



LEAGUE OF WOMEN VOTERS®
OF NEW JERSEY

LOCAL LEAGUE LEADERS GUIDE

2010-2011

The League of Women Voters of New Jersey is a nonpartisan political organization of women and men that encourages informed and active participation in government and influences public policy through education and advocacy.

League of Women Voters of New Jersey

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INTRODUCTION AND SUGGESTED MATERIALS

This “Guide” contains information for local League leaders, primarily the president, the voters’ service chair, and the treasurer. However, it does not have all the information they need to operate effectively and within League guidelines, and it is important that each has additional publications.

Every member of the Board should also have the following League references:

- The most recent “**Study and Action**” (LWVNJ), which contains more complete explanations of League positions on state issues than are in this “Guide”. A version of the 2009-2011 Study and Action is available online as a pdf file at:
http://www.lwvnj.org/action/2009-2011_Study&Action.pdf

You can also order a paper copy from the state office for \$4.00.

- “**League Basics**” – available online from the LWVUS at:
<http://www.lwv.org/AM/CM/ContentDisplay.cfm?ContentFileID=4307&MicrositeID=0&FusePreview=Yes>

The LWVUS sends each local and state League President a copy of the most recent “President’s Packet,” which contains “Impact on Issues,” a complete explanation of our national positions, and other important reference materials. The president also can benefit from the LWVNJ publication, “How to be a President,” which explains how to conduct meetings and work with committees. (See the end of this “Guide” for information on ordering publications.)

For the Voters’ Service chair and Moderators, the LWVNJ “Voters Service Manual” is essential. It includes a voter service calendar as well as information on how to do voter registrations, set and run candidate forums, and work with cable TV. For moderators it explains what to do before the meeting, how to conduct it, and how to deal with surprises. The new “Voter Registration Kit” is also very useful.

Each Treasurer *must* have the recently updated “Local League Treasurer’s Guide,” which contains essential information about handling League monies: 1) how to keep track of income and expenses, 2) membership responsibilities, 3) the PMP schedule and payment guidelines, 4) IRS and State of NJ reporting requirements, 5) a complete explanation of the Sales and Use Tax.

And *every member* should have and share these materials:

- Membership form—one your local League designed or one provided by LWVNJ or LWVUS. If you are using one from NJ or US, you can write in your local dues amount and where to send the payment.
- Information about what your League does—a summary of the last few years’ activities or copies of articles in the paper about your League.

LWV of NEW JERSEY BOARD, OFF-BOARD and STAFF

BOARD

President	Anne Maiese	1735 Country Club Drive Cherry Hill, NJ 08003-3449	(856) 795-4367	maiese2@comcast.net
VP Voters Service	Michelle Bobrow	51 Coolidge Road Maplewood, NJ 07040-1419	(973) 762-1169	m.bobrow@verizon.net
VP Membership	Louise Murray	80 West Valley View Drive Morristown, NJ 07960-5634	(973) 538-7143	louiseamurray@gmail.com
VP Advocacy	Toni Zimmer	242 Alpine Trail Sparta, NJ 07871-1325	(973) 726-9406	tzimmer@twgpower.com
Secretary	Ed J. Gracely	19 Hewitt Lane Sicklerville, NJ 08081-2547	(856) 629-2869	gracely@dca.net
Treasurer	Roberta Spray	110 Ball Road Mountain Lakes, NJ 07046	(973) 299-0919	rcspray@optonline.net
Directors	Dawn Clarke	119 Tooker Avenue Springfield, NJ 07081-1727	(973) 379-4520	clarkeda@comcast.net
	Kathleen Fetissoff	303 Prospect Street Westfield, NJ 07090-4007	(908) 232-5456	fetissoff@att.com
	Nancy Hedinger	17 Cromwell Drive Morristown, NJ 07960-4601	(973) 292-2382	hedingern@gmail.com
	Ruth Ann Mitchell	c/o Strich, 4105 Rt.1, Ste.9 Monmouth Junction, 08852	(609) 902-2938	ram400500@yahoo.com
	Vicki Ray	296 Nutley Avenue Nutley, N J 07110-2436	(973) 667-9654	vray347@hotmail.com
	Ann Saunders	15 Mission Lane Sicklerville, NJ08081-1113	(856) 232-1041 c-856-430-2517	saunders12@verizon.net
OFF BOARD POSITIONS				
Registered Lobbyist	Sandy Matsen	39 Sand Hill Road Annandale, NJ 08801-3111	(908) 236-6490	jmatsen@aol.com
Budget Comm. Chair	Open position			
Nominating Comm. Chair	Judy Schachter	58 Stony Brook Road Branchburg, NJ 08876-3646	(908) 231-0170	jandschachter@verizon.net
	Minna Greenberg	44 Devonshire Place Glen Rock, NJ 07452-1803	(201) 447-2611	mjmg44@yahoo.com
Education/ Fiscal Policy Comm. Chair	Open position			
Immigration Committee	Deborah Macmillan	153 East Ward Street Hightstown, NJ 08520-3305	(609) 443-5879	dmacm@aol.com
Natural Resources Comm. Chair	Barbara Greer	C-16 Carver Place Lawrenceville, NJ 08648	(609) 896-3443	bmgreer609@aol.com

