (FEI)
20 - CMAL Legislator's Lunch

Unit meetings on UN - LWVUS recommends two between Jan. and Mar.

UNITS:

FEBRUARY

1 - Nominations materials for Hope Washburn Award mailed
3 - CMAL Board meeting
- 1st call to state Convention sent

8 - State Board meeting

15 - Focus (FEI)

VOTER
UNITS:

CALENDAR WORKSHEET

MARCH

1 - Quarterly/semi-annual support payment due LWVMN
- LWVMN quarterly pledge payment to LWVUS

2 - LWVMN proposed budget mailed
- Local LWV Program and bylaw suggestions due to LWVMN

3 - CMAL Board meeting

8 - State Board meeting

15 - Part II Annual Reports due LWVUS/LWVMN
- Focus (FEI)

17 - CMAL Membership meeting

APRIL

1 - Hope Washburn Award nominations due
- PMP quarterly payment due LWVUS

2 - 1st Round Program & bylaws mailed to LWVs, slate mailed

3-10 - Passover

7 - CMAL Board meeting

8 - Good Friday

12 - State Board meeting

15 - (tentative) FSG TV presentation
- UN consensus due LWVUS
- Best Local Action Project due LWVMN

Publications:
- FSG Facts & Issues (2)
- FSG Committee Guide & consensus questions
- Public Employee Bargaining/Tenure - Information, Committee Guide & consensus questions

UNITS:

VOTER
UNITS:

MAY

5 - CMAL Board meeting

10 - State Board meeting

12 - 2nd Round Program suggestions due LWVMN

17 - School Board Elections

26 - CMAL Convention

Legislature adjourns

UNITS:

JUNE

1 - Presidents Workshop

2-3 - Convention (St Olaf College)

30 - Consensuses on FSG and Education due LWVMN

VOTER
UNITS:

COUNTERPART COMMUNIQUE -- President

Jerry Jenkins (612) 645-1452

As you read through this OUTLOOK and CALENDAR and begin to plan your local League year, I'm sure you'll agree that *it's going to be a meaty year!*

There are several things which need special consideration:

1. Gaining members (and keeping old) is a top priority and has to figure in all plans and activities.
2. It's an election year, so Citizen Information/Voters Service activities will be heavy--especially in the fall. Also, this calls for a review of your nonpartisan political policy with your entire Board.
3. We are pointing toward at least three (3) state consensus-reaching times (Corrections, Financing State Government, Education) and one (1) national (UN). Fitting in local and regional Program and Action will take some hearty souls and flexible and creative planning by local League Boards.
4. Action at all levels of government will continue to accelerate and your members will want to be part of the action, both in personal ways and by hearing what Board members have done in the name of the organization.

As the state Board took an overview of LWV 1976-77, we asked ourselves how state LWV activities might facilitate local League planning. You will note that we are not setting workshops or a special conference in the fall in order to free up time for you to pull all of your resources together for registering voters, getting new members and emphasizing your United Nations activities. We know that membership figures usually go up in presidential election years and that Citizen Information/ Voters Service activities and *local visibility* on issues gain members also. State Council delegates recognized the need to push for members and voted wholehearted support for the state Board's priority. The state Board is developing tools to help you, but we know that adding members happens on the local level. We don't want anything we plan to impose on time you would spend on this important effort.

Please give special reading to all parts of this OUTLOOK and know that the members of the state Board and the office staff are hoping to serve your needs all during the year. We can do this only if we hear from you. You'll have a consultant assigned to you, you may request help on Field Service forms, and each of these Counterpart Communiques have names and phone numbers you may use to keep us working together to achieve LWV goals.

We have talked from time to time about "vertical programming" and what this means in trying to organize your Board. I asked Mary Watson to write a few words about this and this is what she had to say:

> Now is the ideal time to scrutinize the make-up of your Board and the portfolios they represent. We have been stressing vertical program, based on issues rather than the level of government, and the national Convention action grouping positions under four main headings--Government, Human Resources, International Relations, and Natural Resources--helps to clarify the concept. The Government portfolio can cover state as well as national positions; Human Resources can cover the state Equality of Opportunity positions, and Natural Resources (formerly EQ) can cover both national and state positions. This will necessitate some off-Board chairpersons who will handle the various facets of the program, leaving the Board chairperson responsible for coordinating, communicating to the Board and seeing that all program materials are distributed. The advantages are many; one person can be "the expert" on one subject, sharing her information via bulletins, and unit meetings. Noone is "spread too thin" being responsible for too varied a program load. The efficiency of the Board is improved, calls for action can be handled quickly, leadership is being built, and the load is shared. This is

an accepted League practice; don't continue with the labels "National" and "State" just because it's always been done that way.

Now, too, is the time to question your administrative portfolios. Could you combine some naturals, i.e. Treasurer and Finance or Treasurer and Publications? or Membership and PR. What about Bulletin and PR or Membership and Unit Organization? Each League is unique and there is no one right answer, but do take a fresh look and see if some combination of portfolios might equalize the work load.

Also, there's a page included with this mailing from Helene Borg with her Board reorganization suggestions. Look at it to see if you get some ideas of how you might do it.

Since all of us are human, we can't always anticipate everything, so please read your Board Memos each month because that's the way we communicate when changes have had to be made in the calendar. The extra things that are included with the Board Memo are not to add to your burden, but to share with you the richness of programs, opportunities and challenges that you and your members may participate in if you so desire.

Our members are interested in Action, but it is not possible to predict or calendar in the Action side of LWV. Please get set up to respond to calls for Action and watch Report from the Hill, CAPITOL LETTER, The Board Memo and the media for the build-up for action so that there will be few "surprises."

Have a good year! We hope to see you at our Focus on Emergining Issues meetings after 1977 takes its bow and we look forward to another pleasant (and busy) few days on the St. Olaf campus for state Convention.

SUGGESTED ORGANIZATION OF BOARD - LOCAL

Helene Borg (612) 472-2674

* President
* 1st VP - could be given one of the following portfolios in addition to assisting president
* 2nd VP -
* Secretary - could combine with Publications or Bulletin or Public Relations
* Treasurer - could combine with Finance or Publications
* Membership - include Unit Organization, could include Public Relations
* Bulletin - could include Public Relations or Publications

  Finance - could hold a Program portfolio as well

  Publications - could combine with Treasurer
* Citizen Information/Voters Service - could be one of the vice presidents

  Public Relations - could combine with Membership
* Action - could be one of the vice presidents, would include observer program
* Government - national items
  - Organization of State Government
  - Election Laws
  - Financing State Government - <u>study</u> (consensus June 30, 1977)
* Human Resources - national items
  - Equality of Opportunity
  - Cities/Urban Crisis - <u>study</u>
* Natural Resources - national items including land, air, solid waste and water
  - Environmental Quality
  - Energy - <u>study</u>

* International Relations - national items include trade and aid
  UN - study (consensus April 15, 1977)
  Corrections and Judiciary - could be handled off-Board with Action chairman reponsible (consensus on determinate sentencing November 1, 1976)
* Education - to include any local education items
  study (consensus June 30, 1977)
* Local - to include CMAL representation and study - consensus December 1, 1976 - (again could be delegated)
  new local study (if any)

Each Program chairman would be responsible for a study, but could delegate to an off-Board member. The chairmen would keep track of all the facets of their items, but could have experts in the various subheadings working off-Board. The chairmen would be responsible for getting materials to them and communications from them to the Board.

The above Board could be handled by 15 people if the suggested groupings, or similar groupings were used. With a 12-member Board, additional portfolios would be combined.

All Local Program would be inserted in the most logical category. If there is no category suitable, it would be carried as an Action item by the Action chairman.

COUNTERPART COMMUNIQUE -- Membership

Jean Reeves (507) 645-6161

Delegates to the State Council, both verbally and through a budget increase, gave their support for a statewide membership campaign. I regret that some thought that meant "state" was going out to get members - which, of course, is impossible. The state League is *you*! It has no members except those the *local Leagues recruit*. What IS meant by a membership campaign is: development of materials, information, PR, etc. by a state committee which will *help* local Leagues in their recruitment of members. As the campaign committee gets going, you will hear more about the plans and will be called upon for your input in the development of a strategy for getting *and* keeping members.

But, you say, I'm the Membership chairperson for now; do I sit on my hands (or whatever) and wait until I hear about the big push? - Not on your life! There are many things that you *must* consider and get done now if your League is not to fall behind - or further behind:

1.) get and read *carefully* IN LEAGUE: Guidelines for League Boards - *not just* the section on Membership. "Membership" does not exist for itself - it *is* the life blood that keeps the organization alive!

2.) choose a committee *carefully* - need not be large, but MUST be enthusiastic, knowledgeable (about LWV in general and Program in particular).

3.) devise a calendar and PLAN for the year (anything that the campaign committee develops for *this* year will be a bonus).

4.) get the entire Board enthused (by YOUR enthusiasm and anything else you can think of) about the Membership "component" of all League portfolios. For instance, suggest that resource committees recruit people from the community who have already *demonstrated* an interest in schools for the Education Study.

5.) get very close to your PR chairperson - she/he makes visible to the community what LWV is doing, thinking, etc.

6.) get very close to your Action chairperson - get her/him involved in Membership - they know where the action is and who's in the thick of it... potential members.

7.) if you don't have a speakers bureau (state campaign committee will be giving more help on this), *demand* that the Board create one with the chairperson serving - or at least attending - Board meetings. If LWV speaks only to its own members, its effectiveness is immeasurably diminished! Do you know that there are many organizations, i.e. Kiwanis, Rotary, Newcomers, with program chairmen pulling out their hair finding interesting, stimulating, informative and useful programs. We can - indeed, must - serve them and in doing so, serve the League and the cause of good government!

8.) dig out of your president's file (or whoever) the "Report of the Findings of the League Self-Study," done in 1974...or order from LWVUS for $1.00 (pub. #545) and really read and digest for your Board/membership...if this has been done before - try it again. It is *full* of information about ourselves and I think helpful.

9.) finally - look forward to helping and getting help from both state and national Boards on Membership. We're all in this together and our cause is worth all the effort - *a better world!*

COUNTERPART COMMUNIQUE -- Field Service

Carolyn Cushing (612) 633-0602

Are you ready for *another* break with tradition? Many Leagues cheered the Continuing Education courses as a change from the usual Leadership Workshops, so we were encouraged to try a different approach for fall, too.

We are not (repeat: NOT) planning traveling workshops this year on what we see as an appropriate topic which you will be expected to attend. Before your disappointment becomes overwhelming, or you wonder what we'll do with the money that was budgeted, meet the super-flexible, fantastic, DO-IT-YOURSELF Workshop! It has been suggested before that you know your own needs better than the state Board, anyway. It has also been said many times that workshops should be more conveniently located. Here's your opportunity to plan a regional workshop on the topic/topics of *your* choice to be held in *your* community.

On a first-come/first-served basis, we will assist with locally organized workshops to whatever degree you request. You set the date and the subject matter. You can then request assistance in planning, preparation of materials to be distributed, personnel to lead discussions, resource speakers, or simply publicity in the Board Memo, etc. Be realistic about lead time and our climate, please. The only stipulation is that when state Board members are asked to travel, a minimum attendance must be guaranteed. (See green request form enclosed.)

In addition or as an alternative, Field Service visits *to individual Leagues* can also be requested. These are primarily intended for Board training/orientation or for workshop-type help with a particular problem. (See gold request form.) Your consultant is available when you simply need another point-of-view to join your Board in a problem-solving session. Field Service is happy to talk to you at anytime about League concerns, and fill in for your consultant if she is not available.

We will also be looking forward to State Convention in June and planning for Presidents Workshop. We would be delighted to receive suggestions from local League presidents for ideas/concerns to include in that presentation. And while you're writing: it has been suggested that we should provide a Presidents Workshop in connection with State Council, too, in order to help those presidents elected in off-years. Your reaction would be appreciated.

We face a busy League year; let's use all available assistance to make it a successful one!

COUNTERPART COMMUNIQUE -- Action

Helene Borg (612) 472-2674

"Leagues act on current program positions and on Principles."

ACTION RECOGNITION PLANNED for 1977 LWV State Convention - we are asking each League to tell us about its best local action project using national, state or local positions. Each entry must be sent to the state League office by April 15, 1977, so get started right away. Keep in mind the following criteria as you write your report:

Planning?
Member involvement?
Originality?
Visibility?
Work with others to achieve goal?
Success - Did community attitudes change?
Was a law implemented or stopped?
Did you make a difference?

Prepare by reading:
IN LEAGUE, ACTION, ACTION COMMITTEE GUIDE, OUTLOOKs and Board Memos, PROGRAM FOR ACTION (this is for every member, or at least every Board member). National will probably have new program information coming soon. Carry LEAGUE ACTS and FACTS in your purse or packet.

Prepare by planning:
Hold an action planning session where community problems are discussed. Does something need to be changed? Go over all League positions and Principles and decide what can be done under each one. Establish at least one action priority with a written down schedule of each step to be done. Add a timetable and determine responsibilities. Plan your reacting as well as your acting. Are observers assigned to all the significant governmental groups? Are they familiar with League positions and aware of the need for rapid reporting?

Prepare by organizing:
Are your Board portfolios organized by Program? Do these Program chairmen have specialists to turn to for the subgroups under their main topics? Have they established telephone pyramids to spread the word when action is needed? These can include nonmembers who have a known interest in a particular subject.

Prepare by making friends:
Develop personal contacts with incumbents and candidates through those active in Party work. Introduce yourself to all local officials and their staffs. Familiarize yourself with other organizations in your community with an eye to possible coalitions in the future. Know the members in your League and try to know their interests. Meet the Action chairmen in neighboring Leagues and confer with them about possible joint action.

Prepare by getting acquainted with the Legislature:
Order the free publications from the Senate and House Information services at the Capitol. Subscribe to the CAPITOL LETTER and urge subscriptions on your members. Give subscriptions to influential citizens and you can call upon them later to respond when action is needed. Plan a visit to the Capitol and include as much of your membership as possible. Plan to meet your legislator there or arrange a meeting with him/her in your community to review the session. Invite as many members and husbands or wives as you can accommodate. Some Leagues hold a picnic. Write or call your legislators and thank them for the times they voted with the League during the last session. Roll call votes are available from the League office. Your legislator wants to hear from you!

Prepare by learning:
There will be no Action workshops this fall, but the state Board is ready at all times to assist local Leagues in organizing for Action or to help make Action decisions. A Lobbyist Training Workshop will be held in November for those interested in learning more about the lobbying activities of League.

Act by responding:
Each League is expected to respond to an official Time for Action (T/A) or Action Alert. The response is prepared by the expert in the subject of the legislation and signed by the president. In addition to this official response in the name of the League, it is hoped that many responses will be made by your members and friends acting as individuals. Please send carbons or Action Reply Cards to the League office telling what action was taken or why not. Report on any interesting replies, too, please.

For latest developments on national League issues, call Spotmaster: 202-296-0218, from 5 p.m. on Fridays through non on Mondays. This is *not* toll free. This information is usually available from the state League office at 612-224-5445 on Mondays. Consider telephone calls and telegrams for greatest consideration of your message. A Public Opinion Telegram can be sent for $2.00 for the first 15 words to a public official by calling 800-325-5300. The call is toll free.

Act by writing:
Use your LWV bulletin for Program updates as preparation for future action, interview summaries, workshop information, observer reports, ads for the CAPITOL LETTER, and a monthly "Action box" to keep members aware of their League's action. Arrange to run a regular LWV column in your local newspaper. Keep letters to the editor submitted from various members, depending on the subject. Write both legislators and congressmen regularly. You can ask them questions, send them information or just say thank you for a vote. Let them know your interests and you will be put on their mailing lists. Be succinct, but relate your comments to local affairs.

Act by speaking:
Use the first five minutes of each unit meeting for Action - either to report, request or write letters or cards. Establish a speakers bureau made up of your League's experts (and they don't have to be all that expert - they'll still be far better informed than your audiences) and let other organizations and schools know they are available. Choose current League topics of public interest, run off a simply flyer and distribute. Follow up with a phone call to set dates. If distance is involved, ask for reimbursement for mileage. Keep the talks the length the group requests. In some communities radio and TV are sometimes available. Make LWV issues campaign commitments. Have questions prepared for all candidates' meetings to bring out League concerns. Use interviews to emphasize League Program. There will be Congressional interviews in the fall. Urge your members to attend and be ready to discuss the bills we are supporting. Legislative interviews will be in November and you will be expected to participate. These lawmakers listen to constituents, so be sure you are there talking.

Act by monitoring:
We work to get legislation passed and then it is up to us to see that the laws are being followed. With the best of intentions, many laws are ignored, or incorrectly carried out. You can assure compliance and this is an important type of League action.

Act by causing change:
Persist in your efforts and you will change laws, policies, administrative activity, attitudes and even candidate selection (without ever supporting or opposing anybody). Education is action, setting an example is action, and being enthusiastic can be action.

Act by litigating:
When all else fails, or when all else is too difficult, litigation might be the answer. Do not discount it, but go into it with your eyes open. Consider the expense, but do not overlook free services or contributions for the needed services. Look for allies. Consult with the national and state offices and some friendly attorney.

Finally, RECORD - Try to find time to write something down so your successor can go on from where you left off, profiting from your experiences and accomplishments. Let us quit re-inventing the wheel. Keep in touch with your national and state Action chairmen. (Especially me, O.K.?) We need to know what each other is doing. We can be so much more effective if we coordinate our activities. It is so important that we speak with a single voice so our message will be heard, rather than having our words compared for their different implications.

COUNTERPART COMMUNIQUE -- Corrections

Laurel Mueller (612) 890-2141

Welcome to all new Corrections chairpersons and thanks to all of you who agreed to work another year on a topic which has no end. Actually, this is a relatively new topic for LWV when you consider that consensus was only reached in 1975. However, because of the changes that have taken place since the publication of CORRECTIONS: People, Prisons and Programs, the Corrections Committee has decided to update the publication. Later this summer you will be receiving information on how to get the most recent facts to add to the original publication. This material will bring you up to date on many parts of the book, including ombudsman (added authority), employment, education, medical care, community corrections, Human Services Act, probation and parole and more.

The state Corrections Committee also plans to provide to you later this summer a paper on sentencing--the different meanings attached to the word--different ideas presented--what has been happening in the Legislature. This is certain to be an issue in the upcoming 1977 session, and LWV would like to be prepared. Consensus questions will come with the paper. The Corrections Committee suggests you schedule an early meeting this fall so that the consensus questions are returned to the state office by November 1. Members on the committee have been working with this topic through the past summer as well as through this past legislative session. As you know, SF 634 (McCutcheon, Brown Olhoft), after much legislative play, finally passed the House and Senate, but was vetoed by the governor. There were several other bills on the subject, and it looks like a definite issue next session.

After the extensive hearings held last summer and the report filed this year, Stillwater State Prison is a subject that will be watched closely in the 1977 legislative session. Numerous changes were suggested in the lengthy report with some implemented through bills this past session. The committee will be watching as more bills are introduced.

On the juvenile level, the status offender will no doubt be considered and new juvenile programs will be introduced. Much is being covered this interim at the Juvenile Justice Subcommittee hearings, chaired by Ken Nelson. LWV is attending these sessions. Juvenile records, security, certification laws will all be concerns of LWV next session.

On the local level, help your members be aware of what is happening by looking at your local correctional facilities. A bill (SF 551) was passed this session which gives greater power to the Commissioner of Corrections to control local facilities. Tour these facilities and see what your League can do to help improve the system. Report on these visits, not only to your members, but to newspapers in your areas. Has your community been involved in the Community Corrections Act? Let us know what is happening. The only way that we can be effective is by working together. We can only act when we have information from the local level. We need cooperation at all levels. We need members to serve on the Corrections Committee and to observe and lobby next session. Contact me at 31221 York Ave., S., Burnsville, MN 55337, 890-2141, or contact the state office.

Materials to help you: CORRECTIONS: People, Prisons and Programs
PROGRAM FOR ACTION 1975-77

COUNTERPART COMMUNIQUE -- NATURAL RESOURCES

Mary Poppleton (612) 890-4486

Notice the new title - Natural Resources instead of Environmental Quality.

The national Board felt that bringing air, water, solid waste, land use and energy concerns together emphasized the fact that all were interdependent. For us, this is the way we have considered the portfolio for years.

Energy - One of the study items adopted at the national Convention was a continuation of the Energy topic focusing on "sources of energy and the government's role in meeting future needs." The League will examine the costs and benefits (economic, environmental, social and international) of the ways in which energy is or can be produced, distributed and used.

The *Energy Briefs* will continue. The first is tentatively titled, "Energy Future - What will it be?" This will be a two-year study with consensus scheduled for winter '77-'78. It would be good to schedule unit meetings on Energy in the spring. By then, you will have received background material from the national League.

Land Use - We had promised you a publication on taxation and its effect on land use in April. However, it became a case of the more we read, the more there was to read. We are still trying to bring the wealth of material to manageable size. Carol McLean is now planning on a summer publication date.

Solid Waste - The Environmental Protection Agency is providing Minnesota with 75% of the money for a pilot project involving the disposal of hazardous and toxic wastes. The Pollution Control Agency is writing the regulations and the Metropolitan Waste Control Commission will handle site selection and bid letting. Public hearings on the project are bound to be as lively as the 4th of July. The main controversy seems to be whether or not to allow Minnesota to become a regional depository for hazardous and toxic wastes. Plan on having League members in attendance when hearings are held locally.

Continue your efforts to encourage community recycling and conservation.

Water - The LWVMN will be a cosponsor of the July 28 television showing of "People and Causes" on KTCA - Channel 2. The subject will be a slide/tape presentation on Locks and Dam 26 at Alton, Illinois, prepared by the Sierra Club and Isaak Walton League.

We also hope to take the show to local communities along the Mississippi River in Minnesota. Joyce Lake will be working with the Isaak Walton League to set up these community meetings. She will be contacting the appropriate local Leagues for assistance.

Air - At the state level, we will continue to oppose damaging amendments to the Clean Air Act. One of the most vital, as applied to Minnesota, is the regulations regarding "significant deterioration." Under these rules, the BWCA and Superior National Forest are classified as I, meaning very little additional pollution allowed. These regulations are the only way of keeping the area air clean and free of pollution from nearby industrial sources.

COUNTERPART COMMUNIQUE -- Human Resources/Equality of Opportunity

Lois DeSantis (612) 866-5171

Local League members carrying responsibility for the Human Resources/Equality of Opportunity portfolio should inform themselves of action taken at the May 1976 LWVUS Convention on Program. A new study item on crises facing urban areas was adopted. It is anticipated that the first step in the process will be a restudy and pulling together of current national HR positions. In addition, Convention delegates emphasized the importance of being aware of the inter-relationships of our various Program positions. HR chairpersons should be alert for ways positions in other areas have impact on human resources, so that the effect on people will continue to be recognized. As might be expected, the Convention also agreed to continue putting major emphasis on support for the ERA.

No direction on HR/EO program was given at the LWVMN state Council this spring. Feedback from local Leagues during 1975-76 showed that most Leagues tried to advance the cause of ERA, and it is hoped that all will continue to do so. Secondly, many were involved in supporting or monitoring local housing programs. Because of the interest demonstrated in these areas, the state HR Committee will supply updates of any significant new developments in state housing or sex discrimination programs.

HR/EO chairpersons are urged to read all current national and state HR/EO positions. These are broad, and in some cases, overlapping, but between the two, there is almost unlimited room for action. Study LWVMN PROGRAM FOR ACTION, 1975-77 with your local community in mind, and in discussion with your membership, try to select at least one HR program for local action this year. Your state committee is ready to act as a clearing house if you would like ideas on what other local Leagues have done in any given area.

On the state level, the LWVMN HR Committee will continue to study and inform local Leagues of developments within the state Human Rights Department. As we have monitored meetings of this body, a number of questions have been raised in regard to their operation. It is anticipated that a state subcommittee will be formed to pursue this. If you or a member of your League would be interested in participating in this endeavor, please notify the state office.

Similarly, LWVMN will continue to monitor efforts in the Human Services area. From the state level, we will try to supply you with updates on coordination efforts of the state Office of Human Services. At the same time, it is hoped that members residing in areas served by a Human Services Board or in areas anticipating setting up such a Board, will monitor appropriate meetings and keep our state committee informed of progress. We are especially interested in observing how Human Services Boards relate to the various Regional Development Commissions.

