



League of Women Voters of Minnesota Records

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Please Return
Mrs. Sazewski

State Organization Committee Meetings
May 25, 1955

Present: Watson, Williams, Schroeder, Duncan, Popp, Rollwagen, Buzzell, Young, Hiller, Anderson, Newstrom, Guthrie, Beirne, Wilson, Horner, Engstrom, Buttz, Simonson, McDonald, Humphries, Sheppers, DuShane, Hill, Hoesly, Robertson, Grossman, Szenski.

Mrs. Anderson opened the meeting introducing Mrs. Errol Horner who took over the meeting.

Mrs. Horner first discussed the state Board's responsibility for the organization and growth of local Leagues and how the state Organization Committee functioned for the Board in this responsibility.

The state Organization Committee must build up good relationship between the local and state Boards, help the local Boards to analyze their problems

**KINDS OF ORGANIZATION
SERVICE**

First responsibility is to existing Leagues. Next is toward development of new Leagues - such development based on population, political effectiveness,

desire for a League.

The state Board has agreed on this statement - that there will be no attempt to start a League in a community with a population of less than 5,000.

We discussed Minnesota's situation: 29 Leagues of a membership under 40, more than any other state in the union.

SMALL LEAGUES

Some discussion was had on methods of developing larger Leagues in Minnesota under the present pattern of organization through bringing in rural members of the area. Rochester cited their work with women of the Farm Bureau and Alexandria cited their success with non-city members. There was also discussion of a method of developing a League outside the present pattern of organization as an experiment. Some way to organize rural-urban organizations was necessary to avoid a further cleavage in an already divided community. We would not want to start a League which did not have a balanced membership.

**RECOGNITION STANDARDS
Board.**

Adopted by the membership at national convention in 1946 - these are not rules made by the national

**WHAT AN ORGANIZATION MEM-
BER NEEDS TO DO HER JOB**

activities in other Leagues, Publication list.

Information on that League: by-laws, how they measure up to recognition standards, recent correspondence and minutes. Local League Handbook, some ideas of

**FIELD VISIT TO AN EXISTING
LEAGUE**

The most important thing is to sit down with the Board. Remember to temper your suggestions according to the League, "Don't pitch the whole load".

**WHAT TO TALK ABOUT WITH
AN EXISTING LEAGUE**

I. MEMBERSHIP will always be brought up. Use How to Get and Keep New Members.

a. Discuss with the League whether they have a representative cross-section of their community. Encourage them to do a Community Analysis (see Local League Handbook) to ^{know} where they are not reaching members.

b. Discuss Membership orientation. Tell them the new method of orienting: that of getting together a group of new members for an informal coffee party. Point out that this will make the member feel a part of the bigger organization not just a part of her unit. Other orientation may be done during the year when it can be meaningfully applied.

Discuss

c. /Placing the member: the necessity of getting someone to take them to the unit meetings, the need for a careful evaluation of when the member is ready to be busy.

II. PROGRAM. Discuss the program as a tool in carrying out the League purpose, emphasize that the program alone is not the League's purpose.

Help the Board to set up a tentative calendar for program work during the year. Important to keep the calendar flexible.

Local Program item should have come from the local survey. Take the Board through program-making process from survey to item: survey, suggestions, annual meeting, collecting facts, dissemination information to members and community, taking a position, action. Discuss criteria of a local Agenda item.

Stress the importance of going to convention to be part of the program-making process.

Discuss whether once-a-month meetings are sufficient to do the job. See whether they are interested in the pattern of two unit meetings one month, one unit and one general membership meeting the next month

a. Publications: use and distribution. Use state and national publication lists. (Bring back to state Board the local League's reaction to these publications.).

Discuss with them the possibility of using publications for more than the purpose of study. Careful thought and planning can make publications useful in building membership and contributor lists.

Discuss use of national and state Voters in discussion meetings.

Discuss the distribution of publications to the community. Do they use the library, schools, service clubs? Stress importance of coordination on use of publications so that they are useful in many ways.

III. PUBLIC RELATIONS. Do they have a Public Relations Committee or are they still thinking in terms of publicity. ~~Set up a~~ Has the Public Relations Chairman thought of the idea of a file on other organizations and their programs or program needs. Have they thought of a speakers' bureau?

IV. UNITS (Tool: Unit Organization and 3 others on Unit Meetings). Remember the size of Leagues which you are helping - determine when they are ready for unit organization. Encourage them to use discussion, rather than "presenting the paper", even though they are not ready for units.

a. Agreement on League Program

Discuss here the importance of the general membership meetings for the purpose of getting "cross-thinking or cross-fertilization" of units. Discuss difficulty of adding up unit thinking (2 for and 3 against) to reach an answer and the necessity of this cross-fertilization for purposes of reaching a League-wide decision. Getting League "agreement" will be a problem you will meet in most Leagues.

(Realize the importance of the social side of unit meetings - some groups have to have coffee and cake or no one comes. There is no rule for such things and we must recognize the need for social activity of our members.)

Stress the importance of the state and national Boards knowing what League agreement there is.

You will undoubtedly be asked about how you find out League agreement. Some tips: Agreement is reached after discussion and exchange of opinions. If you have a vote, which is not always necessary to know agreement, you need not be worried about having only part of your membership participating. Compare this to government, where consent is given by only about 50% of people. Discourage polling, that is having the members polled without the benefit of discussion or exchange of opinions.

Discuss idea of a Unit Report Form:

- I. Attendance (name, phone, address of guests)
- II. Discussion Leader of this meeting
Resource Person " " "
Resource Person for next meeting.
- III. Summary of discussion. Including agreements of disagreements.
- IV. Time & place of next unit meeting
- V. General comments for the Board

This Form can be set up in such a way that it can be cut apart and given to the following chairmen: I-Membership; II-III - Resource; IV - Bulletin; V - Unit Organization.

b. Time for Action Helps. Show them that Action goes beyond just writing a letter signed by the president for the local papers. Encourage them to see how many members of the Board can help 1) membership chairman by arousing membership action 2) Public Relations Chairman by getting an editorial in the paper 3) Resource Chairman and others by reaching beyond membership.

Help them to start thinking of action when the program is adopted.

V. VOTERS SERVICE. Here the local League will probably need little help. You can help by seeing that V.S. is not just a frantic effort immediately before election. Encourage them to think of V.S. as a year-round job.

You might make the distinction between voters service and program action and the need for separating the two. Voters Service is an information giving service; program builds public opinion for a League position.

VI. FINANCE. Have to do the other things before you can go a good finance job. Start with the budget and show them how to make a good budget. You will have to point out the many things they can do if they have more money.

Membership contributions should not be pressured.

Encourage them to think of finance as a year-round job of building contribution lists and cultivating contributors.

VII. NATIONAL AND STATE VOTER. Try to stimulate their interest in giving this more use.

VIII. NOMINATING COMMITTEE. Have them read the publication on this. Explain rule of nonpartisanship.

IX. BY-LAWS. Check these before you go. First three articles must conform. Use Explanation of Local League By-laws in pointing out the good things about the model by-laws.

X. RECOGNITION STANDARDS. Remind them that these standards are minimum and tell how they are obtained.

in
XII. Remember that you cannot do all this/one visit. Your emphasis will go in different directions depending on the League.

At the end of the meeting you should be able to make some recommendations as to what they might do.

We should all know what the policies are so that we all say the same things. If you don't know, don't hesitate to say so and tell them to write the state Board.

ORGANIZING NEW LEAGUES

See publication.

Ex 200

LEAGUE OF WOMEN VOTERS OF MINNESOTA

84 SOUTH TENTH STREET, ROOM 406

MINNEAPOLIS 3, MINNESOTA

Atlantic 0941

August 15, 1955

To: President, League of Women Voters of _____
From: Mrs. John Grindlay and Mrs. O. H. Anderson, Organization Chairmen

The cool breezes of the past week have inspired your Organization Chairmen to think again of how best the state League can serve you, the local Leagues. Past experience has borne out our sincere conviction that having a visitor who can listen with sympathy and appreciation to your problems and achievements and bring you the experiences, trials and triumphs of other Leagues like your own is one of the most helpful services we can offer you.

The members of your state Board and Organization Committee are League members who have had varied and extensive training and who are anxious to be of real help to you, our local Leagues who are the very heart of our organization. If we know any technique which has been helpful to a League, we want to pass it on to you; if you have done an outstanding job in some field of League work, we want to know about it and pass that good idea on to some other League. Your failures are ours, just as your triumphs are applauded by us all.

The visitor whom we have asked to visit your League is _____. She would like to have you arrange for her meeting with the members of your Board at an early date; she will contact you as to the details.

To further help us all in doing a better League job this year, we are to enjoy the expert help of Mrs. Errol Horner, national staff member, who will work with our Leagues during September and March. On September 13 and 27, she will conduct all-day workshops for Board members. The schedule will be:

September 13 - 10 -	12:30	Membership	Minneapolis YWCA, 12th & Nicollet
1:30 - 4:00		Program	Y Teen Room
September 27 - 10 -	12:30	Finance	Minneapolis YWCA, 12th & Nicollet
1:30 - 4:00		Public & Relations	Solarium

We hope that your Board members holding the portfolios covered by these meetings will make a special effort to attend.

Leagues having special visits with Mrs. Horner will hear directly from us.

1958

Present: Beirne, Williams, Simonson, Grindley; Guthrie, Duncan, Wilson, Anderson, Horner.

RECOMMENDATIONS:

On Cost

conferences should be scheduled on Mondays or Fridays to allow a full week for work
Same geographical areas should be scheduled at the same time

Workshops

workshops should be set up on an area basis rather than in the Twin Cities
one could be South, as Owatonna; North could be Brainerd etc.

SPECIFIC LEAGUES VISITED:

Willmar

Fine selection of place; good committee set up for planning; may have several meetings before time is judged ripe and right for the pre-org. meeting; there might also be 2 or 3 pre- organizations before the committee and organizers felt the group had jelled sufficiently to start a provisional league. We set no deadlines to meet. The quality rather than the quantity of representation is most important. There must be people ready to take the time and responsibility before there can be a league.

Planning committee is to make lists of contacts and organizations to whom they will speak; try to get rural women around Willmar; mention Town and County Surveys as possible areas of work.

Worthington

Problems here are: an uninformed president, bad By-Laws, Board training badly needed, too rigid scheduling of program to the extent of proudly publishing a yearbook type of program and rigidly keeping to it.

the state schedule is only sent for the purpose of Board planning and is not intended for member guidance; the Board interprets and adjusts the program timing to local league and to local conditions. Too rigid scheduling has made of league little study groups instead of what they should be.

Worthington needs a very experienced person.

Jackson

no problems here; good people with an understanding of league.

Alexandria

needs no special attention from State; they seemed to get many good ideas from this Board Institute; seemed to be doing a good job on Public relations.

Flagus Falls

a spirit of defeatism prevailed; need complete reorganization., under Mrs. Williams, on a 6 month basis.

Moorhead

a very bright picture prevails here.

Brainerd

very nice president in Mrs. Erickson who has good attitude.
program chairman in Miss Darling who fosters pupil-teacher relationship.
Crosby unit gets no ~~mat~~ training, only material, from Brainerd Board--may get into difficulties.
Big need in larger membership.
Have Gertrude Wallinder check with them on Indiv. Liberties item;
Some Board training meetings ought to be held with the membership so that they will know what to expect of a Board.

New Ulm

Do membership meeting instead

There is no real will to have a league here; poor turnout of Board members for the meeting(only 2 Board members), have 1 Director and she has no job; are run completely by the older Mrs. Gareis; president is school teacher who really doesn't function. We must ask for a meeting with the whole Board and ask them what they want--either go on a Reorganization basis with definite accomplishments to be fulfilled in a specified time- or agree to disband. They are the same as they were 5 years ago. We cannot afford the time and expense in money and personnel to further service such an unwilling and unresponsive league. We can only hope that they will decide to function as a League or peacefully agree to become some sort of civic group.

North St. Paul and White Bear Township

Good group, particularly the Township. Seemed to feel that they received many ideas on membership and Finance, both needed areas of improvement.

Wells

Much mutual benefit from meeting of Wells(8), Austin(8) and 3 from New Richland. They were all full of gripes directed at both State and National which they felt were all explained and answered by Mrs. Horner, so meeting was useful if for no other accomplishment, although good discussion was had on Membership and Local Agenda.

Plans for March

Area Conferences might deal with help on Annual meetings
previous to March, send out some help on Budget building and local current agenda

Follow up in leagues on Reorganization status

Willmar

Have Conference on Metropolitan Area Problems, including all County council members and Metropolitan Finance and Public Relations Committee members.

Have a meeting to discuss and consider the levels of organization--the community as the basis for organization.

Think ahead to plans for March in the City- County area.

Have Mrs. Sazenzki do briefing for league visits.

Consider Waseca and New Richland as possibilities for reorganization to a County League.

Members present were Anderson, Beirne, Humphries, Hofcraffer, Frideen, DuShane, Carlson Sazenski and Williams

Mrs. Anderson reviewed the Area Conferences in October (see sheet attached)

Mrs. Horner will be in Minnesota from March 25 to April 19.

Mrs. Horner suggested two northern and two southern conferences.

Something should be done for Duluth. They made their finance quota or close to it, but would like help on how to get member contributions. Possibly a board training day for Duluth. They need added members as their membership is down.

The Area Conferences could be training sessions for new officers either already elected or selected by the nominating committee. Also train president to conduct her own board training session for those members not included in the area conferences.

Possible hostess Leagues - Park Rapids, Cass Lake, Bemidji
Duluth with Virginia and Hibbing
Owatonna
Tracy
Metropolitan - St. Paul
(any League can come to Metropolitan if more convenient)

Individual visits suggested for Mrs. Horner - West St. Paul, Minnetonka Village, Hutchinson-McLeod, Red Wing, Afton-Lakeland with Birchwood and Mahtomedi. Also she should visit county councils.

Also a meeting for the larger suburban Leagues would be very helpful as their problems are quite similar. Included would be Roseville, Edina, St. Louis Park, White Bear Township, Bloomington, Richfield and Golden Valley.

Mrs. Anderson reported on possible new Leagues - Mounds View Township is quite determined to have a League. We had a League in Spring Lake Park, died in 1952. MVT has a planning committee of 12 and will have their next meeting January 30th.

Again emphasized was the standards for new Leagues - minimum of 50 prospective members and must show room for growth, as they would quickly use up membership if started with less than 50.

Questions raised by committee members (no solutions found):

What is solution for too small Leagues? A lot of them do not do a finance job that is adequate. Voters service work is well done, however this could be done as citizens.

What do we do with Leagues that do not accept help that is offered by state officers?

How are we going to strengthen small leagues? Could Battle Lake join with Fergus Falls? Only thing they couldn't do then is local work.

We are stronger than we were 5 years ago, with more larger Leagues. However some people are afraid to join the League, afraid to have anything to do with politics.

We have also received a letter from Canon Falls asking for help in organizing a league there - have 25 people interested in League. The meeting will be held on January 28th. Mrs. Du Shane will attend their meeting on January 28th and tell them what is required to become a League.

MINUTES of the STATE ORGANIZATION COMMITTEE MEETING
April 16, 1957, at the home of Mrs. Sazenski of Minneapolis

The meeting was called to order by Mrs. O. H. Anderson, chairman. Present were the following members of the committee:

Mrs. Buttz of Alexandria	Mrs. Marotta, St. Louis Park
Mrs. Carlson, Granite Falls	Mrs. Neumaier, Hibbing
Mrs. DuShane, Rochester	Mrs. Sazenski, Minneapolis
Mrs. Fredin, Duluth	Mrs. Young, Hibbing (State President and
Mrs. Hocraffer, Roseville	planning to be on Organization Committee)

Also present were Mrs. Horner, of the national staff and Mrs. Wilson and Mrs. Williams of the state staff.

Materials on hand were:

- A Murphy Bag with publications arranged per portfolio for a local League,
- A supply of "Basic Publications Needed by a Local League Board",
- A supply of "General Information for State Organization Committee", including
"Materials Helpful to State Organization Committee", "Report of Visit" forms,
"Voucher" forms,
- A supply of all materials needed by the Organization Committee members.

After introductions were made, Mrs. Anderson discussed with the group the material included in the sheets, "General Information for State Organization Committee." She emphasized the following points:

The most important trait of an Organization Committee member is to help people to have confidence in themselves, to feel able to do the job.

It would be good for Organization Committee members as well as a local League Board to go through the recognition standards and by-laws and handbooks once a year.

When state Board portfolio chairmen go to visit a League to help them on a special problem, they should clear with the office and they should have briefings from the office on that League, else the state budget could be wrecked.

Though the state Board has set 5,000 or more as the population of towns in which we will consider starting a League, the Organization Committee can consider exceptions to this rule and recommend them to the Board.

You will always have to interpret to a local League that the state Board and state Committees are not "they" but "we".

A special problem was discussed - that of how to work around a weak president. One bit of preventive advice, as far as new Leagues are concerned, is to try not to organize so fast that a poor, weak choice is made.

The question of explaining "rigidity" of League rules was discussed. If we explain our few rigid rules (1st 3 articles of model by-laws; non-partisanship etc.) by giving the reasons behind them, they will be more gracefully accepted. If we explain that the "rigidity" is most important during the provisional or learning period it will be more readily understood. By contrast we can point out all the ways in which a League may use imagination, creative thinking and individual ideas.

Members need a lift, sometimes, even more than the Board, and if this is the case, a visitor should talk to membership and perhaps committees, to promote more membership participation.

In writing your initial letter, asking to be invited, tell them you want to know of their successes, to share them with other Leagues, as well as their problems, to see if you can help work them out.

Wording of agendas needs more understanding. Every agenda implies action sometime. Council meeting time is time for deciding on consensus on state program.

Reaction of pre-provisional League of Robbinsdale to area meeting was confusion and discouragement. Perhaps if they put it on ice, it will be seen to be applicable later. Tell them its like making a dress by a pattern -- if you read it all

first, you are confused; if you read one step, and do one step, the next step is easy and logical.

We feel great concern over tiny Leagues, how to help them function. They need help on how to do a minimum acceptable job.

Virginia and West St. Paul are excellent new Leagues.

Cannon Falls, a town of 1600, in Goodhue County, requested excitedly a League, but have not heard from them since visitor briefed them on League requirements. We see no potential for growth there, and wonder if they might become a unit of Red Wing, in the same county.

The county councils need continuing advice.

Mrs. Anderson then asked Mrs. Horner, who has been on loan to us from the national LWV office for the past two years, on a shared-staff basis, to give us her evaluation of the League organization in Minnesota. She reported:

Minnesota has had outstanding success in area meetings. The attendance is good.

35 out of 55 Leagues were reached this trip. The pattern of the suburban Leagues meeting was excellent. (General remarks in A.M.; at 10:30, divided 10 Leagues into portfolio groups to meet with state Board person in charge of each portfolio; informal lunch; at 1:30 all meet together to hear reporters at each portfolio meeting and for unanswered questions to be asked of each other and of the leaders). It is sometimes better to have 3 or more Leagues meet to discuss problems, than for visitor to help each League separately.

Individual growth of leaders in Minnesota is noticeable.

Increased use of committees on state level is good.

Some Leagues need direct individual visiting. Could use pattern we used in Red Wing this year -- an all day meeting at a home, with meetings with board, 2 sets of prospective and/or jaded members, with committees scheduled through the day. Austin and Bemidji, possibly others, would benefit from this. Also, Worthington would benefit from this kind of help since they don't attend area meetings. May need to stay over night to do good job.

Some tiny Leagues we see little hope for. Tracy - only hope is county, for they are doing nothing now. Granite Falls and Jackson are doing League work, but best way of growing in influence is to spread into county, do county survey etc.

Don't drop provisionals as soon as recognized. They still need several visits.

County Councils: Need continual help. Ramsey doing well. Hennepin so large and so diverse, they need advice and communication and orientation. St. Louis County Council must be organized now that there are 3 Leagues in county, and survey is so far advanced by Duluth League, else unevenness of interest and knowledge will be great handicap. Washington County Council just organized, & seems to be off to good start. What about Anoka County Council?

The responsibility of Organization Committee is to propose a plan for the Organization Chairman to present to state Board for acceptance or revision. Consider woman power and money in deciding balance between individual visits and area meetings.

Recommendations:

Continue area meetings. Suburban Leagues meeting a good model to follow. Try two types next year: 1) Have state Board resource people and unit organization people work together to present a program on national Continuing Responsibilities (or other national Items I or II) as if it were being done for a local League unit discussion leaders training session, with presentation of material, training session, and sample unit meeting. 2) Have second set of area meetings in spring on taking program (local, state, national) to the public, to be planned by Voters Service, Publications, Public Relations and Finance Chairman on state Board.

Face up to the problem of tiniest, weakest Leagues. Can't continue as we have. Help certain Leagues with individual visits, following pattern of Red Wing plan. Help certain Leagues with special emphasis on membership and orientation, that is, meet with membership and committees, perhaps more than the board. Don't neglect your provisionals. Carefully plan for your new Leagues.

SUGGESTED PLAN for 1957-58 YEAR

A GROUP	B GROUP	C GROUP	D GROUP
Battle Lake	New Ulm	Austin	Afton-Lakeland
Buffalo	North St. Paul	Bemidji	Alexandria
Circle Pines	St. Cloud	Fergus Falls	Anoka
Columbia Heights	South St. Paul	(Battle Lake)	Arden Hills
Falcon Heights	Waseca	Owatonna	Birchwood
Kasson	Wells	Worthington	Bloomington
New Prague			Brainerd
New Richland			Cass Lake
Olivia			Deephaven
Park Rapids			Duluth
Tracy			Edina
			Excelsior
			Golden Valley
			Granite Falls
			Hibbing
			Hopkins
			Jackson
			Mahtomedi
			Minneapolis
			Mound
			Red Wing
			Richfield
			Rochester
			Roseville
			St. Louis Park
			St. Paul
			Wayzata
			White Bear
	F GROUP		
E GROUP	Brooklyn Center		
	Cloquet		
Crystal	Crookston		
McLeod-Hutchinson	East Grand Forks		
Minnetonka	Grand Rapids		
Moorhead	Marshall		
Robbinsdale	New Hope		
Virginia	St. Anthony		
West St. Paul	Taconite villages		

A GROUP PROCEDURE -- These Leagues should decide, with state Board help, whether to continue or disband. After new state Board is in office, a letter, tactfully composed, should be sent to each League, with a questionnaire to be answered. Ask that answers be the result of membership discussion. Questions should be based on recognition standards, or else should be the recognition standards, with covering letter explaining. Tell them that on the basis of answers the state board, considering each situation on its own merits, will act on the future of that League. "We are awaiting your reply." A second letter should be sent in fall, saying, "A visitor is coming to discuss with you your League status." Result: some Leagues will elect to retire, others will take advice seriously to do a better job, some may become units of neighboring League. Committee must be prepared to help tiny Leagues do acceptable minimum job.

B GROUP PROCEDURE -- These Leagues will continue without a doubt, but they need individual help, especially on membership and membership participation, need encouragement.

C GROUP PROCEDURE -- These are good size Leagues that should be larger and/or better. Some are set in their ways, have developed bad habits, don't attend area meetings, or are only lately improving and need help. Suggest type of meeting used in Red Wing.

D GROUP PROCEDURE -- Use area meetings, in fall on taking national program to membership, and in spring on taking subject matter to the public. Do pilot project in metropolitan area first, then go out into state.

E GROUP PROCEDURE -- This group of new or reorganized Leagues need several visits a year after recognition, and if still provisional, a visitor at every board and committee meeting.

F GROUP PROCEDURE -- Plan new League expansion carefully, balancing woman power and funds available, and metropolitan and out-state areas, and considering legislative districts.

Mrs. Horner's Report of Her Field Trip in Minnesota
March 25 - April 21, 1957

Orig. Com. Mtg.
F2D3B3
(Comm.)

AREA MEETINGS

- St. Paul - March 27 - 19 Leagues represented with good attendance from most Leagues. Only one from St. Paul (in the afternoon only) and 3 from Minneapolis. Discussion focused on board organization, committees and committee tools and nonpartisanship.
- Duluth - March 29 - (Mrs. Fredin present) Hibbing, Virginia, Duluth present. 21 in all. Good discussion on entire agenda. Concentration ~~on~~ on explanation of county council which must be organized as soon as possible. Duluth, with Hibbing's consent, doing an excellent Know Your County and will surely want to work on county matters some day. With Virginia recognized and with difference in thinking between Duluth and Hibbing a Council imperative.
- Owatonna - Redwing, Wells, Rochester, Austin, Waseca and Owatonna present. 27 in all. Mrs. DuShane there. Good participation in entire agenda. Wells and Owatonna disturbed because they have had members who have not received National or State Voter for a year or more, though they have sent in names to state. During lunch much conversation about proposed state program; wanting to send a statement from group. I urged any League who wished to send further direction to State in second program round.
- Tracy - Mrs. Carlson attended. Tracy, Jackson, Granite Falls represented. Tracy served wonderful lunch. Changed emphasis here a little though we covered agenda. Tried to encourage membership growth - show how to do a good League planning job with less than 17 board members. All small population towns with much difficulty on Local Current Agenda. Discussed desirability of each doing a KY County, then possibly members in County and later a County Current Agenda. Tracy 17 members, 7 on Board, Granite Falls 27 members, 8 on Board, Jackson 20 members, 10 on board.
- Park Rapids - Mrs. Buttz did not come. Park Rapids, Bemidji, Moorhead, Brainerd present. All far below potential membership. Park Rapids hold no board meetings, but whole group meet each month. Mrs. Darling (Brainerd) and Bristol (Moorhead) most helpful in discussion. Moorhead membership dropped to 30 and board at December meeting decided that, instead of being frustrated because they could not carry out all suggestions they would do what they could (suggest visit here soon). Brainerd seems to have improved greatly. They asked for a good unit report form.
- Summary - These conferences were all good. Better board organization and use of necessary tools should result. Sheets prepared by state office after St. Paul meeting showing board and committee tools excellent. In several instances there were problems in interpreting non-partisanship at local level.
- Local Leagues Visited
- Duluth - Annual meeting. Good attendance, good board presentation of budget and program, but no discussion from members - too bad. Mrs. Welch seems excellent League leader. Had arranged to have Legislative Chairman report on status of Constitutional Convention with 25 letters written during lunch - which Mrs. Welch mailed. This is a fine League.

Field Trip - 1957, March and April

Austin - Adopted new by-laws (standard) but seem to be following same old pattern with unit chairman on board. Discussed proper techniques for keeping unit chairman informed of board plans without attending board meetings. Board organization is weak, but largest membership they have ever had and influential in community.

West St. Paul - One of the best provisional League boards I have seen. Went over steps needed for recognition, and to get started as recognized local League. Mrs. Humphries has done swell job here.

Red Wing - Arrived 8:30 a.m. - from 9 to 12:30 conferences with several board members on membership, finance, reaching community. At 1:30 one group of inactive and potential members came in for League talk. At 3:30 another group came, with most of first group remaining, til 5 p.m. The idea was to inspire member participation and get new members. An old League, good President, and a fine vice president who will be next president. Open to suggestions and working for new members and leaders.

Bemidji - This is an old League with ingrained bad habits. Eleven elected directors plus officers on Board, unit chairmen attend board meetings, but board members attend only when they have a responsibility. Unit 2 has 26 members, other 4 units have small membership; total membership, 70. Miss Shimmin, at conference in Park Rapids, said she understood better how to get her board set up and working. I hope there will be follow up here.

Excelsior - Annual Meeting. Beautifully planned dinner and annual meeting. Board presented budget and program well, but little participation from floor. Program adopted was on Civil Defense - and they do have a City Ordinance on Civil Defense. Fine attendance, members and guests. My talk was on the importance of the League - prestige of League as a whole, etc. inspiring more member participation. Twelve new members joined. Mrs. Schmidt, new president, did fine voters service job.

Minnetonka Village - attended by about 50 members. Adviser, Mrs. Hocraffer, took me. President, Mrs. Johansen, very fine. Two hours of League orientation and questions. A good meeting.

Hutchinson-McLeod - Since Anderson and Williams were there-no report, except to say that unless Mrs. Duncan or someone else can step in at once to help new president organize the new board and orient and integrate the 30 new members, all we have invested in time and money will be lost.

Large Suburban League Conference -

This was an excellent group of leaders. Agenda very well planned. State board members did fine job in buzz sessions. The discussion on Local Current Agenda good & showed that continuous help needed here. Concern about local interpretation of non-partisanship. Very constructive discussion on committees. Age level of group very exciting.

County Councils - no report since Anderson attended.

Organization Committee Meeting - most promising organization committee I've seen in Minnesota. Think the tentative plans for future organization work good. Hope as Grace Wilson travels in field she can train new volunteers.

Mrs. Horner's field trip - March and April, 1957

New Board training - I was impressed with the new board members, their League understanding, and their responsiveness to state board training.

Final Re-cap - I liked the tentative plans for two series of area meetings. The first geared to workshops on National Program, resource committee, briefing meeting, and demonstration unit meeting. The second - taking League to community with emphasis on community action on Program (all levels), voters service, publications, public relations and finance to make it possible! Also like the projected plans for Grace's field work. I'd like to see President visit as many Leagues as possible - more state board getting acquainted with members - not just board.

It's been a thrilling experience to work with you all and I am grateful for it.

LEAGUE OF WOMEN VOTERS OF MINNESOTA

15th and Washington Avenue S.E. Minneapolis 14, Minnesota

Federal 8-8791

August 1, 1957

Memo: To local League Presidents
From: Mrs. O. H. Anderson, President, and Mrs. Kenneth Sigford, Conference Chmn.
RE: Area Conferences on Taking National Program to League Members

Do you remember.....that we have been requested to reach consensus on our national Item I, Individual Liberties, by November? By this date all 1000 plus local Leagues in the country have been reminded by national to decide in what ways they want the federal loyalty program modified, so that by next national convention some decision may be made by League members in the field of legislative action.

To aid our local Leagues in this effort, the state Board has now completed plans for the series of area conferences that were forecast in the State Board Report. The purpose of the conferences is to give you help in taking League program to the member. We are giving you the details of all conferences so that if you cannot attend the one nearest you, perhaps you can go to another one. The meetings will all start at 9:30 and adjourn at 3.

The subjects considered will be national Item I, Liberty and Security, and the first five international Continuing Responsibilities. The emphasis will be on techniques - briefing, discussing, consensus - in other words, suggestions of ways to have successful unit meetings.

We think it would be valuable for you to send to this conference your Item I Chairman, your national Continuing Responsibilities Chairman, your Unit Organization Chairman, your Publications Chairman, your Bulletin Editor. If you have no Unit Organization Chairman, or if for any other reason you think it would be helpful, you are welcome to send your Unit Chairmen, also. And you, Madam President, are cordially invited to attend.

It would be very helpful to each person who attends to prepare herself ahead of time by reading Just Suppose You Were in the Other Fellow's Shoes (national publication #245), Liberty and Security (national publication #239) and the July 1957 national Voter.

CALENDAR OF AREA CONFERENCES

September 11, Wednesday, Metropolitan Area Conference, for Leagues with three or less units, and for new Leagues.

Where? Robbinsdale, City Hall upstairs, 4145 Hubbard, 1 block south of Broadway.

Lunch? Bring a bag lunch, and Robbinsdale League will serve coffee and dessert for a small charge.

Reply to state office by September 4th the approximate number attending from your League.

WHO?



Afton-Lakeland, Arden Hills, Birchwood, Buffalo, Circle Pines, Columbia Heights, Crystal, Deephaven, Excelsior, Falcon Heights, Mahtomedi, Minnetonka Village, Mound, North St. Paul, Robbinsdale, St. Anthony, West St. Paul

September 18, Wednesday, Northeast Area Conference

Where? Hibbing, in Public Library, 2100 5th Avenue East
Lunch? We will adjourn for lunch at the Androy Hotel. Reservations not necessary.
Who? Bemidji, Brainerd, Cass Lake, Duluth, Hibbing, Virginia

September 18, Wednesday, Southeast Area Conference

Where? Rochester, in Rochester Room at Miracle Mile, on 3rd floor, enter at rear door. Junction of U. S. Highway 14 and 52.
Lunch? We can buy lunch for 75¢ Reply to state office the approximate number attending from your League by September 11.
Who? Austin, Kasson, New Richland, Owatonna, Red Wing, Rochester, Waseca, Wells.

September 18, Wednesday, Southwest Area Conference

Where? New Ulm, at Eibner's Cafe, on the main street of town.
Lunch? We can buy lunch at the cafe, no reservations necessary.
Who? Granite Falls, Jackson, McLeod-Hutchinson, New Ulm, Olivia, Worthington.

