



League of Women Voters of Minnesota Records

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League of Women Voters

Mission

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

Vision, Beliefs and Intentions

The goal of the League of Women Voters is to empower citizens to shape better communities worldwide.

The League of Women Voters of the United States is a nonpartisan political membership organization, which:

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

The League of Women Voters Education Fund is a nonpartisan public policy educational organization, which:

- builds citizen participation in the democratic process.
- studies key community issues at all government levels in an unbiased manner.
- enables people to seek positive solutions to public policy issues through education and conflict management.

We believe in:

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

We will:

- act with trust, integrity and professionalism.
- operate in an open and effective manner to meet the needs of those we serve, both members and the public.
- take the initiative in seeking diversity in membership and programs.
- acknowledge our heritage as we seek our path to the future.

Principles

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States.

The League of Women Voters believes that democratic government depends upon the informed and active participation of its citizens and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible.

The League of Women Voters believes that every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and that no person or group should suffer legal, economic or administrative discrimination.

The League of Women Voters believes that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing, and coordination among the different agencies and levels of government.

The League of Women Voters believes that responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy and adopt domestic policies that facilitate the solution of international problems.

The League of Women Voters believes that cooperation with other nations is essential in the search for solutions to world problems and that development of international organization and international law is imperative in the promotion of world peace.

Where Do the Principles Come From?

The Principles are "concepts of government" to which the League subscribes. They are a direct descendant of the Platform, which served from 1942 to 1956 as the national repository for "principals supported and positions taken by the League as a whole in fields of government to which it has given sustained attention." During most of this period, the principles were grouped, along with specific legislative measures and policies supported by the League, under "Gettysburg Address-type" categories (Government of the People, etc.). By 1956, the Platform had disappeared from the League vocabulary, but the principles survived as "The Principles." Since then, the Principles have served two functions, according to the LWVUS Bylaws: 1) authorization for adoption of national, state and local program (Article VII), and 2) as a basis for taking action at the national, state and local levels (Article VIII).

As for action to implement the Principles, the appropriate board authorizes action *once it determines that member understanding and agreement do exist* and that action is appropriate. As with other action, when there are ramifications beyond a League's own governmental jurisdiction, that League should consult other Leagues affected.

The national board suggests that any action on the Principles be taken in conjunction with current League positions to which they apply and on which member agreement and understanding are known to exist. The Principles are rather broad when standing alone, so it is necessary to exercise caution when considering using them as a basis for action. Furthermore, since 1974 most of the Principles have been an integral part of the national program, most notably in the criteria for evaluating government that appear at the end of the formal listing of program.

POLICIES OF THE LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND (LWVMNEF)

The League of Women Voters of Minnesota Education Fund adheres to all applicable policies of the League of Women Voters of Minnesota; additional policies are:

*do this
current?
see #7*

1. Duties

The main duty of the LWVMNEF Board will be to review proposed state and local League projects to determine if they meet IRS 501(c)(3) requirements as "educational" projects and are eligible to receive donations considered tax deductible for the donor. The criteria for approval are:

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

A. The process for state League projects is:

- 1) determination by LWVMN Board that project is appropriate for LWVMN or LWVMNEF;
- 2) include in the overall organizational budget;
- 3) application for project approval completed by appropriate portfolio chair with staff assistance for budget portion;
- 4) project approval process - directly to next Board meeting for full Board approval, or "preliminary review committee" with full Board approval at next Board meeting.

B. The process for local League projects is: A committee consisting of LWVMNEF President, Executive Director and Director of Development will review each "Local League Application for Approval to do a Project" to ascertain the project conforms to EF and LWV principles and rules and criteria for approval listed above. Any questionable projects will be held for review by LWVMNEF Board at its next meeting. The LWVMNEF Board at its regular meetings will be asked to accept a report of Education Fund projects approved by the committee since the last Board meeting.

2. Policy Decisions

The LWVMNEF Board will, besides reviewing projects, form appropriate new committees and carry out normal Board duties as stated in the Bylaws. Other policy decisions, concerning project details or budgets, or administrative operations, will be considered by the LWVMN Board.

3. Administration

The LWVMNEF will enter into a written agreement annually with LWVMN for services, including administrative, management and fiscal. The LWVMNEF will have no employees.

4. Budget

The LWVMNEF Budget will be developed through and along with the LWVMN Budget Committee process. The completed budget will be presented to LWVMN Convention or Council delegates for their information only, and will be adopted by the LWVMNEF Annual Meeting in a form compatible with the budget of LWVMN.

5. Financial Review Committee

A Financial Review Committee, composed of the president, treasurer and development chair, will meet at least quarterly to review LWVMNEF financial transactions, for projects and for LWVMNEF administration.

6. Advisory Board

The LWVMNEF Advisory Board will be composed of well-known community people (corporate, governmental, public policy oriented) to be listed on LWVMNEF stationery. They will be asked for financial support.

7. The Development Committee

The Development Committee will be responsible for overall development policy of LWVMN and LWVMNEF. The committee will prepare fundraising plans; enlist chairs for such subcommittees as Fundraiser, Direct Mail, Annual Appeal, Capital Campaign, Planned Giving/Endowments and develop a two-year fundraising calendar. The committee will consist of the Development Chair, President, Action Chair, Voter Service, Budget Chair, Field Service Director, Marketing Director, Annual Appeal/Direct Mail Chair, Treasurer, Executive Director, Development Director and other local League members not on the LWVMNEF Board.

8. Local League Use of LWVMNEF

Information to assist local Leagues in using the LWVMNEF will be in "How to Use Your LWVMNEF: A Guide for Local Leagues". The information will include current sharing policies, how to do projects and financial transactions, and forms to carry out the process. Local Leagues will receive at least one copy of the publication each year.

9. Sharing Policy

- A. Ten percent of the unrestricted contribution from a corporation or foundation to LWVMNEF will be shared with local Leagues. If the local League has received a tax-deductible unrestricted contribution from that donor in the past three years and the donor refuses to contribute in the current year, the local League will receive a 10% share of the contribution to LWVMNEF or the equivalent of what it received before, whichever is greater. If the local League received its regular contribution from that donor, it will still get 10% of the contribution to LWVMNEF.
- B. Twenty-five percent of an individual unrestricted gift of \$50 or more solicited by the state League in the LWVMNEF individual giving campaign will be shared with the donor's local League if so requested.
- C. All shares will be deposited in the local League account in LWVMNEF to be used by that local League for approved educational projects in their local community.

*Is this
first realistic
action
VS are we
busy?*

BYLAWS OF
LEAGUE OF WOMEN VOTERS OF MINNESOTA
EDUCATION FUND, INC.

ARTICLE I

The name of the Corporation shall be League of Women Voters of Minnesota Education Fund, Inc. (hereafter referred to as LWMNEF).

ARTICLE II

MEMBERSHIP AND VOTING

The Board of Directors of this Corporation shall constitute its entire membership.

There shall be no classes of membership.

Each member shall be entitled to one vote to be cast as a member of the Board of Directors and in accordance with the provisions of these Bylaws which govern voting by members of the Board of Directors.

There shall be no cumulative voting.

There shall be no voting by proxy.

ARTICLE III

BOARD OF DIRECTORS

Section 1. General Powers

The affairs of this Corporation shall be managed by its Board of Directors which shall constitute the entire membership of this Corporation.

Each member of the Board of Directors shall have one vote.

Section 2. Number, Tenure, Qualification

The Board of Directors will consist of those persons elected or appointed to membership on the Board of Directors of the League of Women Voters of Minnesota (hereafter referred to as LWVMN).

Election to the Board of LWVMN shall constitute election to this Board of Directors.

The terms of the directors of this Corporation will be the same as the terms of the directors of the LWVMN.

Section 3. Removal from Office

In the event that any member of the Board of Directors fails to perform her/his designated duties or is absent from three consecutive meetings of the Board without providing an excuse, s/he may be removed by a two-thirds (2/3) vote of the Board of Directors of the Corporation at a Board of Directors meeting, after an opportunity for a hearing before the Board of Directors has been afforded the affected member. A vote for removal of any Director may not be taken unless notice has been given on the agenda of the meeting mailed at least one week prior to a Board of Directors meeting.

Section 4. Resignations

Any director may resign at any time by giving written notice to the Board of

Directors of this Corporation. A resignation need not be accepted in order to be effective. A resignation from the Board of Directors of the LWVMN will automatically constitute a resignation from this Board.

Section 5. Vacancies

Any vacancy occurring in the Board of Directors, other than in the office of the President, may be filled by the Board of Directors. A director appointed to fill in a vacancy shall serve for the unexpired term of her/his predecessor in office.

Any person appointed to a vacancy in the Board of Directors of the LWVMN shall automatically become a member of the Board of Directors of this Corporation by virtue of that appointment.

Section 6. Powers and Duties

Subject to the limitations contained in the Articles of Incorporation and the provisions of law, and except as otherwise expressly provided in these Bylaws, all of the lawful powers of the Corporation shall be vested in and exercised by and under the authority of the Board of Directors, and the business and affairs of the Corporation shall be conducted by such Board.

The Board of Directors shall delegate, to the extent that it considers necessary, any portion of its authority to manage, control, and conduct the current business of the Corporation or to any standing or special committee of the Corporation or to any officer or agent thereof. Notwithstanding any delegation of authority that the Board may make hereunder, it shall exercise general supervision over the officers and agents of the Corporation and shall be responsible to the members for the proper performance of their respective duties.

ARTICLE IV

MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Annual Meetings

The first annual meeting of the Board of Directors of this Corporation shall be held within one year of the date of incorporation at a time and place to be determined by resolution of the Board of Directors of this Corporation.

Thereafter an annual meeting of the Board of Directors shall be held at a time and place to be determined by resolution of the Board of Directors of this Corporation.

Written notice of the annual meeting of the Board of Directors shall be given to each director at least one week prior to each annual meeting and shall specify time, place and include an agenda of business to be transacted at the annual meeting.

Section 2. Regular Meetings

There shall be at least six regular meetings of the Board of Directors annually.

Written notice of the regular meetings of the Board of Directors shall be given to each director at least one week prior to each meeting and shall specify time and place. No action taken at any regular Board meeting attended by three-fourths (3/4) of the members of the Board shall be invalidated because of the failure of any member or members of the Board of Directors to receive any notice actually sent.

Section 3. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or upon written request of five members of the Board and shall be held at such place as the directors may determine.

Section 4. Notice

Notice of any special meeting of the Board of Directors shall be given by written notice, at least six (6) days previously thereto delivered personally or sent by mail or telegram to each director at her/his address as shown by the records of the Corporation. Personal notification may also be given but must be followed by written notice as provided above.

