



## League of Women Voters of Minnesota Records

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League of Women Voters of the U.S.  
1026 - 17th Street, NW  
Washington 6, D.C.

August 1951

*corrected*

METROPOLITAN FINANCE CAMPAIGNS  
(Supplement to Page 13 "How To Raise Money for the  
League of Women Voters)

ADVANTAGES

1. A larger single goal means that larger gifts can be secured. Small goals require proportionately larger number of workers and prospects because the gift average is understandably lower.
2. Prospect lists are automatically cleared, saving the annoyance of duplication of calls.
3. An effort of rather magnificent proportions inspires fine spirit in the workers.

PREPARATIONS

1. Each local League makes its budget as usual.
2. The total amount of contributions required by each League plus the Metropolitan Finance Campaign budget becomes the goal.
3. Finance Committee. This will be a year-round job broken down among the committee members more or less as follows:

Prospect list  
Recruitment of workers and team captains  
Worker training  
Advance gifts  
Cultivation  
Kits-

4. A ~~triplicate~~ *duplicate* file for names of prospects should be set up. Cards with instructions for use are available in the national office.

MAKING IT WORK

1. The prospect list. See pages 12 and 16 in "How to Raise Money for the League of Women Voters". Each League pools more than enough prospects to cover its share of the goal.
2. Solicitors. Each League pools enough solicitors to cover its share of the goal (i.e., using a total goal of \$20,000 for the Metropolitan Finance Campaign - one local League's share might be \$1,000. That League should furnish the names of 125-130 prospects and 25-30 workers.)
3. Worker training. This may be done on an area basis for convenience, though it may detract from the worker gaining the feeling of being part of a big effort (See page 17, "How To Raise Money for the League of Women Voters".)
4. Reporting. If possible, report meetings of the group as a whole are desirable. However, they can be set up so that each captain has her own report meeting, the captains later reporting to the committee. A weekly Workers' Bulletin is sometimes very useful in maintaining the spirit throughout the period of the drive.

MAKING IT WORK (CON'T)

5. Assignment of prospect cards. Pains must be taken to match the best worker for each prospect. This means that it is advisable to assign cards on a regional basis. *in*

6. Dramatization. A kick-off event is especially important, with all the workers brought together for inspiration and last minute instructions. Report meetings should also be dramatized. A celebration at the close of the drive is of the utmost importance. Prizes to individual workers and winning teams are often given. One League has a silver loving cup which is presented, properly inscribed to the winning team each year. Many Leagues use less significant prizes, but feel that the gesture is valuable.

7. Team goals. Each team has as its goal the total sum of the estimate gifts on its file of contributor cards, hence the amount of team goals will vary.

RESULTS AND CARRY-OVER

1. At the deadline set for the close of the drive, the total amount received after deduction of expenses is pro-rated among the participating Leagues. Thus, if the goal has not been reached, each League must take a percentage reduction. If the goal has been exceeded, each League may have a percentage increase.

2. Year-round Metropolitan Finance Campaign budgeting. At least one MFC group uses this device. All gifts which come in after the deadline are deposited in an MFC account. Out of this account is financed the expense of cultivation of contributors and the necessary advance work for the next MFC. An accumulation of such gifts becomes part of the advance gift total for the following year.

# League of Women Voters

of the United States

# Memorandum

1026 17th Street, N. W. - Washington 6, D. C.

*Order - 5 -*

*8 hallows circularize 44. in question 7*

*side for argan com. 15*

August 8, 1952

TO: State League Presidents  
FROM: Mrs. John G. Lee  
RE: Community as basis for League Organization

*ask ans. by argan com. community*

The national Board has been reviewing the present policies relating to the community basis for organizing local Leagues. These policies were adopted to implement the national by-law provision - Article IV, Section 2 - which reads "Only one local League in each community shall be recognized." The League's interpretation of the word community, for the basis of organizing a local League is "the lowest division of government in which the local League can be active in more than one field of interest." To enable Leagues to take action at the county level, where that is important, a policy for formulation and functioning of county councils has been formulated, when there is more than one local League in the county. When there is one League in a county, organized on the municipal level, and local community services are dependent upon county measures, the local League may act on such a county matter only after it has studied all forms of government and services in the county.

In applying the existing policies, the national Board is frequently confronted with knotty problems due to the immense variety, confusion and complexity of local governmental patterns in the U.S. The varying importance of the county level of government in different areas, the duplication and overlapping of jurisdictions of local subdivisions of government have been key factors in these problems. These are the governmental realities to which we must adjust our organizational pattern.

Uppermost in the minds of the national Board in dealing with this matter have been 1) The importance of developing League growth on a sound organizational basis to enable the members to participate fully and effectively, and 2) The desire to make League membership accessible to as many women as can possibly be enlisted to promote political responsibility.

As a result of the complexity of local governmental patterns and the growing importance of county level services, the Board is frequently called on to grant exceptions to the accepted policies. With the rapid growth of the League in recent years, there has come increasing interest in the League among rural women who frequently live in unincorporated areas; there has also been increasing realization on the part of the Leagues of the value of reaching the citizens of the rural areas, recognizing that they are a potential source of great strength in furthering our purpose. We are eager to evolve a policy that will require the fewest possible exceptions and that will best help the state organization committees to carry out their delegated responsibility.

It is this situation that has led us to the present re-examination of our existing policies. To assure ourselves of having all the facts needed to take into account all types of exceptional cases and to get the necessary perspective to work out a



Miss. has asked and gather data about the problems of organizing local leagues under the present policy (see Nat'l Const. Art IV Sec 2: Rec. of the growing complexity of local govt patterns & the growing importance of county level govt services - They are eager to evaluate a policy that will involve 2 - as few exceptions as possible. you will help them by answering the following questions:

nation-wide solution, we are turning to you to provide the information we need. Your knowledge of the governmental structure in your state, and the problems you have faced in your experience in organizing Leagues in your state should be of great help to us. If you would be good enough to send this information to the national office by October 1 we would be most grateful.

Here are a few points to keep in mind in exploring this question:

1. The League works in the field of government only and therefore its organizational structure should conform where possible to the levels of governmental organization.
2. Experience has shown that the lowest level of government, where the citizen first has direct contact with government, is the level on which the League can best fulfill its purpose of stimulating citizen responsibility.
3. There is ample evidence that even a small community can support a League.

Below are some suggested questions to guide you in sending us the information we seek. However, please do not consider yourself limited to these questions. We will welcome any ideas and comments you may have.

1. In your state, does the existing policy enable you to organize effective Leagues on the local governmental basis?
  - a. Please describe any difficulties that application of the policy presents in your state, citing effect, if any, on League growth.
  - b. Are there segments of the population that the League is hampered in reaching due to our organizational structure? Please describe.
2. Does lack of home rule pose problems in organizing Leagues that can do effective work at the local community level? If so, please describe the type of problem encountered. *handicap to town - not OK - (School Funding)*
3. What is the importance of the county in your state in providing local services?
4. Are there townships in your state? If so, what is their governmental function.
5. Has your state a large rural population? *about 50%*
  - a. If so, do these women join the League and is the League servicing them satisfactorily? *- gt. variation in counties*
  - b. If not, please indicate why and suggest what the League might do to remedy this.
6. If you have county councils in your state, please list, indicating under each the local Leagues of which they are composed and the type of activity undertaken.
  - a. List difficulties of county council operation, if any have been met.
  - b. How are members of the county council selected?

c. How do the county councils adopt their current agenda?

d. How are they financed?

7. List your existing Leagues - recognized and provisional - indicating in each case on what governmental basis they are organized. That is, town, city, incorporated village, county, etc.

August 20, 1952

Mrs. John G. Lee  
1026 17th St. N.W.  
Washington 6, D.C.

Dear Mrs. Lee,

I am writing to ask if it would be possible for Irene Sweeney to spend a day or two in the Twin City area during the next Christmas holidays, when she is back in Minnesota with her family.

Some of us had a visit with her the other day when she was in Minneapolis for lunch, and she said she would be glad to do that if it was alright with the national office.

We have several reasons for making this request. 1) St. Paul is in need of help from someone. Their finances are very low, and they fear that their local program of work has made them unpopular with their donors. They have lately suffered a sad blow, because of the sudden death of their fine executive secretary, Zona Drevescraft. We on the state board feel a little at a loss to know how to help them. It seems to us that Irene Sweeney, with her wonderful experience in organizing new Leagues, and with her close acquaintanceship with the St. Paul League through her work with them a few years back, would be able to help them better than anyone we can think of. 2) If Irene has time, we'd like her to help us work out our Metropolitan area problem.

We're hoping that the national board will think this will be a good investment of Irene Sweeney's time.

Sincerely,

Mrs. K. K. McMillan,  
President



August 20, 1952

Mrs. Alfred Partridge  
123 W. Fifth St.  
St. Paul, Minnesota

Dear Jean,

As you see by the enclosed letter, we had an opportunity to talk with Irene Sweeney in Minneapolis the other day and it seemed to us such a wonderful opportunity to get some help from her when she said she'd be back again at Christmas time.

We know you are worried about finances especially and we have wished that we could be of some help to you, especially since your sad loss of Zona.

And so we have written to national for permission to use Irene Sweeney. We'll let you know when we get an answer.

Sincerely,

Mrs. K. K. McMillan, President



# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

September 2, 1952

Mrs. Kenneth McMillan  
President, League of Women Voters  
of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 2, Minnesota

Dear Mrs. McMillan:

In reply to your letter of August 20th, requesting that Miss Sweeney spend a few days working in St. Paul sometime around the Christmas holidays, we are pleased to be able to tell you that we feel sure this can be worked out.

Since the dates of Miss Sweeney's visit to Minnesota are not known at this time, we would suggest that you contact her at a later date when you have made plans for the St. Paul work, telling her how many days you feel desirable in order that she may arrange a date for this visit which would be satisfactory to all of you.

The dates which would probably best suit Miss Sweeney's schedule would be immediately after January 1st, which would be the early part of the week of January 5th.

We are happy to be able to offer this service to the Minnesota League, since we realize that we have not had a national visitor doing work throughout the state for some time now.

Sincerely,

*Percy Maxim Lee*

Mrs. John G. Lee  
President

October 31, 1952

Mrs. Moses H. Lurie  
160 Goden St.  
Belmont 78, Mass.

Dear Mrs. Lurie,

I must apologize for not answering the questions on Community as a Basis for League Organization, in time. It was one of those times when everybody thought everybody else was taking the responsibility, and nobody did. So with Miss Washburn's help, we are writing this letter off to you quickly, remembering as best we can the results of the discussion at the Organization Committee meeting held in mid September. If any of us can think of information to add, later, we will send another letter along.

1. Yes, we have organized many effective Leagues in Minnesota under the existing policy.

a. We have difficulties organizing some Leagues, or would have if we stuck strictly to the policies as they are stated. For example: White Bear Lake League includes 2 villages, a township, rural area, 2 counties. The League members do have one thing in common, a school district, and they act as a whole in relation to the schools. Each unit (there are 4) is organized in a different area of local government, and the units act in relation to that local government, each separately, but under the supervision of the Board. None of these units are strong enough to survive alone, as local Leagues, and if we forbade their organizing in this manner, the W.B.L. League would die, and its too valuable a League to let it die. Our Three Leagues out in the Lake Minnetonka area have similar problems to the White Bear Lake League, with the added problem of being 'bedroom towns' to Minneapolis, which complicates the finance problems.

b. Yes, the rural women are hard to woo in to the Leagues, because the local study doesn't interest them. And since local government seems to be the most interesting to new members, it is a handicap.

2. No, it doesn't handicap League organization. There are plenty of problems for the League to tackle that are under home rule. It may hamper the town.
3. The county is very important in providing services in our state. Health, schools, welfare, law enforcement, assessments, highways, justice. Some of problems in Minnesota are: in some counties, the city supports county services, and then duplicates those services in the city, a double expense; our counties vary so very much, from the smallest one, Ramsey, which entirely is composed of the city of St. Paul, to St. Louis County, which not only contains the third largest city in the state, Duluth, but is about 50 by 100 miles square, and contains a few range towns, some lake resort towns, and the rest of the area is woods, and lakes, to the Canadian border; the lack of uniformity of valuation and taxation between the rural and city portions of a county stands in the way of coordination of city and county services.

4. Yes, there are townships in our state, 1980 of them. Fire protection, town road maintenance, poor relief if not provided by county, public health measures, maintenance of morals, safety and order.
5. Yes, Minnesota has about 50% rural population.
  - a. Not many rural women join League, although many towns consciously try for their membership. Lack of concern in town study and action may be a reason, primary interest in farm organizations, may be another, natural lack of understanding between town and farm women, may be another reason.
  - b. Would it be at all possible for a small town League to form a unit of farm women who would follow the same pattern of program, meetings, etc. as the town League, on state and national items, but would be encouraged and helped to take an interest in their local rural government problems when it came to local study and action.
6. No county councils. Tried to form one in Hennepin County once, but it failed. Don't know the reason. Lack of interest, perhaps. Minneapolis gets so involved and busy in city government, that it feels it can't take on one more thing. Little towns in the ~~state~~ county feel the same way, I think. And then there is a seeming great lack of harmony between the city, and the rural and suburban population. Hardly see how they could ever reach agreement on an agenda.

Addition to question 1.

We have a problem in regard to our big city Leagues, and their suburbs. As our city members move to the suburbs, they like to stay in the city League, because of the many advantages and services. The city likes them to stay in, because they add to the size and prestige and finances of the city League. At the same time the units in the suburbs nearly burst with desire to act in their local town matters. They get special permission to have candidates meetings, under supervision of the city board, and that pacifies them for a time, but soon they want to go further. Our city Leagues put their feet down at this point, and then comes the question of what to do next. One Minneapolis suburb is now proposing to draw away and form its own local League, and no doubt others will follow. There are many understandable problems involved that worry Minneapolis, especially finance. Metropolitan finance drive might be the answer. I don't think Minneapolis thinks of it with much anticipation, fearing perhaps that it would in effect be carrying the burden of finances for the area, without having the finances which it collects to spend on its own projects. The centering of the drive in the Minneapolis office would put a great burden on the office, they think. Not that they would stand in the way, but they see many problems.

I hope this hastily written letter will be a help in getting an all over picture of League organization. Its a most difficult job you are tackling.