HR lobbyists will be needed for the 1977 Legislature. Names of members who might be interested in doing this would be appreciated in the fall of this year. It is hoped that those of us who will be lobbying in this field can meet together both before and during the legislative session in order to better coordinate our efforts.

Publications which should be in the HR portfolio include: (1) PROGRAM FOR ACTION 1975-77, LWVMN; (2) National VOTER, Summer 1975; (3) "A Recharge for HR," LWVUS; (4) "An HR Source Guide," LWVUS #590. A new national Program publication should be coming out as a result of 1976 LWVUS Convention action. Please watch for it and order it. Also, to keep abreast of action, see that your League makes available to you LWVUS "Report from the Hill" and "Time for Action" subscriptions as well as LWVMN CAPITOL LETTER.

COUNTERPART COMMUNIQUE -- Education

Betty Shaw (612) 926-6093

The Education Committee's "study of tenure laws (public employment regulations) and the impact of public employee bargaining laws as they apply to schools" will begin its research this summer and will hopefully complete research by January. The publication should reach local Leagues no later than April 1st, unit study should be in May, and consensus is due to the state office by June 30th.

If you have suggestions for the committee or if you would like to be on the committee, please notify me (926-6093) or the state office (224-5445). Since both tenure and bargaining are "emotionally charged" issues, we need a committee representing all points of view..

Materials to help you:

Update on Community Issues, No. 4, March 1976, "Who Represents the Public Sector in Bargaining, LWVEF #669, 25¢

"So You Want to Know More About Public Employee Unions," LWVEF #679, 25¢

Public Employee Labor Relations Act § 179.61, available through your local school district office.

L I B R A R I E S

At the state Council, April 21, this motion was passed:

"That the state League establish a procedure by which local Leagues can consider and concur on the question of public library financing."

A state Board committee will meet in July to talk about possible procedures. There are several possibilities: a task force which would study the issue and recommend a position for concurrence by local Leagues; a thorough study by all Leagues after adopting a new item at Convention next year; a quick study by local Leagues who would then have the opportunity to concur with positions already reached by another local League, etc.

Volunteers for the committee are welcome. If your League has a position on library funding, please send the wording to the state office.

Timing is a consideration in view of our already heavy study and consensus agenda for next year. As you plan your calendars, be aware of the motion from Council. State's timetable will depend on how national plans to proceed with the three new items adopted at national Convention.

More later.....

Nancy Atchison, Chairman,
Library Subcommittee

COUNTERPART COMMUNIQUE -- Election Laws

Jean Reeves (507) 645-6161

EPB - Under our position for support of the public's right to comprehensive disclosure of contributions, etc.....we will continue to monitor the EPB (Ethical Practices Board) which constitutes the "central authority responsible for disseminating such information to the public." The main concern is for adequate funding of the EPB. The Board, in 1975, asked for an appropriation of $168,512 for fiscal '76 and $160,372 for '77 and these requests were included in the governor's budget, but the Legislature reduced the appropriation to $108,308 for '76 and $106,412 for '77. This year the EPB must (under the law) monitor registration and reporting of 500 candidates in the '76 elections, lobbyists registration and reporting of 2000 registered lobbyists and a program of personal economic disclosure of about 1500 public officials and candidates. In addition to these functions, many already in place, the EPB must design and administer a program of public financing of candidates who qualify for funds from the income tax check-off. Since participation in the check-off is tied to expenditures, the Board must audit campaign reports to assure proper allocation of public moneys to candidates.

Addition funds for 1976 were requested of the Commissioner of Finance and rejected and request for relief from the Legislative Advisory Committee netted a token appropriation of $8,000. If additional funding requests to the Advisory Committee for $147,784 go unmet, the EPB will be forced to curtail some or all of its programs to the detriment of full public disclosure.

The League must find ways to muster public and legislative support for adequate funding for the EPB. You may want to plan for a talk by a member of the EPB or one of the staff (call Allan Clutter - 612-296-5148) or write 410 State Office Building.

You might find it interesting to observe local campaigns in light of legislative proposals for laws pertaining to the conduct of such races. (See CAPITOL LETTERS, etc.). It seems certain that bills will be submitted to the Legislature again in 1977.

The functioning of the FEC (Federal Election Commission) and its impact on the national races should be of interest to all League members and the national LWV will keep us informed on that.

All-in-all, it appears that this will be a year of waiting and watching to see how the campaign financing - eithics in government - public financing - legislation of the past couple of years will pay off. That there will be a need for adjustment, reconsideration and evaluation is obvious. The League will need to be prepared to take part in those considerations.

COUNTERPART COMMUNIQUE -- Organization of State Government

Ann Knutson (612) 881-1510

Council delegates indicated a concern for operation of the Minnesota Legislature as it relates to a full-time legislature.

LWVMN does not have a position on a full-time legislature - citizen or professional. Our position, held since 1955, addresses itself to annual sessions of at least 60 days in length, with the ability for the Legislature to call itself into session.

While our support positions are still flexible and valid, League members might want to consider this as a lively issue with the intent of adoption as a new study at state Convention 1977. Our position has not been re-examined for nearly 10 years and the Legislature has undergone dramatic changes since then.

A word of caution: any decision on the part of elected officials invariably becomes exercises in incumbent protectionism that seldom measure up to idealistic or even realistic notions of reform. Legislative reform needs strong public support and action.

Background information:

Updates: Legislative Size - October 1974
Legislative Salaries - February 1976
Flexible Session - due September 1976

OPEN MEETINGS: Continued local League monitoring and action, along with contact with your state representatives, is a *must*. This will continue to be an active issue.

Background information:

Monitoring the Open Meeting Law - LWVMN - December 1974
Update: Open Meeting Law - LWVMN - September 1975
Testimony before House Governmental Operations Committee - February 3, 1976

A special thanks to those local Leagues that were asked to participate in the Department of Public Affairs (University of Minnesota) survey on the Open Meeting Law. We have been promised a summary of their findings, that we will share with all of you.

LWVUS - REPRESENTATIVE GOVERNMENT: No new study in this area was adopted at national Convention. Keep informed of congressional action through "Report from the Hill."

DC: On March 23, 1976, the U.S. House defeated a proposed constitutional amendment which would provide congressional representation for the District of Columbia. Although a defeat, this was the first time that the issue has reached the House floor and the measure failed to achieve the necessary 2/3 vote by only 45 votes. (LWV has held this position since 1923.)

A note of thanks to your congressmen who voted in favor and a note of disappointment to those who voted *no* would be appropriate.

yes - Bergland, Fraser, Nolan, Oberstar
no - Frenzel, Hagedorn, Karth, Quie

COUNTERPART COMMUNIQUE -- Financing State Government

Karen Anderson (612) 935-2445

We're beginning the second year of the current state study of Financing State Government. The state Resource Committee has been busy researching, writing and planning for next year. We're presenting the plans to you in calendar form to aid in your planning at the local level:

Oct. 1, 1976 - two tax publications ready for distribution. These will be Facts and Issues-type publications helpful for every member. The first is a Primer of Minnesota Taxation and the second explains specific taxes in Minnesota. Costs of these will not be known until we have more information on outside funding.

Nov. or Dec. 1976 - you will want to have a unit or general meeting on the tax structure in Minnesota based on the publications. Some LWVs covered taxes adequately this past year. If you think your general membership is already informed, you may decide not to have this meeting; if you had poor attendance at your previous meeting or your membership has changed, you will want to have another in Nov. or Dec. There is too much material to cover to expect to deal with taxation and expenditures in one meeting.

Mar. 7, 1977 - two publications on expenditures ready for distribution. These will also be Facts and Issues-type publications planned for every member.

Mar. 11, 1977 - committee guide and consensus questions sent to local Leagues. This is a change in plans from what you heard at state Council. The committee was concerned with membership turnover and Convention program procedures if the consensus were scheduled for the fall.
Apr. 1-15, 1977 - we're still hoping for a statewide TV presentation sometime during these two weeks. It would cover both taxes and expenditures. You may want to gather your members to watch this together and discuss, but that's optional.
Apr. or May 1977 - you will want to have a unit meeting one of these months based on the two expenditure publications and to do the consensus. (Note: Education unit meeting will also have to be scheduled.)
June 30, 1977 - consensus due in state office. (Note: Education consensus also due.)

The state Financing State Government Committee will begin meeting in September to work on the expenditure publications, consensus questions, committee guide and TV presentation. We are hoping for the addition of other committee members who have an interest or ability in any of these areas. Please contact the state office.

COUNTERPART COMMUNIQUE -- International Relations

Mary Davies (218) 233-2175

Relations between developed and developing nations will come to the fore in our International Realtions focus this year. Economic issues, whether at the United Nations, in trade, or development aid, will demand our attention.

IR in the League.....

If you're new to the IR portfolio this year, be sure you get all of the materials your predecessor or local files may have. Skim this to get an overall picture of what League has done. Check the League publications catalog and order whatever looks helpful to you. Get a jump on the year by recruiting committee members now. An inactive member might be willing to clip pertinent articles, or how about someone who's gone into retirement but may have been the guiding light in IR for years? Meet with this committee to set goals and tentative plans for the year, and give out reading assignments to get their minds in gear for fall. If there is another League nearby, even in an adjoinging state, you might consider forming a joint IR committee so you'll have even more ideas, better use of resources, and will avoid duplicating program.

IR in the Community.....

If your League did a UN update this year, you should have a good idea where your members' understanding and interest lie. But what about the community? You might want to do a survey of foreign policy issues to give you an idea of community feelings. This is good information to pass on to your congressman and to give to the local media. You should also seek out other groups in your community who might be willing to work with you both on IR study and action. If your community has not been celebrating UN Day, this might be the year to have the mayor proclaim such a celebration with the League in charge of details. Perhaps that would be a good day to do a survey of attitudes in your community. Be ready with questions on IR when congressional candidates are being questioned. Work with your PR chairman and keep her informed of your plans so she can help educate the public on IR issues. You might want to package a program and offer it to schools or community groups. When you have put a good deal of effort into preparing a meeting, it's a shame not to share it. Perhaps there are non-League persons in your community who are interested and knowledgeable about the UN and who could help with your study and maybe they'll decide to join LWV.

The state IR Committee will be meeting September 10th with Peggy Carlin, VP Program Planning and National Organization for the United Nations Association-USA, to discuss ways of stimulating interest in the UN in Minnesota.

I need to know what kinds of help you would like on the state level. Some Leagues in Minnesota have access to much material, while others find International Relations difficult to handle. I would appreciate a short note from each IR chairman letting me know your general plans. LWVUS will have materials available mid-late November.

Dates: Sept. 10 - UN Rally Tea
- LWVMN meeting with Peggy Carlin, UNA-USA
Oct. 24 - UN Day
29 - UN Rally
Apr. 15, 1977 - LWVUS consensus

COUNTERPART COMMUNIQUE -- Local Program

Barbara Jones (507) 388-3784

Planning for your League's Local Program is a unique situation for each League. All Leagues take into account state and national Program, use someone else's publications, are told of consensus dates, wait for position statements, and expect other Leaguers at some other "level" to act. Local Program is different. You will scout your own resources, set your own timetable for discussion consensus, position statements, and act on the basis of the direct opinions of your members. You are also in a position to evaluate your efforts in the results you see in your community. So, Local Program can be one of the most positive factors in your League's appeal. It can sustain members' interest, attract new members, and become the vehicle through which you are known in your community, which, in turn, affects public relations and finance.

Another unique aspect of Local Program is that each League has it individual list of items in various stages of completion and action. Each has its history of what has been done, what to continue doing, what to begin. But in spite of the fact that you are each different, there are similarities and general guidelines for all. First, be sure to get your help lined up immediately. You do need help...some kind of committee or assistant. This is a must to provide an exchange of ideas in planning, to provide moral support, to be assured of an understudy in case of emergency, and as training ground for future Board members. (To quote our fearless leader: "Start training your replacement now!") The, before summer starts slipping away, get that commiee together and plan for the coming year before your Board does its calendar planning. You will want to establish your goals for the year and your own timetable to achieve those ends. Analyze each local item for which you are responsible. What is to be done with that item this year? By when? Provide plenty of time in your schedule--it permits flexibility and helps avoid hysteria, always bad for the League image!

"Tools of the Trade" for Local Program development are those publications which help guide you through the whole process, as well as specific program booklets for your own topic. For the former, check IN LEAGUE: Guidelines for League Boards, page 35, beginning with "Managing Program" on through "Action" on page 42. Locate a copy of the national publication, "Planning Program: From Choice Through Action." (#410) Be sure your copy of the LWVMN consensus booklet is handy, too. As for specifics, you may need a survey guide (community, county, school?). Study the LWVUS catalog under titles like Environmental Quality, Land Use, or Housing in case they might be helpful. If you are working on a state or national item as it applies to your community, check with your president to track down all relevant publications, position statements and suggestions for action that my be languishing in some other portfolio. Watch those specific sections of the Board Memo for up-to-date information and ideas as well as "Local Program." The August mailing should include a listing of all local programs from Leagues throughout the state, and we would urge you to communicate with each other. You may be unique, but you can help each other when you have similar topics!

Throughout the year, there will be portions of the Board Memo which will elaborate on different phases of Local Program. We will include information on any new publications, success stories from different Leagues, suggestions on position statements, annual meetings and any other items of interest that come our way. If there are specific questions or ideas of general interest you would like discussed, let us know and we shall try to follow through. Don't forget, Local Program is "League" to many people.

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Jerry Enders (612) 473-4171

STUDY COMMITTEE: We will be taking *consensus* on our elected vs. appointed study in the fall. October would be the best month to schedule this study because the September representatives meeting will be the study briefing session. The consensus deadline will be December 1st.

REPRESENTATIVES MEETINGS have been tentative scheduled for Thursday, September 16th; Thursday, January 20th - Legislators' Luncheon; Thursday, March 17th; Thursday, May 26th-Convention.

TASK FORCES. CMAL is establishing action task forces to work with the state Board to monitor activities in the Metro Area that involve our consensus positions. These task forces will provide information, suggest action, and monitor and observe. If there is anyone in your League with a particular interest in any one of these areas, please have her contact Jerry Enders, 473-4171. The committees will deal with housing, solid waste, transportation, parks, hazardous waste, social framework, mature areas, physical development, investment framework, and Metropolitan Council observers.

PROGRAM PLANNING will be going on through the year in anticipation of adoption of a new two-year study in May at Convention. Sally Patterson, 699-0469, will be in charge and you are encouraged to submit any suggestions to her.

METRO MAZE II UPDATE. We continually receive requests for League information on the Metropolitan Council and our most recent publication is dated 1971. If we receive approval of our June Convention, we plan to update this publication so that it will reflect changes in the Council that have occurred in the past five years. It should be possible to have it available by spring.

COUNTERPART COMMUNIQUE -- Secretary

Mary Davies (218) 233-2175

MINUTES: The secretary is responsible for minutes of Board meetings, annual meetings, and other general membership meetings where business is conducted. All minutes are a part of your League's permanent files. It is a help to your Board if you read over past minutes and can recall pertinent references.

If you are a new secretary, refer to the Model Minutes (available from the state office if not in your files). Minutes should indicate date, name of presiding officer, and, if a Board meeting, a list of those present and absent. League minutes record why, as well as what action was taken. If possible, minutes should be duplicated and mailed to Board members prior to the next meeting.

Please put the name of the League on the minutes to avoid confusion when they arrive at the state office. It is helpful to have last names of Board members used. Also remember to list the Board members absent as well as those present.

Make at least three copies of each meeting's minutes:

1. Mail one copy to the state office within seven days of the meeting. Please send a good copy; they are read.
2. Mail one copy to your League's consultant each month.
3. Keep one copy for your permanent file.

The secretary may offer to serve informally as parliamentarian and may help the president with correspondence. It is important to meet with the president to determine what your job entails. The secretary may also be assigned other jobs.

REPORTS: As your League's "recordkeeper," part of your responsibility includes adhering to bylaws deadlines, deadlines for reports to state and national, and maintaining files of copies of these reports. Even when you are not directly responsible for sending in reports, you can help guide and/or direct so that all necessary communication is handled promptly. The secretary also should see that copies of Program and Voters Service material are sent to state and national. It would be helpful for you to receive a subscription to the state Board Memo.

BYLAWS: It is the secretary's responsibility to keep up to date copies of local League bylaws. Any proposed changes in the bylaws should be forwarded to the state Board for comment before being submitted to your membership. Indicate the date of adoption of each revision. A copy of your bylaws should be kept in the secretary's permanent file, a copy should be sent to the state office, and a copy given to each Board member. LWVUS is recommending that bylaws be written without specific mention of dues amount so that they need not be revised with each change in dues.

The secretary's file should include:

Local League Bylaws, Bylaws of LWVMN and LWVUS
Local League Budget, Budget of LWVMN and LWVUS
Simplified Parliamentary Procedure
Sample Local League Board Meeting Minutes
Sample Local League Annual Meeting Minutes

COUNTERPART COMMUNIQUE -- Treasurer

Georgeann Hall (612) 484-9057

The LWV of Minnesota has established a fiscal priority to make pledge payments to national on the following dates: June 1st, September 1st, December 1st and March 1st. If you could adjust your schedule to coincide with the above, there will be no problem with each flow.

Remember, PMP to national is $5.50 for fiscal year April 1, 1976-March 31, 1977.

Enclosed with the OUTLOOK is a Support Payment sheet for each local League. I have provided this sheet to help facilitate the treasurer's job. (Please note the change in wording from pledge to support.)

Check your files for the following publications:

LWVMN Budget '76-'77
Filing Form 990, Sales and Use Tax
National Publications:
Ledger-de-Main, #248
Membership Report Forms
Member Transfer Cards, #230
Art of Budget Building, #268
Guidelines for State and Local League Use of Tax Deductible Money, #361.

A monthly written Treasurer's Report not only gives the local Board an opportunity to see the fiscal "health" of your League, but is an indicator of what your League is accomplishing in Program, CI/VS, Action in the community; on the income side, it is an indicator of membership, finance campaign, and fund raising. An example of a monthly Treasurer's Report is as follows:

Balance on hand (beginning of fiscal year)
Checking
Savings

Balance on hand (month of report)
Checking
Savings

Expenditures	Budgeted	Current month Expenditures	Total Spent
(Use your own budget form)	____	____	____
	____	____	____
	____	____	____
Total:			

Income	Budgeted	Current month Income	Total Spent
(Use your own budget form)	____	____	____
	____	____	____
	____	____	____
Total:			

COUNTERPART COMMUNIQUE -- Bulletin Editor

(at this writing we do not have a Minnesota VOTER editor)

The new LWVUS publication for every Board member, IN LEAGUE: Guidelines for League Boards, offers sage advice on producing a bulletin. Look in your files, especially if you are a new editor, for publications which may help you. BULLETIN EDITOR'S GUIDE, LWV of New Jersey, 460 Bloomfield Ave., Montclair, NJ 07042, price 35¢, is outdated but has some worthwhile how-to suggestions for bulletin editors who are new.

Ask some other local Leagues to send you their bulletins and get together with other nearby bulletin editors to talk about your job.

At your local League CALENDAR PLANNING MEETING, remind each Board member of the responsibility to meet deadlines, to generate material from her portfolio for the bulletin, and to write and deliver the material to you. Your unit meeting programs can provide a theme for each month's bulletin.

Print the name of your League's president, editor and perhaps membership chairman in a *conspicuous* place in your bulletin, together with addresses and phone numbers.

Many Leagues put their membership rosters in the bulletins and a monthly calendar. Others print a separate roster which may also include the League's OUTLOOK CALENDAR and pertinent Citizen Information (election dates, municipal officials and their meeting dates, etc.).

Please send three (3) copies of each issue to the state office (555 Wabasha, St. Paul 55102). Send three copies to LWVUS, 1730 M Street, NW, Washington, DC 20036. Your president will also receive the name and address of one national Board member who should receive all Minnesota local League bulletins. In previous years your

president has also received requests from other local Leagues or other national Board members who want copies, so please check with your president. The LWVMN consultant to your League should receive your bulletin at her home. The state office will soon send out a listing of local League consultants.

The bulletin editor plays a big part in getting and keeping members. Please work closely with your Membership chairperson and fill that all-important role of "member follow-up" and giving "tender loving care."

COUNTERPART COMMUNIQUE -- Publications

Nancy Atchison (612) 941-3508

Are you one of those brand new Board members, or one with a brand new job, wondering what it's going to require of you? Local *Publications chairman* is a V.I.P. who interacts with all other portfolio chairmen on the Board, who gives invaluable service to members of her League, and who acts as a "sales rep" for the local, state and national Boards.

You'll find a job description in the Board handbook, IN LEAGUE: Guidelines for League Board (a must for each Board member, so make it your first sales pitch!). Other basic tools: PUBLICATIONS: A "how to" guide, LWVMN, 40¢
Useful Publications for Local League Board Members (enclosed)
Catalog for Leaders, LWVUS
Catalog for Members and Public, LWVUS
Publications Catalog, LWVMN - free (one copy enclosed)
Sample Kit of National, State and Local Publications
(a "do-it-yourself" item for use at membership and public meetings, goodwill calls at schools, libraries, etc.)

As in all aspects of League, in Publications there is no substitute for a PLAN. Whether you will be assisting with a new local publication, or managing distribution of information to members and the public, time spent in determining goals and planning with your fellow Board members will save hours of work, duplication of effort and frustration. State's "How To" guide gives step-by-step suggestions for planning and carrying out sales and promotion campaigns.

The calendar that is part of this OUTLOOK indicates target dates for state publications (national's intentions are not fully known at this writing). It is usually best to add at least a couple of weeks to those dates when making local plans. Then you will be able to accommodate to those last-minute delays which frequently occur.

Your job is one in which energy and creativity are always rewarded. I am new to this responsibility on the state Board, and am hoping to find a store of energy and creativity myself! Be sure to let us know how it goes with you and how we can help.

COUNTERPART COMMUNIQUE -- Development

Dottie Stone (612) 636-2354

This year, Development efforts will be concentrated in two areas - committee building and obtaining tax exempt money for League projects. We will be seeking out experienced funding and grants people, as well as a few eager, confident novices. Our state budget adopted at state Council greatly increases Minnesota's use of the Education Fund.

Projects definitely scheduled for Development activities include: pamphlets and a TV special on Financing State Government, a publication on Education - Tenure and Public Employee Bargaining Laws, and a Focus series similar to this year's "Focus on Emerging Issues."

Other projects under consideration include a Focus program outstate, a Citizen Information seminar for Vietnamese refugees, and a publication on campaign financing.

COUNTERPART COMMUNIQUE -- Public Relations

Marge Colbert (612)776-7374

As the PR chair for your local League, your calendar for the year to come depends on what everyone else has scheduled. Make your own calendar of the dates of meetings and study items, then backtrack two weeks and a month and write reminders to yourself to get your releases written and sent and to check if there are any last minute changes.

You could start anytime to compose roughs of releases (even now!) of events you know are coming and plug in names and dates later. Planning and getting this out of the way will give you time to promote League with editors and other media people and to tell the LWV story in your community. Public relations is more than getting into print - it's making friends and helping the public understand what LWV *adds* to the quality of life. Who, in your League, would be a good subject for a news or feature story in your paper? Would you want to produce a TV or radio program on a hot local item? How about organizing a League Day or Week, the splashier, the better and get the mayor to sign a proclamation or even join League? The only limits to this sort of thing is your own imagination.

Working with the Membership chairperson to recruit new members will need a year long plan of great PR. Please share your plans with the rest of us, too. If you have not already done so, please write to me sometime so that I can get to know you and find out what service I can be to you as I plan my statewide PR plan.

COUNTERPART COMMUNIQUE -- Citizen Information/Voters Service

Mary Waldo (612) 644-9228

As we look ahead to Election '76, our statewide emphasis will be on voter registration and increased voter turnout at the polls. Even though election day registration is permitted by law in Minnesota, in this General Election year the number of voters who may choose to participate and need to be registered may make long lines and delays at the polls. LWVMN will be part of the Vote '76 coalition, which is originating from the office of the Secretary of State. As a coalition member, we will be distributing copies of a new publication entitled "How to Register Voters." Prepared by the Secretary of State, this publication may be useful to our members and to other community groups. It may be used for election judge training sessions as well as training for groups who will participate in voter registration drives. We have requested five copies per League. We may be allocated 1000 copies in total for our distribution, so if you can identify more groups in your community, please let the office know how many additional copies you will need.

