



League of Women Voters of Minnesota Records

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LWVMN-EF OFFICERS AND DIRECTORS - 1991-92

OFFICERS

Beverly McKinnell 2124 W. Hoyt Avenue St. Paul, 55108 LWV of St. Paul	612/646-3690 612/224-5445 (w)	President
Kay Erickson 6000 Wyngate Lane Minnetonka, 55343 LWV of MEPH	612/934-2991	1st Vice President Field Service/Membership
Anne Borgen 1811 Pennsylvania Avenue No. Golden Valley, 55427 LWV of Golden Valley	612/545-7076	2nd Vice President Voter Service
Barbara Flanigan 2405 Sheridan Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/374-2892	3rd Vice President Mental Health
Jan Nelson 5105 Lake Ridge Road Edina, 55436 LWV of Edina	612/938-7703	Secretary
Trudy Een Rt. 1, 7 Serendipity Road Cannon Falls, 55009 LWV of Cannon Falls	507/263-4316 507/263-4316 (w)	Treasurer

DIRECTORS

Margit Berg 2112 Newton Avenue So. Minneapolis, 55405 LWV of Minneapolis	612/377-4776 612/291-8434 (w)	Development
Suzanne Blue 1400 W. Sixth Street Red Wing, 55066 LWV of Red Wing	612/388-7506	Marketing
Marcia Brown 1352 - 8th Avenue S.E. Rochester, 55904 LWV of Rochester	507/285-1809 507/284-3080 (short messages)	Regional Rep/Membership
Karlynn Fronek 5805 Long Brake Trail Edina, 55435 LWV of Minneapolis	612/944-5987	Public Relations

Carol Isaac 4500 York Avenue So. Minneapolis, 55410 LWV of Minneapolis	612/926-2466 612/377-9551 (w)	Health Care Study
Carolyn Lyngdal 16170 Alpine Way Eden Prairie, 55346 LWV of MEPH	612/937-2596	Field Service/Membership
Jane McWilliams 901 W. First Northfield, 55057 LWV of Northfield	507/645-8423	Legislative Coordinator
Kathleen Pohlig Rt. 5, Box 148B Alexandria, 56308 LWV of Alexandria	612/852-7143	Regional Rep/Membership
Susan Simmonds 3900 Xerxes Avenue So. Minneapolis, 55410 LWV of Minneapolis	612/925-0405	Legislative Coordinator
Mary Steen 716 St. Olaf Northfield, 55057 LWV of Northfield	507/645-7274 507/663-3492 (until 6/91)	Voter Editor
Joy Tierney 17915 - 20th Avenue No. Plymouth, 55447 LWV of Wayzata/Plymouth	612/473-1681	Development
Karen Young 5195 - 62nd Avenue N.E. Sauk Rapids, 56379 LWV of St. Cloud Area	612/255-8610 612/255-8610 (w)	Regional Rep/Membership
<u>OFF BOARD</u>		
Jean Matlock Rt. 1, Box 486 Detroit Lakes, 56501 LWV of Detroit Lakes	218/847-3477	Citizen Information
Roberta Megard 1439 Hythe St. Paul, 55108 LWV of St. Paul	612/646-3827 612/292-7884 (w)	Budget Chair
Mary Santi 5935 Otter Lake Road White Bear Lake, 55110 LWV of White Bear/North Oaks	612/426-5151	Nominating Committee Chair

GENERAL INFORMATION FOR STATE BOARD MEMBERS

State Board members are chosen for their willingness, their effectiveness and initiative in determining policy and helping with overall League responsibilities, especially as a generator of ongoing leadership, and for their ability to handle their own portfolio. The Board of Directors of the League of Women Voters of Minnesota approves, modifies or rejects plans, policies and programs initiated by Board committees or suggested by off-Board members, and then delegates responsibility for implementation to the Board members and/or committees or staff concerned.

State Board members concentrate on planning activities for all LWVMN members, rather than for their own local League or their own fields of special interest. Every member of the Board has specific responsibilities but the Board works as a team, and every Board member is responsible for full Board decisions. Every member of the state Board is also a member of the LWVMN Education Fund Board.

Be Informed: Read IN LEAGUE - Guidelines for League Boards - Total Board Responsibility Section.

Board Materials: Each Board member needs certain tools. You should have the current state and national Programs, Budgets, Bylaws, Publications Catalogs as well as materials and correspondence relating to your specific portfolio. These should be given to your successor at the end of your term. Please throw away material which is no longer pertinent.

You will receive copies of all material sent out by the state and national offices. Additional tools or materials may be ordered through the state office. Sometimes when we have only one copy of an interesting publication, we will mark it for attention of certain Board members. Please indicate that you have read through the material by checking off your name and then pass the material on to the next person or return it to the office for filing.

Files: It is very valuable to the LWVMN and to your successor to have a record of all the work you have done. A log of activities covering the issues you have addressed and the action taken is a necessary part of your file. Keep Board Memos, Board minutes, VOTERS and Program materials.

State Board Meetings: There will be eight Board Meetings for the 1989-90 year. See OUTLOOK calendar for dates and times. They are usually held at the MN Women's Building in the lower level large conference room at 550 Rice Street. There is on-street all day parking between 9 a.m. and 4 p.m. on Como Avenue, one and two hour parking on Charles Street and Rice Street and ramp parking at Charles and Park.

Ten days to two weeks before the meeting you will receive a Request for Time form to use if you have a matter you wish to present to the Board for their information, for discussion or for action. Any action items must include a written formal motion. An agenda including these requests is sent to you the week before the meeting. The advance mailing enables every Board member to review the materials beforehand and expedites the Board meeting. Bring the previous month's minutes to Board meeting for possible corrections; extensive corrections should be presented in writing.

LWMN and LWMNEF Board meetings start promptly and Board members are expected to stay until the agenda is completed. Bring your lunch unless the agenda indicates otherwise. Beverages are available at the office. Please call or write the president or the office if you must be absent from a Board meeting. Three consecutive absences without a valid reason constitute a resignation.

LWMNEF Responsibilities: The League of Women Voters of Minnesota Education Fund, Inc. (LWMNEF) Board of Directors meets to set policies for EF, to consider approval of state and local League projects for tax deductible funding through the EF, and to consider additional activities that may be carried out through the EF. In addition, there is an Annual Meeting of the LWMNEF, held at the same time as one of the regular Board meetings. The LWMNEF purchases all administrative and fiscal services from LWMN, so operational matters are considered by the LWMN Board.

Many LWV projects and activities are carried out through the LWMNEF. Those project budgets are in the LWMNEF budget; you will use EF vouchers for expenses related to those projects; and there is separate letterhead for correspondence related to those projects.

In order to approve projects in a timely manner, most proposals for both state and local League projects are submitted to a five-member "preliminary review committee" of the LWMNEF Board. The five members vary with each proposed project. It is important to review and return promptly the project proposals that are sent to you so that the local (or state) League may begin the project. All projects are eventually submitted to the full LWMNEF Board for approval.

Many written materials of LWMNEF are copied on pink paper to distinguish them from LWMN materials.

The Why and How of the State Board Memo: The Board Memo will be mailed following a State Board meeting first class to each local League president. The Board Memo is an opportunity for "counterparts" to communicate; it should contain all information on your program or job area that the local League Board members need to carry out his/her job. That information may involve: action opportunities at the Legislature or elsewhere, notices of meetings or conferences, publications or sources of information, the plans of what you will do for the local League, what you will need from local Leagues, and perhaps an alert to look for something coming in the third class mailing.

In addition we will send enclosures by third class mail to each local League president following each Board Memo mailing. It is a bulk mailing of materials which the president can then distribute to the appropriate people. A second (single sided) Board Memo will be sent to be cut up and distributed.

Board Memo material should be brief, in a readable and legible form and in the office before you leave the office the day of the Board meeting. Material for the third class mailing should also be turned in immediately following the Board meeting.

The Executive Director compiles and does some editing of the Board Memo material; the president reviews and approves it before it is typed and run. Because the production of the Memo is time-consuming, it is very important that deadlines be observed. Local League presidents look for their state communications as soon as possible after the state Board meeting; we want that information to be timely.

MN VOTER: The MN VOTER is our only direct every-member publication. Keep this in mind when writing articles. Also remember that the VOTER is published only four times a year. Content of the VOTER is total Board responsibility and Board members asked to write articles should do so promptly. Because space is limited in the VOTER, articles may have to be shortened. Deadlines are included in the OUTLOOK and announced in reminder memos sent about two weeks before the deadline.

Communications/Mailings: Every state Board member receives the Board Memo and enclosures, duplicate presidents mailings from LWVUS, copies of testimony and League publications.

There is a folder for every Board member on the front counter. Be sure to check yours when you are in the office. Executive Director mails important items in folders to Board members every Friday. Remember that this is an effective way to communicate with other Boarders.

Fiscal Responsibilities: The amount of money in the current budget in your budget category will cover committee expenses and/or outside fees and conferences. Keep a record of the expenses - travel, sitter, meals, parking, lodging, phone - you incur and fill in an expense voucher form (green - MN); (pink - EF) each month, asking for necessary reimbursement of expenses. You can expect reimbursement quarterly. If it is important for you to receive reimbursement sooner, let the Executive Director know. Expenses for your other activities such as attendance at Board meetings, lobbying, work on grant projects, service to local Leagues are covered by other budget categories.

Staff support (typing, xeroxing, staff time, mailing, phoning) is assigned to each budget category. In order to watch those dollars you must take note of the Operating Expenses in the monthly Treasurer's Reports. You must be prepared to plan ahead (as far as possible) for use of staff; consult the Executive Director for the most effective way of carrying out your plans.

Treasurer's Reports are issued monthly. Please study these; they will be discussed at state Board meetings. Executive Director, Treasurer or Bookkeeper will be happy to answer any questions you might have.

Committees: Each Board member serves on standing committees to share ideas, talents and experiences. These committees give you a chance to learn and practice many aspects of your job - advising, planning, evaluating, determining a position from consensus, reading resource materials, helping prepare discussion outlines. Committees accomplish four major objectives:

- they increase member participation on the state level;
- they train future state leaders;
- they help local Leagues, through their representatives on these committees, to understand League activities and needs on the state level;
- they save precious Board time.

Committee plans must be presented to the state Board for approval and may be modified or rejected. Implementation of plans is the responsibility of the chair and committee. Names and telephone numbers of the committee should be on file in the state office. The president is ex-officio member of all committees except the Nominating Committee and usually attends committee meetings. Clear meetings times with the office so they may be listed on the calendar. Send minutes of committee meetings to all Board members. Committee members may submit expense vouchers. (Vouchers are supplied by the office and allowable expenses are explained.

Correspondence: Date everything you write - month, day and year. Include full names of person writing and receiving each letter and the name of the local League. Use state League letterhead, with the approval of the executive director, and make copies for the office files and for your own files; or material may be sent to the office for typing, duplication and distribution. The national Board sends a copy of correspondence with local Leagues to the state president.

Field Service: "Alone I can be strong; together we can be invincible" is a motto for our state Board to ponder as we work to fulfill our charge for the health and welfare of the Minnesota local Leagues. Building an effective statewide network to carry out League goals requires careful planning, constant caring and sharing, the full range of management skills. It is an endlessly challenging job, yet one that offers enormous potential for personal satisfaction.

Teamwork begins at the top with every state Board member's commitment to contribute to the local League "Health care" package. Service to local Leagues, supported by other Board members, membership, treasurer, public relations and development, takes the lead but help and counsel of all Board members, particularly Program chairs, is also vital. Local Leagues will often call on you for assistance in program areas. As program at all levels of LWV becomes more complex, coordination of both study and action becomes even more necessary. Visits and telephone conversations should be written up with an original for your own file and a copy for the Field Service (FS) chair to read and pass on the FS staff person. If you cannot answer a local League question, call FS director or president. When you give advice verbally, write a memo confirming the advice which can serve as a reference if additional questions arise in the future. Please alert the FS chair and Regional Rep if you are able to visit (in person) local Leagues. "Face-to-face" is still the best contact of all. If questions involve action outside of the local League's area, be sure the Action chair is consulted and see LWVN policies for guidelines on permission for local League action at the state level.

Public Relations: Our success is enhanced by good public relations. PR is more than a flood of press releases. PR is doing good and letting everybody know about it in any way possible. A positive, enthusiastic state Board member in contact with other League members and the general public can do more for LWV effectiveness than any amount of PR. Discuss your plans with PR director to assess impact on PR.

Time for Action: The president is responsible for the official response to national "Time for Action," but it is the portfolio chair who drafts the response. All Board members receive this information and should follow through when the request is for general support.

When you think constituent support is needed for pending state legislation, first ask the Action chair and president for approval. See "Time for Action" format for information to include in Action Alert to local Leagues.. A limited Time for Action can be used when only a few legislators need to be contacted, and local League leaders can be contacted by telephone if time is limited and the issue is of great importance.

Master Calendar: To avoid conflicts in scheduling state office meetings, we keep a master calendar in the state office. The office and the president should know when you plan a meeting and when you will be out of town.

Publications: State Program publications must be reviewed before printing by an editor and by two reading committees, on-Board and off-Board "experts" and the president.

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

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

1. Duties

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

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

A. The process for state League projects is:

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

B. The process for local League projects is described in "How to Use Your LWMNEF".

2. Policy Decisions

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

3. Administration

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

4. Budget

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

5. Financial Review Committee

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

6. Advisory Board

The LWMNEF Advisory Board will be composed of well-known community people (corporate, governmental, public policy oriented) to be listed on LWMNEF stationery. They will be asked for financial support and to attend one meeting per year.

7. The Development Committee

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

8. Local League Use of LWMNEF

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

9. Sharing Policy

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

LWMN POLICIES

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

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

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

1. Nonpartisan

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

2. Use of Membership Lists

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

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

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

3. Office Staff Work Outside Office

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

4. Reimbursement of Board Member Expenses

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

5. Nondiscrimination

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

6. Consensus Questions

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

7. Editing of Written Material

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

8. Publications

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

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

9. Statewide Meetings

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

10. Board Member Participation at State Convention and Council

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

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

11. Action

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

12. Approval of Testimony

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

13. Attending Conferences or Meetings

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

14. Speakers' Bureau

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

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

15. Resignations

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

16. Stipends for Project Directors

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

17. Guidelines for News Conferences

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

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

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

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

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

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

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

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

18. Joining Coalitions

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

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

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

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

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

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JOB DESCRIPTIONS

All LWVMN Board Members

GENERAL RESPONSIBILITIES:

Goals: Establish broad goals and revise as necessary in cooperation with LRP team.

Planning and Forecasting: Determine the short and long range objectives of LWVMN.

- establish target date(s) for accomplishment of objectives, giving emphasis to order of importance;
- develop plans which are arrived at by sound forecasting and aimed at achieving the short and long range objectives. Use these plans as a basis for building the proposed budget;
- implement planning by organizing to get the work done efficiently and effectively;
- evaluate the progress and effectiveness of accomplishments against plans established and re-plan as needed.

Policies: Originate and/or adopt policies and develop methods to revise policies.

Communications: Strengthen channels of communication by encouraging the upward, downward and sideward transmission of needed information, reasons and explanations within the Board and with local LWVs.

- evaluate effectiveness of communications system and take action to improve;
- conduct and participate effectively in meetings;
- make and use reports effectively.

Coordination: Coordinate (work) activities with LWV and integrate LWV activities with others for cooperative effort.

- know and use services of staff.

Creativity and Innovation: Encourage LWV and LWVers to try new ideas, seek better ways to perform assignments.

- develop and practice ways of recognizing outstanding individual performance.

SPECIFIC RESPONSIBILITIES:

- serve as LWVMNEF Board members;
- attend all LWVMN and LWVMNEF Board meetings. Tell the president and/or executive director if you cannot attend;
- submit item for the Board Agenda as needed; (See "Communications/Mailings" in Board Orientation materials.)
- write information for BOARD MEMO as needed; (See "The Why and How of the State BOARD MEMO".)
- write OUTLOOK section for your area;
- reply to any questions and/or problems local Leagues have in your area. Funnel questions you cannot answer to other Board members. Write a memo to SLL Chair when you make contacts with local Leagues telling what advice you gave them;
- make liaison calls and possibly visit your liaison Leagues;
- make development funding calls as requested;
- keep membership and public relations in mind as you plan and carry out projects;
- write Annual Report for LWVUS if requested;
- review publications in area from LWVUS as published. List for LWVMN VOTER;
- write information for VOTER as requested or needed;
- represent LWVMN at additional meetings and events as they arise;
- share responsibility for funding total budget: review your portfolio income and expenses for accuracy.
- assist at LWVMN sponsored meetings and events.

JOB DESCRIPTION

PRESIDENT

GENERAL RESPONSIBILITIES:

- presides at all meetings: Convention, Council and the Board of Directors (or designates someone else);
- may sign checks;
- serves as ex-officio member of all committees except Nominating Committee;
- has such usual powers of supervision and management as may pertain to the office;
- performs other duties as may be designated by the Board.

TRADITIONAL RESPONSIBILITIES:

- signs all letters;
- approves all press releases;
- approves all Action plans and particularly testimony before state bodies;
- gives talks and speeches about the organization (or designates someone else);
- represents organization at events (or designates someone else);
- attends LWVUS Convention and Council (or designates someone else).

SPECIFIC RESPONSIBILITIES:

- reads and approves BOARD MEMO;
- writes BOARD MEMO section and VOTER column;
- approves Agenda for Board meetings after input from Board members;
- directs executive director so he/she can direct office staff;
- worries about the "health" of local Leagues and is available for consultation with local Leagues;
- reads and approves VOTER content;
- reads local League minutes;
- chairs Office Management Committee or designates someone else;
- reads all LWVMN publications;
- chairs Office Financial Review Committee of LWVMNEF or designates someone else.

JOB DESCRIPTIONACTION CHAIRCOORDINATES AND SUPERVISES ALL LWVMN LOBBYING:

- supervises lobbyist training and recruitment;
- encourages Leaguers to become lobbyists (announcements, articles, memos, talks, etc.);
- consults with Citizen Information Chair on Citizen Effectiveness Workshop;
- holds lobbyist training sessions for LWVMN members only;
- updates CITIZENS IN ACTION; in consultation with Citizen Information Chair.
- coordinates legislative interviews;
- approves all TIMES FOR ACTION, testimony letters prepared by LWVMN (or by local Leagues for the Legislature or a state agency if the issue affects more than their local area);
- solicits articles from LWVMN lobbyists, sets deadlines, edits CAPITOL LETTER (published bi-monthly during each year of legislative session) with wrap-up at the conclusion of the session;
- coordinates Day on the Hill, one or two-day seminar near Capitol for all Minnesota League members; may work with coalitions;
- sends packets of LWVMN information to newly elected legislators before or at the beginning of session (includes PFA, membership brochure, VOTER and CAPITOL LETTER, new LWVMN publications);
- communicates with Program chairs concerning their lobbyist activities and other Action opportunities;
- serves as lobbyist on any LWVMN issue as need arises;
- coordinates PAR (Political Accountability Rating) at end of session;
- represents LWVMN in coalition with other lobbying groups.

COORDINATES ALL OTHER LWVMN ACTION:

- chairs the Action Committee;
- coordinates any statewide Action campaign such as constitutional amendments campaign.

COORDINATES AND ADVISES ON LWVMN ACTION WITH LOCAL LEAGUES:

- prepares list of possible questions for local Leagues to ask candidates;
- writes VOTER articles on Action activities or delegates to Action Committee member;
- solicits applications and chooses Action Recognition Award winner;
- makes Action report to membership at Convention/Council;
- reads some local League bulletins.

ADDITIONAL DUTIES:

- coordinates preparation and publication of PROGRAM FOR ACTION;
- serves on Executive Committee as a vice president;
- serves on Office Management Committee;
- gives speeches, workshops to other organizations;
- attends meetings in all Program areas re: studies, research and action.

LWVUS LIAISON:

- coordinates response to LWVUS Action calls - Spotmaster or Action Alerts, Report from the Hill;
- responds to inquiries and disseminates information on LWVUS PAR;
- coordinates congressional interviews in Minnesota for LWVUS.

JOB DESCRIPTION

DEVELOPMENT CHAIR

The Development Chair and staff are responsible for the raising of tax-deductible money used for Education Fund projects of LWVMN. Development persons also play a key role in plotting strategies for financial security for LWVMN involving both tax-deductible and non tax-deductible money. They also assist local Leagues with development matters.

RESPONSIBILITIES:

Raise tax-deductible money for Education Fund projects:

- match LWVMN projects to appropriate funding sources;
- gain background on projects to be funded by attending committee meetings, reading reports, speaking to committee chairs;
- attend funding related meetings and seminars offered by various groups like the MN Council on Foundations to gain perspective on philanthropic trends or funding training;
- write proposals;
- keep records on funding sources, education fund projects, local and national LWV development correspondence, etc.;
- make appointments or other phone contacts with potential funders;
- visit potential funders to discuss projects;
- gain background on LWV positions, projects and action as background for questions raised during visits;
- study LWVMN budget;
- serve on budget committee, Office Management and LWVMNEF Financial Review Committees.

Plan for financial security of LWVMN:

- report to Board on development activities;
- solicit Board input on development policy matters and financial strategies;
- recruit and participate in committee addressing financial option issues; investigate fundraisers; identify and contact outside resource people; direct and coordinate those options deemed appropriate.
- communicate to Board and local Leagues on development matters being acted on by LWVUS such as their projects and planned giving.

Aid Local Leagues with development matters:

- co-ordinate funding efforts of LWVMN and local Leagues including planning request strategies and solving problems in timing or duplication of requests;
- communicate basic development training information through OUTLOOK and Board Memo;
- develop workshops for local League delegates attending Council and Convention;
- plan vehicles to find out local League development needs and respond to them;
- visit local Leagues to help launch finance drives, advise on use of education fund, etc.

Supervise operations of the LWVMNEF:

- recruit Advisory Committee and plan communications/events for its continuance;
- direct Planning/Support Committee agenda and activities;
- plan and coordinate individual giving campaign, member and non-member;
- act as local League liaison for Education Fund use and direction;
- establish and review basic resources for local League use of LWVMNEF;
- direct Planned Giving Committee;
- responsible, with Executive Director, for supervision of Development staff.

JOB DESCRIPTION

FIELD SERVICE

RESPONSIBILITIES:

Coordinate state Board help for local and provisional Leagues and state units:

- set up a set of liaison calls per year with regional representatives doing the calling;
- coordinate local League visits;
visits are necessary when Leagues talk of merging or disbanding;
troubled or struggling Leagues often need the concrete help only a visit can provide;
- answer questions from local Leagues or suggest another source for answers;
- write a report of each local League contact. Write a follow-up letter to the local League president if necessary;
- respond to needs and questions from local Leagues in 3rd Class Mailing or Board Memo as necessary;
- coordinate fall and spring (in conjunction with Council or Convention) workshops;
- coordinate state Convention and state Council;
find a site;
prepare materials;
arrange for hostess help;
- coordinate help for local Leagues in Local Program;
- advise the Nominating Committee and serve on the Budget Committee;
- read all local League Board minutes and bulletins;
- visit groups of people who are interested in starting a new local League;
- serve as a vice president in charge of organization;
attend Executive Committee meetings;
help the President with organizational details such as Board orientation and the OUTLOOK:
- serve on the Office Management Committee.
- coordinate responsibilities of four at-large regional representatives;
- provide assistance to state units and serve as their liaison to state Board;
- prepare and update as necessary publications for local Leagues - Ex: annual meeting, Guide to Local Program;
- facilitate communications between regional representatives to state office; local Leagues to regional representatives, to state Board.

October 1986

JOB DESCRIPTION FOR REGIONAL DIRECTOR

1. Make liaison calls to Leagues in region (13-20 Leagues) to:
 - obtain reaction to agenda items;
 - general information about health of League;
 - follow-up on how they are doing on membership campaign, retention plans;
 - prod them to turn in report forms;
 - and make written reports to the state office.
2. Share information received and reflect local League viewpoint in Board discussions
3. Make field service calls when appropriate
4. Preferably be advisor to new local League in area
5. Other full Board responsibility, with understanding that distance from office will be a factor.

There will be some orientation by F.S. and Membership Chairs.
 Coordinate activities with appropriate staff person.

Southwest Region (18)

Rock County
 Worthington
 Jackson Area
 Mankato
 St. Peter
 New Ulm
 Marshall
 Willmar
 Hutchinson
 Bloomington
 Eastern Carver County
 Edina
 Westonka
 Shakopee
 South Tonka
 MEPH
 Richfield
 St. Louis Park

Southeast Region (13)

Austin
 Winona
 Rochester
 Red Wing
 Northfield
 Northern Dakota County
 Woodbury/Cottage Grove
 Minneapolis
 St. Paul
 St. Croix Valley
 Owatonna
 Freeborn County
 Cannon Falls State Unit

Northwest Region (14)

Stevens County
 Wilkin County
 Alexandria
 Battle Lake
 Detroit Lakes
 Moorhead
 Bemidji
 Cass Lake/Walker
 Brooklyn Center
 Brooklyn Park
 Crystal/New Hope
 Golden Valley
 Robbinsdale
 Wayzata

Northeast Region (15)

Duluth
 Mid-Mesabi
 Hibbing
 Grand Rapids
 Morrison County State Unit
 St. Cloud
 ABC
 Arden Hills/Shoreview
 Buffalo/Monticello
 Fridley
 Mahtomedi Area
 New Brighton
 Roseville
 St. Anthony
 White Bear Lake/North Oaks

JOB DESCRIPTION

TREASURER

RESPONSIBILITIES:

- review the Treasurer's Report as prepared by the staff bookkeepers every month;
- be prepared to answer questions about the report at the monthly meeting of the state Board;
- respond to questions about local PMP and help, if asked, local treasurers with bookkeeping;
- participate in Board responsibility, i.e. material for OUTLOOK, liaison, committees, development contacts;
- may assume Program portfolio, if so chooses;
- serve on the Office Management Committee. The Office Management Committee recommends to Board the hiring, firing and salaries of staff. Also studies and recommends space needs and office equipment needs.
- serve as a member of LWVMNEF Financial Review Committee;
- responsible, along with Executive Director, for direction of bookkeepers.

JOB DESCRIPTION

SECRETARY

RESPONSIBILITIES:

- write minutes of Board meetings, Councils and Conventions; Board meeting minutes should be in the state office for typing and mailing to Board members within one week after the meeting;
- help any local League secretaries who are having difficulties with minutes - referred by consultants;
- shall notify all officers and directors of their election;
- shall sign with the president all contracts and other instruments when so authorized by the Board;
- shall take the responsibility for initiating the state program-making by LL;
- shall assume a larger role as liaison.

JOB DESCRIPTION

STATE PROGRAM CHAIR

(Year of State Convention)

RESPONSIBILITIES:

- determine date Program suggestions due from local Leagues and put in OUTLOOK calendar;
- send request to local Leagues (September) for lively issues articles for Winter VOTER;
- write lively issues article for VOTER or BOARD MEMO or both;
- compile results local Leagues send in; present to Board for their recommendation for new study;
- send results with list of all Program suggestions and Board recommendations to all local Leagues;
- present proposed Program at Convention.

JOB DESCRIPTION

VOTER EDITOR

RESPONSIBILITIES:

- is responsible for four issues per year of the MINNESOTA VOTER:
 - sets and maintains deadlines;
 - secures photos of League events;
 - edits, writes headlines, plans layout;
 - delivers copy to printer, proofs copy after being type-set, reads proof pages; makes arrangements for delivery to state office;
 - keeps copies in VOTER file.
- advises local Leagues on their Bulletins:
 - reads local League bulletins;
 - commends good bulletins;
 - communicates with Leagues with bulletin difficulties;
 - shares ideas among Leagues;
 - makes local Leagues aware of copyright regulations, common spelling errors, etc.
- reads and files local League bulletins, reads other state League bulletins, adapts good ideas for LWVMN use.
- makes available to local Leagues standard material for League Lines for their bulletins; assigns and develops material for standard pages to be mailed to local Leagues for their use.
- prepares display of local League bulletins for state Convention/Council.
- prepares League Lines for reproduction in local League bulletins.

JOB DESCRIPTION

PUBLIC RELATIONS CHAIR

RESPONSIBILITIES:

- oversees publicizing of League activities among general public and League members:
 - creates PR calendar for the year, including plans for publicizing such events as Convention, Council, workshops, Focuses, debates, Day on the Hill, etc.;
 - is responsible for photos taken at League events;
 - is responsible for press releases to secure media attention for LWVMN activities;
 - releases background information, publications to media;
 - schedules and distributes PSAs;
 - attends Action Committee meetings and other League meetings as needed in order to direct public relations activities for various campaigns.
- provides guidance to local Leagues on their local PR activities, including issuing of sample news releases, sharing successful public relations ideas among Leagues, being available to help local Leagues with their PR ideas;
- works with other Board members to develop PR opportunities within their portfolios;
- promotes the purpose of PR: to enhance our credibility, let the public know about us, attract prospective members and increase participation in LWV events.
- provides advice on graphic designs for flyers, publication covers, invitations, etc..
- provides advice on video productions or designates someone to do that.
- serves on Office Management Committee.

JOB DESCRIPTION

MARKETING

RESPONSIBILITIES:

Serve as consultant of all LWVMN marketing projects

- develop product ideas, including research on product feasibility and identify and rate target markets
- serve as resource for LWVMN Board on all suggested projects
- direct marketing committee

Responsible for LWVMN marketing activities

External

- develop marketing plan for LWVMN products
- coordinate promotion with public relations director
- coordinate sales and distribution
- set pricing of products

Internal

- coordinate promotion among League members, including sales at League gatherings (i.e. workshops) and maintain catalog
- advise local Leagues on marketing strategy

Direct Speakers Bureau

- promote Speakers Bureau to appropriate groups
- coordinate requests and speakers
- develop ideas for presentations
- maintain speech file
- set fee structure

JOB DESCRIPTION

MEMBERSHIP CHAIR

RESPONSIBILITIES:

Keep the concerns of membership recruitment and retention before the state Board:

- visibility for planned events;
- targeting audience and assuring access (times and places);
- encouraging the integration of an "open League" for all League functions.

Provide membership planning expertise to local League membership chairs through the state BOARD MEMO, VOTER and OUTLOOK; and newsletter mailed periodically throughout the year.

Encourage the recruitment of local Membership Chairs;

Plan and coordinate any statewide membership emphasis or event;

Keep Membership publications updated.

JOB DESCRIPTION

VOTER SERVICE

RESPONSIBILITIES:

- assist local Leagues in organizing their voter service activities;
- prepare precinct caucus kit to help local Leagues in encouraging precinct caucus participation;
- coordinate the production of state "Voters Guide" during even numbered election years;
- coordinate gubernatorial and senatorial debates;
- speak, as requested, on voter activity, e.g. registration, precinct caucus, citizen participation, etc.;
- work with Secretary of State in promoting voter participation;
- work with Government Chair on improving procedures relating to elections;
- serve on Office Management Committee in even numbered election years;
- assist in organizing metro area Election Hotline during even numbered election years.

WHAT VOTER SERVICE MUST NOT DO:

- lobby on legislative matters, even if they relate to elections;
- include League positions in any non-partisan election activities.

JOB DESCRIPTION

PROGRAM CHAIRS

RESPONSIBILITIES:

During legislative session:

- spend appropriate amount of time following bills;
- prepare testimony and/or letters of support or non-support;
- brief lobbyists, work closely with them;
- testify if no lobbyists available;
- lobby individual representatives, senators and staff in person and on phone;
- be responsible for sending out TIME FOR ACTION to local Leagues;
- be responsible for writing for CAPITOL LETTER;
- attend Action Committee meetings.

Other responsibilities:

- follow activity in Program area between legislative sessions, inform and act as necessary;
- supply questions for legislative interviews done by local Leagues;
- respond to Action Alerts from LWVUS in Program area;
- coordinate studies which are adopted within your Program area. May or may not serve as chairperson;
- research and write Updates as needed in own Program area;
- work with Development Chair to obtain tax-deductible money for projects in your area;
- help plan Focus meetings in your Program area;
- serve as liaison with coalitions;
- serve on and attend monthly meetings of Action Committee.
- monthly financial review of each active project for LWVMNEF.

PROGRAM AREAS

Criminal Justice:

Areas of concern:

1. Judiciary
2. Corrections
3. Juvenile Justice

Education:

Areas of concern:

1. Equal Opportunity
2. Gifted Education
3. Collective Bargaining and Tenure
4. Library Funding
5. Financing Public Schools

JOB DESCRIPTION

PROGRAM AREAS

International Relations:

Action:

- respond to LWVUS Action Alerts regarding United Nations (UN), Development and Trade positions; arms control, defense spending and military policy.
- initiate LWVUS TIMES FOR ACTION when the MN Legislature considers bills involving these positions; e.g., "Buy America."

Liaison with other organizations:

- serve on the World Trade Week, Inc., and World Affairs Center Boards;
- attend World Affairs Council and United Nations Association of Minnesota sponsored meetings;
- support the UN Rally;
- attend as many IR-related workshops and forums as possible; assist in meeting planning, if possible.

Local League support:

- UN Week celebrations;
- program committee guides on specific topics; e.g. world hunger;
- REPORT FROM THE HILL excerpts;
- announcements of IR-related seminars and programs;
- "Handling UN Portfolio" and "Handling IR Portfolio".

Government:

- send out to local Leagues material from Secretary of State's office regarding changes in election laws;
- work with U.S. in areas of citizens rights and election laws.

Areas of concern:

1. Election laws
2. Campaign Procedures
3. Open meetings and records
4. MN Legislature
5. Apportionment
6. MN Executive Branch
7. Amending the MN Constitution
8. Financing State Government
 - Property Tax Reform
 - Flexible MN Multi-tax System
9. Initiative, Referendum and Recall

LWVUS Program Areas:

10. Concurrence on Reproductive Rights
11. U.S. Congress
12. Presidency
13. Voting Rights

PROGRAM AREAS

Social Policy

Areas of Concern:

ERA, welfare, unemployment, social services, housing, food stamps; equality of opportunity (sex, race, religion, welfare status, handicapped, affectional preference, age, criminal record); Indians, migrant workers, Human Rights Department, family violence, child protection, children's health, child care, child support enforcement, transportation and urban policy. Liaison with MN Women's Consortium, Commission on the Economic Status of Women, Equal Rights Alliance, Child Care works and other coalitions.

Natural Resources:

Areas of concern:

Air quality, water quality, land use, solid and hazardous waste, (siting facilities, reduction, technology), energy (nuclear, alternatives, conservation)

- lobbying at Legislature on all of above;
- observing where we aren't lobbying;
- coordination with other state Leagues on regional environmental concerns.

Lobbying/observing at:

Minnesota Pollution Control Agency/Board
Minnesota Waste Management Board
Minnesota Water Planning Board
Department of Natural Resources
Environmental Quality Board
Minnesota Energy Agency
Department of Agriculture (occasionally)

Liaison with:

Sierra Club
Friends of the Boundary Waters
Izaak Walton League
Clean Air, Clean Water, Inc.
American Lung Association
Clean Air Coalition
Recycling Associations
Clean Water Action Project

JOB DESCRIPTION

LWVMN STUDY CHAIR

RESPONSIBILITIES:

- coordinate work of the study group formed to develop background information for consensus;
- serves as chair for study committee, presides at meetings, communicates by letter, phone and face-to-face between meetings with committee members;
- communicates as necessary with state Board, staff and local Leagues;
- develops with the committee plans for conducting the study to reach a consensus;
- supervises committee's preparation of material for study, including editing and publication process, and development of consensus questions;
- during course of study, the committee chair, with committee members, reads, interviews, writes and makes "public appearances";
- supervises summarizing of consensus results and recommends a position for consideration to the state Board.

JOB DESCRIPTION

CITIZEN INFORMATION

Produce the Focus on Emerging Issues series (2 programs)

- present topics for Board selection in April; schedule programs for early October and March;
- work with Development/PR staff to fund and publicize each FOCUS;
- when applicable, coordinate program content and speakers with the cognizant Program Chair;
- make physical arrangements; communicate with speakers; and arrange audio/video tape for use by local Leagues.

Produce the Citizen Effectiveness Workshop (Saturday in November or January)

- consult with the Action Chair on program content and speakers;
- work with Development/PR staff on publicity and funding;
- make physical arrangements and communicate with speakers;
- prepare Citizens in Action Handbook for distribution and future sale, in consultation with Action Chair.

Additional duties:

- publicize and distribute: LWVUS-provided videocassettes and films; audio-visual materials from LWVMN programs; and information on available Citizen Information programs produced by local Leagues.
- evaluate Citizen Information activities for possible media consumption;
- work with PR chair on developing Speakers Bureau.
- serves on Office Management Committee in odd-numbered years.

BUDGET CHAIR

Purpose: To present a balanced, acceptable and (hopefully) forward-looking budget to the LWVMN membership for their approval through their delegates assembled at LWVMN Convention/Council.

Duties:

- August - Work with Board and Executive Director to identify four non-Board committee members (and alternates); meeting date(s), time(s), place(s) and committee members' responsibilities.
- Draft letter inviting participation and specifying date(s), time(s), place(s) and responsibilities.

September - See that the letters are sent.

- Secure any needed materials, e.g., ART OF BUDGET BUILDING or whatever it's now called.
- Begin drafting format by which you will elicit the plans of Board members (e.g., PPBS or Zero-Based Budgeting or whatever).
- Alert Boarders to time frame and suggest they begin thinking of their plans for next fiscal year by writing objectives and action plans.

October - Give Boarders budget forms based on format you've decided to use to elicit their most definitive/detailed plans. (Make them THINK!)

- Ask for staff input too.
- Meet with Office Management Committee and work with Executive Director and Committee on ways to improve office operations and on preparing Operating Costs section of budget.
- Might want to ask auditor on ways to streamline budget and operations.
- Estimate future economic conditions (especially rumored postage, phone, supplies increases).
- Keep Budget Committee members informed.

November/ - Get forms back from Board and send to Budget Committee members.

- December - Do membership trend analysis and estimate PMP available.
- Meet with committee to review plans and prepare 1st budget draft.
- After meeting send 1st budget draft to Board and committee.

December/ - Get Board and committee feedback and begin budget revision.

January

January - Get membership counts/figures.

- Revise budget based on available PMP.
- Resubmit revised budget to Board and committee.

February - Finalize budget for submission to membership.

- Do cover letter/memo.
- Write VOTER article.

March/April - Plan presentation to Convention/Council.

April/June - Present Budget to Council/Convention.

May 1 - Send adopted Budget to local Leagues.

May 1 to August - Relax and wait for the next round.

This time frame may need to be revised, especially when the Boarders get the budget form (planning on/October), depending on Convention/Council date and Board meeting dates.

JOB DESCRIPTION

BY-LAWS CHAIR

RESPONSIBILITIES:

- Form committee of 2 or 3 members in fall of year preceding state Convention.
- Solicit proposals for changes from local Leagues and state Board in fall.
- Send all proposals and LWVMN Board recommendations to local Leagues 3 months before Convention.
- Present proposals to Convention.

JOB DESCRIPTION

LONG RANGE PLANNING CHAIR

RESPONSIBILITIES:

- Gather committee in the fall of even-numbered years.
- Follow timeline so that speak-up falls during LWVMN Convention.
- Gather baseline data from four years ago and from present.
- Prepare forecast of projected future.
- Present forecast to membership at speak-up meeting. Gather reactions.
- Using reactions from speak-up, develop goals.
- Submit goals for Board approval.
- Assist Board members, committees and staff in developing objectives and action plans for their goals.
- Be available to consult with local Leagues on the LRP process.

JOB DESCRIPTION

NOMINATING COMMITTEE

RESPONSIBILITIES:

For filling all state Board positions, elected and appointed, the Chair and two off Board members of the Nominating Committee, the Chair of the Budget Committee and other off Board positions as requested.

To identify potential LWVMN leaders, the Nominating Committee can:

- encourage Board members to submit names;
- encourage local League members to submit applications for state positions;
- attend state meetings when feasible to observe possible new Board members;
- keep a file of potential Board members with information on areas of interest and reasons for refusal.

Consult with Board on changes that may be desired in Board organization (October).

Consult with President and staff to evaluate the success of Board members before making decisions about retaining.

Set meeting and notify committee members (November).

Consult with Board members about their wishes to continue, change portfolio, etc.

Assemble all suggested names.

Agree on prioritized list of people to approach for each portfolio.

Divide list and contact possible nominees (December).

Report to state Board when slate has been filled. (February)

Interview nominees and write VOTER article.

Attend Convention to officially present slate to delegates (June).

Fill vacancies that may occur between elections.

Select the winner of the Hope Washburn Award:

- encourage local Leagues to submit nominations for the award. (Jan., Nov.);
- set meeting date and notify committee members (March, Jan.);
- assemble nominations and address of last winner;
- meet with committee to examine and discuss nominations (April, Feb.);
- committee agrees on two finalists;
- committee mails secret votes to last winner;
- chair sends her vote, copies of two finalists' nomination material and instructions to the last winner. She contacts the executive director to arrange engraving, prepares her award speech and sends a copy of the new winner's nomination material to Hope Washburn in time for her to respond;
- writes congratulatory letters to other nominees after Convention or Council.

Prepares counterpart material/advice to local Leagues.

JOB DESCRIPTION

OFFICE MANAGEMENT COMMITTEE

RESPONSIBILITIES:

Organizational Planning:

- meet as necessary (approximately twice a year) to review recommendations for staff, space and equipment with the Executive Director.

Clarification of position requirements:

- clarify staff functions, responsibilities, authority and relationships;
- select personnel on the basis of organization requirements and personal qualifications.

Performance Review:

- direct a program of performance review to be utilized by and for all staff positions;
- use performance reviews as a basis for salary determination.