Sincerely,

Mrs. Harold Wilson, Organization Secretary



LEAGUE OF WOMEN VOTERS  
OF THE UNITED STATES  
1026 17TH STREET, N. W., WASHINGTON 6, D. C.

November 25, 1952

C  
O  
P  
Y  
Mrs. Alfred W. Partridge,  
President, League of Women Voters  
of Saint Paul  
123 W. Fifth Street  
Saint Paul 2, Minnesota

Dear Mrs. Partridge:

Thank you for your letter of November 10th inviting me to visit the St. Paul League in January.

I plan to be in Minnesota the week of January 5th and as you indicate, plans for my schedule will be made by the state office.

It will be a pleasure to work in St. Paul again and I shall look forward to seeing you and other Board members.

Sincerely,

Irene Sweeney  
Organization Secretary

IS:clf



Dec. 11, 1952

Mrs. John Grindlay  
Rt. 1  
Rochester, Minn.

Dear Betty,

We missed you at Board meeting. I knew from your quick note that you were going to be out of town, but I wasn't sure 'until when'. The Board recognized Deephaven and Arden Hills, and withdrew recognition from Two Harbors. The Wells application did not arrive until the day after the meeting. So I wrote them, saying it would be on the agenda of the January 15th Board meeting, but that I was sending their members names to national now, so that they could quicker receive their National Voter.

Miss Washburn and Mrs. McMillan and I were talking today about the Organization job. Miss Washburn says she is very tired. The strain of work this year, combining a most difficult assignment on the St. Paul board with quite active work on the State Organization Committee, has been very tiring, and she says she feels she must ask to be excused from further organization trips, out in the state. She is glad to be consulted at any time on anything in connection with League work.

In order to make it more easy for you to get a continuing picture of the Organization work with Local Leagues, both Miss Washburn and Mrs. McMillan agreed that it would be good if I would send you regularly the reports from the local Leagues and the Organization Committee as they come in, say, once a week. For your convenience I will enclose a self addressed envelope so that you can return them to me as soon as you have read them, and noted any suggestions you have for me to pass on to them. If I have written to a League, I will enclose the carbon of my letter. If I am puzzled about what to do, I will telephone Hope Washburn and ask her advice, and make a note of it for your guidance, then you tell me what to do.

We talked also about the Irene Sweeney visit. She may be in Wells Monday, January 5th. Tuesday is free so far. Wednesday she will be in St. Paul and Miss Washburn will make arrangements for that meeting. Thursday, she will meet with the State Organization Committee meeting in Minneapolis office, and you will be chairman of that meeting. Friday, she will meet with Minneapolis and suburb Leagues on metropolitan problems and finance drive, in Minneapolis office, and Mrs. McMillan will chair that meeting. The agendas for these meetings will need to be worked out. We got 2 or 3 ideas yesterday, what suggestions do you want Willix to make in Minneapolis before Christmas shopping? Love to see you if you have time.

R.S. Postcard Dec 15  
H.W. will finish this year's commitment  
I. Sweeney w. you on Tues - Jan 6 - for briefing - O.K.?

December 12, 1952

Miss Irene Sweeney,  
Arlington,  
Minnesota

Dear Irene,

We're looking forward very much to your visit in Minnesota.

Mrs. McMillan and Hope Washburn and I talked over plans for your work here, in general. This is what is scheduled: Monday you may go to Wells, unless they ask you to come before that, during the holidays; Tuesday is not planned yet, we may ask you to be with us so we can ask you lots of questions, or the legislature opens that day, perhaps we should go there; Wednesday you are to meet with St. Paul, and Hope Washburn is making arrangements for that meeting; Thursday you are meeting in the Mpls. office with the state wide Organization Committee; ~~and~~ Betty Grindlay, State Organization Chairman will be in charge of this meeting; Friday, you will meet with representatives from Mpls., ~~and~~ ~~the~~ ~~suburb~~ ~~representatives~~, to talk over the problems of cooperating and/or competing on finance drives, a metropolitan drive etc. Mrs. McMillan will preside at this meeting.

When you go to Wells, we would appreciate it if you would be their guide and critic on their plans, their by-laws and budget. There are things that need to be clarified, and its better done in person, than by letter, we think. They will show you copies of their documents. Also, they will show you, if you speak of it, copies of letters I wrote them regarding their initial payment, on recognition. We, Hope Washburn and I and Helma McMillan, will appreciate some clarifying on this matter. We are still confused after the letter from national.

More details will be worked out later. It'll be fun to see you.

Sincerely,

Mrs. Harold Wilson  
Organization Secretary



Similar letters sent to White Bear Lake,

2-3 Mahtomedi  
Minnetonka  
Deephaven  
Excelsior  
Mound  
Golden Valley  
Arden Hills  
Knollwood

Dec. 15, 1952

Mrs. Conrad Peterson

Rt 2323

L.O. Mrs. W.A. Mortenson

Mi. 6206

Mrs. Lloyd Kocroff

Mi. 8300

Mrs. L.W. Loucks,  
1734 Stillwater St.  
White Bear Lake

Dear Mrs. Loucks,

On Friday, January 9th, at 10 A.M. in the Minneapolis office, we are to have the very great privilege of a conference with Irene Sweeney, Organization Secretary for the national League. She has done a terrific job of organizing new Leagues in western states and Alaska. We are asking her to help us think through some of the problems of the Leagues in metropolitan areas, particularly in regard to finance and overlapping membership. Mrs. McMillan's finance drive has been the solution in some communities. We are going to discuss the possibility of such a drive for the Minneapolis metropolitan area, if and when, we all agree it is a necessary step forward. The White Bear Lake and Mahtomedi Leagues have some problems in common with the suburbs of Minneapolis, although the right solutions might not be the same in both cases. In any case Mrs. McMillan and Miss Washburn believe that your League should be represented at the conference.

Since such a step as a metropolitan finance drive will not be taken lightly or suddenly, it may be sometime before it is accomplished, if at all, it would be good for you to send to this meeting one or two representatives of your League who are responsible and experienced in the League and who will be available for leadership in your League for the next few years.

We'd be glad to have your suggestions of what you would like included on the agenda. Will you let us know who to expect? Miss Washburn thought you and Doris Guthrie would be so good.

Sincerely,

Mrs. Harold Wilson  
Organization Secretary

Copy of letter to Mrs. McMillan, Pres. LWV Minn., from Mrs. Partridge, St. Paul Pres.

Dear Mrs. McMillan:

Dec. 15, 1952

Thank you for arranging to have Miss Sweeney come, and for planning to let us have her for a day. Unless you need to change her schedule we plan to meet with her on our regular board meeting, Jan. 7th, at the Women's City Club at 10:00 o'clock. We will all have lunch together there and probably conclude the meeting at about 2:00 p.m.

The Board has discussed how we may best use Miss Sweeney's time and wisdom. Her earlier experience here will no doubt prove helpful since many of the characteristics of the city and probably some of the League will be unchanged. The following may be useful to her to read before coming. I have held off writing this letter until we had a pretty good picture of the results of the past year-and-a-half's hard work by our finance chairman, Mrs. Frank Z. Brown.

FINANCE: It is now two months past the drive kick-off and we are about as we were this time last year. We have a little over half of our \$4,000 goal (\$1,500 from members and study groups, and \$2,500 from non-members). The chairman feels that we might make our goal after January with what there is left to be done; contributions are smaller in amount; some who have contributed regularly in the past have refused this year. We had hoped and thought that this year we would be sure of a glowing success because of the concentrated effort of our chairman in organizing the soliciting group and laying the groundwork. She definitely feels now that we should ask Miss Sweeney's help in diagnosing and prescribing for better results. It was suggested that we ask for help on how to "assay the community".

MEMBERSHIP - Besides the special effort on the drive we thought an increase in membership would help the budget. Hope Washburn and Mrs. John Holt have done a tremendous job and report that we have an increase from 511 last year at this time to about 700. In view of the fact that when Mrs. Lurie visited us we estimated that 650 would be the largest membership we could ever foresee for St. Paul, this increase is notably fine (population here is 311,000).

#### PUBLIC RELATIONS

Voters Service: We are told by old-timers that Voters Service has done more this year than at any time in our history. One incident concerning a candidate's campaign ad brought out some strong party feelings for and against the League, but for the most part our own activity should have been excellent for our public relations.

Publicity - The League has enjoyed the special interest of Mr. Fred Neumeier, an editorial political writer. We have had only to take him our material.

Representation on Official Committees - Representatives from the League on official and other citizen committees are sought frequently.

Increased Membership: Increased membership must mean an increasing approval among women. There are, however, a number who could support the League morally and financially who have quite a bit of influence but who do not. For example, there are those who have become Minute Women who presumably want to work at government.

Unpopularity of Certain Program Items: Occasionally we hear that items on our program are unpopular with business men, F.E.P.C., Constitutional Convention, Housing, and in the past, work we did concerning the school board. It may be that the negative things mentioned are the run-of-the-mill complaints over the country and they are not the reason for a partially unsuccessful finance drive. Miss Sweeney can help us here, I'm sure. For example, our publications promotion has been all outside of the League except for "You Are The Government". We now have a publications chairman who is going to work at it we hope. How much should be done and how much will it help?



Action in Local Government: Except for our work for a Board of Education and action to defeat a referendum on housing and candidates meetings open to the public we have not done much for many years on local items except study. We have possible action ahead of us this year which I feel is important. It would be helpful if Miss Sweeney would discuss with us procedure concerning this, how much authority the board has in taking action on a large bond issue which might contain some items members might not be informed on, etc.

We do not have an action chairman, partly because we do not understand quite what she would do. Is it important that we have one?

OUR CUT IN PLEDGE TO STATE AND NATIONAL: I should explain this further to indicate how we are trying to strengthen ourselves at home.

In 1947 when Mrs. Gruenhagen was president Miss Pabst visited us. She found us supplementing the drive with a rummage sale and advised us to get ourselves up out of the basement and onto the dignified basis of a finance drive worthy of our work. We took her advice which we still feel was sound and have been trying to "arrive" ever since. As you will note, the number of years using this approach has not been many and we have increased the budget during the period.

The same year we were inspired by the needs of the State Budget to make a pledge to State which experience has shown us was more than we could afford. Fixed Charges have to be met and when we have to hold back on spending it is done out of action in the community and equipment. The delegates Convention Fund was also started.

When two years ago, we noted that ours was the highest per capita pledge in the state and we had nothing to work with at home, the last part of our pledge payment was not made. This year the budget committee recommended a reduction in the pledge. The annual meeting voted to send more, however, if we went over the top in the drive. We recognize, of course, that pledges cannot be evaluated entirely on per capita basis. Also, we appreciate the financial needs at the state and national levels, and I am sure that the St. Paul League will always pledge as much as they can. I am attaching a copy of the 1952-53 budget and a list of activities engaged in the past year.

In closing, I should like to mention that I feel the St. Paul Board is fine individually and as a group. Attendance at meetings has been excellent. In some instances I believe some of the members have expended themselves almost to the extent of the limits of their strength. Appreciation should be expressed on the help of our St. Paul League members serving on the State Board, Mrs. Lufkin, Mrs. Donohue, and Mrs. Field. In other words, it is my feeling that the state of the St. Paul League is good in morale, in program, and fair financially where we will eventually do better.

Sincerely,

JP:ms  
Encl: 2  
4 copies: Grace Wilson

Mrs. Alfred W. Partridge,  
President

THE LEAGUE HAS HELD MEETINGS FOR THE PUBLIC

1. A pre-primary city candidates meeting in March.
2. "The Citizens View of '52", a public forum held previous to the national party conventions, attended by 450 people, in April
3. Four pre-primary meetings to present legislative candidates, in August
4. TV interviews between citizens and candidates, in October

THE LEAGUE HAS SPREAD INFORMATION:

1. Wide distribution of sheets on how, when, where to register and vote before city elections.
2. Radio reminders to register and vote.
3. Door-to-door distribution in 1 precinct of each ward with information on candidates for city offices.
4. Non profit sale of Citizens handbook, "You Are The Government".
5. Distribution of 13,000 leaflets on registration and listing of offices to be voted on at September and November elections.
6. Distribution of broadsides summarizing the 5 amendments to the State Constitution before the voters November 4th.
7. Discussion meetings of 33 neighborhood groups.

THE LEAGUE HAS KEPT IN TOUCH WITH LOCAL GOVERNMENT

1. Visitors sent to city council, board of education, and housing authority meetings.

THE PURPOSE OF THE LEAGUE OF WOMEN VOTERS IS TO PROMOTE ACTIVE AND INFORMED PARTICIPATION IN GOVERNMENT. THE LEAGUE IS NON-PARTISAN; IT SUPPORTS GOVERNMENTAL MEASURES AND POLICIES IN THE PUBLIC INTEREST; IT DOES NOT SUPPORT OR OPPOSE CANDIDATES.



League of Women Voters of St. Paul  
123 W. Fifth St., St. Paul 2, Minn.