September 25, Wednesday, Northwest Area Conference

Where? Alexandria, at Golf Club, 2 miles north of town on Hwy 29
Lunch? Lunch served at Club for about \$1.00. Reply to state office the approximate number attending from your League by September 18.
Who? Alexandria, Battle Lake, Fergus Falls, Moorhead, Park Rapids, St. Cloud.

October 9, Wednesday, Metropolitan Area Conference for large Leagues

Where? St. Paul, Macalester College, 1600 Grand Avenue, in the Union, Room 107.
Lunch? Lunch you may buy in the cafeteria. Reply to state office the approximate number attending from your League by October 2.
Who? Anoka, Bloomington, Edina, Golden Valley, Hopkins, Minneapolis, Richfield, Roseville, St. Louis Park, St. Paul, South St. Paul, Wayzata, White Bear Lake.

We hope very much these conferences will be helpful to all of you. The state board and committees are working hard on making them a success. The local Leagues can contribute greatly to this success by sending a good delegation (fill up a station wagon), and by asking their delegation to read before they come the three publications -- Liberty and Security, Just Suppose, and the July 1957 Voter. See you there!

September 1957

TO THE UNIT CHAIRMAN:

The questions below are to be separated and given to all members and guests present at your first September Unit meeting, with the hope that information can be given informally and discussion stimulated.

The major discussion development will answer the following questions:

1. What makes the League different from other organizations?
2. Are we being effective in terms of really promoting more effective government?
3. Is it necessary for such an organization as ours to "force" people to use their vote?
4. What are we going to do in the St. Louis Park League this year?
5. How can our unit do a better job?
6. How can I, as an individual, serve best?

QUESTION NO. I

It has been said that the League is a "safe" and "respectable" organization, requiring little personal sacrifice or risk to reputation, even avoiding areas of much conflict. Do you think this is true?

QUESTION NO. II

Do you think the rule of "study first, then act" is a wise one?

QUESTION NO. III

Has the League ever been criticised for the stands it has taken?

QUESTION NO. IV

Does the League's Publicly Stated Opinion make any difference to public opinion or the passage of legislation at the three levels of government?

QUESTION NO. V

Can't other groups do the same thing with more effect?

QUESTION NO. VI

Is our work in the League bringing about a "Nation of Informed and Active Participants in Government" as our purpose is stated?

QUESTION NO. VII

This question came up during our own Finance Drive: "Is the League following up on the charter which they advocated to see whether the elected officials of our city are implementing and supporting it? In other words, are we "Watchdogs" over government?

QUESTION NO. VIII

What is our League going to do this next year?

QUESTION NO. IX

Is our Unit doing the best job it can for the St. Louis Park League? Have we enough members? Do we "know what we are talking about" so that we are good League boosters? Can we improve our meetings? Do we have suggestions for the Board?

QUESTION NO. X

What can we as individual members do to make a year in the League worth while?

SUGGESTED INTRODUCTION TO THE QUESTION-ANSWER DISCUSSION:

We're going to talk about the League, its purposes and its organizational structure during this meeting; but let's try to avoid a repetition of "what we all know" and use this session to (1) clear up some areas of honest confusion, (2) set our sights upon goals of accomplishment for the coming year, (3) prepare ourselves with some facts in order to answer questions of prospective members and to intelligently debate with any critics of the League, and (4) throughout our discussion remember that WHAT we study and HOW and WHEN we take "action" in support of changes in government or legislation in any field is up to us as members.

Each (or most) of you have questions in your hands. Each question can be followed by discussion and I hope that all of you will say exactly what you think about these subjects. Those who are at their first meeting tonight can add to our talk by giving the viewpoint of one who has only read or heard about the League--those of us who have been in the League for sometime may well be somewhat prejudiced!

We'll start with Question No. I: It has been said that the League is a "safe" and "respectable" organization, requiring little personal sacrifice or risk to reputation, even avoiding areas of much conflict. Do you think this is true?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

The League is not afraid of conflict, but our rule of study first, then act, sometimes results in not being publicly on the scene at the time that issues are most controversial. It also results in respectability, because our actions are not ruled by our emotions or snap judgments, but are based on facts.

As to personal sacrifice and risk for reputations, it's true that people in active party politics are more often targets of "mud-slinging." Those women who are willing to run this risk and want to be in on the writing of party platforms and the actual selection of candidates for state and national office, should certainly join the party of her choice and work for it. League members have as much right to do this as any other citizen, as long as they are not on the Board. As Board members, they speak for the League and are associated with it in the public mind.

There is often confusion as to the meaning of our non-partisanship. Actually, we are partisan on issues once we have studied and made a League Stand. We actively support measures to promote more efficient and representative government, and these same measures often appear on the platforms of either or both parties. We do not support candidates for election at any level--we publish information on all candidates and give all candidates a chance to appear before the public and explain their stands on issues.

Question No. II: Do you think the rule of "study first, and then act" is a WISE one?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

The League has found that education for wise voting has been an even more effective force than "stumping" for certain legislation. Early League experience of concentration on passage of legislation resulted in a few women gaining much knowledge, but the idea of a nation of informed women voters was neglected.

Several hundred letters can also do more good than a few brilliant lobbyists. "Study first, then act" has made a reputation for the league. Our publications reach many non-League citizens, and many others watch for the League Stand in making up their own minds.

Question No. III: Has the League ever been criticized for the stands it has taken?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

A State Senator made the statement on the floor of the Minnesota State Senate that Constitutional revision is wanted only by a few militant women." Letters from local Leagues changed the votes of many state representatives between committee sessions and floor roll calls on League-supported bills. These bills have their critics who might therefore be called critics of the League.

About three years ago, a national columnist (Fulton Lewis, Jr.) and a veterans organization both criticized the assistance our Individual Liberties project was receiving from the Ford Foundation. The author of one of our pamphlets was said to have "communist leanings," a popular harpoon at the time--and the subject was definitely controversial with adherents at both extremes. Our national president made an effective rebuttal, and the project went on. In view of the recent investigation and study of the government's loyalty program and also recent court decisions affecting constitutional liberties, we may soon be asked for "concensus" so that the League can take a positive stand on this question.

Question No. IV: Does the League's publicly stated opinion make any difference to public opinion or on the passage of legislation at the three levels of government?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

It did make a difference on our own City Charter adoption. The League also successfully supported now-accepted changes at other levels of government, such as: State Civil Service Law, State School Reorganization, State F.E.P.C., Child Labor Law, Minimum Wage Law, County Assessor System, Reciprocal Trade, Support of United Nations, Pure Food and Drug Act, Social Security Act of 1935, and many others.

Question No. V: Can't other groups do the same thing with more effect?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

Groups that are more social often divide their efforts into many interest and activity areas and are therefore not as effective.

Groups that are more intellectual might be beyond our budgets, or capabilities, or both.

Groups that are classed with political parties or improvement associations cannot offer both sides of the question, and have not been set up to disseminate facts, but to sell a candidate.

Question No. VI: Is our work in the League bringing about a "Nation of Informed and Active Participants in government" as our purpose is stated?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

In St. Louis Park our League units have registered over 2000 new voters in 2 years. The League's distribution of facts on various issues reaches many people. The League's membership contributes to informed husbands and friends as well as the member herself, and this membership keeps on growing. Even former members tend to keep up the interest in government which the League stimulates.

However, the fact that only a small percentage of registered voters turn up at the polls for municipal and school board elections show that there is still much work for us to do.

Question No. VII: This question came up during our own Finance Drive. "Is the League following up on the charter which they advocated to see whether the elected officials of our city are implementing and supporting it?" In other words, are we "Watchdogs" over government?

FACTS TO BE BROUGHT OUT IN DISCUSSION:

All citizens should be "Watchdogs", and the League works to stimulate interest in government at all levels. The first step for a good "watchdog" is to see that sound governmental structures are adopted; Second to work for the nomination and election of responsible officials; third, we must remember and remind others that if we "let George do it", we have to stand by the decisions he makes for us.

Question No. VIII: What is our League going to do this next year?

FACTS: Distribution of the League calendar for the year. A discussion of the "Current Agenda" at local, state, and national levels would be of interest if there is time.

Question No. IX: Is our Unit doing the best job it can for the St. Louis Park League? Have we enough members? Do we "know what we are talking about" so that we are good League boosters? Can we improve our meetings? Do we have suggestions for the Board?

DISCUSS: Publications "Murphy-Bag", how to order and methods of payment
Use of National and Minnesota Voters at Unit Meetings
New ways to give reports—clipping displays, use of blackboards, etc.

Question No. X: What can we as individual members do to make a year in the League worth-while?

DISCUSS: Point out that each member has special talents to offer. There is room in the League for the person who only wants to learn too. All members are expected to give a topic during the year, and will get help from the Board Member who is Resource Chairman for that item. Some will want to serve on special committees of the League, all will help with Voters Registration, Finance Drive, and will try to attend general meetings.

Assign the topics for the next several months, or for the whole year. Find out which members are interested in committees of various kinds.

Some of the longer-term members might tell what the League has meant to them.

FOR UNIT CHAIRMEN:
(Please fill in form immediately
after meeting & mail to league office.)

League of Women Voters of St. Paul
123 West Fifth, St. Paul 2, Minn.
Ca. 2-3178

R E C O R D I N G S H E E T

UNIT NO. _____

Date _____

Number of members present _____

Number of members in Unit _____

New Members	Name	Address	Zone	Phone
-------------	------	---------	------	-------

Visitors

Members who have dropped - Why _____

Item discussed _____	Time allowed for report _____
	Time allowed for discussion _____

Consensus of group _____

Recommendation _____

Any special Unit Projects: _____

Next Training Meeting to be attended by _____

Other Comment: _____

Unit Chairman _____
Telephone No. _____

League of Women Voters of Minneapolis
84 S. 10th St., Room 407 Fe 3-6319

CHAIRMAN'S REPORT OF UNIT _____

(This form is to be filled out by each
chairman after every unit meeting and
mailed promptly to the League office.)

NAME _____

TO RESOURCE CHAIRMAN, from Unit _____

DATE: _____


Subject of discussion held:

Who led it?

Did she attend Chairman's meeting at which subject was presented? Yes _____ No _____

What significant comments were made as a result of the discussion?

What conclusions did your unit reach?

Did your unit have any unresolved questions on the subject? 

(Fill in this section, too, if more than one subject was covered at your meeting.)

TO RESOURCE CHAIRMAN, from Unit _____

DATE: _____

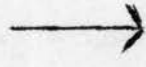
Subject of discussion held:

Who led it?

Did she attend Chairman's meeting at which subject was presented? Yes _____ No _____

What significant comments were made as a result of the discussion?


What conclusions did your unit reach?

Did your unit have any unresolved questions on the subject? 

TO RESOURCE CHAIRMAN, from Unit _____

DATE: _____

Subject of discussion to be held next time:


Who will lead it? 

TO ORGANIZATION CHAIRMAN, from Unit _____

Where was meeting held?

TIME: _____ DATE: _____

How many present?

Names and addresses of guests: 

Were there any short reports made bringing members up to date on League items?

Local _____ State _____ National _____ League Day _____

Do you have any problems or suggestions?

I had a thought after we were talking this morning....wondering if we could develop within the Organization Committee some specialists in say Discussion Leadership, Training Meetings, Workshops. I was thinking that sometimes we could be called on for help in one of these fields, and its hard to know as much as we should about them.

If we did this, it would have to be in connection with some program field, because we would have to have something specific to talk about. I wonder if it would be good to work with Alice May Watson, on local Agenda. Perhaps she and one other person could work out a plan on how to take the local agenda from the hands of the resource chairman to the leader, and then to the member...just exactly HOW to do it...Maybe we could find somebody excellent to help us get started in this. Mrs. Glabe of Bloomington somebody Roberta knows in Crystal, somebody Jane Angrist knows out at the lake.... maybe we could even have a little demonstration of this at this next meeting.

Does this seem like a good idea? at this time? Just a thought...

Grace

10:30

January 10, 1958

Memo: To Members of the State Organization Committee, _____
From: Irene Janski, Chairman, (6500 2nd Ave. So., Mpls. 23, Minn.)
Re: Meeting of the Committee

The next meeting of the State Organization Committee will be held in the State Office, on Wednesday, February 5th, from 10:30 to about 3 P.M. If you will bring your own sandwiches, we will furnish coffee. And if you want a garage reservation in the Union garage, let us know, a week before hand. I hope very much that you will come. Will you let me know that I can expect you? (UH 9-7885)

The Agenda will include:

- 1) Report on Organization Plans of spring, 1957, and to what extent they have been achieved.
- 2) Provisional Leagues -- what we expect of them, and how they are progressing toward recognition.
- 3) What should our future plans be in work with established Leagues?
- 4) What cultivation of new Leagues should be considered?
- 5) What suggestions do Organization Committee members have for improving our work, especially with new Leagues?
- 6) Any other ideas for improvement of Organization work in Minnesota?

7) Discussion - Mrs. Janski, Mary Humphries
Mrs. Blake, Arlene Bloomington

Sent to Mrs. Anderson, Buttz, Carlson, Fredin, Hocraffer, Humphries, Newmaier, Wassing, Sazenski, Williams, Marotta, Duncan, and Wilson and Janski.

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If you will bring your own sandwiches, we will furnish woffee. And if you want a garage reservation in Union Garage, let us know, a week before hand.

Sent to Mrs. Anderson, Buttz, Carlson, Fredin, Hocraffer, Humphries, Newmaier, Wassing, Sazenski, Williams, Marotta, Duncan, and Wilson and Janski.

extra

MINUTES

State Organization Committee, Feb. 5, 1958

Present: Mrs. O. J. Janski, chairman and member of State Board; Mrs. O. H. Anderson, State President; Mrs. Buttz of Alexandria, Mrs. Robert Carlson of Granite Falls, Mrs. Lloyd Hocraffer of Roseville, Mrs. Humphries of Afton-Lakeland, Mrs. Neumaier of Hibbing, Mrs. Wassing of Golden Valley, Mrs. Ernest Marotta of St. Louis Park, and Mrs. Wilson and Williams of the State Office Staff. Unable to be present were: Mrs. C. M. Fredin of Duluth, Mrs. C. R. Sazenski of Minneapolis. Visitors present were Mrs. Dale Jester of Deephaven and Mrs. Donald Glabe of Bloomington.

The first order of business was to review the Organization Committee Plans of spring, 1957, and to see to what extent they have been achieved.

A Group - This group of Leagues received a letter from the State Board asking them to review their performance in relation to the recognition standards. Then a meeting for these Leagues was planned for Saturday, December 7, 1957, in the State Office, at which time State Board members (Mrs. Anderson, Janski, Watson, and Mrs. Wilson of the staff) reviewed for them the minimum acceptable in each field of League work. The Leagues sending representatives were: Battle Lake, Buffalo, Columbia Heights, New Richland, Olivia, Park Rapids. Each of these Leagues' representatives indicated at the end of the meeting that their League, they thought, wanted to continue. The bus travel expense for these representatives was paid out of state League budget. Kasson League did not respond, and the State Board will send a visitor to Kasson to determine with the members there the future status of Kasson League. Circle Pines and Falcon Heights Leagues had separate conferences with State Board leaders before this meeting, and made improved plans for the future. New Prague and Tracy voted to disband before this meeting was held. Olivia was offered special help of visitors coming to Olivia, if they would set the day. (No request has been received). All above Leagues received a letter outlining the discussion and decisions of the Conference, and they were offered special help on request.

B Group - These Leagues were visited by individuals -- New Ulm by Mrs. Janski and Mrs. Wilson; North St. Paul by Mrs. Kenneth Green; St. Cloud and Brainerd by Mrs. Janski; South St. Paul by Mrs. John Hill and Mrs. Wilson; Waseca by Mrs. Wilson and Mrs. Janski; Wells by Mrs. Olson. St. Cloud and Waseca and perhaps Wells should have a follow-up visit. Waseca could be handled at another small League conference as could New Ulm.

C Group - These Leagues were visited by individuals -- Austin by Mrs. Janski and Mrs. Wilson; Bemidji and Fergus Falls and Moorhead by Mrs. Russell Duncan and Mrs. Wilson; Owatonna by Mrs. Janski and Mrs. Wilson; Worthington by Mrs. Janski. In each of these cases, the attempt was made to meet with committee heads and/or committee members as well as with board.

and 45 Leagues

D Group - These Leagues were reached through area conferences (350 members/attended 6 area conferences in October 1957, and 400 members from 50 Leagues attended 7 area conferences in March, 1958) and by visits to 15 Leagues by State Board members. The following Leagues have not been visited (or reports have not been received, if they have): Cass Lake, Deephaven, Duluth, Edina, Excelsior, Golden Valley, Granite Falls, Hibbing, Jackson, Mound, Rochester, Wayzata. White Bear Lake will be visited soon by Mrs. Anderson and Miss Salisbury. Minneapolis and St. Paul will be visited in March by Mrs. Janski.

E Group - These new Leagues were helped at every board meeting and at many committee meetings by: Crystal by Mrs. Williams of Office Staff; Minnetonka by Mrs. Hocraffer; Robbinsdale by Mrs. Marotta; Virginia by Mrs. Neumaier and by Mrs. Wilson of Staff; West St. Paul by Mrs. Humphries; Mrs. Wilson helped in the early stages of organization in most of these Leagues. McLeod-Hutchinson was visited by Mrs. Duncan, Janski, Wilson and Carlson several times. Moorhead was visited by Mrs. Duncan and Mrs. Wilson and Mrs. Buttz.

F Group - Brooklyn Center and St. Anthony knocked on the door, and were started on their way with the advice of Mrs. Sazenski in St. Anthony and Mrs. Wassing in Brooklyn Center. Mrs. Janski, Wilson, Williams and others helped in the early stages of each League.

Because we know many Leagues have been troubled by poor discussion in unit meetings, and because the Organization Committee is concerned with helping many Leagues in different fields, Mrs. Glabe of Bloomington and Mrs. Jester of the Deephaven League were asked to attend our meeting to tell what they have done to help improve discussion, in their own Leagues.

The following recommendations for work next year were made:

- 1) That newest Leagues should have visit by advisor every two months or so, preferably by a different advisor than they had during provisional period.

Crystal - ~~Hendrick~~ - ~~Johnson~~
Minnetonka - ~~Mantel~~ - ~~me~~
Robbinsdale - ~~me~~ - ~~Mantel~~
Virginia - ~~me~~ - ~~Va.~~
West St. Paul - ~~Watson~~ - ~~Brigford~~

- 2) That separate visits should be made to specific Leagues that we know have need of help.

Anoka
Excelsior
Hibbing ✓
Hopkins ✓
Granite Falls
Moorhead ✓
Olivia ?

- 3) That a meeting of Leagues in areas where there is overlapping of membership causing problems in fields of finance, public relations, membership etc. should be arranged.

Deephaven
Excelsior
Hopkins
Minnetonka
Wayzata

- 4) State Board should offer visitors with special talents, from State Board and State Committees, to Leagues that express desire for such help.

- 5) That it might be advisable to have another "small League conference;" if group is too large, would have to have two such conferences.

- 6) That exploratory work by done in 4 areas by August, 1958, so that plans can be made to start one or two new Leagues, if it seems feasible.

Albert Lea by ~~Faribault~~
Faribault by Owatonna
Grand Rapids by Hibbing & Brainerd
Marshall by Granite Falls

The meeting adjourned at 3 P.M.

SUMMARY - PRESIDENTS WORKSHOP

1. The role of the local League president is complicated, varied and sensitive. It involves at least three important facets of League work: bringing the League program in the most effective way possible to individual League members, representing the League in the community, and communicating to the state and national Leagues the progress of work and tenor of feeling of the local League.

The local League president should make the fullest use of the helps available to her: the local, state and national by-laws; the League handbook; League publications; and the willing assistance of the state board. She should know the programs of her local League, the state League and the national League in order that she can help the local board plan for adequate coverage of all three. She should understand the structure of the League, how it operates, levels of League work, their relation to each other, program making procedures, etc.

The local League president should delegate work to the proper chairmen, urge the use of the committee system by those chairmen, and in general be an effective liaison officer for her League. Most important of all, the local League president should carry on her duties in such a way that there will be a natural continuity in the local League.

2. President should plan board meetings well in advance - read all mail and see that someone, usually the Publications Chairman, is responsible for getting publications and pertinent parts of State President's letter to board members before the meeting.
3. The President should work out an agenda for each board meeting with a notation of time allotment for each item. This does help to keep discussion to the point. Meetings should start and stop on time, and be at a regularly scheduled time and date. All board members should be expected to attend and stay through the entire meeting since they are responsible not only for their assigned field but for all board decisions. Board members should know their specific responsibilities, and what is expected of them at each meeting. A small bell or gavel (we know a president who used to whistle) might help discourage off-the-point discussion, several talking at once, or separate little discussion groups.
4. What the President should know about the Secretary's job. The Secretary records League discussions and decisions, minutes of the Board, membership, and annual meetings. These should always include name of League, day, month, and year; if a board meeting those present. Time and place of next board meeting should be at the end of the minutes. Minutes do not need to be lengthy, but should be complete. Three copies should be made of all minutes - one for the secretary's record, one for the president's file, and one to be sent to the state office immediately after the meeting (pencil carbon can easily be used).
5. What the President should know about the Treasurer's job. The treasurer keeps the financial records of the League and should give an up-to-date report at each board meeting.* This report includes money received during the past month, expenditures, balance on hand, and number of paid members. The treasurer is also responsible for sending a list of new members, changes of address, and drops to the state and national office once a month.

* see sample Treasurer's Report on next page

6. Letters received by the President should be brought to the attention of the board. Ex: important points of State President's Letter should be read, excerpts from memos from National, which only the president receives, should be read, and all letters of commendation.
7. Letters requesting funds should be answered, if possible. The League does not accept contributions from or give contributions to any organization except those working directly in the League program field.
8. Board members who wish to do active party work, must resign from League board. This should receive full publicity, with explanation of League policy.
9. Board planning for year - tentative calendar. All board members participate in over-all plans. These advance plans must be flexible enough to allow for changes, sudden demands, or emergencies. Time, money, and woman power available should be considered carefully. It's better to do one or two really good jobs, than to do five or six that are mediocre. Calendar should show a balanced coverage of local, state and national program.
10. Suggestions for board replacements should come from board. President contacts person selected. Sometimes the problem of board replacements is turned over to the Nominating Committee.
11. Alert board members of responsibilities for next board meeting.
12. When the President is going to be out of town, she should delegate another person to be responsible for the League mail.

SAMPLE TREASURER'S REPORT

Balance on Hand, May 1, 1958		\$150.00
Income for May		40.00
Dues (4 @ \$5.00)	20.00	
Member Contributions	5.00	
Non-member Contributions	15.00	
		<hr/>
		\$190.00
Expenditures for May		58.00
LWV of U.S. (publications)	5.00	
LWV of Minn. ($\frac{1}{4}$ of pledge)	50.00	
Farnham's (supplies)	2.00	
Postage (bulletin)	1.00	
		<hr/>
Balance on Hand, May 31, 1958		\$132.00
Paid Members, May 31	20	

Three copies (at least) should be made for each board meeting - 1 for treasurer's file, 1 attached to minutes in secretary's file, and 1 for president.

The Local Agenda Chairman's Notebook should contain: Local League Handbook, Publications Catalog, Know Your Town or County Surveys, A Guide for Metropolitan Area Study, and Model County Council Agreement and Policy Statement (if appropriate), Tips on Carrying Out Program, Program Record (available from LWV of U.S.); Publications Catalog, Local Current Agenda of Minnesota Leagues 1956-57, 1957-58, 1958-59, Minnesota Voter November-December 1957 and 1958, Local Current Agenda Resource Material list, 1955 (available from LWV of Minnesota) and your local League Budget and By-laws. Paragraphs addressed to Local Agenda Chairmen from last year's President's Letters should also be included.

We as local League members have chosen our Local Current Agendas at our annual meetings. Our new boards are beginning to plan next year's work. During the coming year the Local Current Agenda committee on the state board hopes to help local Leagues with their problems.

This year we will have consultants as committee members who will aid local Leagues with specific items. We shall answer requests with packets of material or references.

In addition we urge that each League consult the Local Current Agenda lists for 1957-58 and 1958-59 and write directly to those Leagues who are now working on or have completed a similar item. This exchange should be helpful. For Leagues in a central geographic area working on the same problem, we shall be happy to arrange meetings.

If your League completes a successful local action job, please brag a little, or, if you are sad about it, tell us, too. Your step by step resume will be invaluable to other Leagues.

We hope Leagues who have been disheartened by lack of interest in local problems will re-emphasize visits to local government bodies including councils, boards and commissions. Go, See and Learn Tours may be just the spark your League needs to reassess your community.

We suggest that each Local Current Agenda chairman start a loose leaf notebook. If records are kept on the development of your agenda, succeeding chairmen will have a better idea of the procedures to follow. This cumulative record to be kept from year to year in one place will eliminate lack of information about previous agendas.

The November-December Voter will have an article on some phase of Local Current Agenda. If you have suggestions on the type of article you think would be helpful, do let us know.

Each year more Leagues have shown an increasing interest in Community Planning. Since we all recognize the trend toward community planning or beyond this to regional planning, the Local Current Agenda committee is proposing to hold a Planning Workshop in the Twin Cities in November.

These are the tentative plans of the committee. If you have suggestions we might use, tell us. Local Current Agenda as a state board portfolio is just three years old and like all three year olds, has some developing to do.

LOCAL CURRENT AGENDA NOTEBOOK

1. Keep a general calendar of local events. Attendance at boards, councils and commissions helps keep League members in touch with current local problems.
2. Compile a list of various elections pertinent to local government.
3. Keep at hand a list of local officials, telephone and address plus brief description of official's responsibilities.
4. Regular observer
 - a. In many Leagues a regular observer is appointed to attend meetings of school board, local council, park board, etc., usually by the Local Current Agenda Chairman. She should be courteous, friendly and have a "poker face" if possible.
 - b. If an observer from the League will be regularly attending meetings, it is good policy for the League president to notify the mayor or chairman of the board or council.
 - c. The observer should be briefed ahead of time on her role as observer only. She is never to make statements for the League.
 - (1) If some action is requested of the League by the particular governmental body, the observer should not commit the League in any way, but should refer the request to the League board for decision.
 - (2) If the League wishes to make a statement on a particular issue, it should be submitted in writing before the meeting to the mayor or chairman, should be read by the League president or representative (not the regular observer) and copies given to other members of the Council, Commission or Board, and filed with the clerk.
5. Other visitors - others are also encouraged to visit governing body meetings. Go, See and Learn.
 - a. This stimulates interest in local government.
 - b. It is an excellent way to brief new members. Excellent way to stimulate ideas and suggestions for Local Current Agendas.
 - c. It is good public relations - for officials do like to feel that the public is interested in government.
6. Briefing of visitors. Where there is a regular observer, briefing of other visitors is usually her duty. Some Leagues prepare a simple sheet on the role of the observer which they distribute to occasional and regular League observers. A few Leagues distribute seating charts to visitors.
7. Reporting - a regular observer reports to the board and membership from time to time.
 - a. Some Leagues provide for this by setting aside a section of the bulletin for observer reports.
 - b. An observer may report verbally at regular intervals to the board and membership.
 - c. Great care should be taken to report findings as accurately as possible.

League of Women Voters of Minnesota
15th & Washington Aves. S. E.
Minneapolis 14, Minnesota

Fe. 8-8791, Sta. 25

GENERAL INFORMATION FOR STATE ORGANIZATION COMMITTEE

Function of a State Organization Committee

The State Board draws its authority from:

1) National By-laws

"Article IV, Sec. 2, Recognition. Local Leagues shall be organized in conformity with recognition standards formulated by the Board of Directors and adopted by the Convention. Only one local League in each community shall be recognized. The foregoing provision shall not be retroactive."

"Article V, Sec. 4, Responsibility. A state or territorial League shall accept the responsibility delegated to it by the Board of Directors for: (a) the organization and development of local Leagues and college Leagues; (b) the promotion in the local Leagues of finance programs requisite to further the work of the League as a whole; and (c) the transmission of funds toward the support of an adequate national budget."

"Article IX, Sec. 4, Powers.Upon recognition of a state or territorial League, the Board of Directors is authorized to delegate and shall delegate to such state or territorial League the power to promote the work of the League of Women Voters within that state or territory. The Board shall create and designate such special committees as it may deem necessary."

2) State By-laws

"Article IV, Sec. 2, Recognition of Local Leagues. When there is, in any community in the state, a group which meets the recognition standards for local Leagues as adopted at the national convention, the Board of Directors of the League of Women Voters of Minnesota shall recommend to the National Board that recognition be granted. When such recognition is granted, the local League shall become an integral part of the League of Women Voters of the United States and the League of Women Voters of Minnesota."

"Article IV, Sec. 3, Withdrawal of Recognition. When a local League recurrently fails to live up to the recognition standards, the Board of Directors of the League of Women Voters of Minnesota shall recommend to the National Board that recognition be withdrawn. Final action rests with the Board of Directors of the League of Women Voters of the United States."

The State Board delegates responsibility to the Organization Committee:

1) State Leaders Handbook

Page 10. "The Organization Chairman is responsible for submitting to the Board plans drawn up by her Committee for servicing existing local Leagues, organizing provisional ... Leagues and securing members-at-large. After the Board has adopted definite plans, the Chairman and her Committee are authorized to carry them out." More specific instructions are on pages 13-16.

Required Actions of a State Organization Committee Member

1. Read the State Leaders Handbook, Local League Handbook, Organizing New Leagues, National, State and Model Local League By-laws, National and State Budgets, National and State Programs. These guides are our final authority in League work and no deviation from them should be encouraged.
2. Be familiar enough with other materials listed as "Materials Helpful to State Organization Committee" to turn to them when you need them.
3. Attend State Organization Committee Meetings (2 or 3 a year), regional workshops as requested by the Chairman, and visit the local Leagues to which you are assigned. Your travel expenses will be reimbursed to you.
4. The State Organization Committee will look to each State Board member and her committee for help in field work with the local Leagues. For example, if a local League needs Voters Service help, a member of the Voters Service Committee might visit that League either with or without a member of the Organization Committee. Visiting assignments are made by the Organization Chairman with geography in mind, in consideration of the budget.
5. When starting a new League, follow the directions specified in detail in Organizing New Leagues. The State Board has voted not to organize new Leagues in towns with less than 5,000 population, at present time.
6. Before visiting a local League, read the "briefing" on the League, the By-laws, Budget, Local Current Agenda, List of Board Members and Annual Report of Minnesota Leagues.
7. When helping an existing League, remember to start where that League is, and help it to progress to better performance, in as many fields as possible at one time. Remember not to "pitch the whole load", that is, overwhelm the League with too many suggestions, and use perception and tact in knowing when to stop. Remember always that we are an organization of volunteers. It is as important to gather successful ideas to pass on to other Leagues, as to suggest ways in which this League could improve.
8. When visiting a local League, first of all introduce yourself, tell to which local League you belong; explain that you are making this visit as a volunteer member of the State Organization Committee, to help in any way you can. Part of your function is to interpret to the local League the function of the State Board — that is, that it is not an independent agency, but is composed of elected representatives from local Leagues, whose purpose is to help maintain League standards, and coordinate the work of all Leagues in Minnesota on State Program; that the State Board is as strong as the leadership and finances provided by the local Leagues in Minnesota, and no stronger.
9. It is important to the local League and the State Board that all visitors say the same things concerning policies in the League. These policies, which have been adopted by League members at national convention, are expressed in the Recognition Standards, the By-laws, and in the "fine print" in the State Leaders Handbook. There is plenty of room for originality and variety in the League, in the way that the program is carried out, but there should be no variation on basic policies.
10. If you are asked questions to which you do not know the answer, don't hesitate to say so. Don't guess. First, look it up together in the Handbook, and if you need further advice, suggest that the local League write the state Board for the answer.

11. If it should happen that a previous visitor has been misunderstood about a policy or procedure, try to graciously correct the misunderstanding without causing the local League to lose confidence in the state visitor.
12. The League is sometimes thought to be impersonal, and organization committee members can help counterbalance this feeling. We can make local Leagues feel warm toward the state, and thus increase the number of people interested and willing to serve on state board and committees. Keeping your eyes open for talent and leadership ability is a very important part of your job.
13. In working with a very small League (Minnesota has more Leagues with less than 40 members than any other state in the Union), you may show them ways to work with smaller boards, having 1 person carrying 2 assignments; increase their membership by recruiting rural members; consider converting to a county League, under certain conditions, and under advisement of the state Board; help them pick and choose from the quantity of program and voters service material so that they can do a minimum but acceptable job of program coverage.
14. In working with old Leagues which do not meet League standards, after all efforts to help them help themselves have been exhausted, the State Board may recommend Reorganization, or withdrawal of recognition by the National Board. This is a very touchy situation, many times, and no steps should be taken without State Board supervision. We have learned that when a delicate situation arises, two persons should visit rather than one, and that a person cannot handle a reorganization job in her own home town League.
15. The problem that some visitors have had of sitting through a whole local League Board meeting, before being able to discuss organization, might be avoided by asking, at the beginning of a regular board meeting, if you may interrupt with a question or a suggestion. This enables you to bring up a point when it is pertinent. It is important, however, not to "take over" the meeting unless requested to do so.
16. When you are assigned to visit a local League, this is what you do:

Before the visit:

Study briefing (most recent) on the League to be visited. Write a letter to the local League President, asking to visit their board, (or committees, or membership). Point out tactfully areas in which many Leagues of their general size, etc. need help, or quote to them from their annual organization report or their file, areas in which they have indicated a need of help. Ask them what areas of work they want help in. Make 3 copies of this letter, keep 1 for yourself and send other 2 to state office.