Your local campaign for voter registration may be scheduled at the time best for your community. Summer fairs and festivals may offer opportunities to reach potential voters. In the last session of the Legislature, a law was passed that permits corporations to urge the public to caucus, register and vote and allows the use of corporate meeting facilities if the facilities are made available to all groups. The law also requires the reporting of expenditures over $100.00 for any public caucus, registration of vote project.

So corporations may now be more willing to cooperate with registration drives. Let them know what you are planning.

Get to know your local election officials. They may have suggestions about when and how you plan your registration drive. The officials may also want to discuss with you the problems they encounter in the election process.

Keep in mind the fact that your efforts to register voters should be balanced with helping those voters be informed about when and where to vote, what candidates are campaigning for what offices, and what issues will appear on the ballot. Local voters guides, which can be funded through your Ed Fund account, may be a useful project. Candidates meetings may offer a chance for inter-League cooperation.

Election judges are an important part of the election process. Consider contacting your county political party chairpersons. Ask them to submit names to the county auditor of party members who could serve as election judges. The appointments of election judges must be made at least 25 days before the election. Election judges should also be urged to attend the information meetings that the county auditors will be having.

You may want to publicize absentee voting procedures. Election judges are permitted to give aid to voters only within the polling place and cannot deliver ballots to the parking lot. So persons who are unable to enter the polling place must vote absentee ballot.

You should also be aware that another state law implements the Overseas Voting Rights Act for eligible voters who reside outside the United State. They may vote for president, vice president, senator and congressman. This fact should be publicized in your community so that family or friends could inform these voters living abroad.

Other publications that will be available to us prior to the fall elections are:

1. Election Procedures in Minnesota. This is a publication much like our Digest of Election Laws.
2. Election '76 Voters Guide (the title is tentative). This publication will explain the offices and the amendments on the ballot. It is intended for wide distribution similar to the pamphlet on precinct caucuses.

LWVMN will be one of the organizations to distribute these publications produced by the Secretary of State. As sample copies are made available to us, we will share them with you along with ideas for how they may be used.

More information will be made available in succeeding Board Memos.

LWVMN has contracted with ABC News to report election returns in selected key precincts throughout Minnesota. Funds from this project are included in the '76-'77 budget. More information will follow when key precincts data is available.

Our Focus on Issues: 1977 series is tentatively planned for January 18, February 15, and March 15. The topics may include land use, public employee bargaining, and functions of the Legislature, but not necessarily in that order. As the program planning develops, you will receive more information.

Resources to help you plan:

IN LEAGUE: Guidelines for League Boards
Elections '74-'76: Turning People On, Community Guide, LWVUS publication #485

CI/VS calendar for 1976-77:

July 6 - Filings open
July 20 - Filings close
August 24 - Last day to preregister for Primary Election
September 14 - Primary Election
October 12 - Last day to preregister for General Election
November 2 - General Election
Key Precinct Election Reporting for ABC News
May 17, 1977 - School District Election

LEAGUE OF WOMEN VOTERS
OF MINNESOTA
PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

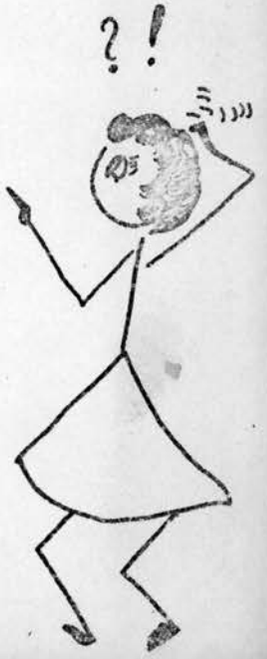
OUTLOOK - 1977-78

Calendar
and
Counterpart Communiques



Contents of OUTLOOK 77-78

	Pages
General Information	
Calendar Worksheets (10 extra copies of the calendar are being provided for each League and will be included with President's mailing. Additional copies are available from the state office at 3¢/set.)	
Counterpart Communiques	
President	1-2
Organization of State Board	2
Membership	3-4
Field Service	4
Action	5-6
Program/Action Items	
Criminal Justice	6-7
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Council of Metropolitan Area Leagues	15
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Local League Finance (green heading paper)	



GENERAL INFORMATION

Local Leagues receive *two* copies of this OUTLOOK; one copy duplicated on *both* sides for local League presidents' use and file copy; one copy duplicated on *one* side only - to be distributed to each local League portfolio chairperson. Extra copies of this OUTLOOK may be ordered from the state office - 75¢ each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

Minutes of state Board meetings are available to local Leagues on request.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS *and* LWVMN. Use the national VOTER Membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERs are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters.

Be sure one person on your Board, either the treasurer or Membership chairman, takes responsibility for sending the membership report forms to national and state. The treasurer's section contains a notice of the acknowledgement requirement of the postal service which we will ask you to check as having on the reporting form your League will be asked to use when submitting your membership lists on October 31.

A single copy of the Board Memo is mailed to presidents *first class* by the 2nd Friday following the state Board meeting. Another, duplicated on just one side, is included with the third class mailing of additional materials, which is usually mailed the 2nd Monday following the state Board meeting. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - you will be billed quarterly for the additional postage. A Board Memo is included in Duplicate Presidents Mailing subscription (cost $12.00).

Tips on Local League Filing (1976) may be ordered from the state office if you cannot find it in your files (cost 6¢).

Changes in local League bylaws must be sent in for review and comment by the Service to local Leagues chairperson before you propose the changes to your members.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWV-MN
555 Wabasha, Suite 212
St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full time: Harriett Herb, executive director
Betty Ann McKaig, secretary

Part time: Judy Medelman, Assistant to the President for PR and Development
Pat Lucas, assistant executive director and Program/Action secretary
Peggy Thompson, Service to Local Leagues secretary

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street N.W.
Washington, D.C. 20036

(Over)

As you know, the LWV-MN uses a xerox 2400 for all duplicating. We will do copying for your League at our cost. Leagues in the Metro area are asked to call the office, make an appointment to use the copies, and do the copying themselves. Non-Metro Area Leagues may mail their materials to the office. Type the copy, as you want it reproduced, on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, buff and goldenrod in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.) Cost is 35¢ for the first 10 sides and 1¢ for every additional copy ($1.25 for 100 copies). If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

C A L E N D A R

1977

May-June VOTER

8 - State Board meeting
9 - CMAL Board meeting
17 - 1st Class Board Memo mailing
20 - 3rd Class Board Memo mailing
30 - Financing State Government consensus forms due in state office



Local League Visits:

June 15	Owatonna
	Rochester
16	Winona
	Red Wing
20	New Ulm
	St. Peter/Mankato
21	Fairmont/Jackson
	Worthington
22	Rock County
27	Hutchinson
	Willmar
28	Granite Falls
	Marshall



CALENDAR

1977



1 - Quarterly support payment to LWVMN
PMP quarterly payment to LWVUS
4 - Holiday, office closed
7 - CMAL Board meeting

Energy consensus questions due from LWVUS

July-August VOTER





4 - CMAL Board meeting
9 - State Board meeting
19 - 1st Class Board Memo mailing
22 - 3rd Class Board Memo mailing

FACTS AND ISSUES: Education, Collective Bargaining and Tenure (2) and Committee Guide, including Consensus Questions

Local League Visits:

August	1	Duluth
	2	Mid-Mesabi
		Hibbing
	3	Grand Rapids
		Cass Lake
	4	Bemidji
	10	St. Cloud/Buffalo-Monticello
	15	Alexandria
		Battle Lake
	16	Moorhead
		Crookston
	17	Detroit Lakes
		Morris
	25	Northfield
		Freeborn County/East Faribault
	26	Austin



1 - Quarterly/Semi-annual Support Payment to LWVMN
CMAL Board meeting
5 - Holiday, office closed
13 - State Board meeting
Jewish New Year
15 - CMAL Representatives meeting
16 - Financing State Government Consensus announced
22 - Yom Kippur
23 - 1st Class Board Memo mailing
26 - 3rd Class Board Memo mailing
? - Groundwater Conference with Wisconsin



Election Laws enacted during the 1977 legislative session

September-October VOTER



? - Groundwater Conference with Wisconsin
1 - PMP Quarterly Payment due to LWVUS
6 - CMAL Board meeting
10 - Explorers' Day
11 - State Board meeting



Workshops on Energy, Education and Action
17 - Moorhead
19 - New Ulm
27 - Grand Rapids
28 - and/or 29 - Metro area

20 & 21 - MEA/MFT days
21 - 1st Class Board Memo mailing
24 - 3rd Class Board Memo mailing

Update on legislative compensation





3 - CMAL Board meeting
8 - Election Day
State Board meeting
11 - Veterans' Day
15 - Lobbyist Training Workshop
18 - 1st Class Board Memo mailing
21 - 3rd Class Board Memo mailing
24, 25 - Holiday, office closed

Precinct Caucus Committee Guide

November-December VOTER



1 - Quarterly Support Payment due to LWVMN
CMAL Board Meeting
23 - Education Consensus forms due in state office
23, 26 & 30 - Holidays, office closed

1978





1 - Happy 1978
2 - Holiday, office closed
3 - PMP Quarterly Payment due LWVUS
5 - CMAL Board meeting
10 - State Board meeting
15 - Part I Local League Annual Reports due to LWVUS/LWVMN
17 - Legislature Reconvenes
18 - Focus on Emerging Issues
19 - CMAL Representatives Meeting
20 - 1st Class Board Memo mailing
23 - 3rd Class Board Memo mailing



? - Energey consensus forms due LWVUS

January-February VOTER





2 - CMAL Board meeting
3 - National Program and Bylaws suggestions in to LWVUS
14 - State Board meeting
15 - Focus on Emerging Issues
20 - Holiday, office closed
24 - Hope Washburn Award Nominations due to LWVMN
1st Class Board Memo mailing
27 - 3rd Class Board Memo mailing
28 - Uniform Precinct Caucus Day

1978-79 Proposed Budget mailed



2 - CMAL Board meeting
14 - State Board meeting
15 - Focus on Emerging Issues
Part II Local League Annual Reports due to LWVUS/LWVMN
16 - CMAL Representatives Meeting
23 - 1st Class Board Memo mailing
24 - Holiday, office closed
26 - Easter
27 - 3rd Class Board Memo mailing

March-April VOTER





1 - PMP Quarterly Payment due LWVUS
6 - CMAL Board meeting
18 & 19 - State Council meeting
20 - State Board meeting
22-29 - Passover
28 - 1st Class Board Memo mailing
May 1 - 3rd Class Board Memo mailing



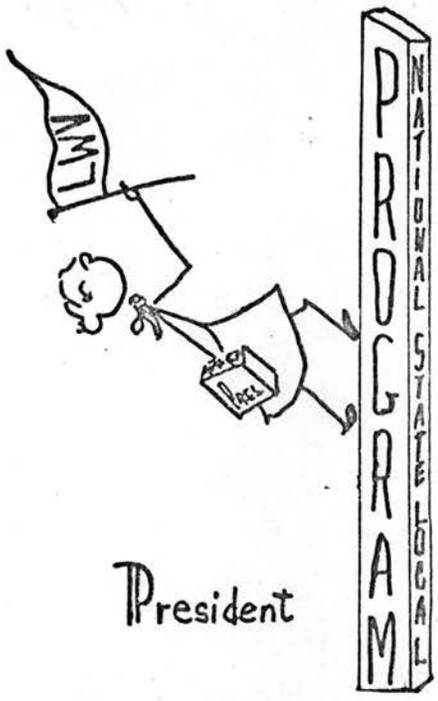


1-5 - National Convention, Cincinnati (?)
4 - CMAL Board meeting
9 - State Board meeting
16 - School Board elections
19 - 1st Class Board Memo mailing
22 - 3rd Class Board Memo mailing
25 - CMAL Convention
29 - Holiday, office closed

May-June VOTER



1 - CMAL Board meeting
13 - State Board meeting
23 - 1st Class Board Memo mailing
26 - 3rd Class Board Memo mailing



COUNTERPART COMMUNIQUE -- President

Helene Borg (612) 472-2674

Politics is something in which everyone participates whether they realize it or not. Being in the LWV you have the opportunity to educate people and make needed changes by working through an effective organization. As president of your local League, you are a leader of leaders. Don't worry about having too few people to do the job. The United States of America was founded by a small group of leaders undeterred by the vastness of their task. A leader identifies a goal, seeks the means to reach it and enlists others to aid in the task.

This year in the LWV we have to finish up our education consensus and reach a consensus on energy. However, no consensus is planned for Cities/Urban Crisis and probably not for any other study. What an opportunity! 1) You and your Board can decide what you need to study to keep current on LWV program. 2) You can look at your community and select an action campaign that will really make a difference. (Providing this service will also mean more members, dollars, and credibility for your League.) 3) You can make democracy work in your city/cities by education. People will vote when they know and care, and they will inform their official representatives of their opinions. This is the year to use some initiative while you are not burdened with a consensus a month.

Various "helps" have been scheduled to aid you, but if you need different assistance, please ask. The state office and the state Board are available throughout the year to be of service.

You as President will want to read this entire OUTLOOK, and ideally your Board should be familiar with all of it. (Additional copies cost 75¢ a piece.) At a minimum, be sure each Board member receives a counterpart section. Encourage contacting the authors if there are questions, or check with your consultant or the office. As the year proceeds, the monthly Board Memo will provide additional information for each portfolio, and other materials that might interest your members. We will keep you informed of our FOCUS meetings and other available conferences that might interest Leaguers.

As you begin your year, look at your procedures. Nothing has to be done the "way we've always done it." Flexibility is the key. Don't let your structures be a burden to you. You are not working for the LWV, and there is nothing honorable about working your way through dozens of jobs that are no longer valid or applicable to what we are really trying to accomplish. We do not have a book of rules. We do agree to promote political responsibility, act on selected governmental issues in accord with an LWV consensus, and not support or oppose political parties or candidates. Beyond that, the Bylaws demand very little. You can combine Board portfolios in ways that fit your League for this League year. Some can be chaired by off-Board people. You do not have to have a unit-organization chairman, for example, if your League is small and you don't need one. Different Leagues need to use their members and Boards in different ways.

What are you trying to accomplish? Is this your most important role?
Who is available to do the job - in or out of League?
How are you spending your time? Does time spent contribute toward reaching your goals?

(Over)

Think of other questions that will help you focus your attention and organize your thinking. Spend some Board time examining activities and evaluating past efforts.

Above all, realize what a magnificent opportunity you have to contribute to the betterment of the world and consequently yourself. In the LWV we have the knowledge, tools and credibility to really make a difference. And we know how to enjoy doing it.

I know this coming year will be rewarding for you and that you will have lots of fun during your term as president.

Enjoy, enjoy!



STATE BOARD ORGANIZATION

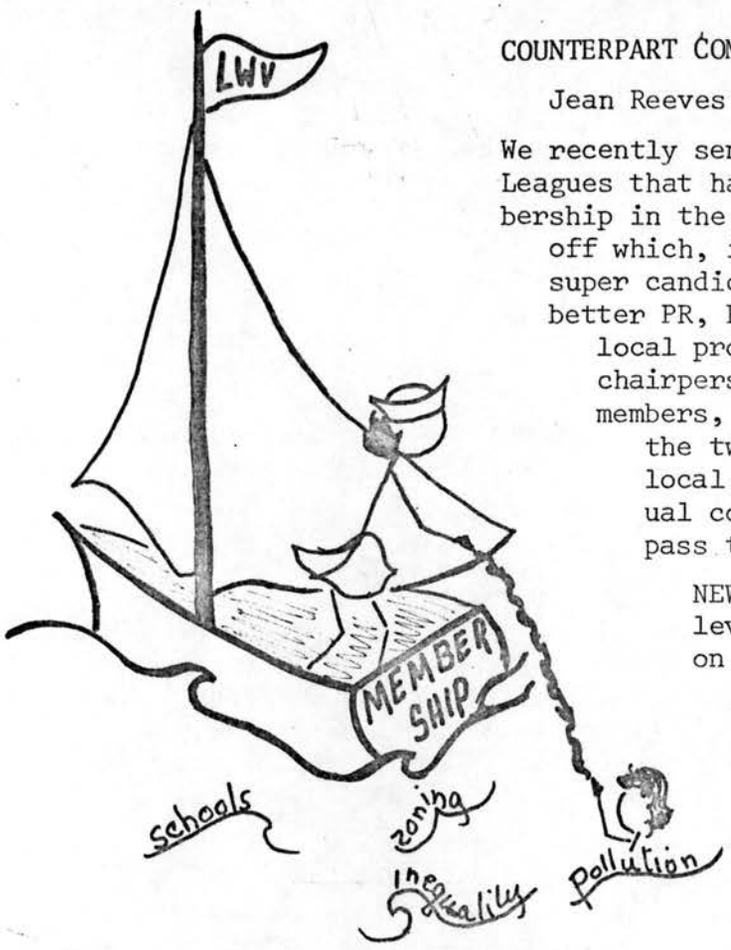
Helene Borg (612) 472-2674

President - Helene Borg
1st Vice President - Membership - Jean Reeves
2nd Vice President - Citizen Information/Voters Service - Mary Waldo
Secretary - Ellen Dunn
Treasurer - Georgeann Hall
Service to Local Leagues - Carolyn Cushing
Development and Public Relations - Emily Schmitz
Publications -
Action - Coordinator of Action on all League Program, National, State and Local - Pam Berkwitz
Criminal Justice - includes Corrections, Judiciary, and Juvenile Justice - Betty Phelan
Natural Resources - includes Air, Water, Energy, Land Use, and Solid Waste - Mary Poppleton and Sally Foley
Human Resources - includes Equality of Opportunity, Anti-discrimination, Income Assistance, Indians, etc. - Lois DeSantis and Maggie Brown
Education - Betty Shaw
Government - includes Citizen Rights (Campaign Financing, Election Laws, Apportionment, etc.), Organization of State Government (Legislative, Executive, Amending Process, Open Meetings, etc.), Financing State Government, U.S. Congress, Presidency, and D.C. Self Governing and Representation - Karen Anderson and Erica Buffington
International Relations - includes Development, Trade and the United Nations - Pat Llona
Local Program - Barbara Jones

The VOTER editor is off-Board - Judy Rosenblatt

Consider arranging your Board so you have counterparts in similar roles. This structure corresponds to the national organization. Remember vertical organization, so you are not retaining obsolete portfolios, such as National Program chair or State Program chair.

Read IN LEAGUE. It's all there.



COUNTERPART COMMUNIQUE -- Membership

Jean Reeves (507) 645-6161

We recently sent a mini-questionnaire to 13 local Leagues that have had substantial increases in membership in the past year. They were asked to check off which, if any, of the following pertained: super candidates meeting, active speakers bureau, better PR, PR on Presidential debates, active local program, local action, great membership chairperson, recruitment of men, kept all "old" members, or pure luck. For those responding, the two most important factors were: active local program and local action, but individual comments were interesting, and so I will pass them on.

NEW ULM: Much more visibility on local level - President has spoken and written on a variety of issues, especially ERA - attracted members interested in women's issues.....good monthly unit programs.....active voter registration.....three candidates meetings.

FREEBORN COUNTY: Two candidates meetings, one of which was broadcast on radio.....President interviewed on TV before second debate.....good public energy forum.....Housing (local action) was the big achievement.....small coffees - get-togethers to talk about LWV.....luncheon meetings with outside speakers and open to the public with a strict schedule, 12:00 noon to 1:00 p.m., and very well attended.

NEW BRIGHTON: Two membership chairpersons (one, recruitment, and one TLC of Members) .....good units.....small meetings with new members.....avoided pressure on new members to immediate activity.....

ST. CROIX VALLEY: Pure luck sent a former Minneapolis member who formed a new unit..... had an exciting local education study that brought in new members.....Presidential debates helped.

ROBBINSDALE: Many individual members were active in local campaigns making LWV more visible.....many members in local government, i.e., 2 on City Council, one on Planning Commission, one on Housing and Development Authority, one on Parks and Recreation Commission, and the mayor's wife is a member!

RED WING: We have always concentrated on strong local program and action.....this year's emphasis,sex bias in the school and Land Use - both had tremendous committee support and total League interest.....dedicated membership committee which emphasized all year follow up.

ST. PAUL: Visibility major factor identified.....local program and action.....newsworthy .....better PR all around.....Presidential debates helped.....but PR pays off only if there is an active, visible, relevant local League.....effective with old members..... nurtures the new.....excellent candidates meeting.....more requests for speakers on voting than were able to fill.....

St. Paul President Marlene Krona ended her letter saying, "We feel the overall image of LWV has changed significantly over the past few years - from "the little old lady in tennis shoes" to a citizen activist who is knowledgeable and works effectively in the political system."

Using these ideas gleaned from successful League and the new Membership book, each Board (and I stress BOARD - the Membership Chairman can't do it alone) can be successful in recruiting and keeping the members needed to carry out the personal and collective goals of the League and its members.

COUNTERPART COMMUNIQUE - Service to Local Leagues/
Field Service

Carolyn Cushing (612) 633-0602



One area of consensus reached as the state Board reviewed and evaluated our role in relation to local Leagues was a general dislike of the term "Field Service." The feeling was that the name is uninformative and even misleading. We finally settled on Service to Local Leagues as being more descriptive, so you can expect to see more of it. (You can also expect to see Field Service used now and then -- habits are hard to change.)

In any case, you can expect more service, whatever we call it! WE ARE SCHEDULING VISITS TO EVERY LEAGUE THIS YEAR, beginning in June, which we hope will be an improvement on the "hit or miss" consultant approach. A number of other states have found this arrangement very helpful. We will be asking for your evaluation after we have given it a try.

The general purpose of the visit will be Board training, including League orientation and specific helps for each portfolio. Training teams of state Board members and other experienced League members will be adapted to the needs you express. You will choose your agenda from a number of possibilities. LL Presidents are receiving more detailed information and will be able to ask questions about it at the Presidents' Workshop and informally at Convention.

Since we hope to cover organization-type needs with the Service visits, fall workshops will be devoted to program. "Regional" workshops will give you easier access to resource people. Tentative plans include combining an Energy update, an Education briefing, and an Action emphasis. Your suggestions are welcomed. We have set the following dates and locations:

Moorhead	October 17
New Ulm	October 19
Grand Rapids	October 27
Metro	October 28-29

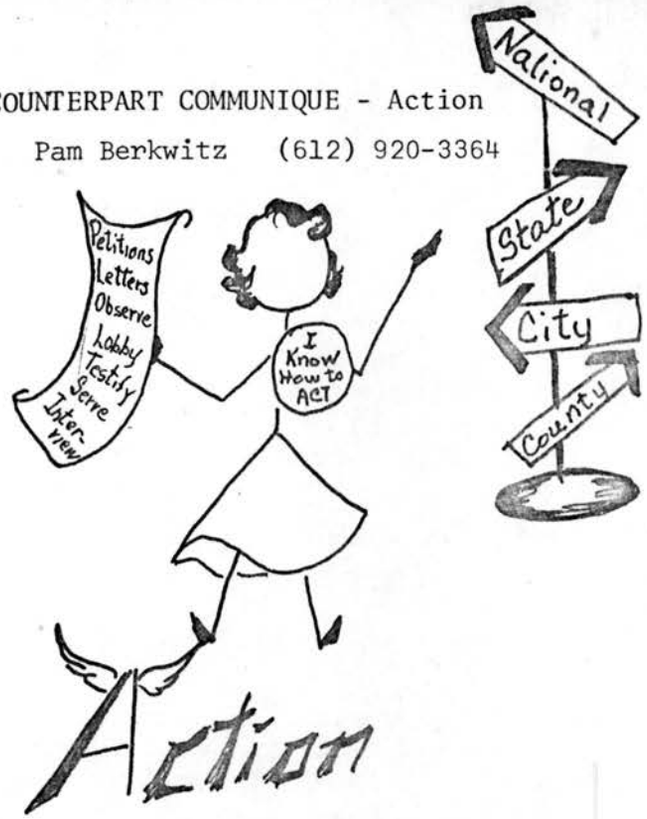
Looking to the end of the year, following Council and National Convention, we will be putting together another "mini-course" workshop. There will be something for both new and veteran Board members and all interested League members. More on this later.