Adopted Budget for the Year 1952-53  
Fiscal year April 1, 1952 to April 1, 1953

Proposed Expenditures

General Administration

Audit . . . . .	\$ 10.00
Equipment & Maintenance / . . . . .	150.00
Office Supplies & Postage . . . . .	200.00
Rent . . . . .	420.00
Staff Service . . . . .	1800.00
Social Security Taxes . . . . .	28.00
Telephone & Telegraph . . . . .	150.00
President . . . . .	25.00
Delegates' Convention Fund . . . . .	252.00
Miscellaneous (Insurance, Bond, Prop. Tax) . . . . .	25.00

\$3060.00

Activities

Meetings (Luncheon Guests) . . . . .	\$ 50.00
State & National Publications . . . . .	465.00
League Bulletin . . . . .	400.00
Action in the Community . . . . .	250.00
Contribution to State & National . . . . .	1800.00

\$2965.00

Total

\$6025.00

Anticipated Income

Contributions

Members . . . . .	\$800.00
Study Groups . . . . .	700.00
Non-Members (finance drive) . . . . .	2500.00
Membership Dues (\$3.00) . . . . .	1500.00
Bulletin (advertising) . . . . .	250.00
State & National Publications . . . . .	275.00

Total

\$6025.00

League of Women Voters of Minneapolis  
84 S. 10th St., Room 407 At 6319

January 14, 1952

PROPOSED BUDGET 1952 - 1953 *This Budget was accepted  
subject to revision  
by Board 3x a year*

Fiscal Year May 1, 1952 - April 30, 1953

RECEIPTS:

Non-member contributions	\$ 8300.00
Member contributions	3025.00
Unit group contributions	225.00
Dues @ \$3.00	3300.00
Educational material	450.00
Calendar project (profit)	<u>200.00</u>
	\$ 15500.00

BUDGET DISTRIBUTION:

Staff	
Executive Secretary	\$ 3000.00
Full time assistant	2340.00
Office rent @ \$100 per month	1200.00
Rent for room for unit chairmen's meeting	50.00
Telephone and telegraph	325.00
Electricity	90.00
Taxes and insurance	135.00
Office supplies	400.00
Postage	400.00
Equipment and repairs	180.00
Community projects & Voters Service	770.00
Regional meetings, League Day expenses	100.00
League-O-Gran	500.00
The Articulate Voter	250.00
Educational material	500.00
Convention fund	400.00
Quota to State and National	4500.00
National Voter @ 30¢ per member	<u>360.00</u>
	\$ 15500.00

*+ 200. from reserve fund*

BUDGET COMMITTED:

Mrs. Glen Gullickson, Chairman  
Mrs. Jerone S. Gray  
Mrs. Frederick S. Winston  
Mrs. James Myers  
Mrs. Samuel C. Gale

*Total in Reserve Fund \$ 5642.98*



*Musser - where where Irene? Wells & Min. W. country make reservation at hotel*

# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

*Mrs. Grindlay Musser*

MRS. JOHN G. LEE  
President

Arlington, Minnesota  
Dec. 24, 1952

Dear Grace:

I haven't been ignoring your several communications, but since I got home Thursday, I have dashed into Mpls. for a bit of shopping and then I have answered letters to the office, to say nothing of my major assignment, completing the material for Organizing New Leagues. That isn't quite finished but it must be by the end of this week.

*non eve Jan. 6 - where State Board? Dept 22 arg mt Oct 30 members now 810. - Dec 2 - applic w budget etc. sent in*

First, a few words about Wells, since it will be first. I have not heard anything more as to when and where the meeting will be held. You know, I am sure, that we always hope someone from the state board will accompany a national visitor on each League visit and I wonder if this will be possible for the Wells date. I would like to have someone so you people would know what I have said and could advise me as to anything which you may be doing differently. As to Wells, what is the date of their organization? I always let that determine whether a budget for the first period should be a little less than a year or a little more. I have used Nov. as the dividing date. Anything before that the budget is for the period up to March 31. After that, it is for the period through the second March 31.

Tuesday with Mrs. Grindlay would be fine, but I believe I will plan to stay at home here in Arlington that night. We are so used to the drive to Mpls. or St. Paul that I could make a 10 a.m. meeting, or even earlier, without any trouble, provided of course, we don't get a blizzard. My sister will go to Wells with me and then I will bring her back here. If there is any change in plans, I will let you know, but as of now, I won't need a hotel reservation. Thanks just the same.

As to the agenda for the two meetings, I am not sure that I will be too helpful. I would suggest we concentrate on points where there may have been questions or difficulties. For instance, when I was in Wash. last, I talked with Mrs. Hartridge a bit and she asked a few questions about units. They weren't exactly trouble spots, but it may be one thing Leagues do need help on. You might review the agenda for the Omaha conference last June and see what from that you felt would be most helpful to the Org. Com. on Thursday. I note that in your letter to Maxine Musser you state that the application for recognition came in after Board meeting and would be considered at the Jan. Board meeting. Have you ever considered taking care of such matters by mail? If you like, we could talk about that. I would like to talk about the recognition process.

I believe that is all for now. I will be in Mpls. undoubtedly before my stay here is over, and I will try to call you.

Sincerely,

*Irene*  
Irene C. Sweeney,

## AGENDA FOR STATE ORGANIZATION COMMITTEE CONFERENCE

## INTRODUCTION

- A. Reason for state field work
- B. Responsibility of state Organization Committee, as defined by By-Laws, Budget, Recognition Standards, etc.
- C. Important League policies
  - 1. Non-partisanship
  - 2. Cooperation with other organizations
  - 3. Level of government League can organize on
- D. How can O.C. Chairman, in different town from state office, best keep contact?

## WHAT MINNESOTA ORGANIZATION COMMITTEE HAS DONE

- A. Types of Leagues we have - have to temper visits accordingly
- B. New vs. Old - How can we justify high standards for new Leagues and tolerate low standards for old Leagues? How much energy should be spent on poor League? How indifferent should we be?
- C. Services we have rendered so far
  - 1. Area Conference on State Legislation
  - 2. St. Paul-Mpls. Conference on Discussion Techniques
  - 3. Tentative Calendar for the year, program material, finance kit, Lobby by Letter
  - 4. One visit to each League - some exceptions due to circumstances
- D. Summary of Leagues as we find them
  - 1. Summary prepared for Committee in fall
  - 2. Any changes noted since that time
  - 3. Types of weakness we find
  - 4. Signs of encouragement
- E. New Leagues we now have
- F. Where we should have new Leagues
- G. Materials prepared for Organization Work
  - 1. Kit to Organization Committee
  - 2. Orientation Help for local Presidents

## WORK WITH EXISTING LEAGUES

- A. Analysis of membership
- B. Program
- C. Finance - size of budgets, philosophy of drives
- D. Public Relations
- E. Nominating Committee - what are special responsibilities?
- F. Leadership - how discover and use it?

## HOW TO START NEW LEAGUES - 1) where invited and 2) in virgin territory

- A. Preparation in Community - What is importance of this? Examples
- B. What standards are necessary before organizing?
- C. How can new League judge adequacy of budget? yardstick?
  - Initial payment to state League of \$25 - how is that figured?
- D. How do they organize to do town study and carry on Program, too?
- E. First finance drive - when? what if not recognized later?
- F. Restrictions, while still provisional - importance of them?
- G. Recognition process

## HOW TO MAKE UNIT SYSTEM WORK IN VARIOUS SIZE LEAGUES

- A. How to place new members in units
- B. How to make members feel as responsible to whole Leagues as they do to unit
- C. How local Board keeps track of units
- D. How to work in orientation in unit and to new member-at-large & Action
- E. How to service units with Program material & develop responsibility for Finance
- F. How to cover Program material, especially when many items are in action, not study, phase

League of Women Voters  
of the United States

# Memorandum

1026 17th Street, N. W. - Washington 6, D. C.

To: State Presidents  
From: Mrs. John G. Lee  
Re: Local Community Basis of League Organization

January 9, 1953

The policy on local governmental basis for League organization has been re-examined by the National Board in the light of the carefully considered response from the state Leagues to our memorandum of August 1952. Your letters provided the Board with the needed nation-wide information about the complicated local governmental situations confronting the state Leagues in their organization work, and gave us the benefit of the experience of your state boards in attempting to apply our accepted policy.

After careful consideration of the facts from all areas of the country and a determined search for the policy that would best serve to build soundly organized Leagues, the national Board has reached the conclusion that the existing policy (see State Leaders Handbook p.15, League Policy 1) is still the one that can most reasonably be adapted to the variety and complexity of forms of local government in the U. S.. We realize this is not a perfect answer. While we recognize that exceptions to the standard-"the lowest division of government in which the League can be active in more than one field of interest"-must continue to be made in those situations where the government structure makes it impossible to apply the League policy, the Board is convinced that no modification of this policy will take care of all the patterns of local government. Therefore each request for an exception will be considered on its merits in the light of information supplied to us by the state Board in situations where it finds that application of the policy is not feasible.

After reviewing our policies the national Board reaffirmed its conviction that the one community - one League principle which we have followed promotes sound and effective League work. The League name should indicate the single governmental unit on which is based, not the geographical area from which it may draw its membership. This is implicit in the fact that the League works only in the field of government. The community whose name it bears is the one in which the local League has authority to take action. A local board cannot adequately direct the work of its members in more



than one community, then there should be a single League in each of the communities involved. These Leagues may then cooperate on many aspects of their work so long as their local activities are carried on in their own respective communities.

To help state Boards to evaluate the problem situations which may warrant request to the national Board for an exception, the attached Guide is provided. Note that state Boards will be expected, henceforth, to consult the national Board before organizing a Provisional League on any community basis which differs from the standards. This is an important change. In the past, the national Board has usually not known the community basis on which a League was being organized until the League was already operating and the state Board notified the national Board of its existence. We think the new procedure will prevent many of the difficulties that have arisen before.

The national Board realizes that there are at present a number of Leagues, organized in the past, whose structure does not conform to the current standard which was approved by the Convention in 1946. Although it is not our wish to disturb existing situations that work well, we believe that in many of these instances, the Leagues would be strengthened and their functioning made easier if they were reorganized. Therefore we do want to take this opportunity to emphasize that where the governmental structure permits it, the one community - one League pattern gives the organization a firm and logical foundation. Please feel free to call on us if you think, after reviewing the situation, that a national field worker can be of service in helping a local League to reorganize in conformity with this accepted standard.

Your replies to the question on reaching the rural segments of the population brought significant comments, the gist of which follows: while the rural population is a large and important factor in most states, all agree that the League has barely scratched the surface in reaching this group. Most state Leagues still have so much ground to cover in adequately reaching the more densely populated areas, that they have been unable to put much time or effort, thus far, into securing the rural women for membership. Vast distances, poor transportation, some indifference in what the League has to offer, the fact that farm women give their primary allegiance to farm organizations - these are some of the points mentioned to account for the fact that the limited time, womanpower and funds of the Leagues have largely been put into the urban and suburban areas where the expenditure would bring quicker returns. However, there

is growing realization of how important it is to enlist the rural groups in the effort to stimulate political responsibility. There is awareness, too, that the League needs to know and take into account the point of view of the rural element of the population. Some work has already been done and more is contemplated in servicing, through League materials, speakers, etc., the existing farm organizations. We urge all state Boards, in an initial attempt to service these women, to promote wide-spread sales of the national publication service. Because of the recognized need to reach the rural areas and because of the special difficulties that confront the state Leagues in organizing in these areas, the national Board has authorized an experiment aimed at finding solutions to this problem. During the coming year, in a few carefully selected localities where a national staff member can give continuing assistance and guidance, we will experiment with a variant form of organization. Any constructive solutions that result from such exploration will, of course, then be shared with all the states.

Included in this mailing, is the newly revised County Council Policy Statement and a suggested form for a County Council Agreement. Since the importance of the county level of government varies widely in different parts of the country, it will be necessary for each state to make whatever modifications are needed to fit its particular situation if county councils are to be set up. Here again the national office stands ready to help in any way we can.

The Board wishes to express its appreciation to the state presidents for the thought and time which went into your reports on these matters.

AGENDA FOR METROPOLITAN AREA LEAGUE CONFERENCE

I. THE BASIS FOR LEAGUE ORGANIZATION

Community as Basis for League Organization Committee report

II. PRESENT ORGANIZATION PATTERN IN THE TWIN CITY AREA

III. PROBLEMS OF PRESENT ORGANIZATION

Membership, Local Agenda, Finance

a. Advantages

b. Disadvantages

IV. REORGANIZATION BASED ON PRESENT NATIONAL POLICY

a. Advantages

b. Disadvantages

V. A METROPOLITAN FINANCE DRIVE

a. Explanation of setup used in St. Louis

b. Application of this setup for use in Minneapolis, St. Paul  
and suburban Leagues

VI. ACTION ON THE COUNTY LEVEL



# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

January 9, 1953

Mrs. Harold L. Wilson  
Organization Secretary, League of Women Voters  
of Minneapolis  
3932 Vincent Avenue S.  
Minneapolis, Minnesota

Dear Mrs. Wilson:

Enclosed is the memorandum to state presidents on a local community basis for League organization. In addition I would like to comment on one matter you brought up in your letter to Mrs. Lurie of October 31st.

Perhaps it may be of some comfort to you to know that your problem with big city Leagues and their suburbs is shared by other states. They have many special problems which require a lot of intelligent thought, action and patience. However, it is heartening to see how well Leagues are handling them. The urge of the suburban units to organize as separate Leagues is entirely sound and healthy and should be encouraged. This is the level that action on matters of government can be most meaningful to the individual in fostering citizen responsibility. Therefore, it is the basis of League structure. The "breaking-off" of these units from the parent League may cause temporary difficulties and adjustments for the city Leagues, but in the long run, this can only add to the vigor and effectiveness of the League of Women Voters in Minnesota. The thought that the Minneapolis League and its suburban units are aware of the temporary difficulties involved before the units break away into local Leagues on their own should make these temporary readjustments easier to accomplish.

We are most appreciative of your thoughtful letter in regard to these problems. May the Minnesota League have a very prosperous 1953.

Cordially yours,

*Ruby Marion Lee*

Mrs. John G. Lee  
President

League of Women Voters  
of the United States

# Memorandum

1026 17th Street, N. W. - Washington 6, D. C.

To: State Presidents  
From: National Office  
Re: Local Community Basis of League Organization Memorandum dated  
January 9, 1953

January 29, 1953

We are distressed to discover that the first page of the Memorandum sent to you on January 9, 1953, dealing with the Local Community Basis of League Organization omitted the bottom two lines of typing. Since this omission leads to confusion, we are sending you a new first page for this Memorandum. Will you please substitute it for the original page?

A number of state Leagues have ordered extra copies of this Memorandum. We have tried to check back on these orders and to include herewith enough pages to be substituted for the first pages of those you have already received. It is quite possible, however, that we may have failed to catch your order. Please let us know if such is the case, and we will send you extra substitute pages.

Future orders, of course, will be correct when filled. We are sorry to have created extra work for you by this error.

League of Women Voters

of the United States

# Memorandum

CORRECTED Pg 1

1026 17th Street, N. W. - Washington 6, D. C.

To: State Presidents  
From: Mrs. John G. Lee  
Re: Local Community Basis of League Organization

January 9, 1953

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After reviewing our policies the national Board reaffirmed its conviction that the one community - one League principle which we have followed promotes sound and effective League work. The League name should indicate the single governmental unit on which is based, not the geographical area from which it may draw its membership. This is implicit in the fact that the League works only in the field of government. The community whose name it bears is the one in which the local League has authority to take action. A local board cannot adequately direct the work of its members in more than one political unit. If there is enough leadership in the League to enable it to do effective work in more



STATE ORGANIZATION COMMITTEE MEETING  
with MISS IRENE SWEENEY, National Organization Secretary

POLICY

INTRODUCTION

The state League of Women Voters exists as a result of local organization, it is not an independent agency. It exists to provide help to the local Leagues, to provide encouragement in the field of finance and to see that the standards of local Leagues are kept up to and beyond the required minimum. The state Organization Committee represents the state League to the locals. The members of the committee must give aid and encouragement to the Leagues which all and take ideas from those which are functioning well.