If mailed, such notice shall be deemed to be delivered when deposited in the U.S. mail in a sealed envelope so addressed with postage thereon postpaid. The attendance of any director at any meeting shall constitute a waiver of notice of such meeting, except where a meeting for the express purpose of objection to the transaction of any business because the meeting is not lawfully called. The business to be transacted at the meeting shall be specified in the notice or waiver of notice of such meeting.

At the time of a Convention of the LWVMN, the President may, and upon the request of five members of the Board shall, call a special meeting of the Board of this Corporation by handing the members of the Board a written notice of the time and place of such meeting.

Section 5. Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at any meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 6. Board Decisions

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board unless a greater number is required by law or by these Bylaws or the Articles of Incorporation.

Section 7. Meeting by Telephone

A conference among Directors, or among members of any committee designated by the Board of Directors, by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Board, or the committee, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by that means constitutes personal presence at the meeting.

A Director may participate in a meeting of the Board, or any committee designated by the Board, not described in the above paragraph by any means of communication through which s/he, other persons so participating and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes personal presence at the meeting.

ARTICLE V

OFFICERS

Section 1.

The officers of the LWVMNEF shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, Secretary and Treasurer.

These offices shall be held by those persons who hold the offices of President, First Vice-President, Second Vice-President, Third Vice-President, Secretary and Treasurer in the LWVMN.

Election to those offices on the Board of Directors of LWVMN shall constitute election to those offices on the Board of Directors of this Corporation.

Section 2. Executive Committee

The officers of LWVMNEF shall constitute the executive committee. The executive committee shall confer when immediate action is necessary and a meeting of the Board of Directors is not feasible, and shall in those instances have the powers and duties of the Board of Directors for planning, directing and carrying out organizational responsibilities.

Section 3. Vacancies and Removal from Office

In the event of resignation, death or incapacitation of the President, the three Vice-Presidents, in order of their rank, shall succeed to the office of President and shall serve in that capacity until the end of the term of office. Persons to fill other vacancies shall be selected by the Board of Directors to serve until the end of the term of office. Any person appointed to a vacant officer position in the LWVMN shall automatically become the corresponding officer of this corporation by virtue of that appointment.

In the event that an officer fails to perform her/his designated duties, or is absent from three consecutive meetings of the Board of Directors without providing an excuse, s/he may be removed by a two-thirds (2/3) vote of the Board of Directors, after an opportunity for a hearing has been afforded the affected member. A vote for removal of any officer may not be taken unless notice has been given in the agenda mailed at least one week prior to the Board of Directors meeting.

Section 4. The President

The President shall preside at all meetings of the Corporation and of the Board of Directors unless the President shall designate another person to preside. The President, may in the absence or disability of the Treasurer, sign or endorse checks, drafts or notes. The President shall be, ex officio, a member of all committees and shall have such usual powers of supervision and management as may pertain to the office of the President and perform such other duties as may be designated by the Board.

Section 5. The Vice-Presidents

The Three Vice-Presidents, in order of their rank, shall, in the event of absence, disability, resignation or death of the President, possess all the powers and perform all the duties of that office. In the event that no Vice-President is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The Vice-Presidents shall perform such other duties as the President and Board may designate.

Section 6. The Secretary

The Secretary shall keep the minutes of the meeting of the Board of Directors. The Secretary shall notify all officers and directors of their election and shall sign with the President all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.

Section 7. The Treasurer

The Treasurer or a duly, appointed assistant, shall collect and receive all monies due, and be the custodian of these monies, depositing them in a bank designated by the Board of Directors, and disbursing the same upon order of the Board of Directors. The Treasurer shall present periodic statements to the Board at its regular meetings and an annual report at the annual meeting of the Board of Directors. The books of the Treasurer shall be audited annually.

ARTICLE VI

COMMITTEES

The Board of Directors may appoint such committees from time to time as are needed to carry out the business of the Corporation.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts

The Board of Directors may authorize any officer or officers, agent or agents of the Corporation in addition to the officers so authorized by the Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be confined to specific instances.

Section 2. Checks, Drafts or Orders

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation, and in such manner as shall from time to time be determined by the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or the President of the Corporation.

Section 3. Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

Section 4. Gifts

The Board of Directors may accept on behalf of the Corporation any contributions, gift, bequest, or devise for any purpose of the Corporation.

ARTICLE VIII

BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of amount and shall also keep minutes of the proceedings of its Board of Directors and shall keep in the principal office a record of the names and addresses of the members of the Board of Directors entitled to vote. All books and records of the Corporation may be inspected by any Director, or her/his attorney for any proper purpose at any reasonable time.

ARTICLE IX

FISCAL YEAR

The Fiscal year of the Corporation shall commence on the first day of April each year.

ARTICLE X

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Articles or Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII

AMENDMENT

Section 1. These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds (2/3) vote of the Board of Directors at any regular or special meeting, if at least thirty (30) days written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at such meeting.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control.

Section 3. The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity, enforceability or effect of the balance of the Bylaws.

ARTICLE XIII

DISSOLUTION

The Corporation may be dissolved with the assent given in writing and signed by not less than two-thirds (2/3) of the Directors. Upon dissolution of the Corporation, other than incident to a merger or consolidation, the assets of the Corporation shall be assigned to any non-profit corporation, trust or other organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, to be devoted to such similar purposes.

ARTICLE XIV

SEAL

The Corporation shall not have a seal.

IN WITNESS WHEREOF, we, being the Directors of the League of Women Voters of Minnesota Education Fund, Inc. have hereunto set our hands this 10th day of January, 1984.

<u>Jean S. Tews</u>	<u>Joan Higinbotham</u>
<u>Erica R. Buffington</u>	<u>Catherine M. Hegg</u>
<u>Karen P. Knighton</u>	<u>Harriette H. Burkhalter</u>
<u>Barbara L. Hiles</u>	<u>Mary E. Santi</u>
<u>Judy C. Duffy</u>	<u>Margaret Lucas</u>
<u>Joann Buie</u>	<u>Jeanne K. Crampton</u>
<u>Connie Hondl</u>	<u>Nancy Grimsby</u>
<u>Beverly K. McKinnell</u>	<u>Marcia J. Walters</u>
<u>Judy Nordland</u>	
<u>Carolyn T. Hendrixson</u>	

State of Minnesota:ss
County of Ramsey

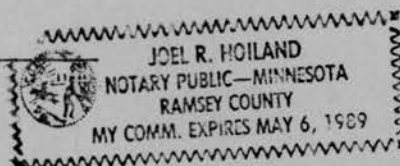
On this 10th day of January, 1984, before me, a Notary Public within and for said County, personally appeared Jean S. Tews, Erica R. Buffington,

Karen P. Knighton, Barbara L. Hiles, Judy C. Duffy, Joann Buie, Connie Hondl, Beverly K. McKinnell, Judy Nordland, Carolyn T. Hendrixson, Joan Higinbotham, Catherine M. Hegg, Harriette H. Burkhalter, Mary E. Santi, Margaret Lucas, Marcia J. Walters, Jeanne K. Crampton, and Nancy Grimsby,

personally known to me to be the above, executed the written and foregoing instrument and known to me to be the persons who executed the said instrument and they duly acknowledged to me that they have executed the same.

In witness whereof, I have hereunto set my hand and affixed by official seal, the day and year stated in this certificate above.

Joel R. Hoiland



CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of the League of Women Voters of Minnesota Education Fund, Inc., a Minnesota Nonprofit Corporation, and

that the foregoing Bylaws constitute the original Bylaws of said League of Women Voters Education Fund, Inc., as duly adopted at a meeting of the Board of Directors thereof, held on January 10, 1984.

Catherine M. Hegg
Secretary

January 10, 1984
Date

LWVMN POLICIES

Overruled?
Policies adopted by the League of Women Voters of Minnesota, hereinafter referred to as LWVMN, will be reviewed annually by the Board of Directors.

Suggestions for policies may be made by any member of LWVMN, its staff, its officers or Board of Directors. The Board of Directors shall adopt all policies.

Following a policy's adoption by the Board of Directors, the Executive Director will prepare procedures for review by the Office Management Committee to be sure that the procedures conform with the intent of the Board of Directors.

1. Nonpartisan

LWVMN Board members and the Executive Director shall consult with the appropriate local League president and the state president to determine the possible impact of active involvement of LWVMN Board members in party politics.

A Board member may serve on any public board, commission, committee or coalition; however, the League of Women Voters member may represent the LWVMN only when officially designated as a League representative by the LWVMN Board.

2. Use of Membership Lists

The President and the Executive Director may sell or exchange our mailing lists with other organizations on a selected basis using the following guidelines:

- a. The sale of the list has the capability of producing revenue, attracting members or participants for the League.
- b. The policies and public positions of the organization receiving the LWVMN list must be compatible with League purposes or positions.
- c. The LWVMN list cannot be traded or sold to be used for partisan or commercial purposes.

Telemarketing is an approved fundraising tool. The exchange of our membership lists with other organizations for this purpose is permissible providing that the above criteria established for direct mail exchanges are met.

3. Office Staff Work Outside Office

Requests for paid LWV staff to work outside the office should be cleared with the appropriate portfolio chair and authorized by the President. (Examples: staff member help in Legislature, staff member consultation with local League, or staff member work at conference or workshop.)

4. Reimbursement of Board Member Expenses

Board members must submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members will be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at \$.15 per mile (January, 1983 Board Meeting).

5. Nondiscrimination

No LWVMN meeting will be held in a place which is known to discriminate on the basis of race, religion or sex or is not handicapped accessible.

6. Consensus Questions

When a consensus or concurrence is planned, the state Program Committee submits questions to an ad hoc study review and consensus/concurrence committee consisting of program and action Board representatives and local League representatives well in advance of publication for comment and revision. The resource materials should be used to pre-test the questions on a representative sample of local League members before the questions are submitted to the Board. Materials and consensus/concurrence questions will be submitted to the Board for its approval.

7. Editing of Written Material

All written official information or communication should be reviewed by the President and Executive Director prior to mailing.

8. Publications

Name of writers and contributors to a publication should be included. All publications are reviewed by the President.

All state Program publications are submitted to an editor and to two reading committees (one made up of on-Board and off-Board members and another composed of "experts,") before the final draft is approved and prepared for publication.

The publication committee shall approve all publications including pricing, distribution and number printed.

9. Statewide Meetings

Registration cost is to be approved by the meeting planners in consultation with the Executive Director. All meetings are designed to be self-supporting. Costs of attendance by Board members, or those persons designated by the Board, material distributed, staff time, etc. are figured into the registration cost.