You are encouraged, as always, to contact either your counterpart or your consultant for information and advice during the year, but feel free to call me anytime as well. (If there is any problem with communication, a word to the office will expedite answers.)

We are looking forward to another busy year, helping the machinery of League to run smoothly.

COUNTERPART COMMUNIQUE - Action

Pam Berkwitz (612) 920-3364



Action is a vital part of League. After each study we take action to achieve our local, state and national positions. You have the important, exciting and fun job of helping League be more effective with action.

The first thing you should do is familiarize yourself with all of our League positions. In addition to your local positions, a new publication, IMPACT ON ISSUES, 1976-78, details national positions, and an upcoming new edition of PROGRAM FOR ACTION will list all state positions. Also read IN LEAGUE (LWVUS) on action.

Then organize your League for action. The responsibilities of your program people should include that portfolio at all levels of League, e.g., vertical programming means Human Resources includes local, state, and national HR positions. The Program people should be on your action committee with the president and the P.R. and observer corps people.

Help your members take action. Try to have an action person in each unit to give a five-minute action report each meeting to request action, to report recent activity, or to give action hints.

In addition to official League letters from the president in response to Times for Action, it is very important that members respond as individuals. Constituent pressure is very effective. Set up a telephone pyramid or another mechanism for alerting members between unit meetings. Sometimes it is easier for members to respond if a complicated Times for Action is given to them on paper. Give all members early in the year the names, addresses, and phone numbers of all of their public officials - local, state and national.

Tell your members and your community about your action. Educate others to develop support for League positions. Include an Action Box in your bulletin with recent local, state and national action if possible.

Order CAPITOL LETTER and REPORT FROM THE HILL for yourself and other Board members to keep track of what is happening in St. Paul and Washington. If you can't order enough for everyone, please share information with the whole Board. REPORT FROM THE HILL is easily torn apart for the individual program people. Urge other members to sign up too.

After you organize for action, what can you expect next year? LWVMN will hold workshops in the fall which will include lots of how-to material on taking action at the local level. Please attend and bring others. There will be a lobbyist training session on November 15th for those interested in learning how to lobby. Next year is the second year of the legislative session.

We will ask you to interview your legislators in the late fall to keep the League lobbyists informed and to help your League stay in touch. After the Legislature convenes, you will receive Times for Action from our lobbyists. Please respond promptly and tell me about your action on the action reply cards (available from the state office).

The national League needs your help too. There will be no formal interviews, but stay in touch with your Congressman and Senators. Please respond to those Times for Action too. Your program people should stay on top of the information and requests for action in REPORT FROM THE HILL. Also, the LWVUS Spotmaster Service will again be taped and available from the state office.

At the local level, plan together with your Board how you can be more effective in your community. Get on the agenda mailing lists of your City Council, School Board, Park Board, etc. Ask your observers to tell you promptly of current and future activity in the community. Be sure to attend those fall workshops for more help on local action. Decide what changes are needed in your community and plan an action campaign. Record what you do and submit it to the state office for the 1978 action recognition selection.

We have made great strides toward more effective action in the last four years under the able direction of Helene Borg. I share her commitment to action and hope to assist in any way possible you and your League to be more effective, respected, and successful in your communities. I will be in contact with you often through the Board Memos, etc., but please feel free to call or write me anytime about anything.

Right now you should begin to arrange your committee, get your green LWV button out, start thinking action, AND BEGIN TO ENJOY YOUR YEAR AS ACTION CHAIR.

COUNTERPART COMMUNIQUE - Criminal Justice

Betty Phelan (612) 472-4678



The criminal justice portfolio is an area with high member interest, so to both new and continuing chairpeople of this committee, congratulations on your good fortune. Try to schedule at least one meeting during the League year to acquaint or reacquaint your members with the topic.

At the state level the criminal justice committee is planning, during this year, to update the publications and information you have concerning the three areas you as chair of criminal justice are responsible for:

1. Corrections (including the Community Corrections Act)
2. Judiciary
3. Juvenile Justice System

To update yourselves on what has been done in the past, obtain copies (should be in your files) of:

1. Consensus on determinate sentencing and related materials (1976-77)
2. CORRECTIONS: PEOPLE, PRISONS AND PROGRAMS (LWVMN - out of print)
3. MINNESOTA JUDICIARY: STRUCTURES AND PROCEDURES (LWVMN - out of print)
4. Any local studies done on juveniles
5. PROGRAM FOR ACTION (LWVMN - available from state LWV office)

Although some information is outdated, basic structures are still the same. A few phone calls to a local judge or other official in the criminal justice system can fill in the blanks. You may wish to invite that person to speak at your meeting after background material has been given your members.

Choose one area of criminal justice in which to concentrate at a time. Use your imagination in presenting the materials. The subject area lends itself well to skits, dialogues, slide shows, etc. You will receive information at the state Convention on where to obtain some very good films and games. LWVMN has purchased three games concerning corrections that you will be able to "check out" of the state office. We will have them at Convention so you can see them. After your concentration on subject matter, follow up with an observation program at a local court house or a go-see trip to a local jail or community corrections facility. A phone call will give you an idea of where and when courts are in session, or how to set up a tour for your members.

Finally, write up any new material you have come across in your updating that you think would be useful to the state criminal justice committee. Or better yet, volunteer to work on the update with us.

You may also wish to observe a committee in the criminal justice area next year when the Legislature convenes. We would appreciate your involvement.

Be prepared to act by writing or calling your legislator when criminal justice measures come before the Minnesota House and Senate. Be informed of LWV positions in this area. The state committee will keep you informed of legislation action.

COUNTERPART COMMUNIQUE - Natural Resources

Mary Poppleton (612) 890-4486
Sally Foley (612) 421-3033

Again we remind you that Natural Resources includes Air, Energy, Land Use, Solid Waste and Water.

We now have co-chairs for this portfolio. Sally Foley will be responsible for Air, Solid Waste and Water. Mary Poppleton is responsible for Energy and Land Use.



AIR

Efforts to introduce a mandatory auto emission inspection bill in this session of the Legislature failed. In last year's OUTLOOK we talked about opposing damaging amendments to the National Clean Air Act. It is disheartening to note that we are still engaged in the same battle.

The three main areas of LWV concern are nonattainment, auto emission standards and significant deterioration. Background on these issues and "what you can do" information is available in the Natural Resources section of the April REPORT FROM THE HILL. Every local League president gets this, so ask her for your section.

SOLID WASTE

Minnesota and 43 other states are being studied by the U.S. Energy Research and Development Administration (ERDA) for storage of nuclear waste. Minnesota has been identified as a state of interest because of the location of igneous and metamorphic

rocks in the Precambrian shield of the Lake Superior region. What they are looking for is land not subject to earthquakes. Surveys of mines in this area suggest that they may have some potential for the storage of nuclear waste.

Sally Foley will be attending hearings on this issue and will keep you up to date on what's happening.

Keep up your efforts to encourage community recycling and use of returnable beverage containers and milk bottles.

ENERGY

You will receive your consensus questions in July, with consensus due in the national office in January, 1978. The national publication, ENERGY DILEMMAS, has already been sent to you. ENERGY OPTIONS will be in the mail soon.

We will try to get enough copies of the Minnesota Energy Agencies publication, ALTERNATIVE ENERGY SOURCES FOR MINNESOTA, for every local League. My hope is to have them at state Convention.

The Minnesota Energy Agency will sponsor a conference on feasible Alternative Energy Sources for Minnesota in the fall. We will let you know as soon as there are dates and location.

President Carter presented his Energy message to Congress on April 20. Its main theme was energy conservation. The April REPORT FROM THE HILL provides background on key elements of the message and presents the points on which LWV has a position.

The Minnesota Omnibus Energy Bill continues to move through the Legislature. Provisions of this legislation will be sent to you when it passes.

WATER

Congress is now (still) considering amendments to the Federal Water Pollution Control Act. Background and action on this issue are also included in the same REPORT FROM THE HILL.

The National LWV Ed Fund received monies to allow state Leagues to hold an Environmental Conference or conduct an Environmental Project. Minnesota's share of the grant was $300. Because of the continuing drought situation, we have decided to pool our resources with the Wisconsin LWV and hold a conference on Groundwater Supply. Tentative plans call for an early fall conference to be held in a town on the Minnesota-Wisconsin border. Helene Borg, Joyce Lake and Mary Poppleton will be traveling to Eau Claire in June for the first planning meeting.

LAND USE

Two years ago Land Use Planning was an issue whose time had come. Debate raged over private vs. public rights. Most citizens, however, realized that wise use of land was in their best interest. Then the Energy Crisis was upon us, and Land Use was forgotten. Federal and state legislative efforts halted as elected officials tried to solve our energy dilemma.

However, Land Use planning is still of prime importance. And it is one issue where local Leagues can be very effective on the local level. Your best tools are a good working knowledge of our national and state Land Use positions and regular attendance at Planning Commission meetings. It is at the Planning Commission level where the important work is done. By the time it gets to the City Council, it is too late. If you have questions regarding local Land Use issues, feel free to contact Mary Poppleton directly or through the state office.

Remember to continue updating your members on all our N.R. topics so they will be prepared when action is needed.



COUNTERPART COMMUNIQUE - Human Resources

Lois DeSantis (612) 866-5171
Maggie Brown (612) 448-3590

This year we are dividing the responsibilities for the Human Resources/Equality of Opportunity portfolio between Lois DeSantis, who has had the position alone previously, and Maggie Brown. Hopefully this will enable us to cover all parts of this position more fully.

As might be expected, the fight for ERA is still continuing. Remember that it is still important for your local members to continue vocalizing or writing their support of this issue. We still have legislators in Minnesota who stand behind their belief to rescind the ratification in our own state. Fortunately it appears at this time that this effort will not be successful this year. It is imperative, however, to educate new members on this item as well.

Also, state-wide this last legislative year we have watched and/or lobbied on bills concerned with welfare, displaced homemakers, battered women, discrimination on sex (maternity benefits, age, and affectional preference). See the CAPITOL LETTER for details on these bills. Naturally next year the Legislature will be watched for any action on bills that did not make it to completion this year. As usual we would indeed appreciate having more observers or lobbyists for the 1978 session.

Nationally the urban crisis study will be forthcoming and within the metro area is enforced by the CMAL proposal to use the same as their study topic. Outstate, remember that many of the crisis identified as "urban" are present in some manner in some of the smallest towns or cities. We will attempt to help in any way possible on this study through our state office as well. A recommendation has been made for the new state Board to consider making this study chairperson an off-Board member.

We urge all HR chairpersons to continue to seek areas of action within their own regions. By reading all current national and state HR positions, you may see ways in which your local community could be affected by some action on your part. Read all availaable material on your portfolio to better understand the enjoinment of state and national positions within this subject. Make a firm attempt to either receive or read the REPORT FROM THE HILL and Time For Action letters as well as the LWVMN CAPITOL LETTER.

Suggested publications for HR portfolios are: 1) PROGRAM FOR ACTION, LWVMN (after the 1977 Convention); (2) IMPACT ON ISSUES 1976-78, LWVUS; (3) A RECHARGE FOR HR, LWVUS; (4) AN HR SOURCE GUIDE.

For both old and new HR chairpersons, the breakdown of the HR umbrella is as follows:

I. Equality of Opportunity - LWVMN
   A. No discrimination on basis of:
      1. Sex
      2. Race
      3. Religion
      4. Welfare status
      5. Handicap

6. Affectional Preference
7. Age
8. Criminal Record

B. Support of Human Rights Department

C. Indians
1. Support of Indian Affairs Board
2. Support of special Indian programs

D. Migrant Workers

E. Human Services

II. Human Resources - LWVUS

A. Unemployment-manpower training

B. Minimum Wage

C. Welfare

D. Social Services

E. Day Care

F. Housing

G. Food Stamps and Food Programs

H. ERA

I. Education - Equality of Opportunity

COUNTERPART COMMUNIQUE - Education

Education - Betty Shaw (612) 926-6093



Local Leagues should plan for a major state program and consensus on Tenure and Public Employee Bargaining in Education. We highly recommend two meetings on this lengthy and controversial topic. You may expect a total of 3 Facts and Issues:

One has already been published - April, 1977
The other two will be ready by August 1 along with consensus questions and a discussion guide.

Consensus questions should be returned to the state office by December 23.

We are expecting amendments to PELRA and possibly to the seniority dismissal clauses of the continuing contract law in the next legislative session. Therefore, our new consensus in this area will be very timely. Whatever the results of consensus: fighting to retain PELRA and tenure laws as they are; or working to make changes in these laws - we will need knowledgeable people ready to lobby next session.

COUNTERPART COMMUNIQUE - Government

Karen Anderson (612) 935-2445
Erica Buffington (612) 929-8168

Government is a new program area at the state level. It's an attempt to consolidate many related program areas and to reflect vertical programming, i.e., to deal with issues in an interrelated way rather than as single-purpose issues.

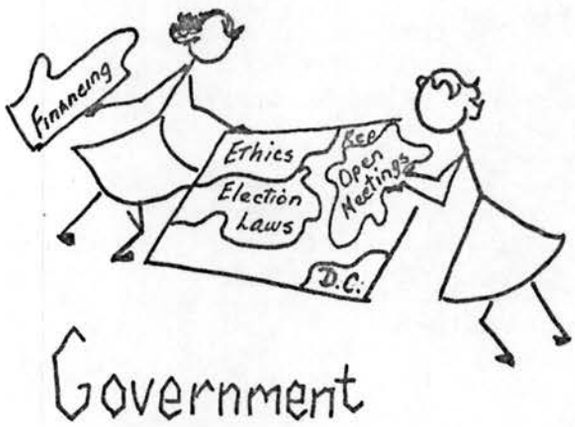
The following outline shows the programs now included in government. It corresponds to the LWVUS Government category and includes related state program. Local League presidents may need to distribute the OUTLOOK or future Board Memo materials on Government to several different Board members, but we hope that each will receive the entire Government section because of the interrelatedness of the issues.

I. Citizen Rights

- A. Election Laws
- B. Campaign Practices and Financing
- C. Open Meetings and Open Records
- D. Apportionment

II. Organization of Government

- A. Organization of State Government
  1. Minnesota Legislature
  2. Minnesota Executive Branch
  3. Minnesota Constitutional Amending Process
- B. Financing State Government
- C. U. S. Congress
- D. The Presidency
- E. D. C. Self Government and Voting Representation



Basic background materials for all Government program areas are:

1. PROGRAM FOR ACTION 1975-77 STATE PROGRAM, LWVMN (to be updated fall, 1977)
2. IMPACT ON ISSUES 1976-78, A LEADER'S GUIDE TO NATIONAL PROGRAM, LWVUS 1977
3. CAPITOL LETTER, issued periodically by LWVMN
4. REPORT FROM THE HILL, issued periodically by LWVUS
5. Board Memo, issued 10 times/year by LWVMN
6. National Board Report, issued periodically by LWVUS
7. YOU AND YOUR NATIONAL GOVERNMENT, LWVEF, 1977, pub. #273

Additional background materials, current concerns, and local implications for some of the program areas are mentioned below. While informational Updates are possible in many areas, we will wait for the state Convention to indicate direction in specific areas.

ELECTION LAWS

You will want to keep aware of proposed legislation, both state and national, on election laws this year. At the state level, bills on uniform election procedures and training of election officials have been proposed this session and will continue to be issues of concern (see CAPITOL LETTER, April 26, 1977). At the national level, LWV is supporting a bill calling for voter registration at the polls on election day (see Memorandum, LWVUS, March 31, 1977, REPORT FROM THE HILL, March, 1977, and April, 1977, and Testimony Before the House Administration Committee by Ruth Clusen, April 6, 1977). Watch for information and action suggestions on this.

CAMPAIGN PRACTICES AND FINANCING

This is another area of frequent and continuing legislation. LWVMN is continuing to consider legislation which would affect the Ethical Practices Board of campaign expenditure laws (see CAPITOL LETTER, April 26, 1977). LWVUS will consider support for any sound bills that address the problems of the 1976 campaign finance procedures or that seek to extend public financing to congressional elections, both for primaries and for general elections. The LWVEF plans a CURRENT FOCUS on campaign finance, a guide for Leaguers and other citizens on what the present Federal Election Campaign Act says, how it worked during the 1976 election, and the pros and cons on proposed changes. (See REPORT FROM THE HILL, March, 1977, and April, 1977).

OPEN MEETINGS AND OPEN RECORDS

A must for those of you continuing to monitor and take action on the Minnesota Open Meeting Law is the LWVMN January 15, 1977, Update on the Open Meeting Law. LWVMN can watch for efforts to amend or repeal the law, but local Leagues can apply pressure to see that the law is being enforced.

The "dilemma of open records" as reported in the April 26, 1977, CAPITOL LETTER, will continue into next year. The issue of the public's right to know versus protection of individual liberties has been followed carefully by LWVMN lobbyist Ruth Ann Michnay.

The LWVEF will soon publish an update on recent federal legislation providing for increased openness and/or accountability: The Government in the Sunshine Act of 1976; the Freedom of Information Act as amended in 1974; and the National Emergencies Act of 1976.

Additional background materials in the area of Citizens Rights are:

1. THE FEDERALIST PAPERS REEXAMINED, PAST AS PROLOGUE: PRESENT PERSPECTIVES, LWVEF pub. #622
2. THE FEDERALIST PAPERS REEXAMINED: THE BILL OF RIGHTS THEN AND NOW: PERSPECTIVES ON INDIVIDUAL LIBERTY, LWVEF pub. #377.

ORGANIZATION OF STATE GOVERNMENT

Our state position on "realistic compensation for legislators" was arrived at almost 10 years ago. In view of recent legislation, we see a need for an Update on legislative compensation. We hope to have the Update ready for you by October, 1977. It will include: present compensation received by Minnesota Senators and Representatives; projected 1979 compensation reflecting the Salary Bill passed this April; and pros and cons of the salary/per diem and part-time/full-time issues.

Additional Updates may be possible in any of the three parts of this program area, depending on interest expressed or direction given at state Convention.

FINANCING STATE GOVERNMENT

Local League consensus is due in the state office June 30, 1977. Results of the consensus will be reported by September.

A slide-tape presentation on governmental finances will be ready for viewing at the state Convention and for subsequent use by Leagues in the community and schools. The presentation will supplement material contained in the four FSG Facts and Issues and will be an excellent method of informing the public about governmental finances.

Background materials: Financing State Government Facts and Issues:

1. Primer of Minnesota Taxes, October, 1976
2. Minnesota's Multi-Tax System, October, 1976
3. Funding a "Quality Life," March, 1977
4. Governmental Expenditures in Minnesota, March, 1977

The FSG study was a general overview of state financing; therefore, it has presented an endless number of possibilities for future informational Updates. Again, we await local LWV direction.

U.S. CONGRESS

Current background materials: CURRENT FOCUS, CONGRESS AND THE BUDGET: FROM CHAOS TO CONTROL, LWVEF pub. #368, and YOU AND YOUR NATIONAL GOVERNMENT, LWVEF, 1977, pub. #273. Already in the works from LWVEF is a CURRENT FOCUS on congressional reform. It will cover the many procedural changes made in both Houses during the 94th and 95th Congresses which have made Congress more open and more accountable. It will also cover the major reorganization of the Senate committee system which occurred in February, 1977, and the adoption by the House and Senate ethics regulations.

The Presidency

LWV support for direct election of the President is currently shown by support for S.J. Res. 1, Senator Birch Bayh's proposed amendment to the Constitution, which would abolish the Electoral College and establish direct popular election of the president and vice president. If it passes both Houses of Congress, it will go to the state legislatures to be ratified by at least 3/4 of them. We need to watch developments closely in order to gear up for lobbying for ratification. For background on direct election of the president, see REPORT FROM THE HILL, March, 1977, Addendum, and April, 1977.

Additional background on the presidency: YOU AND YOUR NATIONAL GOVERNMENT, LWVEF, 1977 pub. #273.

D.C. REPRESENTATION

Constitutional amendments calling for full voting representation in Congress for the District of Columbia have been introduced in the U.S. House of Representatives. If the amendment passes Congress, we will be participating in the lobbying for ratification. For background, see REPORT FROM THE HILL, April, 1977.

As you can see, Government includes a wide range of issues. Although having two persons cover the portfolio is an advantage, we are hoping to attract a large committee to help with research, observing, monitoring and lobbying. If you have an interest (experience not necessary) in any of the program areas, please contact the state office or either of us.

COUNTERPART COMMUNIQUE - International Relations

Pat Llona (612) 920-0426

The new LWV position on the UN should be adopted by the national Board by the end of June. IR activities this year will be primarily action, but you will need to keep your members updated on all aspects of our IR position. You may want to schedule a unit meeting on trade or development. More and more attention is being focused on organizations which take up world needs where the UN lets off, and your membership should be aware of these and their function.

It will make your job easier if you can identify others in your League with a special interest in IR who will help with action. Keep your Congressmen aware of the League's interest in international relations.



INTERNATIONAL RELATIONS

Be sure to keep abreast of Congressional developments through LWV's REPORT FROM THE HILL. League action in Congress is focusing on supporting funding for the World Bank's International Development Association.

Metro area Leagues might like to take out memberships in the World Affairs Council and its study group. Meetings with speakers on international topics are held the first Thursdays of the month at 9:45 a.m. on the 3rd floor of the Minneapolis Public Library. The study group meets the third Thursday in private homes. Local League dues are $5.00 for five delegates; individual dues are $3.00 per person.

COUNTERPART COMMUNIQUE - Local Program

Barbara Jones (507) 388-3784

"Local program" is a term subject to wide interpretation these days. Each League heads off in its own direction - perhaps a new study; maybe an "update"; some Leagues in a "holding" position; others planning to use state and national action as it applies to local situations. Some of you have specific chairpersons, others use a type of "coordinator," and some Leagues use vertical programming so that one person keeps track of an issue on the national, state, and local levels. It is in local program development that Leagues can show the most creativity, attract members whose interests are focused on local issues, and show the community how the League of Women Voters studies and acts. Planning for your local program is the top priority for your committee. Remember, you do need moral support and advice, so contact enough members to do the job. Your plan will need to include a careful analysis of what you specifically expect to do, the methods to use, and the timetable that will guide your progress.

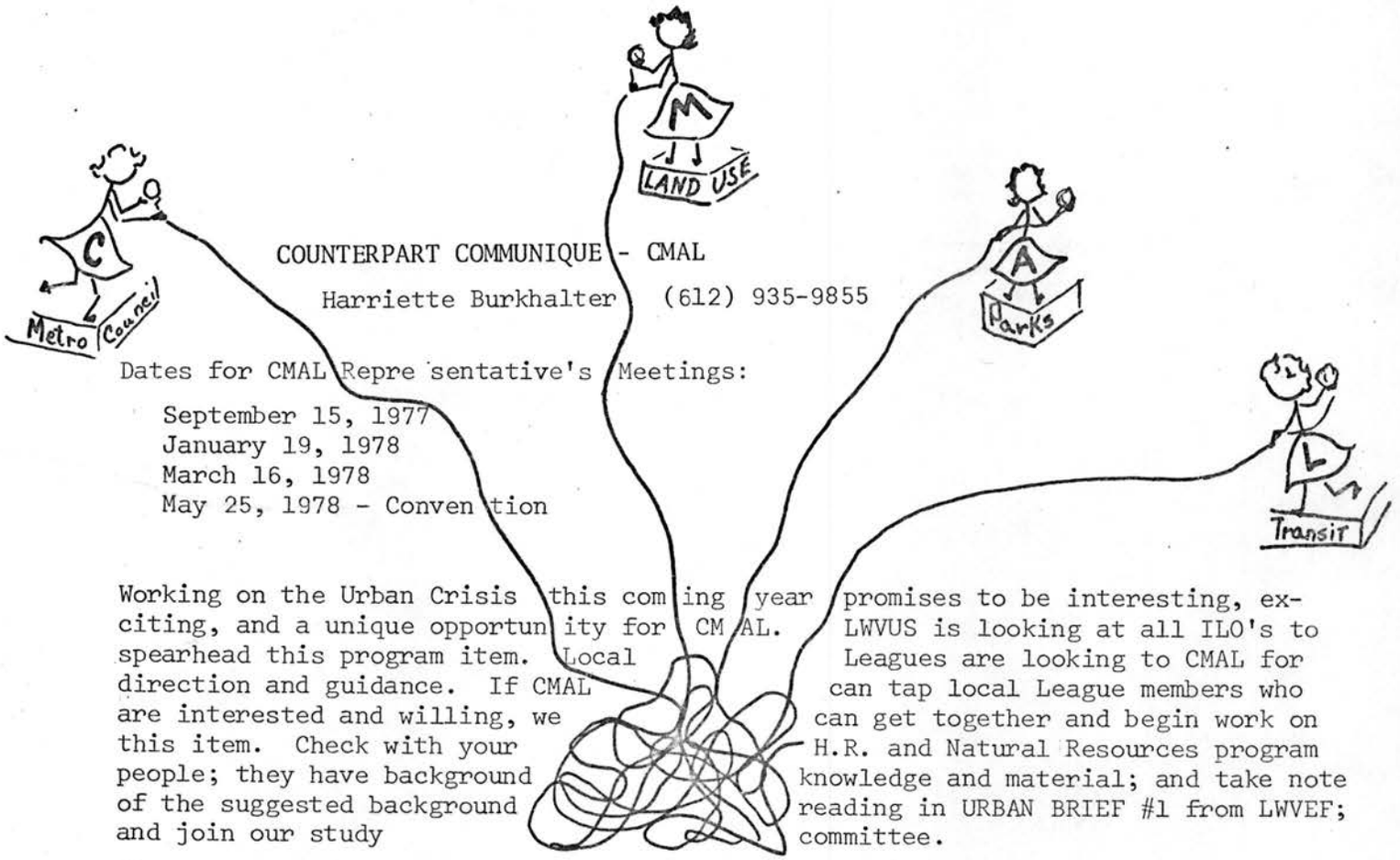


There are specific League publications which can help almost any type of proposed local program. Consult IN LEAGUE, Guidelines for League Boards, pp. 34-42, on Program/Action, for familiarity with the League process.

