



## League of Women Voters of Minnesota Records

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## MEMBERSHIP STRATEGIES

### ASK, ASK, ASK — AND NOT JUST THE FOLKS YOU ALREADY KNOW, OR WOULD YOU RATHER BE EXTINCT?

- People seldom join organizations unless they are given a membership blank and invited by another person.  
Be sure to put your League's membership coupon in any printed materials not printed with Education Fund money.
- Inform every member, especially leaders of LWV, that inclusive membership is everyone's job.  
Collect lists of prospects and recruit a team to make friendly calls ASAP to these and to guests at any event.
- Develop a diversity policy for your local League or adopt that of LWVMN and display it prominently in materials and at events.
- Make membership, diversity, and barriers to LWV involvement regular agenda items at your board and membership meetings. Use the tools provided in *The LWV Diversity Toolkit* (\$3.50; 3.00 for members available from LWVUS) for short activities or discussion with your board and members. Excerpts may be inserted in your newsletter.
- Make sure everyone carries membership forms in their bag or briefcase.
- Start by inviting your friends, your neighbors, your co-workers, your relatives. Give a young friend a membership as a gift.
- But don't stop there. Think about those you don't know because they travel in different circles, are a different age, or are otherwise unlike you. What steps can you and your League take to become more diverse. Brainstorm the various segments of your community and how to reach out to them through coalitions, events, personally, directly. **Remember, people respond to people who are interested in them for who they are.**
- Make sure your League is listed in any lists or directories circulated in the community.
- Get the League name in your paper with meeting notices—preferably held in public places—with press releases on new projects or events, and with letters to the editor on issues or voter information.
- Don't forget to keep surveying and involving members and respecting their time limitations.
- Recognize and celebrate achievement and endurance.

League of Women Voters of Minnesota  
Diversity Policy  
January 1995

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

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

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

**"With diversity as a priority, our positions will better reflect the common good, and our organization will be better equipped to empower citizens to shape better communities worldwide." *Becky Cain***

## **What Is Diversity?**

- ✓ **Diversity is those differences between us that represent our uniqueness**
- ✓ **Valuing diversity is a process and lifestyle that not only accepts the differences among people, but also seeks to respect and use those differences to achieve mutual goals.**



## **Dimensions of Diversity**

*(Loden/Rosemer, Workforce America)*

- |   |  |
|---|--|
| <b>✓ PRIMARY DIMENSIONS</b> <ul style="list-style-type: none"><li>- Age</li><li>- Race</li><li>- Ethnicity</li><li>- Gender</li><li>- Sexual Orientation</li><li>- Physical Ability</li></ul> | <b>✓ SECONDARY DIMENSIONS</b> <ul style="list-style-type: none"><li>- Geography</li><li>- Religion</li><li>- Parental Status</li><li>- Marital Status</li><li>- Military Experience</li><li>- Education</li><li>- Income</li></ul> |
|---|--|





# Dimensions of Diversity

## Do's

Weave diversity into the recruitment process. It needs to be an integral part of everything the League does.

Prepare a written diversity policy and give it visibility.

Seek diversity in the people you recruit.

Encourage diversity. The views, opinions, suggestions and contributions of all League members are important.

View differences as an asset.

Be sensitive to people's needs.

Be proud of diversity. It is a vital part of the League's future.

Assign a mentor to an individual or a new group of League members.

Stress what you have in common with League members. Emphasize your desire to improve the League's effectiveness.

Think in terms of "we."

Try to understand and learn from the perspectives of others in the League, just as you want others to learn from you.

Have a vision of yourself. Look at role models from your group and from others. Others in your group have made it in the League.

## Don'ts

Consider diversity to be an "add on" to the membership recruitment process.

Claim ignorance of the issue of diversity.

Limit your scope of members to people "just like you."

Discourage diversity. Show disapproval of the views, opinions, suggestions and contributions of LWV members that differ from yours.

View differences as a barrier.

Be insensitive to people's needs.

View the idea of diversity as lowering the standards of an organization.

Forget how you felt when you were a new League member.

Look for differences that set you apart from another person.

Think in terms of "us" and "them."

Limit your League experiences to a small group of members.

Limit your perspectives of yourself or of the League.

*Diversity chart: prepared by LWVUS  
Member Services, 1995*

RANDOM SURVEY RESPONSES OF MEMBERS ATTENDING LWVMN OPEN HOUSE - SEPTEMBER 6, 1999

Think about the responses below and the consistencies and changes in attitudes. Friends, newspapers, and events seem to have been the main recruitment vehicles.

LENGTH OF MEMBERSHIP	WHAT ATTRACTED YOU?	HOW JOINED?	NEEDS AS A MEMBER	COMMENTS
2 months	Experience on phone since 50's Most knowledgeable/helpful group welcome around	Read in newspaper men are	Something to do	
9 months	Wanted to be more involved	Husband ran for City Council Learned about LWV at forum		Really enjoyed open house
1 1/2 years	Members seemed very sharp, intelligent & interested	Attended orientation & signed up Had been at Edina town meeting sponsored by LWVE	Interesting involvement with reasonable time frame	
3 years	Research on issues, education of citizens about democracy	Through my own curiosity	Like to see LWV to continue research on issues	
3 years	The people in it and their principles	Friend encouraged me		Communication essential, email helps
3 years	My neighbor - her knowledge of community & politics	Friend	Willingness to teach me Allowing me to ask questions Seeing where I can fit in Openness to change	
3 years	Important way to learn points of view		Educational opportunities & for unbiased knowledge	
7 years	Opportunity to learn about & be active in the policy process	Friend	Opportunities to become involved in a somewhat controllable manner (working mother/spouse)	

8 years & earlier time	The issues	Friends - <u>the</u> best recruiting tool	Knowing I am welcome whether I have little or lot of time to give/ Just the contact with such wonderful people	We must somehow attract younger members to keep us going/ assure them time commitment can be totally flexible
9 years	Government issues & the studies of those issues	Friend	Interesting unit meetings Variety of topics & variety of methods of presentation	
9 years	Wishing to become more involved politically, always having been a news junkie	Friend & responding to article in local newspaper	We need to increase membership of more young people who care!	
19 years	Non-partisanship	Personal quest		
20 years	Learn about local government	Joined newly formed League Article in newspaper		
Roughly 50 years	Interesting study items - chance to learn details	Friend		Always has been a wonderful group of women - made lots of friends
54 years	Our interest in foreign policy heading up to the establishment of the UN, World Bank, etc.	A friend asked my mother/ she didn't join; I did		I'm intrigued with our new LOTT people



**HAVE YOU WANTED TO KNOW WHAT MAKES YOUNG ADULTS GET INVOLVED AND WHAT MIGHT ATTRACT THEM TO THE LEAGUE OF WOMEN VOTERS? We did so we decided to ask them. What follows is a summary of the responses we go when we held --**

**A FOCUS GROUP OF "TWENTY SOMETHINGS" - September 21, 1999**

**ATTENDANCE:** Tina Jalivay, Noukou Thao, Meredith Fox, Laura Olson, Kari Paulson, Kristin Borst, Ann Fandrey, Ann Webb, Rebecca Eilers, Mao Vang, Jessica, Laurie Boche, Carol Frisch

**WHAT MOTIVATES YOU TO JOIN GROUPS?** Something to put on a resume, contacts, expand my network, for your career; there is no data entry expected of me; it is organized with a plan; I agree with the mission; It makes a difference; there is no obligation; good for social life; offsets boredom of job; there are benefits that come with the membership (Printed guides, etc.); impacts my life; I know someone in it; occupies my time but doesn't have to be a big time commitment. Ownership is shared.

**WHAT ARE YOUR MAJOR INTERESTS?** Politics, travel, camping, reading, music, shopping, community health, well-being of self and community, all young people want to make a difference and to amass wealth—surpass their parents; finding Mr. or Miss Right; issues affecting women; spirituality; history of women; personal growth; self-development.

**HOW DO YOU PREFER TO SPEND YOUR DISCRETIONARY (LEISURE) TIME?** Sleeping, alone, hanging with friends, reading, traveling, cooking and cleaning (one person!), time with family, running, biking, TV, movies, eating and eating out, emailing, phone, communicating, surfing the net, shopping, fixing things in the house, being crafty.

**WHAT CHARACTERISTICS SHOULD A GROUP HAVE TO ATTRACT YOU?** Being inclusive, well organized, friendly, opportunities for development and that fall within my interests, established, well known, affordable, location, parking, meeting time convenient, between 9-5 if work related or week nights rather than week ends. There are acknowledgements, appreciation, awards, diversity of all kinds in the group, fun!!

**HOW OR WHAT STEPS WOULD YOU TAKE TO JOIN THIS OR ANY ORGANIZATION?** If new I would seek out but being new to the community I have no idea where to start or look. At a specific event; see the group in action; friend's introduction; if the group demonstrated a need I could fill, like I would help by representing my Asian group; school bulletin board; email lists; get on newsletter mailing list; MN Women's Press; career centers—if there is a connection to research. Most said they would want to be able to join by credit card over the Internet.

**WHAT DETERS YOU FROM JOINING GROUPS?** Impersonal; aggressive recruitment; a negative impression of the members; high cost; other memberships; materials poor quality; lack of a professional look; want accessibility for children; if they'll sell my name; too much mail so I feel like a clearinghouse.

**WHAT DO YOU NEED FROM A GROUP IN ORDER TO CONTINUE MEMBERSHIP?** Feel needed; something to do; the ability to step back when I want to.

**HOW MANY DUES PAYING GROUPS DO YOU BELONG TO?** Three people belong to three; one to two; three to one; and the remainder to zero.

**WHAT IS A REASONABLE AMOUNT TO PAY FOR DUES TO A NATIONAL ORGANIZATION?** It depends on the benefits. One pays \$125 for a professional group. \$25 or more for a professional organization. Would like a trial membership or options for the first year. It depends on what you get out, what you put in, how it affects your life, and how active you want to be.

**WHERE AND WHEN DID YOU FIRST HEAR OF THE LWV?** Not before this invitation; job hunting in January-May, 1999; working for another women's organization; candidate's guide; all my life from my mother; Women's Press; political debates and forums; college internship; CALNARAL; grandmother or mother involved; history class. Why aren't you in civics classes or infiltrating campus life? One hopes to use as resource for Council on Asians; should reach out to purposefully get the demographics it wants.

**HOW RECENTLY AND WHERE HAVE YOU HEARD OF THE ORGANIZATION?** Candidate forum, zero outside of the MN Humanities Commission where co-workers discuss it; political campaigns; working at the legislature. They asked, "How many young people are members now? Aren't you worried that you are a graying organization, as you have told us?" Editor's comment: "Yes, and we had better do something(s) fast!"

**IF YOU WERE TO CHOOSE TO JOIN THE LWV WHAT WOULD BE THE DECIDING FACTOR?** If convinced it would make a dent in a social problem; to develop leadership of women to run for office; if it would make a difference. It seems like the LWV is not involved in direct action but is a resource, a more sophisticated concept. It's a good "big picture" organizations, but there needs to be a return on involvement. If it made a sustained effort to reach the hard to reach—like giving out new citizen cards or like "Rock the boat", that would be meaningful. People want to get involved right now.



## LOCKED OUT

Does your League lock out members? Find out by answering the following with a "yes" or "no."

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Most of my League's meetings are held in private homes.   | <input type="checkbox"/> 12. Active party members or "controversial" persons are not actively sought for membership because they may hurt our nonpartisan image or seek to use the LWV for their own purposes. |
| <input type="checkbox"/> 2. Board members urge "break times" at unit meetings to confer with each other on board business, thus saving them valuable time.          | <input type="checkbox"/> 13. We save money by buying most publications just for committee members; they can share what they have learned through presentations at unit meetings.                               |
| <input type="checkbox"/> 3. All meetings are held during the day.   | <input type="checkbox"/> 14. Minority persons or "blue collar" types are not usually approached for League membership.   |
| <input type="checkbox"/> 4. Our bulletin carries just local League information because state and national LWV information is in the state Voter and National VOTER. | <input type="checkbox"/> 15. We consider many persons in our community too conservative to enjoy League participation.   |
| <input type="checkbox"/> 5. Name tags are used only on special occasions.   | <input type="checkbox"/> 16. It is pushy to ask someone to join the League and add, "I can take your check now and get it to our membership chair, if that is convenient for you."                             |
| <input type="checkbox"/> 6. If other groups ask for assistance on an item that is not part of our program, we wish them well, but explain they cannot participate.  | <input type="checkbox"/> 17. Meetings are not scheduled to discuss possible program choices for national, state and local program because members find them too boring.  |
| <input type="checkbox"/> 7. One is invited to join LWV primarily by "word of mouth," rather than by a newspaper, radio and other means.                             | <input type="checkbox"/> 18. We are hesitant to include community groups in the early stages because they do not do the thorough, objective job the League does.   |
| <input type="checkbox"/> 8. A committee member must be a member of the League.  |  |
| <input type="checkbox"/> 9. League "lingo," abbreviations, and first names only are widely used in oral presentations and written materials.                        |  |
| <input type="checkbox"/> 10. Any member who does not attend meetings is considered "inactive."  |  |
| <input type="checkbox"/> 11. Prospect lists are made up primarily of friends of current LWV members.  |  |

- \_\_\_ 19. Being interested and active in only one area of LWV (such as housing) is discouraged because members should have a wider perspective and interest in LWV programs.
- \_\_\_ 20. We schedule program making meetings where members must attend if they wish to register their choices.
- \_\_\_ 21. Only board members are encouraged to attend state and regional meetings.
- \_\_\_ 22. Board members often complain about their workload.
- \_\_\_ 23. Men are given special treatment because they have special needs; for instance, most are too busy with their jobs to have time to serve on committees.
- \_\_\_ 24. We choose noncontroversial local items so as not to upset our financial contributors.
- \_\_\_ 25. If a member is not going to be active in a given year, he or she is encouraged not to join, but to give a financial contribution instead.
- \_\_\_ 26. It is difficult for new people to find the membership chair's or the president's phone number.

- \_\_\_ 27. Baby sitting and transportation often cause a problem preventing our members from participating.
- \_\_\_ 28. The reason people quit or don't join the League is dues.
- \_\_\_ 29. Are there present members who feel locked out because they cannot attend all meetings or serve on the board?
- \_\_\_ 30. It is solely the membership chair's responsibility to invite people to come, to make them feel welcome, to help them get involved with LWV work.

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SCORING—Give yourself four points for each "NO" answer.

- 120-100    The door is open
- 94-76      Persistent knocking is needed
- 72-0        You need to help find the key, pronto: you lock out members

This survey, from the LWV of Wisconsin, is reprinted here from Membership Management, LWVUS.

## 1999 LWVMN Fall Regional Workshops Evaluation

Location of Workshop Attended: \_\_\_\_\_

Was the time of the workshop convenient for you? \_\_\_\_\_ Yes \_\_\_\_\_ No

When would you like to have workshops held?