10. Board Member Participation at State Convention and Council

The League's Articles of Incorporation state: "They (the officers and Board of Directors) shall hold office until the conclusion of the next regular biennial Convention, or until their successors have been elected and qualified." Therefore, members who are up for election to state Board and are not local League Convention or Council delegates cannot vote and may have the privilege of the floor only if granted by the Chair.

Board members are encouraged to attend Convention and Council caucuses but must not lead or dominate the discussion.

11. Action

- A. Most action decisions are made by the LWVMN Board during their regular board meetings. If the need arises between Board meetings, LWVMN action at the state level is authorized by a committee which includes the President, Legislative Coordinator and Program Chair. Copies of letters and testimony will be distributed to Board.
- B. Local Leagues may take action on the local level under a state position if the membership is informed on the issue, LWV position and the action being taken.
- C. Local Leagues may take action on the state level under a local position if all three of these conditions are met:
 - 1. The legislation must not be statewide in scope;
 - 2. Every affected local League must be notified of the proposal prior to any action;
 - 3. Such action must be approved by the State Board or the State President, Legislative Coordinator and Program Chair prior to any action..

12. Approval of Testimony

Any formal statement made in the name of LWVMN must be approved by the Legislative Coordinator, Program Director and President. Testimony must be written, with copies for office files and Board members. It is preferable that approval for testimony not be given over the telephone.

13. Attending Conferences or Meetings

Board members who attend meetings or conferences related to their portfolios should ask Board approval for expenses beforehand, if not covered by the budget.

14. Speakers' Bureau

It is the policy of the LWVMN to request that an honorarium be paid to a speaker who appears before a non-LWV group. A suggested figure is \$50, to be adjusted up or down depending on the financial circumstances of the group and the expenses of the speaker. The only exception would be a request to talk about the League, which we will do without charge.

The speaker is expected to contribute the honorarium to the LWVMN; however, any expenses (such as mileage, food, lodging or child care) will be reimbursed by the LWVMN.

15. Resignations

A Board member who wants to resign should do so by a letter to the President. The letter will be read at the next scheduled Board meeting for acceptance by the Board.

16. Stipends for Project Directors

Board members cannot be paid project directors for a League of Women Voters of Minnesota project. (Office Management Committee, November 4, 1982.)

17. Guidelines for News Conferences

When any Board member determines that an issue or topic warrants a news conference, the Board member must contact the following people in order:

- . President
- . PR Director
- . Legislative Coordinator
- . Executive Director
- . PR/Development staff person

If the idea is approved, the responsibilities would be divided as follows:

Board member - identify key people who will make statements at news conference; prepare statement and get approval; define contents of press kit and get approval.

President and Legislative Coordinator - approve materials and procedures defined by Board member.

PR Director - assist Board member in planning and drafting all materials; arrange facility for conference; provide guidelines on quality of press kits; contact assignment editors at TV stations; prepare media memo announcing conference; attend news conference; serve as press liaison.

Executive Director - determine office timeline and staff availability; review all materials.

PR/Development staff - review materials; implement required distribution of media memo (invitation to cover) and news release (news conference statement).

18. Joining Coalitions

In joining a coalition League should determine if the coalition's purpose is consistent with the League's position and goals: meeting our requirements and/or priorities for taking action and for nonpartisanship. Can League accomplish its goals better alone or with the coalition?

League should be comfortable working with the individuals and organizations and be aware of how they and the coalition are funded.

League should be aware of any required financial commitment, as well as requirements of time, staff, and expertise.

League should be knowledgeable of the coalition's structure and decision making process.

Each League must join a coalition at the appropriate level. This means that the State League joins state-level coalitions, while local Leagues join coalitions dealing with local issues. When a local League wishes to join a coalition promoting a local issue, it should check with other Leagues in the area to make sure the various positions do not conflict.

DRAFT DRAFT DRAFT

NOTE: in this text means new language; //// means we want the Board to delete.

January, 1995

LWVMN POLICIES

Policies adopted by the League of Women Voters of Minnesota, hereinafter referred to as LWVMN, will be reviewed annually by the Board of Directors. Discussion of these policies should be a part of new board orientation.

Suggestions for policies may be made by any member of LWVMN, its staff, its officers or Board of Directors. The Board of Directors shall adopt all policies.

Following a policy's adoption by the Board of Directors, the Executive Director will prepare procedures for review by the Office Management Committee to be sure that the procedures conform with the intent of the Board of Directors.

I/Nonpartisan

~~//// LWVMN Board members and the Executive Director shall consult with the appropriate local League president and the state president to determine the possible impact of active involvement of LWVMN Board members in party politics.~~

~~A Board member may serve on any public board, commission, committee or coalition; however, the League of Women Voters member may represent the LWVMN only when officially designated as a League representative by the LWVMN Board.~~

1. Political Activity

The mission of the LWV is to encourage the informed and active participation of citizens in government. The League is political and takes action on selected governmental issues after membership study and agreement. It encourages members to be informed participants in political activity, but as a nonpartisan organization it does not support or oppose any political party or candidate.

The nonpartisanship of the League is the basis of our public credibility and must be carefully maintained. All members bear responsibility for maintaining the League's reputation for fairness and objectivity. They are encouraged to seek elective appointive office in government as well as responsible positions in the private sector.

To avoid any perceived or actual conflict with the nonpartisan integrity of League, the following restrictions are accepted:

- a. Partisan Activity *and Exec. Director*
Directors in highly visible positions such as president, voter service and action directors may not undertake any action which would publicly identify them with partisan activity. They may not run for public or party office or publicly support campaigns at the regional, state or national levels.

LWVMN POLICIES (page 2)

Directors may not run for national or state elective office. Should they choose to run for local office they will first consult with the State Board and notify the local Leagues affected.

Directors may not be highly visible in the campaign of any candidate running for US Senate, Congress or for MN executive or legislative office. They may make contributions to candidates at all levels and work on local campaigns. Directors not in highly visible positions may hold positions in a political party at any level with Board approval, after consideration of possible conflicts of interest.

The political activities of a spouse or relative of a Board member are to be considered as separate and distinct from the activities of the Board member.

b. Appointed Office

Directors may accept appointment to commissions, boards, or committees where such service would not conflict with League program. It must be clear to all whether the member is acting as a League representative or as an individual. If a member is acting as a LWVMN representative, the appointment must be approved by the LWVMN Board of Directors.

2. Use of Membership Lists

The President and the Executive Director may sell or exchange our mailing lists with other organizations on a selected basis ~~not~~ considering the following guidelines:

- a. The sale of the list has the capability of producing revenue/or attracting members ~~participants~~ and supporters for the League.
- b. The policies and public positions of the organization receiving the LWVMN list must be compatible with League purposes or positions.
- c. The LWVMN list cannot be traded or sold to be used for partisan or commercial purposes.

Telemarketing is an approved fundraising tool. The exchange of our membership lists with other organizations for this purpose is permissible providing that the above criteria established for direct mail exchanges are met.

3. Office Staff Work Outside Office

Requests for paid LWV staff to work outside the office should be cleared with the appropriate portfolio chair and authorized by the President. (Examples: staff member help in Legislature, staff member consultation with local League, or staff member work at conference or workshop.)

4. Reimbursement of Board Member Expenses

Board members ~~will~~ should submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members ~~will~~ may be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at \$.15 per mile (January, 1983 Board Meeting).

5. Nondiscrimination Diversity

No LWVMN meeting will be held in a place which is known to discriminate on the basis of race, religion or sex or is not handicapped accessible.

The LWVMN affirms its commitment to reflecting the diversity of America in its membership. The League recognizes that diverse perspectives are important and necessary for responsible and representative decision making. LWV subscribes to the belief that diversity and pluralism are fundamental to the values it upholds and that this inclusiveness enhances the organization's ability to respond more effectively to changing conditions and needs.

In both its values and practices, the LWVMN affirms that there shall be no barriers to participation in any activity of the LWV on the basis of gender, race, creed, age, sexual orientation, national origin or disability.

LWVMN will continue to seek new ways to provide for direct participation of members from throughout the state.

6. Consensus Questions

When a consensus or concurrence is planned, the state Program Committee ~~submits~~ should submit questions to an ad hoc study review and consensus/concurrence committee consisting of program and action Board representatives and local League representatives well in advance of publication for comment and revision. If possible the resource materials should be used to pre-test the questions on a representative sample of local League members before the questions are submitted to the Board. Materials and consensus/concurrence questions will be submitted to the Board for its approval.

7. Editing of Written Material

All written official information or communication should be reviewed by the President and Executive Director prior to mailing.

8. Publications

Name of writers and contributors to a publication should be included. All publications are reviewed by the President.

All state Program publications ~~are~~ will be submitted to an editor/ editorial committee and to two reading committees (one made up of on-Board and off-Board members and another composed of "experts,") before the final draft is approved and prepared for publication. Policy issues as well as style shall be considered.

The publication committee shall approve all publications including pricing, distribution and number printed.

9. Statewide Meetings

Registration cost is to be approved by the meeting planners in consultation with the Executive Director. All meetings are designed to be self-supporting. Efforts to raise outside funds should be done in consultation with the Development Director and staff. Costs of attendance by Board members, or those persons designated by the Board, material distributed, staff time, etc. are figured into the registration cost.

10. Board Member Participation at State Convention and Council

The League's Articles of Incorporation state: "They (the officers and Board of Directors) shall hold office until the conclusion of the next regular biennial Convention, or until their successors have been elected and qualified." Therefore, members who are up for election to state Board and are not local League Convention or Council delegates cannot vote and may have the privilege of the floor only if granted by the Chair.

Board members are encouraged to attend Convention and Council caucuses but must not lead or dominate the discussion.

11. Action

A. The League speaks with one voice. League members must not undermine the image or credibility of the organization.

B. Because the League welcomes a variety of points of view and vigorous discussion, members of the League may always speak in their own name about any issue. When speaking working publicly for the League in public, a Board member may not speak work in opposition to League positions. When speaking in public working publicly in opposition to a League position, Board members may not use the name of the League.

C. Most action decisions are made by the LWVMN Board during their regular board meetings. If the need arises between Board meetings, LWVMN action at the state level is authorized by a committee which includes the President, Legislative Coordinator Action Director and Program Chair. Copies of letters and testimony will be distributed to the Board.

D. Local Leagues may take action on the local level under a state position if the membership is informed on the issue, LWV position and the action being taken.

E. Local Leagues may take action on the state level under a local position if all three of these conditions are met:

1/ The legislation must not be statewide in scope;

2/ Every affected local League must be notified of the proposal prior to any action;

3/ Such action must be approved by the State Board or the State President, Legislative Coordinator and Program Chair prior to any action.