After the visit:

Write a report of your visit on forms provided. Make 3 copies, keep 1 yourself, send other 2 to state office. Write a letter to local League President, including a resume of what you advised the group. Make 3 copies, keep 1 yourself and send 2 to state office. Report your expenses to state office, on form provided. Report recommendations to state office of follow-up needed.

MATERIALS HELPFUL TO STATE ORGANIZATION COMMITTEE

For League Background

Facts
Minnesota Facts
The Program Record

Organization

National By-laws
State By-laws
Standard Local League By-laws
Explanation of Local League By-laws
State Leaders Handbook, with additions:
 Reorganization of Local League
 National Resource Chairman
 Local Community as Basis of Org.
Local League Handbook
Model County Council Agreement
Policy Statement on Councils
How to Get and Keep Members
Map of Minnesota
Annual Report of Minnesota Leagues

Finance

National Budget
State Budget
Budget Form for Local League
Build a Better Budget
Finance Workers Handbook
Current Finance Folder
How to Raise Money for the League
How to Spend Money for the League
Outline for Fund Raising
Metropolitan Finance Agreement
Information for Treasurers
Membership Report Forms
Fund Raising Report Sheets

Program and Program Techniques

National Program
State Program
Tips on Carrying Out Program
 (inc. supplement on discussion)
Know Your Town Government
 and/or Know Your County Government
National Board Report
State Board Report
 (inc. Board Planning Calendar)

Voters Service

Voters Service Check List

Publications

Put Publications to Work
How to Order League Publications
Publications Catalog - National
Publications Catalog - State
Order Blank for Publications - National
Order Blank for Publications - State

Public Relations

Tips on Reaching the Public
Tips on Television
Tips on Radio
Metropolitan Public Relations Clearing**

Organization Committee Instructions

General Information for State
Organization Committee Members
Visitor Report Forms
Expense Vouchers

You will receive as they are issued
new national materials which the
Organization Chairman orders for you.

You will receive monthly the mailing
to Local League Presidents from the
State President.

* In preparation

League of Women Voters of Minnesota, 15 & Washington Aves.S.E., Minneapolis 14, Minn.
February 23, 1959

MEMO TO: Mrs. O. H. Anderson, President, and

: The Members of the State Organization Committee:

- ok Mrs. Robert Carlson, Granite Falls
- Mrs. John Neumaier, 917 South 16th St., Moorhead
- Mrs. Lloyd Hocraffer, 14 Mid Oaks Road, St. Paul 13
- ok Mrs. C. R. Sazenski, 2901 E. Minnehaha Parkway, Minneapolis
- Mrs. Leslie Wassing, 12316 Fox Ave., Minneapolis 22 - *Sweden Valley*
- Mrs. John Hill, 916 10th St. S.W., Rochester
- ~~Mrs. Paul Beyer, 1713 Shryer, St. Paul 13~~
- Mrs. Wilbur Dunn, 2888 Simpson, St. Paul 13
- Mrs. Arthur Welch, 221 Arrowhead Road, Duluth 3
- Mrs. Paul O'Connor, 2173 Dudley Ave., St. Paul 8
- ok Mrs. Leon Sabine, 1555 West Oak, St. Paul 12
- Mrs. Dennis Watson, 2106 Hendon Ave., St. Paul 8

FROM: ~~✓~~ Mrs. O. J. Janski, State Organization Chairman

RE: State Organization Committee Meeting, March 12, Thursday, 10AM to 2PM, at State League Office; bring a sandwich, coffee will be provided.

HOMEWORK: Review, if you will, before the meeting:

1. Local League Handbook
2. How to Get and Keep Members
3. Tips on Carrying Out Program
4. Take a good look at your League, especially the unit to which you belong. If possible, visit one other unit in your League, as an observer. Do these units function as you think they should? How can we as a committee help?

AGENDA:

Review: Brief review of Organization Work during past year.

← big set - go for next year -
Plans: 1. Membership

- a. Orientation, old and new members
- b. How to get new members.
- c. How to keep the old ones
2. Units - ideas and suggestions for improvement
3. County Councils - Alicemay Watson
4. Workshops for next year - and How to help small, weak Leagues
5. Finance - Annette Whiting
6. New Provisional Leagues - the role of the advisor
7. Expansion - possible areas for League organization

You are all experienced Leaguers, we need your ideas and suggestions. Will you let me know if you will attend the meeting, (either to the office, or 6500 2nd Ave. So.)?

Board job -
reg. meeting

Only file copy

League of Women Voters of Minnesota, 15 & Washington Aves. S.E., Minneapolis 14, Minn.

MEMO: To State Board and State Organization Committee
FROM: Mrs. O. J. Janski, State Organization Chairman
RE: Minutes of State Organization Committee Meeting, March 12, 1959

Committee

Present - Mrs. Janski, O.H. Anderson, Hocraffer, Wassing, Hill, Dunn, Welch, O'Connor Watson, Whiting, Sigford, Miss Salisbury of the Board & Committee, Mrs. Wilson & Williams of the Staff.

Review - During past year, each Committee member worked by herself on her assignment; the State Board members visited and corresponded with Leagues as assigned; a conference for small Leagues was held last fall (which was successful for the Leagues attending, but too few attended); new Leagues were visited every 2 months by state Board members; several local League Boards were visited; exploratory work was done in Faribault (this is unfinished, should be continued); 1 exploratory visit made to Marshall, not encouraging; Grand Rapids was to have been explored by Hibbing, but Hibbing prefers working with Chisholm, first; minutes and bulletins from local Leagues have been coming in pretty well; a kit for visitors to local Leagues was developed and used; the policy of not organizing in towns of less than 5,000 population was maintained; new Leagues recognized as local since March 31, 1959 are Crystal, Brooklyn Center, St. Anthony, and Leagues in earlier stages of organization ^{now} are Maplewood, Moundsview, Shoreview and Silver Bay; the State Board has just voted that \$5 are the minimum dues from now on for new Leagues.

Next year, the Committee's work will be divided thus:
Membership, Mrs. Wassing; Units, Mrs. Hocraffer; County Councils, Mrs. Watson, we hope; Advisers to new Leagues, Mrs. Sabine for Moundsview, Mrs. O'Connor for Shoreview, Mrs. Dunn for Maplewood, and Mrs. Welch for Silver Bay; Expansion will be explored by Mrs. Wilson, with help of neighboring League members.

Membership - Mrs. Wassing led this discussion, with following points brought out: it's a year round job...we seek more than "card carrying members"...newly registered voters a source...new residents should be reached (Mrs. W. showed a kit to welcome prospects, includes letter of welcome, Facts, map with voting districts)...visitors to units should be welcomed (Mrs. W. showed letter for unit chairman to give to unit visitor, saying you are welcome to visit 3 times, then you will know if you want to join, if so dues are \$?, and here is a name card to wear during meeting, and this is your hostess' name)...orientation should be held more than once a year, and is better done in small groups, than to a vast congregation in sumptuous home, summer might be a good time for series of orientation gatherings....a letter in summer to LWV members, saying Hi Gals...we're looking forward to seeing you at first meeting in fall is an idea...follow up "drop" cards, try to find out reason, encourage them to stay, by personal letter, phone call, a separate operation from attempt to collect dues...do orientation on program every time program is presented, by briefing background of item...in small Leagues, don't suggest a letter, telephone is used instead...a kit for newly paid members could include Publication Catalogs, Facts (3), Voters, 3 state folders, KY Town survey, every member publications on national program - this costs about 50¢...if old members exude satisfaction, it rubs off on new members - moral obvious...do a little orientation at each unit meeting...first premise, admit that LWV does not appeal to everyone, requires mental effort, members who join do so because they don't want to just sit, but to be involved, therefore give them opportunity to dig and be active.

Units - Mrs. Hocraffer led this discussion and the following ideas were presented: some units are overorganized (replica of the board), seems to be agreed that chairman and telephone chairman are only leaders required...some Leagues have developed a special interest group, for example, in foreign policy to overcome the criticism that League members just hit the highspots on everything...Sis warned against developing groups of experts in the League and suggests that LWV purpose is better served by the method her unit uses, that is, assigning members to at least 1 topic about which they know nothing....the purpose of the LWV should be stated at top of every piece of paper LWV puts out

Units, continued - Bulletin articles, preceding unit discussion, best if a "question box" type, rather than a briefing that might be thought to take place of further reading...some units have 15 minute period at beginning of unit discussion to bring "up-to-date" on all program items, other units do this over coffee...it is a valid criticism to say that most LWV members have too shallow a knowledge of program fields, we should try to overcome this by encouraging supplementary reading and meetings outside of unit.... communication between Board and Unit important, can be facilitated by a letter from President or Unit Organization Chairman to Unit Chairman, or by sending Board minutes to Unit (though there are some pitfalls, here), also Unit Report sheets are a good idea used by a number of Leagues, also a board report in local Bulletin is good.

Publications - The aim is to get publications into every member's hands...imagination in presentation of topic increases interest in publications.....visual aids always help. does State Board need to give more ideas for visual aids?...a report or book review of new publications good to have in local Bulletin....personal salesmanship for booklet, by person who just finished leading discussion on a topic, is best way to promote sale of publications....as she finishes her pitch, she can send a paper around the room for members to order, then next meeting she will deliver and collect...some people, we think, resist idea of others in unit seeing publication before the meeting for fear it will steal her thunder - not good. This discussion was led by Louise Hill.

County Councils - Alicemay Watson reviewed the present status of our 5 County Councils. The nicest stage is the survey, or study period. Washington Council is seeking sales outlets before it places order for printing of survey, which by the way is being under written by an "angel".....Anoka Council has had no meetings this year....St. Louis is done with its survey, not publishing it yet, needs cutting, a tour of 85 persons through county buildings was successful, and visits to county commissioner meetings have been rewarding.....Ramsey Council had difficulty because of death of Fay Lyksett, who was such a strong, devoted member in county work, a panel discussion on county board of health will be held in Ramsey High School April 8.....Hennepin County Council is so diverse, and Leagues who are members have not enough knowledge of it, all of which makes us feel the whole idea should be re-evaluated.

A welcome adjournment for lunch, with sandwiches from home, and coffee on the house.

Workshops - The group was invited to suggest ideas for workshops, the following ideas were suggested: one of greatest needs is help on presenting program....nominating committees need help, as evidenced by number of Leagues this year who have had trouble getting presidents...important for this Nominating Committee to work all year, visit Board, visit units, have articles in bulletin inviting nominations, and if such a workshop is held, it could be combined with something else.....least able Leagues need a visit to help them in 1 field they are weakest in, don't throw the whole book at themnext group up, a flying squadron of state Board members to give them board training, requiring certain criteria, such as program persons on board, a finance chairman etc.....the best Leagues, do we need to do anything for them? it was suggested a letter commending them on area of work they have done well, from State President, to local President to be read at annual meeting, or be published in local Bulletin..... final idea of group was to have area workshops on Membership, including help to Nominating Committee, which could include orientation, discussion techniques, publications, kits for prospects, new members, and including free publications for these purposes as much as possible.....such a workshop might tie in with a program item.

Finance - This discussion was led by Mrs. Whiting, and brought out these points: finance is most important area of LWV work, at least no other areas would be successful without finance....get over the embarrassment of speaking about money....plan for finance as year round job, interrelated with all other areas of LWV work....some members feel more loyalty to a unit than to the League, this is too restrictive, and confining, and work on finance helps overcome this... \$3 dues don't even cover cost of 1 LWV member

Finance, continued - A finance drive is an established policy in the League, it saves time, it has a public relations result that is good, it involves, or can involve, every member.....the recent development in some Leagues of every member being active in some phase of the finance drive has advantages - it orients her, makes her a more devoted and knowledgeable member, and the possible loss of a few dollars in contributions due to the soliciting being done by less expert solicitors is offset by the advantage to the League of having better members..... need to work with Leagues on more realistic and hopeful budget making.....some Leagues refuse to accept gifts of goods or services, if offered, instead of money....this is a mistake....new Leagues with an initial pledge of \$125, are not paying their way, and should realize this is a special concession their first year, and should expect a raise in pledge. \$5 minimum dues from new Leagues.

New Provisional Leagues - New Leagues and their advisers are noted on page 1, paragraph 3. The role of the advisers was covered in a separate conference between the Presidents, the advisers and Mrs. Janski.

Expansion - Since the national convention will be in Minnesota in 1962, we are aiming for a slogan, "62 Leagues in 1962"....looks altogether possible. Mrs. Wilson, with help from a neighboring League, will explore possibilities in some of following towns:

1. Marshall, Faribault, Grand Rapids;
2. Detroit Lakes (which would strengthen Moorhead), Cloquet and Carleton, possibly as a combination idea; Albert Lea (Mrs. Meighen, a contributor lives here, also Mrs. MacLay Lyon - ask Sis; Fairmont. The idea of telling our LL where we are considering expanding, asking for contacts they might know of, was suggested.

Talent - Sis Salisbury asked all who had contact with local Leagues to make note of talent of interest to the State Nominating Committee.

SUMMARY - For the weakest Leagues -

A team of two to visit board and help in area where they need the most help first.

For 10 selected Leagues -
5 metropolitan
5 out-state

A team of State Board and Staff and possibly Organization Committee to give a Board Training Workshop, with the local League board, on their home ground.

For all Leagues -

Area Workshops on Membership, Orientation, Program Presentation, (possibly) and Nominating Committee, some to be held early September, perhaps others in Spring. Details to be worked out.

For all Leagues -

Offer State Board and State Committee Members as speakers, especially on subject matter.

Expansion -

Get at least 2 Leagues started out-state.

MAR 24 1959

League of Women Voters of Minnesota, 15 & Washington Aves.S.E., Minneapolis 14, Minn.

MEMO: To State Board and State Organization Committee
FROM: Mrs. O. J. Janski, State Organization Chairman
RE: Minutes of State Organization Committee Meeting, March 12, 1959

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Units - Mrs. Hocraffer led this discussion and the following ideas were presented: some units are overorganized (replica of the board), seems to be agreed that chairman and telephone chairman are only leaders required...some Leagues have developed a special interest group, for example, in foreign policy to overcome the criticism that League members just hit the highspots on everything...Sis warned against developing groups of experts in the League and suggests that LWV purpose is better served by the method her unit uses, that is, assigning members to at least 1 topic about which they know nothingthe purpose of the LWV should be stated at top of every piece of paper LWV puts out

Units, continued - Bulletin articles, preceding unit discussion, best if a "question box" type, rather than a briefing that might be thought to take place of further reading...some units have 15 minute period at beginning of unit discussion to bring "up-to-date" on all program items, other units do this over coffee...it is a valid criticism to say that most LWV members have too shallow a knowledge of program fields, we should try to overcome this by encouraging supplementary reading and meetings outside of unit.... communication between Board and Unit important, can be facilitated by a letter from President or Unit Organization Chairman to Unit Chairman, or by sending Board minutes to Unit (though there are some pitfalls, here), also Unit Report sheets are a good idea used by a number of Leagues, also a board report in local Bulletin is good.

Publications - The aim is to get publications into every member's hands...imagination in presentation of topic increases interest in publications.....visual aids always help. does State Board need to give more ideas for visual aids?...a report or book review of new publications good to have in local Bulletin....personal salesmanship for booklet, by person who just finished leading discussion on a topic, is best way to promote sale of publications....as she finishes her pitch, she can send a paper around the room for members to order, then next meeting she will deliver and collect...some people, we think, resist idea of others in unit seeing publication before the meeting for fear it will steal her thunder - not good. This discussion was led by Louise Hill.

County Councils - Alicemay Watson reviewed the present status of our 5 County Councils. The nicest stage is the survey, or study period. Washington Council is seeking sales outlets before it places order for printing of survey, which by the way is being under written by an "angel".....Anoka Council has had no meetings this year....St. Louis is done with its survey, not publishing it yet, needs cutting, a tour of 85 persons through county buildings was successful, and visits to county commissioner meetings have been rewarding.....Ramsey Council had difficulty because of death of Fay Lyksett, who was such a strong, devoted member in county work, a panel discussion on county board of health will be held in Ramsey High School April 8.....Hennepin County Council is so diverse, and Leagues who are members have not enough knowledge of it, all of which makes us feel the whole idea should be re-evaluated.

A welcome adjournment for lunch, with sandwiches from home, and coffee on the house.

Workshops - The group was invited to suggest ideas for workshops, the following ideas were suggested: one of greatest needs is help on presenting program....nominating committees need help, as evidenced by number of Leagues this year who have had trouble getting presidents...important for this Nominating Committee to work all year, visit Board, visit units, have articles in bulletin inviting nominations, and if such a workshop is held, it could be combined with something else.....least able Leagues need a visit to help them in 1 field they are weakest in, don't throw the whole book at themnext group up, a flying squadron of state Board members to give them board training, requiring certain criteria, such as program persons on board, a finance chairman etc.....the best Leagues, do we need to do anything for them? it was suggested a letter commending them on area of work they have done well, from State President, to local President to be read at annual meeting, or be published in local Bulletin..... final idea of group was to have area workshops on Membership, including help to Nominating Committee, which could include orientation, discussion techniques, publications, kits for prospects, new members, and including free publications for these purposes as much as possible.....such a workshop might tie in with a program item.

Finance - This discussion was led by Mrs. Whiting, and brought out these points: finance is most important area of LWV work, at least no other areas would be successful without finance....get over the embarrassment of speaking about money....plan for finance as year round job, interrelated with all other areas of LWV work....some members feel more loyalty to a unit than to the League, this is too restrictive, and confining, and work on finance helps overcome this... \$3 dues don't even cover cost of 1 LWV member

Finance, continued - A finance drive is an established policy in the League, it saves time, it has a public relations result that is good, it involves, or can involve, every member.....the recent development in some Leagues of every member being active in some phase of the finance drive has advantages - it orients her, makes her a more devoted and knowledgeable member, and the possible loss of a few dollars in contributions due to the soliciting being done by less expert solicitors is offset by the advantage to the League of having better members..... need to work with Leagues on more realistic and hopeful budget making.....some Leagues refuse to accept gifts of goods or services, if offered, instead of money....this is a mistake....new Leagues with an initial pledge of \$125, are not paying their way, and should realize this is a special concession their first year, and should expect a raise in pledge. \$5 minimum dues from new Leagues.

New Provisional Leagues - New Leagues and their advisers are noted on page 1, paragraph 3. The role of the advisers was covered in a separate conference between the Presidents, the advisers and Mrs. Janski.

Expansion - Since the national convention will be in Minnesota in 1962, we are aiming for a slogan, "62 Leagues in 1962"....looks altogether possible. Mrs. Wilson, with help from a neighboring League, will explore possibilities in some of following towns:

1. Marshall, Faribault, Grand Rapids;
2. Detroit Lakes (which would strengthen Moorhead), Cloquet and Carleton, possibly as a combination idea; Albert Lea (Mrs. Meighen, a contributor lives here, also Mrs. MacLay Lyon - ask Sis; Fairmont. The idea of telling our LL where we are considering expanding, asking for contacts they might know of, was suggested.

Talent - Sis Salisbury asked all who had contact with local Leagues to make note of talent of interest to the State Nominating Committee.

SUMMARY - For the weakest Leagues -

A team of two to visit board and help in area where they need the most help first.

For 10 selected Leagues -
5 metropolitan
5 out-state

A team of State Board and Staff and possibly Organization Committee to give a Board Training Workshop, with the local League board, on their home ground.

For all Leagues -

Area Workshops on Membership, Orientation, Program Presentation, (possibly) and Nominating Committee, some to be held early September, perhaps others in Spring. Details to be worked out.

For all Leagues -

Offer State Board and State Committee Members as speakers, especially on subject matter.

Expansion -

Get at least 2 Leagues started out-state.

League of Women Voters of Minnesota, 15 & Washington Aves. S.E., Minneapolis 14, Minnesota

February 16, 1960

MEMO TO:

Irene Janski

FROM:

Irene Janski, State Organization Chairman

RE:

Meeting of Organization Committee, March 9, Wednesday, 10 to 2

in the State Office. Bring a sandwich, we'll serve coffee.

I hope you will be able to attend this committee meeting. Bring ideas you want to discuss, based on your own local League experience, and on your work with other Leagues. You might review the LCA section of the Handbook, the How to Get and Keep Members publication and Tips on Carrying Out Program before you come. Bring along your Organizing New Leagues, too.

AGENDA

- 1) Organization Work in 1959-60 - a review Irene Janski
- 2) Expansion Work, new Leagues Betty Miller
- 3) Role of the Advisor in a new League - Kay Welch
- 4) Membership - How effective were our membership helps last fall
and our orientation booklet, Let's Talk League Margaret Wassing
- 5) Local Agenda - How can we as a State Board Committee help
local Leagues choose better local Current Agenda and
carry them through to action Barbara Carlson
- 6) Can the Organization Committee offer specific help to make
unit discussion more interesting? Jimmy Keamsier
- 7) Conclusions

8. Invitations from advisors

ORGANIZATION COMMITTEE MEETING

March 9, 1960, 10 A.M.

State Office

A G E N D A

- | | |
|---|----------------------|
| Organization Work, 1959-60, a Review | -Mrs. O. J. Janski |
| Expansion, New Leagues | -Mrs. R. Drew Miller |
| Role of the Adviser | -Mrs. Arthur Welch |
| Membership - how effective were our membership and orientation helps at workshop? | -Mrs. Leslie Wassing |
| Local Current Agenda - how can we help Leagues choose better agenda, and carry through to action stage? | -Mrs. Robert Carlson |
| Unit Discussion - can we help discussion in units be more interesting? | -Mrs. Neumaier |

Conclusions

PRESENT:

Mrs. O. J. Janski, presiding; Mrs. R. Drew Miller, Mrs. Nicholas Duff, Mrs. Arthur Welch, Mrs. O. H. Anderson, Mrs. Leslie Wassing, Mrs. Paul O' Connor, Mrs. Kenneth Green of the Committee and Mrs. Harold Wilson and Mrs. E. C. Williams, staff.

REVIEW - Mrs. O. J. Janski

Mrs. Janski reviewed the work of the committee as follows:

- 1) Board training planned for 10 Leagues, actually given to 16.
- 2) Gave help to Leagues when requested to do so.
- 3) Invited ourselves to Leagues in 4 cases, to do board training.
- 4) Brooklyn Center and Crystal, newly organized, visited twice.
- 5) Suburban Leagues served often by telephone conferences.
- 6) Prospected for new Leagues out-state, with result that Albert Lea and Faribault are pre-provisional Leagues now, and in addition, Fridley, in suburban area, is in the process of organizing.
- 7) Members-at-large getting more publications since raise in their dues.
- 8) Membership Workshops were held in fall in 5 areas, were attended by 337 members in 48 Leagues.
- 9) Group agreed that our 40 member rule for new Leagues, before they can be recognized as provisional, is a good rule.
- 10) Some thought that two unit meetings a month would be a good new rule to make.
- 11) 19 Leagues visited by State Board members in the spring.

ROLE OF THE ADVISER - Mrs. Welch, who advised Silver Bay LNV

Mrs. Welch touched on the following ideas:

- 1) Do be an adviser, don't take over the meeting.
- 2) Be available to answer questions and give advice.
- 3) Answer letters promptly.
- 4) Enthusiasm is indispensable for the job of adviser.
- 5) Compliments on what they do well are a great help and encouragement to them.
- 6) Take new persons with you, to help you advise them on special areas of work; it adds interest to bring a new face and a new voice.

- 7) Meet on occasion with committees, such as Nominating, Budget, Survey.
- 8) Help them through their 1st annual meeting.
- 9) They need help during their first year as a local League, but perhaps from a new person or persons.

The following points were brought out during discussion:

- 1) Occasionally let new League meet without the adviser, midway through provisional yr.
- 2) Adviser sometimes might meet with President before the meeting, helping her plan agenda, then don't speak up in meeting unless a bad mistake is evident.
- 3) Adviser might visit another Provisional League to get ideas and broaden her experience.
- 4) Adviser is not a free lance agent, but is to carry out state Board and national League policies and standards.
- 5) Good experience of one League is contagious, and another League benefits from knowing these things.
- 6) Experience in some Leagues of seeing very good Board members give up entirely, because they find it impossible to do a limited job in League -- this is the Board's fault in not finding new talent.
- 7) Do experts set too high standards for the followers in the League? This can happen when Resource Committee's enthusiasm is high.
- 8) Don't minimize the League job to prospective members, or to prospective Board and committee members.
- 9) Orientation, as always, is important, but don't oversell the "card carrying" membership, the member who only pays her dues; this type of member does contribute and does benefit from the League; however, we don't need to seek her out.
- 10) Advisers need contact with state Board and with other Leagues -- how help them get this information and stimulation? (Discussed but not decided).
- 11) Unit chairman is key person in a League, and when a person does well, she should be encouraged to serve more than 1 year.

EXPANSION - Mrs. R. Drew Miller

Mrs. Miller reviewed the techniques used in starting our Leagues in Albert Lea and Faribault, including: advertisement in paper, articles in the paper, "open house" at the hotel, letters to prospects inviting them to the "open house," calls made on the mayor, newspaper, representative and senator, chamber of commerce by G. Wilson, while Betts Miller telephoned from the hotel, in between conversations with people who dropped into our "open house;" the follow up of publicity, local contacts mentioned in the article, plan for meeting of all interested in either a public place or a private home, letters sent from state office to list of 100-200 prospects, telephone contacts planned by few local people; pre-organization meeting(s), organization meetings, and the status today -- Faribault and Albert Lea about to ask for provisional status. We plan to get information by writing many letters before we start another LL.

MEMBERSHIP -- Mrs. Wassing

An exhibit of membership publications distributed at our Membership Workshops last fall included: Let's Talk League (an orientation kit), New Member Kit, Prospective Member Kit, Letter to missing member, Summer letter to members, Letter to selected prospects, Unit report form, Model Minutes of a Board meeting.

Mrs. Wassing suggested the "Summer Letter" be sent again to local Leagues for use this summer. She wondered if we should encourage new members in local Leagues to be invited to a meeting, bring their New Member Kits, and have orientation chairman go over the kits for further orientation. The group agreed we should encourage orientation somehow, should encourage use of Let's Talk League.

Conclusion: A sheet should be prepared reviewing for local League what they have received this year on membership and orientation. This could be given out at Council.

The idea of a chart or chalk talk idea graphically illustrating the structure in the League -- showing the set up of committees, unit organization, briefing meetings, units, board etc. -- was talked about as a help to advisers of new Leagues. This would supplement Tips on Carrying Out Program. The group wanted to ponder the idea further.

LOCAL CURRENT AGENDA - Mrs. O'Connor

Q Mrs. O'Connor reviewed the conclusions reached from the answers local Leagues made to the questionnaire on LCA. This summary will be included in an article in the March-April, 1960 Minnesota Voter. The points discussed by the group were:

- 1) Leagues need ideas and encouragement to spend more money on local action.
- 2) Exchange of ideas between local Leagues was attempted by half of the Leagues who answered, but lack of cooperation and response made this a discouraging technique. Also, information was often not pertinent.
- 3) Where to get publications, materials -- this is a need felt by Leagues.
- 4) Understanding principles underlying action, particularly on water, is a problem.
- 5) Joint meetings of Leagues with same local items would be helpful, in study as well as action phase.
- 6) Closer supervision of local action in Leagues might be desirable.
- 7) Money, ways of spending money profitably on local action -- ideas are needed here.
- 8) Better budgeting, and then encouragement to spend the money, is needed in many LL.
- 9) Encourage LL to WANT to act; it is sometimes more comfortable to study. The opposite is a problem in some young, over eager Leagues.
- 10) Choosing one small facet of a problem for a LCA can be a satisfying experience for some Leagues -- they can enjoy a feeling of accomplishment.
- 11) Should encourage LL to inform public when they take action, not be satisfied with pressuring the village council or school board.
- 12) Leagues could discuss possible agenda items with contributors, to get good ideas.
- 13) Offering speakers on non-League subjects, can be very good exercise for local LWV. Example: "Why Christian Woman Should be Active in Politics" -- a real assignment.
- 14) Wording of items needs improvement -- "study" and "view to action" are redundant. LCA always means study and always means action, if consensus can be reached.
- 15) Summary of successes in Leagues should be prepared for sharing with other LL.
- 16) We should use Councils and Conventions better than we do. It can be a place to distribute successful techniques and ideas. Visitors to local Leagues should spot good ideas to pass on to other Leagues. Ask League for a summary.
- 17) Action: Can we clarify at what stage decisions can be made in local action? This is a good subject for annual meeting discussion, one person thought. It is hard to give a general answer. Can some decisions be made just under the principle of "good government"? More discussion and questions than answers on this topic.

UNIT DISCUSSION

The group discussed unit problems, considering:

- 1) depth vs. participation, 2) help to weak or new units (sometimes member of resource committee can visit such a unit to help with discussion, 3) listing of helps for good discussion, 4) encourage unit to want better discussion, 5) keep housekeeping chores in unit at a minimum, by organizing well, by using Bulletin for this purpose, 6) encourage several persons being involved in leading the discussion, discourage reading of a paper, 7) have telephone committee call before a meeting giving topic, leading questions, publications to read etc., 8) encourage members to depend on Bulletin for information by not always back-stopping with unit reminders, phone calls.

CONCLUSIONS

NEW LEAGUES -- Let's have two or more new ones next year, preferably out-state, perhaps including Cloquet.

ADVISERS -- Give some guidance, written or verbal, to inform them on what is expected of them, and where they can get information on other League's activities. Willingness to ask questions is pre-requisite of a good adviser.

MEMBERSHIP -- Remind local Leagues, perhaps at Council meeting, of materials available on membership and orientation, urge their use. This might be done with a sheet to be passed out and a display. Consider a chart on LWV structure, for new Leagues.

LOCAL CURRENT AGENDA -- Encourage and show Leagues how to spend more money on local action, and improve, if possible, exchange of ideas between Leagues.

UNITS -- let Leagues know of materials available, to make unit discussion better.

League of Women Voters of Minnesota, 15th & Washington S.E., Minneapolis 14, Minn.
June 1960 063060CC

MASTER FILE CARD INSTRUCTIONS
Metropolitan Finance Agreement

I. Where

- A. The master card file for Leagues in Anoka and Hennepin counties is kept in the Minneapolis League office.

II. What to Do

- A. List your League's contributors and prospects, each on a separate file card.
- B. Include name, address, and business firm and address if important, on each card in upper left hand corner.
- C. Use 4" x 6" white file cards.

III. How to Use

- A. Set up original card file and place in the Minneapolis League office.
- B. Bring your card file up to date each year prior to your finance drive, marking date last checked on card in front of master file, and again following your drive.
- C. Pull all cards of prospects and contributors who have not contributed in three years. When a contributor has moved to another area where there is a League, send card to that League noting any information that would be of value when they contact this person.
- D. Check your card file of contributors and prospects each year against that of any other League where duplicate solicitation might occur.
- E. Settle instances of duplicate solicitation with the League involved using standards set up under the Metropolitan Finance Agreement or bring to the attention of the state office.