STAFF				
Executive Director	Anne Ruach Nicolas	204 West State Street Trenton, NJ 08608	(609) 394-3303 fax: (609) 599-3993	annern@lwnj.org www.lwnj.org
Communications Director	Jessica Burns			admin@lwnj.org jburns@lwnj.org
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LEAGUE LIAISONS 2010-2011

Atlantic County MAL:	Anne Maiese	Monroe Township:	Dawn Clarke
Berkeley Heights, New Providence, Summit:	Kathleen Fetissoff	Montclair Area:	Michelle Bobrow
Boonton - Montville:	Roberta Spray	Morristown Area:	Louise Murray
Burlington County:	Ed Gracely	Mountain Lakes:	Roberta Spray
Camden County:	Ann Saunders	Newark MAL:	Dawn Clarke
Cape May County:	Ed Gracely	Northern Valley:	Toni Zimmer
Chatham - Madison Area:	Nancy Hedinger	Nutley Area:	Vicki Ray
East Orange:	Louise Murray	Ocean County:	Ed Gracely
East Windsor - Hightstown:	Deborah Macmillan	Plainfield:	Kathleen Fetissoff
Fair Lawn:	Toni Zimmer	Pompton Lakes MAL:	Toni Zimmer
Glen Rock:	Louise Murray	Princeton Area:	Ruth Ann Mitchell
Greater Red Bank Area (GRBA):	Michelle Bobrow	Ridgewood:	Roberta Spray
Hillside:	Michelle Bobrow	Somerset Hills MAL:	Louise Murray
Hopewell Valley:	Ruth Ann Mitchell	Sussex Highlands:	Toni Zimmer
Hunterdon County MAL:	Sandy Matsen	Teaneck:	Vicki Ray
Lawrence Township:	Ruth Ann Mitchell	Township of Ocean:	Nancy Hedinger
Livingston:	Nancy Hedinger	Union Area:	Kathleen Fetissoff
Maplewood - South Orange:	Michelle Bobrow	Wayne Township:	Vicki Ray
		West Morris Area:	Louise Murray
		Western Monmouth:	Dawn Clarke

Directions to the Office of The League of Women Voters of New Jersey

204 West State Street, Trenton, New Jersey 08608

(609) 394-3303

From the East: Take 195 West to Route 129/29 North (toward Lambertville). Follow signs for Route 29 (keep to the left) and continue through the Route 29 Tunnel. Exit right off Route 29 at Calhoun Street. Turn right at the first traffic light onto West State Street. The state League office is on the left, across the street from the New Jersey State Museum.

From the South: Take routes 206 or 295 North to Trenton. Take the Route 129/29 exit. Follow signs for Route 29 (keep to the left) and continue through the Route 29 Tunnel. Exit right off Route 29 at Calhoun Street. Turn right at the first traffic light onto West State Street. The state League office is on the left, across the street from the New Jersey State Museum.

From North/Central via Route 1: Take Route 1 South past the Quaker Bridge/Mercer Mall area. At the point where Route 1 splits into business/express, stay to the left. Take the Perry Street exit, making a left at the light onto Perry Street. Continue on Perry Street to the fifth light and make a left onto Willow Street. At the second light make a right onto West State Street. Continue two blocks past the State house to the League office on your right, across the street from the New Jersey State Museum.

From the North/West: Take Route 287 South to Routes 202/206 exit in Bridgewater. Continue on 202 South through the Flemington Circle onto Routes 202/31 South. Exit onto Route 31 South (just past a Texaco station). Continue to first light and make a right onto Route 579. Continue on Route 579 to the second light at Washington Crossing. Turn right at light, down the hill to light at Route 29. Take a left onto Route 29 South. Exit at Calhoun Street and make a right at the light onto West State Street. The state League office is on the left across the street from the New Jersey State Museum.

From the New Jersey Turnpike: Take Exit 7A to Route 195 West. Follow directions "From the East".

From the South via Garden State Parkway: Take Garden State Parkway North to Exit 58. Take Route 539 to Route 195 West. Follow directions "From the East".

By Public Transit: The League office is about a mile from the Trenton train station. The station can be reached by SEPTA (R7) or the River Line from the Camden Area or the Northeast Corridor branch of NJ Transit from the north. Buses that can be taken from the train station are the 601, 606, 608 and 609. We are across the street from the New Jersey State museum between Green and Calhoun streets.