D. For policies regarding local League action using local, state, and national positions, consult Action Guidelines for Local Leagues.

LWVMN POLICIES (page 5)

12. Approval of Testimony

Any formal statement made in the name of LWVMN must be approved by the ~~Legislative Coordinator~~ Action Director, Program Director and President. Testimony must be written, with copies for office files and Board members. It is preferable that approval for testimony not be given over the telephone.

13. Attending Conferences or Meetings

Board members who attend meetings or conferences related to their portfolios should ask Board approval for expenses beforehand, if not covered by the budget.

14. Speakers' Bureau

It is the policy of the LWVMN to request that an honorarium be paid to a speaker who appears before a non-LWV group. A suggested figure is \$50, to be adjusted up or down depending on the financial circumstances of the group and the expenses of the speaker. The only exception would be a request to talk about the League, which we will do without charge.

The speaker is expected to contribute the honorarium to the LWVMN; however, any expenses (such as mileage, food, lodging or child care) will be reimbursed by the LWVMN.

15. Resignations

A Board member who wants to resign should do so by a letter to the President. The letter will be read at the next scheduled Board meeting for acceptance by the Board. A Director who becomes a paid project director must resign from the Board.

16. Stipends for Project Directors

~~Board members cannot be paid project directors for a League of Women Voters of Minnesota project. (Office Management Committee, November 4, 1982.)~~

17 16. Guidelines for News Conferences

When any Board member determines that an issue or topic warrants a news conference, the Board member must contact the following people in order:

- . President
- . PR Director
- . ~~Legislative Coordinator~~ Action Director
- . Executive Director
- . PR/Development staff person

If the idea is approved, the responsibilities would be divided as follows:

Board member - identify key people who will make statements at news conference; prepare statement and get approval; define contents of press kit and get approval.

President and ~~Legislative Coordinator~~ Action Director - approve materials and procedures defined by Board member.

PR Director - assist Board member in planning and drafting all materials; arrange facility for conference; provide guidelines on quality of press kits; contact assignment editors at TV stations; prepare media memo announcing conference; attend news conference; serve as press liaison.

LWVMN POLICIES (page 6)

Executive Director - determine office timeline and staff availability;
review all materials.

PR/Development staff - review materials; implement required distribution of
media memo (invitation to cover) and news release (news conference
statement).

18 17. Joining Coalitions

In joining a coalition League should determine if the coalition's purpose
is consistent with the League's position and goals; meeting any
requirements and/or priorities for taking action and/or nonpartisanship.
Can League accomplish its goals better alone or with the coalition?

League should be comfortable working with the individuals and
organizations and be aware of how they and the coalition are funded.

League should be aware of any required financial commitment, as well as
requirements of time, staff, and expertise.

League should be knowledgeable of the coalition's structure and decision
making process.

Each League must join a coalition at the appropriate level. This means
that the State League joins state-level coalitions, while local Leagues
join coalitions dealing with local issues. When a local League wishes to
join a coalition promoting a local issue, it should check with other
Leagues in the area to make sure the various positions do not conflict.

See Coalition Guidelines

OUTLOOK CALENDAR FOR 1993-94

May, 1993

May 1993						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 - LWVMN Action Committee Meeting, MWB*, 9:30 a.m.
- 6,7,8 - 54th LWVMN Convention, Holiday Inn, St. Cloud
- 17 - Legislature adjourns
- 18,19 - LWVMN Board Retreat and Board Meeting, Mt. Olivet Retreat Center
- 20 - CMAL Annual Meeting
- 25 - Board Memo Mailing
- 27 - Presidents' Mailing

Note: Mental Health Leadership Training Project will continue through June of 1994

Request For Proposal for Housing Monitoring project mailed to local Leagues

June, 1993

June 1993						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - First Quarter PMP from local Leagues due to LWVMN
- 5-8 - LWVUS Council, Washington, D.C.
- 15 - Deadline for LL President and Treasurer information, LL Board list and LL Program
- 30 - Deadline for Board memo, DPM Subscriptions

Mid-June: OUTLOOK for 1993-94 mailed to LLs

Meetings over summer: 75th Anniversary Planning Committee; Action; LWVMN Computer System Committee; new study committee; Indians in Minnesota; Curriculum Committee; Development; Planned Giving

July, 1993

July 1993						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

- 4 - Holiday, office closed
- 15 - Deadline for full payment of PMP to LWVMN to be eligible for 5% discount
- 29 - CMAL Board Meeting (not at State League office)

Mini Mailing to Local Leagues as needed
Revision of LWVMN Program for Action over summer

*MWB - Minnesota Women's Building, 550 Rice Street, St. Paul

August 1993						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August, 1993

- 11 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m.,
Fall VOTER deadline
- 17 - BOARD MEMO mailed to LL Presidents/subscribers
- 19 - Presidents' Mailing: information/guide for new study chair
for first year of study
- 26 - CMAL Board Meeting, MWB; Women's Suffrage Day

September 1993						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September, 1993

- 1 - Second Quarter PMP due to LWVMN
- 6 - Labor Day, LWVMN office closed
- 8 - LWVMN Executive Committee, if needed
- 13 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 16 - CMAL Quarterly Meeting
- 30 - CMAL Board Meeting, MWB
 - Membership Phonathon
 - Fall Workshops - Watch for further information
 - Fall Focus (September or January) - possible topic: Role of
U.N. as peacekeeper or proposed reforms for U.N. structure
(with Humphrey Institute)
 - Annual Appeal Campaign: Sept.-Nov., 1993

October 1993						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October, 1993

- 4 - LWVMN Action Committee, MWB, 9:30 a.m.
- 12 - Columbus Day, office open
- 12-13 - LWVMN, EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
- 19 - BOARD MEMO mailed
- 21 - Presidents' mailing
- 26 - U.N. Rally
- 28 - CMAL Board Meeting, MWB
 - Training Conference for national distribution for "We've Got
the Power" curriculum

Mental Health Monitoring Final Report to
community/conference

November 1993						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November, 1993

- 1 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 2 - Election Day (local)
- 6 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 10 - LWVMN, -EF Board Meetings, 11:30-3:30, MWB; Winter VOTER deadline
- 11 - Veterans Day, office open
- 16 - BOARD MEMO mailed
- 18 - Presidents' Mailing; Legislative Interviews mailed to LLs
 - CMAL Board Meeting, MWB
- 25 - Thanksgiving Day, LWVMN office closed
- 26 - LWVMN office closed
- Annual Appeal Phonathon
- Legislative Intern Training this month

December 1993						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December, 1993

- 1 - Third Quarter PMP due to LWVMN office
- 6 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 8 - LWVMN Executive Committee meeting, if needed
- 9 - First Day of Hanukkah
- 21-27 - Office closed for holidays
- 28 - Office reopens
- 31 - LWVMN office hours, 8:30 - 1 p.m.
- Deadline for changes in membership roster to LWVMN & LWVUS - mid-December

JANUARY 1994						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

January, 1994

- 1 - HAPPY NEW YEAR!; Office closed, New Year's Day
 - Deadline for changes in membership roster to LWVUS & LWVMN
- 3 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
 - Legislative Interview deadline
- 12 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
- 17 - Martin Luther King Day, office open
- 18 - Board Memo mailing
- 20 - CMAL Quarterly Meeting
 - Presidents' Mailing
- 22 or 29 - Citizens in Action conference
- 27 - CMAL Board Meeting, MWB
 - Local Leagues should schedule LWVUS Program Planning Meetings
 - Legislature convenes; date determined on last day of current session

1994

February, 1994

FEBRUARY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 7 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 14/9 - LWVMN, -EF Board Meetings, MWB, 11:30 - 3:30 p.m.; Spring Voter Deadline
- 15 - Board Memo Mailing
- 17 - Presidents' Mailing
- 21 - Presidents' Day, office open
- 20-21 - Women Come to the Capitol

March, 1994

MARCH						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - 4th Quarter PMP due to LWVMN
- 7 - LWVMN Action Committee Meeting, MWB, 9:30 a.m.
- 9 - LWVMN, -EF Board Meetings, 11:30 a.m. - 3:30 p.m., MWB
- 15 - Board Memo mailed
- 17 - Presidents' Mailing
- 24 - CMAL Quarterly Meeting
- 27-28 - Passover
- 31 - CMAL Board Meeting; MWB
 - LWVMN, -EF fiscal years end
- LWVMNEF Fundraiser; watch for further information

April, 1994

APRIL						
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24	25	26	27	28	29	30

- 3 - Easter Sunday
- 4 - LWVMN Action Committee, MWB, 9:30 a.m.
- 13 - LWVMN Executive Committee, if necessary
- 14 or 21 LWVMN Council/Focus Meeting
- 28 - CMAL Board Meeting, MWB
- 29,30, May 1 - Final Conference for Mental Health Leadership Training Project

May, 1994

MAY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 - LWVMN, -EF Board Meetings; Board Retreat
- 17 - Board Memo Mailing
- 19 - President's Mailing
- 19 - CMAL Annual Meeting

June, 1994

JUNE						
S	M	T	W	T	F	S
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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		

- 11-15 , LWVUS Convention, Washington, D.C.



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

MEMO

TO: Bonny Kallestad, Sally Gibson, Linda
Satorius, Eydie Kargas, Judy Covey

FROM: Kay Erickson

SUBJECT: Convention & Retreat

DATE: April 23, 1993

Thank you for accepting a term on the state board. I am looking forward to working with you during the next two years.

We hold a Board meeting at the conclusion of Convention to approve the appointed members. Please plan to stay a few minutes after Convention for this very short, but important meeting.

Our Board Retreat will be May 18th and 19th at the Mt. Olivet Conference Center in Farmington. We will start at 3 p.m. on Tuesday and end at 3 p.m. on Wednesday. Please fill out the attached form and return by May 11th.

If you have any questions, please call Sally or me. See you at Convention!



THE LEAGUE
OF WOMEN VOTERS

MINNESOTA

550 RICE STREET ST. PAUL, MN 55103
PHONE (612) 224-5445

MEMO

TO: Board Members

FROM: Peggy Thompson

SUBJECT: Lodging, etc.

DATE: 4/23/93

If you're going to have to check in late at the Holiday - anything after 6:00 p.m. - be sure to notify them so they'll hold the room. This is particularly true for those of you having a single room. If you're in a double and know your roommate will be there earlier, you're okay. If you haven't indicated otherwise, you're booked for two nights and all meals. Those of you in singles owe LWVMN \$25.00.