\_\_\_\_\_ In the evenings  
\_\_\_\_\_ On weekends  
\_\_\_\_\_ During the day

\_\_\_\_\_ Morning  
\_\_\_\_\_ Afternoon  
\_\_\_\_\_ Evening

Please rate the components of the workshop (5 – excellent, 1 – poor):

**Membership/Diversity** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Nuts & Bolts** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Program** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Development/Ed Fund Use** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Agriculture Study** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Action** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Facility** 5\_\_\_\_ 4\_\_\_\_ 3\_\_\_\_ 2\_\_\_\_ 1\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**From:** Carol Frisch <carolf@thinkmhc.org>  
**To:** Kerri <lwvmn@mtn.org>  
**Date:** Monday, November 01, 1999 2:07 PM  
**Subject:** President's Mailing

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Jessica,

Would you make copies of the packet from the fall regional workshops and confirm that I titled the two items below as they are printed on the copies? Is there anything that should be added about the process for emailing or sending you names of new members? I am sending you this today, because I am leaving town for two weeks. Thanks much, Carol

Membership Thoughts  
Carol Frisch, Membership/Diversity

Please be reminded to forward to the LWVMN office and LWVUS office the names and addresses of new members as quickly as possible. We are concerned that they receive the full benefits of belonging to a three tiered organization immediately and will do our utmost to get them on the mailing list speedily. You may use mail, email or phone, whichever is most convenient.

Review the enclosed copies of the Open House Member Survey and the Summary of the September Young Women's Focus Group and other materials distributed at fall workshops for ideas that you may apply to your recruitment and retention efforts. Think about holding your own focus group of a target group in your community or promoting holiday gift memberships in your newsletter.

## LWVMN Study of Agricultural Policies and their Impact on Sustainability

Study of the impact of agricultural policies, regulations and practices on the long term viability of agriculture and rural communities.

### Working definition of sustainability:

Development that maintains or enhances economic opportunity and community wellbeing while protecting and restoring the natural environment upon which people and economies depend. Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs.

## MN State Statutes: Corporate Use of Agricultural Lands

### 500.24 Corporate and Partnership Farming

#### Subdivision 1. Purpose.

The legislature finds that it is in the interests of the state to encourage and protect the family farm as a basic economic unit, to insure it as the most socially desirable mode of agricultural production, and to enhance and promote the stability and well-being of rural society in Minnesota and the nuclear family.



## Agriculture in Minnesota: Issues to Investigate

What is happening in your region of the state? How many farms?  
What kinds? Crops? What part does each play in the local economy?

Impacts of national (Freedom to Farm Act) and state laws and policies  
on the - farm operations themselves

- farm communities
- environment
- current farm crisis

Access to markets for local farmers. Are farmers getting a fair price  
for what they produce? If not, why not?

Contract farming vs independent farming

Agricultural economics in a democracy. This includes the  
concentration of power and access to information.

- loss of small-sized diversified farms
- growth in size and number of non-diversified farms
- vertical integration of agriculture by large corporations

The future of rural communities and their environment

The future of agribusiness

Food Safety / Food Quality / Labor Concerns

- genetic engineering and seed patenting
- hormone and antibiotic use
- humane treatment of animals and farm workers

Proposed changes in state and federal laws, trade policies, and  
initiatives for change

## Significant Dates for the Business of Agriculture

1921	Packers and Stockyards Act (federal act that restricts unfair and uncompetitive packer practices)
1933	Agricultural Adjustment Act (federal depression legislation that intends temporarily to help farmers)
1940's	Federal farm support programs enacted (with production restrictions)
1970's	Increased pressure on farmers to produce more for an international market
	Large producers take over chicken industry
	Escalation in farm income, land prices, and farm debt
	China, India, Brazil start growing more of their own grain
1973	Minnesota enacts the Minnesota Corporation Farm Law and the Alien Ownership Law
1975-1982	Total U.S. farm real-estate debt doubles
1981-1986	Value of U.S. farmland falls more than 40% in 10 midwestern and plains states
	Numerous farms fail, as do many small town banks
1990	Approximately 5% of Minnesotans live on farms
1994	For first time, less than 2 million farms exist in U.S.
1995	Commodity prices hit record highs; milk prices high; U.S. farm exports rapidly expanding; hog prices good
1996	Federal Freedom to Farm enacted; eliminates federal commodity subsidies and production quotas; will be payments to farmers for a number of years to allow them to adjust; dairy compacts allowed
1997	Almost 1/3 of all crops and livestock produced in this year are contracted (generally, a contract between farmer and buyer that crop will be purchased at an agreed-upon price)
1997	Economic crises in Asia
1998	Russia devalues its ruble (8-98)
	Good dairy prices in MN
	Record crops and depressed prices
	Hog prices hit record lows
	Congress approves a \$6 billion farm relief bill plus \$1 billion in agricultural tax cuts
1999	Brazil devalues its real
	MN legislature approves \$70 million farm relief bill (spring)

**Preparing your Local League for the LWVMN Agriculture Study**  
**Suggested Activities for Local Leagues**  
October, 1999

Study materials, discussion guide and consensus questions should be in your hands by late summer, 2000. **Should your League want to get started this year**, here is a list of suggested activities to prepare your membership for study and consensus.

1. Form an Agriculture Committee. Include those people who have a special interest in this topic. If they're not members of the League, invite them to join!

Remind committee members that a League study gathers information and considers all viewpoints and aspects of an issue **before** arriving at a position.

2. This issue is a hot topic. There are forums, newspaper articles, television and radio discussions on a daily basis. Find a volunteer to keep a clipping file or notebook. Select small excerpts and print them in each issue of your League bulletin.
3. Use the readings included in materials presented at Regional Workshops to educate your committee and your members. The Pioneer Press plans to reprint in tabloid format its series "Harvest of Risk" following its completion in October. LWVMN will purchase copies for the use of each League. Report to the National Farmers *Union Consolidation in the Food and Agriculture System* by Dr. William Heffeman provides a good overview.
4. Watch for information from the State League office - through the *VOTER* and in the "Presidents' Mailing." The state study committee is planning to provide camera ready articles for you to reproduce in your bulletin. LWVMN will also provide agriculture statistics for your county and a glossary of terms.
5. Plan a forum or informational meeting in your community. Include speakers such as your county extension agent, county planner, a local farmer, farm organizations, agribusiness rep, lender or local reporters with an agriculture beat. The college or university in your community would also be a good resource for speakers. Make sure you include a variety of points of view in your program.
6. Contact your county extension agent and county planner for materials related to agriculture in your community.
7. Interview farmers in your community, using the interview form LWVMN has provided. This is an excellent way to learn about changes in our food and agriculture system and impacts on farmers and communities.

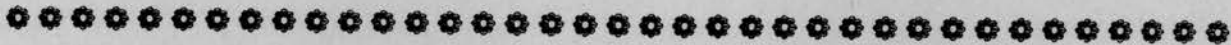
## **LWVMN Study of Agricultural Policies and their Impact on Sustainability**

Adopted by the LWVMN Convention, April 17, 1999

**Wording:** Study of the impact of agricultural policies, regulations and practices on the long term viability of agriculture and rural communities.

**Scope:** The study will examine state government agricultural policies (including but not limited to tax and land ownership policies) practices and regulations; subsidies and research dollars involving agriculture. The study will focus on the social and economic impacts of the above.

**Working definition of sustainability:** Development that maintains or enhances economic opportunity and community wellbeing while protecting and restoring the natural environment upon which people and economies depend. Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs. [From Draft Scoping Document.]



### **Timeline for Agriculture Study Two Year Study: consensus in March 2001**

- ❖ **Summer 1999:** set committee meeting schedule; define scope; decide on products; define research tasks and set interview schedule; plan fall regional workshops for local Leagues; assignments for research, writing, public meeting, discussion/consensus guide, etc.
- ❖ **Fall 1999:** Regional meetings
- ❖ **November - February 2000:** interviews, research completed; writing/editing to begin; planning for spring Focus meeting - maybe at the U of M?
- ❖ **Spring 2000:** Focus meeting - if you choose to do this and we get funding for it - a good way to inform the natural audiences for this topic that we're doing this study; form a group of co-sponsoring organizations?
- ❖ **May - July 2000:** drafts due; final edit.
- ❖ **August 2000:** publication printed; other materials - discussion guide, consensus questions approved by LWVMN Board and mailed to local Leagues.
- ❖ **October/November 2000 or January 2001:** Local Leagues schedule meetings
- ❖ **February 2000:** Consensus reports returned to LWVMN by this time.
- ❖ **March 2001:** Positions approved by LWVMN Board and released to the public.

DRAFT 8/10/99

QUESTIONNAIRE/SURVEY OF PEOPLE IN FARMING  
Conducted by League of Women Voters  
MINNESOTA

Name of farmer \_\_\_\_\_  
Address \_\_\_\_\_  
County \_\_\_\_\_

Name of Leaguer \_\_\_\_\_  
Name of League \_\_\_\_\_  
Address \_\_\_\_\_

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These questions are framed with intention to stand as open-ended questions. With open-ended questions, the farmer should be given opportunity to answer the question without prompting. Prompting to help him/her to answer more completely is permissible. The interviewee is free to abstain on any question. The information in brackets is intended to help the interviewer. If you feel an important question is missing, add it and let us know.

We suggest a minimum of one hour  
Suggestions for accuracy:

Tape interview, take notes, have two people interview, have the interviewee double-check your report.

**1. How do you define yourself in farming? WHY do you define yourself this way?**  
[e.g. owner/operator, traditional family farmer, hobby farmer, modern agribusiness person, corporate farmer, contract farmer]

**2. Why are you in farming? What are your plans for the future? Would you like to see your children go into farming?**

**3. Describe your farming operation.**  
[Type of farming and products; Size of farm; Ownership, lease, or rental of land]

**4. Who has the decision-making power in your operation? Do other factors or parties limit your decisions?**



**5. What inputs and other investments do you have?**

[Do you raise your own feed? What do you have to buy? Type of equipment and machinery; How much is invested in your land? Employees (within family and outside family)?]

[Type of technology: Computers, machinery, high tech production; Use of production records and other outside information about markets, planning, planting schedules]

**6. How do you market your products? Do you have any contractual obligations or limitations?**

**7. What are the greatest threats/challenges/issues facing farming? Facing your own operation?**

**8. What would you suggest to improve the situation?**

Other questions, if time and not covered:

**9. Do you have off-farm income? Health and life insurance coverage?**

**10. How does farming affect/impact the community in which you live?**

**11. How does your operation employ methods to steward and sustain land, soil, air, and water resources?**

[Lagoons, manure management, minimum tillage, rotational crops, diversity, row cropping, rotational grazing, wetland protection, conservation tillage]

**12. What are the challenges of environmental protection for your operation?**

[costs, regulations, labor, time, available land, urban sprawl, chemical use, pesticides, fertilizers, keeping up with rules]

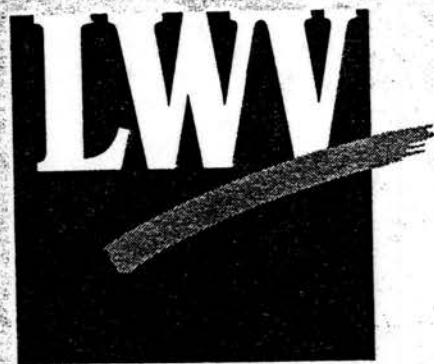
**13. Please share any personal experiences of bias and favoritism in the farming industry.**

**14. What are positives and negatives of farming in general?**

# **IMPACT ON ISSUES**

## **1998-2000**

### **A Leader's Guide to National Program**



*League of Women Voters  
of the United States*

# Government

Promote an open governmental system that is representative, accountable and responsive; that has a fair and adequate fiscal basis; that protects individual liberties established by the Constitution; that assures opportunities for citizen participation in government decision making; that provides sound agriculture policies; and that preserves public health and safety through gun control measures.

The Government program category has a dual function—as the focal point for a group of related positions and as the tie that binds all League program. League work on issues and government processes grows from the conviction that government at all levels must be accountable, accessible to citizens and protective of their rights.

In 1994, the LWVUS convention adopted Opening Government to Citizens as an issue for emphasis for the 1994-96 biennium. In 1996 and 1998, the LWVUS conventions adopted Making Democracy Work (MDW) as the issue for emphasis. In 1996-98, the MDW campaign focused on five components: voter participation, campaign finance reform, diversity of representation, civic education and knowledge, and civic participation. Using tools provided by the LWVUS and LWVEF, Leagues at all levels measured the health of democracy in their communities, reported the results and then began working with other groups to seek change in key areas. The LWVUS report, *Charting the Health of American Democracy*, took a nationwide measurement of democracy in the United States. The 1998 convention added “full congressional voting representation for the District of Columbia” as a component of Making Democracy Work. The convention also approved a 1998-2000 MDW focus on seeking change in the area of civic participation.

## Agriculture Policy

### *Position in Brief:*

Promote adequate supplies of food and fiber at reasonable prices to consumers, economically viable farms, environmentally sound farm practices and increased reliance on the free market.

## The League's History

In 1986, the League undertook a two-year study and member agreement process on the role of the federal government in U.S. agriculture policy, examining elements of federal farm policy, its contemporary setting and policy alternatives.

The 1998 position on agriculture policy supports policies for sustainable agriculture and action to reduce the use of toxic chemicals on the farm. The League also supports targeting research programs and technological assistance to mid-sized farms and to sustainable agriculture.

While many of the programs the League supports—farm credit at reasonable terms and conditions and programs to enable farmers to use sustainable agriculture—may benefit family or mid-sized farms, the League supports these programs for all farms, regardless of size.

The position also supports “decoupling”—the moving away from direct payments based on production—as consistent with the strong League consensus in favor of greater reliance on the free market to determine prices. Reliance on the free market for price determination also can support a gradual reduction in loan rates. The League does not envision total reliance on the free market to determine agriculture prices. In assessing programs that move agriculture toward greater reliance on the free market, consideration would include the problems peculiar to agriculture, such as severe climate or natural disasters.

The League supports federally provided farm credit, but believes that the federal government should be the lender of last resort.

The League position does not address supply controls, capping payments to farmers, protecting



farm income, or any particular commodity program. The League supports the conservation reserve program and opposes the removal of lands prematurely from the conservation reserve.

Leagues may apply this position to appropriate action at the state or local level.

In fall 1989, the League opposed a bill in Congress that would have preempted stricter state laws on the regulation of pesticides. Following the 1990 League convention, as Congress was considering the periodic reauthorization of the major farm bill, the League urged all members of the House to pass a bill that would protect land and water resources, reduce the use of toxic chemicals, and target research and technical assistance to developing environmentally sound agriculture practices. The League called for measures to strengthen conservation provisions, continue the conservation reserve, and permit retention of base payments and deficiency payments when farmers file and implement an approved plan for farming with environmentally beneficial practices. The League also called for national standards of organic production and against the export of pesticides that are illegal in the United States.

In 1988-1991, the League of Women Voters Education Fund (LWVEF), in cooperation with Public Voice for Food and Health Policy and state and local Leagues, conducted a citizen education project on agricultural issues, including pesticide residues in food and water, sustainable agriculture, and research and technology.

## **The League's Position**

### **Statement of Position on Federal Agriculture Policy, as Announced by National Board, October 1988:**

The LWVUS believes that federal agriculture policies should promote adequate supplies of food and fiber at reasonable prices to consumers, farms that are economically viable, farm practices that are environmentally sound and increased reliance on the free market to determine prices.