In visiting the local Leagues the Organization Committee must be careful in presenting the policies of the League. Many of the policies and procedures have been evolved from experience in the League. It is to the local League's benefit, for efficiency and ease of operating, to follow these patterns. Other policies are the important fundamentals which make the League the individual organization it is. Unless these policies are strictly adhered to, the organization is not truly a League of Women Voters. These policies have been adopted by the League membership at the national convention; they are not the dictates of the national Board.

The important thing about these policies and other suggestions, in regard to the state Board and the Organization Committee, is that each state representative present them to the local League as they have been written. The interpretation of these policies and their flexibility should not vary with the different representative. Policies should be presented as those of the League, not of the individual visitor.

What is the answer to a League which ignores the standards of recognition with the excuse that they are being regimented?

The membership of the League, recognizing our tremendous growth, has adopted certain standards in order to keep the whole organization uniform. As long as these decisions on standards are made by the membership, regimentation does not exist. We must be as tightly organized as possible so that we can know what goes on within the League. The League of Women Voters, its purpose and activities should not be a secret. By-laws and standards are like recipes. Leagues need a pattern to follow. Standards are necessary in order that the League will be homogenous enough to mean the same thing to all people.

WHAT DOES THE STATE REPRESENTATIVE SAY REGARDING:

NON PARTISAN POLICY

- a. A League Board member must PUBLICLY resign from office when going into active political work.
- b. The resignation is not a mere leave of absence. It should be in effect for the duration of the term of office or longer.

COOPERATION WITH OTHER ORGANIZATIONS

- a. Cooperation with other organizations should begin at the point of action. Leagues should cooperate only when they know what the end result of the cooperation is to be. Don't join groups while they are drawing up a plan upon which the LWV may not be able to take action.

- b. The end result should be in line with the League program as adopted by the membership at the annual meeting.
- c. Cooperation may take place with any organization if it is strictly a clearing house where no action will ever be involved. (Caution must be taken here to make certain that the organization is a clearing house.)

Many Leagues feel it is difficult to explain why they cannot cooperate with certain worthy organizations. Tell the Leagues to give a positive rather than an apologetic explanation of why they cannot commit themselves. For example, League members have selected the program upon which they will work, we cannot commit our members to anything else; and the League is limited to action in the field of government. It may be comforting for the Leagues to know that the PTA is another organization which has very restrictive by-laws concerning this.

#### COMMUNITY AS A BASIS FOR LEAGUE ORGANIZATION

The national Board after considerable discussion has come to the conclusion not to change the present policy - "Only one local League in each community shall be recognized", the word "community" being defined as "the lowest division of government in which the League can be active in more than one field of interest". (This would eliminate a school district, for example.) The national Board has agreed that there will be some flexibility in this policy. However, the Board must be consulted before organization takes place in any community not coming under the above quoted policy. The national Board is planning to attempt some experiments deviating from this pattern. (For more complete information see letter re Local Community Basis of League Organization).

#### AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

Attention was called to this policy (page 53, local Leaders Handbook). "A League having members living outside of its governmental jurisdiction may authorize a group of such members living in one local governmental area to encourage registration and voting in that area. This may be done only under the specific authorization of the local Board. Such a group may not be authorized to undertake other action in their community."

#### THE MINNESOTA SITUATION

##### DIFFERENT TYPES OF LEAGUES

It was agreed that treatment of a League need not be different even though the situation differs from others. There are certain policies and procedures which all Leagues can follow.

##### NEW AND OLD LEAGUES

The new Leagues accept and respect the minimum standards. Old Leagues want to exist and to exist under their present pattern. In many instances concessions have paid off, but the committee must work with the older Leagues for improvement. It was agreed, however, that there are certain policies upon which we do not compromise. In working with the older Leagues we must consider whether the potential of the community and of the League leadership is worth the time and money of the state League.

##### STATE ORGANIZATION COMMITTEE

It was suggested that an Area or Convention Conference on Discussion Techniques be planned. It was suggested that visiting be in August (plans be made in June).

## Organization - 3

This would be a way to give Leagues help early in the year.

It was suggested that copies of field reports be sent to all members, but this seemed an unreasonable amount of work. Another suggestion was that brief summaries on Leagues be sent from the Organization Chairman to all members from time to time. This would allow for a greater exchange of ideas. It was agreed that members of the committee should have information on the whole state.

### WHAT TO DISCUSS WITH EXISTING LEAGUES

#### BOARD

It was noted that every Board member should have the tools for not only her particular portfolios but those which are used by all other Board members. Board members are responsible for the whole work of the League not just her particular portfolio. Is the Board used for planning or do the chairmen plan and then report to the Board? Board meetings should consist of plans for the future, not reports of the past. Board members should inform the president when they need time at a meeting.

#### MEMBERSHIP

##### New and Old

Why have members dropped? How to get new? What efforts have been made to get a cross-section? Refer to Community Analysis in Handbook. The Community Analysis should be used in conjunction with Know Your Town Government. There is a difference in knowing the community and taking a look at it.

Membership planning should be systematic not spasmodic. It takes careful year-round attention. This is not just a job of getting new members - orientation is also necessary.

##### Participation

Important part of membership chairman's job. Are the same people coming to units? Why aren't others coming? Does the League have a personnel card for placement? Does the Board of Directors have a check on what happens in the units?

#### PROGRAM

Does the whole Board assume responsibility for Program planning or does chairman just plan and report? How much has the League done in the way of bringing the program to the community? They shouldn't try to take every program item to the community, but should pick out one or two things. What is their local Current Agenda? Was it adopted at the annual meeting? (State Boards are assuming more responsibility for helping Leagues with this. Local Leagues should be encouraged to submit the wording of their proposed agenda to the state Board so that the Board can give them help.) A well chosen local Current Agenda helps membership growth and finance possibilities.

#### FINANCE

If the League says contributors object to one particular program item, explain to them that the program is just a tool not the end. The League's purpose is to promote citizen responsibility not to pass a particular law. Contributors will not object to the purpose of the League.

Do they have a budget? Where is it? See their financial statement and check to



## Organization - 4

see whether it compares to budget. There is a lack of sufficient attention to the budget at the annual meeting. The budget should be treated as an interpretation of the League's plans.

When the Leagues say they are having trouble with finance, look for something else being wrong. Finance is not the real trouble. Once other things, particularly a feeling that the League and its work is worthwhile, are ok, finance will come along.

When a League says there are only 12 businessmen in town, tell them the League goes to civic-minded men AND women not just businessmen. If they say they cannot get 15 contributors, ask them if they can get one, then another etc. Encourage them by telling them to get one at a time.

## PUBLIC RELATIONS

Do they have a chairman? What is their understanding of public relations? Does Public Relations mean a report of their meeting and the delicious lunch which was served or does it mean an interpretation to the community of the program, policies, purpose and procedures of the League?

In radio we cannot expect to get an increase in membership - use radio as a means for educating the public. Paid ads asking for new members are good public relations but not a good tool for getting members. Voters service booths give a wonderful opportunity for personal contact. Everything the League does rates a story. Show them how to make news. Example: The LWV of \_\_\_\_\_ urged Senator \_\_\_\_\_ to vote for \_\_\_\_\_ because \_\_\_\_\_. Tell them to bring in local names, Mrs. \_\_\_\_\_, chairman of \_\_\_\_\_, urged Senator \_\_\_\_\_ to ....

## NOMINATING COMMITTEE

More emphasis should be placed on this. See Organizing New Leagues. The check list given in it could be used for a group discussion at convention. How do you find leadership? How do you use leadership? Break the job into small enough pieces so that leaders aren't overwhelmed. Don't assume a person will say No - ask them. Remember that, when choosing leaders, our goal is not to have a perfect job, but to develop individual citizens. Do they have "permanent" Board Members?

## BY-LAWS

Go over these with Leagues for possible improvements.

## NEW LEAGUES

### COMMUNITY ANALYSIS

Important for finding level of government, existing organizations, party affiliations, cross-section. An analysis by the Organization Committee should be done before arranging the first meeting with a new group. Analysis may avoid a special interest group, fanatic women, etc. You can't really organize a League by mail.

Which is easier - to organize a group where we have been invited or where we want a League? Sometimes easier to organize in latter because you don't have to work around problems or personalities present in other situation.

### ORGANIZING NEW LEAGUES

See (Organizing New Leagues for complete procedure)

The following are some highlights from Miss Sweeney's experience:

1. First - study of community, (On national level Miss Sweeney used Book of States, Legislative Manuals, National Municipal Yearbook, Inside U.S.A.), find out the type of government, consider the geographical situation, the congressional or legislative district. Examine the telephone book and newspaper (you can get to know the editor by reading his paper). Look in the classified section of the telephone book for churches, other organizations, library, newspapers.
2. Go to the editor of the paper. Don't telephone first. Does he know the LWV? Get his advice - is a League possible, desirable? Tell him people you want, people you don't. Learn the prejudices, disagreements, who you should look out for. Be frank. Will he assist by publishing news columns and editorials? Give him Facts, Is Politics Your Job? (just a few publications).
3. Next go to Chamber of Commerce manager. Give him the same treatment as above. Ask him about the names from the editor but don't tell where you got them. Ask about leading churches, get names of pastors, manager of radio stations.
4. (Cut down on information given and requested from following) Ask for names from:
  - Librarian (who asks for certain books?); city clerk, YM and YWCA secretaries; Community Chest secretary, Pastors (ask for people in church and also others in community); heads of organizations (explain League as a matter of public relations).
  - Radio station manager (maybe get radio time.)

Keep lists of names from all these separate noting the source. Going to these people may open up an opportunity to speak at meetings.

5. Call on individual women. Pick out 2 from each category (church, community interest, economic situation). Speak briefly. Personal contact is best. Sometimes make appointment, sometimes telephone call to arrange meeting. Try to see 25.
6. Arrange meeting place. Prepare newspaper publicity spot announcement. Postcard to everyone one week before meeting.
7. Sometimes pick temporary chairman - she can be the person representing LWV to public while you are gone.
8. Sometimes appoint committee to telephone or receive calls.
9. Leave town.

ALL THIS IS DONE IN 2½ DAYS. SECRET IS PLANNING BEFOREHAND (or being Irene Sweeney). SHE CAN ORGANIZE 3 NEW LEAGUES IN ONE WEEK.

#### FIRST MEETING

Twenty-five people should be present. Irene presides until Temporary Chairman is chosen. If no chairman, appoint 5 people as steering committee. Appoint other committees. Next morning meet with as many as possible. Explain things to them. Give them list of possible members (without noting source). Leave town.

## SECOND MEETING

Keep in touch between meetings. Meet with committees just before meeting, check on by-laws, slate (check on non-partisan angle, are all offices filled?), agenda for evening.

Temporary Chairman takes over this meeting. By-laws are first order of business. Be sure there is a real understanding of each article. Emphasize Article IX. At this meeting have members sign up for unit meeting; have League literature for sale. Dues are due and payable; have membership cards ready.

## FIRST BOARD MEETING

Meet with Board the next day (the Nominating Committee should have warned them that this meeting was to be held.) Explain how to organize Board, how to start work on program item, how to train leaders for units, how to start on survey. Board appoints budget committee. Leave town for month.

## SECOND BOARD MEETING

Review budget, program, plans for survey (see that they have recruits for survey). Encourage them to have two meetings a month by saying, "This is what is usually done".

## GENERAL MEMBERSHIP MEETING

Budget adopted. Plan for program item.

If a League is organized in October, it should be ready for a finance drive by February. This gives the League a few months to be known. They should start their prospect list early. They deserve contributions from community because of the League's purpose, reputation and plans. The fact that they have organized is worth something. The limitation on a Provisional League's action is very important because members do not know enough about League.

## RECOGNITION PROCESS

It was suggested that the request for recognition might be circulated to state Board members.

## UNITS

Start with a small number (10 - 12) of those who will really come to meetings and fill in the group later. Don't keep calling people who are not interested in attending unit meetings. Don't consider them part of the unit membership. Unit and membership chairman should work closely together.

## PROGRAM DECISIONS

No decision which effects a larger number of members than a unit should be made within the unit. A Board cannot find the League-wide decision by adding up the thinking of the individual units. Members of units are apt to think alike. To reach a League-wide decision, members need to know what other units are thinking. A meeting of the whole League would tend toward more responsible decisions based on the total program load. This discussion brought up the number of general membership meeting necessary in a year to get a whole League's decision on local, state and national Program. And this led to a discussion of the possibility of a biennial state convention to reduce the number of meetings.



# LEAGUE OF WOMEN VOTERS OF MINNESOTA

84 SOUTH TENTH STREET, ROOM 406  
MINNEAPOLIS 3, MINNESOTA  
Atlantic 0941

March 1953

Dear League member,

The enclosed information regarding the Metropolitan Area Conference is being sent to members of the state Organization Committee. It will be used in planning state organization work for the next few years. If other members of your League or unit are interested in copies of this information, we will be glad to send it to them.

The conference, which was led by Miss Irene Sweeney, national Organization Secretary, was called for the following purposes:

1. To determine the advisability of organizing units, which are now part of other Leagues, into separate local Leagues.
2. To explore the possibility of a metropolitan finance drive, particularly in the Minneapolis area, because
  - a. Any organization of suburban units into local Leagues would create a finance problem. The problem would be 1) a question of redistributing of contributors or sharing contributions 2) avoiding duplication of solicitations 3) a loss of membership income to the Minneapolis League 4) the possible loss of contribution income due to the fact that contributors are apt to give smaller gifts to smaller groups 5) a possible resultant loss of income to the state and national Leagues.
  - b. Leagues outside Minneapolis are finding an increasing problem in contributors living in the suburbs but contributing in Minneapolis.
3. To acquaint the Leagues in the Twin City area with the workings of a county council.

The results of the conference indicate the following:

## 1. REORGANIZATION

Some reorganization is necessary. See the enclosed pages for suggestions. It must be remembered however that the limited time, money and manpower of the state League make it necessary that the reorganization be planned for a period of years, not months. Reorganization will take place first in those areas which request it. When the state Organization Committee finds time, reorganization will be attempted in the other communities.