LEAGUE LOBBYISTS AND OBSERVERS

WATER	Mrs. William Brascugli (Mary)	Board resource
	Mrs. Richard T. Anderson (Sonja)	Minnetonka
	Mrs. Robert Metcalf (Connie)	Fridley
	Mrs. Alston S. Chase (Diane)	Mahtomedi
	Mrs. Richard Phillips (Eleanor)	Fridley
LEGISLATIVE AND EXECUTIVE REFORM	Mrs. Earl Colborn	Board resource
	Mrs. Richard Herter (Pat)	Minneapolis
	Mrs. L. C. Merriam (Katherine)	Falcon Heights
	Mrs. Donald Olin (Mabel)	Shoreview
	Mrs. Seiki Oshiro (Vicki)	Burnsville
	Mrs. Kermit Stenerson (Mary)	Roseville
METROPOLITAN	Mrs. Nicholas Duff (Ann)	Chairman, CMAL
	Mrs. A. C. Greenman (Pam)	Excelsior
	Mrs. Paul Hase (Barbara)	Minnetonka
	Mrs. Paul R. Redpath (Anna Mae)	Minnetonka
	Mrs. Frederick A. Waterous, Jr. (Connie)	St. Paul
	Mrs. Donald Williams (Jerry)	White Bear Lake
EQUAL OPPORTUNITY IN EDUCATION	Mrs. Ralph Ebbot (Liz)	Board resource
	Mrs. David Dornfeld (Kitty)	Minneapolis
	Mrs. Clark Starr (Jane)	Minneapolis
EQUALITY OF OPPORTUNITY IN ALL OTHER AREAS	Mrs. Eugene Farley (Frances)	Board resource
	Mrs. Neil B. Dieterich (Janet)	St. Paul
	Mrs. Wilfred C. Englund (Joanne)	Shoreview
	Mrs. Glenn Speidel (Dottie)	Minneapolis
ELECTION LAWS (INCLUDING PARTY DESIGNATION)	Mrs. Charles McCoy (Mary Ann)	Board resource
	Mrs. Harold H. Anderson (Elizabeth)	Minnetonka
	Mrs. Robert Nelson (Barbara)	Minneapolis
FINANCING GOVERNMENT SERVICES	Mrs. Harold Nash (Mary)	Excelsior Board resource
	Mrs. David Campbell (Phyllis)	Mahtomedi
	Mrs. Russell Lucas (Pat)	Shoreview
LOBBY REGULATION AND CONFLICT OF INTEREST	Mrs. Harold Watson (Marion)	Board resource
LIBERTY AMENDMENT	Mrs. Robert Hughes (Barbara)	Fridley

LOCAL CURRENT AGENDAS & CONTINUING RESPONSIBILITIES OF MINNESOTA LEAGUES
1963 - 1964

Administration, efficiency, economy, procedures in government:

Bemidji CA, Edina CR, Maplewood CA, Minneapolis CR, Robbinsdale CR, Roseville CA - CR, St. Paul CA.

Assessment, revenue, taxes, property values:

Alexandria CA, Duluth CR, Minneapolis CR, Minnetonka Village CA, Mound CA, St. Paul CR.

Capital Improvements: Crystal CA, Richfield CR, Roseville CR.

Civil Defense: Edina CR.

Civil Rights: Minneapolis CR.

Colleges: Bloomington CA, Worthington CA, Austin CA.

County Government: Chisholm CA, Owatonna CA, Wells CR, West St. Paul CR.

County Surveys: New Ulm CA, Silver Bay CA, Willmar CA.

Courts: St. Croix Valley CR.

Election Laws and Procedures: Hutchinson CA.

Forms of Local Government: Albert Lea CA, Anoka CA, Arden Hills CR, Bloomington CR, Brainerd CR, Brooklyn Center CA, Deephaven CA, Duluth CA, Jackson CA, Mahtomedi CA, Maplewood CA, Minnetonka Village CR, Mound CR, Richfield CA, Robbinsdale CA, Rochester CA, St. Anthony CA, St. Paul CR, St. Louis Park CR, Shoreview CA, West St. Paul CR, White Bear CA.

Health, Hospitals and Fluoridation: Columbia Heights CA, Mahtomedi CR, Moorhead CR, Red Wing CA, Roseville CA, St. Cloud CR, Silver Bay CA.

Library: Chisholm CA, Edina CA, Excelsior CR, Maplewood CR, St. Cloud CR, Silver Bay CR, Wells CA, White Bear CR.

Local Surveys: Bloomington CA, Buffalo CA, Fergus Falls CA, Hutchinson CR, Mankato (Prov.), New Richland CA, St. Peter (Prov.), Wells CR.

Ordinances: New Richland CR, St. Louis Park CR, White Bear CA.

Parks, Playgrounds and Recreation: Albert Lea CR, Bloomington CR, Brooklyn Center CR, Columbia Heights CR, Crystal CR, Edina CR, Falcon Heights CA, Fridley CR, Golden Valley CA, Moorhead CR, New Richland CA, Robbinsdale CR, St. Anthony CR, St. Cloud CR, St. Louis Park CR, Wayzata CR, West St. Paul CA, White Bear CR, Willmar CA.

Planning and Zoning: Austin CR, Battle Lake CA, Bloomington CR, Cass Lake CA, Columbia Heights CR, Falcon Heights CR, Fergus Falls CR, Fridley CA, Granite Falls CA, Maplewood CR, Minneapolis CR, Minnetonka Village CR, Moorhead CA, Owatonna CR, Red Wing CA, Rochester CR, St. Anthony CA, St. Cloud CA, St. Croix Valley CR, Shoreview CA, South St. Paul CA, Wayzata CA, Willmar CR, Worthington CR.

Police and Fire Department: Moorhead CR.

Schools: Albert Lea CA, Anoka CA, Bloomington CR, Brainerd CA, Chisholm CR, Columbia Heights CA, Deephaven CR, Edina CR, Excelsior CR, Golden Valley CR, Mahtomedi CR, Minneapolis CR, Moorhead CR, Mound CA - CR, St. Anthony CA, St. Croix Valley CR, St. Paul CR, Wayzata CR, Worthington CA.

Urban Renewal: Minneapolis CR, St. Paul CR.

Voter Registration: Arden Hills CA, Mahtomedi CR, St. Croix Valley CA, Silver Bay CR, Wayzata CA, West St. Paul CA.

Water and Sewage: Crystal CR, Granite Falls CR, Mahtomedi CR, Minnetonka Village CR, Robbinsdale CR, Wayzata CR.

LOCAL CURRENT AGENDAS & CONTINUING RESPONSIBILITIES OF MINNESOTA LEAGUES
1963 - 1964

- ALBERT LEA CA: Study of local forms of government including: school board, city offices, city council, and any other office related to local government.
CA: Study of school dropouts, job placement and educational facilities for manual skills.
CR: Parks and recreation with emphasis on: youth center, tennis courts and more cooperation between the school and city recreation in the use of facilities with limitations; specific action for inclusion of an indoor swimming pool in future schools if pool would be made available to the public.
- ALEXANDRIA CA: Study the tax structure of Douglas County with a view toward learning the fundamentals of taxation at the County and City level.
- ANOKA CA: Will study the need for a vocational high school in this area.
CA: Will continue the study of the charter of the City of Anoka with a view toward action.
- ARDEN HILLS CA: Will work further to promote voter registration for Arden Hills.
CR: Will cooperate with the Village Council for the adoption of Optional Plan A for the village government of Arden Hills.
- AUSTIN CA: Will study the curriculum, facilities, and financial structure of the Austin Junior College and evaluate needs for present and future expansion of these areas.
CR: City Planning.
- BATTLE LAKE CA: County Planning.
- BEMIDJI CA: Will study improvements needed in Bemidji and Beltrami County.
- BLOOMINGTON* CA: Will up-date the Bloomington City Survey.
CA: Will study the need for a Junior College in the Bloomington area.
CR: Support of charter provisions which are essentially fundamental and brief; call for a council-manger form of government; provide for election of councilmen on a city-wide basis, for adequate terms, and at a time other than state and national elections.
CR: Support of long range planning for school buildings which will provide full day schedules for all students.
CR: Support of a planning program which will include long range plans for all land use and capital improvements; continuing research and analysis; periodic review to keep the plans current and useful.
CR: Support of a park land acquisition program that emphasizes acquiring land before it is unavailable or too costly; acquiring large natural areas; providing space for a park and recreation system that will serve all ages and interests.
- BRAINERD CA: Study of the financial structure of the Brainerd school system.
CR: Curriculum in the school.
CR: League observer program.
CR: Charter study.

BROOKLYN CENTER	CA: Reaffirms its support of the principles of Plan B of village government and will study the pros and cons of city government. CR: Support the development of park and recreational facilities.
BUFFALO	CA: Know Your Town Survey. CR: League Observer Program.
CASS LAKE	CA: Support of long range zoning and planning with special emphasis on urban renewal.
CHISHOLM	CA: Library survey. CA: Up-dating county welfare survey. CR: School Survey: recommendations that uniform written board policies be established by the Board of Education; that cuts in expenditures be made in areas which will not affect the quality of education; that salaries for school board members be reduced or abolished.
COLUMBIA HEIGHTS	CA: Will work for a better educational system in Columbia Heights. CA: Will study and maintain an interest in the North Suburban Hospital District. CR: Will continue to support and study planning and zoning. CR: Will continue to support and study the park and playground program.
CRYSTAL	CA: Will study the need and advisability of a city hall. CR: Continued support of development of parks. CR: Study of the proposed water system.
DEEPHAVEN*	CA: Study of the village government structure with planning and zoning; roads and bridges. CR: The building and financial needs of Minnetonka School District.
DULUTH	CA: Continued support of the strong-Mayor form of government as adopted March 1956 and an evaluation of proposed charter amendments. CR: Recognition of the need for increased sources of municipal revenue.
EDINA	CA: Study of the Edina Public Library. CR: Efficiency and economy in local government with emphasis on planing and zoning, tax structure and water supply. CR: Edina-Morningside school system. CR: Civil Defense. CR: Development of the park system.
EXCELSIOR*	CR: Will continue an active interest in the policies of Minnetonka School District. CR: Will support measures to improve the Excelsior branch of the Hennepin County Public Library, its facilities and service to the community.
FALCON HEIGHTS	CA: Will study and promote a program of recreation in Falcon Hgts. CR: Will continue its interest in village planning and take action when necessary.
FERGUS FALLS	CA: Will revise a Know Your Town survey and continue action toward Otter Tail County planning. CR: Will continue to support city planning.

List of LCA's, 1963, page 3

FRIDLEY CA: Will study zoning laws with emphasis on the city-wide master plan.
CR: Supports the principle that a comprehensive program of park development is necessary; and supports continued improvement in the recreational program.

GOLDEN VALLEY CA: Review and re-analysis of our support position on parks with the expressed purpose of including hiking and biking trails, swimming pools as well as other improvements in our park program.
CR: Golden Valley unified school system.

GRANITE FALLS CA: Study of city planning and zoning.
CR: Support of improvements of refuse disposal.

HUTCHINSON CA: Study voting laws and procedures.
CR: Continue compiling, for possible publication, city government booklet.

JACKSON CA: Continued study of the city charter.

MAHTOMEDI CA: The possibility of Mahtomedi and adjoining communities combining local governmental units and/or services.
CR: Permanent voter registration.
CR: Continued support of adequate educational facilities.
CR: Public system of sewage disposal.
CR: Fluoridation of village water supply.

MANKATO # CA: Know Your Town Survey, including a section on civil rights.

MAPLEWOOD CA: A study of the Maplewood village government and its finances with emphasis on dissemination of information to the voter.
CA: Three units in Washington County wish to study the County Commissioner system.
CR: Planning and zoning with emphasis on recreation.
CR: Library for Maplewood.

MINNEAPOLIS* CR: Improved efficiency and coordination of planning agencies; improved zoning laws and administration; effective organized citizen participation in planning.
CR: Improved tax structure, new sources of revenue, and a sound fiscal policy for Minneapolis.
CR: Continued improvement of the Minneapolis public schools including open channels of communications within the school system and between the school system and the community.
CR: Improved structure and procedures of Minneapolis government.
CR: Urban renewal and low rent public housing.
CR: Elimination of discrimination based on race, color or creed in employment.

MINNETONKA* CA: Study of land use with emphasis on broadening the tax base.
CR: Will work for Council-Manager form of village government.
CR: Support of educational project to inform the village as a whole of our sewer and water problem.
CR: Support of long range planning and zoning with action to inform the community.

List of LCA's, 1963, page 4

MOORHEAD	CA: Study of land use plan and efforts of Moorhead Planning Commission, and work for orderly development of Moorhead. CR: Support of adequate playground facilities, equipment and supervision. CR: Support of adequate police and fire facilities. CR: Support of improvements in health and welfare services in Moorhead. CR: Study plans and needs of school district 152.
MOUND	CA: Study possible areas of cooperation and methods of integrating the municipalities in school district 277. CA: Study revenue sources in Hennepin County with emphasis on sound fiscal policy and possible new sources of revenue; with continued support of measures to improve the tax assessment system. CR: Study of school building needs with a view to action. CR: Encourage formation of charter commission for Mound and will study the proposed charter to work for its adoption if it meets proper standards.
NEW RICHLAND	CA: Will complete Know Your Town Survey; continuing with a study of recreational facilities of the community with the intention of incorporating facilities for the girls of the village. CR: Will continue to work with the village attorney in the revision of the village ordinances.
NEW ULM	CA: Know Your County Survey.
North St. Paul*	
OWATONNA	CA: Redistricting of Steele County. CR: City planning
RED WING	CA: Study and implementation of the Comprehensive City Plan. CA: Continued study of hospital plans for Red Wing.
RICHFIELD*	CA: Study of the charter to be proposed by the Richfield Charter Commission. CR: Study of capital improvements.
ROBBINSDALE*	CA: Continue to study types of city government with particular emphasis on city-manger or administrative assistant versus present type of government to determine whether a change would be advantageous in Robbinsdale, and shall work for charter improvement. CR: Continued support of the development of parks and recreation. CR: Continued support of water improvement in Robbinsdale. CR: Continued support of staggered election of city officials.
ROCHESTER	CA: Will continue to study and work to improve the city charter. CR: Support of charter revision. CR: Support of completion and adoption of a comprehensive master plan for the City of Rochester.
ROSEVILLE	CA: Will support improvement of village health ordinances with a view to securing the services of a sanitarian. CA: Will study the procedures of local government as provided by a home rule charter.

- CR: Will support measures to promote long range capital improvements planning in the village through a capital improvement plan formulated with professional guidance.
- CR: Will work for improvement of local government including: a full time administrator; operation under a comprehensive budget; separation of legislative and administrative powers; fixed responsibility for administration; an independent financial check through periodic audit.
- ST. ANTHONY* CA: School building needs in district 282.
CA: Planning and zoning.
CA: Forms of village government.
CR: Parks and playgrounds.
- ST. CLOUD CA: Study of adequate area planning, ordinances, annexation and zoning and will try to inform the public of present zoning regulations.
CR: Continues to maintain an interest in health and sanitation conditions in St. Cloud.
CR: Continues its support of a new plant for the St. Cloud Library and improvement of recreational facilities with specific support for development of the Lake George area.
- ST. CROIX VALLEY* CA: Voters registration.
CR: Court House - Washington County.
CR: County planning.
CR: School district 834.
- ST. PAUL CA: Will study and evaluate the structure and procedures of St. Paul city government.
CR: Will support charter revision to meet financial needs of St. Paul schools and city government.
CR: Will support the principle of an independent school board, a fiscally independent school district and a continuing capital improvement program for schools.
CR: Will support urban renewal which includes redevelopment, rehabilitation, conservation and public housing.
- ST. LOUIS PARK* CR: Study of plans for development of St. Louis Park including parks and recreation, streets and highways.
CR: Study and re-evaluation of the charter of the city of St. Louis Park.
CR: Further our study and action on local ordinances.
- ST. PETER# CA: Know Your Town Survey.
- SHOREVIEW CA: Will continue its study of long range planning needs of our village.
CA: Will promote the adoption of Plan A in our village.
- SILVER BAY CA: County survey.
CA: Feasibility of a hospital in Silver Bay.
CR: Support of permanent voter registration.
CR: Support of economically feasible measures for more adequate library space.
- SOUTH ST. PAUL CA: Study principles and elements of city planning in relation to South St. Paul and Hastings area.

List of LCA's, 1963, page 6

WAYZATA CA: Will study permanent voter registration for the City of Way-
 zata and school districts 284 and 278.
 CA: Will study municipal zoning with emphasis on relationships
 of zoning regulations of municipalities within school dis-
 tricts 284 and 278.
 CR: City planning with emphasis on parks and recreation.
 CR: Will support cooperative planning within the Minnetonka
 watershed.
 CR: Survey of the Wayzata and Orono school systems.
 CR: Support of adequate financing for Wayzata school district.

WELLS CA: Study the possibility of establishing a library in Wells.
 CR: County government.
 CR: Village survey.

WEST ST. PAUL CA: Study of parks and recreation in Dakota County.
 CA: Study of voter registration and voting machines with a view
 toward action.
 CR: City-manager form of government
 CR: County fee system versus salary system.

WHITE BEAR* CA: Continued study of the charter of the City of White Bear Lake.
 CA: Study of the structure of government in North Oaks and the
 village ordinances.
 CR: Support of improved library facilities.
 CR: Support of improved recreation facilities.

WILMAR CA: Study of the possibilities of the development of Foot Lake.
 CA: County Survey.
 CR: Will support the principle of long range planning for the
 City of Willmar.

WORTHINGTON CA: Study on our need for more schools and a four year college.
 CR: Programs of the City Planning Commission - appointment of
 committees to help commission and progressive planning.

above indicates a provisional League.

* above indicates members of the Council of Metropolitan Area Leagues who list a study of the metropolitan survey as a CA

MODEL DISCUSSION OUTLINE

I. The goal for the meeting. (Discussion Leader)

What is expected of members at this meeting? What is the question or questions we hope to answer?

II. Introduction. (Unit Resource Leader)

Factual presentation lasting no more than ten minutes. Important to relate the topic to the individual member by stressing how the subject affects her. Relate the topic to the news of the day, and why we are studying this topic now.

What is its relation to League program? How long have we worked on this; what stands have we taken; what legislative successes or failures?

Then comes background information to start the discussion. Probably would include how the problem arose, what the situation is now, and what the complicating factors are.

III. Main points to be discussed probably would include the following:

- A. What is the problem in terms of us in the community?
- B. What should be the goals of a solution?
- C. What solutions are available? Judge each in terms of goals.
- D. What is the best solution, and what can we do about it?

(Under each main point should be a provocative question or two, or an alternative idea for developing discussion.)

IV. Summary.

- A. Restatement of purpose of meeting.
- B. Main areas discussed.
- C. Areas of agreement and disagreement.
- D. Action anticipated.

SAMPLE DISCUSSION OUTLINE

SUBJECT: Why Women Join The League of Women Voters

I. Goal for the evening. (Discussion Leader)

Our main purpose at this meeting is to come up with as many reasons as possible why women join the League, and to decide which are the most important reasons. Then we should decide how knowing these reasons can help us reach our membership goals.

II. Introduction to the subject. (Unit Resource Leader)

Why women join the League is particularly timely right now because of the emphasis being placed by the national Board on membership growth, and also because each of us is interested in expanding our own League's membership roster - not to mention the fact that if ever our country needed informed citizens, it is now.

As general background information, there are about 135,000 women in the LWV of the U.S. There were 120,000 members ten years ago, so our growth has not been exactly rapid. Some of the problems of membership growth are the mobility of the population, small children, many women going back to work or back to school, not to mention the much publicized idea that "the woman's place is in the home."

According to a survey done by the Survey Research Center of the University of Michigan, most LWV members are from good neighborhoods. Most of them have finished high school, and the largest single group have attended college but did not graduate. Many League members have done graduate work. Most members are in the upper half of the community as far as income is concerned, and most are married to business or professional men. Most League members also belong to at least two organizations besides the League.

III. The main points to be discussed are: (Discussion Leader)

A. The kind of woman who joins the League.

Provocative Question: Do you think a woman has to be concerned about government to join the League? or Is being upset about the local government, schools, etc. an important reason for joining the League?

B. The public image of the League.

Provocative Question: Does the public actually know what the League does? or Do you think the average person feels that it makes a difference whether there is a League of Women Voters?

C. The public image of a member of the League.

Hold up a picture of a Leaguer doing something worth while, and ask, "Is this what Mr. and Mrs. John Q. Public picture in their minds when they think about a member of the LWV?" or Provocative Question: In your opinion, is hearing about creative women doing exciting things like lobbying in the legislature the main reason women join the League? or In what ways can there be a negative image of members of the League?

D. The husband's influence.

Provocative Question: How important do you feel a husband's influence is on whether a woman joins the League or not?

E. How these reasons can be applied to attaining our membership goals.

Provocative Question: Do you feel that better public relations is an answer? or To what extent should the League try to reach other segments of the community?

IV. Summary

MASTER FILE CARD INSTRUCTIONS
Metropolitan Finance Agreement

I. Where

- A. The master card file for Leagues in Hennepin and Anoka counties is kept in the Minneapolis League office.
- B. The master card file for Leagues in Dakota, Ramsey and Washington counties is kept in the St. Paul League office.

II. What to Do

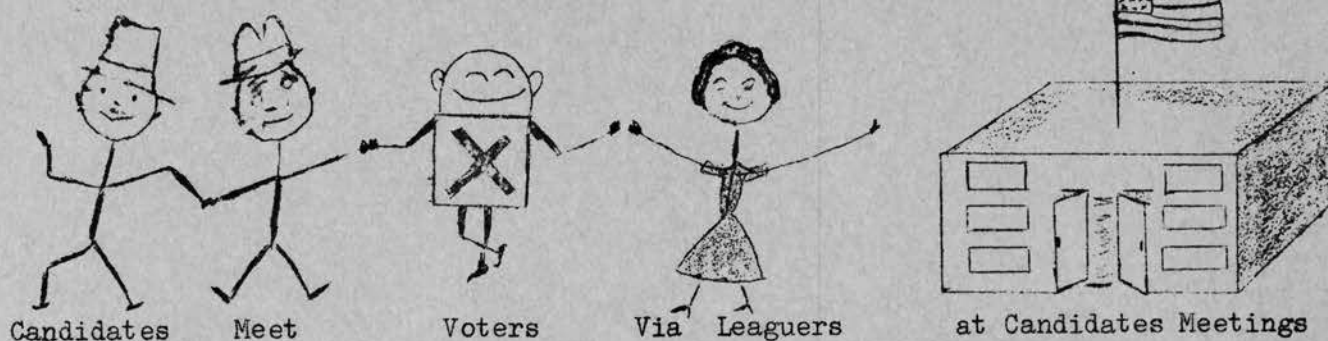
- A. List your League's contributors and prospects, each on a separate file card.
- B. Include name, address and business firm and address if important, on each card in upper left hand corner.
- C. Use 4" by 6" white file cards.

III. How to Use

- A. Set up original card file and place in either the Minneapolis or St. Paul League office (as designated in Part I above).
- B. Bring your card file up to date each year prior to your finance drive, marking date last checked on card in front of master file, and again following your drive.
- C. Pull all cards of prospects and contributors who have not contributed in three years. When a contributor has moved to another area where there is a League, send card to that League noting any information that would be of value when they contact this person.
- D. Check your card file of contributors and prospects each year against that of any other League where duplicate solicitation might occur.
- E. Settle instances of duplicate solicitation with the League involved using standards set up under the Metropolitan Finance Agreement or bring to the attention of the state office.

VOTERS SERVICE

SWAP SHOP



We Leaguers view Candidates Meetings in terms of letters, arrangements, timers, nonpartisanship, moderators, questions, chairs . . .

These Candidates view Candidates Meetings in terms of travel, anticipated audience, issues, allotted time, partisan support in locality, other time commitments . . .

Those Voters view Candidates Meetings in terms of interest, baby sitters, social engagements, length of speeches, personalities, sports events, partisan involvement . . .

Joining these varied committments in a larger one . . .

"Promote political responsibility through informed and active participation of citizens in government"

. . . is the challenge each Voters Service Chairman faces as issues crystallize, candidates file, and Election Day nears.

Here are some Tips on Candidates Meetings gleaned from such primary sources as Candidates, Political Party Officials, Voters and local Leagues. First of all, secure cooperation of local party officials, clear dates and you may wish to cooperate with other Leagues or organizations in the area.

I. Initial Letter to Candidates

Make: Three carbons - one you file
one you send to Candidate's Party Headquarters
one you send to state office

Mail: as far in advance as you know firm date for your meeting.

Letter: Your initial contact with a candidate is often the key to effective participation in pre-election Voters Service. In setting the framework within which all candidates will be expected to meet the electorate, your letter can provide definitive direction - and help insure a successful Voters Service Project.

In general, the following points should present the candidate with an over-all look at your meeting plans:

1. Explain the meeting (giving date, time and place!) - purpose, nonpartisanship, other candidates invited, estimated audience.
2. Invite him to participate (giving length of time he will be allotted, order in which candidates will speak) and whether

he may bring campaign literature.

3. State ground rules applying to the meeting - questions from the floor, moderator's role, no substitutes may come in candidates' place, must appear if he says "yes" in reply to this invitation.
4. Wish him well in his political venture and emphasize the LWV's goal of involving citizens in active political participation - of which each citizen's candidacy is a much-appreciated fulfillment.

Follow-up: A phone call or personal interview to secure his word that he will attend.

Invite people close to the candidate to attend and mention the matter to him.

Point out the opportunity to reach people outside his own political party.

II. Ground Rules

If your initial contact is indeed the key to effective candidate participation in pre-election Voters Service, workable ground rules for conducting your Candidates Meeting provide broad access all voters need to acquaint themselves with candidates and issues.

. . . Work out a time schedule - a realistic one, based upon the number of candidates and offices to be included in the meeting. Aim to include as many offices as you feel can be adequately covered in the total meeting - and no more! Twenty minutes per pair of candidates has been found successful in some Leagues - 5 minutes each for presentation, 3 minutes each for rebuttal. Provide a timekeeper - with a bell!

. . . Questions from the floor - if written, a screening committee is helpful, or microphones could be provided for oral questions. Remind the audience that these are questions, and not speeches!

. . . Order of candidates appearance may be determined by lot or alphabetical order, but should be made known to candidates.

. . . If a candidate does not appear, plan to explain at the beginning of the meeting. The question of a candidate sending a substitute in his place or a letter explaining his position on issues may present itself frequently. A no-substitute ground rule is more fair to candidates who do make the effort to appear.

III. Agenda

- . . . Welcome by League President and brief statement of League purpose and policies and introduction of the moderator.
- . . . Rules of the meeting spelled out by the moderator.
- . . . Speeches by the opposing candidates for each office.
- . . . Rebuttals
- . . . Questions from the floor according to rules announced by moderator.
- . . . Thanks by League President and invitation for citizens to meet and talk informally with the candidates after the meeting.

IV. Moderator's Role

Concern about this part of Candidates Meetings is widespread - both on the part of candidates and the audience! Consensus appears to favor casting a local League member in the role of moderator - one who is able to keep the discussion in hand, but with a light touch.

- . . . Inform your moderator of the possible issues in each contest for office, so that she is prepared for emergencies!
- . . . As a League member she is aware of the purpose of the meeting, yet is not unmindful of the need for kindness and tact in enforcing the already agreed-upon rules.
- . . . It's up to her to keep things on an even keel.

V. Publicity

In the League's role of providing a "window on the world of politics", pre-election Voters Service fits neatly into an overall public relations program. You'll want to reach as many voters as possible with an awareness of the issues, the candidates, and the offices they seek.

- . . . Invite local party officials by personal letter.
- . . . Inform the supporters of the candidates about the meeting and ask them to discuss the meeting with him.
- . . . Aim at precinct representation in a community sampling type audience so that candidates will be reaching a wider group - in influence, if not in numbers!
- . . . Provide name tags (large!) for all candidates, LWV committee, moderator, timekeeper.
- . . . Help arouse interest in the issues to be discussed by explaining them or calling attention to them in publicity on radio, TV, or in newspapers.
- . . . "... have been asked to speak" is a careful wording in referring to candidates who have been invited to the meeting, in case they might not appear - instead of using "will speak".

VI. Voters Service vs. Program in the League

The League goes forth into the world armed with two goals, and it's best that local Leagues understand this two-fold nature of their efforts, especially in pre-election Voters Service activity. It is under the League's mandate to stimulate active participation of informed citizens that Voters Service work is underscored; in this capacity, ballot issues are explained and voters are alerted to their provisions. The promotion of League positions on specific issues is the other area of League concern, and the apparent overlapping must be clarified and removed to protect the League's heritage of nonpartisan activity in serving and informing the electorate.

- . . . Do have Voters Service publications on ballot issues clearly displayed and distributed at your pre-election Voters Service meetings!
- . . . Don't include material promoting League positions on these issues displayed along with Voters Service material!

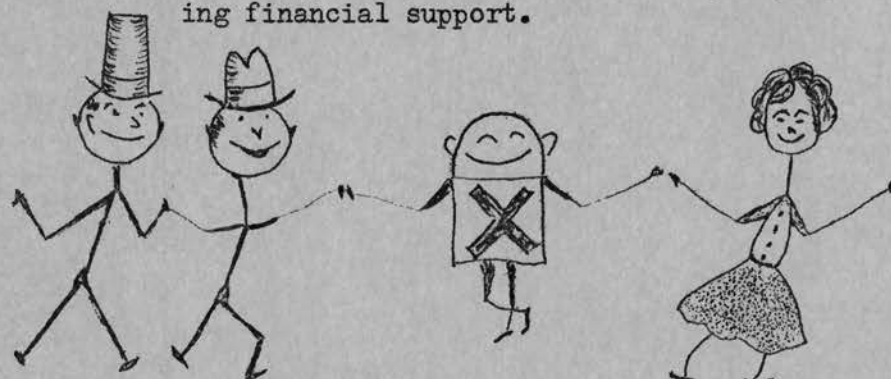
VII. Thank You . . . and Come Again!

Candidates Meetings can be fun as well as a service, and this effort to "Give the Voter a Hand" enriches our League membership and community relations. So plan to express your thanks to one and all who replied to your letters, spoke, baked cookies, folded letters, or set up public address systems!

. . . Candidates often have wives who might be roused into League membership.

. . . Political parties' cooperation is welcome and necessary for future Voters Service projects in explaining the political process to local citizens' groups.

. . . Community acceptance furthers League program and purposes with continuing financial support.



Candidates Meet Voters Via Leaguers in many other ways!

We Leaguers need to rely upon imaginative approaches to Voters Service . . like dozens of candidates and offices to try to cover at once? or . . time schedules of candidates that just don't fit neatly into one big meeting?

Hey, Why Don't We . . .

- . . . Have a Candidates Fair? - with booths for each of those dozens of candidates (they supply the literature and decoration! You supply the hall, the publicity and the coffee!)
- . . . Have a Political Houseparty? - all over the neighborhood so candidates can take in several in an afternoon in living-room setting with a chance to really meet and chat with voters;
- . . . Have Coffee and Candidates? - seating people at tables for 8 in some large community facility - with 1 empty chair per table. Candidates circulate, filling the chair - and the conversation!

These Candidates will cooperate in these ventures because they afford new opportunities to influence voters and new forums to expound views.

These Voters will cooperate by attending these gatherings at times and in places which suit their mobile convenience.

"Hey, Why Don't We . . . tell everyone, everywhere, that

It's YOUR Vote that Counts in '64"

FINANCE ADVISORY COMMITTEE

Panel Discussion Held April 30, 1964

Participants: Mrs. Jerome Gray, Minneapolis; Mrs. Alan Yudell, Rochester; Mrs. James Earl, St. Paul

I. Minneapolis:

Why did your League decide to have a finance advisory committee? What is the purpose, and what service do they provide?

In 1963 the Minneapolis League decided to try to assemble a finance advisory committee after conferring with several Leagues throughout the country who had them. We wanted to see if an F.A.C. would aid us in our finance drive. We hoped it would help in several ways - to add to our list of contributors other citizens who would be influenced by members of our F.A.C.; to get some of our present contributors to take a more active interest in our organization and, realizing our worth, raise their contributions; to help us in our money raising tactics, i.e. they would advise us how to make a better pitch, what appeals to a prospective donor, what to emphasize, what to minimize, how to broaden our list of prospects.

In 1963 we had an informal committee and they made the following recommendations to us:

- 1) Broaden your base of contributors by wider use of lists, and most agreed to help supply the lists.
- 2) Have interested businessmen write personal letters to friends and acquaintances who are not contributors and suggest that they support the League.
- 3) Continue our personal solicitation which is good and effective and have a selected mailing to about 1000, with accompanying notes.
- 4) Be proud of your non-deductibility; this should not deter givers of under \$100. Yet, at the same time, work for deductibility because then you will have a break-through in business.
- 5) NEVER, NEVER show anyone your budget. It is disgraceful and will encourage only mediocre contributions.
- 6) Do not formalize the men's committee as we might regret it later. Use the men present to write letters and develop this approach.

We took some of their advice, not all of it - we did not do a mass mailing. The personal letters paid off in \$185 contributed by four new prospects.

In 1964 we had more courage and decided to try for a list of men whose names we could use on our stationery. We got 25 men who agreed to the use of their names and this stationery was used only for new prospects (to avoid offending any of our old contributors who might wonder why they were not on our F.A.C.). The presence of several attorneys' names on our F.A.C. prompted us to try a mailing to 150 lawyers with no follow-up planned by a solicitor, just a self-addressed return envelope. As yet, we do not know the results of this mailing, but will by April 30. We have not met personally with all the men on our F.A.C. but plan to do so in the fall and evaluate the situation - the effect on our drive and the future plans.