LEAGUE LEADERS / CONTACTS
2010 - 2011

<p>Atlantic County MAL Lisa Rose Johnson 212 Roosevelt Avenue Northfield, NJ 08225-1932 (609) 569-7815 lisalisa76@yahoo.com</p>	<p>Bergen County ILO (BGILO) Lucy Heller 80 Second Street Park Ridge, NJ 07656-1851 (201) 391-5617 lucyheller@optonline.net</p>	<p>Berkeley Heights, New Providence and Summit (NJ401) Marlene Sincaglia 22 Robbins Avenue Berkeley Heights, NJ 07922-1209 (908) 464-1988 jcsmmm@verizon.net</p>
<p>Boonton-Montville (NJ304) Virginia Alecci 18 Crescent Road Pine Brook, NJ 07058-9522 (973) 227-2548 icarevpa@aol.com</p>	<p>Burlington County (NJ344) Jo Anne Kirk 9 Imperial Way Burlington Township, NJ 08016-3827 (609) 386-8895 jakirk1116@comcast.net</p> <p>Kathleen McIlroy 41 Pennington Court Delanco, NJ 08075-5225 (856) 764-3842 kfmcilroy@comcast.net</p>	<p>Camden County (NJ356) Winnfred Rowell-Bullard 9 Dickenson Drive Sicklerville, NJ 08081-2402 (856) 228-2042 wbullard9@comcast.net</p> <p>Harriet Snyder 6 Pebble Lane Cherry Hill, NJ 08002-1554 (856) 779-1298 harriet_snyder@yahoo.com</p>
<p>Cape May County (NJ419) Mary Conley PO Box 444 Stone Harbor, NJ 08247-0444 (609) 408-2219 (h) (609) 465-2206 (c) mconley@venture21group.com</p> <p>Corinne Robinson PO Box 929 Wildwood, NJ 08260-0929 (609) 729-5499 leecor@comcast.net</p>	<p>Chatham-Madison Area (NJ368) Bernadette Jusinski 15 Fern Avenue Chatham, NJ 07928-2716 (973) 635-2114 bernadette@jusinski.net</p>	<p>East Orange (NJ305) Joan Makle 60 Fulton Street East Orange, NJ 07017-2127 (973) 676-7152 june131970@aol.com</p>
<p>East Windsor-Hightstown (NJ409) Deborah Macmillan 153 East Ward Street Hightstown, NJ 08520-3305 (609) 443-5879 dmacm@aol.com</p>	<p>Fair Lawn (NJ308) Elaine Winshell 7 Beekman Place Fair Lawn, NJ 07410-3604 (201) 797-7465 ewinshel@verizon.net</p>	<p>Glen Rock (NJ373) Jean Cherdack 141 Harding Road Glen Rock, NJ 07452-1716 (201) 444-8206 grandma_cherdack@yahoo.com</p>

<p>Greater Red Bank Area (NJ328) Barbara Chaudhery 58 Dale Road Middletown, NJ 07748-3080 (732) 671-4058 bchaudhery@verizon.net</p> <p>Annamarie Godvin (Nonnie) 306 Channel Drive Monmouth Beach, NJ 07750-1338 (732) 870-0241 davidnonie@comcast.net</p>	<p>Hillside (NJ414) Shelley-Ann Bates 279 Bernard Terrace Hillside, NJ 07205-1501 (973) 923-1463 shelleydbates@yahoo.com</p> <p>Bernice Crawford 1454 Leslie Street Hillside, NJ 07205-1204 (973) 923-1378 lvvhds@msn.com</p>	<p>Hopewell Valley (NJ406) Joann Held P.O. Box 82 Pennington, NJ 08534-0082 (609) 737-0867 joannaheld@comcast.net</p>
<p>Lawrence Township (NJ381) Nicole Plett 32 Pine Knoll Drive Lawrenceville, NJ 08648-3144 (609) 771-0012 nbplett@yahoo.com</p>	<p>Livingston (NJ380) Judith Friedman 79 Falcon Road Livingston, NJ 07039 (973) 994-1935</p>	<p>Maplewood-South Orange (NJ313) Belinda Wilson 359 Hartford Road South Orange, NJ 07079 (973) 313-1535 lindy789@optonline.net</p>
<p>Monmouth County ILO (MNILO) Marie Curtis 7 Robin Drive Oakhurst, NJ 07755-1210 (732) 222-8675 dandmcurt@optonline.net</p>	<p>Monroe Township (NJ417) Ruth Banks 111 Leeds Lane Monroe Township, NJ 08831-1743 (609) 655-4791 rusban1@comcast.net</p>	<p>Montclair Area (NJ315) Mary E. Murphy 64 South Prospect Street Verona, NJ 07044-1510 (973) 239-7811 marye.murphy@verizon.net</p>
<p>Morristown Area (NJ316) Louise Murray 80 West Valley View Drive Morristown, NJ 07960-5634 (973) 538-7143 louiseamurray@gmail.com</p>	<p>Mountain Lakes (NJ317) Margaret Gossett 24 Glen Road Mountain Lakes, NJ 07046-1002 (973) 299-7310 magossett@aol.com</p>	<p>Newark MAL Gail Davis 86 Cossio Drive Newark, NJ 07103-3164 (973) 273-0440 gdgemini@optonline.net</p>
<p>Northern Valley (NJ303) Ann Moscovitz 1530 Palisade Avenue #16-R Fort Lee, NJ 07024-5422 (201) 944-0544 annmosc@gmail.com</p>	<p>Nutley Area (NJ320) Jeanne Van Steen 401 Passaic Avenue Nutley, NJ 07110-1730 (973) 667-5239 jvansteen@verizon.net</p>	<p>Ocean County (NJ318) Blanche Krubner 3 West Connecticut Concourse Jackson, NJ 08527-1313 (732) 364-3640 bkrubner@aol.com</p>