**SUSTAINABLE AGRICULTURE.** Federal policy should encourage a system of sustainable, regenerative agricultural production

that moves toward an environmentally sound agricultural sector. This includes promoting stewardship to preserve and protect the country's human and natural agricultural resources.

### **RESEARCH AND DEVELOPMENT.**

Agricultural research, development and technical assistance should continue to be a major federal function. Resources should be targeted to developing sustainable agricultural practices and addressing the needs of mid-size farms.

**AGRICULTURAL PRICES.** The LWVUS supports an increasing reliance on the free market to determine the price of agricultural commodities and the production decisions of farmers, in preference to traditional price support mechanisms.

**AGRICULTURE AND TRADE.** U.S. efforts should be directed towards expanding export markets for our agricultural products while minimizing negative effects on developing nations' economies. Consistent with the League's trade position, multilateral trade negotiations should be used to reduce other countries' barriers and/or subsidies protecting their agricultural products.

**FARM CREDIT.** Farmers should have access to credit with reasonable terms and conditions. Federally provided farm credit is essential to maintaining the viability of farm operations when the private sector is unable or unwilling to provide the credit farmers need.

Of these policies, the League believes the most essential for the future of agriculture are: encouraging sustainable agriculture; providing research, information and technical assistance to agricultural producers; and increasing reliance on the free market to determine prices.

# Natural Resources

Promote an environment beneficial to life through the protection and wise management of natural resources in the public interest by recognizing the interrelationships of air quality, energy, land use, waste management and water resources.

## Statement of Position on Natural Resources, as Affirmed by the 1986 Convention, Based on Positions Reached from 1958 Through 1986:

The League of Women Voters of the United States believes that natural resources should be managed as interrelated parts of life-supporting ecosystems. Resources should be conserved and protected to assure their future availability. Pollution of these resources should be controlled in order to preserve the physical, chemical and biological integrity of ecosystems and to protect public health.

## The League's History

League members became concerned about depletion and conservation of natural resources as far back as the 1920s and 1930s, when the League undertook a study of Muscle Shoals and the Tennessee Valley Authority. Conservation reemerged in the 1950 League program, following the first Hoover Commission recommendations on government structure, as "reorganization to improve administrative efficiency in the development and use of natural resources." Beginning with a study of water resources in 1956, the League built a broad national program focused on protecting and managing the unique aspects of air, energy, land use, waste management and water. Since then, the League has been in the forefront of the environmental protection movement, helping to frame landmark legislation.

Following recommendations of a 1984-85 environmental task force, the national board in 1986 regrouped the five positions previously categorized under the Natural Resources heading (Air Quality, Energy, Land Use, Water Resources and Waste Management). The 1986 change emphasized three common themes—resource management, pollution

control and public participation. This decision reflected a growing awareness of the interrelated nature of the League's Natural Resource positions.

Understanding the need for global solutions to many environmental problems, the League urged full U.S. participation in the 1992 United Nations Conference on Environment and Development in Rio de Janeiro. The 1992 LWVUS convention voted to support the recommendations for global cooperation presented at the Rio "Earth Summit."

The LWVEF continues to promote citizen education and participation on environmental issues.

The LWVUS has taken positions supporting a continued national commitment to environmental safeguards in the face of pressure to diminish those protections. In 1994-98, the League fought hard against congressional efforts to dismantle the regulatory framework safeguarding the environment and public health. Most of these efforts were defeated in the 104th and 105th Congresses.

(See Impact on Issues, pp. 34 – 46.)

*Harvest of Risk*

*St. Paul Pioneer Press*

*Summer and Fall 1999*



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# LWVMN SURVEY

Name: \_\_\_\_\_  
League: \_\_\_\_\_  
Position: \_\_\_\_\_

1. Does your local League have:

paid staff?	Yes	No
volunteer staff?	Yes	No
working board?	Yes	No
  
2. What are the three most time-consuming administrative tasks your League performs? (Rank your three, with 1 being most time-consuming.)

Newsletter preparation	_____	Paperwork for LWVMN/US	_____
Minutes/mailings	_____	Answering calls/information	_____
Fundraising	_____	requests	_____
Membership upkeep	_____	Disseminating mailings	_____
  
3. What is the largest administrative expense for your local League? \_\_\_\_\_  
\_\_\_\_\_
  
4. Does your local league have:

office space?	Yes	No
dedicated phone?	Yes	No
Answering Service?	Yes	No
Internet access?	Yes	No
  
5. Which of the administrative functions would your League consider paying someone else to if they could? \_\_\_\_\_  
\_\_\_\_\_
  
6. Are you looking for other options for administrative tasks?    Yes    No
  
7. If there was an administrative assistant dedicated to doing work for the local Leagues in Minnesota, would you be interested in using the service?  
Yes                      No                      Maybe
  
8. If yes, how much would you be willing to pay for such a service? \$ \_\_\_\_\_

9. Which services might you be interested in using?

Newsletter preparation \_\_\_\_\_  
Typing Minutes, etc. \_\_\_\_\_  
Fundraising \_\_\_\_\_  
Membership upkeep \_\_\_\_\_  
Mailings \_\_\_\_\_

Paperwork for LWVMN/US \_\_\_\_\_  
Answering calls/information requests \_\_\_\_\_  
Disseminating mailings \_\_\_\_\_  
Having a dedicated telephone Number for your League? \_\_\_\_\_

10. May we contact you for input in designing such a service? Yes No

Telephone number \_\_\_\_\_

**October 1999 Regional Workshops  
VOTER and Marketing Survey**

**VOTER**

1. What do you read first in the VOTER? What determines what you read first?
2. What topics, types of stories, recurring articles, columns do you always read? What do you seldom read?
3. Do you find articles easy to read and follow? If not, what would improve them?
4. Is there anything about the typography or layout that you find especially appealing -- type size, headlines, color, graphics? What do you find boring or unappealing?
5. What types of articles and subjects would you like to see more of in the VOTER?
6. List three articles from recent issues that you remember.

Additional Comments:

(over)

**Marketing:**

1. Would your League be interested in purchasing small plastic bags with the LWV logo imprinted on them to give to people who come to membership events. We hope to be able to offer these bags \$.25 each.
  
2. Are there any other products you would be interested in? Balloons? Caps? T-shirts? Key-chains?

**Additional Comments:**





# **PROGRAM PLANNING**

# **IDEAS**

## **For Your League**

From time to time we all struggle with the thought of putting on a program. Who? What topic? When? Where? Why me?!?

This document is intended to give you some ideas of programs that your League could present. Some require next to no effort; others will need some homework. The list is by no means complete and is not intended to be complete. Rather, it is intended to get the "creative juices flowing."

Remember, programs are most successful if there is food and fun! A good speaker doesn't hurt either!



**Naturalization Test:** The Minnesota Literacy Project has put together a *Jeopardy*-style game using the Immigration test. Take a look at the questions: Are they relevant, current, understandable? How well did you do on the questions? Does the test need to be updated? If so, take action! Write your Congressional representative and U.S. Senator. (Roseville presented this at one of their meetings and a good time was had by all!) The test will be available from the LWVMN office on a sign-out basis.

**Candidate Forum:** Work with a group of students to put on a candidates' forum (maybe for school board or city council). Teach the students how to run one by acting strictly in an advisory capacity. What a great way to involve our youth in League activities!

**Kids Voting Minnesota:** Investigate this program as a possibility for your community. Work cooperatively with the business and education communities to establish this program designed to increase adult voter turnout while ingraining the habit of voting in our youth. Kids Voting Minnesota is headquartered in Duluth. They may be reached at (218) 722-5642 x 3179 or e-mail at Lars Sandstrom at [Lsanstrom@mnpower.com](mailto:Lsanstrom@mnpower.com).

**Know Your Community:** When was the last time your League surveyed your city, county, and school district? Is it time to update your publication?



**Agriculture Study:** Consider two meetings per year to discuss agriculture-related issues during our state study period. One idea is to speak with a soil conservation officer or a representative of the D.N.R. These are topics which would compliment the study rather than detracting from it.

**Review LWVMN Positions:** Adopt 2 or 3 of the current positions (Program for Action) and review. Are they still an accurate portrayal of the problem and LWVMN's position? Is it thorough enough? Is it too restrictive? Provide a written summary of your findings to the state Action Committee chair.

**Take Action Month:** Follow one topic through the legislative process. Promote grass roots activism by simple procedures such as setting up a local phone tree or e-mail system to keep your legislators informed of your opinions. Remember: If you act in the League's name you MUST adhere to LWVMN positions and principles.

**Citizens In Action:** Take a car load of LWV members and students to Citizens in Action in January. Then, have a mini seminar, sharing what you learned with others who weren't able to attend.

**Mock City Council Meeting:** Hold a League meeting in your city's council chambers. Elect council members based upon residency requirements in your city. Then present 2-3 tough issues for the council to act upon. Have other members with opposing positions speak before the council before action is taken. Consider doing this with students.

**Scouting and League:** Contact a local Boy or Girl Scout leader and work with the children on earning a government badge or series of badges. These are generally simple activities and the leaders will thank you for your help!

**L.O.T.T.:** Leaders of Today and Tomorrow is a great theme for most League activities! Learn about the principles of L.O.T.T. by having a guest speaker at your League. How about trying to do a L.O.T.T.-like seminar in your community high school or trade school — areas not addressed by the state L.O.T.T. program. For more information contact the LWVMN L.O.T.T. portfolio holder(s).

**Collect Donations:** For a local charity or program. For instance, does your community have a crisis nursery? If so, they are often in need of baby products — diapers, formula, clothing, toys, etc. Have a speaker come from the nursery to explain the programs they offer and discuss sources of funding. If your community doesn't have a crisis nursery find out if one is being planned. Is one needed? Who could help?

**Community Education:** Develop a class which could be held through the Community Ed. forum. For instance, you might have a "Know Your Government" class which meets 4-6 times. At the first you could have a general overview of your community's government. At following meetings you might have your mayor, city council chair, county commissioner, school superintendent, school board chair, and other similar representatives present (one at a time or in a panel format) to discuss their entity's role. For instance, how is property tax divided between city, county, and school? What are the qualifications for each position? What are the terms of office? The list of questions could go in many different directions depending on your focus.





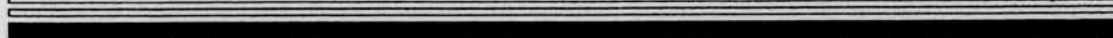
**Identify the Presidential Hopefuls:** Research who the likely candidates for nomination are for our next election. Start gathering information on each and make a presentation to all members.

**Theme Parties:** Have a President's Day party! Have members dress up as their favorite president and guess who they are. Have prizes. Serve cherry pie and Lincoln Logs. Or, invite all the presidents of all the organizations in your community to discuss leadership activities. Bring in a motivational speaker. Serve tea and sympathy. Or, read a book such as "Wild Women in the White House" and have members read their favorite excerpts out loud. There are many variations to this theme.

**Women in the Workforce:** LWV-Red Wing is in the process of updating their 1990 study of this issue. They would be interested in having other Leagues survey their communities at the same time.

**Lunch With League:** Invite local officials to meet in an intimate setting with League members to discuss whatever is important to them. This could also be breakfast, soup suppers, tea or any other setting. If you have a programatic theme for the year you could request they address that theme. Because most LWV members are not shy and have lots of questions, allot more time for questions and answers than for speaking.

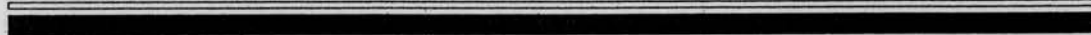
**Women Come to the \_\_\_\_\_:** Could be courthouse, city hall, capitol, whatever. Have women come together to learn about government functioning. Make it interactive to be most memorable.





## DISCUSSION QUESTIONS

Have a series of meetings devoted to one specific topic. Some examples might include:

- ◇ What is the level of voter participation in your community? Why? What are barriers to voter participation?
  - ◇ Does protecting the environment harm the economy?
  - ◇ Is there a problem in our community with battered women or homeless children? What is the community doing?
  - ◇ Census 2000 is coming up. What will the effects be on representation (apportionment) at the local, county, state, and federal levels? How does the process work? Who's in charge?
  - ◇ Are affordable housing needs being addressed in our community? By whom? Is the need greater than the supply or vice versa?
  - ◇ Will Minnesota turn to a unicameral legislature? How does it work? How long has the idea been around? What are the pros and cons?
  - ◇ What impact do the Profiles of Learning have on our school system?
  - ◇ School violence — what are local schools doing, why is there a problem now when there wasn't in the past — or was there?
  - ◇ Redevelopment issues
  - ◇ Wetlands
  - ◇ Land use
  - ◇ Women veterans — their work, their memorials, where are they now?
  - ◇ Women candidate development
- 

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

Revised April 1997  
League of Women Voters of Minnesota Education Fund  
550 Rice Street Suite 201  
St. Paul, MN 55103  
651/224-5445

League of Women Voters of Minnesota Education Fund  
550 Rice Street, St. Paul, MN 55103, 651/224-5445, fax 651/290-2145  
April 1999

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

**INTRODUCTION**

The League of Women Voters of Minnesota Education Fund (LWVMNEF) was established in 1983 as an educational arm of the League of Women Voters of Minnesota. It qualifies under section 501(c)(3) of the Internal Revenue Code as an organization that may accept contributions that are considered to be tax deductible for the donor. Under the Local League Accounts Program, local Leagues solicit local contributions to their account in the LWVMNEF and obtain grants from the LWVMNEF for approved educational projects in their communities.

LWVMNEF monies may only be used to provide objective information and education to the public about citizenship and issues of concern to citizens.

Each local League account is kept separate and is never commingled with the state LWVMNEF account.

The following guidelines for local Leagues outline steps to follow in soliciting contributions and in applying for and administering LWVMNEF grants. They include specifics on procedures required by the Internal Revenue Service to protect donors and the LWVMNEF.

*Approval is not needed to solicit money for the LWVMNEF, but approval of an appropriate project is required before a grant can be made to your League.*

Please reproduce and use the forms attached to this Guide:

- Form A-1 Deposit slip
- Form A-2 Local League Application for Approval to do a Project
- Form A-3 Financial Report for Education Fund Grant
- Form A-4 Project Request to Purchase LWVMNEF Publications

**HOW TO OPEN AND MAKE DEPOSITS IN YOUR LEAGUE ACCOUNT**

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

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

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



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

You will receive a notice of your League's account balance in the LWVMNEF after every deposit or withdrawal.

It is up to each League to thank its contributors for donations.

#### **PROJECT APPROVAL - SOME GENERAL RULES**

There are two routes you may take:

Solicit tax-deductible funds and send them to the LWVMNEF before you have a project in mind. OR Request approval for a project first, and then solicit tax-deductible funds for the specific project.

1. To obtain some or all of the funds being held on deposit for your League you must complete and submit *Form A-2 Local League Application for Approval to do a Project*.
2. **Prior LWVMNEF approval is required** before a project is undertaken. This means that before a publication is printed or a public meeting is held, you must have submitted a project request and obtained permission to fund the project from your LWVMNEF account. This step is necessary to assure that any expenditure involving tax-deductible monies meets IRS requirements. Approval cannot be granted for a project already completed.
3. A one-time project must be completed within a year of approval, unless special permission is obtained for a longer period.
4. Approval must be obtained yearly for continuing projects.