National publication #410, PLANNING PROGRAM: FROM CHOICE THROUGH ACTION," should be part of your portfolio. If you are doing a specific survey - community, schools, county - there are pamphlet guides. Consult the national publications catalog for references on how to publish and specific topics like libraries, parks, and a wide variety of subjects which are the result of national studies. Look over the state catalogue too, of course. You will receive a list of local program topics in August or September. You should feel free to contact other Leagues for suggestions and information. Leagues can help each other a great deal by sharing experiences.

As the Board Memo arrives each month, there will be a portion devoted to comments on some phase of local program. Not all will apply to each League, but we will try to include items of general interest. Be sure your president gives this portion to you, and also be aware of other program sections of the Memo that may apply to local program. If there are questions about local program or some topic within this subject that could be included in the Memo, please let us know.

Good luck on your League's local projects for the coming year. This is the crux of League to many of your members and your community.



COUNTERPART COMMUNIQUE - CMAL

Harriette Burkhalter (612) 935-9855

Dates for CMAL Representative's Meetings:

September 15, 1977
January 19, 1978
March 16, 1978
May 25, 1978 - Convention

Working on the Urban Crisis this coming year promises to be interesting, exciting, and a unique opportunity for CMAL. LWVUS is looking at all ILO's to spearhead this program item. Local Leagues are looking to CMAL for direction and guidance. If CMAL can tap local League members who are interested and willing, we can get together and begin work on this item. Check with your H.R. and Natural Resources program people; they have background knowledge and material; and take note of the suggested background reading in URBAN BRIEF #1 from LWVEF; and join our study committee.

The CMAL Representatives' meetings will have programs relating to Urban issues. All League members are invited and encouraged to attend. Please consider setting aside some unit time in early spring for member discussion of the Urban Crisis prior to National Convention.

Task Forces will continue to monitor and evaluate from a metropolitan prospective several program areas: Land Use, Parks, Solid Waste and Energy, Toxic and Hazardous Waste, Transportation, and Housing. Please let me know which of your members have interests in these areas, and we'll call on them for help.

CMAL Board will meet the first Thursday of the month at the state office. Anyone concerned about CMAL is invited to attend.

COUNTERPART COMMUNIQUE - Secretary

Ellen Dunn (612) 388-6667



MINUTES

The secretary is responsible for minutes of Board meetings, annual meetings, and other general membership meetings where business is conducted. All minutes are a part of your League's permanent file.

If you are a new secretary, refer to the Model Minutes form (available from state office if not in your files). Minutes should include date, name of presiding officer, if a Board meeting, a list of those present and those absent. It is helpful to have last names of Board members used. Keep your notes of each meeting in a notebook reserved for this purpose. You may wish to consider provisions for tape-recording at times. Remember, League minutes record why as well as what action was taken.

It may be helpful to duplicate minutes and mail to the president or all Board members soon after the meeting. It is a help to your Board if you read over past minutes and can recall pertinent references.

Mail one copy of each meeting's minutes to:

1. The state office, within seven days of the meeting.
   Please send a good copy; they are read.
2. Your League's consultant
   Keep one copy for your permanent file.

REPORTS

As your League's "recordkeeper," part of your responsibility includes adhering to deadlines for reports to state and national. The secretary should also see that copies of Program and Voters Service material are sent to state and national.

BYLAWS

It is the secretary's responsibility to keep up-to-date copies of local League Bylaws. Check pp. 12 and 13 of IN LEAGUE - Guidelines for League Boards. A copy of your Bylaws should be kept in the secretary's permanent file, a copy sent to the state office and a copy given to each of the Board members.

BOARD RESPONSIBILITY

As a member of the Board, you take part in the total Board responsibility of your local League. The secretary may also serve informally as parliamentarian, assist the president with correspondence, or be assigned other jobs. It is helpful to receive a copy of the state Board Memo.

IMPORTANT

Every piece of paper sent from your local League to the state or national office should have the name of your League on it.

The secretary's file should include:

Local League Bylaws and budget
Sample Local League Board Meeting Minutes
Sample Local League Annual Meeting Minutes
Current Bylaws and budget of LWVMN
Current Bylaws and budget of LWVUS
Simplified Parliamentary Procedure

COUNTERPART COMMUNIQUE - Treasurer

Georgeann Hall (612) 484-9057



The LWV of Minnesota has established a fiscal priority to make pledge payments to national on the following dates: June 1st, September 1st, December 1st and March 1st. If you could adjust your schedule to coincide with the above, there will be no problem with cash flow.

Remember, PMP to national is $5.50 per member, based on your January 1, 1977, membership, for fiscal year April 1, 1977 - March 31, 1978.

Enclosed with the OUTLOOK is a Support Payment sheet for each local League. I have provided this sheet to help facilitate the treasurer's job. (Please note the change in wording from pledge to support.)

Check your files for the following publications:

LWVMN Budget '77-'78
Filing Form 990, Sales and Use Tax
National Publications:
Ledger-de-Main, #248
Membership Report Forms
Member Transfer Cards, #230
Art of Budget Building, #268
Guidelines for State and Local League Use of Tax Deductible Money, #361

All dues notices and/or forms must have the following statement:

"I, _____, hereby acknowledge that $1.00 and $2.00 of my annual dues are voluntarily intended for subscription to the Minnesota VOTER and the National VOTER respectively."

Please keep all statements on file. The purpose for the record keeping is to maintain our 2nd class mailing privileges.

Vouchers:
Encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, baby sitting, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operation as hard cash.

COUNTERPART COMMUNIQUE - Bulletin Editor

Judy Rosenblatt (612) 631-0022

Congratulations! You have a difficult but indispensable and rewarding job ahead of you. You're the one who will keep communications flowing:

--among your members;

--from your local Board to the rest of your membership and back;

-- from state and national Leagues to your members (when you have the space).



As bulletin editor you'll have "a finger in every pie"; that is, you'll be the best informed member of your League!

Be sure to read IN LEAGUE: Guidelines for League Boards - the last two pages - for some general guidelines on producing your bulletin. Look in your files for other publications that may help you. You should have the LWVMN Style Guide (October, 1973) on order from the state office. It gives League rules of capitalization, also spelling and punctuation tips. Use a good dictionary or other guide for anything not covered there. If you are close enough, you might visit the LWVMN office and look at samples of other Leagues' bulletins to get ideas.

A marvelous, detailed guide that would be particularly useful for the inexperienced editor is A PRACTICAL GUIDE TO NEWSLETTER EDITING AND DESIGN, instructions for printing by mimeograph or offset, a 52-page paperback by LaRae H. Wales, available for $2.50 from Iowa State University Press; South State Avenue; Ames, Iowa 50010.

You may also still be able to get HOW TO CREATE A BETTER BULLETIN, an excellent 15-page guide published in May, 1973, by the LWV of Connecticut, 60 Connolly Parkway, Hamden, CT 06514 ($1.00).

Arrange with other Leagues near you to exchange bulletins. You'll pick up items to reprint and new ideas for format, illustrations, etc. If you use an article from another bulletin, give credit for it. In fact, it's a good idea to always list sources when you reprint or excerpt something. Just put a brief reference in parentheses at the bottom of the article: (from 5/77 State Board Memo); (5/77 Report from the Hill, LWVUS); (reprinted from the 5/77 Roseville VOTER); or whatever.

Try to have a regular deadline and publishing date so writers for your bulletin will remember from month to month when their copy is due and readers will look for the bulletin at the same time each month. At your local Board's calendar planning session, remind Board members of their responsibility to meet deadlines, generate material from their portfolios for the bulletin, and "always think one month ahead" (as you have to). Progress reports are important, to help members keep up with what's happening on a particular Program item or local project, so encourage chairpeople to "bring members along" monthly.

Try to list the names of members who have helped with a particular project - everyone likes to see her/his name in print and feels more appreciated when given recognition. This is one way you aid your Membership chair in giving members "tender loving care." Your League will benefit if you work closely with the Membership chair on member follow-up and recruitment.

A monthly calendar of League and community events is a useful feature for your bulletin. Such regular features should have regular spots, so members will know where to turn to see unit meeting dates, your president's column, etc.

Speaking of calendars, plan your own calendar for the year of essentials for each month's issue. By looking through your file of old newsletters, you should be able to list for each month that month's necessary items, such as election or candidate meeting information, annual meeting notice, etc.

Some Leagues put their membership rosters in their bulletins. Others print a separate roster, which may also include the League's tentative calendar for the year and pertinent Citizen Information (election dates, local government meeting dates and times, names of state legislators and how to reach them, etc.)

Please send two copies of each issue to the LWVMN office (555 Wabasha, St. Paul 55102). Send three copies to LWVUS, 1730 M Street NW, Washington, D.C. 20036. Your president will also receive the name and address of one national Board member who should receive all Minnesota local League bulletins. Your president may also have received requests from other local Leagues or national Board members who want copies, so check with her/him about who else is on the mailing list. The LWVMN consulstant to your League should receive your bulletin at her home. The state office will send out a listing of local League consultants soon. You might also consider sending your bulletin to local government officials, newspaper editors, community education people or others in your League's jurisdiction who would be interested in knowing about the local projects you are engaged in or the action you are taking.

I am available if you have questions or problems. Call me at home or write to me care of the LWVMN office. I'll be glad to see what I can do to help.

COUNTERPART COMMUNIQUE - Publications



Publications

You, the Publications Chairman, can provide a focus for your League's public image -- which is invaluable to the health and growth of both the League and community awareness of it. Publications are perhaps our single best indicator of what the League of Women Voters is and does, for members and non-members alike.

It is important that you visualize your job as a two-fold one. You will be responsible for organizing a distribution system within your League to get publications to your members. You should also plan and implement a distribution program in the community at large.

Local Leagues have different traditions and practices regarding distribution among members. You may have a subscription plan, with members paying a set amount for publications selected by your committee in cooperation with the program and organization people on your Board. Or you may have inherited a system where each member orders publications separately, after some kind of information is received from Board members. In either case, you will want to have access to a duplicate mailing from both National and State to have information on the progress of publications and then receive the actual piece immediately after it is printed. You will then be in a good position to anticipate what is coming, plan an advertising campaign or a public relations effort, and plan accordingly.

As with every other facet of League activity, I cannot over-stress the importance of planning ahead; of making a time-line for your own action, based on the plans of your program and organization calendars. That means reminding your Board to order extra publications for sale, or for giving, when that seems indicated. You will want to be in close communication with the organization chairman, the membership chairman, the public relations chairman, the finance and/or development chairman. These interrelated portfolios have much to gain from working together, planning together and then reaping the rewards of careful attention to the possibilities inherent in League publications.

There is an opportunity, often overlooked, to make money for your League from the sale of League publications - at community events, candidates meetings, and other League gatherings. Many Leagues regularly provide a little extra for their budget from the sale of publications. National, and in some instances State, give bulk discounts to members, which provides a margin when you sell at the unit rate, and there is no price marked on the publication itself, allowing you to make a more substantial markup. Everyone agrees that these publications are invariably worth far more than we charge, because the research has been conducted by volunteers, and the printing costs are minimal. The profit is available to local Leagues.

In the case of material published by the LWV Education Fund, it is possible to get tax-deductible donations for purchasing and distributing publications. This is also possible in some special instances when the publication is for information only, not program promotion. If the publication does not carry the name of the Education Fund, it is wise to check with the state office about the permissibility of using tax deductible money for their purchase.

This can be a most rewarding responsibility for you to perform. It is fun to experience the positive results of getting those wonderful League materials out for everyone to see and read!

Prepared by Nancy Atchison, retiring State Board Publications Chairperson

COUNTERPART COMMUNIQUE - Development

Emily Schmitz (507) 645-8582

Most Ed Fund monies, on national, state and local levels, come from businesses and corporations. Generally, these companies have given their dollars to fund specific projects such as voters' guides, "know your government" brochures, studies and school surveys. Raising money for unrestricted purposes - as simply an Ed Fund donation - usually results in more work for less money.

The first step for local Leagues wishing to add to their Ed Fund accounts is to identify the projects they think are fundable. Next, identify the companies which might be possible contributors. Decide whether you want to seek all your funding from one place or make a proposal for multiple sponsorship. Identify the best people in the organization to contact and have the most logical League member contact them - preferably someone with "clout."



Corporations, however, are not the only source of dollars. Chambers of Commerce, school boards and city councils sometimes will fund projects. Foundations can also be a source of support. A number of foundations only consider proposals from specific geographical areas. Among these are: The Anderson Foundation/Bayport area; Hormel Foundation/Mower County; Blandin Foundation/Itasca County; Ordean Foundation/Duluth. In addition, corporate foundations such as Green Giant, Pillsbury and Dayton-Hudson give preferred consideration to grant proposals from areas where they maintain plants or outlets.

The state office has information on most Minnesota foundations, including the types of grants they will consider, proposal guidelines and contact people. Interested Leagues are welcome to call us for the information. We also have on file copies of sample proposals which we'd be happy to send you.

If you do plan on submitting a proposal to a major corporation or foundation, please let us know. This would avoid duplication of local League effort and increase the chances of a favorable response to the proposal.

Fundraising on the state level will continue to focus on grants for specific projects - particularly the education study, seed money for a speakers' bureau and public forums. A major task for the coming year will be the development of a case study, based on our long-range planning. This will be shared will local Leagues and can be used by all of us to help in raising money for our project.

COUNTERPART COMMUNIQUE - Public Relations

Emily Schmitz (507) 645-8582



P.R. is one of those jobs that encompasses a rather broad area. Mose simply, it is visibility in the community. It's wearing your League button, speaking to groups, distributing your publications. Person-to-person contact is always the most effective form of P.R.

Reaching the broader community requires the use of the media - and this means developing a P.R. plan. The trick is to have "measured" exposure - keeping your League name and activities in the public eye without inundating the media with releases. The best plan avoids the scatter-gun approach and involves fairly consistent effort.

Opportunities for media coverage are many. Some local Leagues have regular radio time scheduled to discuss community issues. Newspapers will print releases announcing meetings, fund drives, stands on issues, etc. The smaller papers welcome news in a more personal format - what community members will be going to the state Convention, for instance.

Television stations are usually hard to crack unless you have video tapes or an idea that would make good visual coverage, but if you have an "in," by all means use it. Radio stations are easier, as the FCC requires they devote a portion of commercial time to Public Service Announcements, and all you need is a short scripted release. PSAs can cover everything from a "get out the vote" spot to membership drives.

The state office has samples of releases and PSAs that we'd be glad to send you. We also have an extensive media list with a breakdown of radio, TV and daily and weekly papers in each county. Just give us a call, or write and tell us what you want.



COUNTERPART COMMUNIQUE - Citizen Information/Voters Service

Mary Waldo (612) 644-9228

This OUTLOOK begins our planning and coordination of League activities for 1977-78. This portion of the OUTLOOK deals specifically with Citizen Information/Voters Service - the first of many communications through the monthly Board Memo, committee guides, special notices, etc. It is expected that our communication will be two-way. We want to hear from you.

Preparation:
Before you plan your Citizen Information/Voters Service activities, read IN LEAGUE - Guideline for League Boards. That gives definitions and explanations of the many-faceted job called Citizen Information/Voters Service (see pp. 30 to 33).

Organization:
Recruit and organize a committee. That committee can plan and generate more ideas/enthusiasm and share the responsibilities of the portfolio.

As you calendar plan for the year, here are some suggestions to keep in mind:

Summer and early fall in many communities are the seasons for celebrations and fairs. These are a good opportunity to reach citizens with voter information and to provide a place for citizens to meet and talk with their elected officials.

There may be organizations with whom you want to cooperate during the year. Your committee members and Board members can identify these organizations. These may include schools, businesses, public interest or service organizations.

Get to know your public officials - especially those responsible for the administration of elections. They may share our concern with election judge selection and training, voter registration and election procedures.

Activities:
If your community has elections this fall or next spring, candidates meetings are one part of voters service. A variety of formats have been used by local Leagues - decide what structure of meeting would suit the needs of citizens in your community. You may want to experiment to increase voter education and participation.

Consider monitoring your local elections to see that the process conforms to current state laws. A brief description of election laws enacted during the 1977 legislative session will be mailed to you in September.

Uniform Precinct Caucus Day in Minnesota is February 28, 1978. The promotion of wide participation at precinct caucuses should be on your agenda. As state plans are made, you will receive information and materials. A committee guide is planned for mailing in November. Your plans for precinct caucus promo may begin by getting February 28th on the calendar in your communities.

-- Contact schools and city officials
-- Contact community organizations
-- Send "letters to the editor" stressing the importance of citizen participation.

Consider how your League could improve voter participation in school board elections. A voters guide might highlight some of the current issues as well as providing information about candidates.

In contrast to Voters Service, Citizen Information is a part of the portfolio that has no specific calendar deadline. In this non-election year (no state or national elections), emphasis will be placed on citizen education. Our Focus on Emerging Issues meetings are planned for the first three months of 1978. Place these dates on your League calendar now!

Focus Meeting Series - 1978

January	18	(topics to
February	15	be
March	15	announced)

LWVUS is planning an update (renovation!) of the Voters Service Handbook to be available in the fall.

CITIZEN INFORMATION/VOTERS SERVICE PLANNING CALENDAR

Summer:	Committee recruitment and planning Calendar planning
Fall:	Voters Service for election NOVEMBER 8, 1978 - ELECTION DAY Precinct Caucus Promotion
Winter:	UNIFORM PRECINCT CAUCUS DAY FEBRUARY 28, 1978 FOCUS MEETINGS, January, February, March (3rd Wednesday)
Spring:	Voters Service for School Board Elections MAY 16, 1978 - SCHOOL BOARD ELECTIONS

LEAGUE OF WOMEN VOTERS
OF MINNESOTA
PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1978-1979

Calendar
and
Counterpart Communiques





Contents of OUTLOOK 78-79

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	Calendar	
	Counterpart Communiques	
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	Organization of State Board who? —	2
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	Treasurer Draft	3-4
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GENERAL INFORMATION

Every local League Board member and subscriber to either the Board Memo or Duplicate Presidents Mailing (DPM) is receiving a copy of this OUTLOOK. Additional copies may be ordered from your state office - $1.00 each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

Minutes of state Board meetings are available to local Leagues on request. To save on postage, the minutes will be mailed with the 3rd class Board Memo mailing.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS *and* LWVMN. Use the national VOTER membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERs are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

Be sure one person on your Board, either the treasurer, secretary or membership chairman, takes responsibility for sending the membership report forms to national and state. You will be asked to send state office your complete membership roster by October 31 so we can, at least once a year, make sure the office's records match yours.

Board Memo mailing target dates are listed on the calendar. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - you will be billed quarterly for the additional postage. A Board Memo is included in the Duplicate Presidents Mailing (DPM) subscription (cost $12.00/year). Since, ~~by Council action,~~ every local League Board member will receive the Board Memo, no additional Memos will be sent to local Leagues as was our previous practice. Those desiring additional copies of the Memo for off-Board chairpeople should subscribe to same at $4.00/subscription/year. Please notify your state office promptly of any changes of personnel or address.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWV-MN
555 Wabasha, Suite 212
St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full time: ~~Harriett Herb~~ Sally Sawyer, executive director
Betty Ann McKaig, secretary

Part time: Pat Lucas, assistant executive director and Program/Action secretary
Judy Medelman, Assistant to the President for PR and Development
Peggy Thompson, Service to Local Leagues secretary.

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street N.W.
Washington, D.C. 20036

(Over)

As you know, the LWV-MN uses a Xerox 2400 for all duplicating. We will do copying for your League at our cost. Leagues in the Metro area are asked to call the office, make an appointment to use the copier, and do the copying themselves. Non-Metro Area Leagues may mail their materials to the office. Type the copy, as you want it reproduced, on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, buff and goldenrod, in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.) Cost is 35¢ for the first 10 sides and 1¢ for every additional copy ($1.25 for 100 copies). If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

CALENDAR
1978

June

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				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	

6 & 7 - Continuing Education Workshops
13 - State Board Meeting
23 - 1st Class Board Memo mailing
26 - 3rd Class Board Memo mailing
30 - Quarterly PMP due to LWVMN
- " " " " LWVUS



July

JULY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

4 - Holiday, office closed
5 - Filing opens for candidates for fall elections
6 - CMAL Board Meeting
18 - Filing for candidates closes at 5:00 p.m.
MN VOTER

August

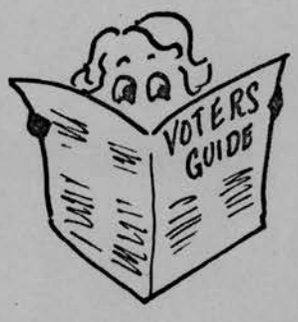
AUGUST						
SUN.	MON.	TUE	WED.	THU.	FRI.	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 - CMAL Board Meeting
8 - State Board Meeting
18 - 1st Class Board Memo mailing
21 - 3rd Class Board Memo mailing
22 - Last Day to Pre-register for Primary Election
Library Study materials (mailed 8/21)

September

SEPTEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					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

4 - Holiday, office closed
7 - CMAL Board Meeting
- UN Rally Tea
12 - Primary Election Day
13 - State Board Meeting
21 - CMAL Membership Meeting
22 - VOTERS GUIDE and VOTE '78 distribution begins
- 1st Class Board Memo mailing
25 - 3rd Class Board Memo mailing
26 - Workshop in Northwest
28 - Workshop in Southeast
30 - Workshop in Metro Area
- Quarterly PMP due to LWVMN
- " " " " LWVUS
MN VOTER



October

OCTOBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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				

Membership Campaign Month

2 - Jewish New Year
3 - Workshop in Metro Area
5 - Workshop in Southwest Area
- CMAL Board Meeting
9 - Explorers' Day
10 - State Board Meeting
11 - Yom Kippur
16 - Annual Fund Drive Kickoff
17 - Last Day to Pre-register for General Election
19 & 20 - MEA-MFT Days
20 - 1st Class Board Memo mailing
23 - 3rd Class Board Memo mailing
27 - UN Rally
31 - Local League Membership List due in state office

Debates - Governor, U.S. Senate (Dates to be announced)



November

NOVEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
			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		

2 - CMAL Board Meeting
7 - Election Day
8 - Finalize Legislative Interview Appointments
11 - Veterans Day
14 - State Board Meeting
15 - Election Judge Survey Deadline
18 - Effective Citizen Action Workshop - follow-up meeting for League lobbyists to be scheduled
20 - Annual Fund Drive Final Report
23 - Thanksgiving
24 - 1st Class Board Memo mailing
27 - 3rd Class Board Memo mailing

Apportionment Paper from LWVMN (mailed 11/27)
LWVMN Program Suggestion Information and Bylaw Suggestion form to Local LWVs (mailed 11/27)
St. Board Nominating Material (Mailed 11/27)
MN VOTER

December

DECEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24, 31	25	26	27	28	29	30

7 - CMAL Board Meeting
10 - Legislative Interviews due
15 - Library Consensus Report due in LWVMN
- Quarterly PMP due to LWVMN
- " " " " LWVUS
- Mini Mailing to Local LWV Presidents Only
22, 25, 29 - Holidays, office closed
26, 27, 28 - Office on short hours, 9:00 a.m. - 1:00 p.m.