<p>Plainfield (NJ325) Rupert Crawford 999 Woodland Avenue Plainfield, NJ 07060-3137 (908) 755-1512 jj07450@yahoo.com</p>	<p>Pompton Lakes MAL Freyda Lazarus 96 Summit Avenue Pompton Lakes, NJ 07442-1328 (973) 568-1578 lazarusfreyda@yahoo.com</p>	<p>Princeton Area (NJ327) Ruth Ann Mitchell c/o Strich 4105 Route 1 Suite 9 Monmouth Junction, NJ 08852 (609) 902-2938 ram400500@yahoo.com</p>
<p>Ridgewood (NJ329) Linda McNamara 575 Knickerbocker Road Ridgewood, NJ 07450-3516 (201) 444-0688 LLMcNamara1@gmail.com</p>	<p>Somerset Hills MAL Regina Leslie 17 Spencer Road Basking Ridge, NJ 07920-1816 (908) 766-0747 908-407-5280 (c) reginaleslie@verizon.net</p>	<p>Sussex Highlands (NJ393) Toni Zimmer 242 Alpine Trail Sparta, NJ 07871-1325 (973) 726-9406 tzimmer@twgpower.com</p>
<p>Teaneck (NJ362) Pat Libutti 300 Van Buren Avenue Teaneck, NJ 07666-3137 (201) 836-6165 libutti@gmail.com</p>	<p>Township of Ocean (NJ411) Marie Curtis 7 Robin Drive Oakhurst, NJ 07755-1210 (732) 222-8675 dandmcurt@optonline.net</p> <p>Dallas Grove 1115 Bendermere Avenue Ocean, NJ 07712-4107 (732) 531-1014 dgrovenj@aol.com</p>	<p>Union Area (NJ311) Ada Brunner 329 Academy Terrace Linden, NJ 07036-5601 (908) 925-9784 abrnnr@verizon.net</p>
<p>Wayne (NJ337) Alice Moskowitz 27 Teak Road Wayne, NJ 07470-2754 (973) 942-3086 amoskowitz@alum.wellesley.edu</p>	<p>West Morris Area (NJ378) Kathy Green 36 Tannersbrook Road Chester, NJ 07930-2032 (908) 879-8550 kgreen1967@comcast.net</p>	<p>Western Monmouth (NJ348) Sharon Steinhorn 23 Abbey Lane Marlboro, NJ 07746-1789 (732) 851-5764 steinhorn@optonline.net</p>

LWVUS MINIMUM REQUIREMENT FOR LOCAL LEAGUES

- The League must have bylaws, the first three articles of which must be consistent with those of the LWVUS. The remaining articles must provide for democratic procedures.
- The League must establish and maintain a nonpartisan policy.
- The League must hold an annual business meeting of the membership.
- The League must hold regular board meetings.
- The League must meet its financial obligations to the state and national levels of the League.
- The League must have a plan for membership growth and retention that encourages a membership as diverse as the community.
- Any advocacy pursued by the League must be consistent with League principles, positions and policies.

GUIDELINES FOR NEW JERSEY LOCAL LEAGUES

Nonpartisanship

A local League must review its nonpartisanship policy yearly after the annual meeting. This policy must not be violated.

Membership

A local League should have an aggressive membership recruitment and retention program. Its membership should be as representative of the community as possible.

Finance

- A local League must assume its full financial responsibility for all levels of League activity.
- A local League should hold a finance drive and/or fundraiser annually to avoid financial difficulty and to promote community interest and support for the League.

Voters Service

A local League must provide essential voters service for its community.

Reporting

A local League must submit reports promptly to the state and national Leagues.

Meetings

- A local League must hold regularly scheduled meetings for the general membership.
- In accordance with local bylaws, an annual meeting must be held for the approval of the budget, adoption of any bylaws amendments, election of officers and directors and adoption of programs.
- A local League must hold regularly scheduled board meetings with written agenda and minutes.
- Local League members should attend workshops, conferences and send representatives to council and convention.

Bulletin

A local League must provide regular communication with members through a local newsletter which should include schedules of meetings, information on League positions, calls to action and any other information necessary for a member to be informed and to act effectively.

Program

- A local League should adopt a local program item for study and action. Every ten years, a League should review its Know Your Town and/or Know Your Schools as its local program.
- A local League should participate in some aspects of state and national programs.

NONPARTISANSHIP POLICY GUIDELINES FOR LOCAL LEAGUES

Your local board's nonpartisanship policy should be discussed and set at the beginning of the League year. Your policies should be determined so that they can be consulted when the need arises.

The bylaws of the League state: "The League may take action on governmental measures and policies in the public interest. It shall not support or oppose any political party or any candidate."

"To ensure the credibility of the League as a nonpartisan organization, each League's board of directors is responsible for drafting and carrying out its own nonpartisan policy and for seeing that both members and the public understand the League's nonpartisan role." *League Basics* is available in the Tools for Leaders section of the LWVUS website, www.lwv.org.