The Office Management Committee is made up of President, Treasurer and those Board members who have responsibility for direction of staff:

Action Chair

Communications Chair

Development

Service to Local Leagues

Voters Service (in election years)

Citizen Information (in odd numbered years)

LWVMN BOARD NORMS
adopted 8/9/89

1. Board meetings will begin and end on time.
2. Board members will notify the President or the office if they cannot attend or will be delayed. Everyone will attend Board meetings insofar as possible.
3. Board members will be notified by the President or the office staff if an agenda item is assigned to them without their request or knowledge as a courtesy.
4. Board members will place items on the agenda only if they are appropriate for consideration by the whole group. (Committee work should not be done by the Board as a whole).
5. Board members will thoroughly prepare agenda material, including sufficient (but not too much) background information with budget implications, to promote efficient and productive Board discussion and decision-making.
6. The agenda will be sent to Board members in advance. Board members will read the agenda, including background, in advance of the meeting.
7. Open discussion with honesty and integrity will be promoted in Board meetings while keeping to timelines, giving the President the chance to end the discussion. The President will keep the discussion to the subject while allowing for humor.
8. Board members will not leave the Board meetings to conduct committee business.
9. There will be no smoking in the Board room during meetings. (The Minnesota Women's Building is smoke free).
10. Board preparation time in the office will be planned for $\frac{1}{2}$ hour before Board meetings. This time may also be used for socializing in the Board meeting room.
11. The Board meeting will be conducted in comfortable chairs and a room with a table set up for good eye contact for all.
12. Stretch breaks during the meeting will be provided.
13. Mineral water as well as coffee/tea will be available.
14. Lunch ordering will be organized to present the least amount of disruption of the Board meeting, or lost time spent in waiting for the orders to be ready.
15. A box will be provided at Board meetings for recycling paper that Board members do not need to take home.
16. Celebrate Birthdays!

16. A box will be provided at Board meetings for recycling paper that Board members do not need to take home.

SOME RELATED BOARD/OFFICE NORMS

1. A calendar will be included with the agenda showing major work scheduled in the LWVMN office for the period up to the next Board meeting.
2. Board members will notify the Executive Director of major projects requiring office assistance in advance--either on the blue planning form, in writing or verbally (the Planning form is for monthly planning decisions, the Work Order gives specific project directions). Blue planning forms and work order forms will be included in the agenda packet and planning forms will be collected at the Board meeting.
3. The Executive Director will set office work priorities with time-sensitive work being done first.

TO: LWVMN Board Members

FROM: Sally Sawyer, Executive Director

RE: HOW TO USE THE LWVMN OFFICE

DATE: June 29, 1989

Your state office staff takes a great deal of pride in you and in the League of Women Voters of Minnesota and LWVMNEF. We are here to serve you and to help you do the best job you can for this organization. We can do a better job for you with our resources if you help us by digesting the following information and observing suggested procedures.

Office: LWVMN, -EF are located on the second floor of the MN Women's Building at the above address. The phone number is 612/224-5445. Office hours are between 8:30 a.m. and 4:30 p.m., Monday through Friday.

Parking: Six parking spaces are assigned to LWV in the asphalt lot across Charles Street. Four of these spaces are allocated to President and staff; two are for "drop-in" parking: these spaces require parking tags which are available from the Executive Director upon request. There are two short-term parking spaces behind the building (maximum two hours). There is all day street parking on Como between 9 and 4, one and two hour street parking on Rice and Charles and ramp parking at Park and Charles.

Staff Members: Sally Sawyer, Executive Director, full time

Rose Krauser, Staff Secretary, full time

Peggy Thompson, Field Service Secretary, Meetings Coordinator, Action Clerk
MN Women's Bldg. Conference Room Coordinator: Mon., Tues., Thurs.,
Fri., 9 a.m. - 2 p.m., flexible

Shirley Ungar, LWVMN Bookkeeper, part-time, Tuesday, Thursday, 10-4:30 as
needed

Georgeann Hall, LWVMNEF Bookkeeper, part-time

Jessie Merrell, clerk-typist, on call

Note: LWVMN is in the process of hiring a development/PR staff person. Questions re fundraising, development, should be referred to Kay Erickson, Development Chair, or Sally Sawyer; PR to Karlynn Fronek, PR Chair or Sally Sawyer.

Scheduling Work in the Office: The degree to which we can plan ahead directly affects our efficiency and our financial solvency. When we know your plans in advance we can plan the most cost effective method of carrying out your project(s) and we can often avoid bringing in on-call staffers to handle the workload. Please follow these procedures:

1. Route all requests for office work through the executive director. Remember there are around twenty of you and you each have your own list of priorities. The executive director looks at the total workload and sets the office work schedule accordingly.
2. Please give executive director advance notice whenever possible (two weeks for a big project) when you have work for the office staff - typing, xeroxing, mailing, planning, editing, writing, facility arrangements, staffing committee meetings. She needs to know who, what, when and how.

You may use the blue planning form enclosed with your Board agenda packet or any color paper you desire as long as you convey the essential information.

3. Observe deadlines for first and third class Board Memo mailings, VOTER articles, Capitol Letter articles, committee work and drafts to be done in the office. It saves everybody time and energy if we don't have to chase things down. Check with executive director immediately if there is going to be a delay - something often can be worked out.
4. When submitting materials to be typed, please provide all the pertinent information: names (legible and spelled correctly), titles, addresses (including zip codes), number of copies, who is to receive copies, names of legislative committees, number of members on committees, bill numbers, etc., etc., etc. Written directions are helpful.
5. Letter, testimony, anything sent to the public in the name of the League of Women Voters must be approved by the president, sometimes another Board member such as the Action Chair, and sometimes the executive director. Please allow enough time for this procedure and follow through with it.
6. If the office is doing work for you, please let the staff know where you can be reached or check in periodically.

Using office facilities: You are most welcome to use the office for committee meetings. Please schedule the time with the executive director and she will put it on the office calendar. (A schedule of meetings and projects in the office will be mailed to Board members periodically.)

There are several meeting spaces available: in our office, the large conference area can accommodate up to 12 people; the development office - 5 people; the President's office - 4 people. In the lower level of the MWB the small conference room holds up to 16 people and the large meeting room, 30 people at a conference table or 75 auditorium style.

Equipment: Typewriters/Office Supplies: If you need to use a typewriter, check with director or staff secretary to be sure one is available. When you are using tape, staplers, paper punch, paper cutter, pencils, pens, clips or other supplies, please return to where you found them. Small items have a habit of sprouting legs and walking off.

Computers: We have two Honeywell computers (IBM compatible, hard disk) with dot matrix printers and a laser printer. Board members wishing to work with computers need to consult with Rose Krauser for training and Sally Sawyer for scheduling time.

Copying: The office xerox machine is available for League and personal use. The staff will be happy to show you how to use them. If you are making copies for League purposes, please record on the appropriate clipboard, the number of masters (sides) and the number of copies of each master. If you xerox for your personal use, pay the staff secretary or arrange for billing. The cost is 5¢ per copy.

Postage: If you use the postage meter, please ask the staff to show you how to record amount on the postage record.

Phones: When making a long distance phone call from the office, please record it on the (gold) phone log form next to the phone.

Answering Machine: If you need to leave a message at the League office outside of office hours, leave it on our answering machine, which we will make every effort to remember to turn on!

Office Files: It takes a little time to learn the filing system. Again the staff would be happy to help you. Following is a general guide:

Master of current materials are filed by activity (i.e. Action, Budget, Citizen Information) in vertical file drawers behind Rose Krauser's desk.

Current lists/information: Local League Board, national Board, state Board, public officials, state agencies, etc. are located by or on the staff secretary's desk. Precinct finders and LWVWN membership roster are found at desk in Production Room and on the "loft" level of the office near the Field Service Secretary.

Executive Director's Files: Include Board Memos and enclosures for the past several years, Board, Convention and Council minutes, Board agendas, copies of all publications in recent years, state and national VOTERS, financial and organizational files, and mailings from LWVUS.

Development/Public Relations Files: Located in the loft. They include copies of news releases and background, media contacts, corporate and foundation contacts, grant proposals and projects by subject, state League projects, local League accounts and projects.

Program Files are in the President's office and include files on state and national program items and copies of testimony, correspondence, position statements.

Action Files include Capitol Letter, Action Committee minutes, legislative interviews and are located near the Field Service/Action Clerk in the loft.

Bookkeepers Files are located in the loft at the MN and EF bookkeepers' stations. In addition to the current fiscal year, financial records are kept for both organizations for five previous fiscal years.

Field Service Files are located by the Field Service Secretary's desk (loft); there is a file for each local League and LWVWN Convention and Council files.

Publications/video Library: Small inventories of current League pubs are kept in the state office. The bulk of our inventories is in storage at the LWV-St. Paul office. Our audio-visual library is in boxes in the loft. We are planning to build a storage cabinet in the production room, when funding becomes available.

Coffee, tea or pop: Assorted beverages are available in the production room refrigerator; there is a \$.50 charge for pop. There is also a vending machine with assorted soft drinks in the lower level kitchen - \$.55 per can.

Food! Restaurants in the area provide delicious and reasonable take-out or sit-down meals; we favor the Lagoon (Vietnamese) and Mr. Taco (Mexican). Burger King, McDonalds and White Castle are also close by.

Volunteer Work Space: There are any number of spaces available in the office for volunteers to work. Call Sally if you want to reserve space. A work counter in the loft with chairs and phone, was specially designed for volunteers!

Whenever you have any questions about office procedure, equipment, facilities, or jargon, don't hesitate to ask one of us for help - that's what we're here for!

LEAGUE OF WOMEN VOTERS OF MINNESOTA BYLAWS

As adopted by the 1947 Convention and as amended by the 1951, 1953, 1955, 1957, 1959, 1961, 1963, 1965, 1967, 1971, 1973, 1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989 Conventions.

ARTICLE I

Section 1. The name of this corporation shall be the League of Women Voters of Minnesota. This state League is an integral part of the League of Women Voters of the United States.

ARTICLE II

Purpose and Policy

Section 1. Purpose. The purpose of the League of Women Voters of Minnesota is to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. Policy. The League may take action on state governmental measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It shall not support or oppose any political party or any candidate.

ARTICLE III

Membership

Section 1. Eligibility. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Section 2. How composed. The League of Women Voters of Minnesota shall be composed of members of the League of Women Voters of the United States who are, a) enrolled in recognized local Leagues within the state, or b) enrolled as members at large of the League of Women Voters of Minnesota.

Section 3. Types of Membership

- a) Voting members shall be those citizens at least 18 years of age who are enrolled in recognized local Leagues or the League of Women Voters of Minnesota.
- b) Associate members shall be all other members who are enrolled in recognized local Leagues or the League of Women Voters of Minnesota.
- c) Members-at-large shall be members who reside outside the area of and are not enrolled in any local League. Dues shall be determined by the League of Women Voters of Minnesota.
- d) Life membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the League of Women Voters of the United States. No further dues will be collected, and all privileges will be retained as a voting member.

ARTICLE IV

Officers

Section 1. Enumeration and Election of Officers

- a) The officers of the League of Women Voters of Minnesota shall be a president, a first vice-president, a second vice-president, a third vice-president, a secretary and a treasurer. They shall be elected by the Convention and shall hold office until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. Two individuals may be elected to share one position, or two positions may be held by one individual elected to the dual-position office.
- b) The officers of the League of Women Voters of Minnesota shall constitute the executive committee. In addition, the President may appoint up to two members of the Board to serve on the executive committee. The executive committee shall confer when immediate action is necessary and a meeting of the Board of Directors is not feasible, and shall in those instances have the powers and duties of the Board of Directors for planning and directing the Program and carrying out organizational responsibilities.

Section 2. The President. The president shall preside at all meetings of the corporation and of the Board of Directors unless the president shall designate another person to preside. The president may, in the absence or disability of the treasurer, sign or endorse checks, drafts or notes. The president shall be, ex officio, a member of all committees except the Nominating Committee and shall have such usual powers of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the Board.

Section 3. The Vice-Presidents. The three vice-presidents, in the order of their rank, shall, in the event of absence, disability, resignation or death of the president, possess all the powers and perform all the duties of that office. In the event that no vice-president is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The vice-presidents shall perform such other duties as the president and Board may designate.

Section 4. The Secretary. The secretary shall keep minutes of Convention, Council and of meetings of the Board of Directors. The secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.

Section 5. The Treasurer. The treasurer or a duly appointed representative, shall receive all money due, shall be the custodian of such funds, deposit them in a bank designated by the Board of Directors, and shall disburse them only upon order of the Board of Directors. The treasurer shall present periodic statements to the Board at its regular meetings. The treasurer shall present an annual report, including a report of the League of Women Voters of Minnesota Reserve Fund, to the Convention or Council. The books of the treasurer shall be audited annually and the report made available to the membership.

ARTICLE V

Board of Directors

Section 1. Number, Manner of Selection and Term of Office. The Board of Directors shall consist of the officers of the League of Women Voters of Minnesota, eight elected directors and not more than eight appointed directors. The elected directors shall be elected by the Convention and shall serve until the conclusion of the next regular biennial Convention or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding eight, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall expire concurrently with the term of office of the elected directors.

Section 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this corporation unless this person is a voting member enrolled in a local League of Women Voters in the State of Minnesota.

Section 3. Vacancies. Any vacancy other than in the office of the president may be filled, until the next Convention, by a majority vote of the remaining members of the Board of Directors.

Section 4. Powers and Duties. The Board of Directors shall have full charge of the property and business of the corporation with full power and authority to manage and conduct the same, subject to the instructions of the Convention. The Board shall plan and direct the work necessary to carry out the Program on selected governmental issues as adopted by the Convention. It shall accept responsibility delegated to it by the Board of Directors of the League of Women Voters of the United States for the organization and development of local Leagues, guidance of inter-League organizations, for the carrying out of Program and for promotion of finance programs in the local Leagues. Such local finance programs are requisite to further the work of the League as a whole, including transmission of funds toward the support of adequate state and national budgets. The Board shall create and designate such special committees as it may deem necessary.

Section 5. Regular Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President shall notify each of the directors of all meetings at least one week before any such meeting. No action taken at any regular Board meeting attended by three-fourths of the members of the Board shall be invalidated because of the failure of any member or members of the Board to receive any notice properly sent or because of an irregularity in any notice actually received.

Section 6. Special Meetings. The president may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Members of the Board shall be notified of the time and place of special meetings by telegram or letter sent at least six days prior to such meeting. At the time of a Convention the president may, and upon the request of five members of the Board shall, call a special meeting of the Board by handing the members of the Board a written notice of the time and place of said meeting.

Section 7. Quorum. A majority of the members of the Board of Directors shall constitute a quorum, and a majority of the members in attendance at any Board meeting shall, in the presence of a quorum, decide its action.

ARTICLE VI

Recognition of Local and Provisional Leagues

Section 1. Local Leagues.

- a) Local Leagues are those Leagues which have been so recognized by the League of Women Voters of the United States.
- b) The Board of Directors shall recommend to the national Board of the League of Women Voters of the United States that it recognize as a local League any group of members of the League of Women Voters of the United States in any community within the state, provided the group meets qualifying standards for local Leagues as adopted by the national Convention.
- c) In the event of recurring failure of a local League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the local League. All funds held by a local League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota. In the event the non-qualifying League is merging with another local League, its funds would go to the merged League minus a reorganization fee paid to and determined by the League of Women Voters of Minnesota.

Section 2. Provisional Leagues.

- a) Provisional Leagues are those which have been so recognized by the League of Women Voters of Minnesota.
- b) The Board of Directors of the League of Women Voters of Minnesota has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a provisional League to the League of Women Voters of the United States when it meets the qualifying standards for provisional Leagues adopted by the national Convention.
- c) In the event of recurring failure of a provisional League to meet these qualifying standards, the Board of Directors of the League of Women Voters of Minnesota may recommend to the national Board that it withdraw recognition from the provisional League. All funds held by a provisional League from which recognition has been withdrawn shall be paid to the League of Women Voters of Minnesota.

Section 3. State Units

- a) State units are those which have been so recognized by the League of Women Voters of Minnesota.
- b) The Board of Directors of the LWVMN has responsibility for the establishment of new Leagues. For this purpose the Board may organize a group in a community in which no local League exists and shall recommend the group for recognition as a state unit when it meets the qualifying guidelines as set forth by the LWVMN Board of Directors.

- c) In the event of recurring failure of a state unit to meet these qualifying guidelines, the Board of Directors of the LWVMN may recommend that recognition be withdrawn. All funds held by state units from which recognition has been withdrawn shall be paid to the LWVMN.

ARTICLE VII

Finance

Section 1. Fiscal Year. The fiscal year of the League of Women Voters of Minnesota shall commence on the first of April each year.

Section 2. Budget. The Board shall submit to the Convention for adoption budgets for the ensuing two fiscal years. These budgets shall provide for the support of the League of Women Voters of Minnesota. The PMP amount shall be determined for the ensuing two fiscal years only by the delegates at the state convention. A copy of the proposed budgets shall be sent to each local League president at least three months in advance of the Convention.

Section 3. Budget Committee. The budgets shall be prepared by the elected chair and a committee which shall be appointed by the Board for that purpose at least six months in advance of the Convention. The treasurer shall be ex officio a member of the Budget committee but shall not be eligible to serve as chairperson.

Section 4. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of Minnesota, all monies and securities which may at the time be owned by or under the absolute control of the League of Women Voters of Minnesota shall be paid to the League of Women Voters of the United States, after the Board of Directors has paid or made provision for the payment of all the liabilities of the League of Women Voters of Minnesota. All other property of whatsoever nature, whether real, personal or mixed, which may at the time be owned by or under the control of the League of Women Voters of Minnesota, shall be disposed of by any officer or employee of the corporation for such public, charitable or educational uses and purposes as may be designated by the then League of Women Voters of Minnesota.

Section 5. League of Women Voters of Minnesota Reserve Fund. The fund shall contain the \$1,000 restricted principal of the Jane Grey Swisshelm Fund and all other monies, securities and property of whatever nature, which the League of Women Voters of Minnesota may receive by gift, bequest or otherwise, which the Board of Directors may designate as reserve funds. Expenditures of monies from the fund and of interest earned on monies in the fund shall be for League purposes as may from time to time be determined by the Board of Directors subject only to restrictions which may have been imposed by the donor at the time the funds were received.

ARTICLE VIII

Convention

Section 1. Place, Date and Call. A Convention of the League of Women Voters of Minnesota shall be held biennially at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. The president shall send a first call for the Convention to the presidents of the local Leagues not less than four months prior to the opening date of the Convention fixed in said call. Thereafter the Board of Directors may advance or postpone the opening date of the Convention by not more than two

weeks. A final call for the Convention shall be sent to the presidents of the local Leagues at least two months before the opening date of the Convention.

Section 2. Composition. The Convention shall consist of the delegates chosen by the members enrolled in the local Leagues, and delegates chosen by members-at-large of the League of Women Voters of Minnesota, as provided in Section 4 of this article; the presidents of local Leagues or an alternate in the event the president is unable to attend; and the members of the Board of Directors of the League of Women Voters of Minnesota.

Section 3. Qualification of Delegates and Voting. Each delegate shall be a voting member enrolled in a recognized local Minnesota League whose State Per Member Payment is paid or be an at large member of the League of Women Voters of Minnesota. The State Board may make an exception in the case of proven hardship. Each delegate shall be entitled to one vote only at the Convention even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The Convention shall be the sole judge of whether a delegate is qualified to vote.

Section 4. Representation.

- a) The members of the League of Women Voters of the United States who are organized into recognized local Leagues in the State of Minnesota shall be entitled to voting representation in the Convention as follows: Each local League shall be entitled to two delegates, in addition to the president of the local League or an alternate in the event the president is unable to attend; these additional delegates shall be chosen by the local League. The members in each local League having more than twenty-five voting members shall also be entitled to one additional delegate for each additional twenty-five members or major fraction thereof belonging to said local League on January 1st of said year. The record in the state office of paid voting members as of January 1st of said year shall determine the official membership count for this purpose.
- b) Members-at-large of the League of Women Voters of Minnesota shall be entitled to one delegate for each 25 members, chosen by a procedure determined by the League of Women Voters of Minnesota.

Section 5. Powers. The Convention shall consider and authorize for action a Program, shall elect officers and directors, the Budget Chairperson, Nominating Committee Chairperson and two Nominating Committee members, shall adopt budgets for the ensuing two fiscal years, and shall transact such other business as may be properly presented.

Section 6. Quorum. A quorum shall consist of a majority of the delegates registered at the Convention provided that not less than ten local Leagues are represented.

ARTICLE IX

Council

Section 1. Place, Date and Call. A meeting of the Council shall be held in the interim year between Conventions, approximately twelve months after the preceding Convention at a time and place to be determined by the Board of Directors of the League of Women Voters of Minnesota. A formal call shall be sent by the president of the League of Women Voters of Minnesota to the presidents of the local Leagues in Minnesota at least thirty days before the

opening date of a Council meeting. Special meetings may be called in the event of extreme emergency.

Section 2. Composition. The Council shall be composed of the Board of Directors of the League of Women Voters of Minnesota, the presidents of local Leagues or an alternate in the event the president is unable to attend, and one delegate chosen by each local League.

Section 3. Powers. The Council shall consider Program, and methods of work and review the budget as submitted to the Board of Directors. The Council is authorized to change the Program only in the event of an emergency, provided that notice of proposed modification of the Program shall have been sent to the presidents of the local Leagues at least two months in advance of the meeting of the Council, and provided also that a two-thirds majority of the members of the Council present and voting shall be required to adopt the modification. The Council shall review the budget for the ensuing year and may modify it to meet current needs and shall transact such other business as shall be presented by the Board.

Section 4. Quorum. A quorum shall consist of not less than twenty members other than the Board of Directors for the transaction of business at a Council meeting.

ARTICLE X

Nominations and Elections

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chairperson and two members, who shall not be members of the Board of Directors, shall be elected by the Convention. Nominations for these offices shall be made by the current Nominating Committee. Further nominations may be made from the floor of the Convention. The other members of the committee shall be appointed by the Board of Directors immediately after the Convention. Vacancies occurring in the Nominating Committee shall be filled by the Board of Directors. The president of the League of Women Voters of Minnesota shall send the name and address of the chairperson of the Nominating Committee to the president of each recognized local League.

Section 2. Suggestions for Nominations. The Chairperson of the Nominating Committee shall request through the president of each local League suggestions for nominations for offices to be filled. Any member may send suggestions to the chairperson of the Nominating Committee.

Section 3. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, chairperson of the Budget Committee, and the chairperson and two members of the succeeding Nominating Committee shall be sent to local Leagues two months before the date of the Convention. The report of the Nominating Committee shall be presented to the Convention on the first day of the Convention. Immediately following the presentation of this report, nominations may be made from the floor by any member of the Convention, provided that the consent of the nominee shall have been secured.

Section 4. Election. The election shall be under the direction of an Election Committee appointed by the president on the first day of the Convention. The election shall be by ballot, except that when there is but one nominee for each office, it shall be in order to move that the secretary cast the ballot for every candidate. A majority vote of those present and voting shall constitute an election.

ARTICLE XI

Program

Section 1. Principles. The governmental principles adopted by the national Convention and supported by the League as a whole constitute the authorization for the adoption of Program.

Section 2. Program. The Program of the League of Women Voters of Minnesota shall consist of:

- a) action to implement principles, and
- b) those state governmental issues chosen for concentrated study and action.

Section 3. Convention Action. The Convention shall act upon the Program using the following procedures:

- a) Local Leagues shall make recommendations for a Program to the Board of Directors at least three months prior to the Convention.
- b) The Board of Directors shall consider the recommendations and shall formulate a proposed Program which shall be submitted to the local League Boards at least six weeks prior to the Convention.
- c) A majority vote shall be required for the adoption of the Program proposed by the Board of Directors.
- d) Any recommendation for the Program submitted to the Board of Directors at least three months before the Convention, but not proposed by the Board, may be adopted by the Convention provided consideration is ordered by majority vote and on a following day the proposal for adoption receives a three-fifths vote.

Section 4. Council Action. The Council may change the Program as provided in Article IX.

Section 5. Member Action. Members may act in the name of the League of Women Voters of Minnesota only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota.

Section 6. Local League Action. Local Leagues and inter-League organizations may take action on state governmental issues only when authorized to do so by the Board of Directors of the League of Women Voters of Minnesota. Local Leagues may act only in conformity with, and not contrary to, a position taken by the League of women Voters of Minnesota and/or the League of Women Voters of the United States.

ARTICLE XII

National Convention and Council

Section 1. National Convention. The Board of Directors of the League of Women Voters of Minnesota, at a meeting before the date on which the names of delegates must be sent to the national office, shall elect delegates to that Convention in the number allotted to the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. National Council. The Board of Directors of the League of Women Voters of Minnesota shall elect delegates to the meeting of the Council of the League of Women Voters of the United States at its meeting preceding such Council meeting in the number allowed the League of Women Voters of Minnesota under the provisions of the Bylaws of the League of Women Voters of the United States.

ARTICLE XIII

Parliamentary Authority

Section 1. Parliamentary Authority. The rules contained in Roberts Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIV

Amendments

Section 1. Amendments. These Bylaws may be amended by a two-thirds vote at any Convention of the League of Women Voters of Minnesota, using the following procedures:

- a) Proposals for changes shall be submitted by any local League Board in Minnesota to the Board of Directors of the League of Women Voters of Minnesota at least three months prior to the opening date of the Convention.
- b) All such proposed amendments together with the recommendations of the Board of Directors of the League of Women Voters of Minnesota shall be sent to the presidents of local Leagues six weeks prior to the opening date of the Convention.
- c) The presidents of the local Leagues shall notify the members of their respective Leagues of the proposed amendments. Failure of a local League president to give such notice or failure of any member to receive such notice shall not invalidate amendments to the Bylaws of the League of Women Voters of Minnesota.

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
May, 1973

"A-Day Minus Seven and Counting"

A Report to Delegates to 44th State Convention on
Legislative Action - 1973 - Year I of the Flexible Session Era (FSE)
by the Legislative Action Committee
League of Women Voters of Minnesota

ENVIRONMENTAL QUALITY

Goals: The wisdom of establishing legislative priorities in the E.Q. field became more apparent as the flood of environmental bills began to be introduced. The committee chose to focus on the bills covering water and related land resources which emanated from two interim joint House and Senate committees. At present, it looks as though these bills will pass. They cover a broad range and will have an ameliorating effect on our water resources.

Legislative Action-1973: One bill redefines public waters - all public waters are subject to the control of the state--"waters of the state which serve a beneficial public purpose." Beneficial public purpose as defined includes underground water recharge, retention of water to prevent downstream flooding, retention of nutrients.

With the passage of the water bills we will have:
Shoreland zoning in incorporated areas
Flood plain zoning
Sedimentation control for all land disturbing activity
Stricter controls on drainage
Statewide information system on the quality and use of waters of the state
Restoration of waters illegally filled or dredged
Contractor responsibility for illegal work

Counties and municipalities will be given more control over special purpose districts. We raised questions over this philosophy; it will mean citizens will have to "watch dog" to be sure there is adherence to the laws.

We followed the bills through the committee structure, testifying and lobbying when a weakening amendment threatened the bill as in the sedimentation control bill which was amended in the subcommittee to make compliance voluntary. We hastily formed an ad-hoc committee to personally contact each member of the full committee to urge them to pass a mandatory provision. Our efforts were successful and the bill passed out with the strong provision.

The bills on solid waste have also seen League action; we gave our strong support to deposit on beverage container and made many calls to waivering senators to urge passage if it came to the floor. The Resource Recovery Bill has been passed by the House; the Senate action is in doubt. Both bills may have interim study.

The bill to establish environmental education has had funding problems and the outcome is uncertain. We took action on this, calling members of the Appropriations Committee urging adequate funding.

Forecast-1974? The interim period will probably cover vehicle emission inspection which we supported, a wetlands preservation bill which incorporates ideas of the environmental task force (League is a part of this) in addition to the solid waste bills.

Lobbyists: Much credit should go to the enthusiastic and tireless lobbyists who attended 7:00 a.m. and evening hearings and who gave testimony with little advance notice when hearings were called suddenly. Mary Poppleton, Pauline Langsdorf, Dweena Sandifer, Naomi Loper, Lenore Parham, Nancy Latimer, Alison Fuhr, Edythe Naddy, and Nancy Rieger were our loyal lobbyists.

Mary Watson, State E.Q. Chairman

EQUALITY OF OPPORTUNITY/HUMAN RESOURCES

- Legislative Goals:
1. Ratification of the Equal Rights Amendment (ERA)
 2. Implementing the National Welfare position on the state level
 3. Ratification of the agreement between the Leech Lake Indians and the Department of Natural Resources
 4. Passage of human rights legislation

Legislative Action-1973: Lobbying efforts for the ERA began September, 1972 with the formation of the Coalition to Ratify the ERA. League was among the charter members of the Coalition. Workshops on the ERA were held, legislative candidates polled, a speakers bureau established, pamphlets distributed, money collected, and organizational support sought—all before the session began. Then came the work of talking with the legislators, providing information and attending committee hearings. It was a very exciting and rewarding experience to be working with so many dedicated people. We were successful in passage of the ERA because of our strong coalition with each organization contributing its uniqueness to the group. League's strength was our ability to generate support for the ERA in the community. Constituent support was very important to legislators on this issue.

Following on the heels of the ERA success was the passage of legislation ratifying the agreement between the Leech Lake Indians and the Department of Natural Resources regarding the hunting, fishing and wild ricing rights. In the 1969 session we had worked unsuccessfully for legislation regarding Indian wild ricing rights.

Our lobbying efforts for Welfare Reform are only partially successful at this time. Again we worked with a coalition to raise payment standards for the categorical aid programs. Both the Senate and House appropriation bills make some provisions for increasing standards and the differences will be worked out in conference committee. The Senate tax bill provides for the state to take over a part of the local welfare cost. This is in conflict with Governor Anderson's homestead tax relief plan. Again this problem will be worked out in a conference committee.

What seemed to be a fait accompli - supplemental payments for the adult categories that will be federalized Jan. 1, '74 is now a complex and confusing situation. New federal guidelines will be issued late this summer; possible charges of discrimination could be made if recipients eligible after Jan. 1, '74 do not receive supplemental payments; there is no direct budget appropriation - "the welfare mess."

The Human Rights bill is now on the floor of the Senate, having already passed the House. There are major differences in the bills. Probably the most controversial is the addition of homosexual orientation to the Senate bill. The Department of Human Rights budget request for 12 new positions has been approved and, according the Commissioner Richardson, the budget will be adequate to carry out all the additional charges of the department. If the

bill passes this session, the legislature will be paying close attention to the effectiveness to the right to private action and the Women's Advisory Committee.

There were other bills introduced that were of concern to League and could have been supported; i.e. legal services for the poor. We did follow the progress of many of the bills, but were unable to lobby actively for them due to lack of woman power.

Day Care - Lobbyists: A great deal of the success of our lobbying was due to the following League lobbyists: Pam Berkowitz, Margee Bracken, Karlynn Fronek, Virginia Greenman, Jeanette Kahlenberg and Ann Oyen. The other part of the success story belongs to the local Leagues who responded to all those weekend Times for Action!

Housing:

Goals: The Housing Committee approached the session with a major goal. That was the 3rd Tenant's Rights bill, the "Remedies" bill. A second area of concern was the Metropolitan Housing and Redevelopment Agency which we supported last session. We felt also that the successes in many areas last session (such as the uniform state building code and the Minnesota Housing Finance Agency) needed to be followed and, if need be, protected.

The fourth area of concern was the "citizen participation" issue. Having opposed several proposals last session as being very restrictive, we were of the opinion that we must develop a positive and constructive approach to this important issue.

Action at the federal level, impounding of funds, cutbacks and the 18 month moratorium all led us to believe that legislation and thus lobbying efforts in this session would have to take a different approach from what we had originally anticipated. For example: maintenance and rehabilitation of existing housing became even more crucial and the importance of really looking at the impact of cutbacks in relation to use being made of revenue sharing funds assumed much more importance.

Legislative Action-1973: The activity undertaken in this session was varied and the approaches were designed as best we could to meet the requirements of the goal we sought. Some of the tactics are listed below. They are, in general, in a "time sequence", rather than ranked according to importance or effectiveness:

- * Working with other individuals or groups
- * Preparing background material and Capitol Letter material
- * Talking to authors indicating our position and suggesting changes or modifications
- * Contacting local Leagues by phone and letter requesting special action
- * Lobbying subcommittee and committee members
- * Testifying before committee
- * Call to Actions

Forecast-1974? On to the recess - Many bills were introduced providing for different methods designed to encourage the maintenance and improvement of the existing housing stock. These bills will be considered during the recess and will be followed very closely.

The development district approach to rebuilding neighborhoods, using tax increment financing was another widespread trend this session. Many bills

remain to be considered during the recess. We will be examining this approach.

General and special revenue sharing is another area in which we hope to have some input at the priority setting level.

At the present writing, the other bills especially the "Remedies" bill, seem to be in good shape. Only May 21st will tell for sure; let us hope that we do not have to start over.

Lobbyists and Observers: The housing lobbyists this session were Mary Rollwagen, Lorraine Wood, Gwen Luhta, Sue Taylor and Pat Lucas; Sally Sawyer was observing.

Pat Lucas for Gloria Phillips,
State Equality of Opportunity/
Human Resources Chairman

ORGANIZATION OF STATE GOVERNMENT

Support of Improved Structures and Procedures for the Minnesota Legislature

Goals: League action on this item began well before the session. With the passage of the Flexible Sessions Amendment (1972) major League goals may have been achieved - flexible sessions of adequate length and realistic compensation for legislators (salaries were increased 80%). The new flexible schedule, still in an experimental stage, has significantly changed legislative procedures. Since these changes will be of major significance in the scheduling of future League activities a brief summary of their effect follows:

Constitutional Changes -

- * The legislature may use no more than 120 legislative days as before, but since they need no longer be consecutive (Sundays excluded) they may be used in each year of the biennium.
- * In each year sessions must end no later than the first Monday after the third Saturday in May.
- * Legislative days shall be defined by law.
- * The legislature now has the responsibility of setting deadlines on the introduction of bills since the constitutional requirement that no new bill be introduced in the last 30 days of the session except on the request of the governor was deleted.

Statutory Changes -

- * A legislative day is defined as any day when either house of the legislature is called to order.
- * The legislature shall assemble on the first Tuesday after the first Monday in January of each odd numbered year, unless the first Monday falls on January 1 - in that case the legislature shall assemble on the first Wednesday after the first Monday in January.

Changes by Rule or Resolution -

- * The first day of the session in even numbered years is to be determined by joint resolution.
- * Adjournment of the regular session in odd numbered years shall be equivalent to daily adjournment, except that -
 - a. any bill on the calendar shall be returned to General Orders;
 - b. any bill in conference committee shall be returned to the house of origin and laid on the table, and the conference committee discharged;

- c. any bill referred to Rules Committees shall be returned to the standing committee to which it was last previously referred;
- d. any bill returned by the governor to the house of origin with his objections following adjournment shall be laid on the table.
- * During the recess period following the last day of the session in odd numbered years, bills may be introduced, given a file number and may be unofficially referred to the appropriate standing committee.

Given the above rules, legislative activity could approach full time. This year the legislature is expected to use 66 legislative days, leaving 54 or less to be used in the 1974 segment.

Legislative Action: The League designated Improved Structures and Procedures of the Minnesota Legislature as a Pre-Session Priority (PSP). Prior to the session official League action was requested on improving procedure for providing information, increased research assistance, and fewer committees. See PSP memo November, 1972. On December 21 Jerry Jenkins presented League recommendations for rules changes to a House Subcommittee on Rules.

A number of League positions have been adopted by rules in both houses. Among the more important changes are:

- * Open committee meetings, including Rules, Appropriations and Conference Committees
- * More adequate advance notice of hearings - both on bulletin boards in the Capitol and through the news media.
- * Both houses provide copies of bills to the public on introduction.
- * Permanent committee records are on tapes. However, availability to the public varies.
- * Both houses have legislative information officers.
- * The Senate has substantially increased its staff.
- * There are fewer standing committees, but numerous subcommittees. A major reform not achieved, is fewer committee assignments for individual legislators.
- * Membership of most committees is in proportion to caucus strength. An exception is the Rules Committees, but in the past no minority caucus members were on these powerful committees.
- * There is evidence of greater cooperation between the 2 houses. The establishment of a Joint Coordinating Committee has been effective.

Even with these changes, further improvement is needed as the present hectic pace at the Capitol signifies. There is a need for League and others interested in the legislative process to evaluate the new flexible session and proceed with legislative reform.

The League supported both a reduction in the size of the legislature and a proposal for a constitutional amendment providing for legislative and congressional reapportionment by a commission. We presented testimony on both issues, and prepared a background for action sheet on reducing the size of the legislature. At this time, a reduction in the size of the legislature seems remote. Perhaps this is an issue that requires a massive outpouring of citizen support.

Lobbyists and Observers: Mary Ann McCoy, Liz Ebbott, Jerry Jenkins, Ann Oyen.

Barbara Steinkamp,
State Organization of State Government Chairman

Executive Branch, Post Audit* and Short Ballot**

Legislative Action: Executive branch reorganization is in the limelight, in part, because of the Governor's Loaned Executive Action Program (LEAP). The LEAP proposals are being implemented, either by administrative changes or by statute. Of particular interest to the League are LEAP's 2 legislative priorities - the creation of Departments of Finance and Personnel. At this writing the Department of Finance bill has passed both houses and is in conference committee, to iron out differences between the House and Senate bills. This legislation supported by the League, establishes one central state agency which will have financial control over executive departments and provides for a post audit commission responsible to the legislature. For more information, see Background Information on Legislative Post Audit, May 1973.

Because the new Department of Finance bill alters the duties of two constitutional officers, the State Auditor and Treasurer, we believed our goal of appointing one or more of four constitutional officers stood a chance of passage. However, this legislation, commonly referred to by League as "the short ballot", has received very little attention. Proposals introduced this session vary from appointing one or more officers to simply abolishing all 4 offices. Over the recess we plan to prepare more information on this issue and plan future action.

Legislative consideration of a new personnel department has barely begun. The legislature will concentrate on this issue during the recess.

Several positions under the League's Executive Branch item have been important in considering action in other areas of League interest - most notably under Environmental Quality and Election Laws. Undoubtedly, in this session and future sessions, with more woman power, executive reorganization could be pursued with vigor.

During this session League emphasized executive reorganization in several ways. Focus on State Government speakers, including Rolland Hatfield, State Auditor, Rudy Perpich, Lt. Governor, Jim Peterson of the Governor's office, Mel Hansen, State Senator and Bill Quirin, State Representative, discussed such topics as LEAP, Structure of the Executive Branch and the Post Audit. On March 29-31, Shelley Wright, Mary Ann McCoy and several Minnesota legislators attended a Legislative Conference at the University of Wisconsin sponsored by the LWV of the U.S. Education Fund. The conference was most timely as it was devoted to the legislative post audit and overview of governmental units and agencies.

League Lobbyist: Shelley Wright, White Bear League, devoted many hours to following legislative changes in the structure of the executive branch. She claims that about 20 people might have fully covered this item which this session became a major issue.

Barbara Steinkamp,
State Organization of State Government Chairman

* Post Audit is under League's Legislative Reform item.

** Short Ballot is at present under Election Laws, but if approved by Convention it will be included under Executive Reorganization.

ELECTION LAWS

7

Goals: Bills amending or providing entirely new laws were introduced at an overwhelming pace this session. At this writing just how many will reach the Governor, either this year or next is difficult to predict. Many of the bills, in total or in part, accomplish League goals either under our state positions or National Voting Rights Bylaw. But almost every election law change whether or not it is a League action item will be of interest to local Leagues in carrying out Voters Service activities.

Legislative Action: League action in Election Laws began prior to the session, since Party Designation (PD) for Legislators was designated a Pre-Session Priority (PSP). A Time for Action to all Leagues preceded testimony in both Houses. When Governor Anderson signed the PD bill in a special ceremony in the Capitol Rotunda, February 19, he congratulated the League for its many years of effort and invited our state president to address the assembly. The new law became effective on April 19, bringing to an end a quarter of a century of League efforts and 61 years of unlabeled (brand X) legislators.

But the new bill was not greeted with accolades on all fronts. Since its passage two issues have been vigorously debated. Now that legislative offices are partisan, they will no longer be rotated; candidates of the party winning the most statewide votes in the previous election are placed first on the ballot as has been the case for partisan offices in the past. The other issue is the position of legislative offices with respect to other offices; the new law places legislative candidates immediately after congressional candidates. Those objecting to these two issues feel that position on the ballot is a significant factor in determining the outcome of elections. At this time, the League has not compiled data or conducted research on these issues and without member consensus has taken no stand. But the opinion that voters are influenced by such factors as position on the ballot and well-known names is a legitimate and continuing concern; perhaps private and governmental actions to promote a better informed electorate should be sought.

The most comprehensive election law reform is accomplished by the Omnibus Registration Bill, passed by the Senate and on the floor in the House. If passed, several League goals will be realized.

- * There will be more uniformity in election procedures by centralizing the responsibility for promulgating rules and regulations for registration in the Secretary of State and by establishing statewide registration.
- * Registration (sometimes considered to be an obstacle to voting) is eased by permitting post card registration and requiring more convenient hours for registration.