No State Board Meeting - but state committee on Program Suggestions, Bylaws, Budget



January

JANUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	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			

1 - Holiday, office closed
2 - Legislature Convenes
3 - Capitol Letter subscriptions due
4 - CMAL Board Meeting
9 - State Board Meeting
15 - Part I, Annual Reports, due to LWVUS and 2 copies to LWVMN
- Nominations for State Board (all positions) due in LWVMN
18 - CMAL Membership Meeting - Legislators' Lunch
19 - 1st Class Board Memo mailing
22 - 3rd Class Board Memo mailing
- 1st Call to LWVMN Convention

Criminal Justice Updates (mailed 1/22)
Nominating Material for Hope Washburn mailed (1/22)
MN VOTER



February

FEBRUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				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			

1 - CMAL Board Meeting
13 - State Board Meeting
14 - Focus
19 - Presidents' Day
23 - 1st Class Board Memo mailing
26 - 3rd Class Board Memo mailing
28 - Ash Wednesday

Open Meeting Law Update (mailed 2/26)

March

MARCH						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				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

1 - Quarterly PMP due to LWVMN
- " " " " LWVUS
- LWVMN Program Suggestions from Local LWVs due in LWVMN
- LWVMN Bylaw Suggestions from Local LWVs due in LWVMN
- LWVMN 1979-1980 Proposed Budget mailed to Local LWV presidents
- CMAL Board Meeting
13 - State Board Meeting
14 - Focus
15 - CMAL Membership Meeting
- Part II, Annual Reports, due to LWVUS and 2 copies to LWVMN
22 - Deadline for ERA RATIFICATION
23 - 1st Class Board Memo mailing
26 - 3rd Class Board Memo mailing
- Final Call to LWVMN Convention
MN VOTER

April

APRIL						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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					

1 - PMP Response due from Local Leagues
2 - Hope Washburn Award Nominations due in LWVMN
5 - CMAL Board Meeting
10 - State Board Meeting
12-19 - Passover
13 - Good Friday
16 - Action Recognition Entries due in LWVMN
18 - Focus
20 - 1st Class Board Memo mailing
23 - 3rd Class Board Memo mailing
30-May 4 - LWVUS Council

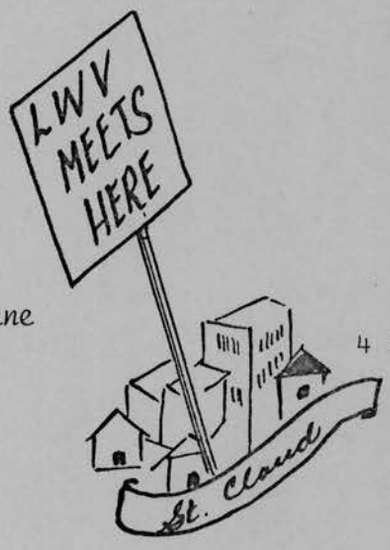
LWVMN Proposed Program and Bylaws (mailed 4/23)
Election Monitoring Guide (mailed 4/23)

May

MAY						
SUN.	MON.	TUE.	WED.	THU	FRI.	SAT.
		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		

1 - Cities/Urban Crisis Consensus due LWVUS
3 - CMAL Board Meeting
8 - State Board Meeting
15 - School Board Elections
18 - 1st Class Board Memo mailing
21 - 3rd Class Board Memo mailing
24 - CMAL Annual Meeting
28 - Holiday, office closed

Legislature adjourns in May
MN VOTER



June

3 - Presidents Workshop
4 & 5 - LWVMN Convention, St. Cloud State University
7 - CMAL Board Meeting
12 - State Board Meeting
22 - 1st Class Board Memo mailing
25 - 3rd Class Board Memo mailing
29 - Quarterly PMP due to LWVMN
\- " " " " LWVUS

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					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

COUNTERPART COMMUNIQUE -- President

Helene Borg (612) 472-2674



Each year, when we write this OUTLOOK, we are frustrated by not knowing how much to repeat from the year before. Many previous suggestions remain applicable, so I would suggest that you review some of them rather than discard them from your files. In trying to help you plan your League year, which is the purpose of this OUTLOOK, we have the additional problem of speaking to such varied levels of experience. It will be up to you and your Board to select what is helpful from this and from the monthly Board Memo and its accompanying enclosures. With every Board member receiving the OUTLOOK and Board Memos, you will all have the background to integrate your activities and come closer to realizing the potential of this organization.

Last year we had little new program, so we had time to explore ways of using our existing positions. This year we can continue this process. Our library study will be finished this fall, and we have no national consensus due in this League year. Plan meetings to expand knowledge of existing program. Look carefully at national and state program with an eye to local application. You might need some specifics on your community before you take action, but it will be far less than that necessary for a complete local study. Consider concurrence as another efficient way to move forward. Each year you get lists of the topics other local Leagues have studied. You might want to vote to concur with one of these. Just be sure you understand the issues before you take action.

Action locally not only results in accomplishing something, but it means more members, dollars and influence. This is also true of Citizen Information/Voters Service activities. This is an election year, so you should be at your most visible. The public relations benefits facilitate all League efforts.

At the state level we plan to coordinate our scheduled debates and other Voters Service activities with a membership push and a campaign for tax deductible dollars. This will be in October and November, and every local League will get public relations spin-off from this. Plan to capitalize on it and make this the start of a new era for the League of Women Voters of Minnesota. We could double our membership and our funding while we follow through on our purpose if we really "get our act together."

Step back and look at your past year. What worked? What didn't? Adjust your organization to achieve your goals. Revise your procedures and your bylaws, if necessary. Evaluate how your time is spent. Is it furthering your goals? Pretend you are a business. Identify your product and determine what you would pay for to produce it. Our volunteer time is valuable. Let's not waste it.

As president of a local League, you have an exciting and challenging job. You have an opportunity equivalent to that of a corporate executive. At the same time, you can make your community a better place for all its citizens. You will find this year satisfying and fun. The state Board and staff are available to assist you. Sometimes the most trivial things cause the most trouble, so don't hesitate to contact us if you think we might be able to help. We will also appreciate any suggestions.

Have a wonderful year!

STATE BOARD ORGANIZATION

Helene Borg (612) 472-2674

President - Helene Borg
1st Vice President - Membership - Jean Reeves
2nd Vice President - Voters Service - Mary Waldo
Secretary - Ellen Dunn
Treasurer - Georgeann Hall
Service to Local Leagues - Carolyn Cushing
Citizen Information - Barbara Maher
Development and Public Relations - Emily Schmitz
Publications -
Action - Coordinator of Action on all League Program, National, State and Local - Pam Berkwitz
Criminal Justice - includes Corrections, Judiciary, and Juvenile Justice - Betty Phelan
Natural Resources - includes Air, Water, Energy, Land Use, and Solid Waste - Mary Poppleton
Human Resources - includes Equality of Opportunity, Anti-discrimination, Income Assistance, Indians, etc. - Jeannette Kahlenberg and Jean Tews
Education - Ruth Armstrong
Government - includes Citizen Rights (Campaign Financing, Election Laws, Apportionment, etc.), Organization of State Government (Legislative, Executive, Amending Process, Open Meetings, etc.), Financing State Government, U. S. Congress, Presidency, and D.C. Self Governing and Representation - Karen Anderson and Erica Buffington
International Relations - includes Development, Trade and the United Nations - Pat Llona
Local Program - Sue Scribner
VOTER editor - Judy Rosenblatt

Consider arranging your Board so you have counterparts in similar roles. This structure corresponds to the national organization. Remember vertical organization, so you are not retaining obsolete portfolios, such as National Program chair or State Program chair.

Read IN LEAGUE. It's all there.



COUNTERPART COMMUNIQUE -- Secretary

Ellen Dunn (612) 388-6667



As secretary, you are responsible for minutes of Board meetings, annual meetings and other general membership meetings where business is conducted. Minutes are the official record of your Board proceedings and decisions, becoming part of your League's permanent file. They should include the name of the League, date, name of presiding officer, and, if a Board meeting, a list of those present and absent. Use last names throughout minutes so they will have meaning beyond your immediate Board. They should record why as well as what action was taken, for they may be referred to many times, even years later.

In addition, minutes are a communication link between your League and the state League. One copy of each meeting's minutes (within a week if possible) should go to the state office. Minutes received at the state office are read by the president, the service chairperson and staff person, and reouted to other Board members if there is something pertinent to their portfolios. It may also be helpful to send copies to each of your local Board members.

Since you are corresponding monthly with the state office, you may add notes to more accurately reflect your successes or struggles, to express opinions, to request information or materials, etc. No formality is required, BUT be sure the name of your League and a date is on every paper you send. You may also check with your treasurer to be certain that address changes for members are sent promptly to the state office. They are needed to keep VOTER lists up to date - and please note if the member also receives the State Board Memo or Capitol Letter.

As Secretary, you should continue to be aware of the total League calendar, especially those dates on which reports are due to State and National offices. Remember to send copies of Program and Voters Service material to State and National.

As a member of your Board, you share in that total Board responsibility. You may have other jobs, such as parliamentarian or corresponding secretary, depending on the needs of your League.

Some helpful things for your files available from the state office:

- Sample minutes of local League Board meeting
- Sample minutes of local League Annual Meeting
- Style Guide
- Simplified Parliamentary Procedure



Treasurer

COUNTERPART COMMUNIQUE -- Treasurer

Georgeann R. Hall (612) 484-9057

New Procedures: There will be changes during fiscal year '78-79. Forget the way you did things last year!

- P.M.P. (Per Member Payments) will be paid separately to LWVMN and LWVUS. Your P.M.P. to Minnesota is due on the following dates:

  June 30th
  September 30th
  December 1st
  March 1st

Please adjust your schedule to coincide with these dates to prevent cash flow problems.

Reminder: Per Member Payment is based on membership count from January 1, 1978.

Each local League treasurer will receive a P.M.P. sheet from the LWVMN for state P.M.P.s. I have provided this sheet to help facilitate the treasurer's job. A copy has been mailed to each local League president.

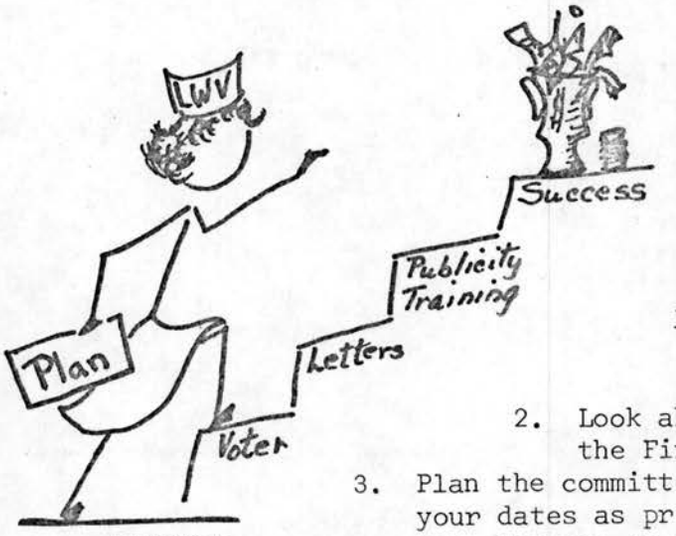
- You will no longer need the following statement on your dues forms: "I, _____, hereby acknowledge that $1.00 and $2.00 of my annual dues are voluntarily intended for subscription to the Minnesota VOTER and the National VOTER respectively." LWVMN and LWVUS are doing the disclaimer on their respective VOTERS.

- Publications needed by the treasurer are the following:

LWVMN Budget '78-79
Filing Form 990, Sales and Use Tax
National Publications:
Ledger-de-Main, #248
Membership Report Forms
Member Transfer Cards, #230
Art of Budget Building, #268
Guidelines for State and Local League Use of Tax Deductible Money, #361

- Vouchers - Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, baby sitting, meals, etc. If the majority of members co-operate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash.

- Membership Lists - Due in the state office October 31, 1978. We need to check our VOTER mailing lists. All drops, transfers and new members should be sent monthly.



COUNTERPART COMMUNIQUE -- Finance

Georgeann Hall (612) 484-9057

Successful Finance Drives are well planned; they do not just happen! Let's start from the beginning. Every local League needs a Finance Chairperson with a positive attitude and support from the local Board.

1. Finance Chairperson needs a committee - 2 or 3 members for most Leagues - more committee members for larger Leagues.
2. Look ahead about six months and select a week to conduct the Finance Drive.
3. Plan the committee's work backwards from the date selected. Fill in your dates as precisely as possible for all activities so you can be sure you are on schedule.

EXAMPLE:

A. November 1st - Kickoff for Finance Drive.
B. October 20th - have press releases in local paper every week through Finance Drive - Mayor proclaim League Week, a contributor presenting a check to the League (either President or Finance Chairperson) - an interview with the President or local agenda person.
Solicitors' training - how to sell the LWV - what local Leagues have accomplished this year - training can be done by members, or ask someone in your community who is successful at raising funds for other organizations. Ask persons to speak about various techniques.
C. Letters mailed.
D. Envelopes should be stuffed a week prior to mailing - check to make sure someone has not been omitted.
E. Envelopes typed or hand-addressed.
F. Letters printed - if you have enough lead time, the state office will copy for a small fee and return to you by mail.
G. Letters have been edited and approved.
H. Locate new prospects.
I. Consider having a Finance VOTER (sample included) - include questionnaire for those not attending unit meeting - to be returned to the Finance Chairperson.
J. Finance Chairperson attends all unit meetings - acts as Cheerleader for the annual finance drive - talks about total League responsibility for raising money - hands out questionnaire - explains that every Leaguer has different skills, but you would like everyone to participate and to select one area where they are most comfortable. If your League has many units, have members of the Finance Committee attend unit meetings. You will need about 10 minutes at each of the units. Collect the forms before you leave. (See sample form)

SAMPLE QUESTIONNAIRE

I will participate in the following (check one or several):

Solicit funds _____
Type _____
Babysit _____
Locate new prospects _____
Telephone _____
Stuff envelopes _____
Public relations press releases _____
Make personal contribution to local LWV _____ Amount _____
Make contribution to local LWV Education Fund account _____ Amount _____
Hostess Kickoff _____

Name _____
Address _____
Phone _____
Unit _____

SAMPLE FINANCE LETTER

Date

Dear Friend,

The League of Women Voters has been active in this community for over 22 years. Generous contributions from businesses, individuals, and members of the local League of Women Voters have made it possible for our organization to work toward its goal of informing citizens. These gifts have also enabled us to encourage citizen participation in the affairs of _____, the state, and our nation.

Although the largest part of our activities is carried on by countless hours volunteered by League members, financial support from the community is necessary in order to maintain an effective organization. We are asking for your support at this time to help us continue such activities as making publications available to local libraries and schools, and conducting and publishing surveys and studies of our local government and school district. With your help we can organize and sponsor candidates' meetings, provide information to voters, and lobby at the state Legislature for League positions.

If you prefer a tax deduction for your contribution, the League of Women Voters Education Fund receives funds which are used by the local League for educational purposes. Your check should be made out to the League of Women Voters Education Fund, (name of local League), if you wish to take advantage of this deduction.

The enclosed brochure lists some of our areas of study, support, and action. If you would like more information, please call our President, (name) at (phone). An envelope is enclosed for your convenience.

Your support will be appreciated.

Sincerely,

SAMPLE FINANCE LETTER

Date

Dear Friend,

Your past contributions to the League of Women Voters have made a difference! The financial support you have provided has made it possible for our organization to make publications available to local libraries and schools, lobby at the state Legislature for League positions, provide information to voters, organize and sponsor candidates' meetings, and maintain an observer program.

Special projects this year included preparation of a brochure of Revenue Sharing and a Fact Sheet on Election Districts. We finished a survey of School District 623 and arranged for publication of data gathered.

We are asking for your support again this year. If possible, please consider an increase in your contribution. A League member will call on you during our annual fund raising campaign which will take place in the next few weeks. We hope at this time you will take the opportunity to discuss League activities, projects, and services.

Enclosed is a self-addressed envelope for your convenience should you prefer to mail your contribution.

Thank you again for your interest in the League of Women Voters.

Sincerely,

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

* ____ $10 Friend *
* ____ $25 Donor *
* ____ $50 Patron *

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

(Vary amounts to suit your League.)

SAMPLE VOTER ARTICLES

League of Women Voters of , now in its year, needs you. League has no "magic formula" for getting things done. It takes a lot of hard work and money. LWV needs your time, your talent, your commitment, to continue our great tradition. League needs your help to carry out plans, see new studies to completion, increase our membership and secure money for our 1977-78 budget.

League also needs money. Having adequate funds means we can publish pamphlets and brochures, send members to workshops, write letters to elected officials, and give publications to schools and libraries. It means we can conduct candidates meetings and carry on other activities to get information out to the voters. It means we can support the work of LWVMN and LWVUS.

_____ - Finance

WHY? League work is a public service and deserves public support. The League has been described as a catalytic agent, strengthening the tie between citizen and government. Members give thousands of hours of skill and devotion to let the people know, make the people care, help the people act. Contributors believe an annual gift to the LWV is a sound investment in democracy. They welcome an opportunity to support and expand services which benefit their community.

WHY? A finance drive can be the best public relations effort imaginable. The face-to-face interview provides a fine opportunity for building interest and understanding of League work. It can result in wider support for League programs as well as increased financial support.

WHY? A finance drive is the most efficient, effective method of raising money. The evidence is overwhelming that for the time and energy expended, more money can be raised by a selected, prepared group of people paying calls on chosen prospects during a short intensive period each year than by any other legal method shown.

WHY? Fund-raising can be an exhilarating experience for the League member. It can bring you in touch with interested people and help you learn more about community attitudes. We sell ourselves in selling League to others and increase our determination to justify the public's investment in League's work.

HOW? A Finance Drive is conducted annually. An annual drive has a better chance of success than sporadic attempts. Goals can be shaped to needs, organization and planning are more efficient, and reasons for giving can be more pertinently presented for a "one shot" effort. An annual fund drive plays an essential role in the League's system of integrated financial support. Through an annual pledge local Leagues provide the support needed to carry out the state and national programs and to strengthen and expand LWV organization. Each League must give its fair share.

HOW? The League conducts a limited appeal. It solicits contributions from a list of men, women, and business firms in the community who are interested in furthering citizen participation in government. Gifts to League can be earmarked. Because of the tax picture, business firms may offer a contribution to underwrite a particular project or publication through the LWV Education Fund, such contributions being tax deductible. League is a civic group which takes legislative action; therefore, undesignated contributions are not tax deductible.

HOW? The League appeals to members as well as non-members. Membership dues are kept relatively low so that persons can afford to belong. Members who can afford more are encouraged to contribute to LWV over and above their dues.

HOW? The League solicits funds through a combined letter-personal contact campaign. A letter is sent to a prospective contributor announcing a solicitor's call and the purpose of our fund-raising drive. Included with the letter is a self-addressed return envelope which the contributor may use to mail his/her contribution. Personal contact follows the letter.

WHAT IF.....

...all publications relating to program topics were FREE to every member.

...voter service materials could be printed professionally.

...we could mail information to every voter about candidates and issues.

...all portfolios had generous funding.

...we could reimburse members for non-cash contributions.

??? CAN YOU THINK OF ANY MORE ???
$$ MONEY CAN MAKE THEM ALL POSSIBLE $$

M - is for the Many contributions
O - is for the Open business door
N - is for the Nickels and the dollars
E - is for the Efforts of the "corps"
Y - is You, the one whom we depend on;
Your time and energy we yearly tap
Put them all together, they spell MONEY
Which helps our _____ League to
"bridge the gap."

tell a friend.....

"Each One Reach One" is once again the slogan of the membership campaign of our League. Nine out of ten League members became members because of the invitation of a friend.

Our League needs new members. Increasing our membership increases our effectiveness, our strength, and the quality of our programs.

Bring a friend or neighbor to the September unit and/or general meetings. Watch August VOTER for dates and information. Send names of prospective members to (membership chair, name, address, and phone) and complimentary VOTERS will be mailed to them.

League growth is up to you; tell a friend.....

about League

HELP WANTED

JOB OPPORTUNITIES
Immediate Positions Available
CALL _____ FINANCIAL SERVICES
LEAGUE OF WOMEN VOTERS OF _____

TYPISTS ** Part-time work, varied and interesting, where you want, when you want. No minimum speed required. Peak work during late August and early September. No fee, no travel required.

CHILD CARE SPECIALISTS ** Need reliable, easy going persons who love children of all ages. Some diaper changing required.

CALL NOW

Work at your home or another location. Choose your own hours on (dates)_____

TELEPHONERS ** No fee, no travel, no night work, no experience necessary. QUALIFICATIONS: pleasant voice, happy disposition. An exciting challenge to work without close supervision at your convenience 9-5 in your own home. This opportunity available (dates)_____

SOLICITORS - TOP JOB
Excitement - Fun - Opportunity

We are looking for bright, attractive efficient people to join a progressive organizational team. Outstanding growth potential. Must be available_____ (dates) for part-time work. Work load shared with friendly co-workers. Benefits: no weekend or night work. Free parking, free child care.

LEAGUE FINANCIAL SUPPORT SYSTEM

In accordance with the League's policy of integrated finance, which was adopted by members at a national convention, most funds for support of the League as a whole are raised by the local Leagues - in other words, we assume the responsibility for and make one appeal for support of all levels of work: local, state, and national. Each year every local League has made a commitment to support the state and national Leagues. For the year 1978-79 the national P.M.P. (Per Member Payment) will be $9.00 for each member as of January 1, 1978, and $14.00 P.M.P. for the state for each member as of January 1, 1978.

Our local League's dues will not cover our commitment to local, state, and national Program.

We still need an outside source of funds to be able to meet these commitments!

WE MUST HAVE A SUCCESSFUL FINANCE DRIVE!

Budget for 1977-78	$
Income from dues	$_____
DOLLAR GAP	$

WHAT COVERS THIS GAP? We must get nearly ____% of our funds from other sources. We rely on our finance drive to help fill in the gap. This year we need $_____..... everyone will be called upon to help in some way to secure the needed funds.

Won't you please consider making a personal donation or participating when contacted?

A successful finance drive is very important to the continued work of the _____ League of Women Voters.

BUDGET

1978 - 1979



NEED



FINANCE DRIVE

DUES

(Adapt to your own LWV)

QUOTES

"Women belong in the kitchen!"
"League does a marvelous job."
"I wish we could give more....."
"We gave to United Fund."
"How can we help the League?"
"We disagree with you on that issue, but
the total program is what's important."

These are a few of the responses members hear when they make visits to businesses and individuals during the Finance Drive. Personal visits are very important. Won't you join the group this year and add YOUR favorite to the list?

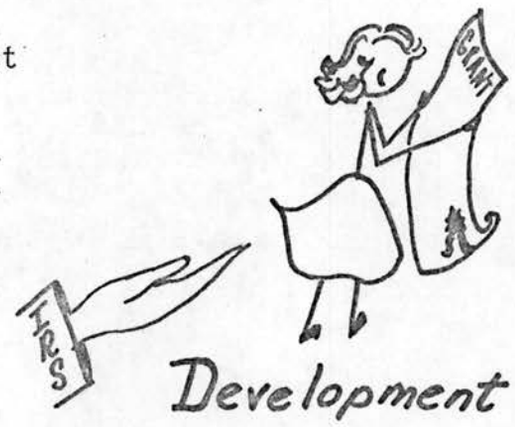
REMEMBERING.....
.....gift idea for the friend or relative who has everything. Make a cash contribution to LEAGUE OF WOMEN VOTERS OF _____ in their honor. We will send an appropriate card to the honoree.
.....Memorials....make a gift to _____ LWV in memory of someone. We have forms for your use - just call _____ at _____.