General guidelines are as follows:

- A. Local board members should not run for or hold partisan public office.
- B. Key board members must not engage in any political activity or in activity in support of a candidate.
- C. Based on the position of the League in the community, each local board must decide, on an individual basis, the effect on the League of:
 1. Participation of a board member in partisan social affairs.
 2. Signing petitions for specific causes.
- D. In making its decision, the board must take into consideration
 1. The public prominence of the board member and the sensitivity of his/her position on the board.
 2. Possible conflict of interest in assigning board portfolios.
 3. The need for greater discretion when local elections are involved, including board of education.

Key board positions are those of president and voters service director, and in general, those officers must refrain from political activity. Each board must decide for itself what other board positions, if any, are particularly sensitive in the community.

Service to the community as well as practical political advantage for League program may be gained if a board member participates on an appointed board or commission. However, the local board should take the above guidelines into consideration when deciding the advisability of a board member's participation on such a board.

The State Board Nonpartisan Political Policy [below](#) is offered as a sample.

Non Partisan Policy for LWVNJ Board of Directors

The Bylaws of the League of Women Voters of New Jersey state that the LWV "shall not support or oppose any political party or candidate". The purpose of the LWVNJ's nonpartisan policy is to assure the credibility and integrity of the League of Women Voters of New Jersey as an organization which does not support or oppose any candidate or political party. The ability of the LWVNJ to be an effective voice for the public interest will be achieved only if its policies and positions are seen as independent of partisan influence. Thus, those persons making such policies must also be perceived as being free of all partisan influence. Only to the extent that the public and its elected officials are convinced of the LWVNJ's genuine nonpartisanship will the League be able to render effective voter service and gain a wide base of support for its positions on governmental issues.

1. **Elected Office:** No member of the Board of Directors shall run for or hold elective office at the national, state, county or municipal level except school board, fire district or nonpartisan commission. If a board member declares for an affected elected office, the member shall resign from the board. Public notices released by LWVNJ announcing the resignation of a board member to run for political office shall be carefully worded to avoid any appearance of endorsing the member's candidacy.
2. **Political Party Office:** No LWVNJ board member shall run for, hold or be appointed to a political party office at the national, state, county, or municipal level.
3. **Endorsements and Campaigns:** The president, voter service vice president (or director) and advocacy vice president (or director) may not publicly endorse or work for any national, state, county, or municipal political campaign or candidate. Other board members, with discretion, may work for a candidate's campaign. Any board member involved in a candidate's campaign must inform the board. Although it is the intent of this policy that such activities would normally be acceptable, the final determination is at the discretion of the board.
4. **Campaign Contributions:** All board members may make campaign contributions within legal limits.
5. **Nominating Petitions:** All board members may sign a nominating petition, except those referred to in #3 - president, voter service and advocacy vice presidents or directors.
6. **Campaign Publicity and Participation:** It is never acceptable for the name of the League of Women Voters to be used in identifying a board member working in a candidate's campaign or in any manner implying support or opposition by the LWVNJ to a political party or candidate for any elected office.

7. **Appointments to boards, commissions and committees:**

LWVNJ board may encourage and assist League members to secure appointments to government boards, commissions and committees. These recommendations shall be approved by the board. Appointees serve as individuals rather than as formal representatives of the League unless the position was offered to the organization.

If the seat is for the League, the board shall appoint a new representative when the board member's term of office or the staff member's employment by the League has ended. The board may also appoint a League member who is not on the state board to represent the League.

State board members may serve on private sector and nonprofit boards. Conflicts between the appointee's League position and appointed position must be brought to the attention of the League Board, which will determine the appropriate action.

8. **League programs:** LWVNJ will not invite anyone who has declared as a candidate for any office to participate in any kind of program, whether as a speaker or member of a panel, unless it is a candidate's forum. This ban would include members of his/her staff if an incumbent.

A good rule of thumb: federal officials cannot be asked during even numbered years and state officials cannot be asked during odd numbered years.

9. **Moderators and Timekeepers:** A League member who runs for, or is elected to, any partisan office (including party committee) shall not be eligible to moderate any partisan forum. This prohibition shall run from the time such an office is first sought until the position is relinquished or the term ends. League members who are visibly active in a party in ways other than public office should also not, ordinarily, moderate partisan forums.

It is preferable that a member with such partisan activities or offices should not moderate even nonpartisan forums, such as nonpartisan municipal elections and board of education elections.

It is recommended, but not required, that timekeepers follow the same guidelines.

10. **Exclusion:** These policies do not apply to the family of a board member.