#### **CRITERIA FOR TAX-DEDUCTIBLE PROJECTS**

1. The project must be educational in nature, designed to serve the general public and not exclusively League members.
2. The project should provide objective information and analysis.
3. There should not be any advocacy of League position or action.
4. The project cannot attempt to influence the outcome of legislation.
5. The project cannot contain any information which appears to take sides in a currently controversial issue.
6. The project must not be for membership recruitment or retention.
7. The project must be approved before it is funded with tax-deductible money.

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

Fill out *Form A-2 Local League Application for Approval to do a Project* and mail it to the state office at least three weeks before you plan to begin the project. When doing the Project Budget, remember it is a guide to the costs and income of the project. Final costs may be higher or lower than anticipated in the project budget.



### TOTAL BOARD PLANNING

1. Plan your educational activities with your board at the time you are considering your regular League annual budget or doing calendar planning.
2. Define, develop and describe the project(s).
3. Several board members should be involved in the planning and project execution. But assign one person the responsibility for submitting the request, accepting and accounting for grant monies and making the financial report.
4. Get estimates for expenses.
5. Approach potential contributors with the project proposal. You may obtain funding from one source or several.

### SOME IDEAS FOR PROJECTS

1. a Voters service/citizen information projects: voter guides, booths, candidates meetings, badges and posters citizen information services such as an answering machine or telephone information service.
2. Publications: *Know Your Community, Your Elected Officials, Facts and Issues* (with no mention of League position) or other information of interest to citizens.
3. Public meetings, such as seminars, conferences or workshops
4. Radio or TV programs
5. Publication purchase and distribution: purchase of national League publications for distribution to schools, libraries, members and the general public; purchase and distribution of state League educational publications such voter guides, research publications, *How To Make A Difference, Indians in Minnesota* etc.
6. Percentage of material in local League bulletin which is devoted to voter service or citizen information.

If your project is for your bulletin, use *Form A-2 Local League Application for a Project*. Check the "publication" box. Under "Details of project" include:

- The % of bulletin space you plan to devote to voter service or citizen information.
- The number of issues of the bulletin to contain such information.
- Description of contents.

Use *Form A-3 Financial Report for Education Fund (How To Get Your \$ Back)* for reimbursement of these expenses for the bulletin. You must attach a copy of each issue with all voter service and citizen information highlighted. Figure the percentage that information is of the total bulletin. List entire cost for publishing and distributing the bulletin. Request reimbursement of EF money for the figured percentage of that total amount.

### GETTING YOUR MONEY BACK

The money for project expenses - money you solicited and deposited - is returned to your League after the project has been approved and the necessary funds are on deposit.

1. Use *Form A-3 Financial Report for Education Fund Grant (How To Get Your \$ Back)* to request the funds. State the amount required since it might be different from your original estimate. If you do a publication with your project, send two copies of the publication to LWVMNEF. You will receive a check about two to three weeks after your written request is sent.

2. You pay your local bills with the grant. They are not paid by the LWVMNEF. It is not necessary to send copies of invoices to the LWVMNEF, but keep them for your records.
3. Money cannot be advanced. The grant money will be sent when requested if sufficient funds are in your account.
4. Funds can be withdrawn before completion of the project by submitting *Form A-3* periodically during the project. Simply note on the form that the project is on-going and delete "Final" from the title.
5. If more funds are withdrawn than are spent on the project or a profit is made, the balance must be returned to your local League LWVMNEF account for use on another project.
6. In the case that a local League is disbanded, the balance of that League's LWVMNEF account will revert to the state LWVMNEF account.

#### **LWVMNEF ACKNOWLEDGMENT**

As you carry out the project, remember to include a credit line on the publication or in meeting notices acknowledging the participation of LWVMNEF. You may also wish to give credit to the donor. On a publication you could state "Prepared by the League of Women Voters of \_\_\_\_\_, published by the League of Women Voters of Minnesota Education Fund and (partially, if this is the case) financed by contributions from \_\_\_\_\_." A program could say, "This seminar is conducted by the League of Women Voters of \_\_\_\_\_ and has been made possible by a contribution from \_\_\_\_\_ to the League of Women Voters of Minnesota Education Fund." If the project is a service, acknowledgment may be made in a publicity release or other announcement. If the project is only partially funded through the LWVMNEF, then this may be noted in the acknowledgment as indicated above.

#### **CHECKLIST**

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

#### **HOW TO BUY PUBLICATIONS WITH LWVMNEF MONEY**

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

**For Publications of Other Organizations:** Publications published by another organization, including other levels of League, must meet the same IRS criteria as for Projects. Prior approval of LWVMNEF is necessary before purchase. Fill out *Form A-2, Local League Application for Approval to do a Project* and send it to LWVMNEF prior to purchase.

#### **PARTIAL PAYMENT OF PMP WITH TAX-DEDUCTIBLE MONEY**

Each local League has the OPTION to raise up to 50% (to be decided on a case by case basis) of its per member payment (PMP) in the form of tax-deductible contributions to the LWVMNEF. LWVMNEF will establish a separate LWVMNEF PMP Account for each local League that requests to use a tax-deductible contribution to pay PMP.

Funds that have been raised for designated educational projects and deposited in your LWVMNEF account cannot be used to pay your PMP obligation. Specifically designated funds must be used: Your League must explain to donors that their contribution will be used for "general unrestricted purposes, including payment of PMP."

Steps for making Partial Payment of PMP with tax-deductible Money:

1. Ask your donors to make their checks payable to LWVMNEF. Explain that their contribution will be used for general unrestricted purposes, including per member payments to the state League.
2. Each year, send LWVMNEF, attn. Development Staff, a copy of your current fundraising letter which states that part of the contribution may be used for PMP.
3. Use *Form A-1 Deposit Slip* to send donors' unrestricted contributions to the LWVMNEF. **BE SURE TO CLEARLY INDICATE THAT THE DEPOSIT IS INTENDED FOR YOUR LWVMNEF PMP ACCOUNT.**
4. To withdraw funds from your PMP account to make a payment: Send LWVMNEF a request to transfer \$\_\_\_\_\_ (up to 25% of the PMP obligation) from your local League's PMP Education Fund account to LWVMNEF unrestricted funds for partial payment of PMP.

#### **LWVMNEF SHARING POLICY WITH LOCAL LEAGUES**

##### **Corporate Contributions:**

Unless otherwise specified by the donor, your local League will receive 10% of an "unrestricted" contribution of \$500 or more raised by the state League for the LWVMNEF from a corporation in your community or the equivalent of what it received before, whichever is greater.

##### **Annual Appeal Individual Contributions**

For the LWVMNEF Annual Appeal, your local League will receive 25% of an "unrestricted" contribution of \$50 or more if so requested by the donor.



**Check One:**

100

**DEPOSIT SLIP-LOCAL LEAGUE ACCOUNT****DEPOSIT SLIP-LOCAL LEAGUE PMP ACCOUNT**

To: LWVMNEF  
550 Rice Street  
St. Paul, MN 55103  
612/224-5445  
Fax: 612/292-9417  
lwvmn@freenet.msp.mn.us

From: LWW of \_\_\_\_\_  
 Name/Treasurer: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

CHECKS (LIST INDIVIDUALLY)	DOLLARS	CENTS
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

**Check One:**

1001

**DEPOSIT SLIP-LOCAL LEAGUE ACCOUNT****DEPOSIT SLIP-LOCAL LEAGUE PMP ACCOUNT**

To: LWVMNEF  
550 Rice Street  
St. Paul, MN 55103  
612/224-5445  
Fax: 612/290-2145  
lwvmn@mtn.org

From: LWV of \_\_\_\_\_  
Name/Treasurer: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

CHECKS (LIST INDIVIDUALLY)	DOLLARS	CENTS
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL	\$	

**LOCAL LEAGUE APPLICATION FOR APPROVAL TO DO A PROJECT\***

To: LWVMNEF  
550 Rice Street  
St. Paul, MN 55103  
651/224-5445  
Fax: 651/290-2145  
lwvmn@mtn.org

From: LWV of \_\_\_\_\_  
Name/Treasurer: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Who is responsible for the project? \_\_\_\_\_ Portfolio \_\_\_\_\_

Title and Date of the Project: \_\_\_\_\_

\*Please note: this application must be submitted **at least three weeks** before the project is begun.

**Type of Project:**

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

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

**Purpose of the Project:** (Why are you doing this project? What is the need in the community?)

**Details of the Project** (please be specific):

**Who is the project designed to serve? Who will benefit from the project?**

**Project Budget: (Basic Outline)****Income**

\$ \_\_\_\_\_ in your Ed Fund Account  
\$ \_\_\_\_\_ to be raised

**Expenses**

\$ \_\_\_\_\_ Total

**Date of Local League Board Approval:** \_\_\_\_\_



**FINANCIAL REPORT FOR EDUCATION FUND GRANT**  
(How to Get Your Money Back)

To: LWVMNEF  
550 Rice Street  
St. Paul, MN 55103  
651/224-5445  
Fax: 651/290-2145  
lwvmn@mtn.org

From: LWV of: \_\_\_\_\_  
Name/Treasurer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
(Title of Project from Form A-2)

LWVMN Education Fund Grant Requested \$ \_\_\_\_\_

**Income**

Grant from Ed Fund \$ \_\_\_\_\_

Income from other  
sources (if any) \$ \_\_\_\_\_

**Total Income for  
Project** \$ \_\_\_\_\_

**Expenses**

Facility \$ \_\_\_\_\_

Speakers \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Distribution \$ \_\_\_\_\_

Promotion \$ \_\_\_\_\_

Volunteers \$ \_\_\_\_\_

Office & Overhead \$ \_\_\_\_\_

Other ( ) \$ \_\_\_\_\_

**Total Income for  
Project** \$ \_\_\_\_\_

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

**PROJECT REQUEST TO PURCHASE LWVMNEF PUBLICATIONS**

To: LWVMNEF  
 550 Rice Street  
 St. Paul, MN 55103  
 651/224-5445  
 Fax: 651/290-2145  
 lwvmn@mtn.org

From: LWV of \_\_\_\_\_  
 Name/Treasurer: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_

Title of Publication to be Purchased: \_\_\_\_\_

Distribution Plan: \_\_\_\_\_

If for resale, check here ☐

*(If for resale, the local League collects and pays the sales tax at end of calendar year - and thus does not pay sales tax for purchase from LWVMNEF with this order)*

**LWVMNEF PUBLICATION ORDER FORM**

All publications are mailed library rate unless otherwise specified.

\_\_\_\_\_ Will pick up at the office \_\_\_\_\_ Mail First Class \_\_\_\_\_ Other (\_\_\_\_\_)

QUANTITY	LWVMNEF PUB #	TITLE	UNIT PRICE	TOTAL PRICE
Total Publications Cost				
Sales Tax (7% in St. Paul, 6.5% MN)				
Postage & Handling (to be added by office)				
<b>Total (to be billed to local League)</b>				

**REQUEST FOR CASH ADVANCE FROM LOCAL LEAGUE EDUCATION FUND ACCOUNT**

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

LWV of \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Requests cash advance of \$ \_\_\_\_\_ for the purchase of LWVMNEF publication ordered.

(For LWVMN office only)

Approved on \_\_\_\_\_ by \_\_\_\_\_ Cash (\$ \_\_\_\_\_) advanced on \_\_\_\_\_ by \_\_\_\_\_  
 (date) (amount) (date)

Publication sent \_\_\_\_\_ by \_\_\_\_\_ Billed by Invoice # \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_  
 (date) (date)

Local League Account reduced by \$ \_\_\_\_\_ Balance in local League Account \$ \_\_\_\_\_

## **The Secret of Money**

All sources of money have one thing in common: To get it, you have to ask for it!

### **Jean's 10 Rules for Fundraising Success**

1. Ask for what you want ... or take what you get ... it is likely to be less.
2. Assume a YES – it builds your confidence!
3. You can always negotiate down, but never up. Ask wisely.
4. Never talk to the person who can say NO. Save the message for the one who can say YES.
5. NO won't make you shrivel and die.
6. Create opportunities. Have several options ready.
7. People give to people. Know your donor. Send the right asker.
8. People want to back a winner. No more whining!
9. You can't ask others to do what you haven't done. Make your gift first.
10. Thank you ... Gracias ... Danke ... Merci. Spend as much time thanking as you do on asking!

These and other great fundraising tips are detailed in: *Fast Fundraising Facts for Fame and Fortune*, 1997. This book puts the FUN into FUNDraising and is a must-have for non-profit boards, staff and other volunteers who need to develop money, people and in-kind resources for their organization.

### **The Etiquette of Asking**

If there were a "Miss Manners of Fundraising," and all your staff and volunteers got straight 'A's in her "Fundraising Manners" class, it is guaranteed that your success rate would increase. It's often the subtle nuances of asking that trip you up – and that you can easily avoid. Much of the etiquette of asking is based on just plain common sense that you already know!

### **NEVER ...**

Never send a request to "Dear Friend."

Never ask the right Funder for the wrong thing.

Never ask the right Funder at the wrong time.

Never be too busy to thank donors.

Never assume you are the only one asking.

Never disregard a Funder's guidelines.

Never go around the person responsible for dealing with your request.

Never contact a Funder only when you want money.

### ***ALWAYS ...***

**Always** look for ways to collaborate.

**Always** seize an opportunity to involve Funders.

**Always** give plenty of lead time.

**Always** do a quality control check!

From: *Fast Fundraising Facts & Other Essentials*, A newsletter by: Jean Block Consulting, Inc.  
7624 Verona NW, Albuquerque, NM 87120-4500

### **7 Tips for Asking Corporate Donors**

When soliciting corporate donors, keep these things in mind to increase your chance for success:

1. Once you've researched your local corporations, decide where your interests and values match, choose what you will ask for and prepare a package. Call to double-check the exact spelling of all names and titles.
2. Send off your package with a cover letter saying you'll call in two weeks. This gives the recipients a week to open the package and route it to the right person.
2. Call the person to whom you sent the letter and ask to meet in person. The person may say your package is enough, may ask for a specific addition or may want to meet with you. Ask to bring another person and try to get a time in the morning.
3. Once you get the appointment, call at least three charities that get funding from that corporation and ask for their advice.
4. Try to talk to two or three people in the prospect company for suggestions on their corporate culture and needs.
5. Talk to your partner and set goals for the meeting.
6. The ideal partnership for the meeting is one person who has personal experience with the project and another person who can ask for the donation you want.

From: *Successful Fundraising* by Joan Flanagan, Contemporary Books, 2 Prudential Plaza, Chicago, IL 60601



## **EXAMPLES OF USES OF LOCAL LEAGUE EDUCATION FUNDS**

1. Local Studies and the publication of the final product for distribution to the public
2. Panel discussions or speakers on topics of local interest
  - a) education policies
  - b) effects of domestic violence on children
  - c) results of local studies
  - d) affordable housing
  - e) violence prevention
  - f) health care issues/policies
  - g) alcohol and tobacco use by youth
3. Question and answer sessions with local officials
4. Publications available and distributed to the general public
  - a) voter guides for local elections
  - b) directories for elected officials
  - c) newsletter reimbursement
5. Candidate forums
6. Sponsor attendance at UN conference
7. Voter service
  - a) voter registration drives at local festivals/events/openings of new buildings
  - b) Get out the Vote (GOTV) efforts
  - c) Leafleting voting information in local festival parades
8. Purchase publications to contribute to libraries, schools etc.