The bill's controversial feature, registration on election day, was neither endorsed nor opposed by League, since our state position is considered to mean pre-registration. Opponents of the provision claim it will lead to abuses: citizens will not bother to pre-register and will appear in large numbers at the polls on election days, thus resulting in overwhelming election judges and impeding citizens who made the effort to pre-register. They also fear increased instance of fraudulent voting. Supporters of the measure state that post card registration will increase pre-registration, and that additional judges will be provided to handle unregistered voters who will be required to wait in separate lines. They feel that fraudulent voting is unlikely since those registering on election day must produce identification such as a driver's license, be vouched for by a previously registered voter in the precinct, and be informed that to falsely register or vote is a felony

(five years in prison or \$5000 fine or both). They further claim that fraud is less likely under the new law than under present law. By establishing county-wide registration throughout the state, and requiring counties to maintain permanent registration lists, it will be possible to check for duplicate voting. This is often not possible under the present law since so many areas require no registration.

A bill providing several changes in School Election Laws has passed the House and is on the floor in the Senate. League action on this item included a Time for Action and testimony before the Senate Education Committee. The legislation simplifies absentee balloting by allowing hand delivery of ballots and removing the requirement that applications for ballots be by registered mail. It also requires rotation of names on the ballot, provides for challengers at the polls and prohibits campaigning within 100 feet of the polls.

In Campaign Financing Reform the League was quite active and apparently to little avail. Since most of the action on this issue has been reported elsewhere - in Capitol Letters and in Background for Action, only a summary is included here. In February we held a press conference at the Capitol to announce our new position. Also in February we participated in a press conference announcing the introduction of the omnibus ethics bill. In March we testified twice before a Senate Subcommittee of Governmental Operations and once before a House Subcommittee on General Legislation regarding the omnibus ethics bill. In addition to formal testimony, we have discussed the bill with legislators and researchers in an effort to improve it and other campaign financing legislation. Background information was sent to local Leagues in the hope that a Time for Action would soon be indicated. But the bills continue to have grave problems. At this time only the Ethics Bill H.F. 951 is alive in the House; both Senate bills are dead; passage before May 21, 1973, is unlikely.

A constitutional amendment to Ease the Amending Process is expected to pass this session. There may be a conflict over whether a simple majority (supported by the League) or 55% majority of those voting on the question should be presented to the voters.

The League's state Election Laws Committee has observed many areas under this item requiring more thorough research and documentation. Before the 1974 session we hope to prepare for action, concentrating on school elections and campaign financing reform and evaluate and compile information on the new election laws passed this session. We also intend to complete the analysis of the data disclosed in legislative races last year.

Lobbyists and Observers: Shirley Amundson, Jan DelCalzo, Joan Helmberger, Jeanette Lofstrom, Mary Ann McCoy and a number of other League members who offered advice along the way.

Barbara Steinkamp,
State Election Laws Chairman

EDUCATION

Goals: Education legislation assumed lower priority among League lobbying items during this session. Several part-time lobbyists followed the specific bills rather than attending all. We planned to watch for legislation relating to financing and human resources. We wished to insure no changes were enacted to alter the equalization factors in the aids formula, to encourage increased state aids in the foundations aids formula, in transportation, and in programs affecting the handicapped and the gifted. We also worked to prevent serious consideration of those bills which would be con-

sidered "anti-busing."

Legislative Action: Major Senate legislation contained provisions the League supported which would substantially aid several types of districts. In addition to overall increased aid, increased assistance would be given districts with a large poverty population by increased weighting of formula figures for children from A.F.D.C. families. A new concept in equalization assistance incorporated in to transportation aids would underwrite those districts whose costs are disproportionate because of geographic considerations. Under the Senate bill, the state would pay all transportation costs not covered by what each district raised with a one mill tax. House legislation also increases transportation aids, but their method would be to reimburse school districts at a rate of 80% of total cost, with no per pupil limit. (Governor Anderson's budget had figured 80% up to \$80 per pupil.)

Other details and specific figures which differ between Senate and House must be resolved by a conference committee and passed this week. The basic thrust of both houses is similar--to increase state school aid to approximately 70% of local school costs by the close of the biennium. Furthermore, assistance to school districts with the lowest expenditure per pupil should result in a significant upward shift in their comparative expenditure rank and greater equalization throughout the state.

Increased categorical aid for the handicapped and pilot bills relating to special aids for programs for the gifted are still being considered in the appropriations committees. Specific figures in these bills must be reconciled with other budgetary considerations.

Forecast 1974? Because finance bills must be enacted this year, no major education legislation applying to local districts is anticipated overall. Various study commissions may be considered, but even these must be limited if funding is required. Though the "anti-busing" bills could conceivably be brought up again, this is considered unlikely.

Lobbyists: Individuals who helped keep us posted were Pat Lucas, Kitty Dornfeld, Gloria Froelich, and Jan Drucker.

Barbara Jones,
State Education Chairman

JUDICIARY

Goals: Observation at the '73 legislative session was included for background on bills related to the judiciary item. The session was well along when our consensus was reached and bills relating to our position were sufficiently advanced and proceeding smoothly in the committee process. Some of the bills followed would affect changes in the area of divorce, bail, grand jury, probate code, consolidation of courts and changes in the county court.

Legislative Action-1973: Because of timing and priorities, we decided to lobby only where we felt an impact would be valuable. Testimony was prepared for a bill altering the handling of juvenile status offenses. However, this bill was introduced so late it did not get out of committee.

Forecast 1974? There will be several areas to watch in interim committee work, for example: uniform probate code, bail reform, administrative changes, sentencing, affording presence of counsel to witnesses in grand jury proceedings, and others.

The judiciary position should have higher priority for action in the '74 session and from the present outlook there will be opportunities for lobbyists to work toward implementation of many aspects of the judiciary position.

Lobbyists and Observers: Thanks go to Ann Jaede for her work on bills affecting juveniles, to Rosemary Rockenbach for watching the many bills affecting the probate code, to Marcia Jansson and Harriet Lykken for being available if needed.

Rita Kaplan,
State Judiciary Chairman

CASE HISTORY OF A FIRST-TIMER
or "The County Commission Redistricting Project"

Background: Occasionally, I have asked myself how I ever got into this project, and it seems to have started innocently enough. The president of our Golden Valley League, Mary Anderson, early in 1972 discovered that because of redistricting, the office of the County Commissioner would not be on the ballot for part of Golden Valley in the General Election in 1972. After a concerned citizen called her, Mary asked our Board if we as a League should pursue the matter. Because I am a lawyer, I was asked to check on the legal basis for this extra long interval between opportunities to vote. I did so and found that the controlling state statute was very ambiguous and contradictory. Researching a little further, I found that the recent Attorney General opinions had interpreted the statute to mean that a county commissioner election must be held in a district if:

- (1) there is no resident county commissioner in the district
- (2) there is more than one resident county commissioner in the district
- (3) the term of office of the incumbent expires.

This means that if redistricting can be accomplished so that one resident commissioner remains in each new district, regardless of the extremity of the boundary changes, no commissioner is required to run for election in his new district unless his term is expiring.

Our Board first decided to consult the membership at unit meetings to determine whether or not there was strong enough feeling to really dig into the problem and risk making some enemies, and we found that there was. Mary then wrote to the Hennepin County Board asking if the members had considered the voting rights of the people switched from a district whose commissioner was up for election to one whose commissioner had just been elected, thereby postponing the opportunity to vote. The commissioners replied that they had just followed the statute's directions.

Mary then brought our information to the attention of the State League Board which decided that it would be a worthwhile project for state action. A meeting was arranged with Mary, Carol Jones (Golden Valley's Legislative Action Chairman), Mary Ann McCoy (State President), Shirley Beyer (State Voting Rights Chairman), Sid Moss (State Treasurer and member of Golden Valley League), and me (because I had done the research). A coordinator was necessary, and I seemed to be more available and involved than anyone else, so I agreed to coordinate, although I had no experience, nor the vaguest idea how to start. Several suggestions came out of the meeting, however, and Mary and I began the groundwork. Mary contacted some legislators asking for reaction and suggestions, and one (Representative Richard Parish) offered to pursue it with us. Meanwhile, I put together a questionnaire which was sent to all the county auditors to determine how many had the same situation as we had. The results showed that 26 of the 87 counties are in the same position as Hennepin County.

Legislative Action: After the legislative session started, I contacted Rep. Parish and asked him to have our ideas put in bill form by the Reviser of Statutes. About 8 weeks later, several members of our League, including Carol Jones and myself, were at the Capitol on an unrelated mission, and we dropped in on Rep. Parish to ask about the bill. It had been returned to him and was ready for authors. He signed it as chief author in the House, and, to my utter amazement, gave me the 10 copies of the bill, told me to find 4 more authors in the House, 3 in the Senate, get the Committee Hearings scheduled, and do it all that week, since the time for introducing new bills and getting them passed was growing short. I did not accomplish it that week; it took 2 more weeks (3 days a week). My major difficulty in spending time at the Capitol was finding a place to leave my 3 1/2-year-old son and several Leaguers helped by taking care of him as a contribution to a League project.

Carol Jones lobbied with me twice and Mary Anderson once, and that was a great confidence builder. I discovered that the legislators are very much available to the public, as busy as they are. In my author-hunting, I found only one person who actually opposed our goal. The bill was introduced in the House on April 17th and in the Senate on April 18th, and was assigned to the respective Local Government Committees. Our bill changes only a small part of the statute and several legislators think some major housecleaning is in order. I expect them to amend our bill and accomplish a lot of good. So that these interested individuals can devote some attention to the bill, I have not requested committee hearings before summer.

It is astonishing to discover that one person, lobbying mostly alone can carry a bill to introduction and, hopefully, through a committee. It only took one inexperienced person to acquaint a lot of people with this bill, and it was an exhilarating feeling of accomplishment when the bill was introduced. In addition there is a tremendous feeling of satisfaction in working against an inequity which would have gone on unchallenged but for the League.

Louisa Holmberg,
Coordinator, Voting Rights Action

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL) LEGISLATIVE REPORT

Goals: If timing is all--then the timing of this legislative report couldn't be worse for the Metro bills. Eleven more days and we'd have something to say.

Our legislative goals for this session were for some really good land use bills, including mandatory protection of sensitive environmental areas, and funding of parks and open space on an areawide basis, with the Metropolitan Council setting priorities for site selection. We hoped for an improved Metropolitan Council bill that would call for special agencies to be structured under the Council as is the Sewer Board, with Council appointment, budget control and review of long-term plans. An elected Council was also part of our goal. We wanted also removal of dedicated highway funds to improve the funding of mass transit, and more effective coordination of all phases of transportation in the metropolitan area.

Legislative Action-1973: What do we have so far? Almost nothing. A few little bills have made it through both the House and the Senate, but all the bills of major metropolitan significance have been bottled up in the Senate Metropolitan and Urban Affairs Committee, and will

almost certainly go to an interim committee. The House Metropolitan and Urban Affairs Committee, under the chairmanship of John Salchert, gaily and swiftly ground out of committee all the metro bills it could, including one to redistrict the metro area and elect the council (H.F. 515). This passed in the House. It was then sent to the Senate, where the Metro and Urban Affairs Committee, under the chairmanship of John Chenoweth, after three months of research and hearings into the activities and functions of the Council and all the metro agencies, proceeded to gut it, and inserted instead, a bill that would call for a re-districted council with members appointed by the governor; provide for uniform structure for four commissions (Metro Sewer Service Commission, Metro Transportation, Parks and Open Space, Metro Housing Commission) with commission chairmen and members appointed by the governor.

The Metro Council would be given policy planning role in shaping and coordinating long range development of the metropolitan area. The bill would also prohibit the Council from operating responsibility for any of the commissions. The Council was given review and recommendation power on projects of metropolitan significance; review and comment power on state and federal capital plans and improvements; review and recommendation power on comprehensive municipal plans. State legislature was given a more active role in the establishment of metropolitan policies.

If this seems like a lot of description, it is only because this bill was JUST WHAT WE WANTED. Of course, it was partly shot down in committee. The Airports Commission section was removed and various other bits and pieces were deleted--eminent domain for parks, for one. However, it passed out of the committee and is slated for a summer hassle.

Forecast for 1974? Yes, Leaguers, we are on our way to a full time legislature, it seems to this lobbyist. The House has passed its metro bills, but without matching Senate legislation, everything will be decided in the interim.

A few other pieces of legislation look as if they might make it through the Senate: H.F. 2238 (Knutson S.F. 2178) amended to cover the metro area would make it possible for counties to spend from general revenue funds for soil and water conservation.

S.F. 2037 (H.F. 1681) would provide for the development of housing for persons of all incomes. Permits redevelopment companies who develop all income housing to earn 8% and requires they raise funds to pay 10% of the cost of the project.

S.F. 1911 would provide for a 2-year moratorium on certain freeway construction.

S.F. 2344 (Ashbach) would provide that Ramsey County not have to pay more money for Metro Council support than other counties.

Several bills were introduced to remove 2-wheel vehicles from the wheelage tax, as well as certain recreational vehicles.

H.F. 715 would exempt property not served by Metro transit from paying any tax therefore.

Lobbyists: This sort of thing doesn't sound like any landmark legislation in metro so far. Our loyal lobbyists will be as busy this summer as they were all winter and spring. Our special thanks to Shirley Soll, Marla Kennedy, Marlene Krona, Kay Metcalfe, Jan DelCalzo, Carol Buskman and

Ann Thomas,
Chairman, CMAL

MINI REPORT OF NATIONAL CONVENTION 1974

San Francisco--May 6-10

Finance

Per Member Payment: \$4.25 (same amount to be used in 1975)
Proposed budget: cut by \$35,000
Profit on ERA bracelets: \$70,000 (to be used for ERA action)

Election

Proposed slate accepted - Ruth Clusen, Wisconsin, is president.
Irene Janski, Minnesota, appointed -
Organization

Bylaws (several passed but two listed below regarded as SIGNIFICANT)

Removed word "women" in Membership article.
Substituted "(a) action to implement the Principles" in Program article.
Cautionary note: action should be based on member agreement,
understanding and support.

Program

Emphasis on ACTION in Environmental Quality, Human Resources, International Relations, Representative Government
Added to Representative Government--an evaluation of the role of the executive branch
Land Use consensus and position by May 1975
Accepted proposed Task Force on Energy Issues to provide materials for discussion, concurrence and action.

Principles

Added to the second principle--all governmental bodies should be open to the public; citizens should have access to public records; measures should be taken to insure public's right to know what formal actions are being considered by governmental bodies

Resolutions

Urge the president to comply with all requests of the Judiciary Committee
Seek Education Fund money for a Bicentennial "special" on the Bill of Rights and the role of individual liberties in our society today

Recognition Standards

Adopted as proposed with a few additional words

Action taken during Convention

Against Gurney amendment to Elementary and Secondary Education Act
Prod Hayes and Albert on Campaign Financing
Hope Washburn attended on Wednesday. Award winners and Roberta Williams who used to work in state office had lunch with Hope. Minnesota delegation greeted Hope at reception and banquet. Hope is a warm, witty human being and it was a delightful reunion.
There was an ERA rally in Union Square on Wednesday
There was a report on the LWV Self-Study--capsule portrait: over 40, white, college educated, suburban (and would do more if asked!)
The Convention is described by Minnesota delegation as "reasonable" and "in good spirit."

(over)

Thirty-eight Minnesota local Leagues had delegates at Convention:

Albert Lea	Northfield
Alexandria	Owatonna
Arden Hills	Red Wing
Brooklyn Center	Richfield
Columbia Heights	Robbinsdale
Crystal-New Hope	Roseville
Deephaven	St. Anthony
Duluth	St. Cloud Area
Edina	St. Croix Valley
Excelsior	St. Louis Park
Falcon Heights	St. Paul
Golden Valley	Shoreview
Mahtomedi	Stevens County
Mankato	Wayzata Area
Marshall	Wells
Minneapolis	West Dakota County
Minnetonka-Eden Prairie	Westonka
New Brighton	White Bear Lake
Northern Dakota County Area	Winona

Jerry Jenkins
Vice President

HOW TO BE A LEAGUE MEMBER

1. Read the local League bulletin carefully each month.
 - a. Study the calendar. Mark meeting dates on your calendar. (Arrange for sitters as early as necessary.) Note meeting days and times of the Board of Education, City Council, Planning Board, etc. These are open to the public and you learn a great deal by attending. Take a friend.
 - b. Think about, discuss and read about Program subjects and consensus questions. Suggested reading is frequently listed. Excellent material is often included in the bulletin. League of Women Voters publications are most informative, well worth buying and keeping, and giving to others.
 - c. Are there any Times for Action? Act on them (this usually means writing a letter) within two, at most three days, before you forget.
 - d. What else is happening?
2. Read state and national VOTERS - Keep and file for future reference.
3. Read the local newspaper and magazines. Look for articles about the town, surrounding communities, state, or national matters with which the League concerns itself. Don't give up on local dailies and weeklies too soon. They carry a lot more news than casual reading suggests. Once you're used to them, much of the news will mean a great deal more to you than it seems to at first. A simple filing system for clippings will be helpful.
4. Attend unit meetings and general meetings. You begin to get the real "flavor" of the League after attending a few and participating in the wide open discussions. Our units meet _____ and _____. Attend the one that best fits your schedule. Attend state sponsored meetings and workshops. They are informative and will expand your citizenship horizons.
5. Don't say no! If you haven't helped on a resource committee for a unit recently, volunteer. Nobody is an expert, but you learn more by participating than by not participating. Sign up for observing local government meetings, an excellent way to get acquainted with government.
6. Everyone is on the Voters Service committee. Everyone is asked to help with registration drives, candidates nights and other challenging activities in which Voters Service is involved. These can be done without you, but can be done better with you.
7. Being unit chairman is a great way to learn about League and help you feel ready to accept a nomination to the Board. To really know what's going on, that's the place to be. While it is demanding to be on the Board, it is also very gratifying.

Nobody can manage to do all of the above. Some members prefer to be just dues paying members, doing what they can to inform themselves at home, but keeping up with League activities vicariously. They are much appreciated as they, too, help keep the League going, particularly financially. Maybe next year they can be more active. Others break themselves into the League by attending as many unit meetings as they can. We hope that sooner or later they will feel well enough adjusted to participate even more, but sometimes their schedules are too heavy, and we realize they're doing as much as they can.

The hardest working members are the people who are getting the maximum from the League. They, too, have heavy schedules, and appreciate every bit of help offered.

HOW BOARD MEMBERS INFLUENCE MEMBERSHIP

President:

- .Choose a membership chairman who has a saleswoman's personality and a membership assistant to help her. Obtain names of member transfers for membership chairman.
- .Should meet everybody.
- .Hold a president's coffee for new members.
- .Plan agenda to include discussion of membership at Board meetings.

Treasurer:

- .Handle dues collection, transfers, reasons for dropping.
- .Contact delinquent members. Notify state and national of new members, drops, transfers and change of address.

Unit Organization:

- .Units geared to new member, with name tags, rides. Units should be exciting, rewarding experiences for all. Discussion leaders should encourage participation.

Public Relations:

- .Program activities and Action should receive publicity---use pictures and many names.
- .Work with other organizations to share the work and reach more people. Speakers Bureau speakers should give out a membership flyer, free material.

Voters Service:

- .Offer programs on voting, politics, government, in colleges and high schools. (Future members are there.) Contact prospective members. Use new members in Voters Service projects. Go-see tours of government meetings are great. Offer a course in "Know Your Government" for League members.

Publications:

- .Give background materials to new members, offer a subscription service, supply the public library. Inform all members about new publications. Review in bulletin and local newspaper. Publications win friends--display them at public meetings.

Bulletin:

- .Run new member biographies, League and community calendar. Use the membership chairman's name and phone number on the front of the bulletin. Offer orientation in the bulletin. Recognize members' accomplishments in print. Be generous with thank you's.

Membership:

- .Have an assistant, committee, unit representatives, big sisters for new members, interest cards on all members. At Board meetings, explain membership relative to other portfolios. Personally contact drops to find reasons. Invite them to return to League in the future.

Finance:

- .Wives of contributors are membership prospects. New members form a team with an experienced member for solicitation. Watch over budgeting; explain "why" a finance drive.

Program Chairman:

- .Appeal to new members with a new item, go-see trips. Ask nonmembers who are interested in an item to visit the resource committee, perhaps join.
- .With an old item, give background and study materials to new members.
- .Don't assume members are familiar with the subject. Use no initials. Be imaginative: use tapes, films, variety at meetings.
- .Avoid lectures.

Action Chairman:

- .Involve total membership in Action. New members can be helpful in the observer program and legislative interviews. Publicize Action activities.

.Bring potential members to Focus on State Government programs.

Nominating:

.The nominee for membership chairman is important. Choose an outgoing personality.

Budget:

.Money is needed for coffees, go-see trips, president's coffee, new member kit, name tags, file, lending library, phone listing.

Every Member:

.Is a recruiting agent. Should be urged to make special efforts to invite new members, recommend prospects to the membership committee.

.Above all, pay special attention to prospects and new members at general and unit meetings.

.Make everyone welcome!

MEMBERSHIP COMMITTEE CHECKLIST

This is how an all-year membership plan might look.

MAY-JUNE

1. Appoint committee.
2. Check records.
 - Analysis of drop-outs
 - Analysis of membership characteristics
 - Participation of members
 - Quality of communications
3. Revise prospect list.
4. Prepare year's plan and present to Board in writing for discussion and modification.

SUMMER MONTHS

1. Have informal neighborhood recruiting coffees or coke parties.
2. Plan for later prospect approaches: letters, calls, to include former members.
3. Revise personnel file, if necessary, and get it up-to-date.
4. Plan for large membership tea in September: opening meeting membership emphasis.
5. Make plans for orientation programs.
6. Work on League yearbook or directory.

SEPTEMBER

1. Invite prospects to membership tea.
2. Send letters to new women in the community, introducing the League and telling them of your opening meeting.
3. Give careful attention to getting in dues from unpaid members before your bylaws cut-off date. Work closely with the treasurer.
4. Distribute yearbook.
5. Assemble membership list for all Board members if you do not have a League yearbook with membership list.

OCTOBER

1. Participate in statewide membership drive.
2. Check visitors to units and arrange follow-up: bulletin mailing, invitation to join, personal phone calls, transportation.
3. Ask for Board evaluation. Membership committee makes a mid-year report and re-examines goals.

NOVEMBER through the rest of the year

1. Evaluate orientation techniques and plan for as needed: articles in bulletin, unit presentations, coffee hours, catch-up on Program meetings.
2. Intensify personal recruiting.
3. Mail bulletins and selected publications to prospectives.
4. Arrange "go-see" tours (government) for new members.
5. Check on new member activities and work on finding the proper niche for each one.

CONTINUOUS PERSONAL CONTACT

JOB DESCRIPTION
MEMBERSHIP CHAIRMAN

Goal: To increase the number of members in the League of Women Voters
To encourage all members to participate in League activities
To have a membership that is representative of your community

Responsibilities:

1. Recruitment - getting new members
2. Orientation - familiarizing new members with League purpose, the member's role in the League and the League Program
3. Promotion of activity - encouraging member participation in League activities
4. Administration - keeping interest card file up-to-date;
assisting resource chairmen with suggestions for possible committee members;
keeping attendance at all meetings (including Board meetings);
notifying president, treasurer, organization chairman, bulletin editor, and publications chairman of new members, drops, changes of address, and recruiting committee to assist membership chairman

Approach:

1. Get a committee.
This is really vital and will enable you to do a much better job and still have some time to call your own. You may set it up several different ways:
 - a. Geographically. Have committee members from various parts of town to bird-dog and follow through in their respective areas.
 - b. Responsibility. Have someone who keeps the records of additions and drops and sends dues notices; someone who keeps the personnel files and is the one person called by all Board members when they want information on typists, artists, possible committee members, etc. and a hospitality person who sets up the places for meetings and the refreshments.Whichever method you choose, make use of the various talents and differing amounts of time other members have.
2. Set up a one-year calendar for your committee
Determine when you wish to have membership recruitment affairs, orientation meetings, and membership committee meetings. Gear much of your membership calendar to your League's Program commitments so you make use of ready-made opportunities for getting and keeping members.
3. Choose a membership representative for each unit. (This might be the unit chairman.)
She will be the person responsible for helping new and prospective members feel comfortable at meetings; so choose wisely. Provide your representatives with a notebook of helpful membership materials, including receipts for accepting dues, membership cards, attendance sheets, membership books, and blank name tags for new unit members.
4. If your Board had a unit organization chairman, work closely with her.
5. Set up a working arrangement with your treasurer.
Determine who sends data to state and national and make sure you are notified if a member does not respond to her dues notice. Before a member is dropped, she should get a call from you.
6. Get your card file in order.
Have a card for every member and every prospect and keep this card file near your phone. When you get a call on a prospect, write down all the information you can get, and when you talk to her -- use it!

7. Reserve time at each Board meeting.
Involve your Board in membership. Give your plans for the year and enlist the help of the Board in meetings for prospective members and new member orientations.
8. Set up a system of callers.
Put someone in charge of a calling system for meetings so everyone who wishes to be more informed will be called. No caller should have to make more than four or five calls.
9. Work up forms. (Test them by filling them out.)
This category includes interest sheets, Board reports, attendance reports, and the annual reports to be filled out for national and state. Keep good notes on all you do to make your job easier for yourself and whoever follows you.
10. Keep someone informed when a member transfers.
You have the names of all the membership chairmen in Illinois and all the state League presidents. Notify them when you know a member is moving to their area. If you can send this information, the member will quickly find a niche for herself in her new League community.
11. Remember -- enthusiasm is catching.
In many ways you are the real League spokeswoman. Your warmth and excitement in the League will give prospectives, new and experienced members a real appreciation of the many facets of League. When you are discouraged, think of what you've gained from your League experience -- then pass it on.

Administrative Detail:

1. Keep the interest file current. The file should be divided into active members, inactive, drops, prospects and orientation meetings. Record jobs asked for, acceptances, refusals, reasons. Some kind of survey of the membership, by telephone, questionnaire or interview, should be made periodically to keep the interest file current.
2. Based on material in the interest card file, prepare lists of persons available for resource committees, typing, mailing, art work, etc. Try not to give the same name to two committee chairmen at the same time.
3. As soon as resource committees have been formed, prepare and mimeo a list of all committees and their members for the president and Board members. The nominating committee will also want copies.
4. Keep name tags current and in good order. Remove "red ribbons" (new members) after a few months.
5. Keep attendance at all meetings - keep track of membership through these records - watch for "inactives" - try to determine the reason - help "reactivated" members find some assignment which will encourage further participation in League activities.
6. Report new members, drops, change of address, status of membership and any plans you may have at Board meetings. Have this information in written form to distribute to the president, treasurer and bulletin editor.
7. Follow up on "drops" to find reasons: analyze membership to determine what can be done to solve this problem. Notify the president, treasurer, organization chairman and bulletin editor of drops. Inform treasurer of names of members moving to other communities so she may inform the state office.
8. Prepare a report of your job at the end of the year on appropriate forms provided by the state. On January 1, the membership list is sent to the state office. Work closely with the treasurer on this.
9. Provide an accurate list of membership for the yearbook.
10. Keep a file of membership materials, i.e., "How to Get and Keep Members," orientation materials, reports of previous chairmen.
11. Attend state or regional meetings in your field. (Be sure to have someone go in your place if you can't go.)

PROPOSED CONSTITUTIONAL AMENDMENTS
1974 General Election

At the General Election on November 5, 1974, three proposed amendments to the Minnesota State Constitution will be presented to the voters for their approval or rejection. The proposed amendments will appear on the ballot as follows:

FIRST: Form and Structure Amendment

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

SECOND: Gateway Amendment

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

THIRD: Taxing of Railroads

"Shall the Constitution of the State of Minnesota be amended to permit the legislature to establish the rate and method of taxing railroads?"

The League of Women Voters of Minnesota supports two of the above amendments: First: Form and Structure and Second: Gateway. No position has been taken on the Third: Taxing of Railroads.

League of Women Voters of _____

Name of Amendments Campaign Chairman _____

Address _____ (zip) _____

Phone _____ (include area code if other than 612)

Interested in serving on State Amendment Promotion Committee _____ Yes

_____ No

Return to state office (555 Wabasha, St. Paul 55102) by JUNE 15, 1974.

Amendment Campaign Timetable

May 28, 29 - Leadership Workshops - explanation of amendments campaign

June 15 - Deadline for sending name of Local League Amendment Chairman to State LWV office (555 Wabasha, St. Paul, 55102)

June - July - August - No active campaigning. Local Amendment Chairmen "gear up" - organize committees, plan publicity strategy, contact other groups (civic, business, professional) in your community for support and possible joint effort or to let them know you will be available to speak on the amendments or will make promotional materials available to them, etc.

August (with Board mailing) - Campaign materials and promotion kit (sample speeches, background information, sample press releases and spot announcements) available to local Chairmen.

September 15 - Post-primary Kick-off for Amendment Promotion

October - Amendment Promotion Month - "Vote Yes" Campaign in full swing with local Leagues focusing publicity and community activity on support for Amendments One and Two.

November 5 - Minnesota General Election. VOTE!

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

BUDGET 1971-72
(As adopted by the State Convention May 21, 1971)

EXPENDITURES	BUDGET
President and Board of Directors	\$ 1,400
National Board Mailing	400
Administrative Committees	
Public Relations	500
Budget and Nominating	200
Finance	100
Membership	150
Operating Costs	
Equipment upkeep	160
General Supplies	2,400
Postage	2,100
Telephone and Telegraph	1,000
Insurance	160
Office Expenses	
Rent	3,600
Salaries	11,500
Other expenses	35
Capital Expenditures (cost of new equipment)	400
Delegates	
National Council	600
National Conferences and Regional Meetings	300
Services to Local Leagues	
Field Service	1,800
Leadership Publications - New Leagues	100
Local League Presidents Training	400
Program and Activities	
Minnesota VOTER	3,620
Program (including Special Meetings)	1,200
Affiliations	70
Community Services	
Voters Service	330
Action	
State	1,000
National	500
National Services	18,900
TOTAL EXPENDITURES	\$ 52,925

INCOME**BUDGET**

Pledges from Local and Provisional Leagues	\$ 48,550
Unsolicited Gifts	300
Members-at-large @\$7.50	75
Interest on Reserves	450
From Reserves	3,550

TOTAL INCOME**\$ 52,925**

CONGRESSIONAL ACTION

How To Influence Washington

I. Address your Congressmen:

The Honorable Walter F. Mondale
Senate Office Building
Washington, D.C. 20510

The Honorable Hubert Humphrey
Senate Office Building
Washington, D.C. 20510

Dear Senator Mondale,

Dear Senator Humphrey,

Representatives: The Honorable _____
House Office Building
Washington, D.C. 20515

Dear Congressman _____,

II. What to say: (In many Leagues official letters are prepared by national program chairmen to go out over the president's signature or joint signatures.)

- A. Know your Congressman's stand and past voting history on the issue. Be appreciative of his previous actions in line with League positions.
- B. Know the issue. Make full use of your Time for Action background mailings.
- C. If at all possible, relate your comments to what the issue means to your district.
- D. Write an informed letter worded in positive terms. Don't be irate, antagonistic or threatening.
- E. Democracy is communicating with your legislator. Appreciate it. Enjoy it.

III. Procedure for an official Time for Action:

- A. Designate one person in your League responsible for national Time for Action responses. Let the state office know her name, address and phone number. See that she receives national's League Action Service (Time for Action and Report from the Hill). Your president automatically receives this. If someone else has this responsibility, it would be a good idea to purchase this service for her - \$5.00 from national. The service is on a calendar year January - December \$5.00.
- B. When a Time for Action mailing comes, carefully note when a response is needed. It is usually immediate. Send an official League letter within five days. Make four carbons - for the national office, the state office, your district coordinator, your files. Instead of carbons, you can use the Time for Action response card to notify the coordinator of your action.

- C. If your district coordinator hasn't received a carbon of a letter or a card within seven days of receiving a Time for Action mailing, she will call or write her contact person within the League to remind her.
- D. Keep in mind the public opinion telegram. This is the most economical way to contact your Congressman quickly. For \$1.00 you can send 15 words plus your name, title and address.

IV. To get your members to take action:

- A. Have a unit meeting on "how to". Use an issue as an example; background it; background the Congressman; suggest possible appeals. During the meeting have the members write in their own words, on their own stationery.
- B. Use your bulletin to keep members informed of Time for Action calls and background information.
- C. Contact your resource committees and other known concerned individuals when a specific issue needs action.

V. To get your community to take action:

- A. Have public meetings to build general community awareness of the issue.
- B. Use your newspaper or other channels of communication to background an issue; stress why it is of local concern. Inform the public when it is the proper time to contact the Congressman.
- C. Identify key community people who share your concern and notify them when action on a bill is crucial.

VI. Share with your coordinator:

- A. News of your League's other congressional action activities as well as your notification of official action.
- B. Information about your Congressman and his stands on League issues. From time to time a summary of this information will be distributed to Leagues in the district.

VII. Participate in the yearly League interview with your Congressman. The coordinator will set it up and notify you. It is an excellent opportunity to get acquainted and lobby in person. It makes responding to Times for Action much more meaningful.

MEMBERSHIP CAMPAIGN MEMO

SUMMER PRIORITIES FOR MEMBERSHIP CHAIRMEN

This memo is a supplement to the OUTLOOK FOR WORK, and should assist you and your committee in getting started. Do read the membership publications and consult with previous membership chairmen for additional ideas.

MEMBERSHIP COMMITTEE

Your committee should include your president, treasurer, publicity chairman, and unit organization chairman and from each unit either the unit membership chairman or the unit chairman. Immediately organize your committee to work on unit analysis, membership analysis, dues collection, the prospect list, and a membership plan for the year.

UNIT ANALYSIS

Perhaps you are already familiar with monthly unit status reports. If not, work with the Board member in charge of unit organization to draw up a meaningful form. These reports can be of great value to you now in planning for the League year and will keep you aware of each unit's monthly activities.

These reports may include the following data, but request any other information that will make your job more effective:

1. Unit number, name of person completing the report, date.
2. Total paid membership of unit, unpaid members.
3. Number of members in attendance that month, names of members not attending;
4. Names, addresses and phones of new members joining that month;
5. Information about inactive members and members who are dropping;
6. Complete data on each guest - name, address and phone, how she happened to attend meeting, etc. Is she interested in joining? visiting another unit?

After estimating the number of drops and inactive members, use these reports to plan how many new members each unit will need, to keep track of prospects to record in your prospect file, to pinpoint problems and suggest remedies. Become well acquainted with each unit.

MEMBERSHIP ANALYSIS

With recent data on each unit and most dues collected you can produce a picture of the total membership. Look at your community and the location of members and units. What sections of town are underrepresented? Is there a good cross-section of the women in your community in League? Compare number of members and the population. Is your League growing? What is the pattern? Gather information on why members join and why they enjoy League? Determine why others drop League? What other activities or groups compete with League for a woman's time?

These are a few of the questions that will help you evaluate your League and plan a membership campaign suited to your community. See page 55 in the Local League Handbook for an "Analysis of the Community outline" and refer to past Membership Memos for other questions.

COLLECTING DUES

To meet the August 1, 1971 deadline for your complete membership list, you will need to make a special effort to bring in delinquent dues. It can be done! Recruit additional committee members if you have numerous late dues (as indicated by the unit analysis). Set aside a day or several days for your task.

Your best approach will likely be to telephone each member and explain the several reasons for collecting dues at this time. Explain that you will be able to drive by and collect her dues and the dues of several other members that afternoon. Mailing often is less satisfactory, people forget, put off, and then their embarrassment increases.

There are ample reasons for collecting dues now. The dues year (for most Leagues) begins in April; but until this year it has been customary to extend dues collection into the fall months. To insure receipt of The Minnesota VOTER each local League has been asked to send an exact membership list to the state office by August 1. In further explanation you could tell how an accurate account of the membership will help the membership committee and the local Board plan for the year. Some examples - The membership chairman needs to know how many people will be in each unit in order to assign new members. Units should be well organized before September in order to attract new members. The publication chairman needs to know how many publications to order. Add your own reasons.

If an unpaid member is uncertain about joining because she may transfer, explain that she will be able to transfer her membership to the new community. You will be happy to take care of the matter and she will have uninterrupted League membership. If she says she can no longer be active encourage her to join and participate in a limited way. We all wish that every member could be involved fulltime in the League but we recognize that commitments change. By rejoining the League, the member expresses her interest and support for our program.

In an October 1967 National Voter the League published an interesting supplement on League membership. The following quote is from a section entitled "How much time does it take to be a League member?"

"This depends entirely upon the member, on the amount of time she has available and on her particular interests. League membership is heterogeneous. All women are welcome, and there are great differences in the amount of time which each can devote. Some pay their dues annually and feel adequately rewarded with the receipt of local, state and national VOTERS. They seldom attend a meeting. The

majority of members attends unit and general meetings--in time a total of two or four hours a month plus whatever is needed for reading appropriate material in advance.

Members who like to dig out facts and learn in depth about an issue often serve on a program resource committee. The time required varies according to what issue the committee is working on but often it means another two or three hours of meeting time a month, plus the time for reading done at home.

Some members prefer direct community involvement rather than research. They enjoy the Voters Service activities which include demonstrating voting machines, preparing and distributing candidate questionnaires, arranging public meetings at which voters can see and hear the candidates."

Keep a careful record of your calls and use the data in your membership analysis. If a member wishes to join but be inactive, be sure her unit is aware of this. Should a member wish to drop-if possible find out why.

PROSPECTIVE NEW MEMBERS

Finding Prospects - This top priority membership activity continues each day of the year. Every member can help you find prospects - just ask them and don't let up.

A special invitation by a member will probably remain the most effective approach but do try others.

Distribute flyers, put up posters, write invitations.

Send letters and bulletins, ask for newsarticles or radio and TV time or pay for advertising.

Be ready to explain League membership at any event day or night!

Keep members supplied with membership flyers to keep in their purses, cars, and on coffee tables.

Wear League buttons!

All membership materials and some other publications should be stamped with the name and phone of the membership chairman.

Contact other organizations with similar interests and invite their members to work with us.

Ask League speakers to include membership information in their presentations.

Include membership information tables at all League events.

When distributing publications include data on League.

Provide realtors, business newcomer groups etc. with promotional materials or other information stamped with League contact.

Use old membership lists to find names of past members, and ask their friends to invite them to visit a meeting or rejoin or contact them yourself. Look over old prospect lists and try new approaches. You'll be pleasantly surprised to find that a few people will now have more time available for League. Place the League's name and a phone number in the telephone book.

To attract members 18 and a few years older will probably take some special approaches. The Voters Service committee will have contacts with young people as they register at youth days and at other

community activities. Be sure members working in VS activities and other members who have contacts with young people are prepared to talk League and distribute information, and of course, issue invitations to join.

Arrange rap sessions with young women 17 years and older.
In explaining League place emphasis on program rather than on structures and procedures.

The two national flyers should have appeal: It's Your Country and Things Happen When You Join the LWV.

Ask the young women for advice and work with them to plan a year's program, adapted to their needs.

Are dues or time a problem? How fully can they participate in League? Would they prefer to join a unit of their own age group with several experienced advisors or would they rather be dispersed among several units? Put up posters, information packets etc. on college and H.S. campuses. Contact young political groups, service groups, clubs etc. and offer speakers, information, rap sessions etc. Encourage members to invite their daughters to unit meeting and other League events.

KEEPING TRACK OF PROSPECTS - CARD FILE

As soon as you receive a prospect's name, enter her name, address, and phone on a small card. Add any data that will help you in future contacts. Information on her interests and talents can be helpful in involving her in League activities. Take a few notes on each conversation or meeting.

ASSIGNING PROSPECTS TO UNITS

Work closely with the unit chairman and the unit membership chairman to see that each prospect is invited to a meeting, offered a ride and warmly welcomed. After the meeting ask for a follow up report and enter the information on your card. Did the prospect wish to be called again? Would she like to attend a different unit next month? If all goes well and your prospect is happy with the 1st unit meeting then you can leave future calls to her up to that unit. If you are uncertain about the prospect's desires, call her again and reassign her if necessary. When a prospect is assigned to a unit, can you assume that she has been called? Always recheck!

A PLAN FOR THE YEAR

MEMBERSHIP CALENDAR

After you have completed the membership analysis and the collection of dues, a plan for the year can be drawn up. Fill in all known League dates and plan membership activities to accompany or complement them. Your plan, with tentative dates, job assignments and strategies should be presented at the August Board meeting for approval. Remember that all League activities have a tie-in with membership and all Board members have membership responsibilities. They will assist your committee in finding new members and in keeping old members interested and participating. Use this calendar to guide you and set aside October 11, 1971,

for the Membership Rally/U.S. Congress Workshop.

1971 - 1972 MEMBERSHIP CALENDAR
1971

April - Annual meetings, dues renewals (in most Leagues)

May - Units organized, new membership committee selected

June - Board meeting - presentation and approval of membership plans for the summer months.

July - Membership committee collects late dues, completed unit and membership analyses, and work on plans for the year and prospect lists. Hold membership picnics or rallies, etc.

August 1, 1971 - Complete list of members due in state office with each name listed the new way: Jane Doe (John)

August - Board meeting - Present year's membership plans for discussion and approval. Discuss each board portfolio's membership responsibilities. Unit organization should be completed and September meetings well planned. Sept. and Oct. are peak membership months so careful preparation in August is essential.

September - Unit meetings - Invite and welcome guests. Provide brief orientations. Hold special meetings for members and guests - teas, tours, meetings with your government officials, etc. Try different approaches from year to year. Collect dues from prospects.

October - Continue September activities and orientation meetings. Collect dues from prospects.

October 11, 1971 MEMBERSHIP RALLY in connection with U.S. Congress Workshop. Invite everyone - friends, prospects, and the community to attend. This is a great opportunity to show the League active in areas of national concern.

November - Compile a membership directory, continue orientation and collect dues from prospects.

December - Relax a little. Work on membership report due state and national Jan 1, 1972. Prepare for final 3 months of League year.

Jan. Feb. March - These months offer possibilities for active membership recruitment and orientation.