What are the advantages?

In our limited experience we found that we gained some in contributions. We gained in positive public relations by contacting 57 prospects and hearing their varied replies. Many of them felt they knew too little about the League. Even though they contributed financially to our organization, they wanted to know more

before lending us the use of their names. We have set out to inform them about the League. We gained some know-how from our luncheon in 1963, and certainly it did lots for our ego to have 25 such splendid men agree to serve on our F.A.C. in 1964.

What are the disadvantages?

It takes lots of time and some (limited) funds to set up an F.A.C.

II. Rochester

How was the finance advisory committee formulated? Who was selected and why (determination of size, sex, business, professional, labor). Length of service (reappointed or permanent).

The Rochester LWV Mens Advisory Committee was formulated by the finance chairman, her finance committee and the Rochester Board as the result of a proposal in the September 1963 National Board Report entitled "Finance".

The appointed finance chairmen from each unit met on August 30, 1963 for a training session, and it was at this meeting that plans were made for the organization and selection of candidates for the proposed advisory committee. We decided that 11 would be the magic number. This number facilitating discussion by preventing the group from becoming unwieldy and yet providing for variety. (Naturally it was also our aim not to find ourselves out-numbered in the possibility of any ensuing debate.)

We decided to appoint members of the male gender to our committee, but only for the prevailing term. We had no strong reason for doing so except that many of our leading businesswomen are already Leaguers, and we felt it wise to involve as many people as possible.

We decided to represent as many businesses and professions as possible. We felt that this was the best way to "spread the word", to get a broad spectrum of thinkers to produce a variety of suggestions, and, in the interest of democracy, to not favor any one area of business or any one group. We have on our advisory committee a doctor, an editor, an IBM administrator, a small businessman (correction - a man representing small business), a bank president, a labor union leader, a member of the board of governors of the Mayo Clinic, a hotel manager and president of the American Hotel Association, and finally the president of one of our largest department stores. Each man was personally interviewed and invited to become a member of our advisory committee. This was followed up by a written invitation. I might add that we had 100% success.

This is the first year that our advisory committee has been in function, therefore our plans regarding length of service on the committee are not as yet concrete. At the present we plan to retain only half of our group for next year (possibly those who display the most enthusiasm) adding five or six new members next year. This would ensure a constant fresh supply of ideas, yet a continuity to the group. I am sure that we will be calling again and again on many of the members, especially since the size of our community limits the available talent.

Should it be limited to finance? What do you foresee for its use in the future?

Should it be limited to finance? This would depend on many factors. First of all, what are the aims of the local League in formulating its F.A.C.? I feel that any hard and fast rules to limit the use of an advisory committee would be stifling and only decrease the value of such a group. Size of the community and the tenor of the members involved will help decide if finance alone should be its emphasis. Some talented business and professional men just don't cotton to the idea of belonging to a committee whose sole concern is that of financing. One of our F.A.C. members

and a leading business man commented, "This city is so small that if you published my name in any article that even hints that I am helping the LWV raise money then I will have at least a hundred calls from good customers, friends, church or other groups demanding that me or my company help with their cause." This comment made me explore the possibility of using our advisory committee for other purposes. With such distinguished members on our board it was inevitable that Finance would profit regardless of the total content of our meetings. One of our larger organizations represented on the committee has already doubled its contribution; another promised to do the same if we didn't make our goal this year and plans an automatic increase next year. Our bank president is also the chairman of a charitable foundation which has generously put up money to finance the LWV revision of a county and city booklet. Numerous doors have been opened to finance alone, and it had barely been mentioned at our luncheon meeting. By not limiting our group to finance alone, we have had a vigorous interchange of ideas, a chance to clear up some misconceptions about League, and to do a little educating. Our Board emphasized caution by making clear to its advisory committee that suggestions and criticism of League program, while welcomed, would not necessarily be heeded, alter our stand, or change our course of action. Any League that does open its advisory committee meetings to matters other than finance should make this very clear. It is healthy for any organization to examine criticism of itself and to decide whether this criticism has merit or is constructive and possibly take steps to improve itself in the light of any new insights. This constant evaluation prevents a group from becoming static.

We are not always entirely sure of just how effective our program is, how does it reach the public. The advisory committee gives us a unique opportunity to "see ourselves as others see us". An advisory committee does in part lend to our prestige. We have some outstanding civic-minded citizens on ours, and they agreed to have their names put on our letterheads. I feel that during our finance drive many contributions came in more readily, and with less work on the part of the solicitors, because a familiar and respected name was recognized by the contributor.

Suggestions to our Board from our advisory committee have been varied if not humorous. "Why doesn't the League go to its members for the money it needs instead of all this fund raising drive nonsense?" "Why doesn't the League sponsor a League of Men Voters?"

Whatever the content of our future meetings, I feel that the debate, criticism, ideas and suggestions that will come out of such meetings can only prove helpful in stimulating better public relations and make us a group that is growing by going continually outward. I feel that the flexibility of this group is the factor that will ensure its success.

In the final analysis, whether your group is purely for finance purposes, or if you have broadened it to include a general interchange of ideas, it is entirely up to you because in any event it is bound to help finance flourish.

III. St. Paul

Description of the actual meeting - preparation, meeting and follow-up.

Letters to all financial advisory committee members were sent December 1, 1963 inviting them to attend a luncheon and meeting in the St. Paul League office at Alley 29, December 12, 1963. Fujiya Restaurant and our hospitality chairman were contacted to make plans for the actual luncheon.

Eight of the committee members attended on December 12 plus the President, Finance and Budget Chairmen, Mrs. Byron Cochrane, the Hospitality Chairman, our Executive Secretary and Mrs. Robert Vachon, our Visual Aids Coordinator.

After lunch a visual presentation prepared by Mrs. Vachon entitled "It Makes a Difference That There is a League of Women Voters in St. Paul" was demonstrated by Mrs. Earl and Mrs. Vachon.

Mrs. Cochran then presented the projected budget - not the actual budget but a somewhat dreamy one - showing what we could do if more money came in. Dues were discussed. Most advisory committee members recommended a dues increase of 1 or 2 dollars.

Plans for the finance drive were outlined by Mrs. Gustafson, our Finance Chairman. She invited comments. A flyer was recommended. "It Makes a Difference" was the result. Mr. Springsted offered to print this brochure at his expense.

Pledge cards were passed around. From eight members present, \$425 was pledged.

Lists of contributors were passed around so committee members could check those to whom a special note by him would be attached - the Finance Committee to distribute and mail so no leg work was involved for the F.A.C. members.

Tax deductibility was discussed by one member who investigated feasibility of it. Technicalities are involved for setting up an education foundation - including a separate Board and books and bylaws. This foundation would be under the laws of the State of Minnesota.

Last comment - we should broaden the base of contributions.

Meeting adjourned at 2:30 p.m.

For follow-up the minutes were sent to all advisory committee members. Letters were taken around so notes could be added and picked up. Results of this venture are not worth the effort. Notes were to old contributors asking for more money. Copies of all material sent to contributors and thank-you note for personal pledge were sent to advisory committee members before the drive began.

Can a small or medium sized town profit by having a Finance Advisory Committee? If the use is to be limited, what ideas might they find profitable?

It would seem to me that a F.A.C. could be profitable for a small town League or a medium sized town League. Every town has some sort of power structure, or leaders, who exert influence. If there is any business or industry present, it would seem advisable to have these elements represented. School principals, religious leaders and others depending on the political structure of the community, could be represented. Having these leaders on a F.A.C. could give League leaders an excellent opportunity to tell the League story. In addition, the committee members might be able to convince new sources of contributions to give to the League.

Some kind of visual aid presentation at the committee meeting by a League member can help to put across League accomplishments. Photographs of League activities would be effective, too.

Elicit advice from the members as to methods of carrying on the actual fund drive. Testimonials from any of them could be printed for fund drive letter to contributors. Personal notes to possible contributors from advisory committee members might prove to be successful also. It would probably be wise to limit the size of the committee at first - say 10 members at most - to allow for some new ones in the future if the venture proves successful. Be sure to include important women on the committee, if possible.

METROPOLITAN FINANCE COMMITTEE BACKGROUND

The Metropolitan Finance Committee is a committee composed of the finance chairmen from each of the metropolitan Leagues. Each finance chairman automatically becomes a member of this committee when she accepts her local League Board position as Finance Chairman. Membership on this committee involves attending (or sending her appointed delegate) the annual meeting each year and carrying out the provisions of the Metropolitan Finance Agreement.

The Metropolitan Finance Committee was organized in 1954 for the purpose of eliminating duplicate solicitation of contributors by Leagues in Hennepin and Ramsey counties. In 1957 it was decided to include all metropolitan Leagues on this committee. The present committee is thus composed of finance chairmen from all the Leagues in the following counties: Anoka, Dakota, Hennepin, Ramsey and Washington.

This committee adopted a Metropolitan Finance Agreement in 1955. This agreement was the result of much study and discussion on the part of the original committee members regarding various solutions to the problem of duplicate solicitation of contributors.

In brief, this agreement consists of a plan agreed upon by participating Leagues to eliminate duplicate solicitation by having local Leagues check their finance drive lists with those of other Leagues where duplication might occur. This is accomplished by having each local League prepare a card file composed of its contributors and prospects and placing the same in a master card file with the files of other metropolitan Leagues in either the Minneapolis or the St. Paul office (as per instruction sheet). This card file is to be brought up to date each year prior to that League's finance drive.

There are several things that you as a local League can do to make this plan work successfully:

- A. Be sure your League's list of contributors and prospects is on file in the proper place and in the right form. (See instruction sheet.)
- B. Keep this card file up to date each year, marking date last checked on League index card in master file.
- C. Check your League's card file against other League card files where duplication might occur before sending out your finance drive letters.
- D. In cases of duplication, use Metropolitan Finance Agreement standards to resolve problem.
- E. Bring unsolved duplicate solicitation matters to the attention of the Arbitration Board by notifying the chairman of this board or calling the state office.
- F. Have finance chairman or her appointed delegate attend the annual meeting of the Metropolitan Finance Committee.

Calendar for State Program Suggestions 1965-67

- Feb. 19 - First round suggestions to state Board
- March - First round suggestions back to local Leagues
- April 12- Second round suggestions to state Board
- May 19 - Presentation of items at state Convention

Guide for Informed Program-making

Program-making: the most stimulating and exciting part of League procedures.

It may start with an idea--a newspaper article, a long-time interest in a project, a crying need in a particular area. It continues on through the process of individual members selling their suggestions to their local Leagues. The local League, in turn, picks up enthusiasm to carry this choice onto the floor of the 1965 Convention. It's a dynamic process where each member may have a voice in Program choice.

The discussion leader for Program suggestions should:

Background Preparation

1. Background your League in the Program-making process. (Local League Handbook, p. 16, 28) Short talks at units before Program suggestion meetings, articles in bulletins, will make procedures understandable.
2. Prepare your Board for their responsibility in this process. They will evaluate the suggestions which come from units. Set aside enough time for this important job.
3. Prepare interesting presentations making use of visual aids, skits.

Discussion At Units

1. Evaluate present Program items. Do we have positions on CAs? Are they meaningful? Take a close look at CRs. They generally receive a minimum of attention in the flurry of choosing Current Agenda items. What is the proposed action on CRs in the Legislature? Are our CRs still meaningful or have they become outdated? (CR position sheets will soon be available from the state office.) Would certain CRs be better moved to CA status?
2. Evaluate every item suggestion, old or new, in terms of League principles and criteria.
3. Pay careful attention to the scope of an item. Define clearly the problem areas with which you are concerned.
4. Word the suggestions carefully and completely. A label isn't enough to describe the area of interest.
5. Consider the single list experiment begun on the national level at Convention last April.
6. Look forward to consensus. Will study of the item result in a broad general agreement which will make for workable action on the item?

Background for Program Discussion

The National Voter, May-June 1964, League Principles

Local League Handbook, p. 16, 28, whole section on State and National Program

The Minnesota VOTER, March (CR Voter), July-August, September-October, (Lively Issues Voter), November-December 1964

Board Memos - September, October, November and December 1964

National Board Report, September 1963, p. 10, 11--Program Structure

State CR Position Papers

STATE PROGRAM SUGGESTIONS 1965-67: FIRST ROUND

Suggestions must be in the State Office on or before February 19, 1965.

The following is a list of First Round recommendations for the 1965-67 state Program submitted by the League of Women Voters of _____.

Current Agenda Items

Continuing Responsibilities

Include as many suggestions as your League would like to see on the 1965-67 Program. Remember that a suggestion must be included in the First Round in order to be considered at Convention.

LEGISLATIVE DISTRICTS OF LOCAL LEAGUES IN MINNESOTA

<u>DISTRICT</u>	<u>LEAGUE</u>	<u>DISTRICT</u>	<u>LEAGUE</u>
2	*Winona	33	Edina
4	Rochester		St. Louis Park
5	Austin	34-42	Minneapolis
6	Red Wing	41	St. Anthony
7	Faribault	43S-49	St. Paul (except 48N)
8	New Richland	43N	Arden Hills
	Owatonna		Falcon Heights
9	Albert Lea		Roseville
10	Wells		St. Anthony
11	Mankato		Shoreview
13	South St. Paul	48N	Maplewood
	West St. Paul		North St. Paul
14	Hutchinson		White Bear Lake
15	St. Peter	50	Mahtomedi Area
17	New Ulm		St. Croix Valley
18	Jackson	51	Anoka
19	Worthington		Columbia Heights
22	Granite Falls		Fridley
23	Willmar	53	Brainerd
25	Alexandria	55	Battle Lake
27	St. Cloud		Fergus Falls
29	Buffalo	56	Moorhead
30	Brooklyn Center	58	Cass Lake
	*Brooklyn Park	59-61	Duluth
	Crystal	61	Silver Bay
	Golden Valley	62	Virginia
	Robbinsdale	63	Chisholm
31	Deephaven		Hibbing
	Excelsior	64	Bemidji
	Minnetonka Village		*International Falls
	Wayzata	66	*Crookston
	Westonka		
32	Bloomington		
	Richfield		

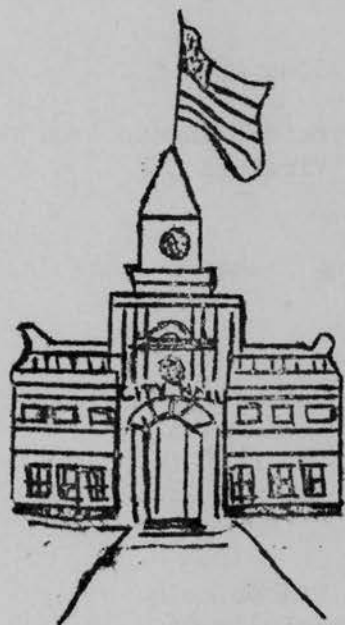
14 Legislative Districts with no Leagues - 1, 3, 12, 16, 20, 21, 24, 26, 28, 52, 54, 57, 65, 67.

*Provisional

CONGRESSIONAL DISTRICTS OF LOCAL LEAGUES IN MINNESOTA

<u>DISTRICT</u>	<u>LEAGUE</u>	<u>DISTRICT</u>	<u>LEAGUE</u>
I	Albert Lea Austin Faribault Owatonna Red Wing Rochester South St. Paul West St. Paul *Winona	IV	Arden Hills Falcon Heights Mahtomedi Area Maplewood North St. Paul Roseville St. Anthony St. Croix Valley St. Paul Shoreview White Bear Lake
II	Hutchinson Jackson Mankato New Richland New Ulm St. Peter Wells Worthington	V	Minneapolis
III	Anoka Bloomington Brooklyn Center *Brooklyn Park Columbia Heights Crystal Deephaven Edina Excelsior Fridley Golden Valley Minnetonka Village Richfield Robbinsdale St. Anthony St. Louis Park Wayzata Westonka	VI	Brainerd Buffalo Granite Falls St. Cloud Willmar
		VII	Alexandria Battle Lake Bemidji Cass Lake *Crookston Fergus Falls Moorhead
		VIII	Chisholm Duluth Hibbing *International Falls Silver Bay Virginia

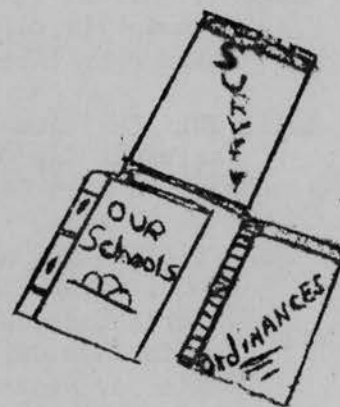
*Provisional



LOCAL CAs AND CRs

OF MINNESOTA LEAGUES

1965-1966



ADMINISTRATION, EFFICIENCY, ECONOMY, PROCEDURES IN GOVERNMENT: Bloomington CR, Brooklyn Center CA, Cloquet CA, Hibbing CR, Minneapolis CA, Owatonna CR, Robbinsdale CR, Rochester CR, St. Paul CA, West St. Paul CR.

ASSESSMENT, REVENUE, TAXES, PROPERTY VALUES: Alexandria CA, Battle Lake CA, Brooklyn Center CA, Duluth CA, Jackson CA, Minneapolis CA, Robbinsdale CA, St. Paul CA, Silver Bay CA, Virginia CA, Wells CR, Winona CA, Worthington CA.

CAPITAL IMPROVEMENTS: Columbia Heights CR, Roseville CR.

COUNTY GOVERNMENT: Alexandria CA, Buffalo CA.

COUNTY PLANNING: Fergus Falls CR, Granite Falls CA, Red Wing CR.

COUNTY SURVEY: Brainerd CA, Cass Lake CA, International Falls CA, Moorhead CA.

ELECTION LAWS AND PROCEDURES: Falcon Heights CA, Greater Mankato Area CA, Hutchinson CR, St. Croix Valley CA, St. Peter CR.

EQUALITY OF OPPORTUNITY: Minneapolis CA, Roseville CA, St. Paul CA.

FORMS OF GOVERNMENT: Bloomington CR, Brooklyn Center CA, Brooklyn Park CA, Crookston CA, Duluth CR, Faribault CR, Hutchinson CR, International Falls CA, Jackson CA, Minnetonka CA, Richfield CA, Robbinsdale CA, Rochester CR, St. Anthony CR, St. Cloud CA, St. Louis Park CA, South St. Paul CA, West St. Paul CR, White Bear Lake CA, Willmar CA, Winona CA, Worthington CA.

HEALTH AND FLUORIDATION: Mahtomedi Area CR, Moorhead CA, Roseville CR,
St. Louis Park CR, St. Peter CA, Virginia CR, Westonka CA.

HOUSING: Duluth CR.

HUMAN RESOURCES: Albert Lea CA, Fergus Falls CA, Greater Mankato Area CA,
Hibbing CA.

INTERGOVERNMENTAL ACTION: Edina CA, Excelsior Area CA, St. Cloud Area CA.

LIBRARY: Battle Lake CR, Crystal CA, Duluth CR, Edina CR, Greater Mankato Area CA,
Minneapolis CA, St. Cloud Area CR, St. Croix Valley CA, Virginia CR,
White Bear Lake CA.

LOCAL SURVEYS: Austin CR, Blaine#, Burnsville#, Cass Lake CA, Falcon Heights CA,
Faribault CA, Owatonna CA, Rock County#, St. Cloud Area CA, Virginia CA,
Wayzata Area CA.

PARKS, PLAYGROUNDS AND RECREATION: Bloomington CA, Chisholm CA, Columbia Heights
CA-CR, Crystal CR, Falcon Heights CA, Fridley CR, Golden Valley CA,
International Falls CA, Mahtomedi Area CA, New Brighton CA, Richfield CA,
Robbinsdale CA, St. Croix Valley CA, South St. Paul CR, Wayzata Area CA,
Wells CA, Westonka CR, West St. Paul CR.

PLANNING AND ZONING: Austin CR, Bemidji CA, Bloomington CA, Falcon Heights CA,
Fergus Falls CA, Fridley CA-CR, Golden Valley CA, Granite Falls CA,
Minneapolis CA, Owatonna CA, Richfield CA, Rochester CR, Roseville CA,
St. Louis Park CA, Shoreview CA, White Bear Lake CA, Willmar CA, Worthington CR.

POLICE AND FIRE PROTECTION: Moorhead CR.

SCHOOLS: Bloomington CA, Columbia Heights CR, Hibbing CR, International Falls CA,
Minneapolis CA, Moorhead CA-CR, Northfield CA, North St. Paul CA, Red Wing CA,
Rochester CA, St. Anthony CA, St. Cloud Area CR, St. Croix Valley CA,
St. Louis Park CR, St. Paul CA, St. Peter CA, Virginia CA, Wayzata Area CR,
Westonka CR, West St. Paul CA, Worthington CR.

TRANSPORTATION: Albert Lea CA, Council of Metropolitan Area Leagues CA.

URBAN RENEWAL: Cass Lake CR, Minneapolis CA, Moorhead CR, St. Paul CA, Virginia CA.

WATER, SEWAGE, POWER: Alexandria CA, Austin CA, Deephaven CA, Hutchinson CA,
Minnetonka CA, New Ulm CA, Robbinsdale CR, Wayzata Area CA.

ALBERT LEA	CA: Study of the application of the Economic Opportunity Act to urban renewal and day care centers in Albert Lea and analysis of possible application of the National Education Act to Albert Lea.
	CA: Study of public transportation and traffic flow in our expanding city.
ALEXANDRIA	CA: Study water resources and water conservation in Douglas County.
	CA: Study Douglas County government.
	CA: Study local taxes.
AUSTIN	CA: Study local government with emphasis in the area of public utilities.
	CR: Know Your Town Survey.
BATTLE LAKE	CA: Study of local tax structure.
	CR: Promotion of a local library.
BEMIDJI	CA: Investigate the changes that could be made to improve and beautify Bemidji and the surrounding area.
BLAINE#	Know Your Town Survey.
BLOOMINGTON*	CA: Community Center - A study of a community center with emphasis on financing and planning.
	CA: Schools - Support of long-range planning for school buildings which will provide full-day schedules.
	CA: Planning - Support of a planning program which will include long-range planning and periodic review.
	CA: Parks - Support of a park land acquisition program that emphasizes early and adequate acquisition.
	CR: City Charter - Support of charter provisions which are fundamental and brief, provide for election of officials on city-wide basis with adequate terms and at a time other than state and national elections, call for council-manager form of government.
BRAINERD	CA: Know Your County Survey.
BROOKLYN CENTER*	CA: Supports the principles of the council-manager plan, the annual programmed budget, merit system of employment, election of officials at large and may further study the pertinent aspects of local government.
	CA: Supports a set of principles against which they will evaluate specific tax ordinances.
BROOKLYN PARK	CA: A study and evaluation of the various forms of local government.
BUFFALO	CA: A study of Wright County government.
BURNSVILLE#	Know Your Town Survey.
CASS LAKE	CA: Know Your County Survey.
	CA: Update Know Your Town Survey.
	CR: Continued support of beautification of Cass Lake.

(2)

CHISHOLM	CA: Study of the Park Department.
CLOQUET	CA: Evaluation of the terms of office of Cloquet city officials.
COLUMBIA HEIGHTS*	CA: Study of recreation - the interrelation of school-city recreational finances and administration and program. CR: Continue to follow the progress of local parks and playgrounds. CR: Continue an interest in the school system. CR: Continue an interest in the development of streets and sidewalks.
CROOKSTON	CA: Study of the city charter .
CRYSTAL*	CA: Study the need and advisability of a new county library building. CR: Will support improvement of parks.
DEEPHAVEN*	CA: Will study cooperative water planning within the Lake Minnetonka Watershed.
DULUTH	CA: Continue to study municipal finance with emphasis on a study and evaluation of the Mayor's Civic Research Committee Report. CR: Continued support of an adequate Housing Code for Duluth and support of provisions for carrying out its enforcement. CR: Promote the recommendations of the library study. CR: Continued support of the strong mayor-council form of government.
EDINA*	CA: Study of the effect on local services of proposed changes in county government or other governmental units. CR: Support efforts to provide adequate public library facilities.
EXCELSIOR AREA*	CA: Study of the feasibility of the consolidation of local governments.
FALCON HEIGHTS	CA: Continued study of land use with emphasis on transportation and recreation. CA: Further study and support of a municipally led recreation program. CA: Updating Know Your Town Survey. CA: Method and implementation of permanent voter registration.
FARIBAULT	CA: Update Know Your Town Survey. CR: Support of charter revision to provide for a council-manager form of government or a strong mayor-council form of government.

- FERGUS FALLS**
- CA: Study of community resources with emphasis on education and employment.
 - CA: Support of the comprehensive city plan and act to educate citizens on the basic goals, methods and economics of planning.
 - CR: Support of the county planning process for Otter Tail County.
- FRIDLEY**
- CA: Recognizes the need for and supports the implementation of city redevelopment; will study the city's comprehensive plan and evaluate proposals for total community improvement.
 - CR: Supports enforcement of present zoning ordinance and improvement of the ordinance and the principle of a comprehensive plan with adequate personnel to develop and implement the plan.
 - CR: Supports the principle that a comprehensive program of park development is necessary and supports continued improvement in the recreation program.
- GOLDEN VALLEY**
- CA: Study of financing to develop and maintain a complete park system.
 - CA: Study of comprehensive village planning with special attention to optimum utilization of land to determine needs and to make recommendations for improvement.
 - CA: Continued promotion and education on trails in Golden Valley.
- GRANITE FALLS**
- CA: Will support comprehensive planning for Granite Falls, including park areas and dump ground and will continue to study financing city improvements.
 - CA: Study and evaluate professional planning at the county level.
- GREATER MANKATO AREA**
- CA: Supports strengthening of library services by the best possible means: self-determination, cooperation, and/or consolidation.
 - CA: Study and evaluate election procedures, including those relating to registration and polling.
 - CA: Study and evaluate needs and programs relating to federal anti-poverty legislation.
- HIBBING**
- CA: Study the development of human resources locally.
 - CR: Continued interest in the schools and village government.
- HUTCHINSON**
- CA: Study of local sewer and sanitation systems to present adequately and projected needs of recommended methods of sanitation and also methods of financing.
 - CR: Continue to review the activities of the City Charter Commission.
 - CR: Continue to attend to local voting laws and procedures with possible action in changes in registration.

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INTERNATIONAL FALLS	CA: Continue to study the revision of the city charter and the desirability of a city manager form of government.
	CA: Will continue to study the public parks and recreational facilities with a view to expansion or wider use of them.
	CA: School survey.
	CA: Know Your County survey.
JACKSON	CA: Study financial aspects, finding out how we are taxed, and study the city charter.
MAHTOMEDI AREA	CA: Will work for adequate recreational and park facilities and study the use of land in our area.
	CR: Will work for fluoridation of the village water system.
MAPLEWOOD*	
MINNEAPOLIS*	CA: Continued improvement of the Minneapolis public schools.
	CA: Support of improved efficiency and coordination of planning agencies; improved zoning laws and administration.
	CA: Support of policies and procedures to insure equality of opportunity.
	CA: Support of adequate financing and sound administrative procedures for the public library.
	CA: Support of improved structures and procedures in Minneapolis government.
	CA: Support of an improved tax structure, new sources of revenue and a sound fiscal policy.
MINNETONKA*	CA: Study home rule charters as applied to Minnetonka's future needs.
	CA: Study Minnetonka's future development as related to land use or water and sewer.
MOORHEAD	CA: Know Your County survey.
	CA: Study of social services in Clay County with emphasis on public health and nursing services.
	CA: Study the feasibility of public school kindergarten.
	CR: Support of adequate facilities for District 152.
	CR: Support of adequate police and fire facilities.
	CR: Support of the seven basic points required in the workable program for community improvement under urban renewal.
NEW BRIGHTON	CA: Evaluation of present facilities and an examination of opportunities for future development of parks and playgrounds.
NEW ULM	CA: Study of conservation and development of the Minnesota and Cottonwood Rivers in the New Ulm area.
NORTHFIELD	CA: School survey.
NORTH ST. PAUL*	CA: Study of the building needs of District 622.

OWATONNA	CA: Know Your Town survey.
	CA: City planning.
	CR: Charter amendments.
RED WING	CA: School survey.
	CR: Support of the action taken by County Board of Commissioners in regard to county planning and zoning.
RICHFIELD*	CA: Study of zoning and planning with emphasis on over-all land use, enforcement of building code, upgrading of existing buildings.
	CA: Study of the advisability of building one or two indoor or indoor-outdoor swimming pools in connection with junior high schools.
	CA: Continuing concern for the charter.
ROBBINSDALE*	CA: Evaluation of revenue sources with consideration of needs and services.
	CA: Continued study of the development of parks and recreation.
	CA: Continued support for charter improvement.
	CR: Continued support for water improvement in Robbinsdale.
	CR: Continued support for staggered elections of city officials.
ROCHESTER	CA: Continued study of possible changes in the status of the school district; cooperation with junior college program; area vocational-technical education; review of tax procedures and problems in education.
	CA: Study of areas for best citizen participation in local government.
	CR: Support of revision of city charter.
	CR: Support of improvement of city charter by amendment.
	CR: Support of development of a comprehensive master plan for the city.
ROCK COUNTY#	Know Your County survey.
ROSEVILLE	CA: Study discriminatory practices within the village concerning hiring practices and housing.
	CA: Continue study of zoning with emphasis on enforcement of ordinances and local building standards.
	CR: Support measures to promote long-range, capital improvement planning.
	CR: Continue to support improvement of village health ordinances with a view to securing the services of a sanitarian.
ST. ANTHONY*	CA: Study of the long-term school building needs.
	CR: Support of the council-manager form of government.
ST. CLOUD AREA	CA: Support of constructive charter revision.
	CA: Continued concern with intergovernmental relations.
	CA: Know Your Area survey.
	CR: Support of development of Lake George area and acquisition of land to provide for adequate development of recreational facilities.
	CR: Support of a new library.

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ST. CROIX VALLEY*

- CA: Study and evaluation of existing library service in Washington County.
- CA: Study the development of recreational areas and parks and the preservation of greenbelt areas and work for the employment of a county park planner.
- CA: Work for adoption of voter registration in Stillwater and surrounding areas.
- CA: Continued support for improvement in the school system.

ST. LOUIS PARK

- CA: Study of comprehensive planning and zoning.
- CA: Re-evaluation of the city charter with emphasis on proposed revisions.
- CR: Support of adequate classroom facilities in elementary and secondary schools and swimming pools in junior high schools.
- CR: Support programs which will maintain the services of Hennepin County General Hospital.

ST. PAUL

- CA: Support of the principles of fair employment practices and open housing in St. Paul. Evaluate specific measures designed to correct racial imbalance in the public schools.
- CA: Will seek community support for charter reform.
- CA: Will support charter revision to meet financial needs of city government. Will support the principle of non-property taxes as an additional income to meet local needs.
- CA: Will support local measures to meet financial needs of public schools for current operating funds and continuing capital improvement program.
- CA: Will support urban renewal which includes redevelopment, rehabilitation, conservation and public housing.

ST. PETER

- CA: Study the advantages and disadvantages of fluoridation.
- CA: School survey.
- CR: Continues support of permanent voter registration.

SHOREVIEW*

- CA: Continue its study to determine long-range planning needs for the village.

SILVER BAY

- CA: Financing public services in Silver Bay.

SOUTH ST. PAUL*

- CA: Study the charter of the city.
- CR: Support the recreational program of So. St. Paul and the area.

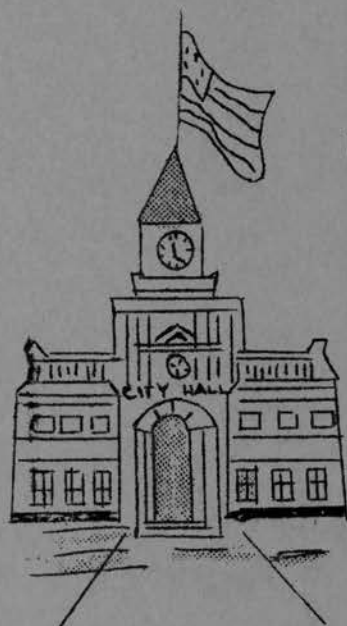
VIRGINIA

- CA: Know Your Town survey.
- CA: Special attention to urban renewal and housing.
- CA: Financing local government.
- CA: School survey.
- CR: Systems library location in Virginia.
- CR: Mental health center as it operates from Virginia.