11. Situations not covered by this policy will be addressed as needed by the Board of Directors.

Model Agenda for a Local Board Meeting

Board Meetings	Name of League	Date
	Meeting Site Address and Phone Number	
	Agenda	
7:30 pm	Call to Order and Minutes: additions or corrections	
7:35 pm	Treasurer's Report	
7:40 pm	President's announcements: correspondence from State, National and other Leagues, other groups, meeting dates (in calendar form)	
	Reports	
7:50 pm	Membership: recruitment, orientation, involvement in new and old projects	
8:05 pm	Program meeting: evaluate last meeting; plan for upcoming meetings.	
8:15 pm	Publications: distribute and review new materials	
8:25 pm	Voters Service: registration drives, candidates' forums, candidates' sheets	
8:40 pm	Fundraising: goals, plans	
8:50 pm	Action: State and National calls to action	
9:00 pm	Local Program: information forums, study, consensus, action, "Know Your Town" plans	
9:15 pm	Observer Reports	
9:20 pm	Bulletin: content and deadlines	
9:25 pm	Public Relations: related to above agenda: press release, radio and TV	
9:30 pm	Adjournment	

Time and Place of Next Board Meeting

Note: as much time as possible at a board meeting should be devoted to discussion, decision, plans, voting, and so on. Encourage members to provide reports in advance or on paper, so they can be quickly dispensed with. Board meetings that are more than a small part "reports", with no action required, quickly become dull and unproductive.

League of Women Voters of New Jersey
CANDIDATE CRITERIA FOR LEAGUE SPONSORED DEBATES

Local Leagues may need to limit the number of candidates invited to a debate because of television and time constraints, etc. In those situations, please be sure to adopt specific debate criteria preceding the implementation of the debate. You may wish to **use these LWWNJ criteria as a guide, modifying them to apply to the LOCAL level.**

Adoption of Goals and Criteria for Candidate Inclusion in League Sponsored Debates
League Debates Goals and Criteria; the Federal Election Commission
Rules and Regulations (legal requirements)

The League of Women Voters of New Jersey is a nonpartisan political organization whose primary goal is to promote informed and active participation in government.

Goals for League sponsored debates:

1. educate the public;
2. motivate voters to participate in the election; and
3. provide a venue for voters to hear the views of significant candidates.

Criteria for Candidate Inclusion:

To insure that these goals are met, the following criteria for candidate participation for League debates are considered:

1. The candidate must meet the requirements of the New Jersey Constitution and the United States Constitution.
2. The candidate must meet all legal requirements for inclusion on the ballot in accordance to state election laws.
3. The candidate must have made a public announcement of his or her candidacy.
4. The candidate must show evidence that a formal campaign is being waged, e.g., presence of headquarters (office, store-front or other publicly accessible site other than the candidate's personal residence), campaign telephone number, stationary and staff (campaign manager, treasurer, PR person, website, scheduled campaign appearances, calendar of events which the candidate will attend).
5. The candidate must demonstrate that there is voter interest and support for his/her candidacy. In assessing the significance of a candidacy, the League will require that either:

- a) a candidate's party received at least 5% of the popular vote in the most recent general election; or
- b) by September 15th a candidate's party has shown at least 15% support in a reputable statewide poll.

The League may consider other factors as well.

In all cases, the League will exercise its good faith judgment in deciding whether or not a candidate has demonstrated sufficient voter interest and support.

2010-2011 PROGRAM CALENDAR

Month 2010	State Board Meeting	Events	Voters Service	Organization	NJ Voter
July				<ul style="list-style-type: none"> July 15 – LL rpts due to LWVNJ July 27 – PreBoard Bulletin (PBB) submissions due for 8/7 board mtg July 31 – first quarter PMP and Sales & Use Tax form with any payment due in state office 	Mid July - Members receive summer issue
August	Sat. Aug. 7 9 am	Aug 26: Women's Equality Day	<ul style="list-style-type: none"> Finalize candidate forum arrangements - secure moderator Letters to candidates 	<ul style="list-style-type: none"> Prepare membership drive 	August 10 Articles assigned for Fall issue
September	Sat. Sept. 25 after Fall Workshops	Fall Workshops September 25th PSE&G Training Center, Edison	<ul style="list-style-type: none"> Sept. 11-12: Statewide Voter Registration Weekend Publicize candidate forums 	<ul style="list-style-type: none"> Kick-off membership drive League orientation (if not in June) 	September 10 – Articles due
October			<ul style="list-style-type: none"> Oct. 12 – last day to register to vote or change address for general elections Oct. 26 – deadline for mailed absentee ballot application to County Clerk Local forums 	<ul style="list-style-type: none"> October 31 – second quarter PMP and Sales & Use Tax form with any payment due in state office 	Late October - Members receive Fall Issue
November	Sat. Nov. 13 LWVNJ office, Trenton 10 am		<ul style="list-style-type: none"> Get-Out-the Vote Efforts Nov. 1, 3 p.m. deadline for obtaining absentee ballot application in person at the County Clerk's office for the general election Nov. 2 – General Election Return Voters Service report 	<ul style="list-style-type: none"> Nov. 3 – Annual Member Appeal (Callathon) letters out Nov. 15 – <u>DEADLINE</u> 990n ePostcard for IRS for LLS whose fiscal year ends June 30 FILE: 15th of 5th month from end of fiscal year 	November 10 – Articles assigned for Winter Issue