# ACTION



DEPARTMENT OF THE ARMY

To: Local League Boards  
From: President, Judy Duffy  
Action Co-Chair Kay Erickson  
Action Co-Chair Jane McWilliams

**ACTION TO TAKE:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Note: LL Presidents automatically receive a **CAPITOL LETTER**.

## ACTION



THE LEAGUE  
OF WOMEN VOTERS  
MINNESOTA

## 10 MINUTE ACTIVIST

550 Rice Street • Saint Paul, Minnesota 55103  
Phone 651-224-5445 • Fax 651-290-2145  
lwvmn@mtn.org  
<http://tcfreenet.org/ip/pol/lwvmn>

Make your voice heard on League issues that matter to you! Join Leaguers around the state as a Ten Minute Activist during the 2000 Legislative session. Fill out and return this form and we will notify you when action is needed on those issues you select. You may be contacted 0-6 times per year. You can respond with a postcard or a phone call. This is an important part of our advocacy!

### ☐ YES! I WANT TO BE A TEN-MINUTE ACTIVIST!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Congressional District: \_\_\_\_\_ Legislative District: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I prefer to be contacted by: Phone / Fax / E-mail (Circle one)

#### Issues I will take action on:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Financing Gov't/Taxes               | <input type="checkbox"/> Prevention of Violence    | <input type="checkbox"/> Criminal Justice |
| <input type="checkbox"/> Election/Campaign Reform            | <input type="checkbox"/> Firearms                  | <input type="checkbox"/> Health Care      |
| <input type="checkbox"/> Family and Children's Issues        | <input type="checkbox"/> Natural Resources         | <input type="checkbox"/> Mental Health    |
| <input type="checkbox"/> Equity Issues/Civil Rights          | <input type="checkbox"/> Housing                   | <input type="checkbox"/> Education        |
| <input type="checkbox"/> Reproductive Rights/ Teen Pregnancy | <input type="checkbox"/> Initiative and Referendum | <input type="checkbox"/> Judges           |
| <input type="checkbox"/> Reapportionment                     | <input type="checkbox"/> Other: _____              | <input type="checkbox"/> Unicameralism    |

Mail to: LWVMN, 550 Rice Street, St. Paul, MN 55103 or FAX to 651/290-2145  
Questions? Call 651/224-5445.

If you wish to receive the **FREE** weekly House and Senate publications, call:  
For the Senate BRIEFLY call 651/296-0504; for the House SESSIONS WEEKLY call 651/296-2146 or 800/657-3550.

**CAPITOL LETTER SUBSCRIPTION: Mail / E-mail (circle one)**

☐ I would like to subscribe to the **CAPITOL LETTER**. I enclose my check for \$10 to cover the cost of mailing 6-8 issues with the latest inside information from the League lobbyists on Legislative activity during the 2000 session. (It is not necessary to be an activist to subscribe.)

# CAPITOL LETTER

VOL. XXVI, No. 7  
May 26, 1999  
Judy Duffy, President  
Carol Frisch, VP Action

550 Rice Street • Saint Paul, Minnesota 55103  
Phone 651-224-5445 • Fax 651/290-2145  
[lwvmn@mtn.org](mailto:lwvmn@mtn.org)  
<http://tcfreenet/ip/pol/lwvmn>

## YES, IT HAS COME TO A CLOSE!

The legislative session that was filled with contrasts and great uncertainties adjourned at midnight on May 17. While few would claim great victory on measures the League followed most closely dealing with human needs, there were more smiles than frowns over the final outcomes.

## REBATES AND CUTS.....

The Omnibus Tax Bill includes \$2.9 billion in tax relief with \$1.25 billion in sales tax rebates and \$1.4 billion in across the board income tax cuts (1/2 percent for the lower and higher income brackets and 3/4 percent for the middle income bracket). This is a definite advantage to the upper income earners since the middle- and low-income earners pay a disproportionate share of other taxes.

The sales tax rebate could swell to \$1.3 billion if July 1, 1999 fiscal report shows such funds are available. Eligibility is based on income and property taxes filed on or before June 15, 1997 as well as the amount of property taxes abated in 1997 as part of a flood relief law. The property tax component is included to assure that citizens who did not have enough income to require filing income taxes will be included in the sales tax rebate.

The bill also increases the working family credit for taxpayers with children and provides a credit for working married couples filing jointly (this is a measure designed to correct the "marriage penalty").

Tobacco endowment funds were not used in the rebate or tax cut final bills. (See the report on Health for endowment funds disposition.) However, the \$400 million dedicated by the 1998 legislature to pay for capital investments was tapped--a decision which illustrates that nothing the legislature does is written in stone. Therefore it takes constant vigilance to protect and defend legislation that the League believes is in the best interest of Minnesota citizens.

Following that line of thought, much that was discussed and abandoned for lack of agreement will be revisited in coming sessions.

**Government issues** such as initiative and referendum, campaign finance reform, the gift ban, conduit funding, legislator lobbying bans, a unicameral legislature, reproductive choice just to name a few will certainly be on the docket on February 1, 2000. This session saw the House pass legislation to reform campaign finance and promote legislative ethics while the Senate was more inclined to dismantle existing laws. Conversely, the Senate would not accept the reproductive choice limitations that were part of the House's Health and Human Services package. We had friends in both places. The League has no position on a unicameral legislature and there is an active campaign to place this on the 2000 ballot as a constitutional amendment. How would League positions have fared in 1999 in one house? Hard to say but intriguing to contemplate.

**Voting Laws** did not receive much attention in this session but a provision that would allow any voter registered in Minnesota to vouch for someone who wishes to register was passed. Formerly the person had to be registered in the same county as the potential registrant.

**CHILD CARE:** Carol Frisch (612/829-0604)

*LWVMN Position: Support of coordinated public policies and funding to ensure safe, affordable, quality child care throughout the state.*

The omnibus family and early childhood appropriations bill increases major funding for child care. Programs that provide care and development for children would receive \$406.9 million in state and federal funds over the next two years. The money would be divided among welfare child-care programs, the basic sliding fee program, early childhood education and Head Start.

Waiting lists for the Basic Sliding Fee program would remove about 3,000 of the 7,000 parents currently on the list. The bill would raise family co-payment fees to help pay for increased aid.

Also included are provisions to expand the at-home infant care program and to require counties to pre-determine a family's eligibility for child-care assistance before placing them on a waiting list.

## HOUSING

*LWVMN Position: Support an active state role in providing long term decent and affordable housing for very low-, low-, and moderate income households.*

Legislation was passed which would give the Minnesota Housing Finance Agency \$120.5 million for the biennium an increase of \$45 million. The purpose is to address the shortage of affordable housing. \$30

million would be directed to preserving federally subsidized rental housing.

Also included is a proposal to provide stability for homeless families with children combining housing services, job training and social services. One million dollars was appropriated for the project.

Additional appropriations are:

- ◆ \$1.8 million for homeownership assistance
- ◆ \$8.6 million for rehabilitation projects
- ◆ \$1.2 million for mortgage foreclosure prevention
- ◆ \$6.5 million for homelessness prevention.

## EDUCATION

*LWVMN Position: All Minnesota children should have equal access to a good public education. State funding for education should be at a level that makes programs of comparable substance and quality available to all.*

The Omnibus Education Funding bill provides the largest increase in education funding in over ten years. The \$7.9 billion for K-12 education for the biennium allows for a 4.7% increase in the general education fund in 2000 and a 3.2% increase in 2001 contingent upon the November revenue forecast.

There is an additional \$42 million to help close the gap in funding between school districts. Equity revenue would provide additional money on a sliding scale to districts that have less than the state's average per-pupil funding based on combined state and local revenue.

**HEALTH CARE:** Mary Lou Hill, lobbyist (612/374-4218)

*LWVUS Position: The League of Women Voters of the United States believes that a basic level of quality health care at an*

*affordable cost should be available to all U.S. residents.*

**Patient Protection:** A new form of complaint resolution for health plan companies and an external review process has been established.

**MinnesotaCare:** The provider tax supporting MinnesotaCare has been retained at 1.5 percent. It had been scheduled to rise to 2 percent in 2000. This appropriation from the general fund was vetoed by the governor on May 25. He objects to the source of the funding, not the intent of the law.

**Nursing Home Restraints:** A nursing facility may provide restraints to a resident under specific conditions.

**Health Care Workers:** A 4 percent salary increase in 2000 and a 3 percent increase in 2001 provided for nursing home, group home and home health care workers.

**Tobacco Endowments:** A total of \$1.3 billion in nonrecurring tobacco payments is due by 2003. To date \$968 million has been received and the legislature has established the following endowments:

- ♦ \$387 million for statewide tobacco prevention to be administered by the State Dept. of Health that will provide \$19 million a year for advertising and other tobacco prevention efforts;
- ♦ \$203 million for public health that will produce \$10 million a year, half dedicated to community antismoking efforts and half to fighting other youth health risks;
- ♦ \$378 medical education endowment providing \$19 million a year to be split among 16 clinical training sites around the state and the University of Minnesota Academic Health Center.

The Minnesota Families Foundation was not funded. Conferees said the plan would be on the table when the 2001 legislature considers how to handle another \$402

million in one-time tobacco payments. The principal for the endowments will be preserved with about 5 percent in annual investment earnings to be spent on programs.

The rest of the \$6.1 billion settlement is to be paid in annual installments of more than \$200 million for as long as tobacco is sold in Minnesota.

**NATURAL RESOURCES:** Stephanie Henriksen, lobbyist (507/645-7086)

*LWVMN Position: Promote an environment beneficial to life through the protection and wise management of natural resources in the public interest by recognizing the interrelationships of air quality, land use, waste management and water resources.*

**Feedlot Update:** A major accomplishment in the 1998 session was the Generic Environmental Impact Statement on Animal Agriculture. The scoping document was completed in December 1998 and the final report is scheduled for the year 2000. (Helen Palmer LWV serves on the Citizen Advisory Committee.)

LWVMN was among a large coalition of groups supporting a two-year moratorium on permitting of more industrial scale livestock operations while this study is carried out. Unfortunately this suspension on permits over 750 animal units did not pass last year and there has been continued pressure from large livestock interests in this legislative session to relax current regulations.

HF1235 (Swenson, R-Nicollet) and SF692 (Dille R-Dassel) passed both chambers, went to conference committee and was passed by both houses. Troublesome provisions include exempting feedlots over 1,000 animal units from hydrogen sulfide standards for 21 days of the calendar year (during agitation and spreading of liquid manure) and removing "connected actions" for the purpose of environmental review.



**Governor Ventura vetoed the feedlot provisions on May 25.**

**MENTAL HEALTH:** Pat Bugenstein, lobbyist (612/888-5309)

*LWVMN Position: Support of a comprehensive and coordinated system of programs and services for mentally ill adults and emotionally disturbed children and adolescents. Priority should be given to persons with serious and persistent mental illness and/or acute mental illness.*

Many of the bills relating to mental health were included in the Health and Human Services Omnibus Bill which was hotly debated up to the final hours of the session.

Legislation was passed dealing with the adult mental health initiatives. If you recall the 1996 legislature authorized mental health pilot projects to encourage and support local multi-county system designs that resulted in an expansion of community based mental health services and reduced reliance on more restrictive and costly institutional care. The 1997 legislature provided funding to expand these projects statewide. The projects have generally worked well and have enabled more people to receive appropriate services in the community. This year, the Governor asked for authority to remove the pilot designation and required a report from DHS in 2 years.

Another refinement was made in case management funding. The funding had been changed in 1998 for adult case management effective July 1, 1999. In the process of working with counties and others to implement the changes, DHS became aware of technical corrections that are needed to make the new system work as it was intended. The legislature agreed with the proposed changes.

Another refinement of previous legislation was dealt with in regard to case manager staff qualification. Last year the legislature

allowed DHS to grant waivers to prospective case managers to substitute experience for a degree. This year a coalition of social workers and others proposed legislation to repeal the waiver provision and substitute broader language based on national case manager standards recommended in a federally funded study. The new standards add a new category of "case manager associate" which allows substitution of specific types and amounts of experience for a degree. A case manager associate can perform the same duties as a case manager but with additional supervision. This legislation passed.

Group residential housing service rates for facilities other than Rule 12 funded facilities will increase 2% on January 1, 2000.

The Mentally Ill Crisis Housing Program was transferred from the Housing Finance Agency to DHS. This program helps people retain their housing while they are hospitalized or in a residential facility. It has operated on a base of \$74,000 per year under contract from DHS to the Minnesota Housing Partnership. As more people have learned about this successful program, demand has grown. DHS has used one time savings from other programs to meet current demand. This year the legislature agreed to increase ongoing funding to \$224,000 per year.

The 1998 legislature approved greater flexibility in locations where day treatment can be provided. As DHS worked with providers to implement the change, it became apparent that three different rules regarding clinical supervision standards might apply depending on the mix of locations offered under the new flexibility. This year DHS proposed and the legislature agreed that providers could choose among the clinical supervision standards contained in 1) Rule 47 day treatment standards, 2) Rule 47 home-based standards, or 3) Rule 29.

The 1997 legislature approved development of comprehensive managed care demonstration projects for people with disabilities. Work is underway to implement these projects in Olmsted County and a group of counties working with Blue Earth County. This year DHS proposed three payment adjustments that had been worked out with the participating counties. Payment adjustments would be made for risk sharing during the initial years of these projects, increases for external advocacy and an increased capitation rate to reflect higher regional treatment center charges. The legislature adopted the proposed changes but at a lower level than recommended.

To comply with federal requirements, the legislature agreed to eliminate the current prohibition against provision of medical assistance funded home health services in facilities licensed by the Dept. of Health. This may make additional services available for residents of Rule 36 facilities. The human services bill also amends the Commitment Act to clarify that health plans are not excused from providing medically necessary services if the services are ordered by a court under the Commitment Act. In addition, counties are required to seek input from the patient's health plan as part of the pre-petition screening process. A separate bill provides for an external appeal process if a health plan denies a covered service. The same bill requires that within a health maintenance organization's service area, the maximum travel distance or time shall be the lesser of 30 miles or 30 minutes to the nearest provider of mental health services. Previously the standard was 60 minutes or 60 miles.

Effective July 1, 2000, the income standard for Medical Assistance is increased by 3 percent in determining eligibility.

The bill allows a limited exemption from current work experience requirements for mental health practitioners who are fluent in the non-English language of their clients. This change was proposed by a day

treatment program that has had difficulty finding staff who meet current requirements for mental health practitioners and who are fluent in Hmong.

Last year's legislation included a one-time allocation of \$65,000 for community support services for deaf and hard of hearing adults with mental illness. This year the legislature expanded that to \$100,000 per year but only for this biennium.