March - A good month for new member parties, discussion groups, orientation, etc. Involve new members in annual meetings plans. Set up procedures for dues collection.

COMMUNICATION AND EXCHANGE OF IDEAS

Your state Board Membership Committee wants to hear your ideas, problems and complaints. Please call or write your state chairman

Barbara Steinkamp (Donald)
4912 Payton Court
Mpls, Minn. 55435
612-927-9263

We really expect to hear from you. . We hope to meet informally with membership chairmen during the year - perhaps in small groups or by telephone. If you have had successful programs, we would welcome copies of them in the state office. To enable you to share ideas or projects with other Leagues and alert them to prospects in their areas we shall send you a list of local membership chairmen. A sample "prospect exchange form" is attached to this memo. Meanwhile, contact the local League president or the state office. Keep a diary of your membership activities to aid you in writing reports and to assist future membership chairman. Invite suggestions from your membership.

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

MEMBERSHIP PROSPECT EXCHANGE - INTER LEAGUE COMMUNICATION

To: _____ (League)

From: (Name)	(Tel.)	Date
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League

The following women have been suggested by our members as possible League prospects living in or transferring to your community.

[illegible]

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

E R R A T U M

On the attached "Indians at Convention" enclosure, bail money, donated by League members, for arrested Indians was reported as approximately \$33.00 - should have been \$300.00.

INDIANS AT CONVENTION

A report prepared by Gloria Phillips,
Human Resources-Equality of Opportunity/Chairman

Background: On Sunday, May 16th, about 70 Indians invaded the Twin Cities Naval Air Station, basing their claim of possession on a provision of a 1968 Sioux Indian treaty that land no longer used by the United States government reverts back to the Indians.

Local officials, Governor Anderson, the Indian Affairs Commission, U. S. District Attorney Robert Renner, U. S. Navy Officials, Senators Humphrey and Mondale, and Representative Fraser all became involved in the situation during the ensuing weeks. After several meetings with local officials the Indians had agreed to vacate the air base on Wednesday, May 19th and had planned on presenting an 8 point proposal to officials in Washington. However, the Indians changed their position when they were unable to get into an administration building on the air base for a meeting with U. S. Navy officials and felt they had been insulted. On the morning of Friday, May 21, at 5 a.m., U. S. Marshals evicted the Indians from the air base. They arrested 16 Indians but allowed others to leave peacefully.

At Convention: On Friday morning, May 21, the second day of Convention at about 11 a.m., a League member received a call from Patricia Bellanger, a member of the American Indian Movement (AIM) seeking permission to appear at the convention in regard to the Indian removal from the air base. Because the convention was running behind schedule and there was still a great deal of business yet to be accomplished at the afternoon session, the best solution seemed to be to invite the group to attend the state board meeting that was to be held immediately following the close of the convention. Repeated phone calls were made to the Bellanger residence, but the line was constantly busy. Before the phone call could be completed Miss Bellanger and several other Indian women who had been involved in the eviction from the air base, appeared at the Convention hall and asked to be heard.

Permission to address the convention for 10 minutes was granted to the group. They related their story of the eviction from the air base by the U.S. marshals and requested help in raising bail money for the Indians that had been arrested. A box was placed near the door for League members wishing to donate to the fund. Approximately \$33.00 was collected.

Immediately following the convention between 30-40 League members went unofficially to the Governor's office and presented him with a signed statement declaring their concern over the incident at the air base.

Another group of Indians also came to the state Board meeting (at about 3:30 that same afternoon) and again sought help for their cause.

Followup: Of the sixteen Indians arrested as a result of the eviction from the Naval air base, fourteen were charged with trespassing and released on their own recognizance. Two Indians were charged with assaulting federal marshals and bail was set at \$25,000 each, with the ruling that they could be released if they posted 10% of their bail. Later that day the magistrate withdrew the 10% ruling after reportedly having seen pictures of the injured marshals. This reversal of the bail decision was the cause of much concern and after several days the bail was again reduced. The two Indians were freed on bail. A preliminary hearing has been set for June 21st.

On Monday, May 24, following the eviction and arrests, Governor Anderson sent a letter to U. S. Attorney General Mitchell asking him to stop federal marshals from making any further mass arrests in Minnesota without first checking with him.

Mr. King of the Indian Affairs Commission said they had been assured by the U. S. District Attorney's office that they would be notified before any action was taken against the Indians on the air base. They were notified an hour after the eviction took place.

Both Senator Mondale and Representative Fraser have held meetings with members of the Indian community since the arrest on May 21st.

The American Indian Movement is planning to have a court case involving treaty rights introduced before the June 21st trial. The League has been in contact with the Indian Affairs Commission, Senator Mondale's office, and AIM expressing our concern over this incident.

OUTLINE OF SUGGESTED DIRECTIONS WHICH COULD BE TAKEN UNDER ALTERNATIVE (1) ON PAGE 4 OF
STATE COUNCIL WORKBOOK

(Note: The areas indicated in the outline are suggestions, and the examples are for purposes of clarification. The committee expects that delegates will exercise their right to amend, delete from, and/or add to the outline, if delegates' choice is for this alternative.)

I. DOES MINNESOTA NEED TAX REFORM?

A. By type of taxes

Is our total tax system sound?

1. Is it based on ability to pay and/or benefits received?

Areas to explore:

- a. Are any particular taxes unjustifiable? Does any tax specially favor or burden a particular type of business or group of citizens? If so, can the undesirable features be corrected or should the tax be dropped? (Example: Margarine tax burdens the margarine industry and is regressive in effect on low-income families.)
 - b. Are any particular taxes unfairly administered? If so, is the difficulty inherent or can it be corrected? (Example: Inequalities in property assessments.)
 - c. Are any taxes excessively expensive to collect or police? If so, can the situation be corrected or should the tax be dropped? (Example: Personal property tax on household goods)
 - d. Are any particular taxes levied in a manner which discourages business from locating in Minnesota? (Example: Policy of levying corporation income tax after federal income tax has been deducted rather than before makes the Minnesota tax rate seem very high in comparison to other states.)
2. Does the practice of dedicating receipts from specific taxes for special purposes or for certain levels of government create too inflexible a revenue framework for subsequent legislatures? Should criteria be set up by which to judge whether or not dedication of funds is desirable in particular instances? (Examples: The criterion of benefits received is the basis for earmarking the motor vehicle gasoline and registration taxes for the highway fund; the criterion of substitute for other taxes is used as the basis for allocating power companies' taxes to counties, since these taxes are in lieu of general property taxes; the only criterion for earmarking \$125,000 annually from the margarine tax to the Department of Agriculture Dairy Research Program seems to have been political pressure.)
3. Are revenues relatively stable in spite of the ups and downs of business activity?

B. By level of government

1. Are taxes allocated to the level of government according to the proportion of services provided by that level of government? Areas to explore:

- a. Should certain types of taxes be specified as reserved for a particular level of government? (Example: property tax might be reserved for local governments and excise taxes for state government.)
- b. Should the larger governmental unit (because it is in a better position to collect) act as collecting agent for the smaller unit and rebate after collection? (Example: a selective sales tax might be collected by the state; the proportion collected in each school district might be rebated to that school district.)

- c. Should the larger governmental unit make revenue available to the smaller unit without any stipulation as to where or how the funds should be spent? (Example: state government could make funds available to cities and villages. This differs from b in that there is no attempt to return to the smaller unit "its own" taxes—that is, those collected within the area of the governmental unit.)
- d. Should there be continuation of the present system but an increase in the quantity of state aid? (Example: more state aid to school districts according to present formulae.)
- 2. Should some services be provided by a different level of government than is now the case? (Example: welfare might be financed by state government.)
If so, what criteria should be used to determine which level of government is appropriate? (Examples: ability to obtain revenue; administrative efficiency; closeness to level where services are provided.)
- 3. In situations where one governmental unit collects the taxes and another spends the revenue, which governmental unit should set the major policy as to purposes of and standards for expenditures—the distributing unit or the receiving unit?

II. IS MINNESOTA'S PROBLEM PRIMARILY ONE OF NEED FOR GREATER REVENUES?

If so,

A. Should rates of existing taxes be increased? If so,

- 1. Which taxes?
- 2. How shall the increase be levied—across the board or in some other proportion?

B. What additional taxes might be used? Are completely new taxes possible? Are there types of taxes used by other states which might be adopted in Minnesota?
If so,

- 1. Are these taxes sound for Minnesota?
- 2. For which level of government is each tax most appropriate? Will the tax provide revenues in areas where revenues are most needed?
- 3. What are the administrative problems and costs of these taxes?

C. Should Minnesota increase its use of charges for services? If so, should there be an increase in levels of present charges or should there be charges for more services that is now policy? (Examples: higher fees for use of state parks or higher tuition for state colleges and university; introduce fees for public school textbooks or set up prepayment plan for medical care for low-income families)

Considerations:

- 1. Would such charges defeat the purpose of providing such services through public channels or would the charges make possible extended services to more citizens?
- 2. Could public supplements reduce the problem of hardship cases?

III. IS MINNESOTA'S PROBLEM AT LEAST PARTLY ONE OF ATTEMPTING TO PROVIDE TOO MANY OR TOO EXTENSIVE SERVICES? If so,

A. What criteria should be used to decide upon needed or desirable services?

B. On the basis of these weighted criteria, which services should be reduced or eliminated?

STATE PROGRAM FOR LEGISLATIVE WORKMETHOD OF ADOPTING STATE PROGRAM

Suggestions for legislative action should come from the standing committees of the state, Women in Industry, Child Welfare, etc.

Support for measures introduced by outside organizations should be given when it seems wise.

Careful study should be made by the Legislative Department of all existing laws in order to judge.

- 8929
- (1st) where changes or improvements are needed,
 - (2nd) whether proposed changes are properly framed and satisfactory.

All possible information should be secured on the subject matter of proposed legislation and sent to all local and branch leagues. If none is available for any of the measures brief outlines giving scope and arguments for and against should be prepared. Local leagues should be encouraged to study this material, hold meetings where both sides are presented and if possible ascertain the majority opinion of the League.

The State League should cooperate in every way by furnishing and suggesting speakers, etc.

A special legislative meeting should be called by the State League shortly before the opening of the legislature when all these measures should be put before the delegates from the local leagues with speakers for and against and a vote taken on the question of endorsing each measure. Failure to endorse should not be used by any individual or local league as indication that the League is opposed to any measure.

The name of the league ought only to be used as opposing a bill which the State League has voted to oppose.

This endorsement or vote of opposition may be the final action or may be regarded as a recommendation to the Executive Board of the State League which is authorized to take final action. In either case the procedure should be the result of a vote by the delegates from the local leagues.

It should also be clearly settled by the delegates what the policy of the State League should be in regard to independent action by locals. The best policy would seem to be that no local league may as a league oppose any measure endorsed by the State as a whole (this does not apply to the action of individuals) nor endorse any measure not endorsed by the State without special authorization from the State League.

It is suggested that owing to this ruling two types of endorsement are possible --

1. Choice of one (possibly more, but not above three) measures to work for actively - either introduced by the league or having the name of the league identified with it.
2. Endorsement of such measures as seem desirable where (a) outside organizations desire the support of an endorsement by the league (b) the principle is one which is included in the national platform of the league (c) where the best elements of the whole community favor a measure and the league wishes to be on record.

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This type of endorsement would be permissive; under it the Legislative Department could speak at hearings if it seemed best and local leagues could do active work if they so desired.

Some decision should be reached by the delegates as to what power, if any, the Executive Board should have to act in event of new measures coming up or new situations arising.

METHODS OF ACTIVE LEGISLATIVE WORK

Preparation of adequate material on all legislative measures to be endorsed.

Some method such as a Questionnaire before nomination, to find out the attitude of candidates on matters of public interest including the measures which the League may endorse, and bringing the results of this Questionnaire to the attention of local leagues.

Cooperation in arranging meetings to inform the women of the State on legislative methods and on specific measures ("mock legislatures" are an excellent method which has been successfully used in Mass.)

Publication of some form of Legislative Bulletin (Mass., New York and other states publish such bulletins). This bulletin should contain analyses of bills, information in regard to hearings and to the progress of measures through the legislature.

Local leagues should establish friendly relations with their senators and representatives in order to be in a better position to bring pressure and to familiarize the men with the fact that there is a league among their constituents.

Campaign of letters and telegrams should be organized by the State League when desirable. (Care should always be taken to have letters sent only by those who have a real knowledge of a measure, - form letters are often ineffective and not being based on honest conviction seem scarcely legitimate).

Direct lobbying at the State House had better be left to those who are experienced and should only be done with the greatest intelligence and balance.

Personal interviews are most effective in the constituency of senators and representatives and league members should be encouraged to make themselves known to their representatives.

Close cooperation should always be given to outside organizations doing the same work and every effort made to guard against interference with the plans or methods of such organizations.

Make margins narrower

Organization Suggestions

for Leagues of Women Voters in towns under 5000 as given by Emily R. Kneubuhl, Minnesota Director of Political Education.

The work of the League of Women Voters is never static. It is constantly increasing in scope. Along with its inspirational side there is being developed the practical. By now, local organizations have adopted a constitution and are following parliamentary procedure. Civic and Commerce Associations and men in public life help our work. Some encourage us, others speak for us and many contribute funds.

8929 To secure organization in places under 5000, inspirational speeches from outsiders, followed by local organization is being found effective. The State, District and County Organizations are training speakers who can be secured (whenever a sufficient audience is assured) by leaders in towns of 5000 and under to speak concerning the work of women today in our National and State League of Women Voters. The ideas presented at such meetings result in a desire for political education, and the local organization should in turn develop a Speakers' Bureau to satisfy the demand.

Real political education depends on local organization. The local chairman should be an executive or surround herself with a board of directors who can furnish this quality. Every group in the community--family, social, educational, religious, agricultural, industrial, professional, business-- should be welcomed into the local League and be represented on the Board of Directors. These people should head committees, of at least three members, on Organization, Membership, Publicity, Hospitality, Program, Finance, and Speakers.

The membership committee should secure new members on all occasions. Every time there is any kind of meeting they should be in evidence, getting new people to join. They should be ready to explain the principles of the League and should work with the finance committee whenever money is to be raised.

The publicity committee usually is to be headed by a person who likes to write stories for newspapers, although some of the best publicity women we have are only good advance agents. They grasp every opportunity to tell about our work, announcing meetings through churches, movies, schools, clubs, etc. They devise posters and slogans and have the members of their committee speak at local meetings.

The hospitality committee can do real work. Cordiality is the wine of inspiration which very often stimulates sluggish minds to listen, and these people, putting a smile into their voices, welcome all strangers and prove that the League is what it claims to be --a place where all classes, all creeds, all political parties are welcome. The cheering cup of tea and a bite to eat need not be forgotten.

The program committee, when skillful, endeavors always to have only the best--usually two speakers at a meeting who really have something to say and one or two enlivening or enriching numbers. Very often a local orchestra or girls' glee club or boys' crack squads interest people to come who might otherwise stay away. After their first introduction to the work of our organization, they come regularly.

The Finance Committee is one which need never be difficult to handle providing all the others have done their part. People are willing to pay for what they get, but they want to get something. With a strong program committee furnishing short snappy meetings with constructive programs and a good publicity committee getting crowds, the membership and finance committees should have an easy time. Never fear to ask for membership dues or contributions when you have given something in return. The finance committee works differently in different places.

Sometimes it secures large contributions from a few people, and other times small contributions from many members. Any one can see that the latter is the better method. Plays, dances, card parties, concerts, movies and suppers all have been used as means for raising money. A well organized effort always brings results and great satisfaction to the workers.

Women have the rare opportunity today of making citizenship mean something. The slogan, "Every Man and Every Woman a Regular Voter" is no low aim. This means work.

No citizenship training will be of any value unless it includes the children, the grown-ups and the foreign born. The idealization of the vote is the means of accomplishing this training and saving American civilization today. Have a citizenship contest in connection with each election. Have competition in citizenship between wards, precincts, townships, counties. After an election, give publicity to the fact that your town got out a larger vote than ever before in its history. Compare the vote of women with that of the men. In your public schools ask the teachers to give citizenship lessons to the children so that they will go home and talk to their families and urge the necessity of going to the polls. In your women's clubs have debates, arguments, on things which directly concern election day. For example: "Should Women Accept Public Office Today", "Should Women Run for Public Office Today". Get the American Legion in your town, those boys who did so much for real citizenship, to offer prizes, usually flags, to all public schools in wards, precincts, towns, where the highest vote is polled on election day. Have a voter's tag, inscribed, "I voted", every citizen to be wearing one on election day. Have an essay contest in which children can write for schools, or grown-ups can write for newspaper articles, setting forth the value of voting.

The American government is a government "by the people" and "for the people". When only a part of the people vote, our plan of government is broken and it should be called a government by a part of the people.

Note: For definite organization outlines apply to state headquarters.

Mr. Millard - Schedule in Minnesota
January 29-February 11

Organization

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<u>Place</u>	<u>Description</u>	<u>Expenses</u>	<u>Amount</u>	<u>Payments</u>
Fergus Falls	High School, Kiwanis Luncheon, League Mass Meeting - good attendance	RR. fare	7.68	
		F.F. to Glyndon	1.76	10 direct
		Glyndon Hotel	1.50	
Moorhead	Teachers College, Rotary Club Lunch, Eve. League meeting - fair attendance	Glyndon to Moorhead	.33	12.50
		Moorhead Hotel	2.75	
		Moorhead to Halstad	1.75	
		Hotel	2.75	
Crookston	Meeting cancelled account blizzard and late trains	Halstad-Crookston	1.25	
		Crookston-Bemidji	4.15	
		Meals	1.20	
Bemidji	Kiwanis lunch cancelled account late train - evening meeting 45	Hotel Bemidji	3.45	14.63
Brainerd	5 minutes Kiwanis Lunch- Evening meeting - fair	Bemidji-Brainerd	3.42	
		Brainerd-Minneapolis	5.34	10.68
		Hotel over week-end Mpls.	8.00	
Minneapolis	2 ward meetings - one large, one small	Taxi	1.60	10.00
St. Cloud	Evening meeting - atten- dance disappointing, due to failure men's organi- zations	Minneapolis-St. Cloud	2.32	
		Hotel paid		
Faribault	Commercial Club and League meetings - Good	St. Cloud-Faribault	4.79	10.
Northfield	Women's and Men's Community Clubs - Fair	Faribault-Northfield	.50	10.60
Owatonna	League meeting evening - 100 men and women	Northfield-Owatonna	1.05	12.00
	lunch	Hotel paid		
St. Paul	League/meeting 50, meeting of secretaries of community organizations of state 25	Owatonna-St. Paul	2.82	10 direct 70
Duluth	Civic and Commerce Lunch 100, small League meeting in afternoon	Minneapolis-Duluth	8.40	
		Hotel	3.00	19.80
		Duluth-Minneapolis	8.40	
University	Address to students at School of Agriculture			
			78.21	103.48

MINNESOTA LEAGUE OF WOMEN VOTERS
321 Meyers Arcade, Minneapolis, Minn.

ORGANIZATION PLAN

In Minnesota the League has proceeded on a few fundamental principles of policy, which have proved effective in eighteen months of actual experience, during which organization has been built up in 79 out of 86 counties in the state and in many counties is reaching the smallest political unit, the rural township, no less successfully than the villages and cities.

1. General free membership
2. Political education free to all
3. Organization by political units - congressional districts, counties, townships (cities by wards and precincts).
4. Financial responsibility of every organized unit to the state to provide for the maintenance of an efficient central headquarters.
5. Close co-operation with district chairmen, who are responsible for the organization of the districts.

Under this plan the
STATE ORGANIZATION provides service as follows:

Organization

Field worker when necessary for original organization
Expenses of the district chairmen for necessary organization work in their districts
Model constitutions
Membership blanks

Finance

An annual budget for state work, with quotas for every county, scientifically determined. (Submitted to convention)
Suggestions for money-raising
Materials to assist in money-raising
Coin cards
Citizenship calendars and birthday calendars
Movie films secured on special contract
Plays - Election play, "Dearie Won't Do, etc.

Schools of Political Education

Services of the State Director of Political Education
(Goes, on request, to counties sufficiently organized to make effective preparation)
Speakers' Training Courses - conducted at central points in every congressional district
Intensive schools arranged in co-operation with the University of Minnesota (Five-day course, twenty-five lectures, fee \$3)

Literature

Political education leaflets - free
Bulletins, bibliographies and programs - free
Posters - some free, others at cost
Legislative progress reports and special material
Material from National League of Women Voters and other sources - at cost
Descriptive leaflets - free

Publicity

Monthly bulletins sent to all newspapers in state
Pictures and cuts.
The Woman Voter - monthly publication, 25¢ a year

Meetings and Conventions

Monthly board meetings - expenses of district chairmen paid
Conference of county chairmen - one held last summer was great success and will be an annual feature.
Annual state convention - 3-day program with national speakers (The annual budget, legislative program, and matters of fundamental policy are submitted to this convention)

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DISTRICT CHAIRMEN

are responsible for seeing that continuous and effective organization is maintained in every county in their district. For this reason the state organization pays their expenses to monthly board meetings and necessary travelling expenses in their districts. We have found that a chairman can usually work more effectively in her own district than an outsider, but of course much depends upon her initiative, judgment, and personality.

COUNTY CHAIRMEN are responsible for

- Organization of the county, with a regularly adopted constitution, and provision for the annual election of officers
- Appointment of township chairmen in case of vacancy
- Raising of the county quota due the state, and such additional funds as are considered necessary for local expenses.
- Carrying out of suggestions received in frequent bulletins from headquarters, such as Getting-Out-the-Vote campaigns, arousing public opinion in support of state and national legislative programs, formation of Speakers' Bureaus, initiating of educating work, etc.

The state organization, through bulletins and letters sent every week or ten days, keeps in direct touch with all county chairmen, and with the city chairmen in the larger communities, and relies upon them for making the League program and policy a reality throughout the state.

LEGISLATIVE COUNCIL

The Legislative Council is composed of the chairmen of standing committees of the League of Women Voters and of representatives of fourteen other organizations interested in social legislation. It holds frequent meetings to study and recommend proposed legislation. Its action as a Council is not binding upon any of the organizations which compose it, but its recommendations have been adopted by the League of Women Voters as its actual working program and have been in the main endorsed and supported by the other organizations represented.

<u>Name of Candidate</u>	<u>Party</u>	<u>District</u>	<u>Stand on Sheppard-Towner Bill</u>
Sydney Anderson	Republican	First	Favorable
Frank Clague	"	Second	Favorable
Charles R. Davis	"	Third	(No reply)
Oscar E. Keller	"	Fourth	Favorable ("yes")
Walter H. Newton	"	Fifth	Favorable
Harold Knutson	"	Sixth	(No reply)
O.J. Kvale	"	Seventh	(No reply)
Oscar J. Larson	"	Eighth	(No reply)
Halvor Steenerson	"	Ninth	Favorable ("yes")
Thomas D. Schall	"	Tenth	Favorable ("yes")
Julius J. Reiter	Farmer-Labor	First	Favorable
John Gabriel Soltis	"	Tenth	Favorable ("yes")
Frank Simon	Democratic	Second	(No reply)
J.M. Millett	"	Third	Favorable ("yes")
Thomas J. Brady	"	Fourth	(No reply)
T.O. Dahl	"	Fifth	Favorable ("yes")
James C. Mitchell	"	Seventh	Favorable ("yes")
Wm. L. Carss	"	Eighth	Favorable ("yes")
Frank Jeffers	"	Ninth	(No reply)
Henry A. Finlayson	"	Tenth	(No reply)

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Literature distributed during April , 1920.

7004 League of Women Voters Leaflets

3200 Membership blanks

1046 Leaflet no. 2

1071 " no. 3

1546 " no. 4

1646 " no. 5

40 Mrs. Catt's speech on Pol Parties.

435 Sets legislative programs

46 Why a League of Women Voters

42 3-day school programs

15 2-day " "

12 1-day " "

310 National Bulletins No. 1

75 Univ. Manuals for voters

1500 coin cards

17 Obligations of Citizens

50 bibliographies

31 Where the Money goes

36 Educational Plan

Total,
18,158

LITERATURE FURNISHED
FROM
STATE HEADQUARTERS

MARCH, 1920

Dis- trict	No. Towns Requesting Literature	League Leaflet	Leaflet 2	Leaflet 3	Leaflet 4	Party Primaries	Total
1	3	103	52	104	54	50	365
2	8	518	55	55	55		683
3	8	32	30	30	30		122
4		100	500	2000		2000	4600
5		500	2500*	2600*	3000*	2550	11550
6	5	224	81	81	81		467
7	2	82	48	68	49		247
8	4	501	202	302	200		1205
9	1		76	76	76	75	303
10	11	501	1	157	1		660
State-wide Distribution				4440		4440	8880
	42	2561	4027	9913	3546	9115	29162

* = year to date

This does not include

1000 printed Conference Calls or
1200 Conference Programs for Second District

membership blanks, coin cards, pledge cards, school programs, and
other miscellaneous material given out as part of the service of
the State Headquarters to the Districts

Memberships

Reported from state outside 4th and 5th Districts
Fifth District - actual enrollments

769
1558

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Apportionment of Delegates
-By Counties-
Second Annual Meeting
The Minnesota League of Women Voters

Minneapolis, Dec. 7-9, 1920

Fillmore	5	Scott	4	Itasca	4
Houston	5	McLeod	4	Carlton	4
Winona	8	Washington	8	St. Louis	36
(City of Winona 4)					
Wabasha	4	Ramsey	48	Cook	2
Olmsted	4	Hennepin in		Lake	2
		Minneapolis	64		
Dodge	4	Benton	4	Koochiching	4
Mower	4	Stearns	12	Clay	4
Freeborn	4	Todd	4	Wilkin	4
Steele	4	Wadena	4	Otter Tail	16
Waseca	4	Cass	4	Becker	4
Faribault	4	Crow Wing	5	Norman	2
Blue Earth	8	Morrison	5	Mahnomen	2
Martin	4	Aitkin	4	Pennington	3
Watonwan	4	Sherburne	3	Red Lake	3
Cottonwood	4	Beltrami	4	Clearwater	2
Jackson	4	Hubbard	4	Polk	8
Nobles	4	Lyon	4	Kittson	4
Rock	4	Yellow Medicine	4	Marshall	4
Lincoln	4	Renville	4	Roseau	4
Murray	4	Chippewa	4	Hennepin outside	
Pipestone	4	Lac qui Parle	4	of Minneapolis	8
Brown	5	Kandiyohi	4	Anoka	2
Redwood	5	Swift	4	Isanti	2
Nicollet	4	Meeker	4	Kanabec	2
Sibley	4	Douglas	4	Mille Lacs	3
LeSueur	4	Pope	4	Chisago	4
Rice	4	Big Stone	4	Pine	4
Goodhue	8	Grant	4	Wright	8
Dakota	4	Stevens	4		
Carver	4	Traverse	4		

Subscriptions to the Woman Voter up to Oct. 4, 1921

1st Congressional District - 277

Fillmore	46
Houston	11
Dodge	0
Freeborn	103
Steele	20
Wabasha	23
Winona	13
Olmsted	32
Mower	20
Waseca	9

2nd Congressional District - 77

Faribault	33
Brown	1
Martin	1
Lincoln	0
Rock	0
Nobles	5
Jackson	0
Murray	0
Pipestone	17
Redwood	8
Watson	2
Cottonwood	0
Blue Earth	10

3rd Congressional District - 140

Carver	0
Dakota	59
LeSueur	5
McLeod	2
Nicollet	29
Rice	18
Scott	1
Sibley	1
Washington	16
Goodhue	11

4th Congressional District - 70

5th Congressional District - 181

6th Congressional District - 185

Benton	2
Aitkin	1
Crow Wing	38
Beltrami	56
Sherburne	55
Wadena	0
Cass	0
Todd	0
Morrison	1
Stearns	32
Hubbard	0

7th Congressional District - 62

Grant	0
Traverse	6
Douglas	2
Stevens	9
Big Stone	2
Kandiyohi	2
Lac Qui Parle	22 24
Yellow Medicine	1
Renville	6
Swift	1
Lyon	2
Meeker	1
Chippewa	1
Pope	5

8th Congressional District - 148

Carlton	9
Koochiching	62
Lake	0
Itasca	15
Cook	0
St. Louis	62

9th Congressional District - 136

Ottertail	32
Clay	1
Norman	2
Wilkin	3
Becker	2
Mahnomen	11
Pennington	26
Marshall	31
Polk	26
Roseau	2
Kittson	0
Red Lake	0
Clearwater	0

10th Congressional District - 39

Pine	1
Anoka	4
Chicago	1
Kanabec	1
Mille Lacs	1
Isanti	1
Wright	1
Rural Hennepin	29

In other states - 50

Total subscriptions

1364

86

17

69

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ORGANIZATION REPORT ON BASIS OF LISTED LEAGUES
after state convention of 1922
(16 Leagues had been dropped on recommendation made to state
Board immediately after convention)

<u>Dist.</u>	<u>Key Leagues</u>	<u>Others Active and in Touch</u>	<u>Requiring Investigation and Report</u>
I	Albert Lea	Waseca Rushford Alden	Owatonna Winona Caledonia Houston Janesville Beaver Twnshp. New Richland
II	Wells Mankato	Amboy Redwood Falls	Lamberton
III	Faribault Northfield	Stillwater Shakopee West St. Paul Farmington Hastings South St. Paul Jordan Kenyon Pine Island	Le Sueur Center Le Sueur Chaska Rosemount Morristown Nicollet Belleplaine Lakeville Henderson
IV	St. Paul	Rosehill	
V	Minneapolis		
VI	St. Cloud Brainerd Cuyuna Range	Bemidji Spooner Long Prairie Walker Wadena	
VII		Litchfield Olivia Renville Madison Morris Graceville Wheaton	Granite Falls Dawson Benson Willmar Watson Montevideo
VIII	Duluth	Grand Rapids Hibbing Eveleth Virginia	International Falls
IX	Fergus Falls Moorhead	Warren	Lake Park Red Lake Falls Thief River Falls Greenbush Crookston Detroit
X		Princeton Hinckley	Cambridge Monticello Pine City

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IV	St. Paul	Rosehill	
V	Minneapolis		
VI	St. Cloud Brainerd Cuyuna Range	Bemidji Spooner Long Prairie Walker Wadena	
VII		Litchfield Olivia Renville Madison Morris Graceville Wheaton	Granite Falls Dawson Benson Willmar Watson Montevideo
VIII	Duluth	Grand Rapids Hibbing Eveleth Virginia	International Falls
IX	Fergus Falls Moorhead	Warren	Lake Park Red Lake Falls Thief River Falls Greenbush Crookston Detroit
X		Princeton Hinckley	Cambridge Monticello Pine City

Report on Organization as of State Convention 1922

Dist.	Key Leagues	Others Active & In Touch	Requiring Investigation & Report	Inactive - Dropped or Recommended for Dropping	Unorganized - Appointments needed
* = points needing special attention of dist. chairman					
I.	Albert Lea & Freeborn Co. Rochester	xxxxxxx Waseca xxxxxxx Rushford Alden	Owatonna * Winona *(city) Caledonia Houston Janesville Beaver Twnshp. New Richland	Austin* Spring Valley Lake City xxxx Richland	Winona Co. Wabasha Co. entire Dodge Co. " Mower Co. Fillmore Co. (except Beaver Township)
II.	Wells Mankato*	Amboy Redwood Falls	Lamberton		Balance of dist.
III	Faribault* Northfield xxxxxxx County	Stillwater & Wash. Co. Shakopee Dakota Co. West St. Paul Farmington Hastings South St. Paul Jordan Kenyon Pine Island	* LeSueur Co. LeSueur Center (Carver Co.) & LeSueur Rosemount Morristown Nicollet Belleplaine Mendota Lakeville Henderson	Chaska & St. Peter & Nicollet Co. except Nicollet McLeod County entire Sibley County except Henderson *(Advise assisting Mrs. Leland build up Goodhue Co., including Red Wing and Zumbrota	
IV	St. Paul	Rosehill			White Bear
V	Minneapolis				
VI	St. Cloud Brainerd* "Range"		* Bemidji Spooner Long Prairie & (Todd) Co. Walker Wadena	Sherburne Co. entire Benton Co. " Morrison Co. " Hubbard Co. " Lake of the Woods (new county)	
VII		Litchfield Renville Co. Olivia Renville Madison Morris Graceville Wheaton	Granite Falls * Dawson Benson * Willmar Watson Montevideo	Ortonville Lyon Co. complete Pope Co. " * Douglas Co. "	
VIII	Duluth	Grand Rapids Hibbing Evelth Virginia	Koochiching Co. & International Falls	Carleton Lake County entire Cook County " * St. Louis (parts) nty	
IX.	Fergus Falls Moorhead	Warren & Marshall Co.	Lake Park Mahnomen Red Lake Falls Thief River Falls and Pennington Co. Greenbush * Crookston Detroit	Ada Gonvick Goodridge Erskine Breckenridge Mahnomen	Kittson Co. entire
X		Princeton Hinckley	Cambridge Monticello Pine City	Anoka Mora Delano Robbinsdale Rush City (ch. only)	

308/27

M. W.

YEARLY REPORT.

Mrs. Albee Ladd.

at a cost about 1800-2000

Organized -

Gonvick - Never functioned
 Goodridge " "
 Bagley " "
 Duluth - O. K. Good organization
 Virginia - good organization
 Eveleth - mediocre organization
 South St. Paul - good organization
 Shakopee - good organization
 Chaska - fair organization
 Belleplaine - so far have done very little - should be good.
 Henderson - German - unresponsive
 St. Cloud - good organization.
 Rochester - Mrs. Wilder promised not to let it die.
 Litchfield - good organization
 River Falls - " " W. B.
 Montevideo - " "
 Walker - fair organization
 Appleton - never functioned - Mrs. Ladd \$100 convention
 Wadena - reorganized - fair organization
 Staples - good organization.

min. number 25 at convention. Refused to
 try to raise any

9 good organizations, 4 fair organizations, 5 never functioned, 1 reorganized,
 1 marking time, (21 in all)

Speeches - in 42 towns

Red Lake
 Thief River
 Gonvick
 Bagley
 Mahanomen
 Goodridge

Shakopee
 Chaska
 Belleplaine
 Henderson
 Elk River

Warren

St. Cloud - 2

Crookston

Albert Lea

Moorhead

Rochester

Breckenridge

Litchfield

Austin

Caladonia

Grand Rapids

Spring Valley

Moose Lake - Club

Crosby

Duluth

Montevideo - 3

International Falls

Bemidji - 3

Virginia - 2

Walker

Eveleth

Robbinsdale

Hibbing

Madison - 7

Two Harbors

Dawson

Brainerd

Wheaton

Staples

Appleton

Wadena - 2

Ten Round Table Conferences : Worthington, Pipestone, Granite Falls, Willmar,
 Winona, Red Wing, Stillwater, Columbia Heights, Bird Island, Rochester.

65 Speeches.

21 Organizations.

Also - visited 15 towns in the 10th District with Mrs. Spencer, making
 speech but arranging for organizations and speeches the latter part of August.

1. 622
2. 153,09

4. 927,50

6. 199,75

7. 70,33

8. 153,65

9. 223,25

10. 38,27

2392,84

5. 2905

RECOMMENDATIONS OF THE EXECUTIVE BOARD

1922

to the Fourth Annual Convention

MINNESOTA LEAGUE OF WOMEN VOTERS.

That the Legislative Council shall have the rank of a Standing Committee and that its chairman shall be ex-officio a member of the Executive Board.

That the Board shall be empowered to appoint a chairman for a Committee on International Co-operation to Prevent War. This Committee shall have rank as a regular Standing Committee and its chairman shall be ex-officio a member of the Executive Board.

That the quota for each local League for the support of the general state work in the year 1922-23 shall be on the basis of \$10 per 1000 inhabitants in the community in which it is organized, and that the minimum quota shall be \$10.

That each local League shall be urged to raise not less than \$12.50 per 1000 inhabitants in order that a portion of the amount raised may be retained in the local treasury.

That local Leagues having a quota of \$10 be urged to complete their payments to state headquarters before January 1st and that all others be urged to send in payments quarterly in advance.

That all pledges made at the convention except by members of the Fourth and Fifth Districts shall be collected by the State office, and that in no case shall the contribution of a single individual be counted as paying off more than 50% of the quota of any local League.

That every local League of Women Voters to be entitled to receive headquarters' bulletins and other service may be required to adopt the name and the aims of the League of Women Voters, to have a responsible chairman, to adopt a constitution providing for the regular election of officers, and to assume the quota voted by the state convention for the support of the state organization. That the Executive Board shall have power to drop from the rolls local Leagues which fail to comply with these requirements.

That the facilities of state headquarters, up to the limit of its resources and under the direction of the Executive Board, shall be at the service of local Leagues throughout the state. That it co-operate with other organizations in every way consistent with carrying out the ends for which the League is organized but that in supplying speakers, data, literature and other assistance at the request of other organizations not affiliated with the League and therefore not contributing financially to its support, it be empowered to charge an appropriate service fee.

That it shall be the first responsibility of every local organization of the League of Women Voters to stimulate an intelligent interest in government among voters regardless of their party affiliation, and, as a definite goal that each League find out the actual number of votes cast in its community at the last general election, make an educational campaign to increase this number by not less than 10% at the coming November election, and report on the actual result to state headquarters.

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Graphic Record of
WORK OF MINNESOTA LEAGUE OF WOMEN VOTERS
Nov. 1922 - Nov. 1923

(Individual printed cards showing activities of each month)

November 1922

General Election
Nov. 7, 1922

35 Leagues reported general get-out-the-vote campaigns
1750 posters distributed
29500 Sample Ballots distributed.

There were also candidates meetings, house-to-house and telephone canvasses, essay contests, parades, mass meetings, election schools, instruction booths, and remainders to vote broadcasted by radio.

Object--to increase the vote 10%

December 1922

ROUND TABLES

Plan for formation of round tables of men and women to discuss and vote on two international questions sent to local Leagues in December.

Questions - 1. Do you believe that the U.S. should remit either directly or thru very liberal refunding arrangements all or part of the financial obligations owed by their allies in exchange for effective measures of disarmament on the part of the debtor nations?

2. Do you think that the United States should join any International Association in order to prevent war and if so what kind of Association or League and on what conditions?

35 such Round Table groups were organized and sent in answers to questions for the information of the committee on International Cooperation to Prevent War before the National Convention.

The State League office supplied literature, newspaper clipping files and bibliographies.

January 1923

The beginning of the series of lectures broadcasted under the auspices of the Minnesota League of Women Voters, from WLAG Minneapolis every Tuesday afternoon. Up to Nov. 1st 50 talks have been given by the following speakers:

Mrs. James Paige	Mrs. James Gray	Mrs. Bertha Dahl Laws
Mrs. Hannah Kempfer	Mrs. H. N. Owen	Dr. Mabel S. Ulrich
Mrs. Sue M. Dickey Hough	Mrs. F.W. Wittich	Mrs. W.W. Remington
Miss Marguerite M. Wells	Miss Louise Schutz	Mrs. M.D. Mudgett
Miss Emily Kneubuhl	Mrs. S.T. McKnight	Mrs. W.F. Decker
Mrs. Walter J. Marcley	Miss Hope McDonald	Mrs. David F. Simpson
Miss Ruth Holton	Mrs. Guy Stanton Ford	Miss Florence Monahan
Mrs. F. S. Bissell	Mr. William Hodson	Mrs. H. W. Rubins
Mrs. R. T. Hargreaves	Mr. R.R. Price	Mrs. Andreas Ueland
Mrs. Constance Rittenhouse	Miss Isabel Lawrence	Mrs. Louis L. Swarthe
Miss Gratia Countryman	Miss Myrtle Cain	Mrs. Glen Waters

Mrs. Amy Robbins Ware
Miss Emilie M. Bullowa

Miss Elizabeth Fish
Mrs. M.D. Purdy

Dr. Jane Robbins
Senator S.R. Child

- - - -

January 4 - Bibliography of League publications on political education sent to all libraries in State.

- - - -

Special Legislative Issues of the WOMAN VOTER were sent out every two weeks, showing exact status of every bill on the League program, during the session of the Legislature. Mrs. Ueland or some member of the Legislative Council was on duty at the Capitol every day during session.

- - - -

BILLS AND RESOLUTIONS SUPPORTED

Passed:

Resolution in favor of the U.S. joining the World Court
Interim Committee on Reorganization of State Departments
Appropriation for carrying out Sheppard-Towner Act
Limiting the hours of employment for women
Strengthening the Minimum Wage Law
Increased School Term
Revising State Aid
Compulsory Attendance
Physical Education
Additional Juvenile Court Judge
Dance Hall Regulation
Prohibiting Itinerant Carnivals

Defeated or Not Voted On:

Proportional Representation
State Refund under Mothers' Pension Law
Requiring the Appointment of a Woman on the State Industrial Commission
Teacher Helpers
County Board of Education
Part-Time Schools and Classes
Family Court

~~Bills~~

BILLS OPPOSED

Defeated

Excusing Women from Jury Service in Certain Cases
"Blanket" of "Equal Rights" Bill
Repeal of the Indeterminate Sentence

April

THE FOLLOWING WOMEN FROM MINNESOTA ATTENDED THE CONVENTION OF THE NATIONAL
LEAGUE OF WOMEN VOTERS Des Moines April 9 - 14

Miss Marguerite M. Wells	Mpls.	Mrs. Boyd Nixon	St. Paul
Mrs. James Paige	Mpls.	Miss Cornelia Lusk	St. Paul
Mrs. F.S. Bissell	Mpls.	Mrs. F.A. Swartwood	Waseca
Mrs. Walter J. Marcley	Mpls.	Mrs. P.M. Glasoe	Northfield
Mrs. H.B. Sweetser	Mpls.	Mrs. W.C. Cobb	Brainerd
Miss Gladys Harrison	Mpls.	Mrs. M.J. Dowling	Olivia
Mrs. Gerhard Dietrichson	Mpls.	Mrs. C.C. Colton	Duluth
Mrs. J. A. Quint	Mpls.	Miss Florence Monahan	Shakopee
Mrs. Glen Waters	Mpls.	Miss Isabel Lawrence	St. Cloud
Miss Emily Kneubuhl	Mpls.	Mrs. Lillian Hall	Redwood Falls
Mrs. R. T. Hargreaves	Mpls.	Miss Agnes Peterson	St. Peter
Mrs. J. C. Holman	St. Paul	Mrs. F.H. Holliday	Hibbing
		Mrs. E.L. Sylvester	Plainview
		Mrs. A. Schemann	St. Paul

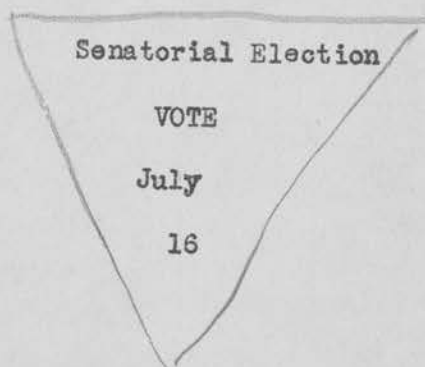
May

WORLD COURT PETITION

Memorial Day marked the beginning of the circulation throughout the state of the petition in behalf of America's entry into the World Court. Petition circulated in over 200 communities.