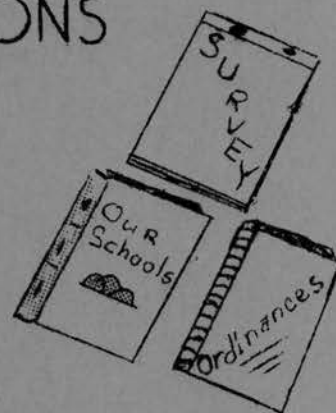
WAYZATA AREA*	CA: Know Your Town survey.
	CA: Study municipal planning with emphasis on parks and recreation.
	CA: Support cooperative planning within the Lake Minnetonka Watershed.
	CR: Support adequate financing of the school district.
WELLS	CA: Study and support adequate recreational facilities.
	CR: Study of local finances.
WESTONKA	CA: Study of local mental health facilities,
	CR: Support of school building needs.
	CR: Support of interlocal action for mutual benefits in the school district.
	CR: Support for expansion of park and recreational facilities in the community.
WEST ST. PAUL*	CA: Continued study of education.
	CR: Work toward county acquisitions, development and maintenance of large reservation-type recreation areas.
	CR: Support of council-manager type of government.
	CR: Support of placing all county officers on salary instead of fees.
WHITE BEAR LAKE*	CA: Continue study and support of improved library facilities.
	CA: Continue study of park facilities and land acquisition.
(North Oaks)	CA: Continue study of city charter.
	CA: Continue study of planning with emphasis on communication and will assess priority items.
WILLMAR	CA: Study the structure and function of the basic forms of municipal government.
	CA: Supports long-range planning.
	CA: Supports the development of Foot Lake.
WINONA	CA: Study local finance.
	CA: Study the city charter.
WORTHINGTON	CA: Study and evaluation of the city government considering charter revision and finance.
	CA: Study of the tax structure in Worthington, Nobles County and the school district.
	CR: Support city growth and planning.
	CR: Support school expansion and growth.

indicates a provisional League.

* indicates members of the Council of Metropolitan Area Leagues who list as a CA the CMAL Program item on Transportation in the Twin City Metropolitan Area.



LOCAL
CAs-CRs-PUBLICATIONS
OF MINNESOTA LEAGUES
1965-1966



ADMINISTRATION, EFFICIENCY, ECONOMY, PROCEDURES IN GOVERNMENT: Anoka CA, Austin CA, Bloomington CR, Brainerd CR, Brooklyn Center CR, Hibbing CR, Rochester CR, Roseville CR, St. Paul CA.

ASSESSMENT, REVENUE, TAXES, PROPERTY VALUES: Alexandria CA, Brooklyn Center CR, Duluth CA, Granite Falls CA, Minneapolis, Robbinsdale CA, St. Paul CA, Winona CA, Worthington CA.

CAPITAL IMPROVEMENTS: Columbia Heights CA, Roseville CR.

CIVIL RIGHTS: Minneapolis, St. Paul CA.

COLLEGES: Bloomington CA.

COUNTY GOVERNMENT: St. Louis Park CA, Willmar.

COUNTY PLANNING: Battle Lake CR, Fergus Falls CR.

COUNTY RECREATION: Mahtomedi CA, St. Croix Valley CA, South St. Paul CA.

COUNTY SURVEYS: Brainerd CA, Moorhead CA, Silver Bay, CA.

ELECTION LAWS AND PROCEDURES: Hutchinson CR, Robbinsdale CR, St. Peter CA, Wayzata CA.

FORMS OF LOCAL GOVERNMENT: Brooklyn Center CR, Cass Lake CR, Duluth CR, Hutchinson CA, International Falls CA, Maplewood CR, Minneapolis, Minnetonka, Owatonna CA, Richfield CA, Robbinsdale CA, St. Anthony CR, St. Cloud CA, St. Louis Park CR, St. Peter CA, Willmar, Worthington CA.

HEALTH AND FLUORIDATION: Mahtomedi Area CR, Moorhead CA, Roseville CR, Westonka CA.

HOUSING: Duluth CA.

HUMAN RESOURCES: Bemidji CA.

INTERGOVERNMENTAL ACTION: Edina-Morningside CA, St. Cloud CA, White Bear Lake CA.

LIBRARY: Battle Lake CA, Duluth CR, Edina-Morningside CR, Excelsior CR, Mankato CA, Minneapolis, St. Cloud CR, Virginia CA, Wells CR, White Bear Lake CA.

LOCAL SURVEYS: Blaine#, Brooklyn Park#, Buffalo CA, Cloquet#, Columbia Heights CA, Crookston#, Excelsior CA, Falcon Heights, Maplewood CA, Northfield#, Richfield CA, Silver Bay CR, Virginia CA.

ORDINANCES: Jackson CR, St. Louis Park CR, St. Peter CA, Shoreview CA, Wells CA.

PARKS PLAYGROUNDS AND RECREATION: Arden Hills CA, Bemidji CA, Bloomington CA, Columbia Heights CR, Crystal CA, Falcon Heights, Fridley CR, Golden Valley CA, International Falls CA, Moorhead CR, Owatonna CA, Robbinsdale CA, St. Anthony CR, St. Cloud CR, Wayzata CA, Westonka CR.

PLANNING AND ZONING: Arden Hills CA, Austin CR, Bloomington CA, Fergus Falls CA, Fridley CA-CR, Golden Valley CA, Granite Falls CA, Mahtomedi Area CA, Maplewood CR, Minneapolis, Minnetonka, Rochester CA, Roseville CA, St. Louis Park CR, Shoreview CA, White Bear Lake CA, Willmar, Worthington CR.

POLICE AND FIRE PROTECTION: Moorhead CR, Roseville CA.

SCHOOLS: Anoka CA, Bloomington CA, Brainerd CR, Columbia Heights CR, Deephaven CA, Edina-Morningside CA, Excelsior CA, Fergus Falls CA, Hibbing CR, Minneapolis, Moorhead CR, North St. Paul CA, Owatonna CA, Rochester CA, St. Anthony CA-CR, St. Croix Valley CA, St. Louis Park CA, St. Paul CA, Wayzata CR, Westonka CR, Worthington CR.

URBAN RENEWAL: Cass Lake CA, Minneapolis, Moorhead CR, St. Paul CR, Winona CA.

VOTER REGISTRATION: Falcon Heights, St. Croix Valley CA, Silver Bay CR, Wayzata CR.

WATER, SEWAGE, POWER: Jackson CA, Minnetonka, New Ulm CA, Robbinsdale CR.

WELFARE: Moorhead CR.

ALEXANDRIA	CA: Will continue to study the tax structure of Douglas County with a view toward learning the fundamentals of taxation at the County and City level.
ANOKA*	CA: Will study the pupil services available in District #11. CA: Will evaluate suggested revisions of the Anoka City Charter by the Charter Commission. CA: Will support expansion of vocational training programs and facilities in our local community.
ARDEN HILLS	CA: Continued study of comprehensive planning. CA: Continued study and action on parks and playgrounds.
AUSTIN	CA: City government. CR: City planning.
BATTLE LAKE	CA: Will study ways and means of promoting a county library. CR: County planning.
BEMIDJI	CA: Will support Park Board operation as a part of city government rather than as a separate unit. CA: Will investigate the need for, and ways of, developing human resources in Bemidji and Beltrami County.
BLAINE#	CA: Know Your Town survey
BLOOMINGTON*	CA: Will work to secure local support for a junior college in the Bloomington area. CA: Support of long range planning for school buildings. CA: Support of a planning program which will include: long range plans for land use and capital improvements; continuing research and analysis; periodic review. CA: Support of a park acquisition program. CR: Support of charter provisions which: are essentially fundamental and brief; call for council-manager form of government; provide for election of councilmen on a city-wide basis, for adequate terms and at a time other than state and national elections.
BRAINERD	CA: Know Your County survey. CR: Curriculum study in the local schools. CR: Charter Commission study.
BROOKLYN CENTER*	II: Supports the principles of council-manager plan of government, merit system of employment and will study pertinent aspects of local government. III: Supports a set of principles against which they will evaluate specific tax ordinances proposed by the Council.
BROOKLYN PARK#	CA: Know Your Town survey.
BUFFALO	CA: Know Your Town survey.
CASS LAKE	CA: Urban renewal. CR: Study of village government.

(2)

CHISHOIM	CA: Planning and Zoning CR: Schools CR: City Government
CLOQUET#	CA: Know Your Town survey.
COLUMBIA HEIGHTS*	CA: Know Your Town survey. CA: Will study the problem of streets and sidewalks. CR: Will continue to follow the progress of local parks and playgrounds. CR: Will continue an interest in the school system.
CROOKSTON#	CA: Know Your Town survey.
CRYSTAL*	CA: Will study and support improvement of local parks.
DEEPHAVEN*	CA: Will study building and financial needs of the school district.
DULUTH	CA: Will study municipal finance. CA: Will continue to work for the adoption of an adequate housing code. CR: Continued support of strong mayor-council form of government. CR: Promote recommendations of library study of Duluth LMV.
EDINA-MORNINGSIDE	CA: Evaluation of policies and programs of the school system. CA: Study of local responsibility for services and the effect of county policy and action on these services. CR: Supports efforts to provide adequate public library facilities.
EXCELSIOR*	CA: Study village survey. CA: Continue to work for improvement of school district. CR: Continue to support measures to improve Excelsior branch library.
FALCON HEIGHTS	I: Method and implementation of voter registration. II: Continued study of land use with emphasis on transportation and recreation. III: Study and support of municipally led recreation program. IV: Know Your Town survey.
FERGUS FALLS	CA: Will support the Comprehensive City Plan. CA: Will study community resources with an emphasis on education. CR: Will support planning process for Otter Tail County.
FRIDLEY*	CA: Will study needs and methods of city redevelopment. CR: Supports enforcement of zoning ordinance and development of the comprehensive plan. CR: Supports park development and improvement in the recreation program.

GOLDEN VALLEY*	CA: Study of financing a park system. CA: Study of comprehensive village planning. CA: Continued promotion and education on trails.
GRANITE FALLS	CA: Will continue to support attempts to secure a comprehensive plan.
HIBBING	CA: Continue to study problems of Indians in our area. CR: Continued interest in the school system. CR: Continued interest in village government.
HUTCHINSON	CA: Study and evaluation of City Charter. CR: Review of voting laws and procedures.
INTERNATIONAL FALLS	CA: Will evaluate parks and recreational facilities. CA: Will study the City Charter.
JACKSON	CA: Study of services of a water and light commission. CR: Support enforcement of dog licensing and anti-rabies program.
MAHTOMEDI AREA	CA: Will work for adequate recreational and park facilities for Washington County. CA: Will study land use. CR: Will work for fluoridation of village water system.
MANKATO	CA: Evaluation of libraries in Mankato and No. Mankato.
MAPLEWOOD	CA: Know Your Town survey. CR: Continued action on Plan B. CR: Will continue its position on planning and zoning.
MINNEAPOLIS*	I: An evaluation of planning goals for Minneapolis. II: An evaluation of policies and procedures to insure equal opportunity. III: Continued improvement of public schools. IV: Support of adequate financing and sound administration procedures for the public library. V: Improved structures and procedures of city government. VI: Improved tax structure. VII: Urban renewal and low rent public housing.
MINNETONKA*	I: Will study future development as related to land use and/or water and sewer and/or type of government.
MOORHEAD	CA: Know Your County survey. CA: Continued study of public nursing service. CR: Support of adequate parks and recreation. CR: Support of adequate police and fire facilities. CR: Improvement of health and welfare services. CR: Support of urban renewal. CR: Support of adequate facilities for the school district.
NEW BRIGHTON#	CA: Know Your Town survey.
NEW ULM	CA: Study of conservation and development of the Minnesota and Cottonwood Rivers in the New Ulm area.

(4)

NORTH ST. PAUL*	CA: School survey.
NORTHFIELD#	CA: Know Your Town survey.
OWATONNA	CA: School survey. CA: Study and evaluate work of the Planning Commission. CA: Study and evaluate work of the Charter Commission.
RICHFIELD*	CA: Know Your Town survey. CA: Continuing concern for the City Charter.
ROBBINSDALE*	CA: Study structure of taxation in Robbinsdale. CA: Continued study of development of parks and recreation. CA: Continued support for charter improvement. CR: Continued support of water improvement. CR: Continued support of staggered elections for city officials.
ROCHESTER	CA: Will renew the study of a comprehensive master plan. CA: Will study possible changes in the status of the school district. CR: Will support improvement of the City Charter by amendment.
ROSEVILLE	CA: Will study planning and zoning. CA: Will study the protective forces in the village. CR: Will support measures to promote long-range capital improvement planning. CR: Will work for improvement of local government. CR: Will continue to support improvement of village health ordinances.
ST. ANTHONY*	CA: Study the organization, financing and educational program of the school system. CR: School building needs of the school district. CR: Forms of village government. CR: Parks and playgrounds.
ST. CLOUD	CA: Study of intergovernmental relations. CA: Study of the city charter. CR: Support of development of recreational facilities. CR: Support of a new library.
ST. CROIX VALLEY*	CA: Study the development of recreational areas, preservation of green belt areas and work for employment of a county planner. CA: Voters registration. CA: Continue support for improvement of school district.
ST. LOUIS PARK*	CA: Study of the school system. CA: County services to St. Louis Park. CR: Study of plans for development of St. Louis Park. CR: Study and re-evaluation of city charter. CR: Study and action on local ordinances.

ST. PAUL	CA: Will evaluate governmental policies and procedures to ensure equality of opportunity.
	CA: Will support charter change and study and evaluate structure and procedures of city government.
	CA: Will support charter revision to meet financial needs of the city.
	CA: Will support measures to meet financial needs of the school system.
	CR: Will support urban renewal.
ST. PETER	CA: Will study municipal voting procedures and election laws.
	CA: Will study the city charter and ordinances.
SHOREVIEW	CA: Will continue its study to determine long-range planning needs.
	CA: Will review and study village ordinances.
SILVER BAY	CA: Know Your County survey.
	CR: Support of voter registration.
	CR: Support of economically feasible measures for more library space.
SOUTH ST. PAUL	CA: Study of management and potentials of the recreational program of our area.
VIRGINIA	CA: Study of Library Service Act as it affects Virginia.
	CA: Know Your Town survey.
	CR: Continuing study of the Indian in St. Louis County.
WAYZATA	CA: Will study voting procedures of the school district.
	CA: Will study municipal planning and zoning.
	CR: Will support adequate financing of the school district.
	CR: Will support permanent voter registration for the city.
WELLS	CA: Know Your Town survey.
	CR: Support of the state library department's plan for library service for Faribault County.
WESTONKA	CA: Study of local facilities for treatment of mental health problems.
	CR: Support of school building needs.
	CR: Support of interlocal action for mutual benefits in the school district.
	CR: Support of expanded park and recreational facilities.
WHITE BEAR LAKE	CA: Study and support of improved library facilities.
	CA: Continued study park facilities and acquisition.
	CA: Continued study of the city charter.
(Township)	CA: Comparative study of city and township finances and services.
(North Oaks)	CA: Continued study of planning.

(6)

WILMAR I: Will study the structure and function of forms of
municipal government.
II: Continued study of Kandiyohi County government.
III: Will support long-range planning.
IV: Will support the development of Foot Lake.

WINONA CA: Financing local government.
CA: Urban renewal.

WORTHINGTON CA: Study and evaluation of city government considering
charter revision and finances.
CA: Study of tax structure in Worthington, Nobles County
and the school district.
CR: Support city growth and planning.
CR: Support school expansion and growth.

indicates a provisional League

* indicates members of the Council of Metropolitan Area Leagues who list as a CA
the CMAL Program item on transportation in the Twin City area.

LOCAL LEAGUE PUBLICATIONS

LOCAL SURVEYS

<u>Publication</u>	<u>League</u>	<u>Price</u>
Bemidji - An "All American City"	Bemidji	\$.25
Bloomington in Brief	Bloomington	.35
Explore with the Brainerd LWV	Brainerd	.25
Citizens Manual of Cass Lake	Cass Lake	free
This is Crystal	Crystal	.10
Faribault: Your City	Faribault	
How Fergus Falls Functions	Fergus Falls	.25
Meet Hutchinson	Hutchinson	
Focus on Mankato	Mankato	.40
Know Your Town	Red Wing	.50
Local Survey	St. Anthony	.25
St. Paul At Your Service	St. Paul	.40
St. Peter	St. Peter	.35
Westonka Puzzle	Westonka	.25
Willmar Local Survey	Willmar	
Presenting White Bear Lake	White Bear Lake	.35

COUNTY SURVEYS

Have A Closer Look At Anoka County	Anoka	.35
Otter Tail County	Fergus Falls	.25
Your Brown County Government	New Ulm	.50
Steele County Survey Booklet	Owatonna	.40
Ramsey County Profile	St. Paul	.35
In the Grass Roots	Wells	.10
County Survey	Willmar	.25

OTHER SURVEYS

Library Survey	Duluth	.10
The Hibbing Public School Survey	Hibbing	.25
Edina-Morningside School Survey	Edina-Morningside	1.00
Survey of Revenue Sources of St. Paul	St. Paul	.50

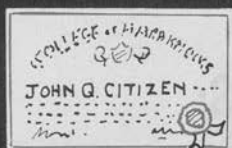
PARKS AND RECREATION

Bloomington Parks and Recreation Areas	Bloomington	.15
Parks and Playgrounds	Fridley	
Parks and Recreation	Westonka	free

OTHER PUBLICATIONS

<u>Publication</u>	<u>League</u>	<u>Price</u>
The Transfer of Minneapolis General Hospital to Hennepin County Administration	St. Louis Park	\$.25
Follow-Up Report on General Hospital	St. Louis Park	.25
A Study of Major County Services and Role in Edina	Edina-Morningside	.35
Taxation and Assessments Facts	Brooklyn Center	.50
A Picture of Planning	Fridley	
Bloomington Comprehensive Planning Program 1958-64	Bloomington	.30
Be A Tiger At The Polls (membership folder)	Bemidji	free
Lobby By Letter	Willmar	.10
Voice of the Village (council and planning minutes)	Mahtomedi	.02
Four Survey Reports of Metropolitan Area Leagues	St. Paul	.40 each
Government in the Metropolitan Area (CMAL)	St. Paul	.20

These publications may be ordered directly from the president of the local League listed. See the Local League Presidents list for names and addresses.



GRASS ROOTS GUIDES

(REG. U.S. PAT. OFF.)

on Democracy and Practical Politics

a service of the

CENTER FOR INFORMATION ON AMERICA



THE STATE OF THE STATES:

WHAT'S
THEIR
JOB?

ARE THEY
DOING IT?

By James D. Barber

(INCLUDING A DIRECTORY OF STATE
GOVERNORS AND STATE SECRETARIES)

REVISED EDITION
1965



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PROBLEMS FOR MOCK BOARD MEETING

1. A local League has a CR support position in favor of fluoridation of water. This is an area League (one with members from several neighboring villages). The village government in one municipality will soon decide whether or not to fluoridate their community's water supply. Should all League members, even those residing outside the community considering fluoridation, support and work for this CR?
2. A local League in a community which is functioning under the Standard Plan of village government has a consensus in support of working for the adoption of Plan A. The problem which confronts this League is that the village council is only lukewarm, and the community seems opposed to any change at all. Here they have seemingly taken an unpopular stand in the village. Could they have avoided this? What should their future action be?
3. Another local League has a clear position to support an upcoming school bond issue. There is a vocal minority within the League which opposes the League's support of the bond issue and claims they have been ignored. The Board feels they should work for passage of the bond issue but fears its own opposing members. What is their best course of action?
4. The LCA chairman on a local Board has been asked to serve on a study committee appointed by the mayor. This committee will be asked to make recommendations concerning the advisability of forming a park board. The local League is also considering this same item with a view toward reaching consensus. Should the Board member serve both on the Board and on the governmental study committee?

5. A local League has a consensus to support a planned program of school building. A bond issue is being proposed for another high school. Past updating of the school CR showed strong feeling that more high school space was needed. However, a swimming pool is being included in the proposed plan, and this is proving quite controversial. Opposition is arising in the community to the bond issue on the basis of the pool not the building itself. Should the Board support the bond issue, ask for a delay, or _____?

6. The local League has a position of support for the acquisition of park land as soon as possible so that park land may be preserved. The League supported a bond issue which has as its plan an expenditure of $\frac{2}{3}$ for acquisition and $\frac{1}{3}$ for development. At the time the bond issue was presented, the council made it clear that this was only a general plan for expenditure as one council may not bind the next. The issue was passed. Now park money is being spent almost $\frac{1}{2}$ for development with more plans for development than acquisition. The chairman for the park and recreation committee is a strong promoter of organized sports, hence, more development. He is also a generous contributor to the LWV. What can and should the Board do?

7. A local League studied its village health ordinances, and the members decided that they needed to be strengthened and that they favored the hiring of a sanitarian. The local citizens were not aware that the grocery stores, restaurants and schools operated only under state health laws with no local supervision. The local League felt that they would be unwise to start a campaign for a new health code singlehanded and yet wanted to take some action. Do you feel that this is a case where they could work with other civic groups to accomplish their goals? If so, what methods would be most effective?

8. Planning and zoning is a new item chosen by a local League. To gather information for their study, several persons in the local government are interviewed - the professional planner (might be a part-time consultant), clerk, mayor and the chairman of the planning commission. The Leaguer finds conflicting information and/or opinions. Does she play the part of a secret agent and sneak behind the scenes trying to dig up classified information? Would she pack a planning commission meeting to show League strength and interest? What suggestions would you give to help her out?

9. This is a problem of the local government moving ahead of the local League. The League had just begun their study of the need for sewers and were planning to educate the community by having a public meeting and newspaper articles with Voters Service type material. Suddenly the local government body announced they had hired a consulting firm to draw up preliminary plans for a sewer system. The League did not have a position on this, and the community was in an uproar over the whole idea. What could the local League do in this situation?

To all Boarders

From Ele

Council

Direction on Program:

I would propose this sort of a format for helping delegates to make decisions

We recommend a fall consensus study on Legislatures, well at any rate the one in Minnesota. Consensus due December 9

Leagues will have our facts and issues, CL report, Backstrom report. Only addition would be an account of what Rules ~~and~~ Committees may have decided on by that time.

We recommend a winter meeting (Nov, Dec, Jan) to gear members up for the Legislature and to make state program suggestions.

Leagues will have Legislative voter, Goals for Good Gov, Program Lively Issues plus any up-dates we do in Water, DHR, what have you.

We then offer suggestions of possibilities for a spring meeting, one topic if they are looking towards consensus, possibly two if they plan no consensus.

I would offer these possibilities, culled from report forms I now have

1. General Study of the functional reorganization of the Executive Branch: We would do a publication---a textbook-other state-past Minnesota report approach to the general problem. We would follow with activities of Gov's Commission. We might, or might not reach consensus on general criteria for reorganization.
2. Ombudsman: We would use the American Assembly Book, talk about bill in last legislature and opinion pro-con in Minn. Probably we could reach a position. An easy study.
3. Study in Depth of Regulatory Agencies and Licensing Boards. We would look at these agencies, what they do, how much money they spend, their policies. One approach might be to consider their consolidation for clerical purposes as has been done in Wisconsin. Perhaps more appealing would be to use this study as a basis for going on to an administrative court study the following year.

Mary has additional suggestions from her reports.

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one that's separate from the bulletin with a colorful cover and includes other information like the members' "political address", an election law digest and/or the year's Program skeleton. Plan to present your annual reports at your annual meeting in a special form.

Perhaps adding a page to your bulletin would give you a chance to include useful tools to prepare your members for better unit discussion. Satisfaction with League Program cannot be minimized in an on-going League.

If some purchase would make your storage problems or your working conditions more pleasant and workable, ASK FOR IT! Don't sit in the ashes, Cinderella! Be sure the financial wand touches you!

PROGRAM CHAIRMEN Inform yourself Inform your members Inform your community.

These are the three goals of Program chairmen. Start with the money allocated for Program and activities in your League's budget last year. Ask yourself these questions:

1. How was the money actually spent?
2. Can you point to specific projects you would have undertaken if you had had the money?
3. Is money left over, and if so, why? Is it because your Program promotion items are an accrual account, and you are anticipating greater needs next year? Or is it because your League had inadequate womanpower to carry out planned projects?
4. What will be your needs next year?

Chances are, you are going to see the need for more money. Some of the factors that may bring you to this conclusion are:

1. Your League is not doing some of the things suggested in the checklist and Money Matters #3. You would like to budget for more special subscriptions, start a League library or start a fund for baby sitters.
2. On both national and state levels we have experimental single lists. With more Program items you have more women involved as item chairmen. If some of these women are serving off-Board, their expenses must be in the budget.
3. Your League is increasing in membership. This means you will need more money to provide services to members, and you also are hoping to have a larger committee.

In planning specifically for your item, remember the interrelationship of League Program. As a Human Resources chairman you will want to consider the plans of other national item chairmen on your Board. You may also wish to involve your state Equality of Opportunity chairman in planning a workshop, or perhaps you see a relationship between the Development of Opportunity in Education and a local school item. The same interrelation of national, state and local can be found in other Program areas. You will also want to be able to attend area and state workshops related to your item.

As national item chairman, you should insist on a Duplicate President's Mailing (\$10) so that you receive information promptly, particularly Times for Action. Look ahead to next summer when Congress will be in session, and your League won't. You may need several Duplicate Mailings. Would your budget allow you to send a telegram to your Congressman?

As national item chairman, you have a special obligation to inform your community of our support of foreign aid, the UN, liberal trade and Home Rule for Washington, D.C. Budget for general meetings, speakers, publications for your newspapers, anything that will help to get our positions across to your community. As

the League is in the process of developing its position on Human Resources, your community is developing programs under the Economic Opportunity Act. Your CAP Council will welcome your assistance in carrying their ideas to your community. Plan for community meetings, debates, panels, forums. If you haven't already given copies of Human Resources: Minnesota's Changing Patterns to your CAP people and your state legislators, plan to do so.

As state item chairman, you are, of course, aware that the legislature will be in session during the next League fiscal year. Budget so that you and your committee members will be able to attend the Legislative Workshops, Observers Programs and hearings of special interest. The Financing Government in Minnesota chairman will receive soon our newest publication on Financing Government in Minnesota. You will wish to distribute these in the community. Supplementary material on specific aspects of financing government will be available next fall. You will want to budget for these, too.

Because of the popularity of our Observers Program we are going to have to secure a larger meeting place - this means more money. The charge for this activity will be \$10 per League within a radius of 50 miles of the Capitol; \$5 per League outside this radius.

Capitol Letter brings League Program to your members and to the community. Include in your budget the costs of this publication for key community leaders, newsmen and your legislators.

LOCAL CHAIRMEN The local agenda chairman can and should play a large part in budget planning. You, your committee and observers have the opportunity for many contacts in the community. You are likely to hear opinions about your League from many people who are active in the community.

This knowledge is very valuable in budget planning. Are the right people receiving the right publications? Is League Program familiar in the community? How do your councilmen and commissioners feel about League? All these things relating to your League in the community that you and your observers hear can be a help to the Board in planning a more effective budget for the coming year.

As you consider local agenda expenditures, ask yourself these questions. Did you have enough money to order good resource material? Were you able to follow through on plans to make local Program most effective? Do you subscribe to periodicals such as National Civic Review and Minnesota Municipalities? Were any plans curtailed through lack of funds?

Many people in your community will judge the League of Women Voters solely on its local Program. Therefore, it is necessary to plan carefully so that nothing is lacking which would diminish its effect.

VOTERS SERVICE DID YOU SEE? VOTERS SERVICE made it at last! We're part of the new budget form - in our own right. Just call us "Little 'b' under 3 of Big D". . . and watch us grow! The checklist groups VS spending in four headings:

- Publications
- Candidates Meetings
- Displays
- Getting Out the Vote

Seven of the twelve months you're planning lead up to the General Election, November 8, 1966. Five lead into and are part of another legislative session in 1967. Check through the suggestions under each of the four headings. . . then

take off on a Home Town, Minnesota, version of your own.

- Plan for your League's distribution of copies of the updated Digest of Minnesota Election Laws just published. . . and the 1966 election information flyer, Your Vote Makes a Difference, to be available in May 1966, with information on election calendar, voting, amendment to be on the ballot. . . . and copies of an informational broadside on this amendment. (Who?)
- Make this the year you question candidates on campaign issues and see that their answers reach all voters. (How?)
- Those senior citizens in rest homes and other institutions need factual information on election issues. (When?)
- New residents need local voting information, true. Is this the year you'll be able to reach disadvantaged groups with information on voting, issues, candidates replies? (Where?)
- This is the year you'll be using the new state publication, Voters Service Sights the YOU in Youth, to spark long-range cooperation with your community's youth in citizenship activities. (Who? How? When? Where?)

And underlying each goal, each dream, is the question: How much will it cost? Think, plan, dream -- we're on the budget form now -- watch us grow!

Keeping in the "pink" - you are well able to support growth on the state and national level. We are first members of the League of Women Voters of the U.S., then of the League of Women Voters of Minnesota and of our local Leagues, third, - just like in government. This type of organization puts the responsibility for what goes on in League right up to the individual member - this includes sound financing of all League activity. League is not just for the member. League is a valuable resource in your community providing trained leadership, citizen education and non-partisan, objective information for voters. Your League is also an informed force for improving government as well as a watchdog of its operation. These services are the basis of the financial support you ask of your community. The combined member and non-member support at the local level makes all other League activity possible.

We are including two copies of the new budget form that appears in the Budget Committee Workbook. (As we have said, try to have a copy of this publication for each member of your Budget Committee. Along with all the helpful information, it will give them each a copy of the new budget form.) Please send one copy of your proposed budget to the state office as soon as it is ready. The new form is quite different in some respects, and we are interested in seeing how the local Leagues are managing with them. Remember, we want to see the proposed budget. Don't wait until spring so you can send the adopted budget.

CURRENT AGENDA II

Equality of Opportunity: 1. Support of policies to insure equality of opportunity in employment, housing, public accommodations, education and other public services for all citizens. 2. Support of commission administration of anti-discrimination laws. 3. Support of state responsibility for Indian citizens.

The League of Women Voters of Minnesota opposes discriminatory practices which deny rights to any citizen on the basis of race, color, creed, national origin or age. Anti-discrimination legislation, enforced by commission administration, is a necessary means of eliminating such discrimination.

We support the present legislation regarding employment, real property and public accommodations as partially achieving this end.

In the area of housing, we support the present legislation and recommend its strengthening to include all housing except the rental of space in private homes or owner-occupied duplexes. Regulation of such facilities in owner-occupied property might constitute an invasion of privacy.

The League will support legislation to insure services for Indian citizens which are equal to those provided for other citizens. We oppose in principle the idea that legislation should single out any race or that separate services should be provided. However, since Indian citizens have been singled out for separate consideration throughout our history, we recognize that the State of Minnesota should give them special attention. We believe that this attention should be directed toward solving existing jurisdictional conflicts in order to guarantee equal treatment for Indian citizens by all levels of government.

The League will work for a declaration of responsibility for Indian citizens by the state and for an effective agency to facilitate solutions to their problems. Our criteria for an agency are: acceptable to the Indians themselves, permanent, staffed by professionally qualified people, authorized to act in setting up, carrying out, and coordinating programs, empowered to utilize the services of other existing agencies, and provided with adequate funds.

In general, when a county is too poor to expand its public services to cover Indian citizens, we favor financial participation by the state, but in that case, the state should have the power to set and enforce standards.

MEMO TO: Board Members
FROM: Annette Whiting

5/27/66

As I drove down the miles and miles of freeway on autopilot, there was lots of time to think about our League plans for the year ahead. The opportunities are almost unlimited - ours is a problem of inspiration. We shouldn't be behind pushing - we should be out in front saying, "Come on, let's go."

It is with this idea in mind that we produce an Outlook for Work and conduct the Leadership Workshops. Keep in mind the purpose of these Workshops which I stated in the original outline presented to you in April - then move on from there to provide good Board training to all who come.

We need to emphasize total Board responsibility as well as the individual portfolio jobs. Total Board responsibility will be stressed in the general sessions. In Ele's discussion of consensus, she will bring out the importance of communication, Board - to member - to Board, which is total Board responsibility. The same is true with Pat's discussion of planning for action, for in order to be effective, League action must involve members - not just a Board - and should also be carried into the community. Planning for all this is total Board responsibility.

A few things to keep in mind in your own sections:

DISCUSSION OUTLINE SUGGESTIONS

- I. All authority for education rests with the state legislature. It has created the local school district and the State Board of Education. If the problems of offering an equal opportunity in education aren't being faced by the local officials, what should happen - rely on local concern to force the issue?
- rely on the state legislature to change the relationship between the powers and functions of the local and state agencies?
 - rely on federal involvement?

- II. Is it fair to say that the problem areas of de facto segregation and school district reorganization are issues that are not now being faced locally? Why do you say this?