The legislature agreed to a proposal developed by DHS in consultation with stakeholders to make personal care attendant (PCA) services more flexible and responsive to individual recipients' needs and preferences. Changes include allowing supervision by a mental health professional instead of a registered nurse, and allowing a recipient to use a fiscal agent rather than a PCA provider organization to supervise the PCA.

The legislature adopted DHS's proposal to expand current MA coverage for family community support and home-based services for children with severe emotional disturbance up to age 21. The expanded services include crisis services and behavioral aides. In addition, the bill includes Hennepin County's proposal which implements medical assistance for children's residential treatment and requires DHS to present proposed legislation to the next session regarding expansion of medical assistance for adult rehabilitation services and targeted case management for vulnerable adults.

After extensive consultation with stakeholders regarding the role of state operated provision of services (SOS) for people with disabilities, DHS proposed legislation to continue transition of SOS funding from the general fund to enterprise activities which are funded through fee revenues (usually public and private health insurance). This is a marketplace approach than can be more responsive to changing needs of individuals with disabilities. The

legislature authorized DHS to transition adolescent and physician services to enterprise activities and required DHS to study and make recommendations to the legislature regarding other state-operated services that could be transitioned to enterprise activities.

Included in the bill is \$100,000 for the Dept. of Health to study suicide issues and develop a suicide prevention plan by January 15, 2000. The legislature passed a proposal to allow MA to pay for physician consultation via interactive video. This authorization is only provided for two years and will expire July 1, 2001 unless extended.

The legislature also adopted a DHS proposal to expand medical assistance eligibility for disabled people who are employed. People with income above 200 percent of federal poverty guidelines and with assets below \$20,000 will be able to obtain medical assistance with an income-based premium. This is sometimes referred to as the "Medicaid buy-in."

The reduced fee of 50 cents for a Minnesota ID card for persons with mental illness was passed into law.

And lastly it is sad to relate that despite efforts by the League, the Mental Health Association and the Alliance for the Mentally Ill of Minnesota, the legislature did not increase the current base of \$825,000 per year for employment support services for persons with mental illness. It goes without saying that we're tremendously disappointed but in an odd sort of way we were glad that as much of the mental health agenda did get through. Certainly it was a very odd session, and frankly I heaved a sigh of relief when the last omnibus bill passed. I was watching on television at home and my anxiety rose as the clock ticked on. Never have I heard them speak as rapidly on the floor as they did in the last half hour!

Thanks to all you leaguers who made calls. I always tell my fellow lobbyists that I think we have the best, brightest and most dedicated grassroots that an organization can have. Thanks again.

*Editor's Note: We have just been informed that Pat has received an award from the Mental Health Association for her tireless advocacy. Congratulations!*

**FIREARMS:** Lynne Westphal, lobbyist (612/941-8493), Mary Lewis Grow, lobbyist (507/645-5378), Mary Mantis, intern (651/644-1156)

*LWWUS Position: Protect the health and safety of citizens through limiting the accessibility and regulating the ownership of handguns and semi-automatic assault weapons.*

*LWVMN Position: Action to support restrictions on the sale, use and possession of firearms by private parties in the State of Minnesota.*

This year in Minnesota only one major gun bill made it into law. As of August 1, sheriffs and police chiefs will be able to sell confiscated firearms to federally authorized dealers. After much debate, Hennepin and Ramsey County Boards may restrict their respective sheriffs from selling confiscated guns. (Semi-automatic military assault weapons will, as in the past, continue to be destroyed.) Under current statute law enforcement agencies keep 70% of the profits from these gun sales. The question was asked, "Why would police want to risk more guns back on the streets? Is it because their departments are underfunded?"

After ten years of gun violence prevention work, we have begun to wonder if the history of America's acceptance of the gun culture will be described in terms of "before Littleton" and "after Littleton." Rest assured if we don't continue to SPEAK UP as individuals, if we don't turn the Littleton tragedy into a national watershed moment, those who profit from gun sales will go back

to business as usual. Some of their business is to stop sane gun laws like Congresswoman Carolyn McCarthy's Children's Gun Violence Prevention Act and President Clinton's Gun Enforcement and Accountability Act. Of course, the NRA will continue to claim "We have too many gun laws on the books and they are not being enforced...we need to get criminals off the street." In the past this organization has successfully lobbied behind the scenes in Congress and in state legislatures to make certain that the BATF and other law enforcement agencies are underfunded i.e. not enough money for computers, programs and people power.

We also need to press our elected officials to pass strong campaign finance reform. Only then will single issue groups no longer be able to legally give ten of thousands of dollars to our elected officials.

Apparently Sen. Rod Grams (R-MN) has not heard from enough of us. He continues to vote against gun violence prevention bills. He was the only senator in the Minnesota, South Dakota, North Dakota, Wisconsin contingent to vote against an agreement to require background checks for all firearms transactions at all gun shows and pawn shops.

This summer, the gun manufacturers will continue to ride the safe storage of guns bandwagon.. Meanwhile members of this same group have now developed a gun that doesn't show fingerprints. We should ask, "Who will benefit from a fingerprint proof gun?"

Our children should ask, "Why do we have to live in a handgun saturated country? Other developed countries don't tolerate non-sporting weapons they way we do. Why do we have to live in fear this way? Is this freedom?"

Parents must ask the question of their children's playmates' parents, "Do you keep guns in your house? If you do, are they

safely stored, out of reach of children?" Everyday in America, an estimated 1.2 million children come home to a house containing a loaded gun and no adult is present. Summer vacation is upon us. Ask! Every year in America, 5,000 kids are shot to death. Ask!

On a positive note, Colorado Governor, Roy Romer wrote all of his fellow state governors about Mary Lewis Grow's successful anti-gun violence programs and activities for our schools. The next National Day of Concern for Schools and the National Student Pledge will occur on October 21, 1999. If you wish to find out more about options for schools, gun violence prevention programs, progress reports, books for children, or just to thank her for many years of dedication to our children's safety, she may be reached at : 112 Nevada Street, Northfield MN 55057; Phone: 507/645-5378; FAX 507/663-1207; e-mail [mlgro@microassist.com](mailto:mlgro@microassist.com) or check out her website at <http://www.pledge.org>.



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Unicameral Legislature  
Informational Packet

October 1999

## **POLICY BRIEF**

**Minnesota House of Representatives**

**Research Department**

600 State Office Building

St. Paul, MN 55155

August 1999

Tom Todd, Legislative Analyst  
651-296-5048

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# **Unicameral or Bicameral State Legislatures: The Policy Debate**

Political scientists and students of legislatures have long debated the relative merits of bicameral and unicameral state legislatures. (Nebraska is the only single-house state legislature in the country; the others are bicameral.) This publication attempts to summarize the arguments commonly advanced on both sides of this debate. The arguments are arranged in categories as follows.

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## Representation and Responsiveness

**Which legislative system provides better, more responsive representation? For whom?**

Unicameralists say that two houses no longer serve a representational purpose in state legislatures, because the members of both houses are elected by and serve the same constituencies. Bicameralists say that a larger, two-house legislature is more complexly representative of the multiplicity of interests in diverse societies. Both sides assert that their favored structure is more responsive to the people and less susceptible to control by powerful minorities.

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**Dual representation.** Bicameral state legislatures are no longer necessary for representational purposes, because the courts now require that the members of both houses be elected from equal population districts. In earlier times, bicameral state legislatures may have served a representational purpose: during the period of the American revolution, in some states the two houses represented somewhat different socio-economic groups; 50 years ago, members of the two houses of state legislatures represented somewhat different political communities (e.g., counties, cities, city wards). The two houses of Congress continue to represent different constituencies (state districts and population districts). But in state legislatures today, the members elected to the two houses are essentially duplicate representatives of the same population districts. Therefore, bicameral state legislatures can no longer be justified on representational grounds.

**Responsiveness to the majority.** The unicameral system favors rule by the majority. Because the unicameral legislative structure and process are simple, straightforward, and open, a unicameral legislature is more likely to represent and respond to the preferences of the unorganized mass public.

**Responsiveness to diverse and minority interests.** What counts in responding to diverse and minority interests is not the number of legislative bodies, but a good electoral system and the use of methodical, time-consuming legislative practices to ensure that all interests are heard and all viewpoints carefully considered. Because its decision-making process is relatively simple and efficient, a unicameral legislature has the time to provide a fuller and fairer hearing to all

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**Dual representation.** A citizen in Nebraska has one representative in the state legislature; a citizen in Minnesota has two. Dual representation increases the probability that legislators and constituents will have direct contact and that citizens or communities petitioning for legislative action will get a hearing from a sympathetic representative or one with helpful connections. Further, members of the two houses provide important and useful variations in representation, even though all are elected from population districts. House members represent smaller, more cohesive constituencies, while senators represent larger, more diverse districts. Also, the senator and the representatives from a legislative district are not like peas in a pod: they serve different terms of office, sit on different committees, are differently situated, employed, and connected within the district, and may belong to different political parties.

**Responsiveness to the majority.** The founders adopted the bicameral structure deliberately to frustrate simple majority rule. Double representation in a bicameral legislature fosters the balanced representation of rival interests, a more just and inclusive goal than mere majority rule.

**Responsiveness to diverse and minority interests.** The bicameral structure is more complexly responsive to the multiplicity of public interests in diverse societies. Two legislative bodies—with different membership, terms of office, perspectives, leadership, and customs—bring a valuable diversity of outlook to legislative decisions. The members and committees of one house often afford a fuller or fairer hearing of a particular bill, issue, or point of view than the other house. As a result, the bicameral



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<p>interests and points of view. Extended consideration of an issue by legislators in one house is more likely to deepen understanding than hasty consideration by duplicate legislators in two houses.</p> <p><b>Responsiveness to powerful interests.</b> The transparency of the unicameral system reduces the influence of professional representatives of powerful interests and enhances the influence of less organized and moneyed citizen groups. The bicameral system, with its complex procedures and numerous, often hidden points of access, favors those who have the time and knowledge to play "inside ball." In particular, the concentration of decision-making authority in conference committees enables the paid lobbyist to influence legislative activity unobtrusively and, by swaying only a few members, to impede or advance legislation without respect to the will of the majority.</p>	<p>legislative process is more likely to give voice and effect to disparate points of view and protect the rights and interests of various minorities.</p> <p><b>Responsiveness to powerful interests.</b> When power is divided and diffused, as it is in a bicameral system, the professional representatives of powerful interests must win the support of a larger number of leaders, committee chairs, and members. The dispersion of authority through two houses makes it more difficult for the paid lobbyist to affect legislative activity by influencing just a few members. In a unicameral system, on the other hand, with just one house and fewer key legislators, managing outcomes is easier. Nebraska bears this out, being known among political scientists as (in the words of one) "almost heaven" for special interest lobbyists.</p>

## Stability of the Law

**Is a bicameral legislature inherently more stable, more restrained in its actions, and therefore more likely to preserve a desirable steadiness and reliability in the law?**

Bicameralists say that a two-house legislature better balances the competing values of responsiveness to the people and stability in the law, and that a unicameral legislature would be more mutable in its membership, inconstant in its actions, and apt to be unwisely swayed by fleeting waves and large tides of popular sentiment. Unicameralists say that the modern practice of electing the members of both houses of state legislatures from the general populace in the same population districts has vitiated the supposed moderating effect of the bicameral structure, and that a properly organized unicameral legislature would not be more volatile or erratic than a bicameral one.

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<p><b>Legislative stability and restraint.</b> The founders' theory of bicameral stability—in which the momentary passions of popular majorities expressed in the House would be restrained by wiser, more conservative representatives of wealth and property in the Senate—is a relic of history. For a long time now, the members of both houses of state legislatures have been chosen by and from the citizenry at large within the same voting</p>	<p><b>Legislative stability and restraint.</b> The founders valued stability in the law and, therefore, restraint and continuity in lawmaking. They believed that a legislature composed of two independent bodies of lawmakers is inherently more stable in membership and temperate in thought and action than a one-house legislature. This conviction did not depend on the idea of an aristocratic Senate: it was held by the founders throughout the revolutionary and</p>

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<p>districts, without destabilizing the legislature. There is little reason to suppose that a unicameral legislature, so chosen, is more volatile or erratic than a bicameral one.</p> <p><b>Balancing responsiveness and stability.</b> Nebraska's legislature illustrates how a unicameral legislature can balance the virtues of responsiveness to the people and stability in the law. Legislators in Nebraska serve four-year, overlapping terms of office. Therefore, during each biennial legislative session, half of the members of the Nebraska legislature know that they will face the voters at the next election, while the other half, whose terms continue, tend to bring a longer view to the same decisions. With the terms of its members overlapped in this way, Nebraska's unicameral legislature can be responsive to the concerns of the citizenry at each election without excessive mutability either of membership or policy.</p>	<p>early national period, even as both houses of state legislatures were coming to represent the same constituencies. It is still valid.</p> <p><b>Balancing responsiveness and stability.</b> In Minnesota's bicameral system, members of the House, all accountable to the people in small districts statewide every two years, tend to respond quickly to changing popular sentiment, while senators, who serve a four-year term of office and larger districts, tend to bring a longer and wider view to the same decisions. This natural balance of responsiveness and restraint is not possible in a unicameral legislature, because overlapping four-year terms (as in Nebraska) disenfranchises half the state at every election, while universal two-year terms destabilizes the legislature, making it more vulnerable to control by a succession of transient majorities.</p>

## Accountability of Legislators

**Which legislative system better enables voters to hold their elected representatives to account for legislative actions?** Unicameralists say that a unicameral legislature would be more accountable to the electorate, because the simplicity and transparency of the unicameral legislative process permits voters to better fix the responsibility of individual legislators for legislative actions. Bicameralists say that the bicameral legislative process is actually more open to public view and public accountability, and that a unicameral legislature would not necessarily remedy, and might actually worsen, the real accountability problem—allowing a few legislators to impose legislative decisions on the general membership.

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<p><b>Accountability and procedural simplicity.</b> Legislators in a unicameral system are more accountable to the electorate, because the simplicity and directness of the unicameral legislative process encourages citizens to pay attention to legislative activity and permits them to better follow and understand the actions of their representatives. Knowing that they are under more and better scrutiny back home, unicameral legislators naturally feel more accountable and alert to constituent concerns and interests. In a bicameral legislature, on the other hand, accountability is weak, because the</p>	<p><b>Accountability and procedural simplicity.</b> Observation does not support the unicameralist's belief that procedural simplicity enhances the accountability of elected officials by fostering citizen vigilance and comprehension. The citizenry of Nebraska is not noticeably more mindful or informed of legislative activity than the citizenry of bicameral states like Minnesota; and Nebraska legislators are not known to be more alert to constituent interests than Minnesota legislators. Accountability would benefit more from continuing efforts to clarify and streamline the bicameral</p>

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complexity of the legislative process discourages and confuses citizens attempting to follow the activities of their representatives so as to hold them to account for their part in legislative decisions.