June - July

3500 of these pennants were used by Leagues all over the State, in the campaign for getting out the vote for the special Senatorial Election July 16



"LAW - NOT WAR"
July 28-29

The Minneapolis and St. Paul Leagues cooperated with 16 other organizations in celebrating this week-end preceding the anniversary of the outbreak of the Great War.

Small window posters were sent all members
Moving picture slides were shown in theatres
Twenty-two large billboards bearing the slogan 'Law-not War' were displayed in Minneapolis
A 'Peace Parade' and mass meeting was held in St. Paul
Dodgers were distributed with morning milk and with daily papers.
Large and small powers were displayed in store windows and other conspicuous places

August - September

COUNTY FAIR EXHIBITS

These exhibits were shown at 13 County Fairs by the following Leagues

Washington County		
Crookston	Polk County	Aug. 6 - 9
Washington County	Calf Show	Aug. 17-18
Bemidji	Beltrami County	Aug. 21-24
Pequot	Crow Wing County	Aug. 29-30
Shakopee	Scott County	Aug. 30-Sept. 1
State Fair		
Fergus Falls	Ottertail County	Sept. 1-8
Hopkins	Hennepin County	Sept. 10 - 13
Appleton	Swift County	Sept. 13 - 15
Farmington	Dakota County	Sept. 17 - 19
Jordan	Scott County	Sept. 19 - 22
Madison	Lac qui Parle County	Sept. 20 - 22
Northfield	Rice County	Sept. 24 - 27
		Sept. 27 - 29

There was also a League booth at the Freeborn County Fair, Aug. 27-30

40 different women were on duty at League booths at the State Fair

October

KEEPING THE STATE OFFICE BUSY

Material prepared and literature distributed

Copies of the Woman Voter, with supplements	71,750
Sample Ballots	29,500
"Get-out-the-vote" pennants and posters	5,250
World Court fliers	20,000
"Law Not War" stamps	50,000
Window posters for 'Law - not War' Week	10,000
Popular leaflets for distribution at fairs	20,000
Literature of the National League	2,200
Other educational material	
Printed	2,642
Mimeographed	4,875
Form letters, copies of minutes, etc.	6,100
Press bulletins	2,650

It is impossible to make a report of the number of individual letters written or any report of the distribution of many miscellaneous types of literature handled.

Proposed

PLAN OF WORK 1923-24

MINNESOTA LEAGUE OF WOMEN VOTERS

for action at State Board Meeting April 26 . 1923
Sent to Board Members for consideration in advance.

- 8929
- May 1. SPECIAL PUBLICITY FEATURE - double number of The Women Voter with report of the National Convention and of the Legislative session with roll-calls on all League bills.

Suggested distribution: subscribers 5200
newspapers 600
old subscribers 1000
clubs 500

District chairman are asked for suggestions as to means of making this distribution most effective.

- ✓ May - June FINANCE DRIVE FOR 40 NEW SUBSCRIPTIONS of \$100 each -
In accordance with plan for co-operative finance effort of National and State Leagues adopted at Convention.

Suggested central finance committee: state treasurer, one member each from Minneapolis, St. Paul, Duluth, St. Cloud, Rochester, Winona, to have meeting in connection with Board Meeting April 26. To have special secretary for the campaign period - two weeks, dates to be set.

Each district chairman is asked to send in the name of any public-spirited citizens who might be solicited for a subscription.

Out of each \$100, \$50 will go to the National and \$50 to the State. The \$50 going to the state will be counted on the quota of the community from which the subscription comes; after quota is completed will be divided equally between state and local community.

- May 1 - June 15 POST-CONVENTION POST-LEGISLATURE MEETINGS
to be held in 3 or 3 districts to be selected. To be followed by field work by district chairman or other district worker with or without assistance of worker from state office.

District and local League chairman wishing such meetings and field worker should bring request to board meeting.

- July LOCAL SCHOOL DISTRICT ELECTIONS
Meetings preceding school elections
Effort to secure qualified candidates, including women
Effort to get all voters to attend the election meeting

COLUMBIA UNIVERSITY SCHOOL OF POLITICS AND GOVERNMENT
in co-operation with National League of Women Voters

Fee \$22 or less. Can Minnesota send a student?

- JULY - AUGUST WORK IN BEHALF OF JOINING WORLD COURT
Placing of speakers before Farm Bureau Meetings
Study of Court (see primer prepared for National League)
Securing of signatures to petition (Nixon plan)

Aug. 15-Oct. 15 EXHIBITS AT STATE AND COUNTY FAIRS

Should be arranged for by July 15 and reported to state office

1. Material on world court (material to be prepared by Committee on International Co-operation)
2. Material on school needs in state and county (to be prepared by state and county chairmen of Education)

Sept. 15-Oct. 15 FIELD WORK IN A SELECTED DISTRICT

To be arranged for in advance by district chairman
State worker to be available for 2 weeks period.

CLEAN-UP FINANCE CAMPAIGN

Completion of the Co-operative Drive of National and State (Griffith)
Completion of local quotas to state - featuring Woman Citizen offer

DELEGATIONS TO SENATORS

October 15 - Nov. 15 - STATE CONVENTION

Suggested to have in form of 3-day SCHOOL OF POLITICS AND GOVERNMENT in co-operation with UNIVERSITY, with one-day business session, and mass meeting (Florence Allen)

CAMPAIGN FOR 75% EFFICIENT CITIZENSHIP

Jan. 5 - March 1 SCHOOLS OF POLITICS AND GOVERNMENT

In selected counties or districts, to be arranged for by Nov. 20th. Entrance fee to be charged and best available speakers dated up, featuring taxation, town, county and state administration, and presidential election machinery. (To be preceded by a survey of local tax expenditures.

STUDY OF LAW ENFORCEMENT by each League

One national measure - Sheppard-Towner
One state measure - hours of employment for women?
physical education or dance halls?
One local ordinance - Use of survey method advised wherever possible.

FIELD WORK IN SELECTED DISTRICT

State worker available for 2 periods of 2 weeks each to work with chairman.

SPECIAL PROBLEMS FOR DISCUSSION

SECOND CONGRESSIONAL DISTRICT
A chairman must be found.

MEMBERSHIP

A more uniform sustaining membership including Voter.
Memberships-at-large for women living in unorganized communities.

All-year-round membership campaign by membership committees in all local Leagues and by county leaders for at-large memberships.

THE WOMAN VOTER - A QUESTION OF POLICY

A small compact news bulletin - the present plan

A source of revenue - enlarging the size and securing paid adds, with necessary diffusion of news items and broadening of scope.

RE-ORGANIZATION OF LEGISLATIVE COUNCIL.

An advisory Council organized under League auspices supplied with clerical facilities and kept at work by the League - the present plan.

Or an Independent Council determining its own membership and policies, on which League would simply have one representative and supply financial support on same basis as other members.

ORGANIZATION OF ADVISORY COUNCIL OF MEN AND WOMEN FOR EFFICIENCY IN GOVERNMENT DEPARTMENT.

A nucleus already formed.

The need depending largely on outcome of bill for re-organization of state departments now pending Legislature.

Number of Local Leagues in
Minnesota

and their distribution by Congressional Districts

1922

	Active <u>and permanently organized</u>	Active <u>under temporary organization</u>
District I	7	4
District II	4	9
District III	11	5
District IV	1 (St. Paul)	
District V	1 (Minneapolis)	
District VI	6	4
District VII	11	2
District VIII	5	2
District IX	6	1
District X	<u>1</u> 53	<u>6</u> 433

72

Total number of active Leagues-86
No. counties in state 487

This report will be ripe for considerable revision after extensive field work to be done in six weeks intervening before state convention.

Sept. 22, 1923
G. Harrison

8929..

Recommendations to the State Board
Concerning Organization

1. That the district chairmen as speedily as possible appoint county chairmen throughout their districts.

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Note: The duty of the county chairmen is to work with the district chairmen to stimulate organization and to assist local Leagues already organized when called upon by the local League officers. With the district chairman the county chairman would constitute a district board, at least in an informal sense. The county chairmen will have charge also of arranging on a county-wide scale the work to encourage the participation of women in party caucuses and conventions, arrangement of citizenship schools, and getting out the vote for the presidential election.

The county chairmen now on our lists are there by courtesy only as their terms of office have expired in every case.

As a general rule it is better that county chairmen be elected by the Leagues within the county instead of being appointed, but the possibility of arranging county meetings later on should not delay the appointment of county chairmen to act until such meetings are held.

2. That the state Executive Board as a whole regularly consider the problems having to do with organization in cities of 5,000 and over - Winona, Austin, Rochester, Mankato, Red Wing, St. Peter, Willmar, Little Falls, Bemidji, Eveleth, Virginia and Hibbing. That the entire Board consider also the problem of securing a chairman for the Ninth District.
3. That the district chairmen formulate plans indicating the territory to which they expect to give their personal attention during the coming year.
4. That the district chairmen at the same time indicate the territory in their districts in which they would like to have the help of a state organizer and put in a definite request for such help.
5. That members of the Board, not district chairmen, be asked to pledge themselves to give a certain amount of time to field work, indicating the districts in which they would prefer to work. That the district chairmen then offer a plan for the arrangement of speaking trips for these members which will promise the maximum returns in respect to organization.
6. That in all organization work we stress the importance of building up membership at a sustaining membership fee which will include a subscription to the Woman Voter.
7. That the district chairmen be asked to report at the next Board meeting the progress made in pursuance of these recommendations. A written report for the benefit of the state office is requested.

For submission to
State Executive Committee
October 13th, 1924

FILE COPY

ORGANIZATION RECOMMENDATIONS

Next Annual Convention at Duluth if possible

Three or four Board meetings outside of Minneapolis if possible, e.g.,
St. Paul, Duluth, Winona

Biennial District Conventions, e. g., four a year

Few meetings per year of a sort of organization department including
District Chairmen, organizer, Finance chairman and treasurer,
Executive Secretary and President and First Vice-President

District chairmen advised to hold two or three conferences per year with
chairmen of local Leagues.

District chairmen to be encouraged to appoint county chairmen as assistants.
Appointments to be ratified by Board and to be made annually.

General Policy:

Frequent visit and help to Leagues already established with special
view to strengthening their board and make small group of
understanding women.

Every call for schools or other help as far as possible to be
followed up and membership taken, including Voter subscription (\$1.00)
with view to forming League when there are 25 (?) members.

Immediate procedure:

Three weeks before November 4th
Letter (See attached)
Schools
Lighting the Torch

After November 4th
Every temporary League to be visited at once and permanent
organization tried for

Permanent Leagues to be visited as fast as possible

Program after November 4th
Ratification of Children's Amendment
Legislation in General
Schools on Legislation (?)
Armistice Day

8929

SUMMARY OF METHODS
of the
MINNESOTA LEAGUE OF WOMEN VOTERS
June, 1924
prepared by Gladys Harrison

C O N S T I T U T I O N

The constitution with amendments made at the 1922 convention has provided a definite basis for organization without unduly restricting the development of new policies.

At present it needs revision in respect to certain obvious but minor details. It is suggested that as a matter of annual routine a member of the state Board be appointed two or three months before the state convention to go over the constitution and recommend changes necessary to bring it into harmony with changing methods and policies.

C O N V E N T I O N

Time Annual - between October 1st and December 15th according to constitution
Business. Election of officers, adoption of budget and program of work for the ensuing year.

Delegates. No definite restriction of credentials has been found necessary. All registered delegates who are members of the League are entitled to a vote in the convention. The general plan has been to send each local League chairman credentials in proportion to the size of the community in which the League is organized. This plan is on the same basis as the apportionment of finance quotas.

District chairmen and other members of the Board are provided with credentials directly from the office, and county chairmen are provided with such credentials as they can use advantageously. It is suggested that all sustaining members at large (who live in communities where there are no Leagues) be offered credentials.

Program. The make-up of the program for the convention is necessarily in the hands of the executive committee, or those few officers who are thoroughly acquainted with the business of all the departments of the work which have a claim upon the attention of the convention. Aside from the regular business, it is customary to stage some money-raising event, usually a luncheon (and most important because it provides the occasion for the raising of pledges amounting from \$5000 to \$8000), and one or more evening meetings of conspicuous public interest. In 1923 the convention was held in conjunction with an Institute of Government and Politics.

Local Arrangements. It is customary for the hostess city to provide the halls for all meetings held in connection with the convention, to assume the responsibility for local advertising, and to provide committees necessary to care for all details of transportation, registration, information, elections, ushering and paging, distribution of materials to delegates, etc. It is customary for a representative of the state Board to meet with the local convention committee.

Publicity. The handling of all general convention publicity is necessarily reserved to the state publicity director.

S T A T E B O A R D

The state board normally consists of 32 members, including 6 general officers, 6 directors, 10 vice-presidents who are also the chairmen for their respective congressional districts, the chairman of the Legislative Council (by vote of the 1922 convention) and of nine standing committees: Efficiency in Government, International Co-operation to Prevent War, Law Enforcement, Education, Child Welfare, Legal Status of Women, Living Costs, Women in Industry, Social Hygiene.

No formal distinction has yet been drawn between departments and committees. While not pressing, it is desirable that this should be done for several reasons:

- (1) To distinguish co-ordinate branches of the work from such committees as are grouped under the Legislative Council
- (2) To encourage a greater sense of responsibility in the department heads
- (3) To facilitate a more satisfactory division of responsibility among the members of the Board

Division of Duties among Board Members

President All responsibility not definitely assigned to individual Board members rests theoretically with the Board as a whole, but actually with the president. Relieving the president of the undue burden of responsibility which she now carries is the central problem of the League today. Until it is solved the organization is on a precarious basis and continues at the cost of personal sacrifice and labor which cannot rightly be expected of any officer. It can be solved in two ways:

1. A further definite division of responsibility for different departments of the work among other board members - particularly in the matter of finance, organization, political education, and federal legislation.
2. (More important) The actual discharge of responsibilities once assigned and accepted by other Board members.

Vice-Presidents The two general vice-presidents have no particular duties assigned to them, and they have never served to relieve the president. It is suggested as important that vice-presidents in the future be assigned to definite responsibilities. The matter of organization should have the constant oversight and attention of a member of the Board, and might well be assigned to one of the vice-presidents, and the departments of finance or of general political education (both of which are now inadequately supervised) could be assigned to the other.

The president is also entitled to have as a first vice-president a woman who will keep sufficiently in touch with the various departments of work so that she can take over the responsibilities of the presidency on occasion without the risk of serious loss of efficiency to the organization. This has never been the case, and it has been necessary during the rare absences of the president to leave the responsibility to the honorary president, the executive secretary, or the board member most closely in touch with the work as a whole.

Corresponding Secretary The duties of this officer are confined to the writing of occasional letters of courtesy or particular formality. It is suggested that this office be abolished, and a third vice-presidency with definite responsibilities be substituted.

Recording Secretary The duties of this officer are to take the minutes of board meetings and to sign such certificates as customarily require the signature of such an officer. All minutes are mimeographed and sent to Board members by the state office, and the minute books are kept in the office.

Treasurer The duties of this office have never been sufficiently defined. They may be divided generally into matters of finance policy, including dealings with the local Leagues in respect to finance, the actual handling of funds, and the responsibility for the maintenance of proper business systems in the state office, bookkeeping, and auditing.

In practice it has been found that unless the treasurer can give daily personal attention to the bookkeeping, the office secretary who handles the mail, makes a record of quota payments, deposits moneys, and keeps the petty cash account, can without much additional labor and perhaps with less confusion, attend to the posting of the books also. In practice she generally prepares the financial statement for the treasurer to present to the Board. The treasurer therefore has important responsibility for the close supervision of bookkeeping and office business methods.

The treasurer has never in a large sense taken the responsibility for general finance policy. This matter is in fact so closely allied with organization and so vitally affects the relationship of the state and local Leagues that it probably should not be the responsibility of the treasurer alone. It is suggested under Finance that there be a Finance Committee of which the treasurer should be a member and to which she would contribute particularly her knowledge of the financial needs of the state and an intimate up-to-date knowledge of the financial status and quota payments of individual Leagues.

District vice-presidents The district vice-presidents are the chairmen of the ten congressional districts of the state. They are, or should be, the most important facts in organizing the state, being each primarily responsible for the organization of the League in her own district. Their expenses to the state board meetings are paid from the state treasury, and they are allowed \$100 each for expenses incurred under their personal direction for organizing.

See Organization.

Directors No duties attach to the office of director. It is desirable to elect to this office women representative of various political groups or of various sections of the state, women who can afford to attend all meetings of the Board at their own expenses and who can as speakers carry the benefits of these meetings to Leagues throughout the state.

Meetings of State Board

Meetings of the state board are held monthly and all members are expected to attend. Necessary expenses of the district chairmen in attending board meetings are paid by the state. It is customary to invite the chairmen of local Leagues to attend the meetings of the Board, and meetings are rare in which there are not at least five or six local Leagues represented. The total attendance varies from about 22 to 40. No one factor has contributed so much to the strength of the organization as these meetings.

It is customary for the board meetings to be held in Minneapolis or St. Paul. Because of the central location of these cities and the better rail facilities, it is generally more satisfactory to local Leagues to hold the meetings in these cities. The proposition of holding them at other points has many strong arguments in its favor, against which must be weighed the fact that the business to be transacted requires from 10:30 a.m. to 5 p.m. It is suggested that the plan of shifting the location of the Board meeting to be satisfactorily carried out should be arranged carefully in advance so that there could be assurance of the local interest and arrangements which alone would justify such a dislocation of routine. It would be necessary to hold an executive committee meeting in advance to act on as many matters of routine as possible, and to divide the agenda so that reports of general interest could be made at a luncheon or at an afternoon session to which the public could be invited.

Election of Officers

The constitution provides that the ten district chairmen (vice-presidents on the state Board) shall constitute a nominating committee for the general officers. It has been customary to ask the local chairmen in the various districts to act as a nominating committee for the district chairman of their own district, who are then elected at the state convention. The constitution provides that the district chairmen may be elected at properly called district conferences and that they will then automatically become vice-presidents to represent their districts on the state Board. The 4th and 5th districts follow this practice.

EXECUTIVE COMMITTEE

The executive committee consists of five members selected by the state Board from its own membership and always including the president and treasurer to transact business in the interim of board meetings.

STAFF

Executive Secretary The duties of this position are comprehensive and involve keeping in constant touch with every branch of the work. She acts upon all correspondence either directly or by referring it to the proper officer, advises with and usually meets with the various committees, acts as personal assistant to the ~~present~~ president, and makes a monthly report to the Board of the general condition and activities of the organization. She has acted as editor of "The Woman Voter" and most of the time has had actual charge of the publicity and the preparation of much of the educational material.

Office Secretary The duties of the office secretary call for a high degree of responsibility and efficiency, and, because of the amount of work to be done with only occasional clerical assistance, quickness is essential. The office secretary opens the mail, deposits money, keeps a record of quota payments, handles the petty cash and does a large amount of the bookkeeping, has complete charge of the subscription records for "The Woman Voter", and does the stenographic work and filing.

Organizer The staff has not regularly included an organizer since 1922. It is believed that best interests of the organization demand a regular field worker who should be qualified to conduct schools and classes as well as organize. See Organization.

OFFICE

Files The correspondence file dealing with ordinary League business within the state has been put on a geographical basis so that all correspondence from one community appears in the same folder. General correspondence is filed according to a simple alphabetical system.

Organization File It has been found increasingly important as the number of reports and clippings bearing on the organization situation has grown to have these also filed geographically. Accordingly clippings, reports of field workers and miscellaneous reports of all kinds received from local Leagues will be found filed by counties. There is an obvious need for subdividing many of the files for the larger counties according to communities.

The quickest reference to the organization of local Leagues by town or county will be found in the card index which includes notes on the officers, activities, quota payments, etc., of every community in the state in which organization work has been attempted. This file is also divided chronologically, the notes for the years 1919 to 1923 appearing on cards of one color and those for the current year on another. This file should be kept up to date and it is believed will furnish most satisfactory handy source of information for field workers, district chairmen, etc.

Mimeographed Material A sample of every piece of material mimeographed in the office, whether letters, minutes, reports, or educational material, is immediately pasted in scrap books which furnish a chronological record of all the form material turned out.

Mimeographed material which has been found desirable to keep in quantity is filed in special folders in the literature cabinet.

Printed Material Samples of all printed material prepared by the League or used extensively by it are immediately pasted in scrap books similar to those used for mimeographed material.

General pamphlets are filed in special pamphlet boxes which are labelled to correspond with the principal divisions of the work of the League.

Clippings from local and some out of town papers on issues of interest to the League are filed in individual scrap books.

There is a large amount of bulletin and printed material in a general data file which also is divided as nearly as possible according to the principal divisions of the work.

Literature in quantity is kept in a special cabinet divided according to the same plan and this cabinet also contains complete files of the Woman Citizen, the Searchlight and the National Municipal Review.

Books, including many state reports, are kept in a book shelf which is part of the office equipment.

Records All records of the organization including a secretary's and treasurer's books are kept at the state office.

Clipping Files All clippings from Minneapolis papers on the League of Women Voters, are kept in a special scrap book. All clippings from papers throughout the state bearing on organization of local Leagues or special events are filed in the organization file ~~chronologically~~ geographically.

ORGANIZATION

In general the League in Minnesota is organized on lines closely resembling the organization of political parties. It is organized according to political divisions with a popular membership unrestricted by financial requirements with a large degree of self-government in the local units and with the administration carried on through chairmen for the various political divisions, city, county, and district.

MEMBERSHIP

Membership is of three types:

1. Enrolled. The constitution for the state organization provides that no fee can be required for membership. There has been repeated discussion of the advisability of a change in this provision, but up to the present time the majority of the Board and of the convention has preferred to retain the present principle because of its more democratic character. There are several arguments for a free membership, although it is realized that the organization has not proceeded to such a point as to have fully tested out its possibilities. It has seemed desirable, first, to impress upon League members and very often on League officers the distinction which exists between clubs, which are exclusive by nature, and Leagues, which exist for active political and educational work which cannot be successful if confined to small groups; second, the free membership provides the only self-respecting way of handling large and important groups which are unable to make a financial contribution; third, it provides an introductory membership which opens a way for getting on to our lists women somewhat interested in voting who, by careful follow up work, may be brought into the category of sustaining members.
2. Sustaining Every local League sets the amount of its own sustaining membership, the amount varying in practice from 25 cents to \$2.00. No record of the complete membership is reported to the state headquarters. Great emphasis, however, is being placed on the importance of having the membership in all cases take care of a subscription to the "Woman Voter" (25¢ a year) so that the subscription list for the Voter in the state office should ultimately provide a fairly close record of the sustaining memberships.
A great deal of attention needs to be given by League officers and field workers to the importance of regularly checking membership lists and careful checking of the sustaining membership fee.
3. Sustaining Membership at Large Provision has been made for sustaining memberships at large which may be taken out by women living in communities where the League is not organized. The dues for such membership are \$1.00 a year and include a subscription to the "Woman Voter"

LOCAL UNIT

The 1922 state convention adopted certain requirements which may be demanded of local Leagues in order to entitle them to receive service from the state headquarters as follows:

- Adoption of the name and aims of the organization
- Adoption of a constitution, providing for the regular election of officers
- An active and responsible chairman to receive the bulletins from the office
- A minimum of ten members (or even a smaller number for small communities)
- Assumption of the quota voted by the annual state convention for the support of the state League.

The same convention authorized the state Board to drop from the list of active Leagues those which do not live up to these requirements. Close to fifty chairmen have been dropped at various times under this provision, but the authority given the Board by the convention has never been used in cases where the local chairman really desired to carry on the work and where the organization was merely suffering under difficulties which the state organization could help them to overcome. It has proved a necessary provision for the removal of chairmen who had become inactive but whose nominal continuance in office embarrassed efforts to reorganize the community.

COUNTY UNIT

During the first two years of the organization, the county unit was emphasized practically to the exclusion of local Leagues. All material from headquarters went to the county chairmen to be used in the county as she saw fit. The result was unfortunate as it meant that upon a county chairman becoming inactive the state organization lost its contact with local groups which would in many cases have been in a position to continue.

In 1922 the policy was adopted of building up important local Leagues with correspondingly less emphasis on the county unit. We are now trying to rebuild county organization particularly in those counties where there is a strong city League. The county chairmen are now not numerous and they are regarded primarily as lieutenants to the district chairman to assist in the extension of organization within their counties.

At present no adequate provision is made for the expenses of county chairmen involved in organization work. It has been suggested to the district chairman that they budget the \$100 allowed them for organization so as to take care of their own personal expenses and those of the county chairmen acting under their direction. All expense accounts for county chairmen should be O K'd to the state by the district chairman.

DISTRICT UNIT

There is a chairman for each congressional district but no further district organization as such.

The district chairmen are or should be primarily responsible for the extension of organization and the progress of the work within their own districts. Even when an organizer is available, far better results can be obtained when she works with the close cooperation of the district chairman.

It is suggested that better results in the way of organization might be obtained if one of the vice-presidents of the state League were made particularly responsible for organization and worked closely with the district chairmen who would constitute with her a standing committee on organization.

It is also suggested that a much needed feeling of interest in the organization as such would be fostered in the state by the holding of district meetings, perhaps one for each district biennially, to be arranged in the spring following the national convention. The district chairmen should be responsible for the arrangements for such conferences.

COMMUNICATION WITH LOCAL LEAGUES

Written On an average of not less than once each month a letter is sent from the state office to the chairman of every local League in the state, with copies also to the district and county chairmen. These letters may be of a general nature, written by the president or the executive secretary, or they may come from the chairman of one of the departments of work, but they are at all times planned with reference to the ability of local Leagues to assimilate the suggestions contained and to their timeliness with respect to the orderly development of the year's work.

Samples of practically all literature published by the state or national League are sent to every local chairman with prices. The state organization has a policy of pricing its new material practically on the basis of the reprint cost in order to encourage its generous use by the locals. Although this means that the State undertakes the considerable expense in the set up of new material it is believed that the reverse policy of charging the locals a discouragingly high price to cover the set-up cost is penny-wise but pound foolish.

Personal Great progress has been made in persuading members of the State Board to visit local Leagues as speakers or advisors. The result is a tremendous increase of interest in the problem of organization and in general understanding of field conditions.

The state League has always expressed its willingness to see that each local League which puts in a request with a reasonable notice shall have a speaker from the state organization at least once a year without expense. It is suggested that the organization should do more and see to it that every League is visited by a state representative at least once a year. The results in the strengthening of the local organization and in giving them a sense of receiving something in return from their quota are well worth the expenditure.

Use of Organizer When an organizer is available, experience indicates that the best results are obtained when the district chairman (1) asks in advance for the use of a certain portion of the organizer's time, (2) plans the itinerary carefully in advance so that as much preparation as possible will be made in the localities and (3) either accompanies the organizer or cooperates so closely that the local Leagues regard the organizer as a personal representative of the district chairman as well as the employee of a distant state office. The visiting of existing Leagues is even more important than the organizing of new groups and the organizer's time should be used so that she may coach the local officers in organization methods. Speaking at general meetings is desirable but is not as important as working conferences with the local officers.

F I N A N C E

The state is fortunate in having worked out a quota plan which is in the main very satisfactory to the local Leagues, but much needs to be done to improve the general administration of finance.

Budget The budget for 1923-24 calls for \$9450.00 to be expended by the state League. The budget was prepared by a temporary committee appointed before the last state convention and was based largely on the expenditures of the preceding year and the known salary and office expenses plus an allowance for a half-time field worker. The budget is not sufficiently detailed and, because of the

success achieved in raising the amount asked by the National by the extraneous scheme of \$100 memberships, no amount for the National League was included. This was a departure from practice, and it is suggested that the amount at least of the minimum dues to the National should always be made an integral part of the state budget. It is not believed wise, however, to include the entire amount asked by the National in that part of the state budget which is apportioned to the local Leagues under the regular quota plan for the reason that this would necessitate a general quota increase which would be, it is confidently believed, a financial calamity and a serious blow to the development of local organization. It is moreover not necessary as the experience of the last year has proved that adequate funds for the national requirements may be raised by sustaining memberships or contributions or large amounts in campaigns not a part of and not interfering with the regular quota plan. The aim of the present year should be to increase the number of communities and individuals making these special contributions.

Quota Plan Every local League is expected, under the quota plan adopted by the last two state conventions, to pay \$10 a year to the state organization for every 1000 of population in the community. The amount for each League is therefore automatically and easily determined by referring to the figures of the 1920 census. The plan has the obvious advantages of simplicity, absolute impartiality, and of putting a premium instead of a tax on the increase of membership in the local League. There is no question but what this plan is generally satisfactory to the local Leagues, certainly far more satisfactory than any plan which preceded it or has been proposed, and has resulted in an increasing number of 100% paid-up Leagues.

The income to be derived under such a plan is obviously dependent on the number of local Leagues, their strength and their good-will to the state organization. During the two years it has been in force the state has for the first time come through the fiscal years without indebtedness and without serious financial embarrassment. The margin has however been precarious, and the increased activities and expenditures of a presidential election year show only too clearly that the state is not strongly enough organized to bear its financial burden comfortably.

Finance Policy There is an obvious need for some administrative machinery in the state League to give constant attention to the problem of finance. In spite of the fact that, under the general plan, the burden of raising funds is taken off the state organization as such and placed upon the local Leagues, the problems of organization and finance are one and both come back to the state board. It is suggested that there be a standing committee on finance, of which the treasurer shall be a member and also the vice-president in charge of organization (if such is found) and one other member of the state board. Included in the duties of this committee would be:

- Preparation of the annual budget to recommend to the state convention
- Recommendation of a scheme for raising the budget through the quota plan and such additional campaigns (not interfering with the quota plan) as may be necessary
- Advising with local Leagues on means of raising quotas and of efficient local finance methods
- Careful study through the year of income and expenditure with a view to any possible needed revision of the finance policy

It has been urged that such a committee also be empowered to reduce the amount of the quota for particular local Leagues where local conditions make the raising of the full quota difficult. I would urge that this policy be adopted, if at all, only after a competent committee has followed closely all correspondence from local Leagues bearing on the matter of finance for a period of at

least one year. A quota plan which, though not perfect by any means, has been the most conspicuously satisfactory part of our finance policy and to which the local Leagues are now well accustomed should not be changed without great caution.

To fix a lower quota for particular Leagues would be to throw open the gate to a thousand pleas of exceptional local conditions which would endanger the general principle entirely. Many of the Leagues now loyally doing their full part under the present plan of a quota based on population are doing so in spite of special circumstances (such as the presence of large foreign populations) which would justify them in presenting a special case or in resenting special treatment for other Leagues not more handicapped but perhaps less hard working. No local League has ever been dropped because of failure to pay its full quota. The state League relies in the end solely upon the good will of its local organizations. It is believed that local Leagues, when the matter is fairly presented, will continue to support a general principle which has proved fair and workable, even though some of them for reasons beyond their control may not be able to raise the full amount of the quota asked. It is vividly remembered that one League objected to the original adoption of this quota plan on the ground that there was a large ~~xxx~~ foreign population in their town which would make it impossible to raise their quota. They were persuaded to yield their individual difficulty for the sake of the general principle - and they have been to their own surprise a 100% paid-up League ever since, without any great difficulty reported.

A real difficulty with the present quota plan is encountered in organizing a large community where the quota is obviously beyond the ability of the local League to raise during its first year or two of organization. It is possible for the organizer, the state finance officers, and the local League to agree upon an amount which it would be fair to raise the first year without changing the system itself. This has been done in the case of the Mankato League, reorganized with a small but growing membership last winter, which voluntarily and in consultation with the state office, undertook to raise and did raise \$50 this year in place of the \$125 normally to be expected from a community of its size.

PUBLICITY

For the last two years the publicity for the state has been part of the work of the executive secretary. This work is of such a special nature and requires such a large amount of time when properly attended to that it is desirable to have a special publicity person if possible either as a member of the staff or of the Board.

Weekly Releases It has been customary to write from one to as high as four rather long Sunday stories which are furnished to the newspapers in Minneapolis and St. Paul and to the leading newspapers in Winona, St. Cloud and Duluth. Copies of these stories are also sent to the publicity chairman of the League in Washington. The Associated Press has just been added to this list by request. It is probable that desirable arrangements can be made with the United Press for the use of similar stories.

Frequently during the week it is possible to release material which will be used in the news sections of the papers. This type of story is handled as hot news and either telephoned direct to the papers or taken down by messenger. There is a fixed rule that no member of the League shall release stories to the press except by express arrangements with the person in charge of publicity.

General State Releases It has been customary to send to all the newspapers in the state from five to twelve times a year a one-page story on the outstanding activities of the organization. These are extensively reprinted but it has not been possible to make a careful check so as to eliminate papers which are unlikely to use the League material. It would also be very desirable to study carefully the possibilities of getting better results through close cooperation with the various newspaper services.

Clipping Files As noted above, clippings are received from a regular clipping service of all newspaper stories in the state making reference to the League of Women Voters.

The Woman Voter

LEGISLATION

FEDERAL

The state work in behalf of federal legislation is not organized satisfactorily at present. The Standing Committee chairmen are occupied largely with state legislation. It would be highly desirable to appoint one woman to be thoroughly posted on the progress of the League's federal legislation at all times. At present there are the beginnings of a card file on the League's bills based on the reports in the Woman Citizen. Because of the many inquiries coming in to the office usually by 'phone, it would be helpful to have such a file up to date at all times.

STATE

Legislative Council All social legislation supported by the League is first considered in the Legislative COUNCIL and then submitted to the state convention.

The Legislative Council consists of the representatives of 16 organizations most of them state-wide in membership, who are appointed at the invitation of the League by the presidents of these organizations and who are usually the chairmen of their legislative committees. The state Board of the League of Women Voters appoints the chairman of the Council. The League also assumes entire responsibility for the calling of meetings, the mimeographing of minutes and preparation of the extensive material which is used by the Council. The chairman of the League's Standing Committees on Education, Women in Industry, Child Welfare, Living Costs, Social Hygiene, Legal Status, and Law Enforcement, are ex officio members of the Council. A development of the present year has been the appointment of a Rural Advisory Committee, consisting of women in small communities or rural districts who may be unable to attend the meetings of the Council but who because of their location and experience may advise the Council helpfully on the aspects of proposed legislation as it affects rural conditions. Members of this committee have already contributed to the Council but plans for the best use of this promising feature of the Council remain to be worked out. Ch. of 2 in 9. a member?

The Council meets usually once a month beginning at least twelve months before the session of the Legislature. Its procedure is to refer to sub-committees for intensive study every proposal brought before the Council. Measures must be before the Council during at least two meetings and the rule has been followed of taking no action until the members of the Council have been furnished with written reports ~~xxxxxxxxxxxx~~ of the proposals under consideration. After measures are tentatively approved by the Council they are referred to a committee on Final Program which selects the few measures believed to be most pressing and important.

The program finally adopted by the Council goes to the state Board of the League and later to its state convention where it becomes the legislative program of the organization if approved.

Organizations which are members of the Council are free to adopt such parts of the program as they consider suitable. The Council is therefore purely advisory but it has so far done its work so carefully that its recommendations have been adopted as a whole by the League and have been gratefully received by the member organizations.

Work at the Legislature The chairman of the Legislative Council has been in charge of the League's work at the State Capitol and it has been her custom to appoint committees to deal with the various measures, these committees usually including representatives of the other organizations on the Council particularly interested in their passage.

Local League chairman are kept posted on the progress of bills at the legislature and it is customary to print special issues of the "Woman Voter" while the legislative session is in progress. Much can still be done in the organization of the work at the Legislature especially in improving the communication between the workers at the Capitol and the State office.

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

The duties of the Standing Committee chairmen are advisory in the matter of legislation. They are, as stated above, members of the Legislative Council, and they are looked to to supply facts and to represent a technical viewpoint on matters falling within the scope of their committees.

Little has been done to develop the standing committees in an administrative way.

E D U C A T I O N

The chairman of this committee has supplied the Council and the League with excellent material and counsel on educational matters and has been active in the encouragement of such features as Education Week, educational exhibits at county fairs, etc., which contribute to an understanding of public school needs. There is no organization of a committee at the present time.

C H I L D W E L F A R E

In 1921 the Child Welfare committee was developed with chairmen in most of the counties of the state. This organization of the committee has lapsed and the last meeting of the state Board voted that it should be re-constituted in order to work for the child labor amendment ratification. A great deal of committee work needs to be done in the gathering of material necessary to the consideration of child welfare matters now before the Council.

L I V I N G C O S T S

This committee has been inactive due largely to the illness of the chairman, but also because the membership of the organization generally is so unfamiliar with the program of the committee that it has been inadvisable to undertake definite legislative work. It is suggested that this committee might start its work by a study of the bills before the next Legislature dealing with cooperative marketing and similar subjects and to report on them to the Council and to the State Board.

S O C I A L H Y G I E N E

A new chairman for this committee has recently been appointed.

W O M E N I N I N D U S T R Y

The chairman of this committee has appointed representatives at a number of points in the state to advise with her on matters relating to the work of her committee. This committee has been successful in the most important items on its legislative program and its most difficult problem the last year has been in connection with the blanket legislation proposed by the Woman's Party. In opposing this, this committee has worked closely with the committee on the Legal Status of Women.

LEGAL STATUS OF WOMEN

The chairman of this committee has appointed four women lawyers who constitute with her the committee and who have performed valuable research work on the present legal status of women in Minnesota and are now at work considerable desirable action to be taken with respect to all legal differences between men and women.

LAW ENFORCEMENT

This committee is new. Its chairman is a young woman lawyer who has not a great deal of time to give to the work but who was asked to advise the state and local Leagues on problems which arise which have to do with the enforcement of laws. She has just completed an excellent piece of work summarizing all the laws whose passage was supported by the League of Women Voters and pointing out that part of the state and local governmental machinery which is charged with their enforcement.

E F F I C I E N C Y I N G O V E R N M E N T

This committee is at present unorganized as a state committee, but its work has been most effectively done under the leadership of the state chairman who has worked directly with many of the local Leagues.

Legislation falling within the field of Efficiency in Government is acted upon by the state Board and the state convention of the League before it becomes a part of the program of the organization. A citizen's committee consisting of about 30 members, mostly men, was organized under the encouragement of this committee last year for the consideration and support of proposals for the re-organization of state government. This citizens' committee is the closest analogy in the field of Efficiency in Government to the Legislative Council in the field of social legislation.

It has been suggested that a Council on Efficiency in Government be definitely organized to work in a manner similar to the existing Council on social legislation, having of course this difficulty to overcome that fewer organizations have been accustomed to take an interest in efficiency in government legislation.

T R A I N I N G I N C I T I Z E N S H I P

The relation of the work of Efficiency in Government to general political education has not been definitely worked out, there being no one woman appointed to take charge of this more general field. As a result the chairman of Efficiency in Government has been charged with such enterprises as the Institutes of Government which have been held in the state and the congressional district units.

There is an obvious need for a chairman to head up the enormous amount of League work which falls under the head of general political education and with that other interesting field which we have come to refer to under the name of Direct Political Activities. This would include all such matters as the Get-Out-the-Vote activities, schools for voters, questionnaires to candidates, candidates' meetings, cooperation with political parties where possible, political information service at headquarters, and so forth.

A committee on Political Relations organized last winter with the special purpose of encouraging participation of women in party caucuses secured an unexpected amount of cooperation from party leaders (some of them) and had a marked effect on the attendance at the caucuses.

I N T E R N A T I O N A L C O - O P E R A T I O N

There is a state chairman for this committee, and local chairmen are appointed by the various local Leagues. The St. Paul and Minneapolis chairmen with the state chairman of International Co-operation constitute what amounts practically to a very valuable policy-making committee for this branch of the work. There has been no further development of the committee in an administrative way, except for the temporary committees appointed in many communities last year to circulate the petition for the World Court.

The committee has been extremely active, and the great contribution which it can make both to organization and finance are only dimly indicated by the large number of communities which became interested in the League through the World Court petition and by the hastily organized benefit ball in 1921 which raised a fund of \$450 for work in support of the Washington Disarmament Conference.

