

Policies and Procedures of LWVIN and IEF

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This document contains current policies and procedures. In 2006, the board revised most policies and procedures known as “Policies and Guidelines” and recompiled them here. Others are added as they are created, or found and revised.

*Policies and procedures are written—and can be changed—by the board. The collection is updated within one month of every change. It can be accessed on the LWVIN website. This print edition is dated **March 28, 2007**.*

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Statewide Studies and Positions

Adopted March 4, 2006.

1. Bylaws XII-6, XII-7 et al. state that LWVIN, local Leagues and ILOs may act on government issues only under the principles (*In League*, p. 54) and under positions taken at their level or a higher level of organization. The creation and care of LWVIN positions counts among the most basic responsibilities of the board.
2. All positions follow the principles. Positions are built on statewide study and agreement, in a process launched by the convention. In an emergency, the council may change the program (Art. IX-4-c).
3. For each study adopted by the convention, a committee created by the board conducts preliminary research and presents to the board the draft of a study for distribution to local Leagues. The draft contains at least a cover statement and either consensus questions or a concurrence statement, or both.
4. The board decides between consensus and concurrence, sets timelines, and authors the final text of the study.
5. The committee prepares a plan for local research and discussion. Because local Leagues are likely to be aware of the project, local work may begin before the study text is finalized.
6. After board approval, the committee disseminates the plan, any study materials, and the study text containing consensus questions or a concurrence statement. This may be done through the *Voter* or in separate mailings to local boards.
7. The committee collects and studies the responses, writes a report and submits a position draft for board approval. The report may be used in the later announcement to the membership.
8. Positions should be formulated broadly so that they tolerate locally varying implementation and some historical change.
9. Positions are written and approved by the board (Art. V-4-h and XII-4).
10. After approval by the board, the president announces the new position to the membership in the *Voter* or through the local presidents.
11. All current positions are available on the LWVIN Web site, with the date of approval. Changes are entered on the Web site within thirty days.
12. In even-numbered years, the president invites local Leagues to review the positions, to see if any should be amended or dropped. Responses from local

Leagues should reach the board before the end of the year. Substantive changes may require studies launched by the following convention.

13. The board reviews all positions and the comments of local Leagues early in odd-numbered years.

Political Activity

Revised January 14, 2006.

1. State board members must inform the board of all political activities.
2. State board members must consult with the board if the policies given here do not clearly resolve an issue.
3. If a state board member is also a member of a local League board, the stricter of the political activity policies applies.
4. The LWVIN president and voter service chair shall not run for any elective office. State board members shall not run for national or state elective offices. With permission of the state board, state board members may run for local offices.
5. The LWVIN president and voter service chair shall not serve in any position in a political party. State board members shall not hold political party positions at the national or state level.
6. Except for the president and voter service chair, state board members may attend political fundraising events and make campaign contributions.
7. State board members shall not chair or administer political fundraising or political campaigns, chair campaign events, or work in other significant ways in national or state political campaigns.
8. When the president is unable to perform a public function, she or he shall be represented by a member without prohibited political association. The member is to be designated in the planning process.

Conflict of Interest

Revised January 14, 2006.

1. The state board shall encourage and assist all League members including themselves to secure appointments to local, state, and national governmental boards, commissions, and committees.
2. State board members may serve on such bodies except in cases where dual connections, League of Women Voters and another responsibility, may cause

problems or confusion. If a serious conflict arises between a board member's two commitments, the board member must choose.

3. State board members shall not lobby on behalf of the League for a position in opposition to or in conflict with a LWVUS or LWVIN position, nor for a position the League does not hold at all, except that, as individuals, state board members have the right to lobby on any side of any issue. In doing so, they must make it clear that they are not representing the League if that might be presumed. Wording at the beginning of a public statement might be, "I am Jane Doe. I am speaking for myself today, individually, not as a representative of any group to which I belong."
4. If a conflict-of-interest problem arises from a board member's employment, the member must submit the matter to the state board.
5. Board members may accept honoraria and expense compensation for appearances on behalf of the League.

Nominating Committee

Adopted March 4, 2006.

Preface. When the election of officers and board members was split between convention and council, not all parts of the bylaws were adjusted accordingly. In particular, the nominating committee was not charged with preparing a slate for election at council. Until the resulting flaws in the bylaws are removed, this policy will follow the spirit of the bylaws instead of their contradictory wording. This paragraph will be removed after the bylaws have been adjusted.