**Accountability and procedural openness.** A unicameral legislature is more accountable to the electorate than a bicameral legislature, because the unicameral legislative process is more open to public view. In a unicameral legislature, decisions are made in public settings—either in standing committees or on the floor—where legislators speak and vote in full view of the media and the public. In the bicameral legislative process, in contrast, the fulcrum of legislative decision-making shifts from the standing committees and the floor to negotiations between the two houses—where a few leaders and the members of a few conference committees from each house make the most important legislative decisions in relative privacy and obscurity. Because its pivotal decision-making processes—inter-house negotiations—are so removed from public view and resistant to public comprehension, a bicameral legislature is necessarily less accountable to the voters than a unicameral legislature.

**Accountability and the second house.** The bicameral structure undermines the accountability of individual legislators by clouding their responsibility for decisions. Legislators in one house can blame decisions on the other house. They can vote for a measure they oppose, or against one they favor, knowing that the other house will reject the result. They are impelled to design legislation not on the merits but rather as ploys to improve their bargaining position with the other house. Members of a unicameral legislature cannot disguise, yield, or distort their decision-making responsibility in these ways. As a result, citizens are able to fix responsibility for decisions and hold legislators to account for their actions.

**Accountability and conference committees.** The bicameral system undermines the accountability of rank-and-file legislators by shifting decision-making authority from the general membership to conference committees. Because the general membership cannot amend the reports of conference committees (nor usually, because

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process (e.g., earlier deadlines, longer lie-over periods for major bills, less reliance on conference committees) than from imposing a new and unfamiliar system of government.

**Accountability and procedural openness.** A bicameral legislature is more accountable to the electorate than a unicameral legislature, because the bicameral legislative process is more open to public view. Conference committees nowadays operate mostly in public: much like standing committees, they engage in public debate, take public testimony on disputed issues, make decisions in public, and conduct some negotiations in private. Conference committees actually serve to open up the legislative process, because they provide a forum for public debate and testimony on contentious issues after initial floor action on bills, and because they focus public attention on the final negotiations on these issues among key legislators, executive officials, and interest groups. Without conference committees, the public will have no opportunity to be heard on crucial floor amendments, and final negotiations on contentious issues will shift from a relatively open setting to private meetings prior to floor action on bills.

**Accountability and the second house.** To diffuse governmental authority—which is a central purpose of legislatures in democratic societies—is to diffuse responsibility. When a group of people make decisions on complex matters using parliamentary procedures, the responsibility of each member of the group will always be ambiguous. For this reason, the absence of a second house, though it may change tactics, will not end strategy: unicameral legislators will continue to jockey to improve bargaining position and to yield or divert responsibility for outcomes to others—other members, committees, committee chairs, political party caucuses, legislative leaders, and the governor.

**Accountability and conference committees.** The culprit in this unicameralist complaint is not conference committees so much as the practice of concentrating important decisions in a few bills brought from committee to floor in the closing days and hours of the legislative session—a practice that could just as well afflict a



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<p>of time constraints, even reject them), the decisions of conference committees are effectively final. Consequently, rank-and-file legislators who do not serve on important conference committees are able to disclaim responsibility for legislative decisions by blaming them on conference committees. In a unicameral legislature, members cannot hide behind conference committee decisions. Each member is fully responsible for voting on bills on the floor and can be held to account for those actions by the voters.</p>	<p>unicameral legislature, with more pernicious results. The accountability of individual legislators can be enhanced, if need be, within the bicameral structure, simply by reducing the authority of conference committees (e.g., by using joint committees more and conference committees less; changing legislative rules on conference committee appointments, authority, and procedures; and imposing deadlines and lie-over requirements on conference committee reports).</p>

## Authority of the Legislature

**Which legislative system gives greater authority and effect to the decisions of the legislature and individual legislators? Could the legislature be too authoritative?**

Unicameralists say that eliminating friction, rivalry, and contention between the two houses would give the legislature and individual legislators greater prestige, independence, and authority and permit more decisive and effective legislative action. Bicameralists say that a larger, two-house legislature inherently possesses more capacity and expertise, and therefore greater independence and authority, and that a unicameral legislature would unwisely concentrate the state's governmental power.

UNICAMERALIST	BICAMERALIST
<p><b>Legislative authority.</b> The bicameral system divides legislative authority between two houses with competing sets of members, committees, and leaders. Partitioning the legislature in this way diminishes its authority and effectiveness in dealing with the executive branch of state government and with the federal government. The unicameral structure, by concentrating legislative power in the members and leaders of one house, enhances the prestige, independence, and authority of the legislature. A strong legislature is able to deal more effectively with the governor and the executive branch and to represent the interests of the state more forcefully on the national level.</p>	<p><b>Legislative authority.</b> Because a bicameral legislature has more legislators, committees, and leaders, it possesses inherently more capacity and expertise, and therefore greater authority and independence in relations with the governor and other agencies of government. A unicameral legislature is weaker, because it has fewer legislators and committees available to acquire and apply specialized knowledge, oversee the executive, and serve the same number of citizens. Nebraska's legislature is not a uniquely prestigious or influential force in state government, compared with bicameral state legislatures; and some evidence (e.g., pay, authority, turnover) suggests the contrary.</p>



UNICAMERALIST	BICAMERALIST
<p><b>Member authority.</b> Individual legislators in a unicameral system can act more decisively and with more certain effect, because their authority is not shared with the members of another house. A bicameral legislature, in contrast, does not repay industrious, diligent legislators: the members of one house often devote considerable time and attention to an issue, only to have their efforts brushed aside, frustrated, or overlooked by the other house.</p> <p><b>Legislative effectiveness and gridlock.</b> Decisive, timely, and effective action cannot be expected from any institution with two governing bodies. The bicameral system hamstringing legislative decision-making and hinders public business of consequence. Jealousy, friction, and rivalry between the members and leaders of the two houses make lawmaking difficult, sometimes even impossible.</p> <p><b>Concentration of governmental power.</b> The unicameral system corrects the modern concentration of power in the executive and judicial branches of government. The founders lived in an age of burgeoning legislative power; hence they feared a strong legislature and sought to inhibit its ability to act. But we live in an age of executive, bureaucratic, and judicial dominance, when the problem with legislatures is infirmity, not prowess. By concentrating and increasing the authority of the legislature, the unicameral structure restores the proper balance of power among the three branches of state government.</p> <p><b>External constraints on the legislature's power.</b> Although the authority of legislators in a unicameral system is not limited by a second house, members are nonetheless constrained by powerful countervailing external forces: they are more accountable to the electorate; and the executive veto and judicial review remain as constitutional protections against legislative excess.</p>	<p><b>Member authority.</b> Bicameral legislatures do not lack for capable and effective legislators. If individual legislators in a unicameral system have more authority and less annoyance, it is only because they can act alone, without the impediment of having to convince their counterparts in another house. That is one of the purposes and effects of the bicameral system: to limit and restrain the power of legislators.</p> <p><b>Legislative effectiveness and gridlock.</b> Government should be limited and making laws should be difficult. A divided, rivalrous government inhibits the concentration and misuse of governmental power. Also, contention between the two houses may reflect the views of the people. If gridlock is the issue, it would be better addressed by a nonpartisan or parliamentary system than by a unicameral one.</p> <p><b>Concentration of governmental power.</b> The unicameral system unwisely concentrates in one house the solemn power to make law and conduct other public business (e.g., spend money, impeach and try public officials). The founders—knowing the long history of impulsive and tyrannical legislatures—considered this to be the most dangerous branch of government, the greatest threat to the liberties of the people. They sought to curb the lawmaking power, not only by dividing it with the executive but by partitioning the legislature internally. The unicameral system removes one leg of the balanced, three-legged stool of lawmaking in the bicameral tradition.</p> <p><b>External constraints on the legislature's power.</b> The electorate, the executive veto, and judicial review are blunt and untrustworthy instruments of control, external to the legislative process. They are no substitute for the safeguard of restraining the legislature's power by dividing the legislature itself.</p>

## Concentration of Power within the Legislature

**Does either legislative system bring about an undesirable concentration of power inside the legislature?** Bicameralists say that a single-house legislature would concentrate the lawmaking power in the hands of fewer legislators and eliminate essential constitutional restraints on the concentration of power within the legislature. Unicameralists say that the bicameral structure concentrates power in the handful of members who serve on important conference committees and the leaders who appoint them, and that unicameral legislatures elsewhere do not over-concentrate power within the legislature.

UNICAMERALIST	BICAMERALIST
<p><b>Concentration of legislative power.</b> The bicameral system concentrates decision-making power in the hands of a few members—those who serve on important conference committees and the leaders who appoint them. Because the legislature as a whole cannot amend the reports of conference committees (nor usually, because of time constraints, even reject them), the bicameral system permits a few well-placed legislators to impose their views on the membership of both houses.</p>	<p><b>Concentration of legislative power.</b> The unicameral system concentrates decision-making power in one house—where bill authors, committee chairs, and leaders possess singular power, unchecked by co-equals in another house. In a unicameral legislature—perhaps especially in a large one—power and policy can fall more easily under the unrestrained hand of a single strong leader, committee chair, caucus, or group of legislators.</p>
<p><b>Internal constraints on power.</b> The members of the legislature choose their leaders, and they also adopt the rules of procedure that allocate power to those leaders. Therefore, the members of a unicameral legislature can readily compensate for the absence of countervailing powers in a second house by choosing leaders carefully and by adopting rules of procedure that limit the authority and influence of leaders and committee chairs.</p>	<p><b>Internal constraints on power.</b> The bicameral system disperses power among legislators constitutionally, rather than relying on legislators themselves to limit the authority of their leaders. As for conference committees, a bicameral legislature can reduce their sway, if it wishes, by changing the legislative rules and practices governing conference committee appointments, procedures, scope of authority, and deadlines.</p>
<p><b>Experience elsewhere.</b> The unicameral system does not over-concentrate the legislative power in Nebraska or in democratic nations that have single-house legislatures.<sup>1</sup> In Nebraska's unicameral legislature, on the contrary, power is more dispersed than in the typical bicameral legislature. Leadership authority in the Nebraska legislature is divided among several legislators and committees, and the general membership elects not only the leaders but the chairs of committees as well.</p>	<p><b>Experience elsewhere.</b> The dispersion of power in Nebraska's unicameral legislature is the result of unique conditions there—the small number of legislators (49), entrenched decentralist legislative customs and traditions, and the absence of political party caucuses and caucus leaders. These conditions do not apply in more populous states with larger, partisan legislatures accustomed to operating with strong political caucuses and caucus leaders. As for the unicameral systems in other nations,</p>

<sup>1</sup> The following western democracies have national unicameral legislatures: Finland, Israel, Luxembourg, Denmark, Sweden, and New Zealand. The latter three have converted from bicameral to unicameral structures since World War II. Other jurisdictions, like Iceland and Norway, have legislatures that are elected on a unicameral basis but divide into two houses after election for purposes of processing legislation. Others, like Canada and Britain, have bicameral national legislatures, but practical legislative power is heavily concentrated in one house. Canada's provinces all have unicameral legislatures.

UNICAMERALIST	BICAMERALIST
As a consequence, rank-and-file legislators have more real authority in Nebraska than they do in most bicameral legislatures, where power in each house is concentrated in one or two leaders and the members of a few conference committees.	they are parliamentary systems, where power is supposed to be concentrated in fewer hands—the ministers of government.

## Quality of Decision-Making

**Which legislative system makes for a better legislative process and better legislative decisions?** Bicameralists say that the bicameral legislative process promotes quality results by slowing decision-making, by creating more opportunities for second thought before final action, and by requiring that all actions have the approval of two independent groups of lawmakers. Unicameralists say that the bicameral structure actually shortcuts deliberation and engenders carelessness and error in lawmaking, whereas the simplicity of the unicameral legislative process fosters slower, more deliberate, careful decision-making. Both sides assert that their favored structure makes for greater citizen participation and therefore provides lawmakers with better information on which to base decisions.

UNICAMERALIST	BICAMERALIST
<p><b>Deliberative process.</b> In a unicameral legislature, committees and members are able to proceed slowly and carefully, because they are relieved of the need to move legislation through a cumbersome legislative process involving two houses. By virtue of the directness and simplicity of its process, a unicameral legislature has the time to give the ideas of legislators and citizens a more thorough airing and a more exacting consideration than is possible in the accelerated, duplicate proceedings of a bicameral legislature.</p> <p>Bicameral legislatures, in contrast, are notorious for scurry. To get bills through time-wasting, duplicate proceedings in two houses and conference committees, the bicameral legislature is forced to take shortcuts and use fast-track procedures that condense committee and floor debate and eliminate opportunities for deliberation and reflection.</p>	<p><b>Deliberative process.</b> The bicameral legislative process illustrates the virtues of redundancy in critical decision-making systems. Bicameralism fosters quality results by requiring more hearings before more people, by slowing decision-making, and by creating multiple opportunities for debate, reflection, and sober second thought. Also, even in a populous state, one of the houses of a bicameral legislature can be quite small, which is conducive to deliberation and resistant to hierarchy.</p> <p>Both houses of Minnesota's bicameral legislature debate issues at great length. If necessary, time for debate and reflection could be increased, without radical institutional surgery, by changing bicameral procedures (e.g., earlier deadlines, longer lie-over periods for major legislation, more reliance on joint committees and less on conference committees).</p>



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Despite the fast-track procedures used by bicameral legislatures, most bills still bog down in inter-house wrangling. As a result, decisions are not made until the very end of the session, when the most complex and important measures are shuttled rapidly from house to house with little time for comprehension or careful consideration.

**Quality assurance and the second house.** Experience does not support the bicameralist assertion that one house checks and corrects the actions of the other house. On the contrary, the presence of a second house encourages and enables legislative carelessness—as when one house hastily accepts the actions of the other house on faith, without independent evaluation, or passes ill-conceived legislation, relying on the other house to correct or reject it.

A single-house legislature, in contrast, knowing that its decisions are final, acts only with great care and diligence. Nebraska's unicameral legislature is known for its methodical, repeated consideration and inspection of every bill before final passage.

**Quality assurance and the conference committee.** The conference committee system breeds legislative error. The two houses tend to take less care on bills initially, trusting to conference committees to fix mistakes. Conference committees themselves are prone to error—consisting, as they do, of a few interested members making decisions on complex matters under enormous time pressure in relative obscurity. And finally, the blunders made by conference committees are imposed on the rest of the legislature, which cannot amend conference committee reports (nor usually, because of time constraints, even reject them). By eliminating conference committees, the unicameral structure enhances the probability of quality legislation.

**Citizen participation.** The unicameral legislative process encourages broad public participation in legislative decisions and provides members with more information to use in making decisions, because it allows citizens and organizations to channel their energies more effectively on the activities of one house.

#### BICAMERALIST

The end-of-session crush of legislation is caused not by the bicameral structure so much as by the practice of concentrating most decisions in a few bills brought out for passage late in the session—a practice that could just as well afflict a unicameral legislature, at even greater cost to the deliberative process.

**Quality assurance and the second house.** In a bicameral system, every proposed law must be approved by separate groups of lawmakers with different perspectives and insights. This reciprocal oversight fosters a quality product, because two groups of decision-makers do not come readily into each other's opinions without good reason. The system is imperfect, of course, but experience shows that the second house often detects and corrects mistakes and improves the work of the initiating house.

Repeated consideration of a bill or issue by the same group of people in a unicameral legislature cannot replace the discipline created by requiring one group to gain the approval of another group before imposing a law on the citizenry.