Organization Travelling Expenses - Year Nov. 1924 to Nov. 1925

<u>Dist. I</u>	<u>Dist. II</u>	<u>Dist. III</u>	<u>Dist. IV</u>	<u>Dist. V</u>	<u>Dist. VI</u>	<u>Dist. VII</u>	<u>Dist. VIII</u>	<u>Dist. IX</u>	<u>Dist. X</u>	<u>Gen</u>
\$46.76	\$79.44	\$78.37	\$15.93	\$9.50	\$61.34	\$38.15	\$9.25	\$56.35	\$13.77	\$9.50
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Amount expended by Field Secretary of the above figures

\$46.01	\$39.84	\$37.12			\$61.34	\$38.15	\$9.25	\$56.35	\$13.77
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ORGANIZATION REPORT on basis of LISTED LEAGUES

June 27th 1924.

(List as it appeared after dropping of 28 inactive chairman
by action of state Board in May, with additions made since
that date.

<u>District</u>	<u>Satisfactory</u> New Leagues underlined Strong Leagues starred	<u>Unsatisfactory</u> Needing special attention	<u>Temporary Status</u>
I	Winona* <u>Caledonia</u>	Janesville Alden	Rochester (committee only)
II	Mankato* Wells Redwood Falls <u>Fairmont</u> <u>Heron Lake</u>		
III	Northfield* Faribault Farmington <u>Shakopee</u> Shakopee Jordan West St. Paul (Sibley) Kenyon <u>Pine Island</u> Stillwater* <u>Warsaw</u>	Chaska Morristown	
IV	St. Paul*		
V.	Minneapolis*		
VI.	St. Cloud* Brainerd* <u>Wadena</u> Little Falls Crosby <u>Hubert</u> <u>Pequot</u>	Staples Elk River Spooner	
VII	Watson Graceville Appleton Olivia Granite Falls	Litchfield	
VIII	Duluth* <u>Grand Rapids</u>	Hibbing International Falls	
IX	Moorhead*	Warren Fergus Falls Stephen	
X	Columbia Heights Robbinsdale Hinckley Wayzata	<u>Cambridge</u> <u>Pine City</u>	

ORGANIZATION REPORT on basis of LISTED LEAGUES

June 27, 1924.

(List as it appeared after dropping of 22 inactive chairman
-by action of state Board in May, with additions made since
that date.

<u>District</u>	<u>Satisfactory</u> New Leagues underlined Strong Leagues starred	<u>Unsatisfactory</u> Needing special attention	<u>Temporary Status</u>
I	Winona*	Janesville Alden	Rochester (committee only)
II	Mankato* Wells Redwood Falls <u>Fairmont</u> <u>Heron Lake</u>		
III	Northfield* Faribault Farmington Shakopee Shakopee Jordan West St. Paul (Sibley) Kenyon <u>Pigeon Island</u> Stillwater* <u>Warsaw</u>	Chaska Morristown	
IV	St. Paul*		
V.	Minneapolis*		
VI.	St. Cloud* Brainerd* <u>Wadena</u> Little Falls Crosby <u>Hubert</u> <u>Pequot</u>	Staples Elk River Spooner	
VII	Watson Graceville Appleton Olivia Granite Falls	Litchfield	
VIII	Duluth* <u>Grand Rapids</u>	Hibbing International Falls	
IX	Moorhead*	Warren Fergus Falls Stephen	
X	Columbia Heights Robbinsdale Hinckley Wayzata	<u>Cambridge</u> <u>Pine City</u>	→

Minnesota League of Women Voters,
October 13th, 1924

111398

RELATION OF WOMAN VOTER SUBSCRIPTIONS TO ORGANIZATION

Active Paid-up Leagues

No. of Subscriptions

Faribault	30
Stillwater	34
Kenyon	13
Farmington	7
West St. Paul	22
Northfield	69
Shakopee	21
Jordan	12
Brainerd	59
St. Cloud	73
Olivia	20
Watson	20
Appleton	1
Stephen	19
Cambridge	1
Janesville	9
Mankato	60
Hubert	1
Little Falls	46
Granite Falls	29
Crosby	14
Winona	24

(This does not include all
the newest Leagues as the
figures concerning them
have no special significance)

Active but not financially responsible

Redwood Falls	16
Columbia Heights	8
Rochester	14
Wells	13
Fairmont	3
Duluth	89
Grand Rapids	1
Moorhead	3

Inactive Leagues (not complete)

Fergus Falls	7
Robbinsdale	37
Wayzata	26

8929

LIST OF PAID UP LEAGUES FOR 1924

Jordan	Crosby
Appleton	Shakopee
Watson	Stillwater
Brainerd	Kenyon
St. Cloud	Stephen
West St. Paul	Annandale
Northfield	Janesville
Mankato	" Winona
Hubert	Farmington
Minneapolis	Granite Falls
Cambridge	Lake Park
Olivia	Faribault
Little Falls	Wells

of Executive Committee of the Minnesota League of Women Voters based
on questionnaires sent to all local Leagues April 1924

8929

Мяк Макѣѣѣ Макѣѣѣ

Reports no chairman, no members, no organization, unwilling to assume quota (\$5).

Resigned in 1922. No active work since. No members, no chairman, no organization, unwilling to assume quota, does not ask us to continue sending material because they are not entitled to them, expect to promote the League program through other organizations.

Mrs. Mary Meighen, elected April 1923, has not acted. Mrs. Mathison reports ~~xxxxxx~~ ~~unwilling to xatx present xtx xtx xtx xtx~~ at present no active officers, old officers unwilling to organize or assume quota, memberships and Voter subscriptions are unrenewed. Original officers may be willing to help in get-out-vote work, but ~~txgtx~~ keeping present officers on list would be only a hindrance to organizing for ~~that~~ purpose.

Appointed in 1921. Has never organized League. No members, no organization, unwilling to assume quota. Uses our material in other groups. Husband refused to let Mrs. Parkes see her when Mrs. Parkes made special trip to Rushford this spring.

No active officers since 1922. Mrs. Warren visited in 1923 agreed to take up work but moved to California and suggested sending material to Miss Bowden, former secretary. We have been unable to get any work from Miss Bowden.

Mrs. Wilder, Mrs. Mayo, and Mrs. Crawford in 1922 were put on list to receive all material, Mrs. Wilder to act as provisional chairman. Mrs. Wilder resigned Mrs. 1923, Mrs. Mayo reports it not worth while to continue sending material to her at present as they are inactive, Mrs. Crawford sends no word. As there is an interested young group in Rochester, believe it advisable to clear way for recognizing them.

Her appointment by Mrs. Swartwood reported in 1922. Have never been able to get a report from her.

Pipestone- Mrs. Mary E. Telford

Mrs. Telford reported 1922 that Leggue was inactive and she could not serve, but because of her good will we have continued to carry her. Pipestone has been visited twice since but Mrs. Telford while friendly and willing to call meetings has been rather an obstacle than a help in getting new organization.

3rd District

✓ LeSueur Center - Miss Alice V. Kendall

Unable to get response to any communication. Carried for 2 years without any result. No Voter subscriptions.

✓ South St. Paul - Mrs. P. H. O'Keefe

No report of any kind in 2 years. Mrs. Peirce has visited town and reports no League activity at all.

✓ Copas - Marine - Mrs. W. H. Everett

Took chairmanship for 3 small towns to be grouped as the St. Croix League at a meeting held at Mrs. Nixon's last July. Have never been able to get a word since.

6th District

✓ Wadena - Mrs. Frank Illingworth

No reports ~~xxxxx~~ Mrs. McKnight, Ueland visited last October. Mrs. Cobb visited last February. There is no League there. Mrs. Cobb reports it the deadest town in state though there are many clubs

~~Staples xxx Mrs.~~

✓ Bemidji - Mrs. M. A. Downs

Elected at meeting last May. No reports from her since last September. Women in Bemidji interested in League complain that she refuses to ~~xxxx~~ call meetings.

✓ Deerwood - Miss Edna Bowler

Miss Bowler represented Deerwood on board of Cuyuna Range League which dissolved and became Crosby League only. Miss Bowler is ~~the~~ a mainstay of Crosby League living just across the town line. No organization in Deerwood.

7th District

✓ Madison - Mrs. H. L. Hanson

Mrs. Hanson has lived in Minneapolis for a year and is not moving back to Madison. There is no active vice-president though Mrs. Frank Hauck is mentioned as a possibility.

✓ Morris - Mrs. Ella F. Spooner

A year ago we suggested dropping Mrs. Spooner as she had not organized a League. She asked to be continued but has not organized, and states in answer to questionnaire that she cannot attempt to organize.

✓ Wheaton - Mrs. A. C. Bayrell

Has been on lists for 4 years. Has done work at times but is always discouraged about it. Writes in answer to questionnaire that there is no League organization, that there is political opposition, and that perhaps a new ch. (Rep.) might make it prosper. Does nothing but distribute our material to clubs.

✓ Renville - Mrs. E. Warner Larkin

No answer to questionnaire. Reported last Feb. that there is no League in Renville but uses our material in club and asks League speakers to speak to her club. Miss Larkin does considerable speaking herself. Dem.

X
Litchfield - Mrs. B. Determan

No answer to questionnaire. Reports last year were good, but we had no word from her from Feb. 1923 to March 1924 when she wrote Mrs. Nixon for material. Others report League not active in Litchfield

8th District

✓ Grand Rapids - Mrs. C. R. Perkins

Unable to get reports either from Mrs. Perkins or from Mrs. Colton who was to investigate the situation. Did splendid work getting out the vote in 1922 but have had no word since March 1923. All Voter subscriptions expired last February.

✓ Big Falls - Mrs. Hilstead

Mrs. Hilstead was named a county chairman two years ago but has no general county or local organization. No communications and no answers to questionnaires.

✓ Eveleth - Mrs. Harry Burns

Reports in answer to questionnaire "We have no organization now." Same last Sept.. Does not regard herself as ch. Should not be ignored however in re organization

✓ Virginia - Mrs. J. H. Tretheway

Did good work last spring. Sent in resignation last summer. Answered questionnaire "There is no League here now." No World Court signatures.

9th District

✓ Detroit - Mrs. Rutledge

Reported reorganized Jan. 1923 but were then supporting a local candidate. Paid \$4.23 on quota. Since then, no quota, no Voter subscriptions, no World Court signatures. No communication of any kind.

✓ Lake Park - Mrs. N. J. Norby

Was county chairman and sometimes helped in Detroit. No local organization ever. World Court signatures last fall. No Voter subscriptions, quota, or other communication.

~~Barkston~~

✓ Crookston - Mrs. O. L. Bertelson

Mrs. Bertelson was county chairman 1920-21. Got no county organization. Mrs. G. Chesterman, local chairman, had fairly good organization - peppy candidates meeting etc. Became local chairman February 1922. Discouraged when she took it but said small group would meet. In fall 1923 reported unable to hold election meeting so few came. Too much agricultural distress to have Mrs. McKnight and Mrs. Ueland. They went anyway and had a fair little group. World Court petition work done. Mrs. Parkes visited April 1923 and quite a group met with her. She felt Mrs. Bertelson was obstacle to progress. When Mrs. Parkes was in Grand Forks this month Mrs. Bertelson told her not to come over as she had planned and was ready to do. No quota payments since 1921. No Voter subscriptions. Mrs. Bertelson answers questionnaire "says she will find out if ladies wish to reorganize. No renewed membership. Do not assume quota. Wants to continue to get bulletins but admits they do not deserve it. We get requests for material from Crookston but never from League. Mrs. Parkes says Mrs. Bertelson does nothing between visits of state workers

No report until we wrung it out of her Jan. 1923

✓ 10th District
Cambridge - Mrs. G. C. Smith

Mrs. Wickel, hotel landlady
Mrs. P. N. Torrell

County chairman appointed 1920.
Good organization first year. Had
good meeting for Mrs. Ladd 1922.
Visited by Ueland-Spencer 1923 and
did World Court petition. Mrs. P. N.
Torrell much interested. Mrs. Smith
moving away. No quota payments and
no active organization since that date.
No Voter subscriptions.

✓ Monticello - Miss Mildred Hagen

Mrs. Ladd was there in Sept. 1922
to help form organization. Seemed to
be a promising group but have been
unable to get from the women locally
or from district chairmen any report
of actual situation. No quota payments
No Voter subscriptions.

✓ Northd Branch - Mrs. Holmberg

Has been carried on our list after
being reported as provisional chairman
by Mrs. Ladd in 1922. Never removed be-
cause we were never able to get a
definite report on situation from Mrs.
Ladd, Mrs. Holmberg or the district ch.
Nothing doing.

✓ Princeton
Cambridge - Mrs. H. C. Cooney

Appointed county chairman 1920.
Never a local election meeting. Goes
to California frequently for long
periods. Says she asked as long ago
to appoint someone else. Does League
work occasionally and hopes to do some
this year and to receive bulletins from
office. Her suggestion in answer
to questionnaire is that we appoint
officers to fill places of those who
resign before the League ~~affixes~~ interest
is entirely forgotten. Wants a
school

Robert
Mrs. Caley

Mrs. J. P. Shacter

Mrs. Fred Keith in charge petition

MINNESOTA LEAGUE OF WOMEN VOTERS

Report on Organization as of April 1924

The prospect for organization is encouraging or discouraging according as we may expect to carry on a vigorous program in the field during the next few months in connection with the Get-Out-the-Vote campaign. The organization is at present entirely inadequate to support, financially or otherwise, a program of the pretensions and scope which we have undertaken in the League. It must be extended, and extended rapidly, during the present year.

The organization has some very strong assets in the considerable number of Leagues which have a strong local membership and are at the same time self-reliant in character and loyal to the organization as a whole. This number is larger than it has ever been before and includes the four largest cities in the state, as well as most of the cities of a population of more than 10,000. The time has come when we can afford to use the pruning knife courageously on those parts of the organization which are unsound and which do not contribute their share financially or in work undertaken and accomplished. This is the object in sending out the recent questionnaire to all women now carried on our lists as local chairmen requesting information on the extent to which they are living up to the organization requirements set by the state convention. Those who do not reply or who, in replying, do not show a willingness to go on with the work and attempt to fulfill the requirements, should be dropped at once. Efforts at reorganization may be seriously embarrassed by the presence of nominal chairmen who do not voluntarily resign and who do not do the work.

Given the cooperation of district chairmen and at least one full-time field worker up to the General Election, we should be able to report reorganization or new organization in a sufficient number of communities to bring the total up as high as it has ever been in the state, with the difference that the organization would be better founded and supported by a larger number of well established local Leagues than ever before.

An analysis of the communities for which we are now carrying local chairmen on our lists to receive material is as follows:

Sound, Active and Well Established (Could also be called "quota paying" Leagues)

St. Paul	Farmington
Minneapolis	Shakopee
Duluth	Jordan
Winona	West St. Paul
St. Cloud	Crosby
Stillwater	Watson
Brainerd	Graceville
Moorhead	Appleton
Redwood Falls	Olivia
Wells	Columbia Heights
Faribault	Kenyon
Northfield	

23

Sound, Active, but New

Heron Lake	Mankato
Fairmont	Little Falls
	Robbinsdale

5

Some organization, more or less active, but not in satisfactory condition

FOR ONE REASON or another

Janesville	International Falls
Rochester	Stephen
Chaska	Warren
Spooner	Fergus Falls
Elk River	Wayzata
Hibbing	Granite Falls
Morristown	Crookston

14

Entirely unsatisfactory. Recommended that the chairmen of the following
be dropped so that a fresh start may be made with new officers

Dist. 1 Alden
Owatonna
Albert Lea
Rushford
Spring Valley
Waseca
Dist. 2 Pipestone
Dist. 3 LeSueur Center
South St. Paul
Copas
Dist. 6 Wadena
Staples
Bemidji
Deerwood

Dist. 7 Madison
Morris
Wheaton
Renville
Litchfield
Dist. 8 Grand Rapids
Big Falls
Eveleth
Virginia
Dist. 9 Detroit
Lake Park
Dist. 10 Cambridge
Princeton
Monticello
North Branch
Hinckley

31

Belated reports from a few of the chairmen in the last group might justify retaining them on our present lists.

Gladys Harrison

RECOMMENDATION
of Executive Committee of the Minnesota League of Women Voters based
on questionnaires sent to all local Leagues April 1924

That, in the absence of further information from the district chairmen, the women now ~~carried~~ as local chairmen for the following communities be dropped from the lists ~~in order that they may be~~ for the reasons assigned:

1st District

~~Mrs. Hartwick Mathison~~

Alden - Mrs. Hartwick Mathison

Reports no chairman, no members, no organization, unwilling to assume quota (\$5).

Owatonna - Miss Esther Adair

Resigned in 1922. No active work since. No members, no chairman, no organization, unwilling to assume quota, does not ask us to continue sending material because they are not entitled to them, expect to promote the League program through other organizations.

Albert Lea - Mrs. W. F. Westrum, sect.

Mrs. Mary Meighen, elected April 1923, has not acted. Mrs. Mathison reports ~~unwilling to present~~ at present no active officers, old officers unwilling to organize or assume quota, memberships and Voter subscriptions are unrenewed. Original officers may be willing to help in get-out-vote work, but ~~taxing~~ keeping present officers on list would be only a hindrance to organizing for that purpose.

Rushford - Mrs. J. G. Robertson, ch.

Appointed in 1921. Has never organized League. No members, no organization, unwilling to assume quota. Uses our material in other groups. Husband refused to let Mrs. Parkes see her when Mrs. Parkes made special trip to Rushford this spring.

Spring Valley - Miss Margaret Bowden No active officers since 1922. Mrs. Warren visited in 1923 agreed to take up work but moved to California and suggested sending material to Miss Bowden, former secretary. We have been unable to get any word from Miss Bowden.

Rochester - Mrs. Harold Crawford

Mrs. Wilder, Mrs. Mayo and Mrs. Crawford in 1922 were put on list to receive all material, Mrs. Wilder to act as provisional chairman. Mrs. Wilder resigned Mrs. 1923, Mrs. Mayo reports it not worth while to continue sending material to her at present as they are inactive, Mrs. Crawford sends no word. As there is an interested young group in Rochester, believe it advisable to clear way for recognizing them.

Waseca - Miss Buckman

Her appointment by Mrs. Swartwood reported in 1922. Have never been able to get a report from her.

2nd District

Pipestone - Mrs. Mary E. Telford

Mrs. Telford reported 1922 that League was inactive and she could not serve, but because of her good will we have continued to carry her. Pipestone has been visited twice since but Mrs. Telford while friendly and willing to call meetings has been rather an obstacle than a help in getting new organization.

3rd District

LeSueur Center - Miss Alice V. Kendall

Unable to get response to any communication. Carried for 2 years without any result. No Voter subscriptions.

South St. Paul - Mrs. P. H. O'Keefe

No report of any kind in 2 years. Mrs. Peirce has visited town and reports no League activity at all.

Copas - Marine - Mrs. W. H. Everett

Took chairmanship for 3 small towns to be grouped as the St. Croix League at a meeting held at Mrs. Nixon's last July. Have never been able to get a word since.

6th District

Wadena - Mrs. Frank Illingworth

No reports ~~xxxxxx~~ Mrs. McKnight, Ueland visited last October. Mrs. Cobb visited last February. There is no League there. Mrs. Cobb reports it the deadest town in state though there are many clubs

Staples ~~xxxx~~

Bemidji - Mrs. M. A. Downs

Elected at meeting last May. No reports from her since last September. Women in Bemidji interested in League complain that she refuses to ~~hold~~ call meetings.

Deerwood - Miss Edna Bowler

Miss Bowler represented Deerwood on board of Cuyuna Range League which ~~dissolved~~ and became Crosby League only. Miss Bowler is ~~the~~ a mainstay of Crosby League living just across the town line. No organization in Deerwood.

7th District

Madison - Mrs. H. L. Hanson

Mrs. Hanson has lived in Minneapolis for a year and is not moving back to Madison. There is no active vice-president though Mrs. Frank Hauck is mentioned as a possibility.

Morris - Mrs. Ella F. Spooner

A year ago we suggested dropping Mrs. Spooner as she had not organized a League. She asked to be continued but has not organized, and states in answer to questionnaire that she cannot attempt to organize.

Wheaton - Mrs. A. C. Bayrell

Has been on lists for 4 years. Has done work at times but is always discouraged about it. Writes in answer to questionnaire that there is no League organization, that there is political opposition, and that perhaps a new ch. (Rep.) might make it prosper. Does nothing but distribute our material to clubs.

Renville - Mrs. E. Warner Larkin

No answer to questionnaire. Reported last Feb. that there is no League in Renville but uses our material in club and asks League speakers to speak to her club. Miss Larkin does considerable speaking herself. Dem.

Litchfield - Mrs. B. Determan

No answer to questionnaire. Reports last year were good, but we had no word from her from Feb. 1923 to March 1924 when she wrote Mrs. Nixon for material. Others report League not active in Litchfield

MINNESOTA LEAGUE OF WOMEN VOTERS
1639 Hennepin Avenue, Minneapolis

WOMAN VOTER SUBSCRIPTIONS
Districts outside of Minneapolis and St. Paul
as of January, 1924

District I

Dodge	1	
Dodge Center	1	
Fillmore	4	
Lanesboro	3	
Spring Valley	1	
Freeborn	51	
Albert Lea	50	
Alden	1	
Houston	6	
Caledonia	6	
Mower	3	
Austin	3	
Olmsted	10	
Rochester	10	
Steele	5	
Owatonna	5	
Wabasha	1	
Wabasha	1	
Waseca	4	
Janesville	1	
Waseca	3	
Winona	9	
Winona	9	
	94	

District III

Carver	8	
Chaska	8	
Dakota	17	
Farmington	3	
Hastings	4	
Lakeville	1	
Randolph	1	
West St. Paul	8	
Goodhue	8	
Kenyon	3	
Pine Island	2	
Red Wing	3	
LeSueur	1	
LeSueur	1	
McLeod	3	
Nicollet	1	
St. Peter	1	
Rice	84	
Faribault	47	
Morristown	1	
Northfield	27	
Scott	14	
Jordan	7	
Shakopee	7	
Sibley	1	
Winthrop	1	
Washington	36	
Bayport	1	
Langdon	1	
Marine	6	
Stillwater	27	
Withrow	1	

District II

Blue Earth		6
Amboy	1	
Mankato	5	
Brown		0
Faribault		5
Blue Earth	1	
Wells	3	
Winnebago	1	
Jackson		1
Lakefield	1	
Lincoln		0
Martin		1
Fairmont	1	
Murray		2
Slayton	2	
Nobles		16
Adrian	11	
Worthington	5	
Pipestone		9
Pipestone	9	
Redwood		38
Redwood Falls	32	
Vesta	1	
Walnut Grove	5	
Rock		0
		78

District VI

Beltrami		9
Bemidji	8	
Nymore	1	
Benton		1
Sauk Rapids	1	
Cass		1
Walker	1	
Crow Wing		58
Brainerd	54	
Crosby	1	
Deerwood	2	
Ironton	1	
Hubbard		0
Lake of the Woods		0
Morrison		1
Little Falls	1	
Sherburne		1
Elk River	1	
Stearns		33
St. Cloud	33	
Todd		2
Staples	1	
Long Prairie	1	
Wadena		1
Wadena	1	
		107

District VII

Big Stone		5
Clinton	3	
Graceville	1	
Ortonville	1	
Chippewa		4
Watson	4	
Douglas		1
Alexandria	1	
Grant		1
Erdahl	1	
Kandiyohi		0
Lac Qui Parle		3
Dawson	1	
Madison	2	
Lyon		2
Marshall	1	
Taunton	1	
Meeker		5
Litchfield	5	
Pope		0
Renville		13
Bird Island	1	
Olivia	10	
Renville	1	
Sacred Heart	1	
Steven		2
Morris	2	
Swift		18
Appleton	18	
Traverse		3
Brown Valley	1	
Wheaton	2	
Yellow Medicine		5
Granite Falls	4	
Porter	1	
		<u>62</u>

District VIII

Carlton		0
Itasca		5
Grand Rapids	5	
Koochiching		3
Ericsburg	1	
Int. Falls	2	
St. Louis		70
Duluth	47	
Eveleth	13	
Hibbing	6	
Virginia	4	
Lake		0
Cook		0
		<u>73</u>

District IX

Becker		25
Detroit	25	
Clay		9
Moorehead	9	
Clearwater		0
Kittson		3
Hallock	3	
Mahnomen		1
Mahnomen	1	
Red Lake		0
Roseau		0
Marshall		34
Argyle	1	
Stephen	26	
Strandquist	1	
Warren	6	
Norman		0
Ottertail		2
Carlisle	1	
Fergus Falls	1	
Pennington		1
Thief River Falls	1	
Polk		1
Crookston	1	
Wilkin		2
Breckenridge	2	
		<u>78</u>

District X

Anoka		29
Anoka	3	
Columbia Heights	26	
Chisago		0
Rural Hennepin		14
Isanti		1
Cambridge	1	
Mille Lacs		1
Princeton	1	
Pine		0
Wright		0
Kenabeo		0
		<u>45</u>

TOTAL , , , 712

June 1923 - June 1925

History & Organization

Chronological Record of Field Reports (Miss Beggin has copies)

Date	District	County	Town	Organizer
6-11-23	Third	Dakota	Hastings	G Harrison
6-11-23	First	Wabasha	Wabasha	G Harrison
6-11-23	Third	Redwing	Goodue	G Harrison
6-22-23	First	Winona	Winona	G Harrison
6-13-23	First	Houston	Caledonia	G Harrison
6-14-23	First	Fillmore	Spring Valley	G Harrison
6-14-23	First	Fillmore	Preston	G Harrison
6-14-23	First	Fillmore	Rushford	G Harrison
6-14-23	First	Fillmore	Lanesboro	G Harrison
6-15-23	First	Mower	Austin	G Harrison
6-15-23	First	Freeborn	Albert Lea	G Harrison
6-15-23	First	Freeborn	Alden	G Harrison
6-15-23	Second	Faribault	Wells	G Harrison
9-22-23	Tenth	Chicago	Taylor's Falls	G Harrison
3-14-23	Sixth	Stearns	Sauk Center	Mrs. Ueland
3-15-23	Sixth	Morrison	Little Falls	Mrs. Ueland
4-7,8,9,-24	First	Fillmore	Chatfield	Mrs. Parkes
4-10,11-24	First	Fillmore	Rushford	Mrs. Parkes
4-11-24	First	Mower	Austin	Mrs. Parkes
	First	Olmsted	Rochester	Mrs. McGuire
	First	Fillmore	Spring Valley	Mrs. McGuire
	First	Fillmore	Preston	Mrs. McGuire
	First	Fillmore	Lanesboro	Mrs. McGuire
	First	Winona	Winona	Mrs. McGuire
6-2-24	Third	Goodhue	Pine Island	Mrs. McKnight
6-2-24	First	Olmsted	Rochester	Mrs. McKnight
6-3-24	Third	Goodhue	Kenyon	Mrs. McKnight
6-5-24	Sixth	Crow Wing	Brainerd	Mrs. Hargreaves, Miss Warren
6-5-24	Sixth	Hubbard	Crow Wing	" " " "
6-6-24	Sixth	Wadena	Wadena	" " " "
6-6-24	Sixth	Todd	Staples	" " " "
6-7-24	Sixth	Crow Wing	Crosby	" " " "
6-7-24	Sixth	Morrison	Little Falls	" " " "
6-9-24	Tenth	Isanti	Cambridge	Mrs. Waters, Mrs. Jewett
6-9,10-24	Tenth	Pine	Hinckley	" " " "
6-10-24	Tenth	Pine	Pine City	" " " "
6-14-25	Third	Dakota	Farmington	Mrs. Denny, Mrs. Wallis
6-19-24	Tenth	Wright	Howard Lake	M Wash
6-25,26-24	First	Steele	Owatonna	M Wash
7-22-24	Tenth	Wright	Cokato	M Wash
7-2,3-24	Tenth	Goodhue	Cannon Falls	M Wash
			Zumbrota	M Wash
			Faribault	M Wash
			Kenyon	M Wash
			Pine Island	M Wash
7-7-24	Third	Dakota	Rosemount	M Wash
7-7-24	Third	Rice	Faribault	M Wash
7-8-24	Third	Nicollet	St. Peter	M Wash
7-8-24	Third	Nicollet	Nicollet	M Wash
7-8-24	Third	Le Sueur	Le Sueur	M Wash
7-8-24	Third	Sibley	Winthrop	M Wash
7-9-24	Third	Scott	Belle Plain	M Wash
7-10-24	Third	McLeod	Glencoe	M Wash
7-11-24	Third	Carver	Chaska	M Wash

Wanted Count
Campaign
Trip thru State

Re Institutes

Page two Chronological Record of Field Reports

7-7-24	Seventh	Meeker	Litchfield	M Wash
7-17-24	Seventh	Kandiyohi	Wilmar	M Wash
7-18-24	Tenth	Wright	Howard Lake	M Wash
7-15-24	Sixth	Beltrami	Bemidji	I Lawrence
7-23-24	Tenth	Wright	Waverly	M Wash
7-23-24	Tenth	Wright	Delano	M Wash
7-24-24	Tenth	Wright	Buffalo	M Wash
7-25-24	Tenth	Wright	Maple Lake	M Wash
7-25-24	Tenth	Wright	Annandale	M Wash
7-29-24	2nd	Redwood	Redwood Falls	M Wash
7-29-24	Seventh	Renville	Morton	M Wash
7-30,31-24	Seventh	Yel Medicine	Granite Falls	M Wash
7-31-24	Seventh	Chippewa	Watson	M Wash
7-31-24	Seventh	Chippewa	Montevideo	M Wash
8-1-24	Seventh	Renville	Bird Island	M Wash
8-6-24	First	Freeborn	Albert Lea	Agnes Larson
8-6-24	Third	Carver	Norwood	M Wash
8-7-24	Third	Carver	Young America	M Wash
8-7,8,24	Second	Faribault	Wells	Agnes Larson
8-8-24	Second	Martin	Fairmont	Agnes Larson
8-12,13,14,15-24	Ninth	Becker	Detroit	M Wash
8-13-24	Ninth	Clay	Barnesville	M Wash
8-13-24	Ninth	Becker	Lake Park	M Wash
8-13-24	Ninth	Clay	Moorhead	M Wash
8-13-24	Ninth	Clay	Hawley	M Wash
8-14-24	Ninth	Mahnomen	Mahnomen	M Wash
8-15-24	Eighth	St. Louis	Duluth	M M Wells
8-15-24	Ninth	Ottertail	Fergus Falls	M Wash
8-18-24	Ninth	Polk	Crockston	M Wash
8-18-24	Ninth	Polk	Erskine	M Wash
8-18-24	Ninth	Mahnomen	Mahnomen	M Wash
8-19-24	Ninth	Pennington	Thief River Falls	M Wash
8-20-24	Ninth	Marshall	Warren	M Wash
8-20-24	Ninth	Marshall	Stephen	M Wash
9-22-24	Third	Dakota	So. St. Paul	M G Beggin
9-23-24	Third	Washington	Stillwater	M G Beggin
9-26-24	Third	Carver	Norwood	M G Beggin
			Young America	M G Beggin
9-30-24	Tenth	Wright	Annandale	M G Beggin
			Buffalo	
			Waverley	
			Maple Lake	

~~10-7-24~~ ~~xxxxxxx~~ ~~Sixth~~ ~~xxxxxxx~~ ~~Morrison~~ ~~xxxxxxx~~ ~~xxxxx~~ (State Convention)

107-24	Sixth	Morrison	Little Falls	M G Beggin
10-9-24	Third	Carver	Young America	M G Beggin
			Norwood	
10-15-24	Third	Washington	Stillwater	M G Beggin
10-16,17-24	First	Mower	Austin	M G Beggin
10-24-24	First	Wabasha	Wabasha	M G Beggin
10-29,30-24	Second	Redwood	Redwood Falls	M G Beggin
11-1-24	Ninth	Clay	Moorhead	M G Beggin
11-1-24	Ninth	Becker	Detroit	M G Beggin
11-2-24	Ninth	Clay	Moorhead	M G Beggin
11-3-24	Ninth	Clay	Moorhead	M G Beggin
11-3-24	Ninth	Clay	Barnesville	M G Beggin

11-17-24 Sixth

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12-5,6-24	Ninth	Ottertail	Fergus Falls	M G Beggin
12-8-24	Ninth	Becker	Lake Park	M G Beggin
12-10-24	Ninth	Clay	Hawley	M G Beggin
12-12-24	Ninth	Bkecker	Frazee	M G Beggin
12-15,16-24	Ninth	Polk	Crookston	M G Beggin
12-16-24	Ninth	Pennington	Th. River Falls	M G Beggin
12-17-24	Ninth	Marshall	Stephen	M G Beggin
12-17-24	Ninth	Marshall	Warren	M G Beggin
1-2-25	Ninth	Clay	Hawley	M G Beggin
1-12-25	Ninth	Clay	Moorhead	M G Beggin
1-13,15-25	Sixth	Wadena	Wadena	M G Beggin
1-14-25	Sixth	Crow Wing	Brainerd	M G Beggin
1-14-25	Sixth	Crow Wing	Pequot	M G Beggin
1-15,16-25	Sixth	Todd	Staples	M G Beggin
1-23-25	Third	Washington	Stillwater	M G Beggin
1-26-25	Third	Dakota	So. St. Paul	M G Beggin
1-28-25	Third	Carver	Young America	M G Beggin
1-28-25	Third	Carver	Norwood	M G Beggin
1-29-25	Third	Scott	Jordan	M G Beggin
1-29-25	Third	Carver	Chaska	M G Beggin
2-2-25	Third	Dakota	So. St. Paul	M G Beggin
2-3-25	Third	Washington	Stillwater	M G Beggin
2-4-25	Seventh	Yel. Medicine	Granite Falls	M G Beggin
2-5-25	Seventh	Chippewa	Watson	M G Beggin
2-6-25	Seventh	Swift	Appleton	M G Beggin
2-6-25	Seventh	Big Stone	Ortonville	M G Beggin
2-7-25	Seventh	Big Stone	Graceville	M G Beggin
2-13-25	Ninth	Becker	Frazee	M G Beggin
2-16-25	Seventh	Traverse	Wheaton	M G Beggin
2-18,19-25	Seventh	Big Stone	Ortonville	M G Beggin
2-19-25	Seventh	Yel. Medicine	Granite Falls	M G Beggin
2-20-25	Seventh	Lyon	Marshall	M G Beggin
2-23-25	Third	Washington	Stillwater	M G Beggin
3-2-25	Third	Dakota	So. St. Paul	M G Beggin
3-6-25	Third	Carver	Watertown	M G Beggin
3-9-25	Tenth	Anoka	Col. Heights	M H Beggin
3-11-25	Third	Carver	Chaska	M G Beggin
3-12-25	Tenth	Pine	Pine City	M G Beggin
3-13-25	Tenth	Pine	Hinckley	M G Beggin
3-18-25	Third	Goodhue	Pine Island	M G Beggin
3-18-25	Third	Goodhue	Cannon Falls	M G Beggin
3-24-25	Tenth	Hennepin	Robbinsdale	M G Beggin
4-1,2,3,6-25	Second	Marshall	Fairmont	M G Beggin
4-1,4,5-25	Second	Faribault	Wells	M G Beggin
4-3,6,7,25	Second	Faribault	Winnebago	M G Beggin
4-8-25	Second	Watsonwan	St. James	M G Beggin
4-9-25	Second	Murray	Slayton	M G Beggin
4-9-25	Second	Murray	Fulda	M G Beggin
4-10-25	Second	Jackson	Heron Lake	M G Beggin
4-20-25	Sixth	Sherburne	Elk River	M G Beggin
4-21,22-25	Sixth	Morrison	Little Falls	M G Beggin
4-22-25	Sixth	Todd	Staples	M G Beggin
5-6-25	"	"	"	"
5-2-25	Ninth	Clay	Moorhead	"
5-5-25	Ninth	Clay	Hawley	"
5-11-25	Third	Carver	Watertown	"

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5-13-25	Third	Washington	Bayport Oak Park Lake Elmo	M G Beggin
5-18-25	Tenth	Wright	Buffalo Monticello	M G Beggin M G Beggin
5-21-25	Sixth	Morrison	Little Falls	M G Beggin
5-22-25	Sixth	Crow Wing	Brainerd	M G Beggin
5-22-25	Sixth	Crow Wing	Crosby	M G Beggin
5-22,23-25	Sixth	Aitkin	Aitkin	M G Beggin
5-24-25	Eighth	St. Louis	Duluth	"
5-26-25	Eighth	St. Louis	Virginia	"
5-26-25	Eighth	St. Louis	Hibbing	" "
5-26-25	Eighth	St. Louis	Chisholm	"
6-3-25	Third	Washington	Bayport	"
6-10-25	Third	Washington	Bayport	"
6-11-25	Tenth	Wright	Buffalo	"
6-12-25	Tenth	Wright	Monticello	"

June

1925

Bayport	- Washington County	- District III	- June 3	1925
Bayport	- Washington County	- District III	- June 10	
Buffalo	- Wright County	- District X	- June 11	
Monticello	- Wright County	- District X	- June 12	
Janesville	- Waseca County	- District I	- June 24	
Waseca	- Waseca County	- District I	- June 24 & 25	
Rochester	- Olmstead County	- District I	- June 25	
Spring Valley	- Fillmore County	- District I	- June 26	
Caledonia	- Houston County	- District I	- June 27	
Preston	- Fillmore County	- District I	- June 27	
Winona	- Winona County	- District I	- June 29	
Lake City	- Wabasha County	- District I	- June 30	
Wabasha	- Wabasha County	- District I	- June 30	

July & August (at home)August

Detroit	- Becker County	- District IX	- August 31
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September

Fergus Falls	- Ottertail County	- District IX	- September 2 & 3
Frazee	- Becker County	- District IX	- September 10
Hawley	- Clay County	- District IX	- September 10
Hawley	- Clay County	- District IX	- September 15
Lake Park	- Becker County	- District IX	- September 16
Detroit	- Becker County	- District IX	- September 18
Wadena	- Wadena County	- District IX	- September 21, 22, 23, 24
Staples	- Todd County	- District IX	- September 23

October

St. Cloud	- Stearns County	- District VI	- October 5
Little Falls	- Morrison County	- District VI	- October 5
West St. Paul	- Dakota County	- District III	- October 8
Stillwater	- Washington County	- District III	- October 13
Columbia Heights	- Anoka County	- District X	- October 14

Norwood	- Carver County	- District III	- October 15 & 16
Young America	- Carver County	- District III	- October 16
Chaska	- Carver County	- District III	- October 16
Chaska	- Carver County	- District III	- October 21
Lake Elmo	- Washington County	- District III	- October 22
Pine Island	- Goodhue County	- District III	- October 27 & 28

57 trips

6 months

(mailing)
Convention
periods

FIELD TRIPS of *Margaret G. Reagin*
November 1, 1925 to *June 1, 1926*

November

Wabasha	- Wabasha County	- District I	- November 4 & 5
Winona	- Winona County	- District I	- November 5, 6, 7
Spring Valley	- Fillmore County	- District I	- November 9
Mankato	- Blue Earth County	- District II	- November 11

December

Bayport	- Washington County	- District III	- December 4
Oak Park	- Washington County	- District III	- December 4
Monticello	- Wright County	- District X	- December 9
Kenyon	- Goodhue County	- District III	- December 10
Faribault	- Rice County	- District III	- December 10
Northfield	- Rice County	- District III	- December 11 & 12
Lake Park	- Becker County	- District IX	- December 29

January

Moorhead	- Clay County	- District IX	- January 2 & 4
Hawley	- Clay County	- District IX	- January 4
Frazee	- Becker County	- District IX	- January 5
Detroit-	- Becker County	- District IX	- January 5
Staples	- Todd County	- District VI	- January 6 & 17
Little Falls	- Morrison County	- District VI	- January 7
Lake Elmo	- Washington County	- District III	- January 14
Bayport	- Washington County	- District III	- January 15
Stillwater	- Washington County	- District III	- January 17
Wayzata	- Rural Hennepin	- District X	- January 18
Stillwater	- Washington County	- District III	- January 20 & 28

February

Robbinsdale	- Hennepin County	- District X	- February 1
Lake Elmo	- Washington County	- District III	- February 4
Faribault	- Rice County	- District III	- February 4
Northfield	- Rice County	- District III	- February 4
Wayzata	- Rural Hennepin	- District X	- February 15
Winona	- Winona County	- District I	- February 18-22
Rochester	- Olmstead County	- District I	- February 22 & 23
Pine Island	- Goodhue County	- District III	- February 23
Northfield	- Rice County	- District III	- February 25

March

Moorhead	- Clay County	- District IX	- March 3, 4, 8
Breckenridge	- Wilkin County	- District IX	- March 9
Graceville	- Bigstone County	- District VII	- March 9 & 10
Ortonville	- Bigstone County	- District VII	- March 10 & 11

Field Trips

-2-

Appleton	- Swift County	- District VII	- March 11
Granite Falls	- Yellow Medicine	- District VII	- March 12
Olivia	- Renville County	- District VII	- March 13
Redwood Falls	- Redwood County	- District II	- March 16
Willmar	- Kandiyohi County	- District VII	- March 31

April

Atwater	- Kandiyohi County	- District VII	- April 1
Litchfield	- Meeker County	- District VII	- April 2
Elk River	- Sherburne County	- District VI	- April 8
Robbinsdale	- Rural Hennepin	- District X	- April 12
West St. Paul	- Dakota County	- District III	- April 29

May

Bayport	Washington County	- District III	- May 3
Stillwater	- Washington County	- District III	- May 3
Buffalo	- Wright County	- District X	- May 6
Columbia Heights	- Anoka County	- District X	- May 7
St. Cloud	- Stearns County	- District VI	- May 7

Northfield	- Rice	"	III	"	13
Robbinsdale	- Rural Hennepin	"	X	"	20
Jordan	- Scott	"	III	"	18
Winona	- Winona	"	I	"	21
St. Charles	"	"	I	"	22
Rochester	"	"	I	"	22
Robbinsdale	- Rural Hennepin	"	X	"	28

Extract from Statement on
1925 Legislation on Reorganization of State Departments
at Minnesota Institute of Government and Politics
By F. L. Olson, Minneapolis Civic & Commerce Assn.