1. Article X of the bylaws governs the composition, duties and selection of the nominating committee. Composition and selection are also addressed in Art. VIII-5.
2. The committee's main reports are governed by Art. XI-1, by Art. VII-5, and by the election schedules in Art. IV-1, V-1 and VII-5.
3. In short, the bylaws require the following nominations for the convention: president, first vice-president, treasurer, three directors, three members of the investment and development committee, and the chair of the next nominating committee. For details, see the bylaws.
4. In short, the bylaws require the following nominations for the council: second vice-president, secretary, four directors, and two members of the investment and development committee. For details, see the bylaws.
5. For the convention, the committee may consider two nominations for nominating committee membership. They should not be publicized. As a rule, nominations

other than for the committee chair are to be made only from the floor, not by the committee, but if no or only one member is elected under that procedure, the committee is required to place one or two names in nomination, as needed. For details, see Article X-3-b.

6. Non-board members of the committee are invited to attend several board meetings to learn about the work of the officers and the board.
7. Because nominations are announced to the local Leagues six weeks before an election (Art. XI-1), preparation of a slate should begin at least three to four months before each election.
8. To the extent possible, candidates should be drawn from Leagues throughout the state. They should present a balance of experience and new ideas, and a variety of skills and interests in League work.
9. The committee is independent. Consultations like those given below are helpful, but they do not limit the committee's nominating power.
10. The current president shall be consulted about leadership needs and potential candidates.
11. The presidential nominee shall be consulted about potential candidates for directorship.
12. Most presidents have served for a single term. This is a wise tradition, but it does not limit the committee's nominating power.

Candidate Inclusion in Debates and Forums Sponsored by IEF

Revised March 4, 2006.

1. IEF encourages informed participation of citizens in the election process. To promote discussion of significant public issues, IEF conducts public debates and forums involving competing candidates. These meetings allow a free flow of ideas among legitimate and serious candidates.
2. All debates and forums shall comply with the rules set forth by the Federal Election Commission (FEC) and the Federal Communications Commission (FCC).
3. In a primary campaign, FCC rules limit a debate to candidates of only one party. IEF applies the same restriction to forums. Uncontested primary candidates are not included in debates or forums.

4. In a general campaign, candidates must meet all eligibility requirements of Indiana Code (IC) 3-10-1 et seq. to be invited to debates or forums. A write-in candidate certified under IC 3-8-7-30 need not be presumed qualified for participation.
5. In deciding the seriousness of a candidacy, IEF shall consider evidence of a formal campaign, including: campaign staff and clearly identifiable headquarters; a legally registered campaign committee, the filing of appropriate financial reports, and minimum spending to qualify under FEC regulations; issuance of the candidate's position papers; and campaign appearances.
6. All legitimate and serious candidates shall be invited. Not all candidates must be present.
7. At least two opposing candidates must have accepted the invitation. At least one major party candidate must have accepted the invitation.
8. Candidates must appear in person; they may not substitute a spokesperson. If a candidate is unavailable, IEF, at its sole discretion, may allow a brief written statement to be presented.

Local League Action in the Indiana General Assembly

Revised March 4, 2006.

1. A local League may plan to take action on legislation pending in the General Assembly.
2. It must review the text of the proposed legislation.
3. The projected action must be in accord with a local position and must have the support of the local membership.
4. It must not conflict with state or national positions.
5. In case of substantial overlap with state or national positions, or if the proposed legislation may affect other communities in Indiana, the local League shall request action by LWVIN instead.
6. The projected action must have clearance from the LWVIN legislative coordinator. In seeking this clearance, the local League shall address, in detail, the local investigation, the plan of action, and the points of this policy.
7. The local League shall keep the legislative coordinator informed of its activities.

Coalitions

Revised March 4, 2006.

1. The board approves coalitions and the costs of representation, such as dues or travel.
2. The board shall fully inform itself about a proposed coalition: its membership, its expectations of the League, and its goals, most of which should be in writing.
3. The board shall identify the League positions each coalition involves.
4. The board shall appoint a coalition representative.
5. The representative shall report to the board, in writing or in person, about each meeting of the coalition.
6. The representative shall ensure that the board promptly receives the minutes and relevant records of the coalition, such as bylaws, and major financial information. In conjunction with the board, the representative shall make sure that basic information about the League is made available to the coalition as requested.
7. The representative shall immediately report significant changes in the goals and nature of a coalition to the board.
8. The board shall maintain an up-to-date list of all coalitions involving LWVIN and of our representatives to them.
9. The board shall conduct an annual review of all coalitions.