Month	State Board Meeting	Events	Voters Service	Organization	NJ Voter
Dec. 2010			<ul style="list-style-type: none"> 2011 Citizens Guide order form available 	<ul style="list-style-type: none"> LL sign-up to make calls for Annual Member Appeal (Callathon) 	Dec 10 – Articles due for Winter Issue
January, 2011	Saturday, Jan. 22 10 a.m. LWVNJ office, Trenton		<ul style="list-style-type: none"> Order Citizens Guides 	<ul style="list-style-type: none"> Jan. 15 – liability insurance payment (\$100) due from all Leagues and ILOs to state office. Jan. 19 – <u>DEADLINE</u> LL Callathon sign-up Jan. 31 – third quarter PMP and Sales & Use Tax form with any payment due in state office Participating Leagues receive Annual Member Appeal packets (Callathon) JAN. 31: DEADLINE UPDATE MEMBERSHIP ON LWVUS DATABASE 	Late Jan / Early Feb Members receive Winter Issue
February	Sat., Feb. 26 10 am LWVNJ office, Trenton	Feb. 14 – League Birthday	<ul style="list-style-type: none"> Plan school board candidate forums Sell/ distribute Citizens Guides 	<ul style="list-style-type: none"> February 1 – <u>DEADLINE</u> LWVNJ Program Planning for local Leagues February 1 – Callathon begins February 28 – Callathon packets due back First call for LWVNJ convention 	Feb.10 - Articles assigned for Spring Issue
March		Women's History Month	<ul style="list-style-type: none"> School board forums Plan nonpartisan municipal candidate forums High School registration drives March 29 -- Last day to register or to change voting address for school board election 	<ul style="list-style-type: none"> Second call for LWVNJ convention 	March 10 - Articles due

Month 2009	State Board Meeting	Events	Voters Service	Organization	NJ Voter
April	Apr 30 - Convention	April 30--LWVNJ Convention	<ul style="list-style-type: none"> • April 12 - Deadline for receipt by County Clerk of mailed application for absentee ballot for school board election • April 18 - Deadline for changing party affiliation for June primary • April 18 - 3 p.m. – deadline for obtaining an absentee ballot application in person at the County Clerk’s office for the school board election • April 19 – School Board and Budget Elections • April 19 - Last day to register or change voting address for nonpartisan municipal elections • Plan nonpartisan municipal candidate forums 	<ul style="list-style-type: none"> • April 15 – check off public financing box on IRS forms • April 30 – Raffle draw at Convention • April 30 – fourth quarter PMP and Sales & Use Tax form with any payment due in state office 	Late April - Members receive Spring Issue
May			<ul style="list-style-type: none"> • May 10 - Nonpartisan Municipal Elections • May 17 - Last day to register or change voting address for June primary election 	<ul style="list-style-type: none"> • Local League Annual Meeting 	May 10 Articles assigned for Summer issue
June			<ul style="list-style-type: none"> • June 7 - Primary Election Day • Plan local/legislative candidate forums • Begin Negotiations for site and media coverage for forum 	<ul style="list-style-type: none"> • Local League board orientation • Plan calendar • Plan membership drive • Annual Report due to State Office – July 15th 	June 10 Articles due

Program Suggestions for the 2010-2011 League Year

September through January:

Kickoff meeting. This often uses an interesting local focus. It can be a dinner or a luncheon. The kickoff is a good time to invite new or prospective members. It should ordinarily be the first membership meeting of the new League year. Looking for a topic? How about an advocacy effort by the LWVNJ? Visit <http://www.lwvnj.org/advocacy/index.shtml> to learn more.

Voters Service: Registering voters is something members can do together, a few hours at a time. Candidates forums can make good meetings, or you can hold one on issues around the fall election, such as ballot questions or clean elections (see Kickoff). These should obviously be before the general election! The Division of Elections will list the ballot questions when they become available. There is one posted on dedicating wage assessments to employee benefits. See <http://www.njelections.org/>

The Citizens' Guide for 2010 is at <http://www.lwvnj.org/guide/> as an Adobe Acrobat file.

LWVNJ Program Planning: The deadline this year will be February 1, so you should plan to hold your program planning meeting in December or January. Combining it with something fun (perhaps a holiday party) helps bring members out. Materials may be available on the LWVNJ web site before they are mailed, so be sure to check there.

February through May/June

February is **Black History Month**. Why not team up with a local NAACP chapter or other African-American organization and do something on an issue of mutual interest?

March is **Women's History Month**, so any issue of particular interest to women can be very timely.

Your annual meeting, in April or May. Consider having a speaker who will touch on a hot topic and bring out members and guests. See "A Script for Your Local League's Annual Meeting" in the "especially for members" section, at http://www.lwvnj.org/members/resources/annual_meetings.shtml

Anytime of the Year:

Natural resource issues: Many topics are of great interest to members and the public. Get a speaker through the Natural Resources Committee. Obtain the "Program in a Box" from LWVNJ on "Alternative Energy."

Immigration: Continue to explore issues raised by our recent study—in-state tuition, drivers licenses, responsibility of employers, etc. Contact the Immigration Committee for help.