November, 1925

Any statement of the reorganization of state departments by the last legislature calls for the background against which this legislation rests.

8929 The beginnings of the 1925 legislation are to be found in the work of the Committee on Efficiency and Economy appointed by Governor Eberhardt in 1914 and whose report was submitted to the legislature of 1915. In this effort Minnesota was a pioneer. It had the vision but it lacked the courage of execution. The report of that committee submitted to the legislature of 1915 has since been used for the reorganizing of departments in several of the states. The general scheme and plan of this proposed reorganization is to be found most nearly in the administrative reorganization of the Illinois state government under Governor F. O. Lowden. Modifications in the theory there set up have been made by other states, notably those of Massachusetts and Pennsylvania. The same is true of Ohio and Michigan as their plans were first drafted. As they were worked out in practical details they are now more nearly like their Illinois predecessor. Thus it may be said that Minnesota wielded a great influence upon the movement towards simplifications of governmental machinery. She acted as a missionary for others but was not very thoroughly converted to her own preaching.

Efforts were made in subsequent sessions of the legislature and in some individual cases reorganization had taken place. The movement for a more complete realignment of departmental duties and activities in state government had been kept alive. In the past two or three years this was the work largely of the League of Women Voters. The Citizens Committee sponsored by the League did much if not most of the work leading up to the resolution creating the Interim Committee by the legislature of 1923. Its interest did not die with the passage of the resolution. It took personal interest in the problem of getting the facts and some of its members contributed information, thought and suggestion to the Interim Committee during its hearings. It was the privilege of one member of that committee to see at first hand with the official Interim Committee the practical working out of reorganization in other states.

And so we come to the 1925 session of the legislature with its report proposing a scheme of reorganization of the government in the State of Minnesota. Briefly, that report proposed, first, that the 92 independent agencies should be reduced in number to 12. In this connection the inspectional activities of the state should be correlated and centralized. In certain instances the functions of a similarly related character should be consolidated under one head and thereby eliminate duplication of effort and reduce the loss in efficiency and economy. Second, that the present budget law enacted in 1915 should be re-enacted as a part of a general financial control, the latter to include a pre-auditing system. Third, that salaries, wages, hours, grades of employment in the service of the state should be properly classified and standardized.

Minnesota League of Women Voters,
1639 Hennepin Avenue, Minneapolis
May 1 9 2 5

OBJECTIVES FOR 1 9 2 5 - 1 9 2 6

From May 1925 to December 1925 (Before State Convention)

Work for World Court

Opposition to Wadsworth-Garrett Amendment

1 9 2 5 - 1 9 2 6 (After State Convention)

Get-Out-the-Vote Campaign for 1926 Election

Ratification of Child Labor Amendment

Preparation of Legislative Program for 1927 Legislature

NECESSARY TO THESE OBJECTIVES

Extension of Organization

Balanced Budget

Schools and Outlines of Study

SPECIAL EMPHASIS UPON

Women in Parties

Women in Public Office

Consideration of Causes of Non-Voting

8929

Minnesota League of Women Voters,
1639 Hennepin Avenue, Minneapolis
January 1926

P O L I C Y S H E E T

- 8929
- I. Conditions of Organization - In general it is advised that a League shall not be organized except under these conditions:
Acceptance of the quota, annual election of officers, acceptance of the League aims and policies, a minimum membership of seven.
 - II. Budget - It is recommended that a local League adopt a budget which permits of expansion of their work although the amount should not be too far beyond their capacity to raise; that in this budget they shall include as much of their state quota as they can pay without crippling local work.
 - III. Organization - In organizing a new League it is sometimes advisable to begin with the minimum number of officers as it is not necessary immediately to appoint a complete list of chairmen of departments and committees; in general, chairmen should be added as the program expands. (Adopted by the National Board, November, 1925.)
 - IV. Program - The program of a local League should be based upon the program of work for the year as recommended by the state League with additions to meet local conditions. For this reason a program chair/ man is not recommended. It is often well to appoint temporary chairmen for definite pieces of work with the hope of developing in this way permanent chairmen. The program of a local League should consist of a series of jobs (study and work) rather than a mere series of meetings. (Adopted by the National Board, November, 1925.)
 - V. Responsibility for Program - "The consensus of opinion seemed to be that when a measure is adopted by the state and national League, a local League is not free to take contrary action, although it may refrain from active support of the measure." (Adopted by the State Board, June 7th, 1923.)
 - VI. Adoption of local Program of Work - When proposals for local activity are made either by members of the local League or others, it is recommended that the chairman of the committee under which the proposed piece of work falls (or if there is no such chairman, the president) should consult the National Plan of Work for the year to see whether such proposed activity is or is not recommended, and that she also consult the state president who will confer with the state and, in certain instances, the national chairman of the committee or department involved. If no advice against such activity is found, it is then recommended that the proposal be made the subject of prolonged investigation and study by the appropriate committee or the board and their recommendation be taken to the local League membership. If it is objected that such a procedure means a loss of time and that the opportunity may pass, it may be said that there will always be opportunity for useful political

work on the part of the League of Women Voters, and that it is better to lose one such opportunity than to make a blunder. The League's reputation has been built upon its carefulness in adopting any proposal for active work and this reputation is seriously jeopardized by every mistake that it makes.

VII. Consultation with officers or members - Chairmen of local Leagues should be urged to consult with other members of their boards and the membership upon receipt of letters from headquarters outlining or suggesting plans of work. (Adopted by the National Board, November, 1925.)

VIII. Endorsing Candidates - "We recommend that the present policy of the League not to endorse or propose candidates be adhered to strictly." (Adopted by the State Board, November 5th, 1923.)

IX. Cooperation - "That cooperation which means the actual placing of League program in another organization should be discouraged; that cooperation between the League or one of its departments and other organizations to survey the field to see what is being done (i.e., a clearance committee) and which is a temporary arrangement to promote a special piece of work already in the League program, is permissible." (Adopted by the National Board, November, 1925.)

X. Questionnaires to Candidates - Local Leagues should not send questionnaires to state or national candidates. These are an obligation of state and national Leagues respectively.

April, continued

5. General Council meeting

May, 1927, board meeting

1. General Council reports
2. April Voter sent to every legislator in state
3. Summer Study Groups

June, 1927, board meeting

1. Special study on Sheppard Towner - work by local Leagues

July, 1927, board meeting

1. Plans for voting survey sent to N.L. (instructions, I mean)
2. State department chairmen considered member of same department of national League. Dept officers in local Leagues
3. State fair exhibits
4. State convention and Institute plans

September, 1927, board meeting

1. Electric Power questionnaire
2. Institute, etc.

October, 1927, board meeting

1. Survey voting habits, Mpls. St. Paul, and Duluth
2. Work in support of Sheppard-Towner - questionnaire to N. League
3. One Day schools

November, 1927, board meeting

1. Woman Citizen Drive
2. Reports of speakers' engagements in state
3. Young Voters in state.

8929

FILE COPY

File Organization

ATTENDANCE OF MINNESOTA LEAGUE DEPARTMENT AND COMMITTEE CHAIRMEN AT NATIONAL LEAGUE CONVENTIONS

	Chicago 1928		St. Louis 1926		Richmond 1925		Buffalo 1924		Des Moines 1923	
	Chairman	Sub.	Chairman	Sub.	Chairman	Sub.	Chairman	Sub.	Chairman	Sub.
Efficiency in Government	Wittich	no (Wallis)	Wittich	no (Parkes)	Wittich	<u>yes</u>	Wittich	<u>yes</u>	Marcley	<u>yes</u>
International Cooperation	McGuire	<u>yes</u>	Hargreaves (Merrill)	no	Hargreaves (Merrill)	no	Nixon no (McGuire)		Nixon	<u>yes</u>
Public Welfare in Government	Weeks	<u>yes</u>	Dieudonne (Roulé)	no	Dieudonne (Ueland)	no	Dieudonne (Dr. Boynton)	no	Dieudonne	no (Sweetser)
Child Welfare	Grannis	<u>yes</u>	Dieudonne (Roulé)	no	Dieudonne (Ueland)	no	Dieudonne (Dr. Boynton)	no	Dieudonne	no (Sweetser)
Women in Ind.	Kercher	<u>yes</u>	Dietrichson (Child)	no	Dietrichson (Child)	no	Dietrichson (Holman)	no	Dietrichson	<u>yes</u>
Education	Lawrence	<u>yes</u>	Lawrence	<u>yes</u>	Lawrence	<u>yes</u>	Lawrence	<u>yes</u>	Lawrence	<u>yes</u>
Living Costs	Spear	<u>yes</u>	Laws no (McKnight)		Laws	<u>yes</u>	Laws no (Child)		Laws	no
Legal Status	Monahan	<u>yes</u>	Monahan no (Paige)		Monahan	<u>yes</u>	Monahan	<u>yes</u>	Monahan	<u>yes</u>
Social Hygiene	Colby	no (Child)	Gaus	no (Denny)	Gaus	no Bryan assigned but did not attend.	Gaus	no (White)	Ulrich	no

[1928]

One to MMW also

TO Margaret Beggin and Helen Horr
FROM E. Child (before leaving for month's vacation)
SUBJECT: Status of Local Leagues and Notes in re Field Work

College Leagues:

We have written to the college League members in the past before they leave school - using Voter subscription list - and have not done it this year. I believe I have secured the list of Senior students and just written them. Ask Miss Hampe to get the letter that went to them last year. I will ask her to write the college Leagues and ask for the list of Senior students with home addresses and I hope you will keep it in mind to talk with Miss Wells about whether you and Miss Horr might visit any of the colleges in the course of your field work before schools close - in case it combines well with your other plans. Then the letter can go to the SENIOR girls at their home address early in the summer. Will you decide whether the last year's letter is O. K. and change it for the better if possible. Then will you tell Miss Hampe when it better go out - after you have conferred with MMW on it.

University and St. Cloud paid dues of \$5.00

Local Leagues:

The attached list of Leagues with no department chairmen represents also the Leagues that are dead or inactive. Graceville is the only one that voted to disband and sent us a businesslike report of the action. In addition to those listed, Marshall is in question since Mrs. Cyr left as we have heard no word from the Mrs. White to whom Mrs. Cyr referred us as the new chairman.

Miss Hampe will give you a list of Voter subscriptions by towns and counties by which you can assess the activity of the League at present. Otherwise the Leagues that have been in communication with us and shown activity in replying to our messages are:

Minneapolis, St. Paul, Duluth, Winona, St. Cloud (1st and 2d class cities)

FIRST DISTRICT (none but Winona)

~~XXXXXX~~

SECOND DISTRICT (no district chairman)

Redwood Falls (Mrs. Everett has had another operation and is well and "on the job" again) - They have spoken to Mrs. Weeks about coming for a speech.

Fulda (Mrs. Johnson has been using League material in another study group! See her letter replying to my question).

THIRD DISTRICT

Kenyon (Mrs. Searl doing fine)

Northfield (New president. See letter. All fine we hope)

Faribault (Don't believe in very good shape. Visit needed much)

Jordan

Sibley Unit (Please check up on Mrs. T. A. Pederson and her county League board - if any!)

Norwood (Rather quiescent)

Fourth District - Ramsey County

8929

Fifth District Minneapolis
SIXTH DISTRICT

Brainerd (Good legislative help)

SEVENTH DISTRICT

Olivia (New chairman - needs visit like all our Leagues)

Appleton (Don't know much about it)

Granite Falls (Mrs. Winter here for several months - attended board meeting. Has done more League work at home this year than ever before since we have had this League listed on our files - since I have known it, I mean).

Watson (Doing ⁿobly and very regular in meetings)

Atwater (A banner League)

Marshall (Mrs. Cyr has left - no word from new chairman in a year).

EIGHTH DISTRICT

(No League but Duluth)

NINTH DISTRICT

Stephen (Active)

Detroit Lakes (How about it?)

TENTH DISTRICT

Monticello (Active. Mrs. Sherwin asked for program material after legislature adjourned).

Columbia Heights (Same interest and complaints from Mrs. Mellen as of yore).

Study Groups:

Nothing in the office would lead us to believe that there is any one of these active now. Can we write them off our list and turn them into Leagues or give them up? They have had a long enough period of trial, don't you think? Might perhaps see if you can get anything by writing. I cannot get reply to office communications but personal letter from you may bring in some information. Visit better of course. These groups are (to have them listed here):

Crookston
Moorhead

Staples
Rochester

Bemidji (Wants to be a League and acts like one except for full quota. Must decide this issue next fall. Also must learn about Bemidji College League which wrote us but did not reply to my question about where it came from and when. We are quite in the dark about it. Can write Mrs. Bridgman now I suppose.)

Do you agree that we should continue to try to get every active local and college League to name department chairmen (3). I would like to have them lined up by the time of convention next fall.

Possible New Leagues:

Mrs. Grannis wants help in starting a League in South St. Paul. She asked what requirement and if you could come some time. Perhaps early fall better thwn now but might talk with her (La Salle 1020).

Mrs. Parks said she met Mrs. Leck of Austin who said that she thougt thot the time has come to try for a League in Austin. Women are tired of other club work and have read and been interested in League publicity. Mrs. Parks discounted Mrs. Leck's ability to give real help and therefore took her message with a grain of salt

Bemidji (Shall we just drift until our hand is forced by the Study Group? See letter in files asking the question.)

District Work:

The subject of assistance to be asked from district chairmen in visiting Leagues is on the June board agenda. Do you think we should ask them to adopt as a goal in their work in the period before the fall convention - a county chairman representing the League and assisting the district chairman, in every county in the district where it is possible to get the assistance of one woman if no more. She could be asked to build up a list of Voter subscriptions as a basis for interesting women in the fall Institute and ultimately in League organization. Might have a Voter contest for county chairmen when we begin to get them - if we do. I think this definite goal might stimulate us all to push wherever we can all over the state.

VOTER and STATE MEMBERSHIPS

There is always the question of state members of course. My idea is that we want Voter subscribers for the present as a feeder for League organization and with new county chairmen, we are more likely to get Voter subscribers than state members in any numbers. Might set a price of 50 cents for the Voter for non-members of local Leagues and only give the VOTER to subscribers reported by local League officers as members for the 25 cent price. This would stimulate local Leagues to make members of those who wanted a Voter subscription and would make them count members. I like the idea. What do you and Miss Wells think of it. The record-keeping would not be difficult, I am sure. I will guarantee ~~xxx~~ that end of it. Or do you still think we get more in the long run by leaving the VOTER at 25 cents?

STATE Convention:

Do you think we might have a pre-convention board meeting with local League presidents invited and urged to attend as does the National League? I do think it would help in securing their attendance and making them feel important factors in the state organization, as well as being the right start for their understanding of the program that is considered at the convention.) good

Shall we try to have a conference on Publicity as well as on Budget and Department ~~Programs~~ Or include publicity as a part of a League organization Conference. *yes*

Shall we feature jury service by women and try to finish up our job of calling attention to the counties where women still do not serve? The Institute may make this difficult tho operation of laws we helped to pass is a good subject for a non-legislative year.

CHANGES IN OFFICIAL PERSONNEL
Following State Convention of October 1930

Department and Committee Chairmen (Appointed by the board)

Efficiency in Government - Mrs. Pierce Atwater in place of
Mrs. F. W. Wittich, resigned.

Education - Mrs. William Pearce, in place of Miss Isabel Lawrence, resigned.

Living Costs - Mrs. B. W. Musser, in place of Mrs. George Spear, resigned.

Public Welfare in Government - Miss Ruth Mitchell appointed to the vacancy.

N. B. This department chairmanship ~~was~~^{was} held for
a short period by Mrs. L. C. Weeks, in the past;
otherwise vacant.

Young Voters - Miss Keith Clark appointed to the vacancy.

Finance ----- Miss Marguerite M. Wells appointed - no predecessor.

Organization - Mrs. F. W. Wittich appointed - no predecessor - later
resigned upon appointment by the governor to state position
in January 1931.

Directors-at-large

Mrs. O. M. Botsford - appointed by board to vacancy left by resignation
of Mrs. Atwater when appointed to department chair-
manship carrying membership in the board.

Honorary Director

Miss Isabel Lawrence named by vote of the board.

Secretary

Mrs. William Pearce resigned to accept Education Committee chairmanship.
Appointment was offered Mrs. D. L. Fairchild of Willmar who could not accept.
Mrs. S. M. Searl was then named by the board to the vacancy.

ANALYSIS OF MINNESOTA LEAGUES

after 1946 or 8

Minnesota itself: A large state of great distances and great variety of types of land. Over half of the state devoted to agriculture or industries related to agriculture. Rich mines with many nationalities engaged in mining. Many summer resorts and forest reservations. Rigorous winter climate prohibiting some activities. Difficult transportation when winter breaks up. Some all-German, all Czech, all Scandinavian communities, many of them extremely conservative, some very defensive. A strong urban vs rural pattern is found in the Legislature and to a mild extent in our Leagues.

Sizes of cities and towns in which we have leagues) 3 cities of 510,000, 310,000 and 103,000
8 " " 10,000 to 30,000
8 towns of 5,000 to 10,000
16 " of 1,000 to 5,000
5 " under 1,000

3 groups of suburban towns with different local governments involved.

Sizes of the leagues: Minneapolis--1100+
St. Paul ---- 450+
Duluth ----- 275+

2 Leagues between 100 and 200
6 " " 50 " 100
31 " under 50 (22 under 30)

The Minnesota League, older than the National, I understand, once had as many as 65 small leagues, mostly study clubs informing themselves on politics and conducting candidates meetings and getting out the vote. A number died out from various causes, the predominating one perhaps being stagnation from failure to renew membership, some from the lapse in state service on the withdrawal of Miss Mitchell, Miss Horr and Miss Wells. There are several made up pretty much of the same personnel that belonged originally and these find it either ridiculous or impossible to change the pattern; some of these have been faced with the necessity for doing so or else folding up and they have responded in the two ways. A few have undergone a real re-organization and are among our strongest leagues. The conservative old leagues are timid about local program, about defending the League's more unpopular stands and most of all about going to the community for financial support, except by means of sales. They agree in theory but say it is not possible in their particular community.

* * * * *

On the following pages I shall analyze the leagues by the Recognition ~~and~~ Standards and how we are attempting to deal with our situation as revealed by this.

ANALYSIS BY RECOGNITION & STANDARDS

Quantitative Factor - We have a number of leagues very close to the minimum. Their membership remains rather static in number though there is a shift and they add 2 or 3 new members each year, probably losing the same number by removal from town.

Policy Factor ----- All believe in this very strongly and adhere well to it.

Procedure Factor ----- All now have By-Laws but some have no conception of their significance. Conforming to the rules has been perfunctory.

All adhere to the rule about the annual meeting but not at the same time. This is changing, however.

Few make out a budget and some are very sketchy.

About 14 do not really have a local program.

In regard to Board meeting, the smallest leagues claim they cannot have separate meetings, that they conduct their board meetings along with their regular meetings.

Some do not send representatives to any meetings--it is hard for them to get away. They have a tendency to "get up a carload" and go for one day only to conventions or area conferences, thus missing important business or instructions.

They are all good about sending in reports.

They carefully notify us when disbanding.

Program Factor ----- They try to carry out the whole program but find themselves buried in material, handicapped by inadequate woman-power and lack of leadership. They are still confused as to the background of the platform and formation of rules. They reply conscientiously, if not quickly, with calls for Action.

Finance Factor ----- They all wish to carry their own weight but many feel it impossible to seek direct support from the community.

Growth Factor ----- Few represent a cross-section.
Most try to increase their membership.
Few have any systematic plan for assimilating new members and for securing maximum participation.

Some have very ineffectual organization structure.

Many do not have a budget at all, many very sketchy ones.

WHAT WE ARE DOING TO IMPROVE THESE FACTORS

Quantitative Factor - Urging more publicity, better public relations, more local activity to interest possible new members.

Procedure Factor ---- Attempting to show the value and importance of By-Laws. Trying, also, to show this is not dictated but the result of popular vote at Convention.

Trying to work on budget practice by simplifying.

Urging all to make Community Analysis and to attend town council and school board meetings to lead to local program.

Encouraging smallest to combine board meetings with general ones, but meantime showing them the authority and responsibilities of the Board.

Urging representation at all meetings and throughout. Explaining important decisions made there.

Program Factor ----- Asking them to make suggestions about how we can simplify. Working on organization and board structure.

Finance Factor ----- Trying to show them the small amount required in raising money and how they hamper themselves by hand to mouth financing. Also how they lose the opportunity to tell about the league. Having those who have been converted tell the others at Convention.

Growth Factor ----- Urging drastic effort to reach new groups and areas.
Urging systematic orientation and placement of new members.

Working constantly on organization.

Working out a much simplified budget.

* * * * *

We have 23 Leagues which are meeting the Standards of Recognition very adequately or making a positive effort to improve in this.

We have 24 leagues which, large or small, are dynamic organizations with real influence in their communities.

We have 19 I should call more or less static.

Concessions or indulgences I feel disposed to make for the moment, anyway.

Permit an occasional slump below 15 when the circumstances are unique and the league is exercising influence in the community.

Some flexibility in accepting oddities in By-Laws if the main requirements are met. Permit joint Board and general membership meetings in smallest leagues and reduce number of board meetings required to 6 in small ones.

Demand full attendance at state meetings but, however impracticable, permit each league to send a delegate or observer (if under 25 membership) to the National Convention. It is at the National Convention that they would get a true perspective on their part in a very great national organization and they would be less inclined to feel they should be allowed to function independently in their own community; it is here that they become truly aware of the democratic process involved in making the program. This pride and recognition of the League's procedure or work would do more to stimulate new life and better cooperation in organization procedure back home. The argument that it will be an incentive to increase their membership is not sufficiently strong. Their membership will be more likely to increase as a result of the attendance.

Where they are most swamped by the program, I am disposed to let them work on one or two items instead of trying to cover them all. There would of course be the difficulty of asking them to take action on an item which they had not studied. This would have to have some sort of basis of agreement then.

On the Finance factor, we will just have to work patiently and gently, with the aid of other leagues to encourage them.

At this point, I think our Leagues could be greatly strengthened by better Public Relations within the Leagues. They are very proud of their National Board but they have a certain fear which comes from a bit of austerity in the correspondence from the National office, a rather academic tone. Small leagues are the very "Grass Roots" we talk so much about and they deserve a great deal of praise for carrying the banner in towns in which the competition from Ladies Aids, P.E.O., A.A.U.W., P.T.A., Lodge, Eastern Star, Federation of Women's Clubs, and most of all innumerable bridge clubs ~~prevail~~ ^{is very strong} and the most fascinating topics of conversation are ice-boxes and recipes.

cc: Mrs. Hargraves

Some Ideas on How to Work more Efficiently on State Level of LWV

Build Committees

A. Nominating Committee

1. Build reservoir of talent
2. Feed to committees even if we don't really need them
3. Only way to get to know prospects for State Board
4. Work out some system of getting names
 - from minutes
 - from visitor reports
 - from observing at Council Meeting
 - from letters to LL asking nominations
5. Each Board member could have committee
 - some members would be from her home town or neighboring towns, to consult with often
 - some members could be from other parts of state to consult with by letter
 - or from cities, to consult with before or after board meetings

B. Resource Committees

1. Particular contribution could be in how to make material easy and interesting to use in units
2. Also develop specialists, to be consulted or to act as speakers bureau
3. Develop visual aids
4. Develop use of records, tapes, etc.

C. Organization Committee

1. Have vice-chairman in city area
2. Have regular meetings of committee members in city area to discuss problems, seek solutions, act as training meetings for new Organization Committee members
3. Assign committee members to specialties, example: local agendas, county council
4. Have local committee members come in office to read and brief minutes, correspondence
5. Create some system for including out-state members of Org. Com, and keeping them informed

*or instead cull from reading info. that would help Org. Com. members

General Ideas on Committees

A. Build reserve of talent

B. Have committee even if don't need it

- a. for future board appointments
- b. to develop L. members talents
- c. to get better work done.

C. Each Committee have some members from own area, to consult often, some from out state to consult by letter.

D. If Board member is not in twin city area, should have vice-ch. in town.

State Board

November 24, 1947

Miss Anna Lord Strauss, President
League of Women Voters of the United States
726 Jackson Place
Washington 6, D. C.

Dear Miss Strauss:

October finished a six months period for the Minnesota League's officers and Board elected at the State Convention in May. It seems a time to pause and sum up, but, as no one knows so well as you, League Boards are so busy looking three months ahead that they seldom realize where they are, much less whence they have come.

The Board was organized on the basis of the job to be done and no one asked to serve without a specific assignment. Each member had the jurisdiction of her office outlined and her probable responsibilities explained. At the same time it was emphasized that the Board as a whole was responsible for Board work as a whole and specialization no escape from total responsibility. Local Presidents have been invited to attend State Board meetings and are sent a summary of the minutes. This summary is mailed the Monday following the monthly Board meeting with a President's letter, or whatever direction or information is current. This regularity enables local Presidents to disseminate State material to their Board or membership with a minimum of delay.

During 1947-48 the Board considers that its major goals are three:
(1) Bringing Leagues up to Recognition Standards; (2) A campaign for state-wide finance drives; (3) Education in Program making.

At this time, it seems more important to use our resources to bring existing Leagues up to standard than to organize new ones, except in those areas where groups are ready and begging to be organized. We have neither the strength nor the funds this year to canvass and cajole apathetic communities. There are a few Leagues whose lack of understanding of League purpose and method keeps them the sort of organization which is a discredit to the League as a whole; there are others whose ineffective use of available abilities and of national and state tools and direction is indefensible at a time when the utmost from everyone everywhere is hardly enough. Each of these is to be visited and helped to analyze its weaknesses and work toward their elimination. Eleven Leagues have been visited during September and October and now with the return of our Field Secretary from sick-leave we expect to improve our pace over our mapped itinerary for local trips. A letter from Mrs. Simmons, our Executive Secretary, has explained to Presidents the need for certain procedures in relation to reports and requests to the state office. These mechanics, which local officers are prone to ignore, are only the means to our ends, but essential if those ends are to be achieved. Mrs. Simmons' letter is enclosed because of its possible usefulness to other Leagues.

Miss Anna Lord Strauss

- 2 -

November 24, 1947

The difficulty of financing League activities during this period of high income and inflation may well give pause to an organization which has on its national and state program items concerning sound fiscal policies. Minnesota has forty-six Leagues, only eight of which have had finance drives and fewer than those which have them regularly. Local Leagues must learn that they cannot live by dues alone. The Finance Chairman and a non-Board committee with experience in conducting drives in large cities and small towns have been compiling a finance kit which will be presented to the Leagues at regional conferences in March. Every state Board member will be expected to participate in this major effort and the membership at large will be prepared by a February Voter devoted entirely to finance. The conference will also present related material on public relations and local projects. Integration of these three seems essential.

The Program of the Minnesota League is not a modest undertaking: Our State System of Public Education; Financing State Government; Reorganization of the Legislature, Constitutional Revision, and Reapportionment of Legislative Districts. Any one of these items would be adequate occupation, but since the Convention voted all three, the State Board has prepared material and intends that the local Leagues do something about it. By next Convention they ought to be ready to consider a realistic program for the legislative year. We were insistent in our requests to local Leagues for suggestions for the national program. Our discussions before local groups have stressed the importance of program on three levels. If there is one thing that local Leagues have in common, despite all other differences, it is their lack of comprehension that program is made, not merely accepted and supported, at the local level.

Miscellaneous speaking, the usual correspondence with congressmen has been carried on; the Governor has been interviewed on Federal Aid to Education and his signature secured in support of the establishment of a Presidential Commission on the Status of Women. The League was represented at the Congressional hearings on cost of living and we are prepared to appear at any future one on housing.

Privately, and as one President to another, sometimes I feel that the mountain has come to me unbidden and now rests squarely on my person.

Sincerely,

Mrs. Malcolm Hargraves
President

MH:s
Enc.

LEAGUE OF WOMEN VOTERS OF MINNESOTA
EVALUATION REPORT
1947

Copy
I. Basis

There was a preliminary discussion of the evaluation chart from the National Office at the July Board meeting, with Miss Irene Sweeney, of the national staff, present. Miss Sweeney interpreted the factors involved and emphasized that the state board was asked to reappraise the local leagues after studying the chart in the light of its more intimate knowledge of them. Immediately following, requests went out to those leagues which had failed to respond with by-laws or questionnaires. New copies of the questionnaire were enclosed with the letter.

A week preceding the August Board meeting, the Executive Committee assembled to reconsider the evaluation of the Minnesota leagues. In this consideration it used the chart from the National League, the questionnaires from the local leagues, comprehensive reports from the field secretary and vital statistics from the office files -- such as size of membership, financial contribution, age of the league, size of the community, number of state meetings attended et cetera. The results of this analysis were reported to and discussed by the full Board on August 28th. (See chart attached).

II. Analysis

8929
Obviously the majority of leagues answered the questionnaire too briefly, or too hastily, to have understood the importance of answering it at all. It was the consensus of the board that many of the leagues had the knowledge and followed the proper practices to have received an acceptable rating, but had not expressed themselves properly. This is partly responsible for the low ratings they received from the National Board and the fact that some of Minnesota's most effective leagues have the same deficiencies scored against them as the weakest organizations.

Chief weaknesses are policy, program and finance.

III. Explanation of financial support of local leagues

Under the item "Finance" the Board checked all local leagues as "assuming financial responsibility for the support of the League as a whole, commensurate with its strength and the potentialities of its community" for the following reasons:

For many years, Minnesota leagues have based their financial support of the league as a whole on a "quota" system. The present quota basis is Ten Dollars per 1000 of population of the community, according to the 1940 census, with a minimum quota of \$15 per year. Under this system the quota determined is not mandatory - it is rather a figure at which to aim. Each league pledges (at the annual State Convention) and subsequently pays to the State League whatever amount it feels able to raise. Many leagues (22) pay in excess of their quota, some (8) pay the exact amount of the quota, and a few (17) pay less than the quota. Until last year the 1940 census was used as a basis.

At the last Presidents' Conference it was voted to attempt to revise the quota system taking into consideration the size of the league, the strength of the league, and the wealth of the community.

At the last State Convention it was suggested that a kit be prepared to aid finance officers and new presidents in raising funds. A Finance Committee has been appointed, with Mrs. Ray Lawson of Tracy as Chairman. This committee is now working on such a kit.

Schedule "A" attached shows quotas and 1946-47 pledges of various leagues.

IV. Recommendations

It is the recommendation of the Board that all leagues listed on the attached chart (47) be recognized at present, because of the demoralization that might result from putting a league on provisional status without warning.

The Board will use this compiled data to direct its assistance to those leagues which do not now comply with recognition standards. By the time of the 1948 National Convention it should be able to judge whether the effort put forth and the progress made by any local league is that of a fully participating unit, or requires provisional status.

Respectfully submitted,

LEAGUE OF WOMEN VOTERS OF MINNESOTA

By Mildred H. Argraves

President

September 22, 1947

LEAGUE OF WOMEN VOTERS OF MINNESOTA
EVALUATION OF LOCAL LEAGUES
AUGUST 28, 1947

League	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	REMARKS
	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	-- Does it -- Have By-laws	Furnish Reports	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- Has it complied	Has it shown Prog. Effect.	DO WE RECOMMEND RECOGNITION	
AFTON-LAKELAND	Yes	Yes	Working on them.	Yes	Yes - 1	Yes	Yes	Yes	Yes	New League organized last March 4th. Membership 27. Rural Community. Doing outstanding work. Promises to be one of most effective Leagues.
ANOKA	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	Some	Yes	Anoka is a very conservative town, predominately one party, with many social clubs and few young league members. While it has not been extremely effective, it is slowly drawing in younger and more liberal-minded women. Has a new president. Its population of 8000 is not truly indicative of its size as it includes inmates of a large state institution. State Board plans to give it help on league fundamentals this year.
AUSTIN	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	No	Yes	Because of definite division between labor and management in Austin this league is not at all representative of the population as a whole. It is a one-industry town (packing). League now has youthful, alert Board, with understanding of league fundamentals. Prognosis hopeful. State Board plans to work extensively in improving this league.
BATTLE LAKE	Yes	Yes	Yes	Usually	None this year	Yes	Yes	No	Yes	Small league in small town. Not too effective in community. Planned to have representative at state convention but because of unforeseen circumstances was unable to do so.

*By-laws do not conform

	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	
League	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	-- Does it -- Have By-laws	Purnish Reports	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	REMARKS
BEMIDJI	Yes	Yes	Yes	Yes	Yes - 2	Yes	Yes	Yes	Yes	Bemidji is a league stronghold in the northern part of the state. Population of 9000 - league constantly growing. Members active and a good job is done of reaching out into community.
CASS LAKE	Yes	Yes	Yes	Usually	Yes - 1	Yes	Yes	Yes	Yes	League of 17 in town of 1900. This is not indicative of true situation because much of population is Indian. For small group they have made their presence felt in community. At the present time are working for a public library. Needs diversification of membership - most of membership is teachers.
COLUMBIA HEIGHTS	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	Yes	Yes	Here again a community bordering on a large city (Mpls.). Difficult to have finance drive because of possible conflict with Mpls.
DULUTH	Yes	Usually	Yes	Yes	Yes - 3	Yes	Yes	No	Yes	Did not represent a cross-section of population, economically or socially. They have resources and now have organization for a strong league.
EXCELSIOR	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	Yes	Yes	A good league in all respects.
FERGUS FALLS	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	Yes	Yes	An excellent league. Has several units.

	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	
League	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	Have By-laws	Furnish Reports	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	REMARKS
GLENWOOD	Not at pres- ent	Yes	Yes	Yes	Yes - 1	Yes	Yes	No	Yes	During past year has had leadership difficulties. Former Pres. a dynamic person who had plenty of time and shouldered entire responsibility and thus prevented board from functioning as such. After she left city the league floundered considerably. Two new presidents last year. Present one very capable and good leader. Despite fact membership decreased last year (now 13) they paid pledge of \$30 but cut pledge this year to minimum (\$15). Needs revitalizing. State Board plans to work with them - believes membership will be increased with resumption of fall activities.
GOLDEN VALLEY	Yes	Yes	Yes	Yes	Yes - 2	Yes	Yes	Fair	Yes	This is a comparatively new league (1946). Now has two units, has increased its financial support over last year (66 2/3%). Needs some further assistance on league fundamentals.
GRANITE FALLS	Not at pres- ent	Yes	No	Yes	None last year	Yes	Yes	No	Yes	Comparatively new league (1945). Membership has temporarily dropped to 14. State Board plans to work with this league to bring it into conformity with recognition standards.
GROVE CITY	Yes	Yes	Yes	Yes	Yes - 1	Yes	Yes	Yes	Yes	New league (organized spring 1947). Paid toward support of league for last year. Pop. 447, membership now 27. Good prospects for this league

League	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	REMARKS
	Does it Meet Membership Requirements	Does adhere to Natl. Policy	-- Does it -- Have By-laws	Attend State Meetings	Furnish Reports	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	
HIBBING	Yes	Yes	Yes*	Yes	Yes - 1	Yes	Yes	Yes	Yes	Until 1945 this league had been purely a study club with a closed membership of 12. The old league was disaffiliated and a new one organized in May, 1945. A good league but needs some further assistance on league fundamentals. Membership now 66.
HUTCHINSON	Yes	Yes	Yes	Usually	Yes - 3	Yes	Yes	Yes	Yes	State Board will work with this league, to bring it into conformity in every respect.
JACKSON	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	Yes	Yes	League growing. A good president this year. Has had no budget or finance drive. Increased pledge this year.
KASSON	Yes	Yes	Yes	Yes	Yes - 4	Yes	Yes	Yes	Yes	One of the best small leagues in the state. Population only 1250 - has plans for increasing membership. Always represented at state meetings - rain, shine or blizzard.
KNOLLWOOD PARK	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	Yes	Yes	Another community bordering on large cities (St. Paul & Mpls.) where it is difficult to have finance drive because of possible conflicts. An excellent league.
LAKE CITY	Yes	Yes	Yes*	Yes	Yes - 1	Yes	Yes	Yes	Yes	A good example of the fact that it pays to make every effort to tide a league over a bad year. Several years ago they had decided to disband because of poor attendance and other difficulties. Miss Morr visited them, told them to disregard the quota and persuaded them to hang on a while longer and try to build up membership. They now have a very active group made up of young, interested women.

*By-laws do not conform

League	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	REMARKS
	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	-- Does it --	Have By-laws	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	
LITCHFIELD	Not at pres.	Yes	Yes*	Usually	Yes - 1	Yes	Yes	No	Yes	Disbanded last fall (1946) because of conflicting personalities - one person so dominated meetings that democratic processes of league were lacking. Mrs. McQuarrie and Miss Hildebrand visited and the evening unit signified its intention of continuing as the Litchfield League. It was a hard pull for the league last year but with considerable attention from the state board it has possibilities. Membership dropped down temporarily last spring.
MANTOMEDI	Yes	Yes	Yes	Yes	Yes - 1	Yes	Yes	Too new	Yes	Organized just last March (1947). Excellent possibilities.
MANKATO	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	Yes	Yes	An excellent league.
MINNEAPOLIS	Yes	Yes	Yes	Yes	Yes - all	Yes	Yes	Yes	Yes	One of our most effective leagues. Since last September (1946) has added 262 new members. Hopes to increase membership to 1000 this year. Contributes \$4200 annually toward support of league as a whole.
MINNETONKA	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Usually	Yes	Yes	Needs considerable assistance on league fundamentals. Has difficulty with local project because it draws its membership from a community (or rather several communities) rather than from a single governmental unit.
NEW FRAGUE	Yes	Yes	Yes	Yes	Yes - 1	Yes	Yes	Yes	Yes	State Board will work with this league on budget and finance drive.
NEW RICHLAND	Yes	Yes	Yes*	Usually	None last year	Yes	Yes	Fair	Yes	State Board plans to give this league assistance.

*By-laws do not conform

League	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	REMARKS
	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	-- Does it -- Have By-laws	Furnish Reports	Attend State Meetings	Does it assume Financial Resp.	REQUESTS For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	
NEW ULM	Yes	Yes	Yes	Usually	None this year.	Yes	Usually	Fair	Yes	A struggle for this league in an ultra-conservative (German extraction) community. Has done a good job. Plan to increase membership.
NORTHFIELD	Yes	Yes	Yes	Yes	Yes - 3	Yes	Usually	No	Yes	Needs education on league fundamentals, which State Board plans to give. Problem of static membership - needs young members. If board cannot bring this league into conformity this year will recommend that it be put on provisional basis next year.
OLIVIA	Yes	Yes	Yes	Yes	Yes - 3	Yes	Yes	No	Yes	Need league orientation, training in discussion techniques.
OWATONNA	Yes	Yes	Yes	Yes	Yes - 2	Yes	Yes	Yes	Yes	Should increase membership. Only 22 members in community of 10,000.
PARK RAPIDS	Yes	Yes	Yes*	Yes	Yes - 1	Yes	Yes	Yes	Yes	Plan to bring by-laws into conformity. Membership has been comparatively static but they plan to immediately build up membership.
RED WING	Yes	Yes	Yes*	Yes	Yes - 2	Yes	Yes	Yes	Yes	An excellent league.

*By-laws do not conform

League	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	REMARKS
	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	-- Does it -- Have By-laws	Furnish Reports	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	
ROCHESTER	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	Yes	Yes	An excellent league. Plans to increase membership.
SANDSTONE	Yes	Yes	Yes	Yes	Yes - 2	Yes	Yes	No	Yes	Need help on league fundamentals. Have difficulty in taking necessary responsibility for successful functioning of league.
ST. CLOUD	Yes	Yes	Yes	Usually	Yes - 2	Yes	Usually	No	Yes	This league was on the verge of disbanding last fall. Were unable to secure a president. Mrs. McQuarrie and Miss Hildebrand visited and persuaded Mrs. Friedrich to take on presidency. Interesting an entirely new group of women in league would solve one problem. Last year paid only \$20 toward league support but did pay up \$107.50 on previous year's unpaid pledge, which was a good sign. Board plans to give this league considerable attention.
ST. PAUL	Yes	Yes	Yes	Yes	Yes - all	Yes	Yes	Yes	Yes	An excellent league.
SOUTH ST. PAUL	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	Yes	Yes	This league has shown remarkable growth the past year - in membership and in effectiveness. Had a first and most successful finance drive. Mrs. Kelly, the president has done an excellent job.
TRACY	Yes	Yes	Yes*	Usually	Yes - 3	Yes	Yes	Yes	Yes	A good league.
TWO HARBORS	Yes	Yes	Yes*	Yes	Yes - 1	Yes	Yes	Yes	Yes	A good league.

*By-laws do not conform

	QUANT. FACTOR	POLICY	PROCEDURE FACTOR			FINANCE	PROGRAM	GROWTH	RECOGNITION	
League	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	Have By-laws	Furnish Repots	Attend State Meetings	Does it assume Financial Resp.	Requests For Action- has it complied	Has it shown prog. Effect.	DO WE RECOMMEND RECOGNITION	REMARKS
TINTAH	Yes	So far	Working on them	Yes	(New)	Yes	Yes	(New)	Yes	A newly organized league (June 9, 1947). So far seems to have a good grasp on its responsibilities. In a community of 200. Has 17 members.
WABASHA	Not at present	Yes	Yes	Usually	Yes - 1	Yes	Yes	No	Yes	Have had difficulties the past few years. Had a more or less static membership and a number moved away. Did manage to keep going last year. Many active church organizations in community. Board plans to work with this league on fundamentals and increase of membership. Feel sure it will meet membership requirements with resumption of full activities.
WASECA	Yes	Yes	Did not have. Just adopted.	Us-	Yes - 2	Yes	Yes	No	Yes	Is planning to increase membership immediately. Has good potentialities for becoming effective.
WEST DAKOTA CO.	Yes	Yes	Yes	Yes	Yes - 1	Yes	To some extent	No	Yes	This was formerly the Farmington League. It was reorganized in 1945 as West Dakota County League. Now majority of members reside in Lakeville and surrounding community. Needs help on league fundamentals.
WHITE BEAR LAKE	Yes	Yes	Yes*	Yes	Yes - 3	Yes	Yes	Yes	Yes	Has 2 units. Most members young, enthusiastic women with a good understanding of league purpose and program. One of the better leagues.
WORTHINGTON	Yes	Yes	Yes	Yes	Yes - 1	Yes	Yes	Fair	Yes	Difficulties with leadership last year and a membership problem. Well-mixed group as to age but not a good cross-section of town.