III. De facto segregation

- a. High minority student populations exist in some Twin City schools. The achievement levels in these schools are below the urban average. Many factors are involved. Does race play a role in this?

b. Who should have the burden of the many problems of the high minority, slum area school? PL 89-10 provides federal funds for special programs in slum area schools on the assumption that poverty and educational deprivation are associated. If, as is claimed, high racial concentrations contribute to educational deprivation, whose problem is it? The local school district? The schools from a larger area including suburban schools? State concern? Federal concern? All or any combination?

IV. School District Reorganization

There are two problems associated with the small school. First is the problem of the Common School Districts. They provide only elementary schooling and are ungraded, i.e. none of their schools meet the minimum state standard of one certified teacher for at least every two grades. These are the one-teacher schools. (Some Independent Districts have the same sort of schools, but they are far less common.)

- a. Is the small elementary school, the "one room school house," giving Minnesota children an equal educational opportunity? Would a larger but farther away school do a better job? Why do you feel this way?

The second problem is the small high school that doesn't have the pupil or financial base to support a modern, full curriculum. All secondary education in Minnesota is now provided by Independent or Special School Districts. Consolidation doesn't automatically insure a modern education.

- b. If legislation is passed forcing consolidation of the Common Districts (by making them offer education for 1 to 12 grades), how can the formation of more small high schools be avoided? How can the small enrollment, limited course high school be improved?



PRESENTATION SUGGESTIONS

Project Update: Minnesota Education - Equal for All?

With this peek at education in Minnesota, the League will be looking at a new area of state government. You can make as much of it as you will!

This study has grown out of our state interest in Equality of Opportunity. It is also closely related to our national position on the Development of Human Resources, "The Federal government shares with other levels of government the responsibility to provide equality of opportunity in education and employment for all persons in the U. S." Chapter III of Human Resources, Minnesota's Changing Patterns is required background material and should be reviewed by all members.

To keep you up to date on the federal government's programs in education in Minnesota, a new Human Resources Newsletter, Focus on Education, PL 89-10 in Minnesota, is included in this mailing.

Project Update: Minnesota Education - Equal for All? divides into three areas. First is the state's role in education and then the two specific problem areas of school district reorganization and urban de facto segregation. Perhaps one problem area is of more immediate concern to your League than the other, but as any resulting action would be on the state level, it is important that all Leagues throughout the state be informed on both issues. We urge you to use the Update as an every member publication, getting it to the members prior to the unit or general meeting. It would be best to have a full meeting for this study, however, you might like to look at this subject in conjunction with a national Development of Human Resources meeting.

A discussion leader's outline is enclosed. We are asking that you reach consensus, based on your discussion. A consensus report form for each unit is enclosed. Please fill out and return with comments to the state League office by March 1.

Suggestions for expanding the study:

1. "Go-and-See" or have them "Come-and-Talk" - the schools and the personnel involved in these problem areas of the ungraded school, the Common School District, the high school with less than 300 enrollment (for 6 grades), or the high minority urban school.
2. Have authorities talk to your group - members of the State Advisory Commission on School Reorganization, members of County Survey Committees, the State Board of Education, state PTA officials, county superintendent of schools, local educators, local civil rights spokesmen, etc.
3. Use of charts and graphs based on the statistics in the Ninth Report of the State Advisory Commission on School Reorganization, State of Minnesota, January 1965 (available from the State Department of Education, Centennial Office Building, St. Paul, Minnesota) - and/or Equality of Educational Opportunity, Summary Report, US Dept. of Health, Education & Welfare, Office of Education, July 1966 (available by request from your US Senator or US Representative).

9-A

LWV of Minnesota, State Organization Service, U. of Minn., Minneapolis, Minn. 55455
February 1966

Financing Public Services

REPORT FORM

1. How did your League cover this item?

Units?

General Meetings?

Or?

2. Did your members all have Financing Public Services before your meeting?

Do you think they had read it?

3. What non-League material did you use?

4. Number present: Members?

Visitors?

5. Considering future direction of this item, what suggestions would you like to have discussed at Council?

NEW DEVELOPMENTS ON THE STATE REVENUE FRONT

Address to the State Council Meeting of the League of Women Voters of Minnesota by
John Shannon, Senior Analyst, Advisory Commission on Intergovernmental Relations,
May 18, 1966

As a general rule, a dinner guest should avoid raising controversial issues. However, when the hostess has indicated that the guest has been invited to give his views on state and local taxation, then the ordinary rules of polite conduct fall by the wayside. The guest is free to plunge into the nearest controversial thicket, and his auditors are free to run for the door or to disagree violently.

In any complex political situation, there is usually one critical problem, the resolution of which permits an orderly attack on related issues. The need to create more equitable and productive tax systems for state and local governments stands out as the critical problem confronting our federal system. To be more specific, can states reshape their property and sales taxes into equitable and effective revenue instruments? What policies should Congress pursue in order to encourage greater state use of the personal income tax? I believe that recent developments on the state revenue front provide encouraging answers to these two questions.

Because that . \$25 billion revenue producer, the property tax, stands out as the "sick giant" in our state and local tax system, I have decided to place primary emphasis on outlining ways and means of making this tax more equitable for taxpayers and more responsible from a governmental viewpoint. The massive character of this tax is graphically illustrated in your first-rate publication, Financing Public Services in Minnesota. The property tax accounts for more than half of Minnesota's total state and local tax take. Last year, for example, Minnesota property owners turned over \$616 million to state and local property tax collectors -- the lion's share, about 95 percent of this figure, went to local governments and school districts.

When viewed in terms of state personal income, Minnesota's property tax effort is almost 50 percent above the national average. In 1963 total property taxes amounted to 4.3 percent of personal income for the nation as a whole, and that same year Minnesota property owners turned over 6.2 percent of their total personal income to the property tax people. In fact, of all the states, only Kansas made a greater property tax effort than Minnesota.

For this reason, I would like to discuss three promising developments on the property tax front that may have far more than academic interest for the Minnesota League of Women Voters. These three developments may be summarized as:

1. An effort to bring the assessment of property taxes more in line with the legal principle of uniform treatment by providing property owners with accurate information on the fractional valuation policies of local assessors.
2. An effort to bring the payment of the property tax more in line with the ability to pay principle by granting tax relief to those persons who are required to make an extraordinary tax contribution in relation to their income.
3. An effort to bring the property tax more in line with the principle of federalism by limiting local property tax rate decisions to the financing of essentially local or municipal type services.

Full Disclosure Assessment Policy

First let us look at the unequal assessment problem. Perhaps the most promising reform policy is simply to advocate that property taxpayers be given a full and complete report on the fractional assessment practices of tax officials.

A full disclosure assessment policy rests on the premise that if assessors deviate from the legal valuation standard (full value in most states), property owners have a right to know what fraction of estimated market value is being used for tax assessment practices. Only with this assessment ratio information can the property owner readily determine whether his assessment is fair. To put the issue in another way, if a local assessor is attempting to assess property at 30 percent of market value this fact should be made as public as possible in order to minimize the number of inequitable assessments. In the absence of full disclosure, the so-called "public" tax roll becomes a convenient graveyard in which the assessor can bury his mistakes.

A full disclosure policy should have four components. First, there should be copper-riveted legislative insistence that the state tax department make annual local assessment ratio studies. Second, there should be legislative insistence that the state tax department publicize the results of their assessment ratio findings. Frankly, I hope the day will come when all property tax bills carry the following notation.

Based on assessment ratio studies made by the state tax department, property in your district is being assessed generally at (____ percent) of current market value. If you believe that the assessed valuation on your property is not in line with the prevailing assessment level, contact the (county clerk's office) for information concerning the time and place for registering assessment appeal.

Third, the legislature should provide that the assessment ratios established by the state tax department may be introduced by the taxpayer as evidence in appeals to the review agency on the issue of whether his assessment is inequitable.

Fourth, the legislature should make this full disclosure policy tolerable for assessment officials by prescribing a "tolerance" zone. Because the estimation of market value is not an exact science, legislation granting assessment relief for aggrieved taxpayers should probably deny the taxpayer the right to an assessment reduction unless he can prove that his assessment is more than 10 percent above the general assessment level. Thus, for example, if the prevailing assessment level is 30 percent a property owner would not have the right to have his assessment reduced unless he could prove that his assessment ratio was above 33 percent. If this tolerance factor is not incorporated into legislation, it will be bitterly resisted by assessment officials because they fear their offices will be swamped with property owners demanding relatively minor downward adjustments in their assessed valuations.

There are two reasons for believing that a full disclosure policy might be able to trigger more far-reaching assessment reforms. First, while the great mass of taxpayers may not be particularly interested in beating the drums for the selection of assessment officials on the basis of demonstrated ability, they can be expected to be more receptive to a policy which would enable them to judge the fairness of their own assessments. Second, a full disclosure policy would dramatize assessment inequalities, and thereby generate more support from the general public and the tax officials for proposals calling for institutional and administrative reforms.

Oregon has pioneered on the full disclosure front. Some years back its legislature directed the local assessor to post accurate assessment ratio information on the

door of his office "in letters sufficiently large to be visible to a person with normal vision standing within ten feet thereof."

A recent proposal in California would go much farther - it would require the local tax officials to set forth on the tax bill itself the assessor's estimate of the actual value of the property (appraised value) as well as the figure used for tax assessment purposes.

Suggested legislative language for implementing a full disclosure policy is set forth in a model property tax bill prepared by the Advisory Commission on Intergovernmental Relations and endorsed by such organizations as the National Tax Association, International Association of Assessing Officers and the Council of State Governments.

Hardship Property Tax Relief Policy

While a full disclosure assessment policy will help, administrative reforms fall far short of going to the heart of the property tax problem. Or to put it in another way, if by some stroke of a magic wand the local assessor could equalize all property tax assessments at full value, or some uniform percentage thereof, the collection of this tax would still create special hardships for property owners with low incomes.

Although the value of the family residence serves as a fairly good proxy of ability to pay taxes in a rural society, total household income stands out as a far more precise measure of taxable capacity in our modern urban society.

This point can be illustrated quickly by pointing out the hardship that the payment of residential property taxes imposes on low income households. With retirement, the flow of income drops sharply and a \$500 a year property tax bill that once could be taken in stride becomes a disproportionate claim on the income of an elderly couple living on a pension of \$1500 a year. In fact, it becomes an impossible 33 percent tax on shelter. By the same token, if the flow of income falls sharply as a result of the death or physical disability of the breadwinner, or due to unemployment, then again payment of the residential property tax can become an extraordinary tax burden. The farmer finds himself in the same situation in bad crop years, so does the businessman in low or no profit years.

The point must be emphasized that an affluent society should be able to finance its public services without forcing low income households through the property tax wringer.

Perhaps the most notable attempt to draw the regressive stinger from the property tax can be found in Wisconsin's 1964 tax credit plan that provides substantial property tax relief to low income elderly persons - both homeowners and renters meeting specified income criteria. This tax relief program is financed from state funds and administered by the Income Tax Division of the Wisconsin State Tax Department.

The Wisconsin Legislature took the position that if an elderly householder had to turn over more than 5 percent of total income to the residential property tax collector he was confronted with an extraordinary burden and that amount in excess of 5 percent is either refunded by the state to the property owner or applied as a direct credit against his state income tax if the taxpayer falls in that category.

While we may disagree on the exact percentage or formula to be employed in determining excessive property tax loads, I am sure we can all agree on the proposition that tying residential property tax limits to household income could radically reduce the regressivity of this tax.

The critical need is to convince state legislative bodies that (a) household income is the most effective measure of ability to pay taxes and (b) that the state (not local governments) should assume responsibility for financing a property tax rebate program for those persons deemed to be carrying excessive property tax loads in relation to family income.

The broad coverage of the Minnesota personal income tax certainly lends itself to this type of intergovernmental tax coordination. Moreover, this approach has some of the characteristics of the negative income tax idea that is receiving quite a bit of national attention in recent months.

A tax relief program could follow the familiar income tax procedure. The property owner seeking tax relief would set forth the necessary family income and property tax payment information on the state income tax return. After the return had been processed and verified by state tax authorities, the eligible beneficiary would receive a cash refund for that amount of his tax payment that was in excess of the prescribed standard.

It should be noted that this type of property tax relief geared to family income moves in the "right direction" from the standpoint of intercommunity equalization. Because the poor tend to cluster together and because the rich do likewise, the mailman would deliver more property tax refund checks in low income communities than he would in wealthier municipalities. This fact should interest those persons seeking to reduce public service and financial disparities among communities in metropolitan areas.

Localizing the Local Property Tax

Up to this point, I have emphasized the reforms that would make the local property levy a more equitable and more tolerable tax for property owners; the other side of this property tax reform coin deals with the intergovernmental effects and the role which local property tax policymakers should play within our federal system of government.

There appears to be one basic principle that can serve as a rough guideline. Use of this revenue source should be restricted to financing those functions that are essentially local in character, or primary responsibility for property tax policy-making should be shifted upward if this revenue source is to be used to finance a function that has statewide significance.

If we follow this principle, the truly local property tax could be rationalized on a benefits received basis and the tax would approximate a moderate users' charge. It would finance such general government services as the courts, police, sanitation and fire services, as well as such local facilities as neighborhood parks and streets. Such a policy would have the practical effect of cutting present property tax rates by approximately 50 percent because at least half of the local property tax revenue is used to underwrite educational and welfare type services.

Because welfare and educational programs have lost their essentially local character and have assumed vital importance for the well-being of the state and the nation, the quality of these services should not be determined by the accidents of geography, the size of the local property tax base or the willingness of local tax rate authorities to underwrite such a program. Once we fully accept the idea that education and welfare programs have acquired state and national character, we are then either in a position to shift most of this financial burden off the back of the local property tax and onto the broader shoulders of state and federal revenue producers, or to embark on extensive state or federal equalization programs that can effectively neutralize the accidents of geography and the variations in local fiscal capacity.

In the case of public welfare and health programs, we have taken the nonproperty tax route and shifted responsibility upward. In the last thirty years, the federal and state governments have taken over responsibility for both the treatment and the prevention of indigency - responsibility that historically had rested with the family and the local community. The development of the social security system and the recent passage of medicare stand out as examples of national efforts to prevent economic dependency. Nevertheless, the budgets of many of the large central cities and counties still contain considerable amounts for health and welfare programs and represent a substantial fraction of the local property tax bill.

The growing public concern about disparities in educational opportunity clearly reflects sharp increase in public awareness of the fact that education has lost its local character. In its policy statement on equalizing educational opportunity for economically and socially deprived children, the Advisory Commission on Intergovernmental Relations stated:

Equality of educational opportunity is of critical importance in a democratic society dedicated to the proposition that all persons should be afforded an opportunity to develop their potentialities to the fullest. It assumes great urgency in a technological society in which employment opportunities are becoming progressively more limited to persons with professional and technical skills.

The Advisory Commission's statement also noted that the typical state foundation programs fall far short of providing equal educational opportunity, and that the proliferation of special state and federal aid programs often works to the advantage of the wealthier school districts.

This policy of allowing the local property tax policymakers to underwrite a function that has outgrown its local jurisdictional shell also provides the city fathers in metropolitan communities with an additional incentive for employing highly questionable fiscal zoning policies. In order to hold down educational costs, they are under strong temptation to use the low density approach to residential zoning. The one-acre suburban lot can be denounced as an example of "snob" or restrictive zoning, but it is also justified as an act of local financial prudence - the only sure way of containing school costs and property tax rates. The other approach to fiscal zoning calls for building up the local tax base by zoning great stretches of land for commercial and/or industrial purposes. There is always the hope that a large share of the local tax burden in general and the school tax in particular can be exported to neighboring communities by snagging the giant shopping center, the industrial research park or the massive public utility installation.

Confining local property tax policy-making to nonwelfare and educational functions would not only reduce disparities in welfare service and educational opportunity, but it would also tend to mute these competitive fiscal forces that are balkanizing the metropolitan society.

There are three ways a state can approximate the goal of equalizing educational opportunity. It can take the nonproperty tax route and finance the major share of local educational costs with state sales and income tax dollars. North Carolina experience is significant on this score. That state finances approximately three-fourths of the total local school bill from state sales and income tax sources.

The second approach is to continue to use the property tax for financing education, but for all practical purposes, vest in the hands of the state legislature the power to redistribute the proceeds of this revenue source in such a way as to insure the state objective of equalizing educational opportunity. A proposed constitutional amendment in Wyoming represents a major move in this direction. Under the proposed

twelve mill county replacement levy, all property in the county and in the state would be taxed at a uniform rate. This twelve mills then is removed from the local district and collected on a county level with the tax revenue then prorated back to the school district on a per classroom unit basis. In short, everyone in the state, whether in a rich or poor school district, will pay a more equal share of the cost of education. In the process there is a dramatic shift of responsibility and authority from the local to the state tax rate authorities.

The third approach is simply a combination of the first two. In other words, the state would pump more nonproperty tax dollars into the local educational finance stream, and it would also seek a more equitable distribution of the proceeds of the property tax. It would accomplish this second objective by determining both the rate of taxation and the pattern of property tax revenue distribution.

Sales Tax Issue

I have placed primary emphasis on property tax reform because this tax needs all the help it can get. The other great state tax issue - the sales tax question - can take care of itself.

Spurred on by relentless pressure for additional tax revenue and the need to diversify the state tax system, the sales tax movement has marched inexorably forward. In 1930 there was no such thing as a general retail sales tax. By 1940 24 states had adopted this levy. At the present time, approximately 95 percent of the nation's population living in 42 states pay state retail sales taxes. Unless there is a rapid and dramatic increase in federal aid to states, it is just a question of time before even Minnesota will have to join the sales tax union.

Curiously, a tax credit idea advanced in the Minnesota 1956 state tax study has done much to spur the sales tax movement. The Governor's Tax Committee recommended enactment of a sales tax with a credit for sales tax payments to be taken against the state income tax. All persons claiming the sales tax credit would file state income tax returns. If the amount of the credit exceeded the state income tax, a refund would be issued. This is an ingenious method for reducing or eliminating the regressive feature of the sales tax and overcoming much of the traditional liberal opposition to this tax.

This idea percolated in state tax and academic circles for several years before Indiana bought the idea in 1963. In fairly rapid order Colorado, Hawaii and Massachusetts have adopted this device for removing the regressive stinger from the state sales tax. As previously indicated, Wisconsin adapted this tax credit idea to the problem of reducing the regressivity of the household property tax. Perhaps a good idea is like a prophet, not without honor save in its own country.

Federalizing the Federal Income Tax

Thanks in large measure to Professor Walter Heller, another idea is percolating through academic and tax research circles - the notion that the time has come to truly federalize the federal income tax. It is based on the idea that if state and local governments are to continue to play viable roles in our federal system of government, we have to accept the idea that the superior revenue source (the personal income tax) must at least partially sustain state and local governments as well as promote the fiscal and economic objectives of the central government.

One approach calls for the federal government to share a designated fraction of its personal income tax revenue with the states, and possibly their local governments, along the general lines suggested by Professor Heller.

Still another approach recently endorsed by the Advisory Commission on Intergovernmental Relations calls for the use of federal tax credits to encourage greater state use of this revenue source. The Commission has urged Congress to allow a more liberal write-off of state and local income tax payments against the taxpayers' federal income tax. The Commission believes that a preferential write-off for state income tax payments can be justified because heavy federal reliance on the personal income tax has deterred states from making more effective use of this revenue source and, in fact, forced them to rely on sales and local property taxes to finance their rapidly rising expenditure requirements. In the Commission's judgment, once the presently non-neutral effect of the federal income tax is removed by means of this preferential tax credit, state legislatures will look with far greater favor on the personal income tax because (a) it has unique revenue growth potential; and (b) it enjoys important advantages from the standpoint of tax fairness. Recently, Congressman Keogh introduced H.R. 14998 to implement this recommendation.

Summary

In summary let me say that I do not share the pessimistic view that the states are slipping away. On the contrary, confronted by fiscal adversity, many state political leaders are demonstrating remarkable courage and ingenuity, and in the process they are reshaping their taxes into more productive and equitable revenue instruments. The pioneering work in coordinating sales, property and personal income taxes via the state income tax credit route stands out as a most hopeful sign. There is also the growing public awareness that Congress has a role to play - that the personal income tax belongs to our federal system as well as to the central government. These two developments underpin my view that the states will continue to play viable roles within our federal system.

YOUR VOTERS SERVICE MAKES A DIFFERENCE!

Please return one copy to the state office by December 1, 1966.
Keep the second copy for your VS files to use in preparing your annual report.

LOCAL LEAGUE _____ VS CHAIRMAN _____
ADDRESS _____

of members on your committee _____ # of members involved _____

INDICATE the VS activities (P - Primary, G - General) in which you participated
this year and comment briefly on each.

PUBLICATIONS

() CANDIDATES QUESTIONNAIRES _____ Local _____ Legislative _____ Other _____
How were replies distributed?

() VS FLYERS (Your Vote Makes a Difference - 1966 election information)
Number _____ How were they distributed?

() AMENDMENT BROADSIDES Number _____ How distributed?

() DIGEST OF ELECTION LAWS Number _____ How distributed?

() Free copies of Minneapolis Tribune VOTERS GUIDE
Before Primary Election Before General Election
Number ordered _____ Number ordered _____
Number received _____ Number received _____
Distributed how? Distributed how?

() PUBLICITY of election and voting information. Check media used.
Posters: National _____ Local _____ Newspapers _____ (Clippings, please.)
Radio _____ TV _____ Local Flyers _____ (Samples, please.) Other _____

SERVICES

() VOTER REGISTRATION _____ new Voters _____ Absentee _____ Armed Forces _____

() ELECTION RETURNS REPORTING

() SPEAKERS BUREAU - number of talks, names of speakers, groups addressed,
subjects, LWV material used - attach separate list if necessary.

() SAMPLE BALLOT

() GET-OUT-VOTE CAMPAIGNS (describe)

COVERAGE OF STATEWIDE OFFICES

() Promotion of WCCO-TV series. How?

() Local use of WCCO-TV tapes

Comments:

PUBLIC MEETINGS - please attach a report on each public meeting held including date, candidates and offices represented, publicity, approximate attendance - and your comments!

() CANDIDATES COFFEES () CANDIDATES MEETINGS () FAIR BOOTHS
() PARADE FLOATS () OTHER - describe

COOPERATION WITH OTHER ORGANIZATIONS

What organizations?

How did you cooperate?

Did they ask you?

What other organizations had? ____ Candidates meeting ____ Get-out-vote campaign
____ Other

What new groups of people did you reach this year?

How much did you have budgeted for VS this fall? _____

How much did you spend? _____

Did you secure new members as a result of your VS work? _____

What do you think was your most successful VS activity?

Why was it successful?

Please comment upon your cooperation with political parties - caucus information, candidates meetings, other. (Attach separate page if necessary.)

S U C C E S S S T O R I E S

League can acquire new members while engaging in many activities - a Civic Fair is one activity which has met with approval in one community. All local organizations are asked to prepare a booth and distribute material. It could be held in a large gym with a dinner or refreshments included in the festivities. Good attendance can be expected at an affair like this as it will be a social occasion which will appeal to many. League could take this opportunity to distribute Program or Voters Service information along with membership material. Don't pass up a chance to be a part of a similiar undertaking sponsored by another organization.

Have you ever contacted other groups to search for League members? Several Leagues have found that a speakers bureau is one good way; you offer your services as a speaker and spread the charm and aura of the League far and wide. This is, of course, an indirect method of seeking new members - especially at a male gathering! Another local League participates in a "talk about your organization day" sponsored by a Newcomers Club. Each club is given five minutes to brag about its own organization. This League participates and distributes a special kit to interest the women in the League.

A goal and an every member responsibility is another League's approach. Would your members be interested and stimulated to acquire enough new prospects to make each of your units number 20? Theirs were, and they worked for that goal, and it was a task for each and every member. They realized that they lost considerable womanpower each year through moving, etc., and that to really increase the total membership they needed to make a big jump. You could add the additional incentive of a contest; the winning unit could receive a free publications service.

One League decided to use the telephone in its membership campaign. They had many members who were tied down with pre-schoolers and found it difficult to leave home on League business. They used the list of new residents which they were lucky enough to obtain from their city hall. They also watched the newspapers for announcements of new citizens. Welcome Wagon sometimes will give Leagues their prospect list. The callers were friendly and informative about League, urging the prospect to attend the next unit or membership meeting. Care should be taken to draw out the prospect and to follow through on the invitation.

A Program item made an interesting departure for a membership gimmick; local Program often is especially good. A tour (by car, of course) of your parks (recreation study), of your community (planning, zoning, etc.), business district (urban renewal, bond issue) could make a prospective member sit up and take notice of League activity. This tour would involve the old member as well as the new and could also serve as a portion of the local planning session on the local study. A gathering for coffee after the tour might be a good way to end the episode and would also be an opportunity to meet the prospects and make them feel welcome to the group.

Perhaps reorganization of your units might be a novel approach to securing new members. Don't be too sure any of your members would drop League if they had to change units. Sometimes these groups become too ingrown - a new makeup of members with their fresh reactions to one another, might make your League more vital and also might make it more attractive to an outsider. The old member may feel more inclined to bring a friend or to go out prospecting for new blood if her unit meeting is a vigorous and exciting experience.

A suburban League decided a house tour was the spice they needed to get new members. Six homes were requisitioned and each had displays set up on Voters Service, national and state Program, etc. Two hostesses were stationed in each house to guide and inform and also to be sure the guests signed the register. Refreshments were available in only one house, and they could be visited in any order. Invitations were mailed out to League members, contributors' wives and any other prospects. The League had over 100 attend and felt that it was effective in acquiring new members.

A local League found it had many areas where there were no members at all. They had no contacts within their own group to reach these neighborhoods. They felt that a personal approach - a kind of door-to-door campaign - might work the best. They composed a questionnaire about League, local government, etc., and this, along with FACTS and a Voters Service piece, was taken on their rounds. Usually two Leaguers went together and found a pleasant reception generally. They felt even if the contacts did not flock to join immediately, they had spread the word of the League which would be of benefit in the future.

WORDS OF WIT AND WISDOM

From Local League Annual Reports 1965-66

"Immediately integrate them as participating members . . . keep them informed through the bulletin of activities and meeting plans; call for them to attend meetings and welcome them as friends."

"We published a list of members who had been in the League for _____ years or longer. They were given special recognition at our annual meeting."

"Have asked several rather inactive members to participate in League activities. Usually they accept providing it is a one shot job."

"Look for the jobs that can be done without a great deal of orientation, and take these away from the work-horses and give them to the newcomers."

". . . a program of getting everyone on a committee . . . those who did not sign up were placed by the Board. The Board feels this experiment has proved successful . . . no complaints and the membership has been cooperative."

"The membership committee has set up a new group called the 'membership gals', one in each unit, whose sole duty is to see to the needs of new members and guests."

". . . you have to let them know and make them care; then you must help them act."

Response to question on method of keeping members: "WE PRAY A LOT!"

"I'm convinced there is no slack period. . . we are pushing membership in spring just as we do in fall."

"The Program Advisory Committee - one purpose is to develop effective presentations of study items to promote livelier discussions. Properly educating and stimulating members is keeping members."

"Tried to keep them busy, active and happy."

"Members are not tools to be used to work a League machine; members are human beings who can find rich education, involvement and satisfaction in a League designed to implement the member's goals."

THE ALABAMA VOTER - February 1966

CHOOSING A STATE PROGRAM FOR 1967-1969

Calendar for State Program Suggestions 1967-69

Feb. 10 - First Round Suggestions to State Board
Feb. Board Memo - First Round Suggestions Back to Local Leagues
April 10 - Second Round Suggestions to State Board
May 23 - Presentation of Items at State Convention

What is a state PROGRAM?

PROGRAM consists of a CURRENT AGENDA AND CONTINUING RESPONSIBILITIES.

CURRENT AGENDA consists of current state governmental issues chosen by the Convention for concerted action.

CONTINUING RESPONSIBILITIES are those positions on state governmental issues to which the League of Women Voters of Minnesota has given sustained attention and on which it may continue to act.

What is ACTION?

ACTION includes:

1. providing information;
2. building public opinion;
3. supporting or opposing legislation.

What is the PROCEDURE for choosing state Program?

- Local Leagues send recommendations to state Board three months prior to Convention (first round); state Board formulates proposed Program and submits it to local Boards two months prior to Convention.
- Local Leagues make further recommendations - give state Board their reactions to initial proposals - at least one month prior to Convention; state Board considers these further recommendations and presents the final proposed Program to Convention.
- Convention adopts a Program. (State Bylaws spell out the method.)

What should MEMBERS BEAR IN MIND when choosing Program?

TWO YARDSTICKS for measuring the suitability of Program items are:

1. the governmental PRINCIPLES adopted by the National Convention and supported by the League as a whole (see next page).
2. The CRITERIA for choosing Program set forth on the next page.

The PRINCIPLES are:

Governmental measures and policies, supported by the League as a whole, which constitute the authorization for adoption of national, state, territorial, and local Current Agendas.

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.

The League of Women Voters believes that every citizen should be protected in his right to vote; that every person should have access to free public education which 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 which affect the general welfare, promote a stable and expanding economy, and adopt domestic policies which 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 the development of international organization and international law is imperative in the promotion of world peace.

CRITERIA for choosing PROGRAM:

1. Does it come within the principles of the League of Women Voters?
2. Is it a problem which can be met through government?
3. Will it give League members valuable experience in citizen action?
4. Is it timely?
5. Is it an issue worthy of the members' time and effort and one about which the League can do something?
6. In the light of Program commitments - local and national - does the League have sufficient personnel, experience and funds to carry out the proposal?

ADDITIONAL CRITERIA for adopting CONTINUING RESPONSIBILITIES:

1. If a new Continuing Responsibility, is there member agreement on the position?
2. If it is a Continuing Responsibility already on Program, is there still agreement?
3. Are developments in the next few years likely to require action?
4. Can members be kept up-to-date without too heavy a workload?

WORDING AN ITEM:

The wording of a Current Agenda item should be clear, easily understandable, general enough for flexibility yet specific enough to indicate the scope within which the members wish the item to remain. A Current Agenda item may state a position if the League has arrived at one through study under a previous Current Agenda item. This is the case in a proposed Program where it is recommended that certain Continuing Responsibilities be returned to the Current Agenda. In wording such recommended CAs, the positions included should be expressed concisely and clearly. An explanation of the items recommended can state in more detail the positions included. To repeat: all Current Agenda items imply some study and some aspect of action when a position is reached whether or not the wording so specifies.

The wording of a Continuing Responsibility is a brief statement of League position. In recommending the Continuing Responsibility, the members should express, as briefly as possible, what that position includes. Work on Continuing Responsibilities does not extend to study of new aspects of the issues, i.e., study leading to enlarged positions.

Guide for Informed Program-making

Program-making: the most stimulating and exciting part of League procedures.

It may start with an idea - a newspaper article, a long-time interest in a project, a crying need in a particular area. It continues through the process of individual members selling their suggestions to their local Leagues. The local League, in turn, picks up enthusiasm to carry this choice onto the floor of the 1967 Convention. It's a dynamic process whereby each member may have a voice in Program choice.

The discussion leader for Program suggestions should:

Background Preparation

1. Background your League in the Program-making process. (Local League Handbook, p. 16, 28) Short talks at units before Program suggestion meetings, articles in bulletins, will make procedures understandable. Remind members to bring the Lively Issues and Positions VOTERS to Program-making meetings.
2. Prepare your Board for their responsibility in this process. They will evaluate the suggestions which come from units. Set aside enough time for this important job.
3. Prepare interesting presentations making use of visual aids, skits. Diagram the process. List criteria. Illustrate lively issues. Try pro and con debates. Use questions and answers by "old" and "new" members.

Discussion at Units

1. Evaluate present Program items. Do we have positions on CAs? Are they meaningful? Take a close look at CRs. They generally receive a minimum of attention in the flurry of choosing Current Agenda items. What is the proposed action on CRs in the legislature? Are our CRs still meaningful or have they become outdated? Would certain CRs be better moved to CA status? What about national Program items - do we need state study to further implement these items?
2. Evaluate every item suggestion, old or new, in terms of League Principles and Criteria. (Principles and Criteria attached.)

3. Pay careful attention to the scope of an item. Define clearly the problem areas with which you are concerned.
4. Word the suggestions carefully and completely. A label isn't enough to describe the area of interest.
5. Look forward to consensus. Will study of the item result in a broad general agreement which will make for workable action on the item?

Background for Program Discussion

Local League Handbook, p. 16, 28 - whole section on state and national Program.

The Minnesota VOTER, September-October, (Lively Issues VOTER), November-December, (Position VOTER)

Board Memo, June 1966

Project Update

LWV of Minnesota, State Organization Service, U. of M., Minneapolis, Minn. 55455
October 1966

STATE PROGRAM SUGGESTIONS 1967-69: FIRST ROUND

Suggestions must be in the State Office on or before February 10, 1967.