LWVIN can participate in a coalition only if all of the following conditions are met:

10. The board can monitor activities by involvement and the LWVIN representative's attendance at general meetings. The representative receives minutes even when unable to attend.
11. The coalition is fiscally responsible.
12. Activities do not conflict with the nonpartisan policy of LWVIN.
13. The coalition addresses statewide or interstate concerns, or concerns beyond those of individual local Leagues.
14. LWVIN can dissociate, publicly if necessary, from a partner's policy if the positions come to disagree or if LWVIN has no position.

15. LWVIN controls the communication of the coalition and its partners with League members.

Joint Projects of LWVIN and One or More Local Leagues

Revised March 4, 2006.

1. The project under consideration shall be clearly defined at the beginning. Its mission, goals, and objectives shall be put in writing, and its relationship to voter service, positions, education, etc. specified.
2. By written agreement, any of the following regulations may be declared a guideline instead of binding policy.
3. One member shall be designated as overall director, preferably a board member of a participating local League. The project director is responsible for regularly informing all boards; approving expenditures; procuring legal advice if needed; and keeping and storing materials, correspondence and fiscal records. The director may be given additional duties.
4. Activities and commitments by each League shall be specified, e.g., who handles incoming correspondence.
5. Deadlines, priorities, timelines, etc. shall be fixed in writing.
6. All partners shall approve the budget and the potential sources of income. Budgeting and fundraising responsibility shall be clearly assigned. Plans shall be made for the disposition of any funds remaining at the end of the project, and also for any shortfall in funding.
7. If a publication is involved, the partners shall agree on personnel and on such tasks as research, design, layout, editing, writing, illustrations, style, copyright (who obtains it, and in whose name), pricing, if any, promotion and publicity, markets and distribution, credits for work done, choice of printing method, and pick-up and storage of the product.
8. If a conference or workshop is involved, the partners shall determine who is responsible for organizational details such as site, program, agenda, speakers, reservations, food, publicity, and registration staff.

Donation Sharing Between LWVIN and a Local League

Revised March 4, 2006.

1. Before making a fundraising solicitation, LWVIN shall confer with the local League president in whose territory the prospect lives. The local League president

or a representative shall be invited to accompany the LWVIN solicitor on the solicitation call.

2. When a contribution is received by LWVIN for general support of either LWVIN or IEF from a donor in an area where a local League exists, that contribution shall be shared with the local League. The local League shall receive 20% of the first \$1,000; 10% of the 2nd \$1,000; and 5% of the excess of \$2,000.
3. In the first year, notwithstanding Paragraph 2, the local League shall receive no less than in the year before LWVIN became the recipient, up to the total donation to LWVIN.
4. The revenue-sharing formula does not apply if the donation is earmarked for a specific LWVIN project, or if LWVIN and the local League have planned a related joint project with a separate written agreement.
5. In the case of education fund gifts, the local League's share shall be placed in the local League's designated education fund account.

Contributor Assignment Among Local Leagues

Revised March 4, 2006.

1. A local League shall not contact a contributor in another League's area unless it first consults with, and receives permission from, the other League.
2. When a contributor moves from one League's area to another League's area, the original League may no longer solicit, but is encouraged to inform, the other League about the contributor.
3. A contributor may wish to give to more than one League. The affected local Leagues shall agree on solicitation plans and should visit the potential contributor together.

Reimbursement for Expenses

Revised January 14, 2006.

The following expenses are reimbursed for board members, members of state committees, representatives to coalitions, and members acting on LWVIN or IEF business with prior approval by the board:

1. Mileage at 60% of the IRS business rate (found on www.irs.gov, keyword "business mileage rate," or on Google under "IRS mileage rate").
2. Parking. Obtain receipt.
3. Postage, mailing. Obtain receipt if major cost.

4. Tools, publications, supplies, photocopies. Obtain receipt.
5. Long distance telephone expenses. Obtain receipt if major cost.
6. Other expenses only as approved by the board in advance. They include overnight accommodations, registration fees, and childcare costs if incurred for attending meetings.

The League does not pay food costs, unless meals are included as part of a registration fee for meetings.

To obtain reimbursement, submit the appropriate voucher (LWVIN or IEF) to the treasurer. Expenditures incurred on several dates may be grouped on one voucher.

Alternatively, expenditures may be reported as in-kind contributions. See “Contributions in Lieu of Reimbursement.”