HAVE YOU EVER THOUGHT

HOW MANY friends you have made in League that you otherwise might not have made?
HOW MUCH more interesting your newspapers are because of what you have learned from League work?
HOW MUCH your life has turned outward because of your interest in social and political problems?
HOW MUCH more interesting you are to others?
WHY deny that privilege to other women?
INVITE THEM TO JOIN THE LEAGUE!
(Borrowed from The Oklahoma VOTER)

COUNTERPART COMMUNIQUE -- Development

Emily Schmitz (507)645-8582



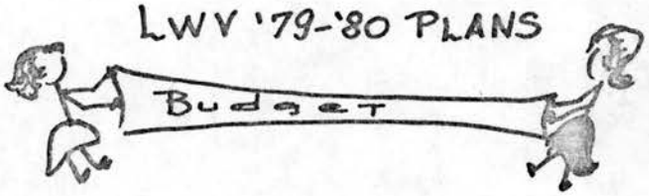
Development in its simplest form refers to tax deductible or Education Fund money. And most Ed Fund monies, on national, state, or local levels, come from businesses and corporations. Generally, these companies have given their dollars to fund specific projects such as voters' guides, "Know Your Government" brochures, studies and school surveys. Trying to raise money for unrestricted purposes as simply an Ed Fund donation is generally much more difficult.

The first step for local Leagues wishing to add to (or begin) their Ed Fund accounts is to identify the projects they think are fundable. Next, identify the companies which might be possible contributors. Decide whether you want to seek all your funding from one place or make a proposal for multiple sponsorship. Identify the best people in your League to contact the appropriate person. And go.

Corporations, however, are not the only source of dollars. Chambers of Commerce, school boards and city councils sometimes will fund projects. Foundations can also be a source of support. A number of foundations only consider proposals from specific geographical areas. Among these are: The Andersen Foundation/Bayport area; Hormel Foundation/Mower County; Blandin Foundation/Itasca County; Ordean Foundation/Duluth. In addition, corporate foundations such as Green Giant, Pillsbury and Dayton-Hudson, give preferred consideration to grant proposals from areas where they maintain plants or outlets.

The state office has information on most Minnesota foundations, including the types of grants they will consider, proposal guidelines and contact people. Interested Leagues are welcome to call us for the information. We also have on file copies of proposals which we'd be happy to send you.

This year the budget adopted at state Council has committed the state Board to raise $80,000 in tax deductible money. Most of this money will be for specific purposes (i.e., the library study, the debates, etc.), but some money must be raised as unrestricted Ed Fund money. The Development Committee will begin this summer to raise this money, but much of our campaign will be in the fall to coincide with the League-sponsored debates. Since our campaign will be statewide, we may be calling on corporations in your area. Before we make any contact, we will check with you or your president. If we ask one of your contributors for unrestricted Ed Fund money, we will give your local League 10% of what is collected or what you received last year from that corporation -- whichever is greater. If you plan on submitting a proposal to the major corporation or foundation between now and the first of the year, would you please let us know? This would avoid duplication of local League effort and increase the chances of a favorable response to the proposal.



COUNTERPART COMMUNIQUE -- Budget

Carol Bergeson -- (612) 484-1636

A budget is a planning instrument. It reflects goals, priorities and activities, showing what a League plans to do and the expenses it will incur in the doing. To develop the state League budget, the Board and budget committee work throughout most of the year. Hopefully your local League budget can be thought through and presented in a matter of 2 or 3 months.

With the accompanying Budget Committee calendar before you, it is hoped your local League will be able to time your suggestions to LWVMN for Budget Committee members, budget cuts or additions, questions and comments throughout the process, and sending in your local League's P.M.P. commitment. Included in the calendar are the requirements for your local League budgeting process and when you will receive certain information from LWVMN which will affect your budget. Have fun with your budget building, and don't hestitate to ask the state office if you need help.

Resources which will be helpful for your local League budget chair to have include:

"In League," LWVUS #275, pages 24-27, 47-50
"The Art of Budget Building," LWVUS #268
"League of Women Voters Education Fund - revised guidelines for state and local League use of tax-deductible money," LWVUS #361
LWVMN Adopted Budget 1978-79

CALENDAR FOR BUDGET BUILDING 1979-80

August 1-11 - Letters mailed from president to invite committee membership.
September 11 - Submit article for September-October VOTER with names of committee members and invitation to all members to November budget committee meeting.
- Remind Boarders to submit budget requests and to present them at October Board meeting.
October 10 - Board meeting - budget priorities discussion, Budget Committee members approved.
October 11 to November 1 - Preliminary budget formulated by budget chair and staff.
November 1 - Mailing to Budget Committee.
November 14 - Board meeting.

November 13,
15 or 16 - Budget Committee meeting, all day.
December 1-28 - Budget chair and staff consolidate information into proposed budget.
- Obtain LWVUS P.M.P. figures.
December 30 - Mail Proposed Budget to LWVMN Board.
January 9 - Board meeting; discuss proposed budget, direct changes.
January 19 - "Board Memo" article reminding local Leagues to start their budget process:
(a) Appoint Budget Committee at least 2 months prior to annual meeting.
(b) Send copies of proposed local League budget to all members 1 month before annual meeting.
(c) Local League budgets shall provide for support of LWVUS and LWVMN.
- P.M.P. assessments mailed to local Leagues.
February 13 - Board meeting; final approval of proposed budget.
March 1 - Proposed budget mailed to local League presidents (3 months prior to June 3-5 Convention).
April 1 - P.M.P. commitments due from local Leagues.
April 17 or 24 - Budget Committee meeting to plan amendments to budget per expected income.
May 10 - Submit Proposed Budget article for May-June VOTER.
June 4, 5 - Budget presentation and adoption at Convention.
- Election of new Budget chair.
- Vote on bylaw amendment to make Budget chair a voting delegate.



COUNTERPART COMMUNIQUE -- Membership

Jean Reeves -- (507) 645-6161

Membership development is something that should be given time on every Board agenda. All the plans, activites, programs and special projects have a membership component. Each one has retention (of present members), recruitment (of new members) and involvement possibilities. It is particularly important to look at membership possibilities when calendar planning is in process. For instance, this being an election year with Voters Guides, debates (TV and radio, we hope), candidates' meetings, etc., you will want to plan ahead what you, the membership chairperson, will do with these PUBLIC events that will encourage participation and recruitment of members. One of the League's most visible activites is the Voters Service/Citizen Information area, and we must plan in order to make the most of it. Please read carefully "Making A Difference," the new VS/CI book hot off the press. Membership information should be available at all meetings and should be included with all publications and PR efforts. If you plan to use publications, they must be ordered ahead of time. Extra League bulletins (your own) can be important hand-outs at candidates' meetings -- make sure they are smashing in content and style.

The statewide "Membership Month" of October we hope will generate PR and over-all interest in the League. The state committee will be considering such things as a poster (to be used by local Leagues), a contest, editorials, advertisements,

declaration by Governor Perpich, etc., which we hope will help you in your efforts.... because it is you who must enlist people to join. We are hopeful that the debates will get statewide coverage by the media, and we will give some direction to you on local promotion of them.

Remember that we now have another option for those in your community who do not want to join your local League. We can encourage them to join the LWVUS as contributing members. They will not have a vote, but they will be supporting the goals and activities of the LWV. The national Board will soon determine the dues, which will be higher than those of any local League, for these inactive members.

Consistent and thoughtful follow-up is essential in the care and feeding of new members. Again, planning ahead is the key to providing this kind of nourishment.

There seems to be agreement (from polls, interviews, questionnaires, etc.) that "involvement" is essential in the care and feeding of present members. The overriding consideration here is "involvement" that the time-limited member can handle: dividing jobs, important jobs, flexible times, plenty of lead time, etc. The uninvolved member is the dropout member.

I will send an addendum to this OUTLOOK 1) after the June workshop and 2) after the membership committee formalizes plans for October, but please don't wait until then to begin your planning because anything that is done from the state office/committee will have to be IN ADDITION to what you must do in your own community. If you have any questions or comments, please write me c/o the state office, or call me at my home, (507) 645-6161.

Publication Must: Membership Management from the LWVUS, #495, $1.50.

COUNTERPART COMMUNIQUE -- Service to Local Leagues

Carolyn Cushing -- (612) 633-0602



The outlook for Service to Local Leagues is mostly more of the same - we will continue both to respond to your requests and to try to provide help on both program and organization in the form of workshops and leadership training.

We are planning five Regional Fall Workshops with emphasis on program. We have chosen some tentative sites and will be contacting the Leagues involved. Program topics to be covered include the library study, Human Resources and Housing (as requested at Council) and Cities/Urban Crisis.

Tentative dates:

September	26	- Northwest
	28	- Southeast
	30	- Metro
October	3	- Metro
	5	- Southwest

Please save these dates.

Presidents' Workshop will provide intensive training/advice for local League presidents preceding state Convention. We also plan to include several mini-workshops as part of Convention.

We will be making fewer individual visits this year. Contacts will be made only when requested or to priority Leagues. ("Priority" Leagues include those reporting major difficulties, those few who were not included in the Board visits last year, and provisional Leagues.)

As you know from the Board Memo, we are not assigning consultants except to provisional Leagues. This means we will be depending on you more than usual for communication. We really need to know what you are doing and how you feel about what we are doing. We must hear from you regularly and will depend on receiving your Board minutes and bulletins promptly.

(By the way, why not think of a creative use for the bulletin you would have sent to your consultant? Are you sending bulletins regularly to nearby Leagues who might be interested in your programs? Is there someone in the community who would appreciate it - e.g., social studies teacher, major contributor, etc.?)

DO FEEL FREE TO LET ME FILL IN FOR YOUR CONSULTANT -- I REALLY ENJOY TALKING TO YOU ABOUT YOUR LEAGUE ANYTIME.



COUNTERPART COMMUNIQUE -- Public Relations

Emily Schmitz -- (507) 645-8582

Public Relations (PR) is one of those vague jobs that appears to have no beginning and no end -- and sometimes nothing in the middle! But take heart. PR can be an exciting, fun job that reaps many rewards for your League and takes little of your time once started.

As you begin to think about PR possibilities, think first about your own League. Does your League have a program that is suited to a TV or radio program? Is your League doing things that the public ought to know about? Does the public even know there is a League in your community? Obviously, these questions tackle PR problems at three very different levels.



Let's begin with the last problem. Does your community even know there is a League? If not, start with your own members. Encourage them to wear their League button, speak to groups about League issues or positions on issues, distribute League publications to non-League members. Person-to-person contact is always the most effective form of PR. A speakers bureau is a PR tool in addition to being a method for action or citizen information.

Once your community knows League exists, show them what you do. Keep your League name and activities in the public eye. Opportunities for media coverage are many. Some local Leagues have regular radio time scheduled to discuss community issues. Newspapers will print releases announcing meetings, fund drives, stands on issues, etc. The smaller papers welcome news in a more personal format -- what community members will be going to a convention, for instance. Inviting a photographer from the newspaper to a League activity is frequently the best and easiest way to show your community what you are doing.



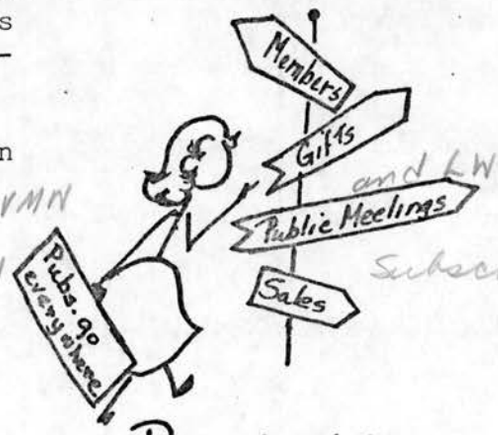
And, finally, educate your community. If you have a radio station that is receptive to the League, try to arrange a regular program to discuss community issues. A question-and-answer session between a League person and a "community expert" is a good way to impart much information to your community. Radio stations are required by the FCC to devote a portion of commercial time to Public Service Announcements (PSAs), and all you need is a short scripted release. PSAs can cover everything from a "get out the vote" spot to membership drives. The state office has samples of releases and PSAs that we'd be glad to send you. Just give us a call, or write and tell what you want.

This fall the state Board is conducting a statewide publicity campaign in conjunction with the debates. Obviously, these will be timed to get the most PR out of the League-sponsored debates and the November election. Get on the band wagon, and make sure that your local League is visible in the fall! Your membership and finance drives could reap great benefits if you plan your PR campaign at the same time. But remember, PR is an on-going thing; not something that is done once and then forgotten. Much of your success in membership and finance, as well as action and education, depends on your PR.

COUNTERPART COMMUNIQUE -- Publications

Ellen Dunn -- (612) 388-6667

Looking for program information - a gift for fund drive contributers - materials for citizen information and League visibility - League information for League members and League leaders? Both state and national Leagues have publications to fill these needs. Information about each publication and its price is in the publication catalogs which state and national Leagues distribute to each League. A copy of each new publication is sent to your president.



LWVMN publications may be ordered from the state office by mail or phone and are billed later.

Remember - you may sell publications at a profit to your League. And, tax deductible donations may be used to purchase and distribute material funded by the Education Fund.

IN LEAGUE describes your job and the jobs of all your Board members. Be sure you all have copies. It will be up to you to suggest useful publications to your Board and your members. Consider doing brief reviews in your bulletin.

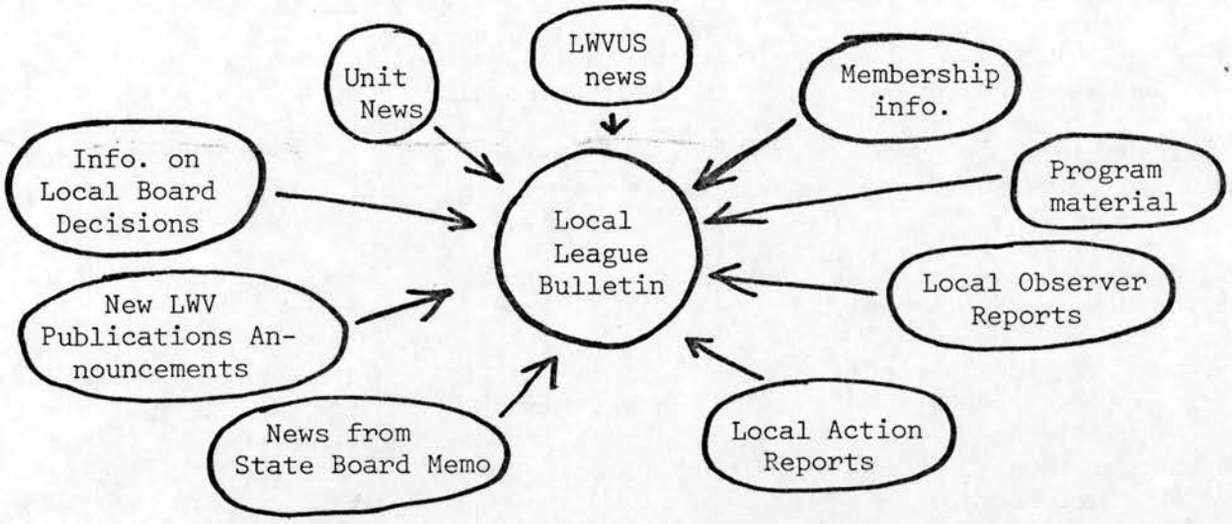
Plan ahead, so your orders arrive on time, and use our excellent publications throughout your community. Not only do they have public relations value, but they can bring in dollars as well. Think creatively and make your job more interesting than that of the keeper of the publications file.

COUNTERPART COMMUNIQUE - BULLETIN EDITOR

Judy Rosenblatt (612) 631-0022



As local League bulletin editor, you are in a position to emphasize to your members that they are part of a vital, active and effective organization functioning at three levels. State and national VOTERs are not frequent enough or large enough to do the job -- and, of course, they don't have the "home League" news and perspective. Your bulletin is the backbone of League communications! (As a bonus, you'll be the best informed member of your League.)



Start by reading the last two pages of IN LEAGUE: Guidelines for League Boards for some general guidelines on producing your bulletin. Look in your files for other publications that may help you. You should have the LWVMN Style Guide (October, 1973), or order it from the state office. It gives League rules of capitalization; also spelling and punctuation tips. Use a good dictionary or other guide for anything not covered there. A marvelous, detailed guide that would be particularly useful for the inexperienced editor is A PRACTICAL GUIDE TO NEWSLETTER EDITING AND DESIGN, instructions for printing by memeograph or offset, a 52-page paperback by LaRae H. Wales ($2.50 Iowa State University Press, South State Avenue, Ames, Iowa 50010).

LWVMN owns the A.B. Dick MIMEOGRAPH INSTRUCTION SERIES, a set of illustrated self-instructional guides covering stencil typing, stencil imaging (how to trace, shade, letter, rule and write with the stencil on a light board), artwork preparation (including basics of design, layout, typography, copy fitting and color selection), mimeo operation I and II (basic and special adjustments), reference manual (mimeo terminology and definitions), and teacher's manual. If you mimeograph your bulletin, you or the person(s) who handle(s) production are welcome to look at these guides. LWVMN will lend out the set or individual books ($5 deposit required). Your League may also be interested in purchasing your own set ($8.50 at last check with A.B. DICK). If you use a different kind of machine, check with the manufacturer or distributor for helpful guides. A.B. Dick and other companies also sell sets of designs to trace for illustrations (A.B. Dick #7411, $4). See the November, 1977, state Board Memo for additional tips on typing stencils and running a mimeograph machine.

If you live in the metro area, you might want to consider using the Xerox machine at the LWVMN office to produce your bulletin. A timetable would have to be worked out. Other machines available at the office are a semi-automatic collator (for eight or fewer pages), an electric stapler, and a postage meter.

If you are close enough, visit the LWVMN office and look at samples of other Leagues' bulletins to get ideas. Arrange with Leagues near you to exchange bulletins. You'll pick up items to reprint and new ideas for format and illustrations. If you use an article from another bulletin, give credit for it. In fact, it's a good idea to list sources whenever you reprint or excerpt something.

Try to have a regular deadline and publishing date so writers for your bulletin will remember from month to month when their copy is due, and readers will look for it at the same time each month. At your local Board's calendar planning session, remind Board members of their responsibility to meet deadlines, generate material from their portfolios, and "always think one month ahead" (as you have to). Progress reports are important, so encourage chairpeople to "bring members along" on Program studies or local projects.

Print the names of your League, your president and your editor, together with addresses and phone numbers, in a conspicuous place in your bulletin.

List the names of members who have helped with anything; everyone likes to see her/his name in print and feels more appreciated when given recognition. You may have to remind other Board members to keep track of helpers. This is one way you aid your membership chair in providing "tender loving care" of members. Your League will benefit if you work closely with the membership chair on member follow-up and recruitment.

A monthly calendar of League and community events is a useful feature for your bulletin. Such regular features should have regular spots so members will know where to turn to see unit meeting dates, your president's column, etc. If you publish a large bulletin, you may want to group items under local, regional, state and national news, or in some other logical arrangement. Use different colors of paper to distinguish sections. A table of contents would also be helpful.

Some Leagues put their membership rosters in their bulletins. Others print a separate roster, which may also include the League's tentative calendar for the year and pertinent citizen information (election dates, local government meeting times and places, names of legislators and how to reach them, etc.).

Plan a bulletin calendar for the year, writing down the essentials for each month's issue (so you don't have the uneasy feeling that you may have forgotten something important). By looking through your file of old newsletters and consulting League bylaws, you should be able to list for each month such necessary items as election or candidates' meeting information, proposed local program, annual meeting notice, etc.

Please send two copies of each issue to LWVMN, 555 Wabasha, St. Paul 55102. Send three copies to LWVUS, 1730 M Street N.W., Washington, D.C. 20036.

Your president will receive the name and address of one national Board member who should receive all Minnesota local League bulletins. Other local Leagues or national Board members may also have requested copies, so check and update your mailing list.

LWVMN will notify your League of any contributing members in your jurisdiction who have joined League at the national level. You will want to send them your local bulletin to keep them informed of what you are doing (and/or to entice them to join the local League). You might also consider sending your bulletin to local government officials, newspaper editors, community education people or others who would be interested in knowing about the local projects you are engaged in or the action you are taking.

Call or write me if you have questions or problems. I'll be glad to help if I can.

COUNTERPART COMMUNIQUE -- Voters Service

Mary Waldo (612) 644-9228

This OUTLOOK begins our planning and coordination of League activities for 1978-79. This portion deals specifically with Voters Service. Citizen Information is covered elsewhere in the OUTLOOK. This is the first of many communications through the monthly Board Memo, committee guides, special notices, etc. It is expected that our communication will be two-way. We want to hear from you!

The highlight of this League year is Election '78. Most of our projects will center around getting an informed and active electorate for the primary and general elections.



There are four major state projects. We are currently negotiating for a series of statewide televised debates with the candidates for governor and U.S. Senate. These debates are planned for the latter half of October. When specific dates are set and more details are available, we will inform you. Meanwhile, plan how your League can capitalize on the debates in membership, money, and PR.

You will want to promote the debates in your communities. Specific suggestions will be coming throughout the summer.

Local candidates' meetings held early in October may be the ideal way to build voter interest in local and state elections prior to the televised debates.

LWVMN will be publishing a Voters Guide for the major statewide offices. It will be available to local Leagues soon after the primary election. You may want to publish a local Voters Guide to be distributed in conjunction with the state Guide.

The Secretary of State will publish "Election-'78," a pamphlet with information on voting in Minnesota. The League has agreed to be one of the organizations to distribute the pamphlets. They should be ready for distribution about the same time as the Voters Guide.

We are hoping to fund a voter information hotline for the general election. This hotline would be available toll-free throughout Minnesota to answer voters' questions.

As these projects progress, we will keep you informed.

Some of you may remember the "Register at Your Bank Week" registration drive two years ago. You may want to contact banks, businesses, schools, etc., to organize a voter registration drive. There will be no statewide registration drive this year. We want you to be free to schedule it around your community. Summer and early fall are seasons for community celebrations and fairs. These are good opportunities for reaching citizens with voter information, for registering voters, and for providing a place to meet and greet elected officials.

Also consider offering your League expertise to businesses and organizations to train persons to register voters. This could be a way to add to the League budget.

With all these projects, we need to think about organizing to do the job. Organize yourself and then recruit and organize a committee. This year we have a special handbook for help. It is the new Voters Service/Citizen Information publication entitled "Making a Difference." It has been mailed from LWVUS, one per League. Consider buying some extra copies for your committee. It will be invaluable to you. Also review "In League" - Guideline for League Boards. Then be sure you have a copy of the Election Calendar for '78. These dates should be part of the total planning for local League activities.

A committee can be a real asset. They can help to plan and generate ideas and enthusiasm and share the responsibilities of the Voters Service portfolio.

LWVMN has again contracted with ABC-TV to report election returns in selected key precincts throughout Minnesota. Funds from this project are a part of the LWVMN budget for '78-79. The coordinator for this project is Georgeann Hall. More information will follow when key precinct data is available.

This is a brief synopsis of Voters Service in Minnesota. Check the Board Memo each month for complete information (chapter and verse). Still have questions??? Call (612) 224-5445 or (612) 644-9228!



COUNTERPART COMMUNIQUE -- Citizen Information

Barbara Maher - (507) 388-5577

1979 Focus - We have set three dates for Focus meetings in February, March and April. The topics have not been set yet, and we would like suggestions. The emphasis is on emerging issues that are of interest to League members and the general public also. Please send in suggestions by August 1st (it takes a long time to get grant monies). Presidents - poll your Board at calendar planning sessions.

Focus Dates

February 14th	Wednesday	)
March 14th	Wednesday	) Topics to
April 18th	Wednesday	) be announced

Other Citizen Information activities will evolve as the year proceeds. This portfolio is a recent spin-off from the CI/VS portfolio of previous years. Education of the public is one of our priorities. In fact, it is a basic purpose of our organization. Methods and opportunities are increasing as we progress in our Development activities. This holds true at the local level. As you come up with new approaches, please share them with me, and I'll do the same via the Board Memo.



COUNTERPART COMMUNIQUE - Action

Pam Berkwitz (612) 920-3364

"Action is fun. Action is exciting. Action is whatever the League does at every level of government, to implement its program....." ACTION, 1978, LWVUS.