The following is a list of First Round suggestions for the 1967-69 state Program submitted by the League of Women Voters of _____.

Current Agenda Items

Continuing Responsibilities

Include as many suggestions as your League would like to see on the 1967-69 Program. Remember that a suggestion must be included in the First Round in order to be considered at Convention.

LWV of Minnesota, State Organization Service, U. of M., Minneapolis, Minn. 55455
February 1967

STATE PROGRAM SUGGESTIONS 1967-69: SECOND ROUND

Suggestions must be in the state office on or before April 10, 1967.

The following is a list of Second-Round recommendations for the 1967-69 state Program submitted by the League of Women Voters of _____.

Current Agenda Items

Continuing Responsibilities

Remember that a suggestion must have been included in the First-Round in order to be considered in the remaining steps of Program-making.

LOCAL CONTINUING RESPONSIBILITIES

The following questions were hurriedly drawn up to help local Leagues evaluate their local CR's at program making time. We hope to do more work on local CR's in the spring Leadership Workshops. I urge you to read the following resources: "National Continuing Responsibilities, 1960-1962", "National Continuing Responsibilities, 1962-1964" (blue), and, of course, LOCAL LEAGUE HANDBOOK.

1. When was the item adopted as Current Agenda? For how long was it a CA item?
2. What scope and emphasis did the members wish when they adopted the item?
If the membership did not discuss this at Annual Meeting, who decided what should be studied -- the Board, membership at other meetings, a resource comm.?
3. What was studied? How was it studied -- in general membership meetings, in unit meetings, both? Did you produce a publication? What did it cover? Did you use a discussion outline -- did the members have adequate opportunity for discussion of the item?
4. What did the members think about the item according to unit reports? What consensus was reached? (if any) What did the Board discuss in wording the consensus and resulting position?
5. Why was the item made a CR? When? Who suggested this? What did the membership discuss when the CR was adopted at Annual Meeting?
6. What action has been taken under the CR? What criteria has the Board used in determining whether action could be taken under this CR? Has the action been successful? Have you fulfilled the goals set forth in your CR? Do your members see this as a "watch-dog" type CR?
7. What have you done to keep your members up-to-date on developments in this CR area? What have you done to present the information in questions 1 through 6 above to your members?
8. Do your members and the Board fully understand that a CR position cannot be enlarged? To repeat, do you actually have a full statement explaining your League's position which can serve as criteria for the Board in determining whether action on a particular ~~issue~~ issue would be narrowing or broadening the CR? (This is particularly important. Many Leagues merely have a sentence CR which often does not even include a position. They seem to rely on their memories to determine whether or not they can take action. This can be risky.)

Bonnie Hutchens
Local Agenda Chairman
LWV of Minnesota
5016 West 109th St.
Bloomington 31, Minn.
TUxodo 8-3671

LOCAL CAS AND CRS OF MINNESOTA LEAGUES

1967 - 1968

ADMINISTRATION, EFFICIENCY, ECONOMY, PROCEDURES IN GOVERNMENT: Bloomington CA, Cloquet CR, Hibbing CR, Minneapolis, Minnetonka CA, Robbinsdale CR, Rochester CR, Roseville CA, St. Louis Park CR, St. Paul, Wells CR, White Bear Lake CR.

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COUNTY SURVEY: Brainerd CR, Cass Lake CA, International Falls CA, Silver Bay CA, West St. Paul CA.

COUNTY WELFARE: Austin CA, Granite Falls CA.

ELECTION LAWS AND PROCEDURES: Falcon Heights, St. Croix Valley CA, Silver Bay CR.

EQUALITY OF OPPORTUNITY: Minneapolis, St. Paul.

FORMS OF GOVERNMENT: Arden Hills CA, Bloomington CA, Brooklyn Park CA, Cloquet CA, Duluth CR, Faribault CA, International Falls CA, Maplewood, Richfield CA, Robbinsdale CA, Rochester CR, St. Anthony CR, St. Cloud Area CR, South St. Paul CA, West St. Paul CR, White Bear Lake CA, Willmar, Winona CR, Worthington CA.

HEALTH AND FLUORIDATION: Fridley CA, Mahtomedi Area, Moorhead CR, Roseville CR, St. Louis Park CR, St. Peter CA, Westonka CA.

HOUSING: Bemidji CA, Duluth CR, Worthington CA.

HUMAN RESOURCES: Crystal-New Hope, Fergus Falls CA, Greater Mankato Area CA.

INDUSTRIAL GROWTH: Battle Lake CA.

INTERGOVERNMENTAL ACTION: Excelsior Area CA, Rochester CA, St. Cloud Area CA.

JUVENILE DELINQUENCY: Edina CA, Moorhead CA.

LIBRARY: Bloomington CA, Brainerd CA, Crystal-New Hope, Duluth CR, Edina CR, Greater Mankato Area CR, Minneapolis, St. Cloud Area CA, St. Croix Valley CA, Virginia CA.

LOCAL COURT SYSTEM: Arden Hills CA.

LOCAL SURVEY: Anoka CA, Brooklyn Center, Burnsville CA, Cass Lake CA, Crystal-New Hope, Falcon Heights, Faribault CA, Owatonna CA, Rock County CA, St. Cloud Area CA, Virginia CA, Wayzata Area CA.

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POLICE AND FIRE PROTECTION: Moorhead CR.

SCHOOLS: Albert Lea CA, Bloomington CA, Brainerd CR, Columbia Heights CA, Faribault CA, Hibbing CR, International Falls CA, Mahtomedi Area, Minneapolis, Moorhead CR, Northfield CA, Red Wing CA, Richfield CA, Rochester CR, St. Anthony CA, St. Croix Valley CA, St. Louis Park CR, St. Paul, St. Peter CA, Silver Bay CA, Wayzata Area CR, Westonka CA-CR, West St. Paul CA.

URBAN RENEWAL: Cass Lake CR, Minneapolis, St. Paul.

WATER: Faribault CA, Jackson CA, Robbinsdale CR, Wayzata Area CA, White Bear Lake CA, Winona CA.

ALBERT LEA	CA: School Survey.
ANOKA*	CA: Know Your Town Survey.
ARDEN HILLS	CA: Study of Justice of the Peace Courts vs. Municipal Courts. CA: How metropolitan government would affect the government of Arden Hills. CR: Continued support of Comprehensive Plan for Arden Hills plus action on parks and playgrounds.
AUSTIN	CA: Study of Board of County Commissioners. CA: Study of county welfare. CR: Support of comprehensive planning.
BATTLE LAKE	CA: Study and support possibilities of industrial growth in our community. CR: Continued support of local tax structure.
BEMIDJI	CA: Study of a housing code for Bemidji.
BLAINE*	CA: Study and evaluate public recreation facilities available to the citizens of Blaine with special attention to using school district facilities for summer recreation.
BLOOMINGTON*	CA: Support of long-range planning for school buildings which will provide full-day schedules for all students. CA: Support of a planning program which will include: a) long-range plans for all land use and capital improvements, b) continuing research and analysis, c) periodic review. CA: Support of park land acquisition program that emphasizes: a) acquiring land before it is unavailable or too costly, b) acquiring large natural areas, c) providing space for a park and recreation system that will serve all ages and interests. CA: A study of a public library program which will provide: a) adequate facilities and services for neighborhoods and age groups, b) the most efficient use of all available library resources. CA: Support of charter provisions which: a) are essentially fundamental and brief, b) provide for election of councilmen on city-wide basis for adequate terms, c) call for council-manager form of government.
BRAINERD	CA: Study of feasibility of a county library system in Crow Wing County. CR: School curriculum. CR: County Survey.
BROOKLYN CENTER*	CA: Support of a set of principles against which to evaluate specific tax ordinances. CA: Know Your Town Survey.
BROOKLYN PARK	CA: Study and evaluation of various forms of local government with emphasis on home rule charter. CA: Study and evaluation of public recreation facilities in Brooklyn Park.

BURNSVILLE #	CA: Know Your Town Survey.
CASS LAKE	CA: Know Your Town Survey. CA: Know Your County Survey. CR: Continued support of beautification of Cass Lake.
CLOQUET	CA: Study types of government suitable to cities the size of Cloquet. CA: City planning and zoning. CR: Support of staggered elections for city officials.
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DULUTH	CA: Study community planning, exploring sources of municipal revenue with emphasis on intergovernmental fiscal relations. CR: Continued support of adequate housing code. CR: Promote the recommendations of library study. CR: Continued support of the strong mayor-council form of government.
EDINA*	CA: Juvenile delinquency in Edina: its sources and solutions. CR: Support of efforts to provide adequate public library facilities for Edina.
EXCELSIOR AREA*	CA: Study of the feasibility of consolidation local governments and services.
FALCON HEIGHTS	Know Your Town Survey. Continue study of land use in Falcon Heights with emphasis on transportation, recreation and parking facilities. Further study and support of a municipally led recreation program. Method and implementation of a permanent voter registration system.
FARIBAULT	CA: Study the public school system. CA: Study problems of water pollution in Faribault and surrounding area. CA: Support of revision of city charter to provide for a council-manager form of government or a strong mayor-council form. CA: Know Your Town Survey.

FERGUS FALLS CA: Study of local resources with emphasis on education, employment and recreation.
CR: Support of comprehensive city plan.
CR: Support of county planning process for Otter Tail County.

FRIDLEY CA: Study health ordinances and the need for such ordinances.
CA: Study of city comprehensive plan and evaluate proposals for total community improvement.
CR: Support of enforcement of the present zoning ordinance and improvement of the ordinance.
CR: Supports comprehensive program of park development and supports continued improvement in the recreation program.
CR: Supports implementation of city redevelopment.

GOLDEN VALLEY* CA: Study of financing to develop a complete park system.
CA: Study of comprehensive village planning with special attention to optimum utilization of land and to traffic and pedestrian safety.
CA: Continued promotion and education on trails in Golden Valley.

GRANITE FALLS CA: Support comprehensive planning.
CA: Study and evaluate professional planning on the county level.
CA: Study welfare programs offered in Yellow Medicine County.

GREATER MANKATO AREA CA: Evaluation of federal programs dealing with fuller utilization of human resources in our area.
CA: Evaluation of area park and recreational facilities.
CR: Support of consolidation of local libraries into a regional library.

HIBBING CA: Village taxes.
CR: Village government.
CR: Schools.

INTERNATIONAL FALLS CA: Continue to study the revision of the city charter and the desirability of a council-manager form of government.
CA: Continue to study public parks and recreational facilities with a view to expansion and wider use.
CA: School survey.
CA: Know Your County Survey.

JACKSON CA: Study of water and air pollution in relation to Jackson and Cottonwood Counties.

MAHTOMEDI AREA Continued support of fluoridation of village water.
Support of the acquisition of land for recreational and park facilities and study the use of land in our area.
Study and evaluate the two local school systems.

MAPLEWOOD	Update study on planning and zoning. Update study on village government with emphasis on optional Plan B form of government.
MINNEAPOLIS*	Continued improvement of the Minneapolis public schools. Support of policies and procedures to insure equality of opportunity; a study of the American Indian in Minneapolis. Support of effective administration and coordination of planning functions. Support of adequate financing and sound administrative procedures for the Minneapolis public library. Support of an improved tax structure. Support of improved structures and procedures of Minneapolis government.
MINNETONKA*	CA: Study recommendations of Minnetonka's Charter Commission and study the financing of governmental services.
MOORHEAD	CA: Comprehensive study of local juvenile problems. CR: Study of social services in Clay County with emphasis on public health and nursing services. CR: Study of the feasibility of public school kindergarten. CR: Support of adequate facilities for District 152. CR: Support of adequate fire and police facilities.
NEW BRIGHTON*	CA: Evaluation of planning and zoning. CA: Continued support of a comprehensive, long-range park acquisition and development program.
NORTHFIELD	CA: School survey.
NORTH ST. PAUL*	
OWATONNA	CA: Know Your Town Survey. CA: City Planning. CA: County planning and capital improvements.
RED WING	CA: Study of the aims and needs of Red Wing educational system. CA: Study and promote public discussion of the needs of Greater Red Wing. Part I: Burnside.
RICHFIELD*	CA: Study of zoning and planning. JA: Study of advisability of building one or two indoor-outdoor swimming pools in the junior high schools. CA: Continuing concern for the Richfield Charter.
ROBBINSDALE*	CA: Evaluation of revenue sources with consideration of needs and services. CA: Continued study and support of development of parks and recreation. CA: Continued support for charter improvement. CR: Continued support of staggered elections of city officials. CR: Continued support for municipal water improvement.

ROCHESTER

- CA: Growth of Rochester: Study of problems arising from interrelationship of city, township and county governments.
- CA: Study of areas for citizen participation in local government.
- CR: Support of revision of the city charter.
- CR: Support of improvement of the city charter by amendment.
- CR: Support of development of a comprehensive master plan for the city.
- CR: Support principle of independent school district as opposed to a special district.
- CR: Support of an area vocational training school.

ROCK COUNTY #

- CA: Know Your County Survey.

ROSEVILLE*

- CA: Evaluate the planning and zoning procedures in the village with emphasis on the master plan.
- CA: Study how our local government operates and how to make local government more visible to the citizens.
- CR: Support of measures to promote long-range capital improvement planning.
- CR: Support of improvement of village health ordinances.

ST. ANTHONY*

- CA: Study of building program of the school district.
- CR: Support of the council-manager form of government.

ST. CLOUD AREA

- CA: Know Your Area Survey.
- CA: Continued concern with intergovernmental relations.
- CA: Study of the means of improving area library facilities.
- CR: Support of council-manager form of government and constructive charter revision.

ST. CROIX VALLEY

- CA: Study and evaluation of library service in Washington County.
- CA: Support the development of recreational areas and parks.
- CA: Work for adoption of voter registration in Stillwater and surrounding area.
- CA: Continued support for improvement in the school district.

ST. LOUIS PARK

- CA: Re-evaluation of status and trends in recreation.
- CA: An evaluation of planning.
- CR: Support of charter revision.
- CR: Support of adequate classroom facilities and junior high school swimming pools.
- CR: Support of programs to maintain the services of Hennepin County General Hospital.

ST. PAUL*

- Will seek community support for charter reform and will continue to study and evaluate charter proposals.
- Support of the principle of fair employment practices and open housing and support of programs to upgrade education for the culturally deprived.
- Support of urban renewal which includes redevelopment, rehabilitation, conservation and public housing.
- Support of charter revision to meet financial needs of

city government.

Support of local measures to meet financial needs of St. Paul public schools for current operating funds and continuing capital improvement program.

ST. PETER	CA: Study the advantages and disadvantages of fluoridating city water supply. CA: School survey.
SHOREVIEW*	CA: Continue to study to determine long-range planning needs for our village.
SILVER BAY	CA: Know Your County Survey. CA: School Survey. CR: Support of voter registration.
SOUTH ST. PAUL	CA: Study of the city charter. CR: Support of any reasonable, effective recreation department program.
VIRGINIA	CA: Updating Know Your Town Survey with special emphasis on city finances and public library.
WAYZATA AREA*	CA: Know Your Town Survey. CA: Study of the Minnehaha Creek Watershed with emphasis on pollution. CA: Study of planning and zoning. CR: Support of adequate financing for school district.
WELLS	CA: Study of need for adequate recreational facilities and support of the youth council. CR: Structure and procedures of village government.
WESTONKA	CA: Study of local mental health facilities. CA: Study of school building programs. CR: Support of interlocal action for mutual benefits in the school district. CR: Support of expansion of park and recreational facilities.
WEST ST. PAUL*	CA: Know Your County Survey. CA: Continued support of adequate financing of public schools. CR: Support of county acquisition, development and maintenance of recreation areas. CR: Continued support of council-manager form of government.
WHITE BEAR LAKE*	CA: Study of public health and safety with emphasis on sidewalks and water pollution, including sewage disposal. CA: Continue a study of the charter. CA: Continue the study of planning in North Oaks. CR: Support of principle that under a single unit of government the area could be developed in a more orderly and economical manner.

WILMAR

Study the charter with the purpose of evaluating it and proposed revisions.
Support of long-range planning.
Support of the development of Foot Lake and surrounding area.

WINONA

CA: Study of water conditions and resources of Winona and its environs.
CR: Support of home rule charter and council-manager form of government.

WORTHINGTON

CA: Continued study and evaluation of city government with support of further charter revision.
CA: Evaluation and consideration of local housing and redevelopment authority and the need for low rent housing for the elderly.

indicates a provisional League

* indicates members of the Council of Metropolitan Area Leagues who list as a CA the CMAL Program item on metropolitan cooperation and coordination.

File
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LOCAL ~~CAS AND CRS~~ Program OF MINNESOTA LEAGUES

~~1967-1968~~

1968-1969

ADMINISTRATION, EFFICIENCY, ECONOMY, PROCEDURES IN GOVERNMENT: Bloomington CA, Cloquet CR, Hibbing CR, Minneapolis, Minnetonka CA, Robbinsdale CR, Rochester CR, Roseville CA, St. Louis Park CR, St. Paul, Wells CR, White Bear Lake CR.

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	CR: Support of comprehensive city plan.
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	CR: Supports comprehensive program of park development and supports continued improvement in the recreation program.
	CR: Supports implementation of city redevelopment.
GOLDEN VALLEY*	CA: Study of financing to develop a complete park system.
	CA: Study of comprehensive village planning with special attention to optimum utilization of land and to traffic and pedestrian safety.
	CA: Continued promotion and education on trails in Golden Valley.
GRANITE FALLS	CA: Support comprehensive planning.
	CA: Study and evaluate professional planning on the county level.
	CA: Study welfare programs offered in Yellow Medicine County.
GREATER MANKATO AREA	CA: Evaluation of federal programs dealing with fuller utilization of human resources in our area.
	CA: Evaluation of area park and recreational facilities.
	CR: Support of consolidation of local libraries into a regional library.
HIBBING	CA: Village taxes.
	CR: Village government.
	CR: Schools.
INTERNATIONAL FALLS	CA: Continue to study the revision of the city charter and the desirability of a council-manager form of government.
	CA: Continue to study public parks and recreational facilities with a view to expansion and wider use.
	CA: School survey.
	CA: Know Your County Survey.
JACKSON	CA: Study of water and air pollution in relation to Jackson and Cottonwood Counties.
MAHTOMEDI AREA	Continued support of fluoridation of village water.
	Support of the acquisition of land for recreational and park facilities and study the use of land in our area.
	Study and evaluate the two local school systems.

MAPLEWOOD	Update study on planning and zoning. Update study on village government with emphasis on optional Plan B form of government.
MINNEAPOLIS*	Continued improvement of the Minneapolis public schools. Support of policies and procedures to insure equality of opportunity; a study of the American Indian in Minneapolis. Support of effective administration and coordination of planning functions. Support of adequate financing and sound administrative procedures for the Minneapolis public library. Support of an improved tax structure. Support of improved structures and procedures of Minneapolis government.
MINNETONKA*	CA: Study recommendations of Minnetonka's Charter Commission and study the financing of governmental services.
MOORHEAD	CA: Comprehensive study of local juvenile problems. CR: Study of social services in Clay County with emphasis on public health and nursing services. CR: Study of the feasibility of public school kindergarten. CR: Support of adequate facilities for District 152. CR: Support of adequate fire and police facilities.
NEW BRIGHTON*	CA: Evaluation of planning and zoning. CA: Continued support of a comprehensive, long-range park acquisition and development program.
NORTHFIELD	CA: School survey.
NORTH ST. PAUL*	
OWATONNA	CA: Know Your Town Survey. CA: City Planning. CA: County planning and capital improvements.
RED WING	CA: Study of the aims and needs of Red Wing educational system. CA: Study and promote public discussion of the needs of Greater Red Wing. Part I: Burnside.
RICHFIELD*	CA: Study of zoning and planning. JA: Study of advisability of building one or two indoor-outdoor swimming pools in the junior high schools. CA: Continuing concern for the Richfield Charter.
ROBBINSDALE*	CA: Evaluation of revenue sources with consideration of needs and services. CA: Continued study and support of development of parks and recreation. CA: Continued support for charter improvement. CR: Continued support of staggered elections of city officials. CR: Continued support for municipal water improvement.

ROCHESTER

- CA: Growth of Rochester: Study of problems arising from interrelationship of city, township and county governments.
- CA: Study of areas for citizen participation in local government.
- CR: Support of revision of the city charter.
- CR: Support of improvement of the city charter by amendment.
- CR: Support of development of a comprehensive master plan for the city.
- CR: Support principle of independent school district as opposed to a special district.
- CR: Support of an area vocational training school.

ROCK COUNTY #

- CA: Know Your County Survey.

ROSEVILLE*

- CA: Evaluate the planning and zoning procedures in the village with emphasis on the master plan.
- CA: Study how our local government operates and how to make local government more visible to the citizens.
- CR: Support of measures to promote long-range capital improvement planning.
- CR: Support of improvement of village health ordinances.

ST. ANTHONY*

- CA: Study of building program of the school district.
- CR: Support of the council-manager form of government.

ST. CLOUD AREA

- CA: Know Your Area Survey.
- CA: Continued concern with intergovernmental relations.
- CA: Study of the means of improving area library facilities.
- CR: Support of council-manager form of government and constructive charter revision.

ST. CROIX VALLEY

- CA: Study and evaluation of library service in Washington County.
- CA: Support the development of recreational areas and parks.
- CA: Work for adoption of voter registration in Stillwater and surrounding area.
- CA: Continued support for improvement in the school district.

ST. LOUIS PARK

- CA: Re-evaluation of status and trends in recreation.
- CA: An evaluation of planning.
- CR: Support of charter revision.
- CR: Support of adequate classroom facilities and junior high school swimming pools.
- CR: Support of programs to maintain the services of Hennepin County General Hospital.

ST. PAUL*

- Will seek community support for charter reform and will continue to study and evaluate charter proposals.
- Support of the principle of fair employment practices and open housing and support of programs to upgrade education for the culturally deprived.
- Support of urban renewal which includes redevelopment, rehabilitation, conservation and public housing.
- Support of charter revision to meet financial needs of

city government.
Support of local measures to meet financial needs of St. Paul public schools for current operating funds and continuing capital improvement program.

ST. PETER CA: Study the advantages and disadvantages of fluoridating city water supply.
CA: School survey.

SHOREVIEW* CA: Continue to study to determine long-range planning needs for our village.

SILVER BAY CA: Know Your County Survey.
CA: School Survey.
CR: Support of voter registration.

SOUTH ST. PAUL CA: Study of the city charter.
CR: Support of any reasonable, effective recreation department program.

VIRGINIA CA: Updating Know Your Town Survey with special emphasis on city finances and public library.

WAYZATA AREA* CA: Know Your Town Survey.
CA: Study of the Minnehaha Creek Watershed with emphasis on pollution.
CA: Study of planning and zoning.
CR: Support of adequate financing for school district.

WELLS CA: Study of need for adequate recreational facilities and support of the youth council.
CR: Structure and procedures of village government.

WESTONKA CA: Study of local mental health facilities.
CA: Study of school building programs.
CR: Support of interlocal action for mutual benefits in the school district.
CR: Support of expansion of park and recreational facilities.

WEST ST. PAUL* CA: Know Your County Survey.
CA: Continued support of adequate financing of public schools.
CR: Support of county acquisition, development and maintenance of recreation areas.
CR: Continued support of council-manager form of government.

WHITE BEAR LAKE* CA: Study of public health and safety with emphasis on sidewalks and water pollution, including sewage disposal.
CA: Continue a study of the charter.
CA: Continue the study of planning in North Oaks.
CR: Support of principle that under a single unit of government the area could be developed in a more orderly and economical manner.

WILIMAR

Study the charter with the purpose of evaluating it and proposed revisions.
Support of long-range planning.
Support of the development of Foot Lake and surrounding area.

WINONA

CA: Study of water conditions and resources of Winona and its environs.
CR: Support of home rule charter and council-manager form of government.

WORTHINGTON

CA: Continued study and evaluation of city government with support of further charter revision.
CA: Evaluation and consideration of local housing and redevelopment authority and the need for low rent housing for the elderly.

indicates a provisional League

* indicates members of the Council of Metropolitan Area Leagues who list as a CA the CMAL Program item on metropolitan cooperation and coordination.

FIRST ROUND NATIONAL PROGRAM RECOMMENDATIONS 1968-70

Date Due: _____

Unit: _____

Number of members in unit _____

Number of members present _____

Please report number of members wishing to maintain, expand, drop or initiate an item and why.

When proposing a new item, please word it as you wish it to be considered by the national LWV Board.

CURRENT AGENDA 1966-68

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

Support present position without further study _____ Why?

Expand present position with further study _____ How?

Should the item be reworded _____ How?

Drop from agenda _____ Why?

Foreign Policy:

Evaluation of U.S. relations with the People's Republic of China.

Maintain on the agenda _____ Why?

Drop from the agenda _____ Why?

Reword the item _____ How?

Further information wanted for this item only:

1. What do you consider to be the purpose of the study?

Educate and inform? _____ Education plus action? _____

Further comment: _____

2. Areas for consensus in next two years? (specify)

Support of U.S. policies to enhance the peacekeeping and peacebuilding capacities of the UN system and to promote world trade and development, while maintaining a sound U.S. economy.

Support present position without further study. UN _____ Trade _____
Aid _____
Why? _____

Further study. UN _____ Trade _____ Aid _____
What? _____

Drop from the agenda. UN _____ Trade _____ Aid _____
Why? _____

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

Support present position without further study _____ Why?

Expand position with further study _____ How? Should item be reworded?

Drop from agenda _____ Why?

NEW ITEMS 1968-70

(Wording of an item is normally divided into subject matter title followed by a description of actual scope of the study. If possible, tell why members feel that study of suggested item is important and compatible with League criteria.)

CONTINUING RESPONSIBILITIES 1966-68

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

Support present position without further study _____ Why?

Expand position with further study _____ How?

Drop from the agenda _____ Why?

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

Support present position without further study _____ Why?

Expand position with further study _____ How?

Drop from the agenda _____ Why?

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

Support present position without further study _____ Why?

Expand position with further study _____ How?

Drop from the agenda _____ Why?

Tax Rates: Opposition to constitutional limitations on tax rates.

Support present position without further study _____ Why?

Expand position with further study _____ How?

Drop from the agenda _____ Why?

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

Support present position without further study _____ Why?

Expand position with further study _____ How?

Drop from the agenda _____ Why?

MEMO

LEAGUE OF WOMEN VOTERS OF THE U. S.
1200 17th St. , NW, Washington, D. C. 20036

Date: February 6, 1968

To: Mrs. O. J. Janski, President
League of Women Voters of Minnesota

From: National Office

Recently in transcribing Mrs. Christopherson's letter to you of January 26, 1968, in regard to the establishment of metropolitan Anniversary committees, we made an error. Under point 4, Mrs. Christopherson intended a list of six or seven to be asked to serve on the Minneapolis-St. Paul metropolitan Anniversary committee -- not 10 or 15 as we wrote you.

Our apologies!

EDUCATION	ORGANIZATION OF STATE GOV'T	EQUALITY OF OPPORTUNITY	STATE ACTION ITEMS	LEGISLATIVE ACTION	PUBLIC RELATIONS
<u>Mary Nash</u> Gray Ebbott Boyden McCoy Englund	<u>Marlene Roth</u> Nash Bond Hughes Jenkins Boyden	<u>Gloria Phillips</u> Goddard Ebbott Roth Englund	<u>Barbara Steinkamp</u> McCoy Nash Phillips Englund	Nash Brascugli Roth Steinkamp Englund	Hughes Jenkins McCoy
VOTERS SERVICE	FIELD SERVICE	FINANCE	MEMBERSHIP	PUBLICATIONS	VOTER
<u>Mary Ann McCoy</u> Bond Goddard Roth Englund	<u>Jerry Jenkins</u> Herring Bond McCoy Phillips	<u>Flory Gray</u> Brandwein Boyden Jenkins	<u>Ruth Herring</u> Jenkins McCoy	<u>Joan Goddard</u> Nash Brascugli Roth	<u>Barbara Hughes</u> Goddard McCoy
LOCAL AGENDA	OFFICE MANAGEMENT	ELECTORAL COLLEGE	HUMAN RESOURCES	WATER	FOREIGN POLICY REP. GOV'T CONG. ACTION TAX RATES
<u>Dollie Brandwein</u> Herring Boyden Hughes Jenkins	<u>Viola Bond</u> Brandwein Boyden	<u>Frances Boyden</u> Ebbott Brandwein	<u>Joanne Englund</u> Goddard Phillips Roth Steinkamp	<u>Mary Brascugli</u> Herring Bond Ebbott Steinkamp	Ebbott Gray Brascugli

TIPS FOR PROGRAM MAKING

December or January: Unit meetings consider program.
February 2 Local Leagues submit 1st round Program suggestions to state office.
March State Board sends proposed programs to local Leagues.
April 7 Local Leagues submit 2nd round Program.
May 21 & 22 Program adopted by state Convention.

BEFORE THE MEETING

Unit Chairmen or unit resource woman should review these publications:

GOALS FOR GOOD GOVERNMENT
STATEMENT OF POSITION FINANCING GOVERNMENT IN MINNESOTA
MINNESOTA VOTER September-October (Lively issues)
MINNESOTA VOTER November-December (Legislative)
FACTS about the League of Women Voters (statement of principles)
and after December 17, STATEMENT OF POSITION ORGANIZATION OF
STATE GOVERNMENT.

Remind members to bring publications and suggestions for new study to unit meetings.

Program making fits well with a unit - meeting on the League-at-the legislature. If your unit is devoting the entire meeting to State Program, allow 20 minutes at the conclusion of the meeting for the program-making process. If your unit is not considering state issues at the meeting you are making program, allow 20 additional minutes for review of past state studies.

AT THE MEETING

Setting the stage

Define program: those governmental issues chosen for concerted study and action. Remind members that all program implies some degree of action after positions have been reached. All program is selected in accordance with League principles (see Facts).

Explain the single list: The 1967-69 State Program contains both items that we are currently studying and items that we have studied in the past where we have positions and are looking forward to action.

Review program accomplishment during the past two years: We have studied and reached positions in Financing State Government. We expect to reach positions on the legislature in December under our study of the Organization of State Government. We have had no new study of Election Laws, Equality of Opportunity, Lobby Regulation and Conflict of Interest, or Constitutional Revision. However, members will have reviewed state positions on housing as a part of the national study and may have modified some positions.

Emphasize the role of the member in selecting program using the calendar at the top of the page.

Stress the importance of program which will lead to enthusiastic member support of action. Review the criteria for selecting program as printed in the September-October VOTER.

Begin with what we have

You are now ready to start filling out the report forms. Make sure members understand that we have those positions, and only those positions which are stated in Goals for Good Government, the position statement on Financing Government in Minnesota, and when available the position statement on Organization of State Government. Remind members that they may narrow a position in the process of program-making, but that they cannot expand it without study.

Make sure members understand the options on the report form. Be specific in your instructions for new study, if any.

New study

New items may come from many sources: current state program, national program where members desire action on the state level, local program which has statewide implications, issues in the September-October Voter, or issues currently in the news.

The resource leader should encourage suggestions from all members, and be prepared to help evaluate each suggestion in terms of the criteria.

Remind members of the total workload and of the necessity of making choices. Indicate clearly whether suggestions were the choice of a majority or minority of the units.

Remind members that Program suggestions must be included in the 1st Round in order to be considered at Convention. Members may wish to propose a study now with the understanding that the item would not be pursued if the legislature acts before Convention in May.

Work out carefully the wording of new items. If the unit has general agreement on the subject to be covered it may be advisable to appoint a unit committee to work out wording and scope after the meeting is concluded.

League of Women Voters of Minnesota, 555 Wabasha Street, St. Paul, Minnesota 55101
November 1968

Return to state office by February 10, 1969

REPORT FORM
STATE PROGRAM SUGGESTIONS - 1969-71 FIRST ROUND

League of Women Voters of _____

INDICATE MAJORITY AND MINORITY FEELINGS

Election Laws: Support of party designation. . . . etc.

Retain _____

Drop _____

New Study as indicated below

Lobby Regulation and Conflict of Interest

Retain _____

Drop _____

New Study as indicated below

Constitutional Revision

Retain _____

Drop _____

New Study as indicated below

Financing Government

Retain with positions adopted 1968 _____

Drop _____

New Study as indicated below _____

Wording _____

Scope _____

Organization of State Government

Retain with positions adopted 1968 _____

Drop _____

New Study as indicated below _____

Wording _____

Scope _____

Equality of Opportunity

Retain with modifications from national study of housing _____

Drop _____

New Study as indicated below _____

Wording _____

Scope _____

Suggestions for new study. For each proposal give wording and scope. Indicate whether the proposal has the support of the majority of the unit or is a minority suggestion.