Contributions in Lieu of Reimbursement

Revised March 4, 2006.

1. Members who wish to absorb approved expenses may do so by following one of the two options given below. It is not in the League’s interest to leave any expenditure altogether unreported. LWVIN needs to gauge the true cost of any operation and keep full documentation.
2. Under the first option, in-kind contributions for expenses normally paid by LWVIN are made on a separate expense report, with “In-Kind” written across the top. They are not entered on the same expense report as other expenditures. This option does not, however, foster good fiscal accountability, because it encourages the selective and unpredictable lowering of specific costs.
3. Preferably, under a second option, members submit expense reports for all their approved expenses and receive full payment by check. Contributions, even in amounts equal to the reimbursed expenses, may then be made by personal check.

Written Communication Within or on Behalf of LWVIN

Adopted March 4, 2006.

1. Written materials should carry the names of the authors and the dates of issuance. Senders of e-mail messages should identify themselves by name even if they did not compose the text.

2. Outside paper correspondence relating to a League position or action shall be sent over the president's signature, unless the president gives approval for another member to sign.
3. Outside e-mail correspondence relating to a League position or action shall be sent by the president or the president's designee.
4. Written communication with all local Leagues or all members must have the approval of the president. It shall be sent by the president or the president's designee.
5. Board members, committees, and members acting on behalf of LWVIN may communicate directly with individual Leagues or members. However, the president or the board shall be informed regularly about work on behalf of LWVIN.
6. E-mail subject entries should contain the sequence "LWVIN" and should facilitate file searches.
7. Preferably there should be only one topic per message. Care should be taken to avoid topic drift in replies.
8. The name of an attached file should begin with "LWVIN" and end with the modification date or version number. The middle part should facilitate file searches. Examples: "LWVIN Fin Report 051213.xls," "LWVIN ABC Study rev 2a.doc."
9. Dates in filenames follow the pattern of *yymmdd*: the first two digits indicate the year, the middle two digits the month, and the last two digits the day of the month. See the example given above; it refers to a file written or modified on December 13, 2005.
10. A reply should include either the original message or a clear reference to its author, date and subject.
11. Confidential or proprietary information, including address lists and financial reports, should be password-protected.
12. Uncommonly large files, notably files containing substantial graphics, should be avoided, because they are difficult to receive through dial-up Internet connection and may cause some inboxes to overflow.

Travel Income

Revised March 4, 2006.

Income from arrangements with Travel Concepts International, or with other travel agencies or operators, is shared equally with the local League of each participant.

Capitalization of Terms

Adopted March 4, 2006.

1. In accordance with LWVUS practice, the word "League" is capitalized when referring to LWVUS itself or to a League within it.
2. The title of an officer is capitalized only when used as (part of) a name.
3. The titles of documents, articles, publications, etc. are capitalized in accordance with general custom.
4. Technical terms, such as "bylaws," "convention," "council," "board," "position," "policy," and "committee," are not capitalized routinely. They may be capitalized as (part of) a title or name, or when capitalization serves comprehension.
5. Example: "I went to see President Birgittsdottir to discuss 'Policies and Procedures,' the bylaws, other League documents, and also Council 2006 and the investment and development committee, but the president was out of town."

New and Miscellaneous Expenditures

Adopted March 4, 2006.

1. Under the introductory statement of Article V-4, the Board has control over expenditures, except as specified in Art. IV-2 (The President), Art. IV-5 (The Treasurer), and Art. VII.
2. For a new expenditure above \$500.00 or when a continuing expenditure is expected to incur substantial change, LWVIN shall solicit two or more bids or estimates. These shall play a major role in the award process. They shall not override all other considerations.
3. The president may authorize miscellaneous expenditures up to \$100.00 each, up to a total of \$500.00 per year of presidential tenure. The president shall report each such expenditure to the board at its next meeting.

Rules Committee

Adopted March 4, 2006.

1. The committee monitors the rules of LWVIN and IEF, may recommend changes, deletions and additions, and may be charged with preparing relevant motions for the board, the convention or the council.
2. The board may direct the committee to prepare the standing rules for convention and council.
3. The board may direct the board members on the rules committee to serve as the bylaws committee. Under Bylaws XV-1-a-1, only board members may serve on the bylaws committee. This restriction does not apply to other functions of the rules committee.
4. The committee has five or more members. At least three members are appointed from the board, and at least two members are appointed from outside the board.
5. Annually, the board appoints a chair from among the committee members.