It must be pointed out to those members who are reluctant to change the status quo that although reorganization does take place, the individual member may choose the League to which she belongs. She is not required to join the League in her area.

It must also be pointed out to those members who are anxious for reorganization that there are many other requests for League organization and many other responsibilities toward the existing Leagues. Organizing a new League is a slow and careful process. We hope you will not get impatient waiting your turn.

March 1953

2. A METROPOLITAN FINANCE DRIVE

A metropolitan finance drive does not seem likely in the very near future. The state Board feels that the initiative for organizing a Metropolitan Finance Committee must be taken by the Leagues concerned. Those Leagues which feel the need for such a committee should contact other Leagues in their area. Any such committee organization would be fruitless without the cooperation of the two large city Leagues. The state Board will help with the formation of such a committee when Leagues are ready.

3. COUNTY COUNCILS

Here, also, the state Board feels that initiative for organizing a county council must be taken by the Leagues concerned. Those Leagues which wish to work on a county level should contact other Leagues within the county. The state Organization Committee will supervise the formation of such councils. Further information regarding county councils is described in Policy Statement on County Councils.

When reorganization work is begun, the state Board representative will consult with the members living in the community and with the Board of Directors of the League to which they belong. It is suggested that a member of the Board of Directors of the League concerned accompany the state representative on the pre-organization meetings.

We are most anxious to be of help to everyone. If you have any questions or suggestions, please let us know.

Sincerely,

/s/ Betty Grindlay

Mrs. John Grindlay, Chairman  
State Organization Committee

For further information:

1. Local Leader's Handbook, 50¢.
2. Policy Statement on County Council, January 1953, 4¢.
3. Model County Council Agreement, January 1953, 3¢.
4. Metropolitan Finance Campaigns, August 1951, 2¢.

All available from League of Women Voters of the U.S.  
1026 -17th Street N.W.  
Washington 6, D.C.

REORGANIZATION SUGGESTIONS

AFTON-LAKELAND

County: Washington.

Level of Government on which Organized: Villages of Afton and Lakeland.

Membership represents: Several different units of government.

Local Activity: Impossible to have one Agenda item cover two villages.

Reorganization Suggestions: Organization based on either 1 of the 2 villages or on more common unit of government.

Attitude toward Reorganization: Were not asked to attend conference.

ST. PAUL

County: Ramsey.

Level of Government on which Organized: City of St. Paul.

Membership Represents: City of St. Paul and 3 villages: Roseville, Falcon Heights, W. St. Paul.

Local Activity: Units understand and adhere to national policy. Do not work on local government.

Attitude toward Reorganization: Units understand that when they feel strong enough they will organize provisional League.

WHITE BEAR LAKE

County: Ramsey.

Level of Government on which Organized: City of White Bear Lake.

Membership represents: 5 units of government, 2 counties, 2 legislative districts.

Local Activity: Units have been allowed to conduct own local governmental study without Board supervision. Birchwood has had candidates meeting.

Reorganization Suggestions: Birchwood units become local League. These unit members live in different county, different village, different legislative district. Conforming to national policy would mean loss of membership unless reorganization takes place. Other organization may be possible but separation of Birchwood from White Bear seems imperative.

KNOLLWOOD PARK

County: Ramsey.

Level of Government on which Organized: None.

Membership represents: Have school district in common, two counties.

Local activity: This, of course, has been basic difficulty since they cannot find current agenda item which interests majority of members.

Reorganization Suggestion: Find level of government which represents the majority of membership.

Attitude toward reorganization: Have wanted to reorganize as LWV of Spring Lake Park. Were not asked to attend conference.

MOUND

County: Hennepin.

Level of Government on which Organized: Village of Mound.

Membership represents: Most members live outside the village.

Local activity: Board members have permitted units to conduct study of own local government. Have encouraged units to visit government bodies. Board has not directed this action.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Since membership does not represent village, League is reluctant to take action on local problems. Have wanted to reorganize as LWV of Upper Tonka which is not governmental unit. Would like to solve local activity problem.



Reorganization Suggestions - 2

EXCELSIOR

County: Hennepin.

Level of Government on which Organized: Village of Excelsior.

Membership represents: Most members live outside village.

Local Activity: Units have been permitted to study own local government. Agenda is problem because only 1 of 5 units has members in village.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Would welcome help in finding level of government which would interest majority of members.

MINNETONKA

County: Hennepin.

Level of Government on which Organized: Township of Minnetonka.

Membership represents: Too many levels of government to enumerate.

Local activity: None - League has found it impossible to find agenda item which would interest members.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Mrs. Frederickson, president, feels it absolutely necessary that reorganization take place. Lack of local activity has prevented this League from membership growth and effective work.

Because of the overlapping of the governmental units among the Minnetonka Area League members, a reorganization solution might be found in a meeting of all the Leagues concerned. In fact, without a consideration of the whole area, the problem seems insoluble. Leagues within the area wanting such a meeting should contact the other Leagues and the state Board.

MINNEAPOLIS

County: Hennepin.

Level of Government on which Organized: City of Minneapolis.

Membership represents: For the most part members live in Minneapolis. Membership also comes from suburbs.

Local Activity: League adopted County Current Agenda item without forming council. This was done to satisfy suburban members. Suburban units have been allowed to study local government and hold candidates meetings.

Reorganization Suggestions: (It is uncertain whether the membership and population in the village of Morningside is sufficient to form a League.) That local Leagues be formed in the following suburbs:

EDINA

Attitude toward reorganization: Members have already taken first steps toward becoming separate League.

HOPKINS

Attitude toward reorganization: Hesitant. Member representing Hopkins felt that finance drive is hindering factor.

RICHFIELD

Attitude toward reorganization: Members have already taken first steps toward becoming separate League.

ST. LOUIS PARK

Attitude toward reorganization: Extremely hesitant. Members representing St. Louis Park felt there would be a lack of leadership in community. Were also unsympathetic with present national policy regarding local activity permitted to units.

*Wheephoven - broke fr. Ki-Tauha League - will work on village level*

League of Women Voters of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 3, Minnesota

March, 1953

#### AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

The national policy is: "A League having members living outside of its governmental jurisdiction may authorize a group of such members living in one local governmental area to encourage registration and voting in that area. This may be done only under the specific authorization of the local Board. Such a group may not be authorized to undertake other action in their community."

#### REASONS FOR THIS POLICY

Because some members at the meeting were unable to understand the purpose of this policy, the following reasons are given:

1. Any action or study of local government should be coordinated. In the League of Women Voters the Board of Directors acts as the coordinating and directing body.
2. In order that the Board of Directors be representative of the membership, they should be elected by the membership.
3. Without coordination of study, each unit might conduct their own different study. This, of course, would be confusing to the public and to governmental officials.
4. Without coordination and direction, you have no check on the reliability and non-partisanship of the facts or of the persons who represent the League to government officials.
5. Any study of government should be chosen by the membership. One of the procedures which gives the League of Women Voters the reputation which it enjoys is its democratic program-making process. The LWV Program is chosen by the membership after months of consideration and discussion. Without such careful attention and the benefit of a meeting at which all members may speak and vote, the program cannot represent the wishes of the members. *strength in fact that P. is backed by maj. of members*
6. Unless you limit your Program by membership vote, your study would undoubtedly cover many things and eliminate the possibility of doing a good job on any.
7. Unless you are willing to assume the responsibility of doing a thorough job, which can be done by following the above procedures, it is unwise to take advantage of the privilege of influencing local decisions.
8. The theory that simply studying local government is harmless is contrary to the purpose of the League. Study without action is not truly carrying out the function of being a good citizen. *study → public → legis. action*
9. It is difficult to study a question without forming some opinion on it. Unless you have a Board of Directors to act for the majority opinion in the name of the League, you will confuse the public with the various opinions of the membership.
10. It is difficult for a member of a unit to go to a governmental body without being accepted as a League representative. You cannot be unofficial in the official's mind.
11. After going to a public official for information and being connected with the League in his mind, you are asking a great deal of him if you expect that he will disassociate you when you take action as an individual citizen.

The present national policy was adopted for these reasons and, more important, because the League of Women Voters has a nationwide reputation for democratic procedures, having an informed membership, getting the real facts, and acting only after careful consideration of the facts. Any group which does not conduct itself in the same manner is jeopardizing the reputation of the whole League.

League of Women Voters of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 3, Minnesota

March 1953

REORGANIZATION SUGGESTIONS

— *result of Sincerely  
visit*

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## Reorganization Suggestions - 2

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League of Women Voters of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 3, Minnesota

March, 1953

AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

*See page 53 of Local  
Leader*

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REASONS FOR THIS POLICY

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5. Any study of government should be chosen by the membership. One of the procedures which gives the League of Women Voters the reputation which it enjoys is its democratic program-making process. The LWV Program is chosen by the membership after months of consideration and discussion. Without such careful attention and the benefit of a meeting at which all members may speak and vote, the program cannot represent the wishes of the members.
6. Unless you limit your Program by membership vote, your study would undoubtedly cover many things and eliminate the possibility of doing a good job on any.
7. Unless you are willing to assume the responsibility of doing a thorough job, which can be done by following the above procedures, it is unwise to take advantage of the privilege of influencing local decisions.
8. The theory that simply studying local government is harmless is contrary to the purpose of the League. Study without action is not truly carrying out the function of being a good citizen.
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The present national policy was adopted for these reasons and, more important, because the League of Women Voters has a nationwide reputation for democratic procedures, having an informed membership, getting the real facts, and acting only after careful consideration of the facts. Any group which does not conduct itself in the same manner is jeopardizing the reputation of the whole League.

File Copy - Please return

SUMMARY OF  
CONFERENCE  
with  
METROPOLITAN AREA LEAGUES

COMMUNITY AS A BASIS FOR LEAGUE ORGANIZATION

The present national policy is

"Only one local League in each community shall be recognized. The word 'community' being defined as 'the lowest division of government in which the League can be active in more than one field of interest.'" (Local Leaders Handbook, page )

REEXAMINATION OF THE POLICY

The national Board wrote state presidents in August "As a result of the complexity of local governmental patterns and the growing importance of county level services, the national Board is frequently called on to grant exceptions to the accepted policies. With the rapid growth of the League in recent years, there has come increasing interest in the League among rural women who frequently live in unincorporated areas; there has also been increasing realization on the part of the Leagues of the value of reaching the citizens of the rural areas, recognizing that they are a potential source of great strength in furthering our purpose. We are eager to evolve a policy that will require the fewest possible exceptions and that will best help the state organization committees to carry out their delegated responsibility."

The national Board in searching for a different policy kept uppermost in their minds a policy which would

- 1) develop League growth
- 2) enable members to participate fully and effectively
- 3) make the League accessible to as many women as possible.

At the November Board meeting, after careful consideration of the facts from all areas of the country and a search for the policy that would best serve to build soundly organized Leagues, the national Board reached the conclusion that the existing policy is still the one that can most reasonably be adapted. The difficulty ~~in finding a policy~~ of organization is that the present governmental setup is confusing, but until the governmental setup is changed, the League can only conform to government. The national Board is planning to experiment in some deviations from the present policy.

AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

The ~~present~~ national policy is,

"A League having members living outside of its governmental jurisdiction may authorize a group of such members living in one local governmental area to encourage registration and voting in that area. This may be done only under the specific authorization of the local Board. Such a group may not be authorized to undertake other action in their community." (See ~~Local Leaders Handbook, page~~ ) p. 53

It was brought out in a discussion of the above policy that local League Boards had granted units within their League to do more than the above limitation. Some units were making studies of their local government, some units had conducted candidate meetings, some units had visited governmental bodies.

Insert  
C



## REORGANIZATION

Discussion was held on the advantages and disadvantages of units organizing into local Leagues.

### Disadvantages

1. A large League is more effective, has greater prestige, more womanpower.
2. A large group can afford a staff and office.
3. For many members their business interests lie in the larger community and they are interested in that government.
4. More and better resource material is available.
5. Many members belong to the larger group because they have friends within that League.
6. For most of the membership, the League is not their only interest. It would, therefore, be difficult to find leadership in the smaller League.
7. Membership would drop if smaller group were to be organized.
8. You'd have to have a finance drive.
9. Larger League would lose money.

### Advantages

1. The ability to take local action. There is a lack of interest when members are not concerned with the local Current Agenda. Local work seems to be the most interesting for members. Local activity also increases membership.
2. Members can be informed and orientated in less time in smaller group.
3. Smaller group is closer to community. Can be known.
4. Smaller group makes for greater percentage of members who actively participate.
5. More members would join a local group.
6. ~~xx raise xx get xx local xx contributions xx if there is a local league.~~ <sup>Local</sup>
7. Members can be more effective in the community where they vote.
8. Unless members are concerned with local Current Agenda item, they will not take an interest in ~~the~~ program-making which is an important step in carrying out the purpose of the League.
8. Contributors are much more willing to give to Leagues which are concerned with the local government. They don't want to give to League in another community.
- 9.

## METROPOLITAN FINANCE DRIVE

See attached sheet explaining Metropolitan Finance Drive Committee in St. Louis Missouri area. The experience of St. Louis Leagues will be helpful in setting up such a committee in the twin cities.

A Metropolitan Finance Drive would ~~xxx~~ work in the following manner:

Each local League would adopt a budget on the same basis as they do now.

1. Work out expenditures depending on what League hopes to accomplish.
2. Work out income as follows:

Multiply dues times the number of members

Add any additional income such as publication sales

Subtract ~~from expenditures~~ the dues & other income from expenditures.

This amount is ~~xxx~~ <sup>the</sup> contributions you League requires.

The goal of the Metropolitan Finance Drive would be the total contributions needed by all cooperating Leagues plus the expense of running the drive. Expenses would probably involve a printed publication for giving contributors, another publication or two which would keep the contributor aware of the League between drives, finance workers kits, salary of staff member (in St. Louis the MFC pays three months of a St. Louis staff person's salary).

The percentage of the total goal would be determined for each League. Each League would then supply names of League solicitors and prospective contributors based on this percentage.

From this point the drive would be run as is a local League drive. Teams of solicitors would be made up. Each team would be given a goal based on the expected contributions from their prospects. (The team goal would, of course, differ since 10 contributors might give \$50 while another 10 contributors would give \$500. The work done by solicitors, however, would have been equal.)