Kay's memo mentions equipment requests. Please get those in right away, including a couple of you who did a long time ago - just to be sure we've got it all. Deadline on this has to be 4/30.

TO: Board Members

FROM: Erickson

RE: Winding Up

DATE: April 23, 1993

1. If you are presenting a workshop at Convention, please let Sally know if you will need handouts so she can plan the work in the office.
2. Let Peggy know if you will need audio/visual equipment, tripods, etc.
3. For those of you making motions, you will receive a copy of your section of the Convention script next week.
4. There will be a Board Party at 9:30 p.m. Thursday night. Details later.
5. For continuing Board members:
 - The Board retreat will be Tuesday and Wednesday, May 18th and 19th at the Mt. Olivet Retreat Center in Farmington. We will start at 3 p.m. Tuesday and end at 3 p.m. Wednesday. Please fill out the attached form and return by May 10th.
 - There will be a Board meeting immediately after Convention so we can approve the appointed directors. Please plan to attend this short, but very important meeting.
 - Sally and I would also like to meet individually with each of you sometime after the Retreat.
6. For those not continuing, please plan to meet with your incoming counterpart to pass on your files, discuss plans, etc.

To all of you, thank you for all your help this year. See you at Convention!

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

TO: LWVMN Board

FROM: Kay Erickson, President

RE: Board Retreat

DATE: April 26, 1993

BOARD RETREAT NOTICE

Tuesday & Wednesday
May 18 and 19, 1993
3 p.m. - 3 p.m.
Mount Olivet Retreat Center

Please reserve these dates on your calendar. Three breaks, dinner on May 18th, breakfast and lunch on May 19th will be provided as well as overnight accommodations in double-occupancy rooms with private bath and air-conditioning.

Please let Sally Sawyer know ASAP if you cannot attend or are able to attend only a portion of the retreat. (We need to be able to give exact numbers to the Retreat Center in advance so that we will be billed only for those actually attending.)

FYI: LWVMN will pay for the retreat.

We will send you a full agenda and directions the week before the retreat.

☐ Yes, I will attend

☐ No, I cannot attend

Name: _____

Please return this form or call the office no later than Wednesday, May 11, 1993.

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

TO: LWVMN Board

FROM: Kay Erickson, President

RE: Board Retreat

DATE: April 26, 1993

BOARD RETREAT NOTICE

Tuesday & Wednesday
May 18 and 19, 1993
3 p.m. - 3 p.m.
Mount Olivet Retreat Center

Please reserve these dates on your calendar. Three breaks, dinner on May 18th, breakfast and lunch on May 19th will be provided as well as overnight accommodations in double-occupancy rooms with private bath and air-conditioning.

Please let Sally Sawyer know ASAP if you cannot attend or are able to attend only a portion of the retreat. (We need to be able to give exact numbers to the Retreat Center in advance so that we will be billed only for those actually attending.)

FYI: LWVMN will pay for the retreat.

We will send you a full agenda and directions the week before the retreat.

☒ Yes, I will attend

☐ No, I cannot attend

Name: Susan

Please return this form or call the office no later than Wednesday, May 11, 1993.

HOW TO USE YOUR
LEAGUE OF WOMEN VOTERS OF MINNESOTA
EDUCATION FUND:
A GUIDE FOR LOCAL LEAGUES

Revised June, 1992

League of Women Voters of Minnesota Education Fund

550 Rice Street, Suite 201

St. Paul, MN 55103

612/224-5445

HOW TO USE YOUR LEAGUE OF WOMEN VOTERS OF MINNESOTA EDUCATION FUND

INTRODUCTION

Contributions and dues paid to the League of Women Voters at any level are not tax deductible. Contributions by donors and members to the League of Women Voters of Minnesota Education Fund (LWVMNEF) are tax deductible. LWVMNEF is a 501(c)(3) organization under the Internal Revenue Code. LWVMNEF monies may only be used to provide objective information and education to the public about citizenship and issues of concern to citizens.

The Board of Directors of the League of Women Voters of Minnesota Education Fund solicits tax deductible contributions to carry out statewide educational projects. Local Leagues may solicit tax deductible contributions to their local League accounts in the LWVMNEF to carry out local educational projects. Each local League account is kept separate and is never comingled with the state League account.

LWVMNEF SHARING POLICY WITH LOCAL LEAGUES

Your local League will receive 10% of an "unrestricted" contribution raised by the state League for the LWVMNEF from a corporation or foundation in your community or the equivalent of what it received before, whichever is greater. The 10% will be deposited to your local League account in the LWVMNEF.

For the November, 1990 LWVMNEF Annual Appeal, your local League received 25% of an "unrestricted" contribution of \$50 or more raised by the state League for the LWVMNEF from an individual if so requested. It was deposited to your account.

HOW TO OPEN AND MAKE DEPOSITS IN YOUR LEAGUE ACCOUNT

Send a donor's check made payable to the LWVMNEF directly to the state office:

League of Women Voters of Minnesota Education Fund
550 Rice Street
St. Paul, MN 55103

Enclose a deposit slip, Form A-1, for proper credit to your League's account. The check may be from your League, a corporation, a foundation, a member or an individual. The check may be for any amount. There is no minimum deposit required. However, interest on local League and state League accounts is kept by LWVMNEF to go towards administrative costs incurred by the Fund.

A check made out to LWVMNEF must never be deposited in your local League account in your community, but must be sent directly to your LWVMNEF account. If a check from a donor is incorrectly made out to your local League, your Treasurer must endorse the check over to LWVMNEF.

You will receive a notice of your League's account balance after every deposit or withdrawal. If there is ever a discrepancy with your Treasurer's balance, call the League office to straighten it out.

HOW TO SOLICIT MONEY FOR YOUR LEAGUE ACCOUNT

Members: Your League can solicit contributions from its members to the LWVMNEF. These contributions cannot be a portion of membership dues, but must be a gift in addition to dues. A separate check must be made payable to LWVMNEF.

Finance Campaign: You can solicit money to the LWVMNEF during your Finance Campaign. You can offer the option of giving to the LWVMNEF to those donors who you think may be especially interested in a tax deduction for their donation, or to those who do not want their gift to be used for League lobbying activities. These gifts can be used for any LWVMNEF approved project and are called "unrestricted."

Project: You can solicit money to be used only for a LWVMNEF approved project. This is called "restricted" money because it can only be used for that project. If the project is cancelled, or the money is not all used on that project, it must be returned to the donor(s); with the donor's permission, the money may be kept in your local League account for another LWVMNEF approved project. Many corporations and foundations particularly like to give to a specific project and be given credit on the publication or meeting program for their role in informing the public.

The federal tax law requires you to carefully state when contributions or gifts are not deductible as charitable contributions. Therefore, solicitations of funds OTHER THAN to LWVMNEF should contain specific wording. The wording to use for solicitations to individuals should be slightly different from that for solicitations to businesses, since a business may choose to deduct a contribution as an ordinary and necessary business expense. For example, some businesses may consider a contribution to their local League the ordinary and necessary business expense of public relations.

Sample wording for solicitations directed to businesses might be:
"Contributions to the LWV of _____ are not deductible as charitable contributions for tax purposes but may be deductible as an ordinary and necessary business expense." However, recognizing that some businesses (and foundations) will wish to make tax-deductible contributions, a following sentence might read: "However, tax-deductible contributions for the educational work of the LWV of _____ may be made payable to the League of Women Voters of Minnesota Education Fund (LWVMNEF)."

Sample wording for solicitations directed to individuals might be:
Contributions to the LWV of _____ (or dues for membership in the LWV of _____) are not deductible as charitable contributions for tax purposes.

HOW TO DO A PROJECT THROUGH THE LWVMNEF

Approval: Before you begin any project, you must get the approval of the LWVMNEF. The project must be reviewed and approved by LWVMNEF to insure that it meets Internal Revenue Service 501(c)(3) requirements. THAT APPROVAL CANNOT BE MADE RETROACTIVE. The criteria for approval are as follows:

1. Project must be educational in nature, designed to serve the general public (not exclusively League members).
 - a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.

- b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national and international affairs. Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.
2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
3. There must be no mention or advocacy of LWV positions or actions.
4. Project must not be for membership recruitment or retention.
5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

LWVMNEF Board approval is not a value judgment of a project but an assessment as to whether the project meets 501(c)(3) IRS requirements.

Fill out Form A-2, "Local LWV Application for Approval to do a Project" and mail it to the state office at least three weeks before you plan to begin the project. When doing the Project Budget, remember it is a guide to the costs and income of the project. Final costs may be higher or lower than anticipated in the Project Budget. It is always a good idea to get bids for commercial printing, and to make estimates of all costs as accurately as possible.

After you receive LWVMNEF approval, you may begin to raise money for the project.

Raising Money: You cannot raise money specifically for the project ("restricted" funds) before LWVMNEF approval; but you may raise "unrestricted" funds at any time. You can apply "unrestricted" funds to the project after it is approved. On any approved project, you may use all "restricted," all "unrestricted" or a combination of both types of funds.

Doing the Project: As you carry out the project remember to include a credit line acknowledging the participation of LWVMNEF where appropriate. You may also acknowledge donors to the project. Such credit might read, "Prepared by the League of Women Voters of Moorhead Area. Published by the League of Women Voters of Minnesota Education Fund with contributions from..." You send thank you letters to donors.

If your project is to include voter service or citizen information materials in your local League bulletin, use Form A-2. Check the "publication" box. Under Details of Project include:

1. the % of bulletin space you plan to devote to voter service or citizen information;
2. the number of issues of the bulletin to contain such information (will you do it just once or monthly?);
3. description of contents (note Criteria on page 2).

Under Project Budget give the estimated cost as a proportion of your total bulletin costs.

A project must be completed within one year, or, if continuing, must be resubmitted for approval annually.

HOW TO GET YOUR \$ BACK

You pay all bills and keep all financial records for the project. Do not send invoices to LWVMNEF. Funds to pay project expenses may be drawn from your local League account by completing Form A-3, "Final Report of Local LWV Project (How to Get Your \$ Back)" at the completion of the project. If you do a publication, with your project, send two copies of the publication to LWVMNEF.

Funds can be withdrawn before completion of the project by submitting Form A-3 periodically during the project. Simply note on the form that the project is on-going and delete "Final" from the title.

If more funds are withdrawn than are spent on the project or a profit is made, the balance must be returned to your local League LWVMNEF account for use on another project.

In the case that a local League is disbanded, the balance of that League's Ed Fund account will revert to the LWVMNEF account.