*By-laws do not conform

	<u>QUANT. FACTOR</u>	<u>POLICY</u>	<u>PROCEDURE FACTOR</u>			<u>FINANCE</u>	<u>PROGRAM</u>	<u>GROWTH</u>	<u>RECOGNITION</u>	
	Does it Meet Membership Requirements	Does it adhere to Natl. Policy	- - Does it - - - Attend Have Furnish State Meetings			Does it assume Financial Resp.	Requests For action- Has it complied	Has it shown Prog. Effect.	DO WE RECOMMEND RECOGNITION	REMARKS
League										
ATWATER	Yes	Yes	Yes	Yes	Yes - 2	Yes	Yes	Fair	Yes	One of oldest leagues in the state. Population of town only 800. President is State Board member this year. Will undoubtedly attempt to increase membership and to improve position generally.

SCHEDULE "A"
MINNESOTA LEAGUE OF WOMEN VOTERS
TWENTY-EIGHTH ANNUAL CONVENTION
MAY 8-9, 1947

SUMMARY OF
LOCAL LEAGUE FINANCIAL SUPPORT
1946-1947

<u>League</u>	<u>Cong. Dist.</u>	<u>Quota</u>	<u>Pledge</u>	<u>Amount Paid</u>	
ANOKA	III	\$ 64.00	\$ 43.00	\$ 43.00	100%
ATWATER	VII	15.00	15.00	15.00	100%
AUSTIN	I	183.00	135.00	135.00	100%
AFTON-LAKELAND	III	15.00	NEW		
BATTLE LAKE	IX	15.00	15.00	7.00	47%
BEMIDJI	IX	94.00	85.00	85.00	100%
CASS LAKE	VI	19.00	21.00	21.00	100%
COLUMBIA HEIGHTS	III	60.00	50.00	50.00	100%
DULUTH	VIII	1,010.00	500.00	500.00*	100%
EXCELSIOR	III	15.00	45.00	45.00	100%
FERGUS FALLS	IX	108.00	75.00	75.00	100%
GLENWOOD	VII	25.00	30.00	30.00	100%
GOLDEN VALLEY	III	20.00	15.00	15.00	100%
GRANITE FALLS	VII	23.00	15.00	15.00	100%
HIBBING	VIII	163.00	60.00	60.00	100%
HUTCHINSON	II	38.00	55.00	55.00	100%
JACKSON	II	28.00	26.50	26.50	100%
KASSON	I	15.00	20.00	20.00	100%
KNOLLWOOD PARK	III & IV	15.00	25.00	25.00	100%
LAKE CITY	I	32.00	30.00	30.00	100%
LITCHFIELD	VI	30.00	15.00	15.00	100%
MANKATO	II	156.00	175.00	75.00	43%
MAHTOMEDI	III	15.00	NEW		
MINNEAPOLIS	V	4,923.00	4,200.00	4,200.00	100%
MINNETONKA	III	15.00	65.00	65.00**	100%
NEW PRAGUE	II	16.00	25.00	25.00	100%
NEW RICHLAND	I	15.00	15.00	15.00	100%
NEW ULM	II	87.00	50.00	50.00	100%
NORTHFIELD	I	45.00	50.00	40.00	80%
OLIVIA	VII	17.00	25.00	25.00	100%
OWATONNA	I	86.00	15.00 plus	25.00	166-2/3%
PARK RAPIDS	VI	26.00	26.00	26.00	100%
RED WING	I	99.00	110.00	110.00	100%
ROCHESTER	I	263.00	400.00	400.00	100%
ST. CLOUD	VI	241.00	20.00	20.00***	100%
ST. PAUL	IV	2,877.00	2,000.00	2,000.00	100%
SANDSTONE	VI	15.00	20.00	20.00	100%
SOUTH ST. PAUL	II	118.00	75.00	89.47	119%
TRACY	VII	30.00	31.25	31.25	100%
TWO HARBORS	VIII	40.00	45.00	45.00	100%
WABASHA	I	23.00	27.25	13.63	50%
WASECA	I	42.00	35.00	35.00	100%
WEST DAKOTA COUNTY	II	21.00	15.00	15.00	100%
WHITE BEAR LAKE	III	28.00	30.00	30.00	100%
WINONA	I	224.00	100.00	100.00	100%
WORTHINGTON	VII	59.00	45.00	45.00	100%
GROVE CITY (NEW)	VI	15.00		15.00	100%

New Inactive

*The Duluth League plans to contribute an additional \$100.
 **The Minnetonka League has contributed an additional \$25.
 ***St. Cloud has been in the process of reorganization this year. In addition to the \$20 paid for this year it also paid \$107.50 which was applied on the previous year's pledge.

later
100%

later
100%

later
100%

later
100%

Committee
1952?General AnalysisLarge Cities in General

A few dangerous tendencies are asserting themselves in city Leagues, which were not apparent to us before. They are by-products of growth and the Unit system.

Members of units tend to become satisfied that that is the League and do not have enough contact with their whole League, its Board and do not have any idea at all about the State League and the National. The training meetings are not uniformly clear and a second-hand report by a young member who has approached the subject for the first time has little value for the other members of her group. The amount of discussion produced by some reports is due more to the good fortune of having some other member informed on the subject (she should have been chosen to attend the training meeting).

When a large League has the same dozen or so women carrying the load, it is apparent that not enough is being done by the Organization committee to discover new potential leadership.

Even the best indoctrinated of old members can go off the track in their interpretation of party work privileges and in adherence to League policy. We in the state have had the tendency to think the city Leagues needed no admonitions.

Individual interests and abilities get lost and thus some good service is lost.

Minneapolis and St. Paul are wasting a great opportunity to gain from each other by operating so independently that neither knows what the other is doing. They should pool the experiences and give each other the benefit of what they have learned and devised.

Recommendations

1. Board members or a specially appointed committee should visit every unit, different ones going to each, whether or not they are invited. This should be a regular service with two purposes: 1) to give the units some orientation in League in general and some possible help in discussion technique; 2) the Board or committee member can observe those that show leadership possibility and can draw these girls in on some committee work outside their units.
2. Some Board member, presumably the resource Chairman and the Organization workers, need to watch reports made by girls doing party work and observation of governmental bodies.
3. A truly informative file of individual members' interests, abilities, etc. made through the Units and of those not in Units by a member of the Membership Committee, should be kept and easily accessible to Board members. It should be revised and checked.
4. An inter-city conference from time to time of members of the Boards of the two cities to exchange ideas and experiences on specific, mutual problems.
5. The state Organization committee should offer help on some of these recommendations.

MINNEAPOLIS - strong in influence, prestige, finance and public relations. It seems to me they could secure a wider participation in the work on the part of the entire membership. Almost completely unaware of the Leagues outside the city. Tendency to think of action as legislation and charter reform, to the exclusion of wide spreading of information and building public opinion. This may however be the result of talking to certain individuals of whom this is more true than of all others. Too few are carrying the load.

ST. PAUL - Afflicted by city's own psychology. They look down their noses at Minneapolis nouveau riche and rather vulgarly successful, but ~~also~~ they have an inferiority complex and have a tendency to stay in their own back-yard. They ~~have~~ some very conservative members and some rather fanatical ones.

They are frantic about money and very aware of the disapproval of their potential contributors of their program - housing, school, Constitutional Revision and FEPC. The St. Paul Associates have been opposed to all of these, I believe. The real estate people are very active and antagonistic.

They have expanded their membership this year, due to the fine work of Mrs. John Holt but they need more orientation and care in drawing in new members into the work of the League. This I hope to achieve as Membership Chairman this year, working with Mrs. Holt who is Unit Organization chairman.

Their League Days with panel discussions in the morning and outside speakers at lunch are excellent. The other training meetings, I think, leave something to be desired.

DULUTH - handicapped first by tradition of the social attitude, second by the geographical lay-out of the city which aggravates the difference between social and industrial sections. Needs expansion of membership in the latter end of town.

Conservative attitude about raising money has handicapped it in the past.

This year the League, under Mrs. Gertrude Wallinder's presidency, has made greater strides in every way than ever before - membership, finance, publicity, voters service, organization for action and most of all co-ordination between board members and between board and membership. A larger portion of the membership has been drawn into League work than ever before. They have an excellent Board Manual.

Recommendations: Work on widening geographical distribution of membership and get complete cooperation of Chamber of Commerce who blocked them in approaching new contributors.

ROCHESTER - Under the presidency of a highly efficient woman and having the benefit of Mrs. Hargraves' residence, Rochester has doubled its membership. It has a few irregularities which Mrs. Hargraves is aware of and can and will work on next year.

Cities of 5,000 to 25,000

Actually this is the size of town in which it is easiest to operate a League - large enough to have sufficient womanpower and yet small enough not to grow too far apart by having a large number of units. However, some of our poorest Leagues fall within this group but this is due to past history or some unique personnel problems.

ALEXANDRIA - our latest provisional League - enthusiastic, excellent calibre, a little impetuous and less integrated than Brainerd, for instance, but still very promising. Should have several visits during the year.

ANOKA - Aroused out of its sleep two years ago, there are more young women in this League and it is more influential in the community than it ever has been, yet the old members are staunch backers, too.

AUSTIN - One of our strongest, best-organized Leagues and with its recent president the incoming State president, we need not worry about them.

BEMIDJI - A League with many problems, some excellent people, some severe trails. A group of "Charter Members" refuses to conform to any recently advocated procedures. A very excellent president left town and her temporary successor could only par-

tially fill her shoes. The new president is a fine woman teacher, formerly president of the Park Rapids League. She has the conviction, the intelligence and the devotion, but I am afraid she will lack the time and the executive drive which that League needs.

BRAINER - This new Provisional League has been organized by a very wonderful young married woman who seems to have been born with the finest possible League understanding and devotion. She built up a strong organization of excellent girls and already they are one of the best we have. Though she is unfortunately moving away she has left a strong League behind her and the new President is very fine.

COLUMBIA HEIGHTS - For a long time I proceeded on the theory that with Mrs. Keyes there, the League was safe. However, they are constitutionally cautious and lethargic and their membership has slumped. But since Mrs. Lurie's visit, they have been putting forth some effort on both membership and finance, and I feel we should give them some very substantial help in developing new units with some young women.

FERGUS FALLS - This League has had an excellent visit and follow-up letter from Mrs. Hargraves. Despite excellent help from time to time they occasionally falter. Their strongest member, who used to raise their money for them and did it easily because of her important position in town, has moved away, leaving them somewhat crippled. They have a personality problem in their hardest worker who alienates everyone even while doing a good job. They are such a refined group of women they don't know how to handle the situation with the directness needed.

HIBBING - A good League under the able presidency of a young business woman and with Mrs. Nickoloff there to give the League prestige, they have been quite secure, even though they do have one or two units of old "charter members" who go their own way, "studying like mad" but resisting other action.

MANKATO - This League has gone through many ups and downs. It has been one of the strongest in the past, having some very fine influential members. Then under a poor executive who seemed never to get the hang of League organization, in spite of many sessions with her, it slumped badly except in publicity and finance. Now since last year, the new president, a hard worker with a strong belief in the League, it is climbing back again to a solid footing.

NEW ULM - This League has been considerably revived and active this year, due to the earnest and enthusiastic work of its president, long one of its reliable members. However, they still need more new young women - those they have are of superior calibre but they can't seem to get more. They have good publicity and have done good Voters Service work. There are still too many older women in proportion to the young.

NORTHFIELD - One of our greatest despairs. Predominantly elderly, they are staunch but refuse to budge out of the speaker-meeting rut. A few understand the defects and are discouraged, but loath to give up. A talk by Mrs. Burgess and myself antagonized the guilty ones.

OWATONNA - A League which has grown stronger due to Lucile Long who has been developing new leadership. Though still too small for the size of their community, they have gained in quality and solidity. It is in a better position to expand its membership and community action now.

RED WING - This is one of our best Leagues, having excellent personnel and League feeling. Mrs. Chesley, their president and on the state board, is thoroughly indoctrinated. Her sister, Mrs. Hedin, also previous president and state board member, is one of our best members in the state.

ST. CLOUD - This League is very sick and has been ever since Miss Mitchell withdrew from the League - not that the present membership has been particularly attached to her but that it slumped at that time (Miss M. belonged to one of the old St. Cloud families and her friends had hoped she would be elected National President.) Other factors have prevented the League from getting back and the present membership has a very dim idea of what is expected, although we have given them several sessions of orientation and instruction. One woman who held the fort for a while and had a fine grasp of the program was considered to be a Communist and her own support of the League was weakened by the fact that she sympathized with the Organization Secretary who went to Teacher's College there and was permitted to resign for reasons which she couldn't know. There is a high percentage of Catholics there and strong anti-Catholic feeling among the others. It is strongly Republican with suspicion of those who are not.

The president, Mrs. Petersen, had not the slightest inkling of real League thought philosophy and procedure and I doubt whether she would have taken the presidency if she had known how much there was to it. She is pleasant and friendly but entirely unoriented. The older women congratulated themselves on getting a young woman but did little to instruct her after getting her consent.

SOUTH ST. PAUL - A good League made up of a real cross-section, with some quite poor women among them. Mary Kelly, on the state board for four years, has done a fine job of training her own League and the present president, a very smart teacher, is to be on the state board.

WORTHINGTON - One of our best Leagues, though small. They have organized according to recommended procedures and have held a Finance drive. The president this year was weak but she had a strong Board.

Towns of 1,000 to 5,000

BUFFALO - This fairly new League has been active but they have lost members and they have found it very difficult to attend meetings in town. They have, however, responded very helpfully to my request that they analyze themselves according to the required Standards of Recognition on page 5 of the Handbook. And they are going to get to the State Convention. (See president's letter in files)

CASS LAKE - The dynamo who dominated this League for many years committed suicide last year and the other members were not even able to get at her League material. Fortunately the vice-president was a woman of great understanding and devotion to the League and she came to the meeting with Mrs. Lurie in Bemidji and has, as a result, rallied enough women to keep the League going and in the accepted way. They deserve and need great encouragement.

EXCELSIOR - This League which was rescued from the brink of death has done a good job of keeping itself alive, partly because the president has been so very good and because the best of the old members have given her staunch support.

GOLDEN VALLEY - This was once a problem child, but the sore spot was due to one woman who is no longer in the League and they have proceeded in a much more acceptable fashion ever since. They have some good members.

GRANITE FALLS - A small League which never feels it can do more than give its \$25 but an exceptionally vital and influential group in the community.

HUTCHINSON - This League has not had much attention this year. It was under the quite able guidance of an ungrammatical dynamo for two years. I do not know the new president. An early visit here is indicated.

JACKSON - I was scheduled to visit this League but had to cancel it because of sickness. They received great credit from National for having had 100% of their membership participate in the "Finance Effort" but this is a falsely rosy report. They had Mrs. Safford speak to them and probably every member sold tickets. Actually while they are intelligent, it has done less community work than many and they are far less vital than the Worthington League which is fairly near them. Mrs. Jasper Toutges who has been on my Organization Committee is very fine but either she lacks dynamic force (which she does) or she puts her best into her church work. I recommended two years ago that she draw some new League members from this group and do some propaganda work while she was with them but the membership has stayed at the same figure.

KASSON - One of our very best little Leagues, due largely to our Board members from there and to the help of Phil Huff, now the publisher of the local paper. He allowed them to write editorials on their program items while he was in the Legislature.

MOUND - A strong, small, quite new suburban League. They have some good leaders.

NEW PRAGUE - This is one of our problem children. These girls are very attractive and intelligent but they are terribly conservative where local action and finance is concerned and have been quite rebellious about it. Their concept of the League as a part of a large, significant organization and their responsibility to it has been extremely backward. They are quite annoyed at being "bothered" so much by the State Board. They think that the fact that they are still alive should be a vindication of their attitude. They did not attend the conference with Mrs. Lurie.

OLIVIA - This is another League that was for quite a while wholly uncooperative, due to the preference of the president for the AAUW. Recently they have acquired some new members - young ones and they are showing lively enthusiasm.

PARK RAPIDS - This League voted in a very unorthodox way to disband, but there is a small group of women who did not actually wish to and who hope to muster together 15 people by fall to carry on. Mrs. Newell Olson, Secretary, called a meeting with me, but it was a small group and I did not see among them anyone who could provide the type of leadership they need to revive their League. It was always a lethargic group anyway with too many working women on the Board to provide the time needed. They elected last year the woman who was County Auditor and seemed not to see that this was a violation of the League's non-partisan policy. She was entirely neglectful of the League and hence its deterioration. They are further blighted by the conspicuous presence and last-year presidency of a Jewish woman from Brooklyn whose whole attitude is destructive - she is busily compensating herself, wants only the presiding-over the meeting aspect, has a very vocal defeatist attitude toward the lethargy of the community and did no real work. The woman who preceded her is a very fine teacher who is now president of the Bemidji League and is distressed at what has happened to the Park Rapids League. Mrs. Olson got hold of the article which came out in the National Tribune in which the League was referred to as a Communist Front organization. We sent her the editor's letter of abject apology and page 1 retraction of his error, but we have not heard from her since. Early contact should be made next fall.

TRACY - I have recently visited this League. There is much to do to encourage the new president, but the League has far more promise than it once had. It was once strong, then it had a study-club tone entirely and the president of the past two years has no idea yet what it is all about. She has had to go away each year and no one ever saw the material coming to her. The new president is more intelligent though she does need orientation. The old League now comprises Unit I and is still pretty much study-clubbish, but the new Unit of young women is more

vital and interested in program items. They need guidance as their discussion is liable to be a little superficial. There is a Mrs. Coyle in this group who is quite superior and while she is already much in demand as a trained person, the League should make an effort to get her as a leader of the whole if they can.

TWO HARBORS - This League is very sick and having had, after four years, to give the chief villain a sound trouncing, further help will have to come from some one else. This woman is both very domineering and very argumentative and while she has been the most faithful, she has driven off many old faithfuls. She has used the League to further World Federalism and while she has not been president she has possessed the souls of those that were or driven them out. There is no apparent dynamic leadership available and young girls are quite understandably not attracted. Not a word has been heard from them since my talk with the woman in question and the incoming president, at the meeting with Mrs. Lurie and I am waiting for them to make the next move. I recommend Grace Wilson making them a visit next fall with the attitude of a new doctor.

WABASHA - This League has been revived by a splendid older woman who had always been devoted to the League but had not been able to be active the last few years but was not willing to have the League die. She has done a fine job of reanimating the League, concentrating at my suggestion on a town study. Two of their members have been elected to the Town Council, they have gained prestige and are making the effort for the first time in years to get to Area meetings and convention and to raise some money by direct contribution.

WASECA - A superior group of girls who have done a very fine job of cooperating with each other with no one wanting a star role. But they have been very discouraged in their attempts to raise money in the community.

WHITE BEAR LAKE - This League is organized in an unorthodox way, having three different local governments within its five units. But it could never have been organized in any other way and it has had considerable influence on its community.

Towns and Villages of under 1,000

AFTON-LAKELAND - A League made up of women from 2 villages whose total population is under 500 and yet they are a real force. They have done a good job but have no resources for getting direct contributions.

ATWATER - Five miles away from Grove City, they are very different, chiefly because they are an old League with old study-club habits of procedure. Mrs. Strong, their president, has been their president and chief leader throughout most of the past decade. She was for a while on the state board but she pooh-poohed the need of a board and organization in her League. She has written some very excellent letters to me interpreting small towns like hers (see file), but at last she is making the gesture or organizing according to my previous recommendations - in other words she is doing a real cooperating job now, part of which I attribute to her coming to the meeting with Mrs. Lurie.

BATTLE LAKE - This town is not much more than the widening of the road and the League doesn't even reach the required 15 most of the time, but they are such a valiant little League, exerting real influence on the community and trying very conscientiously to follow the advice of the State Board that I would never recommend dropping them. I have had someone from Fergus Falls visit them and the Fergus Falls League has invited them to some of their meetings.

CIRCLE PINES - A new provisional League - a wonderful bunch of girls in a brand new little town.

GROVE CITY - A very alive little League, much bigger than one would expect. Enthusiastic they occasionally get off the beam on policy, program and action, but they are a splendid League nevertheless. Mrs. Chapin has recently visited them.

KNOLLWOOD PARK - We do not know the real population of this community. Probably it is over 1,000. It is a poor League from the standpoint of lethargy and inaction. The new president is a sister-in-law of Mrs. McMillan's, in no way like her, but she is a woman of conviction - to the point of prejudice - but if you can get her really active, she should be a good leader. Probably Mrs. McMillan can help in this.

MAHTOMEDI - One of our best Leagues, it has several excellent leaders and our new Treasurer is there.

MINNETONKA - A problem because of the geographical lay-out and the definitely social attitude of some. Also extremely partisan. Discouraged over their Finance drive, which they didn't believe in in the first place. Loudly opposed to FEPC.

NEW RICHLAND - A good little League which has made some of the progress it needed thanks to Mrs. Norswing's guidance.

F2 D1 C1

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

November 12, 1953

AGENDA FOR STATE BOARD INSTITUTE

The following Agenda for State Boards has been prepared as a skeleton outline to suggest the points that you will probably wish to cover in such an institute. To bring this skeleton to life will require imagination on your part. You may decide to begin the discussion with a problem of vital concern to the League you visit. How to allocate local pledges to the state and national budgets may be a burning issue. If you begin with a discussion of this problem, it will involve deciding how the money is to be spent, which would lead to a discussion of program and how it is made and carried out, state Board responsibility to local Leagues, conventions, administrative procedures, etc. All the points covered in the outline can be brought out using a problem as a springboard.

You may want to start the discussion with a case history. After discussing a hypothetical League which had serious non-partisan problems, for example, you might begin the discussion by saying, "If you had been a member of a state Board which had this problem, what would you do?" In discussing a specific case, all the points in the skeleton outline can be covered.

In using this outline, you will think of many other devices to arouse interest and make discussion lively. Please let the national office know your inspirations.

This is a skeleton outline, to be adapted and developed to the particular needs of the state in which the institute is held. The emphasis and the amount of time spent on each section will vary from state to state. The agenda should be used in conjunction with the State Leaders Handbook and Organizing New Leagues.

The purpose of the Institute is (1) to help the Board understand the place of the state League in the whole League picture, (2) to define the state Board's authority and responsibility and (3) to determine how the state Board can best be organized and function to carry out its responsibilities.

I. Role of the State League in Carrying out the League Purpose.

Emphasis on the League purpose is essential at the opening of the institute to give direction to all the subsequent discussion. After agreement on purpose is clearly established, it will guide the Board in the choices it must make on all aspects of League work.

Relationship of state to national and local. There is only one membership -- in the League of Women Voters of the U.S. -- with members grouped, for smooth and effective functioning, in local and state Leagues which are integral parts of the national organization. The state Board, as a middleman, and because it is nearer to the members than the national, is a keystone in the structure. Much of the League's strength and vitality will depend on how well it fills its role.

At this point, it is well to review current national statistics on size of membership, number of state Leagues and of locals. This should be followed by data for the state in which the institute is held -- state population, number of Leagues and their location, number of members. Attention should be directed to "white spaces" within the state where special effort is needed to strengthen and expand the League, for political coverage and in order to be representative of the state as a whole.

II. Authority and Responsibility of State Board as defined by (a) national by-laws, Article 5; (b) state recognition standards; (c) state budget; (d) state by-laws; (e) state program.

The state Board plays a dual role as agent of the local Leagues on state governmental matters and as agent of the national Board in carrying out delegated responsibility.

A. As agent of local Leagues.

1. Knowledge of governmental structure in the state.
2. State League program.
 - a. Building understanding of function of program as training for effective citizenship and the individual member's responsibility throughout the whole program process.
 - b. Assistance to local Leagues in state program making. Leadership in pointing out need for limitation in view of whole load. Help in stimulating wide participation.

- c. Responsibility in directing carrying out state program current agenda and continuing responsibilities.

- (1) Preparation of materials
- (2) How to reach community
- (3) Time for action and other legislative activity.

3. State Convention -- Role of state Board in giving leadership and for making convention decisions based on membership wishes.

B. As agent of the national Board.

1. Organization.

- a. Strengthening and developing existing Leagues.
- b. Organizing new Leagues.
- c. Responsibility for local League by-law conformity.

2. Finance - Philosophy of League Finance.

- a. Budgets, interrelationship of local, state and national.
- b. Assistance to local Leagues in budget making, money raising and reporting.

3. Program

- a. National -- Current Agenda and Continuing Responsibilities. Help on making and carrying out.
- b. Local current agenda -- help on making and carrying out.
- c. Voters Service.

III. State Board Organization and Techniques to Carry Out Responsibilities defined above. The State Leaders Handbook, Organizing New Leagues, the publications on Units, and Program Organization in the League of Women Voters spell out in detail the area to be covered in this section of the agenda.

- A. What is the job to be done this year, in view of membership in the state, number of locals, strength of the Leagues, state budget. Establish priority of activities.
- B. Personnel: Determining necessary Board positions; assignment of portfolios to all elected Board members; appointment of additional Board members as needed. Need for clear understanding, by each chairman, of her job in relation to state Board and to the local Leagues. What Committees are needed?
- C. The Organization Committee -- (See II, B, 1, above) Board and non-Board members, for geographical coverage.
 1. Recommendations to the Board for new organization in places and times that will do most to build up strength of League as a whole; plans and assignment of personnel to carry out Board decisions.
 2. Recommendations to the Board for servicing existing Leagues through field visits, state-wide and area conferences, workshop for leadership training, assignment of personnel to

carry out plans adopted by the Board. Suggested agenda for field visits and conferences will be found in State Leaders Handbook.

D. The Resource Chairman. (See II, B, 3, page 2) What is their job? What is their responsibility to the state Board? to local Leagues? Responsibility for national items.

E. Publications.

1. State Bulletin
2. State materials -- policies and plans on preparation and distribution.
3. Help to locals on promoting widest use of League material and on preparing local publications.

F. Public Relations -- The State Chairman's Role, in relation to state Board and local Leagues.

G. Finance. (See II, B, 2, page 2)

H. Problems of Administration.

1. Meetings -- number, timing, place.
2. Communications between meetings: recognitions; legislative decisions.
3. State Office
 - a. Organization for efficiency and greatest usefulness to locals.
 - b. Staff -- relationship to volunteer personnel; training.
 - c. Recruitment and management of volunteers.
 - d. Office and equipment and its upkeep.

IV. Conclusion -- Summarize goals which have emerged from the discussion looking toward growth and better citizen development through the work of the League in the state.

June 16, 1955

GENERAL INFORMATION FOR STATE BOARD MEMBERS

A. RESPONSIBILITIES

1. Read the State Leaders and Local League Handbooks and the tools listed therein under your portfolio.
2. Each Board member is expected to keep a notebook and a file. They should contain the State Leaders and Local League Handbooks, state and national Programs, Budgets, By-laws (including the Standard Local League By-laws) and any other material or correspondence relating to the Board member's particular portfolio and matters of concern to the whole Board. They should be kept in such a way that they will be of help to a successor, and together with other written or oral information give the next Board member a picture of her job. Please be responsible for throwing away material which is no longer of value.

It is very valuable to the League to have the benefit of a record of all the work you do. You give many hours and learn a great deal by trial and error which might help the next person who takes over your job. Each chairman is expected to hand in a report of the work she and her committee have done during the year before the council meeting or convention. The report will be gratefully used over and over again and make for a more efficient and effective League. Also plan to keep the Board informed of the work being done by your committee.

3. Your first and most important job is to organize your committee. As soon as their names are available, please give them to the President and the office.
4. A copy of all letters sent in your Board capacity should be sent to the office for filing.
5. All publications must be in the office at least six weeks in advance of their publication date so that material may be sent to a reading committee of League and non-League experts. Rough drafts should, if possible, be typewritten and triple-spaced.
6. We shall strive for no more than one mailing per month to local League presidents. The mailing will be sent from the state office approximately ten days after each state Board meeting. Material to be sent out, including secretary's minutes, should be in the office one week after the Board meeting, and the President and staff should be informed that the material will be coming. An effort should be made to include as many communications as possible in the President's Letter so that the local League president will receive as few pieces of paper as possible. Date everything you write, even a memo (month, day, year). It is always disconcerting to find a communication in a file years hence marked for example "Tuesday a.m."
7. The State Organization Chairman will look to state Board members for help in field work with the local Leagues. Practice has been for each Board member to visit Leagues in their geographic area. Read material suggested by the Organization Committee and the local League file before your visit.
8. Please inform the President at least two days before Board meeting of any business you intend to bring up at the meeting. Thus preparation of subject matter can be made by those concerned so that wise decisions will be made.

9. If you are absent from a Board meeting, please consider it your duty to read the minutes and other material sent you. In this way you will keep informed of important decisions.
10. Please remember to call the office and report if you must be absent from a Board meeting. The by-laws state: "Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation."
11. Each Board member should keep the President informed of plans and of what action is contemplated in her field. In an organization as large as ours it is important to clear with one person in order to avoid mistakes and confusion at times. If you can't reach the President, you may leave a message with the state office. Have those who are working on your committee clear with you in the same way.
12. Special responsibilities of resource chairmen:
 - a. Keep abreast of developments in your field
 - b. Be ready to answer questions from members
 - c. Work with public relations, radio and TV chairmen on news stories for papers and Minnesota Voter and on radio and TV programs
 - d. Prepare League material for local Leagues in cooperation with the Publications and Public Relations Chairman.
 - e. Select outside reference material and see that it is ordered or otherwise procured
 - f. Assist in lobbying
 - g. Compose official League letters in response to requests for action.

B. MATERIALS

1. You will receive from the state office or your predecessor information dealing with your responsibilities on the Board. Additional material and tools you may want may be ordered from the staff.
2. You will receive a copy of all material sent out by the state and national office. Please be prepared to discuss these materials at the Board meeting following their arrival.
3. Material of which we have only one copy will be marked for attention of certain Board members. Please indicate you have read through the material by crossing off your name. Pass on the material to the next person whose name appears or to the office for filing, if you are the last to read it.

C. EXPENSES

1. Travel expenses to state Board meetings are covered by the state budget. If a Board member finds it impossible to attend meetings without staying overnight, hotel expenses will also be paid. Eating expenses are not covered. Expense forms may be obtained in the state office and submitted at any time before the end of the fiscal year.

~~MEMO TO BOARD - Do you have any suggestions for improvement?~~

How To Do A State LWV Resource Paper

- I. Get organized.
 - a. Get your assignment as clearly defined as possible by the Board before you begin. Insist that the Board tell you 1.) what audience you are writing for, and 2.) the scope - length, breadth, depth - and level of difficulty expected of the finished product. The Board should also determine whether to print or mimeograph, and in what quantity, but you should have ideas and suggestions.
 - b. Select a committee to help you. If you have doubts about your own writing ability, put an editor on your committee, whose job is to do editing, not the initial writing.
 - c. Get your own mind as clear as possible on your goal before you begin. If your committee is to help with writing, be sure you all understand each other and your goal.
 - d. Set up a time schedule and stick to it. Allow at least the time indicated after each step and figure backwards from proposed date of publication (or figure forward from when you can start to work to publication date).
 - e. Start thinking about art work - at least the cover, if mimeographed, possibly more, if printed.
- II. Do research.
 - a. Take notes carefully, getting exact quotations and exact citations. (Techniques vary, but if notes are taken on cards, they are easily arranged for outlining.) (2-4 weeks)
 - b. Some sources of information.
 1. Publications and library sources.
 2. Organizations.
 3. People - in and out of the LWV.
- III. Make outline.
 - a. Categorize notes.
 - b. Write outline.
 - c. Have outline checked by:
 1. Your editor, to see that it hangs together and makes sense;
 2. Another appropriate Board person, to help determine that it meets charge given you by the Board and is what the membership wants.(1-2 weeks)
- IV. Write paper and discussion outline.

Allow plenty of time for rewriting. If your committee is helping you write, plan for the worst - that you or your committee editor will have to re-organize and rewrite! (2-4 weeks)
- V. Turn paper in to League office for typing and circularizing to League readers only. From the League readers, it may have to go to a League editor, on advice of the readers. (2-3 weeks)
- VI. Paper then goes to subject-matter specialists outside the League. Part of your job is to suggest the names of such specialists to the Board and, on its approval, ask the specialists to read the paper. (2 weeks)
- VII. Paper is published. (Mimeographed, 1-2 weeks; printed, 3-10 weeks)

Absolute minimum time, from beginning to end, 10 weeks, for a minimal job!
A good job could well take six months.

Re: Charging LWV of Minneapolis for state publications

This policy has been established:

Before the first run of mimeographed material which is apt to be of use to members or unit leaders, the state office should consult with the Minneapolis office as to the number of copies needed by the Minneapolis League. Large orders placed at this time are not charged at the usual 1¢ per page but are run without charge on paper furnished by the Minneapolis League. Assembling and stapling are done by the Minneapolis staff.

This service is a reciprocation for such Minneapolis office services as the use of the Board room, use of the addressing machine, and the addressing of their MINNESOTA VOTER by the Minneapolis staff.

For orders of only a few copies of mimeographed material or of any number of copies of printed material, the Minneapolis League is charged the regular rate.

The Minneapolis League may at any time borrow state League stencils for their own mimeographing. There is, of course, no charge for this.

July 29, 1964

VACATION NEWSLETTER

Elle Colborn has been preparing a publication on reapportionment for September distribution. She has been camping at Lake Superior and found her 7 month old is an excellent camper.

Mary Faucett is taking a week's vacation at the end of July.

Julie Henricksson has been working with local Leagues on the lively issues Voter and has prepared a July-August Voter to be issued this week. She took a canoe trip in Wisconsin in July and plans a camping trip to Lake Superior in August.

Bonnie Hutchens has just returned from a vacation in Texas.

Margaret Hokkanen, our new Board member from Duluth, has been entertaining house guests and plans to spend a week in August in Minneapolis learning the ropes of her new job.

Mardelle Lundquist plans to take a vacation late in July.

Mary Ann McCoy just returned from an extended camping trip out West. She writes: "We were camped on a delightful mountain just outside San Francisco the weekend before the GCP convention--it certainly stimulated thoughts of 'citizen responsibility'--and lead me to wonder (in true LWV non-partisan spirit!) whether we ought to find a similar campground overlooking Atlantic City those days next month!!!"

Marion Watson has been spending most of her time at her summer home in Hudson, Wisc.

Sue Murray has been entertaining out-of-town guests. She met with Josie Johnson and Marge Johnson recently to brief Josie on her new job.

CYNIC'S CORNER By Interlandi



"There's no vacation from responsible citizenship. Besides, I can't sit on the beach and do nothing."

Josie Johnson has been studying "mountains of material" given her by Marge Johnson. Josie and Sue Murray attended an Election Interim Commission meeting on July 17.

Annette Whiting has been collecting information for her Environmental Health speech and has been working on Women Voters Week promotion.

Irene Janski has returned from a trip to Canada. She has purchased new furniture for the meeting and publication room (Room 333) and has hired a new auditor, George Kapetanis, C.P.A., of Kapetanis and Mangin in Minneapolis. Our former auditor, C. L. Roberts, plans to move to Albert Lea.

Mary Nash has been promoting Women Voters Week. She won't attend the August Board meeting as she will be on a canoeing trip near Ely.

Mary Letourneau recently returned from a trip to the Black Hills. Her son, Dennis, will be married in September.

Peggy Thompson will travel to New Mexico during the first two weeks in August.

Margaret Creger will take a canoeing trip for a few days late in August.

Hey, why don't we.....send Peggy those June workshop and Council workshop outlines. A few are still due, and local Leagues have been requesting some of them.

Margaret and Peggy have been busy moving into the new office - room 337 - and meeting room - 333, preparing one June and two July mailings, working on Women Voters Week and the Voters Guide.

Room 333, our publications and meeting room has been used already for many small meetings and will be even more valuable when the new table arrives. There are six folding chairs, and Peggy's telephone can be used in this room on a jack. So feel free to schedule small meetings in this room.

Women Voters Week Luncheon. Mary Nash and Peggy Thompson are planning a luncheon for Women Voter's Week at 12:15 p.m. on Tuesday, August 10 at the Thunderbird Motel (Hwy. 494 and 24th Ave. S., Minneapolis). Representatives of state women's organizations have been invited and most Board members are expected to attend. Please contact the state office on or before August 5 for reservations.

Several Board members living in the metropolitan area attended one or two sessions of an institute on Minnesota Government and Politics July 20 - 31 at the University.

We'll see you all fresh and rested and ready for great things at the next Board meeting, August 20, in room 307 of the Social Science Building.

SUMMARY OF RETREAT DISCUSSION
Silver Lake Camp - March 21, 1979

I. What it's like to be on the State Board

Personal support

Intellectual stimulation

Joy to deal with competent people

Able to disagree without being disagreeable

Respect for other person's point of view

Unique communication system

Grass roots organization - it really works

Feeling of growth - educational

Personal satisfaction

Painless way to "do your duty"

Sometimes overwhelming

Like local League Board - more intensive

Perspective broadened

Sometimes lonely - state Board members are farther apart - more self-reliance encouraged.

Some people prefer narrower confines of local Board

Work

More travel

Hard work, long hours - but significant work

Longer Board meetings (could we have elsewhere in state?)

LWV like a floating crap game - efficiency

Lots of reading, thinking, evaluating, planning, listening

Learning about time lines

Visibility in state as LWV representative

Prestige as LWV Board member

Relating to others

Some animosity from local Leagues

Board meetings - all members are "generals" but good and healthy discussions

People prepared for Board meetings - expanded agendas

Respect for local Leagues and desire to help

You get out what you put in.

Creativity appreciated

There are choices - how much to read, what to do - you can't do everything - learn to accept what you can't do without guilt.

It's a "possible" job and worth doing.

II. Where We Are

Accomplishments

1. We stated, worked through and reaffirmed our goals.
2. Keeping our goals in front of us was especially helpful for development.
3. We increased our development activity - raised funds for library, debates, three focuses; we are embarking on unrestricted fund drive.
4. We premarketed VOTERS GUIDES.
5. We increased the responsibility of the Executive Director to run office more efficiently.
6. We revised the budget format.
7. We separated Voters Service and Citizen Information.
8. We expanded the VOTER greatly.
9. We brought off the debates very successfully.
10. We send Board Memo to every local League Board member.
11. Action has moved ahead; we have over 30 lobbyists this year; they are not just testifying but learning other lobbying skills, talking to committee people, giving verbal testimony that differs from written testimony.
12. We are training female administrators - ERA, Energy.

13. The library study was completed, funded and well received (27 people from all over the state were on the committee).
14. We are producing a kit of materials to guide production of studies.
15. We have vastly improved P.R.

Improvements Needed

1. We need to reach others beyond our organization with our publications, VOTER.
2. We need to develop volunteer skills in working with staff.
3. We need to increase our P.R. activity - by doing things and following through with the press as Erica Buffington did with D.C.; we should appreciate local League efforts here; cable T.V. may open up many opportunities for LWV.
4. We need to re-establish regular communication with local Leagues. Convention '77 decided to drop consultant system. The state Board needs "feedbacks" and needs to feel that it is accurately reflecting the local Leagues. Liaison is a better term than consultant. Perhaps a limited number of visits can be made to selected local Leagues each year.
5. We can learn from the frustration of the Library Study. It was a non-recommended item, so there was no advance planning; that study needed an on-Board advocate; studies need a chair from the metro area or someone who can be on top of things much of the time; we cannot assume that research will be easily completed or that a study will be virtually free; we must include costs of committee in cost of project; Board should have positive attitude toward studies undertaken.

III. Brainstorming for the Future - Group Discussions

Existing Conditions - Trends and the Role of the LWV

1. Changing role of women
2. The continuing Energy crisis - we should continue to educate.
3. The arms race (LWVUS should take position on SALT in light of our national position to promote peace in an interdependent world.)
4. Tide of conservatism - LWV too liberal image?
5. Distrust of Government
6. Post-Viet Nam attitudes
7. VOTER apathy
8. Single issue politics and a breakdown of consensus
9. "Me-ism"
10. Changing communications and media

LWV Can Best Meet These Conditions by:

1. LWVUS and MN should continue to speak out on the status of women.
2. We should continue to respond to the needs and time of the volunteer.
3. We should sell the LWV as a vehicle for personal development and the achievement of common goals.
4. We should address the problems of Distrust of Government, Voter Apathy, and Single Issue Groups by providing accurate information, by reaching out to the community. LWV may be in a unique position to mediate among single interest groups; we also traditionally have addressed many issues - it is a great strength and a weakness.
5. Through our Focus meetings, we should reach out for our audience; we can subsidize local League representatives to come to Focus meeting and set them up in our communities. We should provide written summaries of Focus meetings for participants and media, make videotapes, extend impact.
6. We should be prepared to take advantage of new communications opportunities (cable TV) and should develop P.R. expertise.
7. Does LWV have a "liberal" image? LWV is moderate, takes well-considered positions on issues.
8. We can make an impact by providing information on issues as well as taking positions.