The job of the Metropolitan Finance Committee would be a year-round one. Every League would be represented on the committee.

After the drive was complete, the actual contributions less the cost of running the drive would be divided among the Leagues according to the percentage requested. Leagues would share proportionately in the results of a good or a poor drive.

The Advantages of a Metropolitan Finance Drive are these


1. Since the operation and goal were bigger, larger gifts would be acceptable. (It is considered unwise for a League to accept contributions which are exceptionally large in comparison to other gifts and to the total amount of their budget.)
2. Since the operation and goal were bigger, larger gifts would be given by the community.
3. There would be an automatic clearing of prospect lists which would avoid duplicate solicitations.
4. The psychological effect of a bigger goal would bring more enthusiasm from the League, involved.
5. The publicity given a bigger operation would be greater.
6. More people in the community would be alerted to the drive.
7. Cooperation would mean that less money would buy more and better looking publications to be used in finance work.

#### COUNTY COUNCILS

See ~~attached~~ sheet entitled "Policy statement on County Councils"

POLICY "In order to study and take action on county governmental matters when there are more than two Leagues within a county, a county council should be formed. When a county council is formed, all local Leagues in that county shall take part in it. It is the responsibility of the state Board to supervise formation of county councils so that if any League work is done on the county level a consistent pattern in conformity with accepted League procedures will be followed throughout the state.

For further information see

1. Policy statement on County Councils
  2. Metropolitan Finance Committee - LWV OF St. Louis publication
  3. Local Leaders Handbook
- 



*Insert C*

REASONS FOR ~~ADOPTING~~ THIS POLICY

Because some members at the meeting were unable to understand the purpose of this ~~policy~~ policy, the following reasons are given:

1. Any action or study of local government should be coordinated. In the League of Women Voters the Board of Directors acts as the coordinating and directing body.
2. In order that the Board of Directors be representative of the membership, they should be elected by the membership.
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*The present national policy was adopted*  
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December 30, 1953

Miss Irene Sweeney,  
Arlington,  
Minnesota

Dear Irene,

To supplement Mrs. Young's letter to you, which you should receive before Jan. 2, we hope, we wanted you to know that we have made a reservation for you at the Leamington Hotel the evening of Jan. 26th. You should check in before 7, or let them know. If you prefer to stay in the hotel also on Jan. 25, instead of at Mrs. Donohue's, let us know and we will make the reservation for you. How about Sunday night, where will you stay? Want a reservation at hotel then, also. Just let us know, and we'll take care of it.

Also, Luella and I have been thinking of several questions we want to ask you when you come - Do you have any advice for us on helping local Leagues arrive at a proper pledge? Should State Board do as national ~~board~~ does, and ask for a certain figure? State is in habit of getting pledges from locals, and then making their budget, rather than the other way about, planning expenditures first, and then asking for income to cover. What is your feeling? How to get and use committees on State level sometimes puzzles us, when people are so scattered, and can meet so seldom. How committees can help save time of board... We have wondered if units ought not to have to meet standards, just as a provisional League has to meet standards before recognition - if so, what should standards be, we wonder. Minnesota has been in habit of having local pledges not cover cost of Voter, what are arguments pro and con on this? We have wondered if a good addition to our board should be a Local Gov't Chairman, who would help Leagues choose local agents, be the critic and encourager when it comes to Town Surveys....

You will see quite a few changes when you come to Minnesota, many due to your visit a year ago. All of the Minneapolis suburbs, which formerly were units of Minneapolis League, have taken steps to break away to become local. It has been quite exciting, and very interesting to work out the steps, with as little friction as possible.

See you soon,

Mrs. Harold Wilson  
Organization Secretary

*officel*

December 29, 1953

Miss Irene C. Sweeney  
Organization Secretary  
League of Women Voters of the U.S.  
1026 17th Street N. W.  
Washington 6, D. C.

Dear Miss Sweeney:

Thank you so much for your letter of December 15th agreeing to spend three days in Minnesota. We appreciate it very much.

We have checked with Mrs. Donahue, the St. Paul president, and have worked out the following schedule, subject to your approval:

a.m.  
Monday, Jan. 25 - St. Paul Board  
Mon. Jan. 25 . p.m. St. Paul Finance Committee  
Tues. Jan. 26, a.m. St. Paul Solicitors  
Tues. Jan. 26, p.m. Informal meeting with as many State Board members  
as are in town.  
Wed. Jan. 27, a.m. State Board meeting  
Wed. Jan. 27. p.m. - Grand Forks

Mrs. Donahue would like to have you stay at her home while you are in St. Paul, unless you would prefer staying at a hotel.

I plan on being in Minneapolis by 12:30 noon on the 26th, and would like to meet you for lunch, if you are through with St. Paul by that time.

What the State Board would like is any help you can give us on starting out our Council meetings on a good pattern. We are a little concerned about what exactly program modification and altered conditions mean. We have as our one item agenda for the biennium the working for the calling of a constitutional convention and making recommendations as to what a new constitution should contain. The Convention also voted four specific emphases for study. Agitation is already beginning for new emphases and we want to be sure we know how far we can go on program modification. We would like to present to you our tentative council program and receive the benefit of your good counsel. At the same time you might also have some suggestions on how we can function to carry the great load that is expected of us, with our large number of local leagues and our board members so cattered throughout the state. Our organization Secretary, Committee Chairman and members are carrying a terrific burden and doing yeoman service. Perhaps you can spot some ways in which this burden might be reduced without reducing the service.

Sweeney - page 2 - 12/29/53

Both the St. Paul and State Boards are very grateful to you for letting us take so much of your precious time. I know you have much to give us. Your fame has spread throughout the state. You will never know how many arguments are settled by the simple statement: "Miss Sweeney says."

I personally am looking forward to supplementing the brief time we had together at the National Council meeting last April.

I hope you had a very pleasant holiday, and the Board and office join me in wishing you a very happy and successful New Year.

Sincerely,

Mrs. Basil Young  
President.

cc: Arlington, Minn.



*Office file*

December 29, 1953

Mrs. William Giefer  
Finance Chairman  
League of Women Voters of St. Paul

St. Paul, Minn.

Dear Mrs. Giefer:

I know you are as happy as the State Board and I are to have Miss Irene Sweeney, Organization Secretary of the National League, visit us and help St. Paul with its finance plans. I think we are very fortunate indeed to have the benefit of her wise counsel. She is thoroughly experienced in her field, as well as being a very personable young woman, blessed with a great deal of good sense.

She has arranged her itinerary so that she can spend a day and a half with St. Paul, and the state office and your president, Mrs. Donahue, have set up the following schedule:

Monday, Jan. 25, a.m. - St. Paul Board  
Monday, Jan. 25, p.m. - St. Paul Finance Committee  
Tuesday, Jan. 26, a.m. - St. Paul Solicitors

In order to make the best use of Miss Sweeney's time, it would be well, I think, for you, your committee members and solicitors, to have as much accomplished in your finance campaign planning before she comes as possible. It might be a good idea to have your plans, to what extent they are achieved to date, and to have anything you have worked out in the way of letters to contributors, training for solicitors, et cetera, written down and ready to present to her.

Here's wishing you every success in your meeting, as well as your subsequent finance campaign.

Hope you had a pleasant Christmas, and my best wishes for a happy and successful New Year.

I enjoyed our little visit when I was in St. Paul very much; hope we can do it again sometime.

Sincerely,

Mrs. Basil Young  
President

cc: Mrs. Donahue, St. Paul Board

*File*  
*Please return*

# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

Aberdeen, South Dakota  
Dec. 15, 1953

Mrs. B. M. Young  
President, League of Women Voters  
of Minnesota  
84 South 10th St., Room 406  
Minneapolis 2, Minnesota

Dear Mrs. Young:

Copies of your letter to the national office of Dec. 4th and Mrs. Pierce's reply of Dec. 8th reached me this week end, and now that I am getting a better idea of what I will have to do in N.D. in January and February I can send my word along to you. It does seem possible for me to plan to spend the third day in Minnesota with you if that is still desirable from your point of view.

I do not know just what plans St. Paul may have made for the use of my time and they may feel that one day is sufficient. I will leave it up to you to determine, but I will say that I can plan to spend Monday, Tuesday and Wednesday, January 25, 26 & 27th in Minnesota, if I can get away in time on the 27th to drive at least part way to North Dakota. I will be heading for Grand Forks and would like to get about one hundred miles behind me on the 27th.

From December 21st through Jan. 2nd, I will be at home in Arlington, Minnesota and I will hope to hear from you with more definite information as to the schedule and plans for my time in Minnesota. If you could tell me just what you would like me to do when I meet with your Board it would help me prepare too.

Please let me know whether you feel two or three days would be required to take care of both the work with St. Paul and the State Board too. If you would send copies of any letters to me to the national office it will help keep them informed of my plans and my schedule.

It is always a pleasure to work with my old friends in Minnesota and I am looking forward to this opportunity.

Sincerely,

*Irene*  
Irene C. Sweeney,  
Organization Secretary

*copy: Mrs Young*

# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

December 8, 1953

Mrs. B. M. Young  
President, League of Women  
Voters of Minnesota  
84 South 10th Street, Room 406  
Minneapolis 2, Minnesota

Dear Mrs. Young:

Thank you very much for your letter of December 4th about the possibility of Miss Sweeney meeting with the Minnesota Board to help them with their planning for State Council.

I am sending a copy of your letter on to Miss Sweeney. Since she plans her own schedule in her western states, I do not know if it would be possible for her to fit in another day with Minnesota or not. I will let you know as soon as I hear from her. She will probably also wish to write to you directly.

Yours sincerely,

Mrs. Newton L. Pierce  
Organization Secretary



*Office copy*

December 4, 1953

Mrs. Newton L. Pierce,  
Organization Secretary  
League of Women Voters of  
the United States  
1026 17th Street, N.W.  
Washington 6, D. C.

Dear Mrs. Pierce:

We are so glad Miss Sweeney will be able to arrange her schedule in January so she can help St. Paul with their finance planning; we appreciate it so much.

As Mesdames Lee, Mitchell and Horner will testify, we are prone to take the utmost advantage of our national visitors, and also have designs on Miss Sweeney in this respect, and are wondering if we could prevail upon her to do another little job for us while she is here. We are holding our first State Council meeting next May and want to be absolutely sure of starting out on the right foot. It would be such a help if Miss Sweeney could meet with the Board and go over with us exactly what a Council Meeting should be. Our Conventions have always been so well attended and the local leagues say they receive so much inspiration and enthusiasm from them, we don't want to lose any of that in our Council Meetings.

In addition to program modification, adoption of budget, etc., as specified in the By Laws and Mrs. Lee's President's letter of March 18, 1953, we plan to devote as much time as possible to "little group" meetings on orientation, finance, public relations, program planning, etc. We have always given some time to these sessions at convention, but of course invariably run out of time. We are also engaging an excellent expert on discussion techniques from one of our colleges to spend one half day with the entire delegate body on this subject.

We are hoping Miss Sweeney can spend one day with St. Paul and one with the State Board, or, if she feels one day with St. Paul is not sufficient, that she could be persuaded to spend another day in this area.

We have 54 local leagues in Minnesota and our board members are widely scattered throughout the state --perhaps Miss Sweeney could also give us some suggestions as to how best to handle this rather heavy load.

We would be most grateful if this little plot we have hatched receives your and Miss Sweeney's blessing.

With reference to your letter on the little incident with Senator Humphrey's office, one of our Board members, the State Civil Rights Chairman, had a telephone conversation with his office on proposed civil rights and it is possible this might have some bearing on the matter. I have written her to find out exactly what their conversation was, and as soon as I hear will give you more details and also write Mr. Simms.

Sincerely,

*Legislation*

Mrs. Basil Young  
President

# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

December 1, 1953

Mrs. Harold Wilson  
Organization Secretary, League of  
Women Voters of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 3, Minnesota

Dear Mrs. Wilson:

Thank you very much for your letter of November 27th in regard to Irene Sweeney's help to St. Paul with their finance planning. I am writing immediately to Miss Sweeney so that she will schedule it in her January trip.

Since this is apparently going to be some time before the drive actually gets into swing for the St. Paul League, we hope that they will do a great deal of their early planning now so that they can make the most of the help Miss Sweeney will give them. It would be wise if they already have selected their solicitors at this time so that each of them can have the benefit of her help. I gather that it would be beneficial if the St. Paul Board enter more fully into the plans of the finance campaign than it has done in the past. So, I hope that the whole Board will have plans to work with Miss Sweeney and not just the finance chairman and her committee.

I am glad this is such a propitious time for the St. Paul League to have Miss Sweeney come in. She felt, last January, that there was real potential finance-wise in the St. Paul League and that all they really needed was help in the know-how. I hope that her visit will give them this help.

Thank you very much for the nice compliments to Mrs. Horner and Miss Sweeney. We, of course, always like to hear that our visitors are successful in their work.

Yours sincerely,

Mrs. Newton L. Pierce  
Organization Secretary

*PS. Will you please make arrangements with St. Paul?*

F 2 D 3 C 10

# LEAGUE OF WOMEN VOTERS OF MINNESOTA

84 SOUTH TENTH STREET, ROOM 406

MINNEAPOLIS 3, MINNESOTA

Atlantic 0941

March 1953

Dear League member,

The enclosed information regarding the Metropolitan Area Conference is being sent to members of the state Organization Committee. It will be used in planning state organization work for the next few years. If other members of your League or unit are interested in copies of this information, we will be glad to send it to them.

The conference, which was led by Miss Irene Sweeney, national Organization Secretary, was called for the following purposes:

1. To determine the advisability of organizing units, which are now part of other Leagues, into separate local Leagues.
2. To explore the possibility of a metropolitan finance drive, particularly in the Minneapolis area, because
  - a. Any organization of suburban units into local Leagues would create a finance problem. The problem would be 1) a question of redistributing of contributors or sharing contributions 2) avoiding duplication of solicitations 3) a loss of membership income to the Minneapolis League 4) the possible loss of contribution income due to the fact that contributors are apt to give smaller gifts to smaller groups 5) a possible resultant loss of income to the state and national Leagues.
  - b. Leagues outside Minneapolis are finding an increasing problem in contributors living in the suburbs but contributing in Minneapolis.
3. To acquaint the Leagues in the Twin City area with the workings of a county council.