Project Checklist

1. Send in Form A-2, "Local League Application for Approval to do a Project" at least three weeks in advance of starting date of the project.
2. LWVMNEF Board approves project if it meets criteria and notifies you.
3. Upon notification of approval, raise "restricted" money and begin project.
4. Acknowledge LWVMNEF where appropriate.
5. Send in Form A-3, "Final Report of Local League Project (How to Get Your \$ Back)" with two copies of publication when project is completed.
6. Pay bills keeping all financial records.
7. Send any profits back to your local League account for this or another of your projects through the LWVMNEF.

HOW TO BUY PUBLICATIONS WITH LWVMNEF MONEY

LWVMNEF Publications: Publications published by LWVMNEF may be purchased with money in your local League account. Fill out Form A-4, all three sections, in order to request the purchase, order the publications and receive a cash advance. You will receive a check from your LWVMNEF account (cash advance) in order to pay the invoice received with the publications. You then send a check from your treasurer to LWVMNEF. This exchange of funds is necessary on the advice of our accountant; a bookkeeping transfer from one account to the other is not satisfactory.

Publications of Other Organizations: Publications published by another organization, including other levels of League, must meet the same IRS criteria as for projects (see p. 2). **PRIOR APPROVAL OF LWVMNEF IS NECESSARY BEFORE PURCHASE.** Fill out Form A-2, "Local LWV Application for Approval to do a Project," and send it to LWVMNEF with a sample copy of the publication (if possible) and a distribution plan at least three weeks prior to purchase.

APPENDIX A

- Form A-1 Deposit Slips
- Form A-2 Local LWV Application for Approval to Do a Project
- Form A-3 Final Report of Local League Project (How to Get Your \$ Back)
- Form A-4 Project Request to Purchase LWVMNEF Publications

YOU MAY COPY ALL FORMS AS NEEDED

Date _____

DEPOSIT SLIP-Local League Account

Form A-1 April 1990

To:

League of Women Voters of Minnesota
Education Fund
550 Rice Street
Saint Paul, MN 55103
(612) 224-5445

From:

Name _____
 LWV of _____
 Address _____

 Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

Date _____

DEPOSIT SLIP-Local League Account

Form A-1 April 1990

To:

League of Women Voters of Minnesota
Education Fund
550 Rice Street
Saint Paul, MN 55103
(612) 224-5445

From:

Name _____
 LWV of _____
 Address _____

 Phone _____

Checks (list individually)

Checks (list individually)	Dollars	Cents
Total		

Local League Application for Approval to do a Project*

TO: LWVMNEF
550 Rice Street, St. Paul, MN 55103

Date _____

FROM: _____
Name of person submitting proposal
LWV of _____
Address _____

Phone _____

Who is responsible for the project? _____

Portfolio _____

Title and Date of the Project: _____*Please note: this application must be submitted **at least three weeks** before the project is begun.**Type of Project:**

- ____ Conference Attendance
____ Publication
____ Meeting to Educate the Public on an Issue
____ Candidate Forum
____ Voter Reimbursement
____ Other (please specify: _____)

Note: **Publication** applications should include contents, authors, timetable and distribution. **Meeting** applications should include the planning committee, participants, program and materials. For applications to distribute publications other than LWVMNEF, include a sample copy and the distribution plan. For **Voter reimbursement**, calculate the percentage of column inches devoted to citizen education and voter service.

Purpose of the Project: (Why are you doing this project? What is the need in the community?)**Details of the Project** (please be specific):**Who is the project designed to serve? Who will benefit from the project?****Project Budget:** (Basic Outline)Income

\$ _____ in your Ed Fund account

\$ _____ to be raised

Expenses

\$ _____ Total

Date of Local League Board Approval: _____

CRITERIA FOR EDUCATION FUND PROJECT APPROVAL

Checklist for Local Leagues

- ___1. Project must be educational in nature, designed to serve the general public (not exclusively League members):
 - a. the project must provide objective information and education through study and research to the public about citizenship, the meaning of citizen responsibility, place of citizen leadership, and the necessity for citizen decisions.
 - b. the project must provide instruction and training to members of the public for the purpose of improving and developing their capabilities as citizens of the United States and to help them take a more responsible role in the community, city, state, national, and international affairs.

Such information and education may be provided through publications, conferences, courses, forums, panels or other procedures and may not be directed toward support of or opposition to any specific legislation or political program or candidates.
- ___2. Project should provide factual, objective information and analysis, and not take sides on a controversial issue.
- ___3. There must be no mention or advocacy of LWV positions or actions.
- ___4. Project must not be for membership recruitment or retention.
- ___5. Project must be approved before tax-deductible money is solicited for its funding (or before any previously raised money is spent).
- ___6. Project must be approved by the local League Board of Directors before submission of the project to the LWVMNEF Board of Directors.

Please submit Local League Education Fund Projects to LWVMNEF three weeks prior to the start of the project.

Financial Report for Education Fund Grant
(How to Get your Money Back)

TO: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Phone: _____

Date: _____

The following is a final report of the grant made for expenses incurred in connection with:

(Title of Project from Form A-2)

LWVMN Education Fund Grant

\$ _____

Income

Grant from Ed Fund \$ _____

Income from other
sources (if any) \$ _____

**Total Income for
Project** \$ _____

Expenses

Facility \$ _____

Speakers \$ _____

Printing \$ _____

Distribution \$ _____

Promotion \$ _____

Volunteers \$ _____

Office and Overhead \$ _____

Other (_____) \$ _____

**Total Expense for
Project** \$ _____

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

Project Request to Purchase LWVMNEF Publications

To: LWVMNEF
550 Rice Street
St. Paul, MN 55103

From: LWV of _____

Name: _____

Address: _____

Date: _____

Title of Publication to be Purchased: _____

Distribution Plan: _____

LWVMNEF Publication Order Form

All publications are mailed 3rd class unless otherwise specified:

_____ Will Pick Up at the Office _____ Mail First Class _____ Other (_____)

The office will determine the mailing charge and add a 50¢ handling fee.

QUANTITY	LWVMNEF PUB #	TITLE	UNIT PRICE	TOTAL PRICE
Publication(s) cost				
Postage and Handling (to be added by office)				
TOTAL (to be billed to local League)				

Request for Cash Advance from Local League Education Fund Account

Note: Local League must have money in LWVMNEF account before requesting advance.

LWV of _____ Name _____ Date _____

Requests a cash advance of \$ _____, plus postage and handling charge, if any, for the purchase of LWVMNEF publication ordered above.

(For LWVMNEF office only)

Approved on _____ by _____ Cash (\$ _____) advanced on _____ by _____
(date) (amount) (date)
Publication sent _____ by _____ Billed by Invoice # _____ on _____ by _____
(date) (date)
Local League account reduced by \$ _____; Balance in Local League Account \$ _____



**THE LEAGUE
OF WOMEN VOTERS**
MINNESOTA EDUCATION FUND

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445

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Honorable Ann J. Wynia
Board of Regents
University of Minnesota

Health Care jury to meet in June

The second in a series of "Tough Choices" national Citizens Jury panels will convene in June at the National Guard Memorial Building in Washington, D.C. to study and make recommendations on national health care policy.

On the topic of "America's Tough Choices—Health Care" the jury will conduct hearings with experts representing different points of view, followed by debate and deliberation and culminating in recommendations to the American public.

The first "Tough Choices" Citizens Jury met in January and the 24-citizen panel recommended tax hikes and spending cuts to reduce the federal deficit and provide universal health care. A new 24-member panel will be assembled for the health care jury. Both the jurors and their agenda will be announced in April.

"Health care was a leading priority for action by the first Tough Choices panel, and it will be the entire focus of the next Citizens Jury panel," explained Jefferson Center president Bob Meek. The Clinton Administration is expected to announce its health care proposal by May 1.



JEFFERSON CENTER
FOR NEW DEMOCRATIC PROCESSES

"I know of no safe depository of the ultimate powers of society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them, but to inform their discretion."

Thomas Jefferson, 1820

About the Jefferson Center

Headquartered in Minneapolis, the Jefferson Center is a non-partisan, non-profit political research and reform organization. Its purpose is to provide ordinary citizens a way to have a greater voice in public decisions which affect their lives. Founded in 1974 by Ned Crosby, political scientist and community activist, the center is governed by a board of directors and a citizen-oversight panel.

Star Tribune

Wednesday
November 21/1990

Survey of voters finds Citizen Jury worked

Associated Press

Organizers of the Minnesota Citizen Jury, which evaluated gubernatorial candidates during the 1990 campaign, declared the project a success Tuesday on the basis of a survey of people who reviewed the jury's reports.

Ned Crosby, president of the Minneapolis-based Jefferson Center, which conducted the project along with the League of Women Voters of Minnesota, said more than one in three voters who were provided with jury

reports found the information helpful in making their choice for governor.

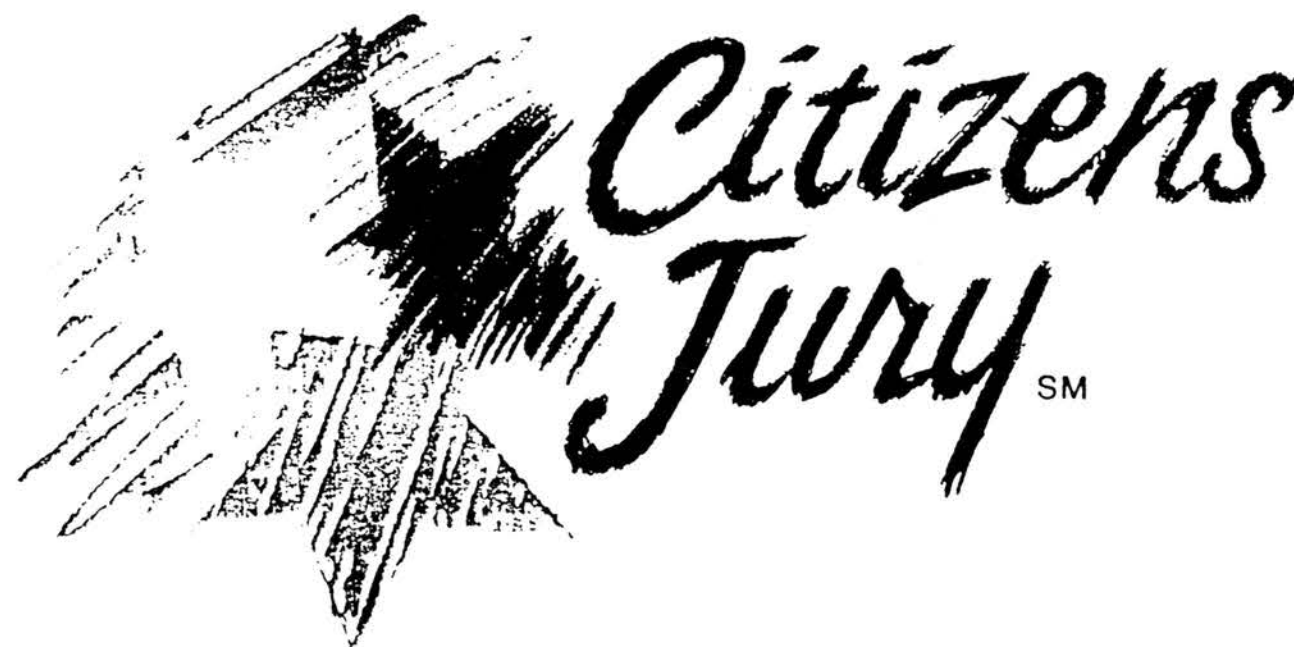
"We feel this is an indication that the process is a very strong one," Crosby said. The jury process was used for the first time in a major statewide race during the 1990 gubernatorial campaign.