Liaison with Local Leagues

Approved April 1, 2006.

1. The president communicates with local Leagues through their presidents and the *Voter*, to foster mutual trust and understanding. This includes occasional reports on work of the board.
2. Each year, soon after election, the board designates board members as liaison (LLL) to one or more local Leagues. The goal is to provide an LLL for each League in Indiana. A related policy will cover MAL units.
3. The president provides the local League and the LLL with contact information. The LLL contacts the local League early, and regularly thereafter. Personal visits, especially near the beginning, are authorized and encouraged.
4. The LLL explores matters of general concern and explains rules, policies and other practices in order to foster a clear understanding of the roles of the local League, the state League, and the national League.
5. The LLL tries to obtain a sense of the productivity and health of the local League, notes accomplishments and concerns, and offers assistance and counsel. To this end, it will be helpful for the LLL to be added to the local League distribution lists to remain informed of local activities and meetings.
6. The LLL can act as a conduit for matters the local League wishes to bring before the state officers or the state board.

7. The LLL encourages and supports the participation of the local League in statewide activities and events, such as studies, coordinated actions, convention, council, workshops and Presidents Day.
8. Each LLL reports to the second vice-president at least every three months. More frequent reports are welcome. The second vice-president presents summary reports to the board, and may call for an individual LLL report whenever the board should know about a specific issue.

Board Appointments

Approved June 3, 2006.

1. All LWVIN appointments are made by the board, unless the board delegates the authority to the president in specific instances.
2. Each appointment is for a two-year term, unless set differently by regulation or the board. Reappointment is allowed unless restricted by regulation or the board.
3. Each term begins upon appointment unless set differently by regulation or the board.

Fund Transfers Within LWVIN or Within IEF

Approved November 11, 2006

The treasurer may move funds not expected to be used in the subsequent three months from checking accounts to interest-bearing instruments that allow withdrawal without penalty or restriction, and return them as needed. In the treasurer's absence or inability, the president may act in her or his stead.

Regular Withdrawal from LWVIN Investments

Approved January 13, 2007.

Each year, LWVIN plans to use approximately 5% of its investment/reserve funds for the work of LWVIN. In most years, this amount will allow for both preservation of and continued growth of the principal. In years when earnings dip below 5%, a lower amount may be taken from the investment/reserve funds.

To implement this policy, at the end of each calendar year, the investment sub-committee will review the performance of the investment/reserve accounts for the previous two years and recommend to the board and the budget committee the amount to be included in the budget proposed for the next fiscal year.

Regular Withdrawal from IEF Investments

Approved January 13, 2007.

Each year, IEF plans to use approximately 5% of its investment/reserve funds for the work of IEF. In most years, this amount will allow for both preservation of and continued growth of the principal. In years when earnings dip below 5%, a lower amount may be taken from the investment/reserve funds.

To implement this policy, at the end of each calendar year, the investment sub-committee will review the performance of the investment/reserve accounts for the previous two years and recommend to the board and the budget committee the amount to be included in the budget proposed for the next fiscal year.

Maintenance of Local Funds in the IEF Account

Approved January 13, 2007.

IEF does not charge local Leagues for the cost of processing and managing their funds in the IEF account. To cover this cost, IEF uses the interest and growth in value of local League funds, as well as funds belonging to IEF itself.

Electronic Board Meetings

Approved March 24, 2007.

- 1.
2. Electronic meetings are governed by Bylaws Article V-8.
3. Each board member is responsible for maintaining the common communication channel for electronic meetings. It consists of an e-mail account known to the board, the regular checking of messages, and the ability to respond in time. The board shall seek consensus before instituting other means of communication that may become available.
4. The president presents the single issue permitted in an electronic meeting as a motion. There is no need for a second. The president may modify the motion in response to discussion.
5. Each meeting consists of a discussion phase and a voting phase. No final votes may be cast during the discussion phase.
6. Contributions to either phase are shared with all members, by use of the reply-to-all function of e-mail, or by similarly effective means that may become available.
7. Normally, the discussion phase lasts at least forty-eight hours. Its end may be set by the president at the outset or during the discussion. In the exceptional case that an issue requires very quick resolution, the president may announce a shorter discussion phase.

8. The president may close the voting phase when at least sixty percent of the whole board have agreed on an action or when such agreement has become impossible. The voting phase lasts at most ninety-six hours. If not enough members cast a vote, the meeting is adjourned without action.
9. The president shall immediately announce the outcome to the board.