**Quality assurance and the conference committee.** Conference committees often improve legislation after its initial passage by forcing key legislators to listen to their critics, re-examine their positions, and consider compromise with other views before final action. In effect, a conference committee is a concluding debate on the pivotal issues in a bill among the legislators with the greatest expertise and involvement in it. Conference committees also regularly repair mistakes made during the hurly-burly of Minnesota's traditional process of open floor debate and amendment. Without conference committees, a unicameral legislature might find it necessary to limit the scope and complexity of amendments permitted on the floor.

**Citizen participation.** The bicameral legislative process encourages broad public participation in legislative decisions and provides members with more information to use in making decisions, because it offers more forums where interested citizens and organizations can participate. When bills must go through committee



UNICAMERALIST	BICAMERALIST
<p>Participating in the bicameral legislative process, on the other hand, is a burden for everyone; ordinary citizens in particular are put off by the time required to attend duplicate proceedings in two houses, often followed by conference committee meetings.</p> <p><b>External quality controls.</b> In our system of shared lawmaking authority, quality control does not rest with the legislature alone. The executive veto and judicial review are adequate protection against serious legislative error.</p>	<p>hearings and floor debates in two houses, often followed by conference committee proceedings and additional floor debates, public sentiment has more time to develop, and ordinary citizens have more opportunity to become informed, organize, and communicate their views.</p> <p><b>External quality controls.</b> The executive veto and judicial review are blunt and untrustworthy instruments of quality control, external to the legislative process. They are no substitute for a legislative structure that fosters self-criticism and the detection of error.</p>

## Efficiency and Economy

**Would a unicameral legislature be more efficient and less costly in conducting its work? How important is this, in relation to other considerations?** Unicameralists say that a unicameral legislature would be more efficient in conducting its business and less costly to operate. Bicameralists say that a unicameral legislature would not necessarily save much time or money and that the benefits of two houses are worth some additional cost.

UNICAMERALIST	BICAMERALIST
<p><b>Procedural efficiency.</b> Owing to the simplicity and directness of its process, a unicameral legislature is able to act on legislation more efficiently. A successful bill takes a straightforward path from committee to the floor to the governor. In a bicameral legislature, a successful bill must go through duplicate committee hearings and floor debates in the two houses, then often through a conference committee, and again through two more floor debates. This cumbersome, redundant procedure is inherently wasteful and inefficient; it confers no benefit commensurate with the time and energy it consumes.</p> <p><b>Cost of the legislature.</b> A unicameral legislature is smaller and less costly to operate. There are fewer legislators and employees to pay and no duplication of bills, committees, and meetings. A unicameral legislature about the size of the current Minnesota House (134 members) would save the state roughly \$20 million a year (the current annual cost of the Senate), perhaps more.</p>	<p><b>Procedural efficiency.</b> A two-house legislature saves time by dividing the work of studying legislation; if one house rejects a bill, the other house need not consider it. Nebraska's unicameral legislature is not notably efficient in processing legislation; in fact, legislative sessions in Minnesota are shorter than they are in Nebraska, where repetitive floor debates on bills compensate for the absence of the safeguards provided by a second house and conference committees. Anyway, how desirable is efficiency in lawmaking, in comparison with values like participation and representation?</p> <p><b>Cost of the legislature.</b> The cost of the legislature is just a tiny part of the cost of state government. Although an annual saving of \$20 million (if realized) is not trivial, it would reduce the state's total budget by less than two-tenths of one percent, a saving that must be weighed against the loss of the benefits of bicameralism.</p>

UNICAMERALIST	BICAMERALIST
<p>The bicameral legislature will not make the radical changes from within that are required to reduce its costs by this much.</p> <p>Nebraska's first unicameral legislature in 1937 reduced the cost of legislative operations by about one-half. Today, the operating cost of the Nebraska legislature is about one-third that of the Minnesota legislature. The unicameral system in Nebraska allows that state to hold down the cost of legislative operations without compromising the capability of the legislature or the resources available to individual legislators: thus, despite its relatively low total operating cost, Nebraska's unicameral legislature still spends more money and provides more staff per legislator than does Minnesota's bicameral legislature.</p>	<p>Changes in the bicameral system, like joint staff offices and joint committees, could reduce the cost of the bicameral system without giving up its benefits.</p> <p>The low cost of the Nebraska legislature is a consequence of many factors besides unicameralism—the small number of members (49), poor compensation, the absence of partisan political caucuses, etc. By some accountings, the unicameral system could actually increase costs: on a per capita basis, Nebraska's unicameral legislature spends more on itself than the bicameral legislatures of neighboring states; and as compared to Minnesota, Nebraska spends more per legislator and only 20 percent less per capita. Thus, a large, partisan unicameral legislature in a state with energetic governmental traditions might not be a bargain.</p>

## Custom and Precedent

**Is a unicameral legislature a radical departure from the fundamental institutions and traditions of American government?** Bicameralists say that the unicameral legislative structure is a radical departure from 200 years of American governmental experience, practice, and tradition. Unicameralists say that unicameral legislatures are an established and proven form of state, local, and private governance in the United States and other democratic nations.

UNICAMERALIST	BICAMERALIST
<p><b>United States.</b> The unicameral system is not a radical experiment in government. Two colonies had unicameral legislatures (Delaware and Pennsylvania), as did three states in the revolutionary and early national period (Georgia, Pennsylvania, and Vermont). The Continental Congress was a unicameral body. The state of Nebraska has been satisfied with its unicameral legislature for more than 60 years.</p> <p><b>Local government.</b> Local governments in the United States all have unicameral governing bodies. This was not always so: bicameral governing boards at the local level were once common in this country. Who now would argue that each city, county, and town should have two governing bodies?</p>	<p><b>United States.</b> Unicameralism is a radical departure from 200 years of American political and governmental practice. Except in Nebraska's small, nonpartisan legislature, the system is untested in modern state government. The experience in Nebraska has little predictive value about the character and effects of unicameralism in more populous states with larger, partisan legislatures and different governmental customs and traditions.</p> <p><b>Local government.</b> Local legislative functions are, in fact, usually divided among several elected boards (school, park, city/town, county, watershed, etc.). Anyway, the local government analogy is not persuasive, because local governments are not sovereign but rather creatures of the state.</p>

UNICAMERALIST	BICAMERALIST
<p><b>Other democracies.</b> Unicameral legislatures exist in other nations that share many of our political traditions. Indeed, several western democratic nations have converted from bicameral to unicameral systems in recent decades.<sup>2</sup></p> <p><b>Private organizations.</b> No business or nonprofit corporation would put up with two boards of directors.</p>	<p><b>Other democracies.</b> The experience with unicameralism in other nations is not pertinent. They are parliamentary systems with very different government structures, legislative-executive relations, and political and legislative traditions.</p> <p><b>Private organizations.</b> Private corporations do not make laws.</p>

For more information about the nation's only unicameral legislature, see the House Research information brief, "Nebraska's Unicameral Legislature." Also, the information brief, "The Minnesota Legislature: Proposals to Change its Size and Structure," summarizes bills introduced in the 1999 Minnesota legislative session that bear on this issue.

This publication can be made available in alternative formats upon request. Please call 651-296-6753 (voice); or the Minnesota State Relay Service at 1-800-627-3529 (TTY) for assistance. Many House Research Department publications may also be accessed via the Internet at: [www.house.leg.state.mn.us/hrd/hrd.htm](http://www.house.leg.state.mn.us/hrd/hrd.htm).

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<sup>2</sup> The following western democracies have national unicameral legislatures: Finland, Israel, Luxembourg, Denmark, Sweden, and New Zealand. The latter three have converted from bicameral to unicameral structures since World War II. Other jurisdictions, like Iceland and Norway, have legislatures that are elected on a unicameral basis but divide into two houses after election for purposes of processing legislation. Others, like Canada and Britain, have bicameral national legislatures, but practical legislative power is heavily concentrated in one house. Canada's provinces all have unicameral legislatures.

August 6, 1999

## Reasons for a Bicameral over a Unicameral System

**L**aws are more difficult to make. Many well-meaning ideas require detailed scrutiny to keep from making more problems than they save.

**L**ease decisions in the hands of elected officials versus bureaucrats. Harder to keep bureaucrats accountable.

**B**icameral encourages more citizens to get involved in running for public office. More people mean a greater diversity of interests represented in the legislature.

**T**wo houses require more legislative leaders; two sets of committee chairs. A single speaker cannot control the legislative process.

**S**maller number of legislators means rural areas are going to be a long way from their elected representatives. The opportunity of elected representatives living in the communities they represent will be eliminated, for the most part, in a unicameral system.

**U**nicameral will allow special interests to pump more money into fewer campaigns. Campaigns will become driven by more money, making the types of candidates and campaigns be more media driven versus door to door campaigning.

**B**icameral decreases the likelihood that one party or a single interest can dominate the process.

**B**icameral is the standard for 49 of 50 states. No state since Nebraska, adopting unicameral in 1934, has made such a switch. Minnesota citizens rejected it less than 20 years ago.

**B**y most accounts, the current system with a DFL controlled Senate and a Republican House combined with a reform party Governor has served citizens well in its first year. We had the Largest tax cut in state history. Because no party had the ability to enact initiatives on its own, a package was put together that balances interests. Compromise was the order of the day. *What's the problem?*

**U**nicameralism is counter to Minnesota's rich political history of encouraging public participation in the political process. Same day voter registration – public financing allow for significantly more people to participate in the political process than most any other state.

**U**nicameral will supposedly prevent conference committees from abusing the will of either House. Yet, by its very nature, unicameral will allow key legislators more influence on a given issue, but they somehow are not going to find a way to utilize this extra influence to effect the will of a single House.

**B**icameral encourages game playing such as voting for a bill they you know the other House will kill. Legislators who play those types of games will figure out new ways to play games. For example, perhaps legislators will vote for something because they know the Governor will veto it and so it will not become a law. Few legislators play those types of games and a wholesale overhaul of the system is not warranted based on a few people who will be able to figure out a new way to play the old game.

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## Single-House Legislature: Open, Responsive, Accountable

An interview with George Pillsbury and Gene Merriam, two former state legislators



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LEAGUE OF WOMEN VOTERS OF MINNESOTA  
FALL REGIONAL WORKSHOPS  
Issue Briefs

During the coming session, the legislature will likely consider several measures which could require amending the state constitution and therefore be on the ballot in November 2000.

**Unicameral Legislature**

LWVMN has no position on this issue, but has formed a committee to plan for the League's response. At their first meeting, the committee elected to do an accelerated study, come to consensus, and then ask for concurrence from the state board. (This method is provided for in League policies.) The goal is to have a position in place by February 1, 2000, when the legislature begins its session. In addition, League and the Citizens League are planning a forum on unicameralism during the last week in November. The committee will keep local members informed as it does its work. Please contact either Kay Erickson (612/380-0151 or [kerickson@visi.com](mailto:kerickson@visi.com)) or Jane McWilliams (507/645-8423 or [jmcwilliams@microassist.com](mailto:jmcwilliams@microassist.com)) if you want to participate in the study or if you have questions.

Resources for further study:

- Kay Erickson's September 1999 Voter article
- Policy Brief by Tom Todd, Legislative Analyst, MN House of Rep Research Department available online at [http://www.house.leg.state.mn.us/hrd/pubs/uni\\_bicam.htm](http://www.house.leg.state.mn.us/hrd/pubs/uni_bicam.htm).
- *Tribune of the People* by Royce Hanson, University of MN Press, 1986 an analysis of the MN Legislature, with discussion of unicameral option as solution to problems
- Opponents of a Unicameral House (OUCH): <http://www.twohouses.com>
- Minnesotans for a Single House Legislature (MSHL): <http://www.singlehouse.com>.

**Initiative and Referendum**

Several proposals were introduced during the last session and are still open for action in 2000. The House passed its version in March. It would require signatures of 5 percent of the voters in any six of the state's eight congressional districts authorize a vote to either propose a law or repeal one. The Senate companion bill sits in the Election Laws Committee. The League testified against the bill in both chambers based on our long-standing position in opposition to amending the Constitution or passing laws by petition and referendum. We said the present system hasn't failed, that our system where elected representatives, reflecting a range of political views can hear arguments, study implications, make judgements and vote accordingly, is a better way to make public policy. The League will work to defeat this measure during the 2000 session.

## **ADDITIONAL ACTION RESOURCES**

- Legislative Interviews: November President's Mailing, due before January 15, 2000. Interview questions will be ready in October.
- Legislative Intern Training: January 10 and 17. (Application forms available.) Come to St. Paul for two half-days to learn about League's legislative agenda and how to help.
- Citizens in Action (CIA) Conference: January 29, 2000 - State Capitol.
- You Can Make a Difference: LWVMN publication - tool for citizen lobbyists. Order from LWVMN office.
- 10-Minute Activist: Sign up to be contacted individually by our lobbyists for action only on issues you're really interested in.
- CAPITOL LETTER: LWVMN legislative newsletter (biweekly publication during session.) Subscription forms available.
- State Legislature Homepage: <http://www.leg.state.mn.us>



## USING THE INTERNET FOR LWV RESEARCH

The Internet is one of the fastest growing, most dynamic information/communication systems in the world. In November 1996, a Harris poll found 35 million Americans currently use the Internet. It is becoming a common part of our lives.

Like it or not, the Internet has become one of your research tools. The following entries provide a sampling of the most current "tools."

### Search Engines

Search engines can be likened to a "Table of Contents" or index to the World Wide Web (Bolles, 1996). Search engines allow you to search for current and up-to-date information instead of relying on URLs, which may change or be discontinued regularly.

### Searching Tips

- **Keywords:** Type in more than one keyword if you want to narrow a search. Example: family violence in MN
- **Quotation Marks:** Placing quotes around a phrase will ensure that sites found will include the entire phrase. Example: "Minnesota Mining & Manufacturing"
- **Lower and Upper Case Letters:** Typing in lower case ensures that the word will be selected in both upper and lower case form. Example: "apple" = apple and Apple Typing in upper case ensures that only upper case form will be selected. Example: "Apple" = Apple
- **A Plus Sign (+) in front of Keywords:** Placing a plus sign in front of a word ensures that the word will be included in all sites found during the search. Example: +violence in Minnesota (all sites found will include the word, "violence", however, all found sites may not include the words "in" or "Minnesota")
- **A Minus Sign (-) in Front of Keywords:** Placing a minus sign in front of a word will remove that word from sites found during a search. Example: +violence -family in Minnesota (all sites found will include the word "violence," however, any sites with both "violence" and "family" will not be included in the search.)

Try these search engines:

HotBot	<a href="http://www.hotbot.com/">http://www.hotbot.com/</a>
Alta Vista	<a href="http://www.altavista.digital.com/">http://www.altavista.digital.com/</a>
Lycos	<a href="http://www.lycos.com">http://www.lycos.com</a>
Yahoo	<a href="http://www.yahoo.com">http://www.yahoo.com</a>
WebCrawler	<a href="http://webcrawler.com">http://webcrawler.com</a>

And don't forget this site for a web glossary. Find out what URL means, for example.  
<http://www.sdsc.edu/projects/hbook/hbook/glossary.index.html>