Between Nov. 11 and Nov. 18 the Jefferson Center polled 450 eligible voters who had received Citizen Jury reports during the primary and general election campaigns.

Thirty-seven percent of the respondents said the reports helped them decide how to vote. 19 percent said they didn't help. 4 percent said they didn't know if the reports helped. 20 percent said they paid no attention and 20 percent did not respond.

Randomly selected eligible voters served on Citizen Jury panels for the primary and general elections. Six three-day hearings were held for the primary and one three-day hearing was held for the general election. The panels rated candidates on issues such as education and leadership.

There's a new name in political reform:



But if the details of their "tough choices" proposals are interesting (and well worth the attention of the Clinton administration), it is the process that I find exciting. These men and women were a microcosm of America, representing the whole range of class, age and regional imperatives that make fair budgeting so difficult. But when they undertook a responsibility that went beyond their individual group interests—when they informed themselves and tried to deal rationally with the national interest—they managed a surprising degree of consensus. There are lessons in that—including the obvious one that this Citizens Jury has done what the Founding Fathers intended the Congress to do."

William Raspberry
The Washington Post
January 23, 1993

"The American people have been stuck with a government that is neither representative nor knowledgeable—too many lobbyists, too many opinion polls and too much manipulation. The Tough Choices Citizens Jury panels offer a fresh start by creating a forum that is both representative and knowledgeable in a new institution that the people can trust."

Ned Crosby and Bob Meek
Op/Ed page
USA Today
January 7, 1993

"[The Citizens Jury] was a portrait of democracy the way democracy is supposed to be. The whole thing was put together by the Pennsylvania League of Women Voters and the Jefferson Center of Minneapolis, and a round of applause is in order for both organizations."

Editorial
The Philadelphia Inquirer
September 30, 1992

Is it reasonable to expect that the citizenry will rise up and demand that their representatives raise their taxes and cut their benefits? Maybe it is. Consider what happened in January when the Jefferson Center convened in Washington a "Citizens Jury" of 24 ordinary Americans, and asked them to fashion a federal budget. The jurors showed a grit that might astound many of their fellow citizens. When it was all over they had taxed themselves even more heavily than Clinton's current plan would, and paid for a national health-care plan in the process."

David R. Boldt
The Philadelphia Inquirer
February 21, 1993

"[The Citizens Jury] promises a new way for voters to become involved in a meaningful assessment of candidates for major office. And, in a political era dominated by negative ads, TV sound bites and dwindling voter registration, we need to build citizen involvement every way we can."

Editorial
Pittsburgh Post-Gazette
April 6, 1992

"We need to add something to the American political process that will install a more "deliberative" character to it. This is by no means an original thought. It's the whole idea behind the Citizens Juries that were used during the Senate race between Arlen Specter and Lynn Yeakel, which I thought were just great."

David R. Boldt
November 15, 1992
The Philadelphia Inquirer

"In Pennsylvania's hot Senate race, Minnesota's Jefferson Center put its evolving concept of a "citizen's jury" to a strenuous test, and proved that it can add valuable strength to the voice of the electorate."

Editorial
Minneapolis Star Tribune
November 1, 1992

"[Citizens Juries] offer the hope that campaigns don't forever have to be the unsatisfying, disillusioning exercises they have become."

Editorial
Minneapolis Star Tribune
November 1, 1992

The Citizens Jury project, co-sponsored by the Pennsylvania League of Women Voters, drew substantial media coverage, both print and electronic, with some newspapers running lengthy excerpts from the jurors' questioning of the candidates. Both of these projects showed how voters can assert their legitimate ownership of the campaign process—and not let it be controlled entirely by the candidates and their media consultants."

David S. Broder
The Washington Post
December 27, 1992

"Last week, 24 people from around the country, chosen to represent diverse points of view, met in Washington for four days to consider the federal government's fiscal plight—and again demonstrated the merit of the Jefferson Center approach."

Editorial
Minneapolis Star Tribune
January 18, 1993

"The Citizens Jury, organized by the non-profit Jefferson Center of Minneapolis, may offer President-elect Clinton and the new Congress the only informed, considered advice they are likely to receive from average Americans on the hard choices that lie ahead."

Martha Angle
Congressional Quarterly News Service
January 9, 1993



A project of the Jefferson Center

364 Century Plaza • 1111 Third Avenue South • Minneapolis, MN 55404
Phone (612) 333-5300 • Fax (612) 344-1766

CITIZENS JURYSM ON AN ELECTION

HOW IT WORKS

SCIENTIFIC SURVEY - a random telephone survey of the jurisdiction is conducted.

JURY SELECTION - citizens are randomly selected from the survey to create jury panels which represent a microcosm of the community in terms of demographics and political affiliations.

INTRODUCTORY DAY MEETING - jurors discuss the issues on which the candidates will be rated and the witnesses who will be called for the hearings.

HEARINGS - over several days, expert witness are called to address the key topics and discuss the issues with the jurors. Candidates are given the opportunity to appear before the jury to state their positions and respond to jurors' questions.

RESULTS - after final deliberations, the jury issues its findings, and rates each candidate on each of the three topics. The conclusions are announced to the public. No endorsement is made.

The Citizens JurySM is a registered service mark of the Jefferson Center. The process can be applied to questions of public policy or to rating candidates on issues in an election. Those interested in using the Citizens JurySM method should contact the Jefferson Center at the above address.



JEFFERSON CENTER
FOR NEW DEMOCRATIC PROCESSES

612-333-5300 Fax 612-344-1766
364 Century Plaza • 1111 Third Ave. So. • Minneapolis, MN 55404

Board of Directors: Ned Crosby, President • Laura A. Crosby • Mary Dietz • Hank Fischer • Peter A. Heegaard • Sally Howard • Jon Schroeder • Stephen B. Swartz
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The Jefferson Center for New Democratic Processes

The Jefferson Center is a non-profit, non-partisan political research, education and reform organization headquartered in Minneapolis. Founded in 1974, the Jefferson Center is the creator of the Citizens Jury[™] process, through which randomly-selected, representative panels of American adults meet for several days at a time to rate candidates on key issues and evaluate major policy decisions.

The Citizens Jury process has been hailed as a leading political reform by numerous journalists, including David Broder and William Raspberry of the Washington Post, Robert Suro of the New York Times, and Robert Jackson of the Los Angeles Times, and has been featured by USA Today, Newsday, the Philadelphia Inquirer, the Minneapolis Star-Tribune, the St. Paul Pioneer Press and the Des Moines Register.

ABC-TV and National Public Radio affiliates in Philadelphia and Pittsburgh provided special coverage of the state's 1992 U.S. Senatorial Citizens Jury panels, sponsored by the League of Women Voters of Pennsylvania. Citizens Jury projects have also been highlighted by C-SPAN, National Public Radio, CBS Radio and CBC Radio.

In 1992, the Center for Policy Alternatives in Washington, D.C. named the Citizens Jury process one of the leading reforms for "better democracy" in the nation. Kathleen Hall Jamieson, dean of the Annenberg School for Communication and author of Dirty Politics, has endorsed the Citizens Jury process and served on the advisory boards for the first two national Citizens Jury projects.

January 1993 saw the first national Citizens Jury, a 24-member panel which evaluated the "tough choices" in the federal budget. Advocates included liberal economics writer Bob Kuttner and 1992 Bush-Quayle co-chair Vin Weber. A new national panel will meet June 13-17 in Washington to evaluate health care reform. The League of Women Voters of New Jersey is sponsoring a statewide panel in their gubernatorial race this fall.

The Jefferson Center was founded by its chair, Ned Crosby, a community leader with a Ph.D. in political science from the University of Minnesota (his family was among the founders of General Mills). The president and CEO of the Jefferson Center is Bob Meek, a former vice president of Hill and Knowlton public relations and a political commentator for Minnesota Public Radio.

The Joyce Foundation

135 South LaSalle Street
Chicago, IL 60603-4886
Telephone 312•782•2464
Fax 312•782•4160

November 23, 1992

Mr. Ned Crosby
Executive Director
Jefferson Center
364 Century Plaza
1111 Third Avenue South
Minneapolis, MN 55404

Dear Ned:

We are pleased to inform you that the Joyce Foundation has approved a two-year grant of \$100,000 to the Jefferson Center for its Citizens Jury Process Project. The grant must be used to help support citizens juries in 1994 gubernatorial or U.S. Senate races in two midwestern states. The Jefferson Center will select the races in which the juries will be used, will locate organizations interested in sponsoring the citizens juries, will assist in fundraising, oversee jury selection, help get the candidates involved, supervise the hearings and assist in media dissemination. Joyce funds will be used to provide a challenge grant for the group which sponsors each citizens jury and to pay for Jefferson Center staff expenses.

We are making this grant with the understanding, based on your representation, that the Jefferson Center is a tax exempt organization of the type described in Section 501(c)(3) of the Internal Revenue Code and that it is not now and has not within the past five years been classified as a "private foundation," as that term is defined in Section 509(a) of the Code. By accepting, the Jefferson Center agrees that these funds will be used exclusively for exempt purposes as described in Section 501(c)(3) and will not be used to carry on propaganda, or otherwise attempting to influence legislation (except as permitted by Section 501), or to participate in any political campaign on behalf of any candidate for public office.

It is also understood that these grant funds will be used for such purposes substantially in accordance with the budget submitted with your proposal and that no substantial variance will be made without the Foundation's prior approval in writing.

A further condition of this award is that your organization agrees to supply copies of all program and financial reports that may be periodically issued (including audited financial statements); and, should the Joyce Foundation so request, the opportunity for the Foundation, at its own expense, to conduct an independent financial and/or programmatic audit of your organization's expenditure of the Joyce grant and implementation of your proposal.