You are the person who will lead, encourage, cajol, and assist your League in taking action in your community and in supporting action at the state and national levels. Rest assured, you are not the person who should take all of the action. You are the coordinator and "cheerleader" for the program chairs and others.

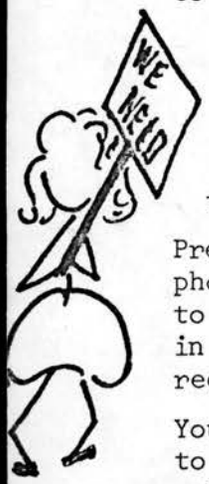
You should get a copy of ACTION, #161, $1.00, the new LWVUS publication, and read it thoroughly. We have copies available at the state office, or you can order from LWVUS. Then be sure to familiarize yourself with your local positions, the state positions in PROGRAM FOR ACTION, 1977-79, and the national positions in IMPACT ON ISSUES, 1976-78. A new publication on national positions should become available soon for 1978-80. Also read IN LEAGUE on action.

Your League should be organized for action. The responsibilities of your program people should include all levels of League, e.g., vertical programming means natural resources includes local, state and national NR positions. The program chairs should serve on your action committee along with the president, PR chair and bulletin editor. Together, you can regularly discuss possibilities, prioritize and plan your action. In a small League the entire Board serves as the action committee.

Order Capitol Letter (LWVMN) and Report from the Hill (LWVUS) for yourself and other Board members to keep track of what is happening in St. Paul and Washington. If you can't order enough for everyone, please share information with the whole Board. Report from the Hill is easily torn apart for the individual program chairs. Urge other members to sign up too.







Be prepared to respond to Times for Action from both the state and national Leagues. In addition to official League letters signed by the League president and written by the program chair in consultation with you, the action chair, it is very important that League members respond as individuals. Constituent pressure is the most important way that the League can take action.

Prepare your members by providing them with the names, addresses and telephone numbers of your local, state and national officials plus tips on how to best contact them when action is requested. Try to have an action person in each League unit who will give a five-minute report each unit meeting to request action, report recent action, give action hints, etc.

You should also set up a telephone pyramid or another mechanism for alerting members to action requests between meetings. Many times action cannot wait for your next unit meeting or bulletin. Your members will also be more likely to respond to a complicated Time for Action if it is given to them in writing with background information included.

Now, after all this organization, what can you expect to happen this year? On Saturday, November 18, the League will hold an all-day workshop, open to the public, on being effective as citizens in your communities and at the Legislature. Anyone interested in action, plus those who want to lobby or observe for the League at the Legislature, should plan to attend. There will be one or two follow-up meetings for our lobbyists and observers soon after that.

We will ask you to interview the newly elected legislators right after the November elections. These interviews are not only extremely helpful to our lobbyists, but they are fun and interesting for your members too.

The Legislature will convene on January 2, 1979. This year will be a long session, and I expect that the League will be very busy on many issues. We will certainly need your help with Times for Action. Please respond promptly and tell me about your action on the action reply cards (available from the state office).

The national League needs your help too. There will be Congressional interviews this year, and some League will be asked to help with those. You can expect Action Alerts from our lobbyists in Washington. The LWVUS Spotmaster Service will again be taped and available from the state office. Remind your members to call if they want to hear the latest weekly activity in Congress.

At the local level lies your best opportunity for action. Your League should determine early in the year how you can be the most effective. Look for an opportunity for a major action campaign, and then document it and submit your action for consideration for the 1979 Action Recognition at state Convention next June in St. Cloud. Your local action project can be done using national, state or local positions. Each entry must be sent to the state League office by April 16, 1979. Keep in mind the following criteria as you write your report:

Planning?
Member involvement?
Originality?
Visibility?
Work with others to achieve goal?
Success - Did community attitudes change?
Was a law implemented or stopped?
Did you make a difference?

Locally, be sure to get on the agenda mailing lists for your City Council, school board, park board, etc., meetings. Prepare your observers to tell you and/or the program people promptly of current or future activity in your community.

There will be many opportunities for action this year. I will be in contact with you through the Board Memo, etc., but please feel free to call or write me any time about anything.

You are in an exciting position as action chair because action in itself is very exciting. Let's look ahead to a busy and ACTIVE League year.

COUNTERPART COMMUNIQUE -- Library Study

Katharine Muff (218) 741-8621

The Public Library Facts and Issues, committee guide and consensus questions should be ready for the August mailing. They will reach you at the time when the Governor's Pre-White House Conference on Libraries and Information Services (to be held September 9-12) and the forthcoming White House Conference in January will have generated public interest.

A Library study workshop is planned during the late September-early October program workshops. Scheduling of unit meetings after these workshops will be most productive.



Several Leagues plan to add a study of the local impact as a local study item. Perhaps a visit to your local library board meeting and/or a general meeting with a Regional Library speaker can tie together the state agenda and your local interests.

Consensus question responses will be due in the state LWV office by December 15, 1978. A position statement will be approved by the state Board at its January meeting and announced shortly thereafter.

COUNTERPART COMMUNIQUE -- Criminal Justice

Betty Phelan (612) 472-4678

As you begin planning for your new League calendar year, keep in mind the local perspective in your criminal justice thinking. Should you choose to plan unit meetings on some aspect of the CJ system but don't know where to begin, I offer the following examples that have come to my attention. (Should you wish more information on these activities, call the LWVMN office for phone numbers of the local Leagues.)

- In the West Dakota County League, members took on a study of police, fire and emergency services. After interviews, speakers at unit meetings and public information panel discussions, League members realized they'd stirred up a hornet's nest when the mayor made some public comments about the survey. Publicity (TV and newspapers) has served to heighten public awareness about public safety problems in the area and focus a good deal of positive attention on the LWV. They are now taking consensus and will choose a course of action.
- In Edina members wanted a closer look at PSLP, the Police School Liaison Program. The committee worked up a questionnaire and went into the schools to interview people most closely associated with the program. Having gathered a great deal of information, members must now decide if they should adopt a position on their item and then follow through with action when the city budget crunch comes.



You might also consider conducting your own jail survey along the lines of the one done by the Crime Control and Planning Board (see Issues in Criminal Justice sent with Board Memos) or variations thereof. Community corrections facilities would also be a good place to begin study.

The state Criminal Justice committee is still at work on our update, which has turned out to be a much larger effort than originally thought. We are hoping for our publication by late December. Knowing that our publishing efforts depend on outside funding, we can make no guarantees. However, it is possible to pursue your own League's interests in Criminal Justice without the publication in hand by zeroing in on some local aspect.



COUNTERPART COMMUNIQUE -- Education

Betty Shaw (612) 926-6093
Ruth Armstrong (612) 226-5169

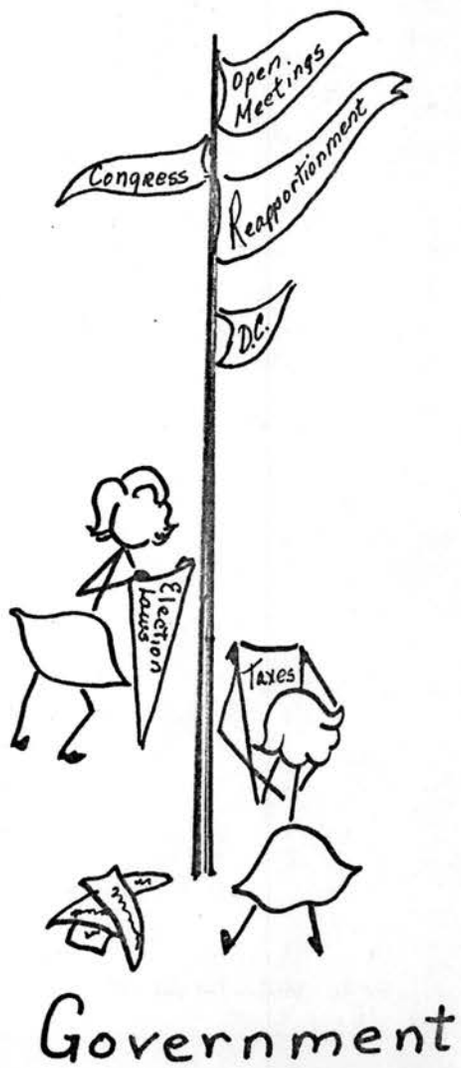
This year will be primarily an action year for Leagues on the state education topic. Of most help would be for League members to prepare for the legislative session. Some things that are certain to be of interest and concern at the legislative session are: 1) School aids, specifically the impact of declining enrollment on districts throughout Minnesota. Any information that your League members can gather on the impact of declining enrollment in your

own local school districts would be of great value to the lobbyists when the legislative session comes. 2) We will be concerned with financing for gifted programs. The outlook for passage of funding for gifted programs looks better for next legislative session than it ever has. We hope our intensive efforts last year make next year certain of success. 3) We expect that there will be at least some talk, if not major change, with regard to either the tenure and continuing contract laws and/or the PELRA laws. Any information on possible changes in the negotiation process regarding seniority layoffs, or anything else about the negotiating process that was of note in your district, would be very helpful to legislative lobbyists should this item come up. We do not yet have any specific bills in process on this but expect that some sort of bill will be discussed at the Legislature. 4) We are interested in the impact of certain of our principles on the education area. This would include Title IX implementation under the HR position; it would include PER implementation under our basic principles on citizen input and participation in the governing process. Anything that your League may want to do as an action campaign in these two areas would be very appropriate this year. Discussion of these at the June workshop may give you some ideas or impetus on how your League might want to get involved in either of these areas.

COUNTERPART COMMUNIQUE -- Government

Karen Anderson (612) 935-2445
Erica Buffington (612) 929-8168

The LWV Government program consists of many different issues. It gives you the opportunity to focus your interests on one or several varied, vital and current issues. Reflecting vertical programming, the issues range from national to the local level.



As a government chairperson, you will need to become familiar with the various LWV positions included in the government portfolio; aid your local president in responding to LWVMN Times for Action and LWVUS Report from the Hill suggestions for action; and help your local League in making the best use of LWV publications on government issues. LWVMN is planning three new government publications in the next year: Up-date on Open Meetings, an Apportionment Paper, and an Election Survey/ Monitoring Guide (in cooperation with the voters service chair). More information on these is included below.

The following outline shows the issues included in the government program:

CITIZENS RIGHTS (Buffington)
- Election Laws (Election Monitoring Guide, April, 1979)
  - Election Procedures
  - Direct Election of the President
  - Voting Representation for Washington, D.C.
- Campaign Practices/Campaign Financing
- Open Meetings/Open Records (Update on Open Meetings, February, 1979)
- Federalist Papers Series

ORGANIZATION OF GOVERNMENT (Anderson)
- Apportionment (Apportionment Paper, November 24, 1978)
- Amending the Minnesota Constitution
- Minnesota Legislative Branch
- Minnesota Executive Branch
- Financing State Government
- U. S. Congress
- The Presidency

Basic background materials for all government program areas are:

1. PROGRAM FOR ACTION 1977-79 STATE PROGRAM, LWVMN
2. IMPACT ON ISSUES 1976-78 - A LEADER'S GUIDE TO NATIONAL PROGRAM, LWVUS 1977 (watch for a new edition)
3. LEAGUE GOVERNMENT COMMITTEES: OPTIONS AND OPPORTUNITIES, LWVUS Committee Guide, 1977, pub. #313
4. CAPITOL LETTER, issued periodically by LWVMN
5. REPORT FROM THE HILL, issued periodically by LWVUS
6. Board Memo, issued 10 times/year by LWVMN
7. National Board Report, issued periodically by LWVUS
8. YOU AND YOUR NATIONAL GOVERNMENT, LWVEF, 1977, pub. #273
9. GROWTH: AN INVITATION TO THE DEBATE, LWVEF Current Focus, 1977, pub. #146

Additional background materials and current concerns for some of the program areas are listed below.

ELECTION LAWS

The Election Survey Results/Monitoring Guide will be available in April, 1979. The two surveys, the election official survey already completed and the election judges survey, to be done after the November election, will provide the basic material for the Monitoring Guide. Since these surveys are so important, it is necessary to have as good a return as possible. The Monitoring Guide can be used by local Leagues in the 1980 general election.

OPEN MEETING LAW

An excellent publication from the LWVEF is now available. The title is "Letting the Sunshine In: Freedom of Information and Open Meetings," pub. #223, 30¢. An update on the Minnesota Open Meeting Law is planned for February, 1979. Requests from local Leagues concerning clarification of the open meeting law make this update necessary and timely. Committee members are needed - please contact the state office if interested.

THE FEDERALIST PAPERS REEXAMINED

The six pamphlets in this series examine all areas in government. The pamphlets are available from the LWVUS, pub. #622, 377, 213, 331, 332 and 333. Each costs $1.00. The titles are:

1. The Federalist Papers Reexamined: Past as Prologue; Present Perspectives
2. The Federalist Papers Reexamined: The Bill of Rights Then and Now! Perspectives on Individual Liberty
3. The Federalist Papers Rexamined: Perspectives on Congress: Performance and Prospects
4. The Federalist Papers Reexamined: Achieving "Due Responsibility": Perspectives on the American Presidency
5. The Federalist Papers Reexamined: The Growth of Judicial Power: Perspectives on "The Least Dangerous Branch"
6. The Federalist Papers Reexamined: Our "Compound Republic": Perspectives on American Federalism

APPORTIONMENT

The 1978 LWVUS convention voted to retain the Apportionment position beyond July, 1979, contrary to the suggestion by LWVUS that apportionment be on state rather than national program. We are, however, still faced with a 1947 state apportionment position which goes beyond the LWVUS position. Therefore, we are still scheduling an update on apportionment, but it will be a short piece, called An Apportionment Paper, and will be ready by November 24, 1978, in time for local Leagues to have it before state program-making time. It will include background on the LWVUS and LWVMN apportionment positions and options for updating the position.

AMENDING THE MN CONSTITUTION

The LWVMN position supporting an improved process for amending the Minnesota Constitution was formed after a 1947 study of the state Constitution and a 1961 re-study of the amending process. While no new study or publications are planned at the state

level, you may be interested in a new related national publication, CONSTITUTIONAL AMENDMENT BY CONVENTION, AN UNTRIED ALTERNATIVE, LWVEF Current Focus, 1978, pub. #125.

MN LEGISLATIVE BRANCH

Part of the LWVMN legislative position of 1968 supports "realistic compensation for legislators." Responses to the Financing State Government consensus indicated that League members thought present compensation was more than realistic. Background on this issue is contained in UPDATE: LEGISLATIVE COMPENSATION, LWVMN, November 28, 1977.

FINANCING STATE GOVERNMENT

The financing state government position consists of a 1967 position supporting property tax reform and a 1977 position supporting a flexible MN multi-tax system. The 1977 position was reached after a study based, in part, on four LWVMN Facts and Issues on Financing State Government. Copies of these should be in your files. There are copies of #3 and #4 available from the state office.

1. Primer of Minnesota Taxes, October, 1976
2. Minnesota's Multi-Tax System, October, 1976
3. Funding a "Quality Life," March, 1977
4. Governmental Expenditures in Minnesota, March, 1977

U.S. CONGRESS

Current background materials: CONGRESS AND THE BUDGET: FROM CHAOS TO CONTROL, LWVEF Current Focus, 1977, pub. #368, and PERSPECTIVES ON SUNSET, LWVEF Update on Government, 1977, pub. #122. Also, watch for a Current Focus from LWVEF on Congressional reform.

The state government committee welcomes anyone with an interest in any of these issues to join our committee. Membership would involve 2 to 4 committee meetings during the year and perhaps some at-home reading and/or writing. We'd especially welcome those with an interest in the Open Meeting and/or Apportionment issues, as well as someone with a familiarity with the LWVUS Federalist Papers Series. Please call either of the co-chairs or the state office.

COUNTERPART COMMUNIQUE -- Human Resources

Jeannette Kahlenberg (612) 429-6070
Maggie Brown (612) 448-3590
Jean Tews (612) 426-1011 (to be appointed as of 6/13/78)



Division of the state HR chair continues as follows:

Human Resources: Unemployment, Welfare, Day Care, Social Services, Housing, and Food Stamps - Maggie Brown

Equality of Opportunity: (Discrimination in areas of) Sex, Race, Religion, Welfare Status, Handicapped, Affectional Preference, Age, and Criminal Record - Indians, Migrant Workers, ERA, the Human Rights Department - Jeannette Kahlenberg

This year there will be continued emphasis on welfare, particularly from a national viewpoint, and local chairs should have both "To Promote the General Welfare" from LWVUS and the counterpiece written by Lois DeSantis in 1977, "Update: Public Welfare in Minnesota." With the year being less demanding as to new studies or program, it may be an opportune time to undertake a welfare program at the local level.

Another issue that members indicated interest in at '78 Council was Housing. A small update on housing may be forthcoming next year, but information is available for Leagues to use for their own local review/update.

Women's areas remain an immediate concern with displaced homemakers/battered women/ sex discrimination in insurance/inheritance tax reform/"shared employment"/and day care fees being covered by bills introduced within the last legislative session or possibly being introduced in the next one.

ERA will, of course, remain a priority with continuing education of both members and the public vital.

Local HR chairs are urged to be on the watch for local issues on which to take action or to monitor. The HR positions are well stated, and advice is available from the state office on how to progress. "Handling the HR Umbrella," the new publication from LWVUS, lists publications which will assist you in observing and action on different HR programs in your community. It also has many excellent suggestions and is a necessary publication.

Other publications which are vital for the HR chair are PROGRAM FOR ACTION 1977-1979, LWVMN, and IMPACT ON ISSUES 1976-68, LWVUS.

Local Leagues may concur with studies done by other local Leagues. The LWV of Minneapolis has completed a study and reached consensus on Family Violence. If your League is interested in concurring with LWV-Minneapolis on this topic, contact the LWV-Minneapolis, 730 Hennepin Avenue, Suite 608, Minneapolis 55403, (612) 333-6319, for a copy of its study and position - and the cost of purchasing same for your members.





COUNTERPART COMMUNIQUE -- International Relations

Pat Llona (612) 920-0426

At the national level the focus is on trade. State Leagues can continue programs of updates, they say. Our committee will use the Board Memo as in the past. Presidents of local Leagues should be sure I.R. chairmen see all material. Protectionism is the issue.



There will be a follow-up paper from National on the U.N. survey. There will also be a publication on Arms Control that may come out in the fall.

The U.N. week kit will be available from the UNUSA in the fall. Local Leagues can be creative in focusing on the U.N. during U.N. week with ceremonies and educational material obtained from the U.N. office to disseminate among members and the public. Metropolitan Leagues have the opportunity to urge members to attend the U.N. Rally on October 27th. Edith Segall, our national U.N. observer, will be part of the program this year. Outstate Leagues should try to send a representative if possible to the Rally. Metro Leagues should try to join the World Affairs Council. Dues are $6.00 for 5 representatives. Individual dues are $4.00.



We look forward to doing a survey on Minnesota Trade, possibly after January. In the meantime, use the "Crisis in Trade" pamphlet by Ed Fund for public education, and if the opportunity looks good, work with the District Export Council to promote trade in your area.



It is "Action" that will counter Protectionism which would enhance the League position on free trade and give you community visibility.





COUNTERPART COMMUNIQUE -- Natural Resources

Mary Poppleton (612) 890-4486

For the first time in many years we are not in the middle of or about to begin a study. Consensus on Energy was reached in March.

What we will be concentrating on now is ACTION.

Most of your activity will be at the local level. From time to time we will ask you to respond to Times for Action on state and national issues.

This will happen more frequently when the Legislature convenes in January.

There are two publications which are vital to your portfolio. The national publication is called IMPACT ON ISSUES 1976-78. The state publication is PROGRAM FOR ACTION 1977-79. LWV positions are explained in depth in these two publications. A copy of our consensus on Energy should also be kept in the same place. It is too recent to be included in either publication.

We will be publishing the Capitol Letter after the Legislature convenes. You should have a subscription to this, as it keeps you up to the minute on bills we are following. Your president also receives the national counterpart to this, which is called Report from the Hill. It provides the same information on federal legislation of importance to the LWV. Ask her for your section.

AIR - A bill to require mandatory auto emission inspection was introduced last year in the Legislature. We assume it will be introduced again in January.

We are very concerned about the effect of the proposed power plant in Atikokan on the BWCA. Negotiations are continuing between the United States and Canada.

SOLID WASTE - We will continue to support legislation banning non-returnable beverage containers. It's got to pass one of these years.

Minnesota is still being considered as a depository for nuclear waste from power plants. Metro area Leagues should be aware that the Metropolitan Waste Control Commission could not come up with an acceptable site for a hazardous waste landfill. It will come up again.

WATER - Efforts continue every day to improve Minnesota water quality. This is an area for lots of local action.

LAND USE - This area of program has had little attention lately due to the emergence of Energy as the hot issue. There is plenty to do at the local level, however. Be sure to have someone at Planning Commission meetings. This is where land use action takes place.

ENERGY - League members can be very visible on this issue. We are trained and equipped to be Energy resource people in our communities. Citizen education in the realities of Minnesota's Energy situation can be an important and on-going project for local Leagues. Use the film/discussion meeting as a first step.

As your state Board counterpart, I am available by phone or mail. If you need help in deciding how or when to act, writing testimony or just plain moral support, let me know.

COUNTERPART COMMUNIQUE -- Local Program

Susan Scribner (507) 288-0138



You have just adopted your new local program and want the most for your money, but where do you start? Many Leagues have strong and successful local programs, and other Leagues have problems in presenting and/or developing a local program. Preparation, the first step, is of primary importance. As we begin a new year, organize your committee to work on both phases - preparation and presentation. Program planning should be a time for members to bring in ideas and concerns. Your committee members can be a vital part of the process by drawing out and keeping track of local issues and concerns. This should be an ongoing responsibility, as information will occur throughout the year and not just as program selection comes up in the spring of the year. By compiling a list well in advance of a final selection, a pattern of interests should become evident, and the program committee will have a much better idea of member support for specific subjects, and your local League Board will be confident in their recommendation. Good preparation paves the way to a successful presentation.

Presentation often sidetracks a smaller League in that much of the research and documentation has to be done by the committee members. Helps in this area are using vertical materials where they apply and drawing on local resources: people, library materials, or data available through open records material. And as you begin your work, it may be helpful to know what other Leagues have adopted the same program, so a list will be sent to you as soon as results come in from the annual meetings. You may also call on me for any questions that seem unsolvable, and I will try to help.

Helpful League publications: IN LEAGUE, GUIDELINES FOR LEAGUE BOARDS, LWVUS, pub. #275, pp. 34-42
PLANNING PROGRAM: FROM CHOICE THROUGH ACTION, LWVUS, pub. #410
The Board Memo, LWVMN, Local Program section

COUNTERPART COMMUNIQUE - CMAL
(For Metropolitan Area Leagues)





Harriette Burkhalter (612) 935-9855

Representative Meetings:

September 21, 1978
January 18, 1979 - Legislators' Lunch
March 15, 1979
May 24, 1979 - Convention



The second year of the CMAL Urban Crisis Study will focus on metropolitan housing issues. Quick, look around and sign up the "housing experts" in your League to help you with CMAL. Please set aside a spring unit meeting for the CMAL Housing Study. The study committee plans to prepare material for distribution by January representatives' meeting. Also, plan to plug into the National Urban Crisis study, as CMAL will provide background material on regional fiscal policies to plug into the LWVUS material on federal fiscal policies. Perhaps a unit to concentrate on fiscal aspects of Urban Crisis would be helpful if local League calendars permit. Realistic timing would suggest a meeting in January at the earliest.



Keep in mind the CMAL representatives' primary role as "Communicator." You are the link, or perhaps funnel is more descriptive, between CMAL and your League. You get information at meetings, through the CMAL bulletin, or through state Board Memo, and it's your responsibility to share that information with your League.

If we plan for consensus within our Urban Crisis study this year, your role as communicator will have added importance.

This year is a "program-making" year for CMAL. Be alert for Metropolitan issues your League members would like to concentrate on in the following year.

CMAL Executive Committee meets the first Thursday of the month at the state office. Any LWV member interested in CMAL is invited to attend. The Urban Crisis committee also meets monthly at the state office, and anyone is invited, indeed encouraged, to participate in their work.