The results of the conference indicate the following:

## 1. REORGANIZATION

Some reorganization is necessary. See the enclosed pages for suggestions. It must be remembered however that the limited time, money and womanpower of the state League make it necessary that the reorganization be planned for a period of years, not months. Reorganization will take place first in those areas which request it. When the state Organization Committee finds time, reorganization will be attempted in the other communities.

It must be pointed out to those members who are reluctant to change the status quo that although reorganization does take place, the individual member may choose the League to which she belongs. She is not required to join the League in her area.

It must also be pointed out to those members who are anxious for reorganization that there are many other requests for League organization and many other responsibilities toward the existing Leagues. Organizing a new League is a slow and careful process. We hope you will not get impatient waiting your turn.



March 1953

2. A METROPOLITAN FINANCE DRIVE

A metropolitan finance drive does not seem likely in the very near future. The state Board feels that the initiative for organizing a Metropolitan Finance Committee must be taken by the Leagues concerned. Those Leagues which feel the need for such a committee should contact other Leagues in their area. Any such committee organization would be fruitless without the cooperation of the two large city Leagues. The state Board will help with the formation of such a committee when Leagues are ready.

3. COUNTY COUNCILS

Here, also, the state Board feels that initiative for organizing a county council must be taken by the Leagues concerned. Those Leagues which wish to work on a county level should contact other Leagues within the county. The state Organization Committee will supervise the formation of such councils. Further information regarding county councils is described in Policy Statement on County Councils.

When reorganization work is begun, the state Board representative will consult with the members living in the community and with the Board of Directors of the League to which they belong. It is suggested that a member of the Board of Directors of the League concerned accompany the state representative on the pre-organization meetings.

We are most anxious to be of help to everyone. If you have any questions or suggestions, please let us know.

Sincerely,

/s/ Betty Grindlay

Mrs. John Grindlay, Chairman  
State Organization Committee

For further information:

1. Local Leader's Handbook, 50¢.
2. Policy Statement on County Council, January 1953, 4¢.
3. Model County Council Agreement, January 1953, 3¢.
4. Metropolitan Finance Campaigns, August 1951, 2¢.

All available from League of Women Voters of the U.S.  
1026 -17th Street N.W.  
Washington 6, D.C.

## REORGANIZATION SUGGESTIONS

### AFTON-LAKELAND

County: Washington.

Level of Government on which Organized: Villages of Afton and Lakeland.

Membership represents: Several different units of government.

Local Activity: Impossible to have one Agenda item cover two villages.

Reorganization Suggestions: Organization based on either 1 of the 2 villages or on more common unit of government.

Attitude toward Reorganization: Were not asked to attend conference.

### ST. PAUL

County: Ramsey.

Level of Government on which Organized: City of St. Paul.

Membership Represents: City of St. Paul and 3 villages: Roseville, Falcon Heights, W. St. Paul.

Local Activity: Units understand and adhere to national policy. Do not work on local government.

Attitude toward Reorganization: Units understand that when they feel strong enough they will organize provisional League.

### WHITE BEAR LAKE

County: Ramsey.

Level of Government on which Organized: City of White Bear Lake.

Membership represents: 5 units of government, 2 counties, 2 legislative districts.

Local Activity: Units have been allowed to conduct own local governmental study without Board supervision. Birchwood has had candidates meeting.

Reorganization Suggestions: Birchwood units become local League. These unit members live in different county, different village, different legislative district. Conforming to national policy would mean loss of membership unless reorganization takes place. Other organization may be possible but separation of Birchwood from White Bear seems imperative.

### KNOLLWOOD PARK

County: Ramsey.

Level of Government on which Organized: None.

Membership represents: Have school district in common, two counties.

Local activity: This, of course, has been basic difficulty since they cannot find current agenda item which interests majority of members.

Reorganization Suggestion: Find level of government which represents the majority of membership.

Attitude toward reorganization: Have wanted to reorganize as LWV of Spring Lake Park. Were not asked to attend conference.

### MOUND

County: Hennepin.

Level of Government on which Organized: Village of Mound.

Membership represents: Most members live outside the village.

Local activity: Board members have permitted units to conduct study of own local government. Have encouraged units to visit government bodies. Board has not directed this action.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Since membership does not represent village, League is reluctant to take action on local problems. Have wanted to reorganize as LWV of Upper Tonka which is not governmental unit. Would like to solve local activity problem.

EXCELSIOR

County: Hennepin.

Level of Government on which Organized: Village of Excelsior.

Membership represents: Most members live outside village.

Local Activity: Units have been permitted to study own local government. Agenda is problem because only 1 of 5 units has members in village.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Would welcome help in finding level of government which would interest majority of members.

MINNETONKA

County: Hennepin.

Level of Government on which Organized: Township of Minnetonka.

Membership represents: Too many levels of government to enumerate.

Local activity: None - League has found it impossible to find agenda item which would interest members.

Reorganization Suggestions: (See below)

Attitude toward Reorganization: Mrs. Frederickson, president, feels it absolutely necessary that reorganization take place. Lack of local activity has prevented this League from membership growth and effective work.

Because of the overlapping of the governmental units among the Minnetonka Area League members, a reorganization solution might be found in a meeting of all the Leagues concerned. In fact, without a consideration of the whole area, the problem seems insoluble. Leagues within the area wanting such a meeting should contact the other Leagues and the state Board.

MINNEAPOLIS

County: Hennepin.

Level of Government on which Organized: City of Minneapolis.

Membership represents: For the most part members live in Minneapolis. Membership also comes from suburbs.

Local Activity: League adopted County Current Agenda item without forming council. This was done to satisfy suburban members. Suburban units have been allowed to study local government and hold candidates meetings.

Reorganization Suggestions: (It is uncertain whether the membership and population in the village of Morningside is sufficient to form a League.) That local Leagues be formed in the following suburbs:

EDINA

Attitude toward reorganization: Members have already taken first steps toward becoming separate League.

HOPKINS

Attitude toward reorganization: Hesitant. Member representing Hopkins felt that finance drive is hindering factor.

RICHFIELD

Attitude toward reorganization: Members have already taken first steps toward becoming separate League.

ST. LOUIS PARK

Attitude toward reorganization: Extremely hesitant. Members representing St. Louis Park felt there would be a lack of leadership in community. Were also unsympathetic with present national policy regarding local activity permitted to units.



League of Women Voters of Minnesota  
84 South Tenth Street, Room 406  
Minneapolis 3, Minnesota

March, 1953

#### AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

The national policy is: "A League having members living outside of its governmental jurisdiction may authorize a group of such members living in one local governmental area to encourage registration and voting in that area. This may be done only under the specific authorization of the local Board. Such a group may not be authorized to undertake other action in their community."

#### REASONS FOR THIS POLICY

Because some members at the meeting were unable to understand the purpose of this policy, the following reasons are given:

1. Any action or study of local government should be coordinated. In the League of Women Voters the Board of Directors acts as the coordinating and directing body.
2. In order that the Board of Directors be representative of the membership, they should be elected by the membership.
3. Without coordination of study, each unit might conduct their own different study. This, of course, would be confusing to the public and to governmental officials.
4. Without coordination and direction, you have no check on the reliability and non-partisanship of the facts or of the persons who represent the League to government officials.
5. Any study of government should be chosen by the membership. One of the procedures which gives the League of Women Voters the reputation which it enjoys is its democratic program-making process. The LWV Program is chosen by the membership after months of consideration and discussion. Without such careful attention and the benefit of a meeting at which all members may speak and vote, the program cannot represent the wishes of the members.
6. Unless you limit your Program by membership vote, your study would undoubtedly cover many things and eliminate the possibility of doing a good job on any.
7. Unless you are willing to assume the responsibility of doing a thorough job, which can be done by following the above procedures, it is unwise to take advantage of the privilege of influencing local decisions.
8. The theory that simply studying local government is harmless is contrary to the purpose of the League. Study without action is not truly carrying out the function of being a good citizen.
9. It is difficult to study a question without forming some opinion on it. Unless you have a Board of Directors to act for the majority opinion in the name of the League, you will confuse the public with the various opinions of the membership.
10. It is difficult for a member of a unit to go to a governmental body without being accepted as a League representative. You cannot be unofficial in the official's mind.
11. After going to a public official for information and being connected with the League in his mind, you are asking a great deal of him if you expect that he will disassociate you when you take action as an individual citizen.

The present national policy was adopted for these reasons and, more important, because the League of Women Voters has a nationwide reputation for democratic procedures, having an informed membership, getting the real facts, and acting only after careful consideration of the facts. Any group which does not conduct itself in the same manner is jeopardizing the reputation of the whole League.

League of Women Voters of Minnesota  
Room 406, 84 South Tenth Street  
Minneapolis 3, Minnesota

F2D3C10  
March 1953

STATE ORGANIZATION COMMITTEE MEETING  
with MISS IRENE SWEENEY, National Organization Secretary

POLICY

INTRODUCTION

The state League of Women Voters exists as a result of local organization, it is not an independent agency. It exists to provide help to the local Leagues, to provide encouragement in the field of finance and to see that the standards of local Leagues are kept up to and beyond the required minimum. The state Organization Committee represents the state League to the locals. The members of the committee must give aid and encouragement to the Leagues which ail and take ideas from those which are functioning well.

In visiting the local Leagues the Organization Committee must be careful in presenting the policies of the League. Many of the policies and procedures have been evolved from experience in the League. It is to the local League's benefit, for efficiency and ease of operating, to follow these patterns. Other policies are the important fundamentals which make the League the individual organization it is. Unless these policies are strictly adhered to, the organization is not truly a League of Women Voters. These policies have been adopted by the League membership at the national convention; they are not the dictates of the national Board.

The important thing about these policies and other suggestions, in regard to the state Board and the Organization Committee, is that each state representative present them to the local League as they have been written. The interpretation of these policies and their flexibility should not vary with the different representative. Policies should be presented as those of the League, not of the individual visitor.

What is the answer to a League which ignores the standards of recognition with the excuse that they are being regimented?

The membership of the League, recognizing our tremendous growth, has adopted certain standards in order to keep the whole organization uniform. As long as these decisions on standards are made by the membership, regimentation does not exist. We must be as tightly organized as possible so that we can know what goes on within the League. The League of Women Voters, its purpose and activities should not be a secret. By-laws and standards are like recipes. Leagues need a pattern to follow. Standards are necessary in order that the League will be homogenous enough to mean the same thing to all people.

WHAT DOES THE STATE REPRESENTATIVE SAY REGARDING:

NON PARTISAN POLICY

- a. A League Board member must PUBLICLY resign from office when going into active political work.
- b. The resignation is not a mere leave of absence. It should be in effect for the duration of the term of office or longer.

COOPERATION WITH OTHER ORGANIZATIONS

- a. Cooperation with other organizations should begin at the point of action. Leagues should cooperate only when they know what the end result of the cooperation is to be. Don't join groups while they are drawing up a plan upon which the LWV may not be able to take action.

- b. The end result should be in line with the League program as adopted by the membership at the annual meeting.
- c. Cooperation may take place with any organization if it is strictly a clearing house where no action will ever be involved. (Caution must be taken here to make certain that the organization is a clearing house.)

Many Leagues feel it is difficult to explain why they cannot cooperate with certain worthy organizations. Tell the Leagues to give a positive rather than an apologetic explanation of why they cannot commit themselves. For example, League members have selected the program upon which they will work, we cannot commit our members to anything else; and the League is limited to action in the field of government. It may be comforting for the Leagues to know that the PTA is another organization which has very restrictive by-laws concerning this.

#### COMMUNITY AS A BASIS FOR LEAGUE ORGANIZATION

The national Board after considerable discussion has come to the conclusion not to change the present policy - "Only one local League in each community shall be recognized", the word "community" being defined as "the lowest division of government in which the League can be active in more than one field of interest". (This would eliminate a school district, for example.) The national Board has agreed that there will be some flexibility in this policy. However, the Board must be consulted before organization takes place in any community not coming under the above quoted policy. The national Board is planning to attempt some experiments deviating from this pattern. (For more complete information see letter re Local Community Basis of League Organization).

#### AUTHORIZATION FOR ACTION OUTSIDE GOVERNMENTAL AREA

Attention was called to this policy (page 53, local Leaders Handbook). "A League having members living outside of its governmental jurisdiction may authorize a group of such members living in one local governmental area to encourage registration and voting in that area. This may be done only under the specific authorization of the local Board. Such a group may not be authorized to undertake other action in their community."

#### THE MINNESOTA SITUATION

#### DIFFERENT TYPES OF LEAGUES

It was agreed that treatment of a League need not be different even though the situation differs from others. There are certain policies and procedures which all Leagues can follow.

#### NEW AND OLD LEAGUES

The new Leagues accept and respect the minimum standards. Old Leagues want to exist and to exist under their present pattern. In many instances concessions have paid off, but the committee must work with the older Leagues for improvement. It was agreed, however, that there are certain policies upon which we do not compromise. In working with the older Leagues we must consider whether the potential of the community and of the League leadership is worth the time and money of the state League.

#### STATE ORGANIZATION COMMITTEE

It was suggested that an Area or Convention Conference on Discussion Techniques be planned. It was suggested that visiting be in August (plans be made in June).



## Organization - 3

This would be a way to give Leagues help early in the year.

It was suggested that copies of field reports be sent to all members, but this seemed an unreasonable amount of work. Another suggestion was that brief summaries on Leagues be sent from the Organization Chairman to all members from time to time. This would allow for a greater exchange of ideas. It was agreed that members of the committee should have information on the whole state.

### WHAT TO DISCUSS WITH EXISTING LEAGUES

#### BOARD

It was noted that every Board member should have the tools for not only her particular portfolios but those which are used by all other Board members. Board members are responsible for the whole work of the League not just her particular portfolio. Is the Board used for planning or do the chairmen plan and then report to the Board? Board meetings should consist of plans for the future, not reports of the past. Board members should inform the president when they need time at a meeting.

#### MEMBERSHIP

##### New and Old

Why have members dropped? How to get new? What efforts have been made to get a cross-section? Refer to Community Analysis in Handbook. The Community Analysis should be used in conjunction with Know Your Town Government. There is a difference in knowing the community and taking a look at it.

Membership planning should be systematic not spasmodic. It takes careful year-round attention. This is not just a job of getting new members - orientation is also necessary.