Mr. Ned Crosby
Jefferson Center
November 23, 1992
Page Two

Reports on this grant will be required to be submitted on November 1, 1993 and November 1, 1994. Your reports should address the races you have selected and why you selected those races, the efforts to select a citizens jury, the issues identified by the jury as key, the media coverage, the selection and participation of sponsoring organizations, and the candidate involvement. You should also send us copies of the Citizens Jury Update and other pertinent publications issued by the Jefferson Center. In determining whether to recommend this grant, the news clips Virginia provided were very useful, and I ask that you continue to send citizens jury coverage to us. For your convenience, we have enclosed report forms that contain the information required in order for us properly to evaluate fulfillment of the terms of the grant and progress of your organization.

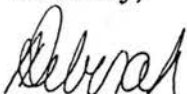
It is important that this reporting requirement be fulfilled. If problems are foreseen in providing these reports on a timely basis, please contact us so that changes can be arranged.

If this letter correctly sets forth your understanding of the terms and conditions of this grant, please indicate your organization's agreement to such terms by having the attached copy of this letter countersigned by an officer of your organization and returned as soon as possible in the enclosed self-addressed envelope. It is also understood that by countersigning this letter, the Jefferson Center confirms that its tax exempt ruling letter dated September 20, 1977 from the Internal Revenue Service has not been revoked or modified.

This grant is scheduled to be paid as follows: \$25,000 on December 31, 1992; and \$75,000 on November 30, 1993. Payment will be contingent upon prior receipt by the Foundation of the countersigned copy of this letter and, if applicable, prior fulfillment by your organization of any reporting requirements.

Ned, I want to thank you and Virginia for being so helpful, responsive, and accessible during this process. We're very excited about your work, and look forward to seeing citizens juries in the Midwest.

Sincerely,


Deborah Leff
President

DL/tc

Enclosures



CITIZENS JURY

1990 MINNESOTA GUBERNATORIAL ELECTION



The 1990 Minnesota Gubernatorial Citizens Jury is a first-in-the-nation program to have citizens play a leading role in a modern, statewide political campaign. The Citizens Jury will provide voters with more substantive avenues for choosing elected officials and deciding major policy issues. This chart provides an overview of the Citizens Jury process.

1. Statewide Opinion Survey. 750 Minnesota voters were polled in order to get a representative sample of the Minnesota electorate for six 12-member juries. The 72 jurors selected, balanced for party identification, geographic distribution, age, gender and education, represent a microcosm of Minnesota.

2. Introduction. Jurors are briefed on state issues and gubernatorial primary candidates. The jurors choose three key topics on which to rate the gubernatorial candidates.

3. Primary Election Regional Hearings. During the hearings, expert witnesses will be called to address key issues. Candidates will have the opportunity to appear before the jury and respond to issues raised during the hearings. The jurors will also be able to convey to the candidates what they would like to see covered during the rest of the campaign. At the end of the hearings, the jurors will issue their findings, rating the candidates on the topics the jurors have studied.

4. General Election Statewide Hearings. Eighteen jurors (three from each jury) will meet to review major points selected by the jurors and will query the candidates at the League of Women Voters of Minnesota sponsored televised debate. At the end of the hearings, the jurors will issue their findings.

Timeline for the Citizens Jury Project

Statewide Opinion Survey

May-June

Introduction

One-Day Meeting

Rochester Citizens Jury, June 30

Duluth Citizens Jury, July 7

3 Twin Cities Citizens Juries, July 14

St. Cloud Citizens Jury, July 14

Primary Election Regional Hearings

Three Days of Hearings

Rochester, August 14-16

Duluth, August 21-23

Twin Cities, August 28-30

St. Cloud, September 4-6

General Election Statewide Citizens Jury Hearings

Three Days of Hearings

Twin Cities, October

A Project of the League of Women Voters of Minnesota and the Jefferson Center.

530 Plymouth Building • 12 South 6th Street • Minneapolis, MN 55402 • (612) 333-5300

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PENNSYLVANIA CITIZENS JURY

A project of the League of Women Voters of Pennsylvania
222 Forster Street, Harrisburg, PA 17102 (717) 234-1576

The Pennsylvania Citizens Jury is sponsored by the state League of Women Voters to enable citizens to have a leading role defining the issues in the November, 1992 U.S. Senate campaign. The non-partisan Citizens Jury will provide voters with a straightforward evaluation of the candidates on the issues from the point of view of average people who have had the opportunity to study the issues and question the candidates.

Random Survey

A random telephone survey is taken which will result in two 18-member jury panels, one in Philadelphia and one in Pittsburgh. The panels will be representative of citizens in the respective half of the state in terms of age, race, gender, education, geographic locale, and party identification.

Introductory Day

Jurors will be briefed on issues facing the country and the Congress. Each panel will choose three issues on which to rate the Senatorial candidates.

Hearings

Expert witnesses will be called to address the key issues during three days of hearings by each jury. Jurors will question candidates on specific policy differences, and the candidates will have the opportunity to discuss the issues with the jurors.

Findings

On the third day, after the hearings have been concluded, the jurors will deliberate and issue a report on their findings. The jurors will rate the candidates on the issues studied. Their report will help voters assess the candidates on the basis of their positions on the issues. No endorsements will be made.

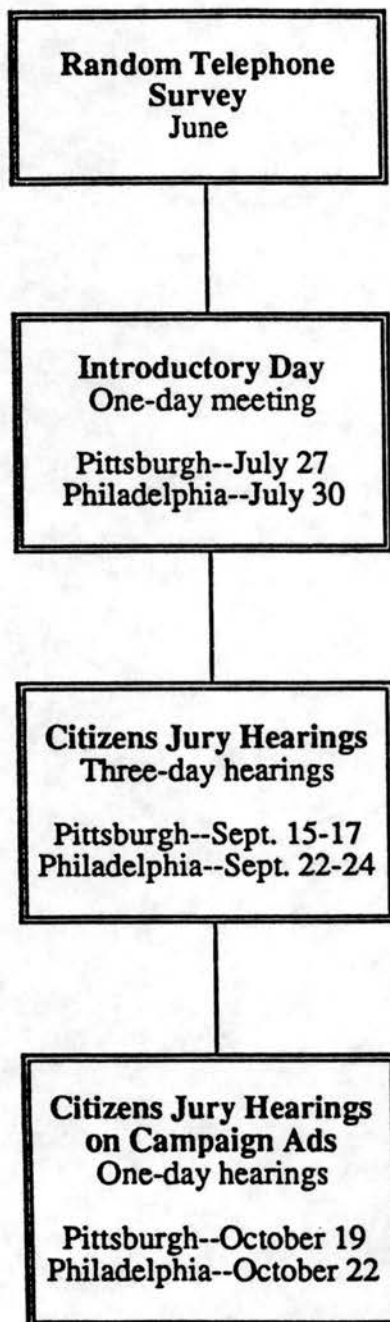
Campaign Ads

In October the juries will reconvene for one day to view and evaluate candidates' campaign ads.

For more information, contact Tam St. Claire in Philadelphia at 215-794-5475 or Susan Ruether in Pittsburgh at 412-941-3186.

May 1992

Citizens Jury Timeline





1993 New Jersey Gubernatorial Citizens Jurysm

New Brunswick, New Jersey • September 19 - 23

Project Overview

The New Jersey Citizens Jurysm project is sponsored by the state League of Women Voters Education Fund to enable citizens to have a leading role defining the issues in the November, 1993 Gubernatorial campaign. The non-partisan Citizens Jurysm will provide voters with a straightforward evaluation of the candidates on the issues from the point of view of average people who have had the opportunity to study the issues and question the candidates.

Random Survey

A random telephone survey will be taken which will result in a 24-member panel of New Jerseyans. The panel will be representative of the citizens in the state in terms of age, race, gender, education, geographic locale, and party identification.

Introductory Day

Jurors will be briefed on the job description of the office of the governor; further define the top three issues of concern to the citizens of New Jersey as surveyed by Eagleton Institute; and choose a panel of expert witnesses for those issues.

Hearings

Expert witnesses will be called to address the key issues during five days of hearings. Jurors will question candidates on specific policy differences, and the candidates will have an opportunity to discuss the issues with the jurors.

Findings

On the fifth day, after the hearings have been concluded, the jurors will deliberate and issue a report on their findings. The jurors will rate the candidates on the issues studied. Their report will help voters assess the candidates on the basis of their positions on the issues. No endorsement will be made.

Media coverage

The jury report will be widely disseminated to the public and the media. The findings of the panel will also be documented in a one-hour special program for cable and PBS stations in New Jersey.

Previous Citizens Juries

This is the fourth election Citizens Jurysm. Previous election juries have been held for the 1989 St. Paul, Minnesota Mayoral campaign, the 1990 Minnesota Gubernatorial race, and the 1992 Pennsylvania U.S. Senatorial campaign. Eleven issues juries have been held with the most recent national series of 1993 **America's Tough Choices** panels focusing on the economy and health care.

TIMELINE

Random telephone
survey
June

Introductory Day
New Brunswick
August 3

Hearing Days
New Brunswick
Sept. 19 - 23

- Sept. 19
- Study issue #1 with a panel of experts
Sept. 20
- Study issue #2 with a panel of experts
Sept. 21
- Study issue #3 with a panel of experts
Sept. 22
- Questioning the candidates on the three issues
Sept. 23
- Deliberations and rating the candidates on each of the three issues.
- Press Conference

Follow-up
Sept. - Oct.

TV documentary
Final report distribution
Juror interviews

David S. Broder

Voters Taking Back the Campaigns

*There's a hunger for
substantive politics.*

Center, a Minneapolis-based organization, and was centered in Pennsylvania. Called the Citizens Jury project, it assembled a pair of 18-member "juries," representative of the population mixes in Eastern and Western Pennsylvania, to cross-examine the rivals in the Senate race—Sen. Arlen Specter (R) and challenger Lynn Yeakel (D)—on their records and approaches to education, health care and the economy. Like real juries, the voters' panels rendered verdicts, for the most part favorable to Specter, and later in the campaign evaluated the candidates' ads as well.

The Citizens Jury project, co-sponsored by the Pennsylvania League of Women Voters, drew substantial me-

Many other newspapers—without the radical format redesign of Charlotte—solidified their coverage of issues and improved their service to readers through "ad-watch" boxes, truth-squadding the media campaigns and other devices. Radio and television also became more serious and substantive in everything from the superb campaign-trail reports on National Public Radio to MTV's "Rock the Vote" effort to bring the election to young people and young people to the ballot box.



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