##### Participation

Important part of membership chairman's job. Are the same people coming to units? Why aren't others coming? Does the League have a personnel card for placement? Does the Board of Directors have a check on what happens in the units?

#### PROGRAM

Does the whole Board assume responsibility for Program planning or does chairman just plan and report? How much has the League done in the way of bringing the program to the community? They shouldn't try to take every program item to the community, but should pick out one or two things. What is their local Current Agenda? Was it adopted at the annual meeting? (State Boards are assuming more responsibility for helping Leagues with this. Local Leagues should be encouraged to submit the wording of their proposed agenda to the state Board so that the Board can give them help.) A well chosen local Current Agenda helps membership growth and finance possibilities.

#### FINANCE

If the League says contributors object to one particular program item, explain to them that the program is just a tool not the end. The League's purpose is to promote citizen responsibility not to pass a particular law. Contributors will not object to the purpose of the League.

Do they have a budget? Where is it? See their financial statement and check to

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see whether it compares to budget. There is a lack of sufficient attention to the budget at the annual meeting. The budget should be treated as an interpretation of the League's plans.

When the Leagues say they are having trouble with finance, look for something else being wrong. Finance is not the real trouble. Once other things, particularly a feeling that the League and its work is worthwhile, are ok, finance will come along.

When a League says there are only 12 businessmen in town, tell them the League goes to civic-minded men AND women not just businessmen. If they say they cannot get 15 contributors, ask them if they can get one, then another etc. Encourage them by telling them to get one at a time.

## PUBLIC RELATIONS

Do they have a chairman? What is their understanding of public relations? Does Public Relations mean a report of their meeting and the delicious lunch which was served or does it mean an interpretation to the community of the program, policies, purpose and procedures of the League?

In radio we cannot expect to get an increase in membership - use radio as a means for educating the public. Paid ads asking for new members are good public relations but not a good tool for getting members. Voters service booths give a wonderful opportunity for personal contact. Everything the League does rates a story. Show them how to make news. Example: The LWV of \_\_\_\_\_ urged Senator \_\_\_\_\_ to vote for \_\_\_\_\_ because \_\_\_\_\_. Tell them to bring in local names, Mrs. \_\_\_\_\_, chairman of \_\_\_\_\_, urged Senator \_\_\_\_\_ to ....

## NOMINATING COMMITTEE

More emphasis should be placed on this. See Organizing New Leagues. The check list given in it could be used for a group discussion at convention. How do you find leadership? How do you use leadership? Break the job into small enough pieces so that leaders aren't overwhelmed. Don't assume a person will say No - ask them. Remember that, when choosing leaders, our goal is not to have a perfect job, but to develop individual citizens. Do they have "permanent" Board Members?

## BY-LAWS

Go over these with Leagues for possible improvements.

## NEW LEAGUES

### COMMUNITY ANALYSIS

Important for finding level of government, existing organizations, party affiliations, cross-section. An analysis by the Organization Committee should be done before arranging the first meeting with a new group. Analysis may avoid a special interest group, fanatic women, etc. You can't really organize a League by mail.

Which is easier - to organize a group where we have been invited or where we want a League? Sometimes easier to organize in latter because you don't have to work around problems or personalities present in other situation.

### ORGANIZING NEW LEAGUES

See (Organizing New Leagues for complete procedure)

The following are some highlights from Miss Sweeney's experience:

1. First - study of community, (On national level Miss Sweeney used Book of States, Legislative Manuals, National Municipal Yearbook, Inside U.S.A.), find out the type of government, consider the geographical situation, the congressional or legislative district. Examine the telephone book and newspaper (you can get to know the editor by reading his paper). Look in the classified section of the telephone book for churches, other organizations, library, newspapers.
2. Go to the editor of the paper. Don't telephone first. Does he know the LWV? Get his advice - is a League possible, desirable? Tell him people you want, people you don't. Learn the prejudices, disagreements, who you should look out for. Be frank. Will he assist by publishing news columns and editorials? Give him Facts, Is Politics Your Job? (just a few publications).
3. Next go to Chamber of Commerce manager. Give him the same treatment as above. Ask him about the names from the editor but don't tell where you got them. Ask about leading churches, get names of pastors, manager of radio stations.
4. (Cut down on information given and requested from following) Ask for names from:
  - Librarian (who asks for certain books?); city clerk, YM and YWCA secretaries; Community Chest secretary, Pastors (ask for people in church and also others in community); heads of organizations (explain League as a matter of public relations).
  - Radio station manager (maybe get radio time.)

Keep lists of names from all these separate noting the source. Going to these people may open up an opportunity to speak at meetings.

5. Call on individual women. Pick out 2 from each category (church, community interest, economic situation). Speak briefly. Personal contact is best. Sometimes make appointment, sometimes telephone call to arrange meeting. Try to see 25.
6. Arrange meeting place. Prepare newspaper publicity spot announcement. Postcard to everyone one week before meeting.
7. Sometimes pick temporary chairman - she can be the person representing LWV to public while you are gone.
8. Sometimes appoint committee to telephone or receive calls.
9. Leave town.

ALL THIS IS DONE IN 2½ DAYS. SECRET IS PLANNING BEFOREHAND (or being Irene Sweeney). SHE CAN ORGANIZE 3 NEW LEAGUES IN ONE WEEK.

#### FIRST MEETING

Twenty-five people should be present. Irene presides until Temporary Chairman is chosen. If no chairman, appoint 5 people as steering committee. Appoint other committees. Next morning meet with as many as possible. Explain things to them. Give them list of possible members (without noting source). Leave town.



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### SECOND MEETING

Keep in touch between meetings. Meet with committees just before meeting, check on by-laws, slate (check on non-partisan angle, are all offices filled?), agenda for evening.

Temporary Chairman takes over this meeting. By-laws are first order of business. Be sure there is a real understanding of each article. Emphasize Article IX. At this meeting have members sign up for unit meeting; have League literature for sale. Dues are due and payable; have membership cards ready.

### FIRST BOARD MEETING

Meet with Board the next day (the Nominating Committee should have warned them that this meeting was to be held.) Explain how to organize Board, how to start work on program item, how to train leaders for units, how to start on survey. Board appoints budget committee. Leave town for month.

### SECOND BOARD MEETING

Review budget, program, plans for survey (see that they have recruits for survey). Encourage them to have two meetings a month by saying, "This is what is usually done".

### GENERAL MEMBERSHIP MEETING

Budget adopted. Plan for program item.

If a League is organized in October, it should be ready for a finance drive by February. This gives the League a few months to be known. They should start their prospect list early. They deserve contributions from community because of the League's purpose, reputation and plans. The fact that they have organized is worth something. The limitation on a Provisional League's action is very important because members do not know enough about League.

### RECOGNITION PROCESS

It was suggested that the request for recognition might be circulated to state Board members.

### UNITS

Start with a small number (10 - 12) of those who will really come to meetings and fill in the group later. Don't keep calling people who are not interested in attending unit meetings. Don't consider them part of the unit membership. Unit and membership chairman should work closely together.

### PROGRAM DECISIONS

No decision which effects a larger number of members than a unit should be made within the unit. A Board cannot find the League-wide decision by adding up the thinking of the individual units. Members of units are apt to think alike. To reach a League-wide decision, members need to know what other units are thinking. A meeting of the whole League would tend toward more responsible decisions based on the total program load. This discussion brought up the number of general membership meeting necessary in a year to get a whole League's decision on local, state and national Program. And this led to a discussion of the possibility of a biennial state convention to reduce the number of meetings.

February 10, 1954

Miss Irene Sweeney  
Organization Secretary  
League of Women Voters of  
the United States  
1026 17th Street N.W.  
Washington 6, D. C.

Dear Miss Sweeney:

I want to express the deep appreciation of the State Board for the time you so generously gave the Board and the Budget Committee last month on top of your rather heavy schedule in St. Paul.

The very helpful suggestions you gave us and the stimulating way in which you presented them have inspired us to do a painstaking job of league analysis. To this end we have appointed two new committees: An Executive Committee of the Board, and a sub-committee, to, among other things, decide how to spend the new budget allotment for organization.

You will be interested to know the reaction thus far to our suggested pledges has been very good.

I know that St. Paul will also profit a great deal from your visit.

It was indeed a pleasure to meet you and hope you will visit us again real soon.

Sincerely,

Mrs. Basil Young  
President

Jan. 21, 1954

Miss Irene Sweeney,  
Arlington,  
Minnesota

Dear Irene,

Glad to hear from you today. Hope it warms up a bit for you, 22 below this morning. Its nice of you to say that "any plans you might make would be quite satisfactory to me." Because that gives me the go-ahead, I think, for the plans we have set up for the County Meeting. I am sorry if we are filling your time too full, so that you won't see enough ~~time~~ your niece and family.

This is what we are planning:

You and I and Mrs. Donohue and Miss Washburn and Mrs. Richards, Hennepin County Council Chairman, and Mrs. Guthrie, member of the State Organization Committee assigned to County Council matters, have been invited to have dinner with Mrs. Hatch, vice-president of St. Paul League, at the Women's City Club in St. Paul at 6:30 on Monday evening, Jan. 25. Then at 8, the presidents of the other 6 Leagues in Ramsey County are coming to meet with us. We'd like to discuss County Council problems with you, specifically the questions we asked of Mrs. Lee in our Dec. 28th letter. We also have questions that are facing us in the Hennepin County Council regarding the agenda for county work that the Leagues should adopt this year. The meeting could break up by 9:30, I should think.

If this is not alright with you (either because you don't want to discuss the county matter before we have gotten an answer from Mrs. Lee, or because it isn't fair to work you nights as well as daytimes - and really it isn't fair!)-----

will you telephone us Friday our office, At. 0941 (charge us) or me at home on Saturday, Wa. 1398, and we'll cancel the plans for this evening.

Your Tuesday morning meeting with St. Paul solicitors should be over by 12, so that you could have lunch with Mrs. Young in Minneapolis at 1. We hope that someone from the Organization Committee will sit in on the St. Paul meetings, to learn by watching you in action. OK? If so, you could come together from ~~Minneapolis~~ St. Paul to Minneapolis in time for lunch. Come to the State Office, to meet Mrs. Young.

The meetings in St. Paul will all be at the YWCA, 123 West Fifth, where the League office is also situated.

On the evening of Jan. 26th, Tuesday, you will eat with as many of the State Board as can gather together, and discuss informally State Board problems afterwards, as well as through dinner. But I think if you want some time to see your niece, the discussion could be wound up around 8 or 8:30.

We'd all be looking forward to seeing you. Sincerely,

Mrs. Harold Wilson  
Organization Secretary



# LEAGUE OF WOMEN VOTERS

OF THE UNITED STATES

1026 17TH STREET, N. W.



WASHINGTON 6, D. C.

MRS. JOHN G. LEE  
President

Jan. 19, 1954

Mrs. Harold Wilson  
League of Women Voters of Minnesota  
84 South Tenth St.  
Minneapolis, Minnesota

Dear Mrs. Wilson:

Yes, all three letters from you and Mrs. Young did reach me and a reply was the first thing on my list of letters for today, my first day back in the office since Board meeting. I did want to let you know that any plans you might make would be quite satisfactory with me.

The meeting with the St. Paul Board and Finance Committee people as scheduled should cover the work required there. Mrs. Young suggested that we have lunch together if I am through with the St. Paul solicitors meeting in time on Tues., Jan. 26th. I believe this will have to be settled in Minnesota as I don't know what the plans for that meeting happen to be. I would be happy to have lunch with Mrs. Young, if the St. Paul meeting is scheduled to end before lunch.

I appreciate the reservation at the Leamington and Mrs. Donohue's invitation for me to stay with her, but I am sorry to ask you to cancel the reservation and also to tell Mrs. Donahue that I decline with thanks. I have a young niece recently married and living in St. Paul and they have asked me to stay with them. Since my visits are so few and far between, I have written them that I will stay with them while I am working in Minnesota.

I am a bit puzzled as to just when this Ramsey County League group meeting is to be fit into the schedule. I hope we would not find it necessary to cancel any of the time given to finance, since this was the main purpose of my visit to Minnesota.

The Organization Committee did discuss your letter of Dec. 28th regarding the suggested Ramsey County Council, but because of Convention responsibilities, I was not able to sit in on the entire discussion. I would be glad to discuss the matter, offering what help I might be able to give, but I just can't see where it can be fit into this tight schedule which has been prepared.

Will you please let me know at Arlington, where I will be on Friday of this week, where and when the St. Paul Board will meet Monday morning, Jan. 25th, as well as where I am expected for the other sessions during the day.

The several letters from you and Mrs. Young have been a big help in outlining the areas which I will be expected to discuss with you and I will try to be prepared to offer some assistance.

I shall look forward to seeing you next week.

Sincerely,

*E. E. E.*

January 15, 1954

Miss Irene Sweeney  
League of Women Voters of U.S.  
1026 17th St. N.W.  
Washington 6 D.C.

Dear Irene,

We haven't heard from you since the letter we sent to Arlington dated Dec. 29 and December 30th. I hope its because you've been so terribly busy at the national board meeting, and not that the mail didn't come through. We are looking forward to having you in Minnesota on Jan. 25, 26, 27th.

I wanted to add a few details to the plans suggested to you in the previous letters.

After you have lunch with Mrs. Young in Minneapolis sometime after 12:30, we plan to have you meet with the State Budget Committee from 3 to 5 p.m. At 5:30 the State Board, as many as can be in Minneapolis, will meet in the State Office, and go somewhere for dinner together, and will spend the evening with you in informal discussion on League problems. The next day as you know, you will be with the State Board from 10 in the morning, through lunch if you can stay, until you have to leave for North Dakota.

We have another addition to our plans with St. Paul. We would like to invite the representatives of the Leagues in Ramsey County to meet with you to discuss more fully the Ramsey County Council we are thinking of forming. As you know, we have had a preliminary meeting out of which came the letter which I sent to Mrs. Lee on Dec. 28th. I hope that Mrs. Lee will have had time to answer that letter by Jan. 25th. If so, we can discuss it at that meeting. If not, you could lead us in the discussion in light of the attention which the national board gave to the matter at its national board meeting, which I imagine you sat in on. We'll plan on this, unless we hear from you that its not possible.

If you did not receive our first two letters, drop me a line, and I will send copies to you.

Sincerely,

Mrs. Harold Wilson  
Organization Secretary