Education: Obtain one of the “Programs in a Box” from LWVNJ: DVD’s on School Regionalization and the “No Child Left Behind” Act. Or you could contact the Education Committee for help. (There is no contact person for it right now....)

Campaign Finance Reform is always a good topic. Get an update on Clean Elections from our lobbyist.

Civil Liberties after 9/11. Sure to hold people's interest. Bring in a patriotic speaker to talk about the Patriot Acts I and II!

Projects:

Study a local issue: Should your town or county change its form of government? How should your town use its remaining open space? Would it be benefit the town to share services or merge with an adjoining one? Is the incinerator being placed in a reasonable spot? You get the picture.

A Forum on Local Land Use and Zoning can bring out the whole community (Monmouth County ILO had 130 people at theirs). Eminent domain is a hot topic.

Hold “Running & Winning,” a one-day workshop for high school girls. You can get materials and good advice from Camden County, Greater Red Bank Area, Mountain Lakes, and Cape May County. Check out these websites:

<http://www.lwvny.org/camdencounty/runwin.html> and/or

http://secure.smilebox.com/ecom/openTheBox?sendevent=4d7a6b324e6a6b304e5877304f4445794d6a51300d0a&sb=1&campaign=email_receipt_directurl_makeyourown.

LWVNJ can now assist local Leagues with this workshop, courtesy of The Fund for New Jersey: a limited amount of start-up funding (for which local Leagues must apply), a manual, and five ready-to-use issue papers Leagues can use for the campaign exercise.

Conduct “Kids Voting.” Find out more from the presidents of Berkeley Heights-New Providence-Summit, Fair Lawn, Hopewell Valley or Monroe Township, and go to <http://www.kidsvotingusa.org/>

Create or update a “Know your Schools” or “Know Your Town” booklet.

Do a Green Community Project: involve the whole community in “going green.” Check out Mountain Lakes’ efforts at <http://greencommunityproject.blogspot.com/>.

Internships have been successful in a number of local Leagues, such as Burlington County.

Produce and Distribute Voters Guides for each election. They can be printed or put online through one’s website or with help of a local paper.

Give a “Making Democracy Work” award to someone in your community, presenting it at a dinner to which you invite civic leaders and ‘friends’ of the honoree. This activity has garnered much good publicity and new members for many Leagues.

REQUEST FORM FOR PROOF OF INSURANCE

Please Use This Form Only & Fax/Mail/Email 2 weeks prior to your event

Name of Event: _____ **Date/Time of Event:** _____

Location of Event: _____

Local League Contact Information:

Name: _____

Local League: _____

Phone: _____ Email: _____

Does your Local League require an additional copy of the insurance certificate?

YES NO

Organization Requesting Certificate of Insurance? (e.g. Public Library, Board of Education)

Certificate Holder: _____

Address: _____

Name of Contact Person: _____

Email Address of Contact Person: _____

LWVNJ
204 West State Street
Trenton, NJ 08608
Fax: (609) 599-3993
email: contact@lwvnj.org

This form is also available on our website at: <http://www.lwvnj.org/members/#FORMS>

League of Women Voters of New Jersey
2010-2011 Annual Local League Report—Due July 15, 2011

The League president or a designated representative should fill out this form and mail it to LWVNJ, 204 State St., Trenton, NJ 08608. You may also go online, to www.lwvnj.org, obtain this form from the "Members Area", fill it out using Word, and email your response to contact@lwvnj.org.

Please **attach and mail along with this form:**

- A list of your BOARD MEMBERS or Administrative Council or Committee for 2010-2011.
- Your approved BUDGET for 2011-12
- *Up-to-date BYLAWS. (New)*
- Any new PUBLICATIONS your League has developed.

LOCAL LEAGUE _____

Person submitting report: _____

2011-12 President(s), Contact(s), or Managers: Please provide 2, indicating titles.

NAME: _____

Address _____

Phone: _____ Email: _____

NAME: _____

Address _____

Phone: _____ Email: _____

2011-12 Treasurer _____

Address: _____

Phone: _____ Email: _____

MEMBERSHIP:

Annual dues (for 2011-12): Individual _____ Household _____ Student _____

How many members were on your rolls as of Jan. 31, 2011? _____

What did you do to recruit new members and retain old ones? (*Successful ones?*)

Do you have a special orientation for new members? *Please describe.*

What did you do to include MALs in your area? *Successes?*

DEVELOPMENT: Describe how your League finances its operations beyond dues, if so.

VOTERS SERVICE:

What did you do to register new voters and/or encourage voting? (registration drives, brochures, etc.)

What did you do to inform voters about candidates or issues? (voters guides, debates, etc.)

What did you do to educate young people about government and about voting? (essay contests, Running & Winning, giving them Citizens Guides, etc.)

How can LWVNJ support your service to voters and/or improve our own?

LEAGUE PROGRAM

If you did a **Local Study**, what was it and how did you conduct it?

If you participated in a **State or National Study**, specify which and describe what you did.

How many are in your **Observer Corps** and which government units do they regularly observe?

What were your most successful **meetings/events/projects**? **Why**?

ADVOCACY

What **actions**, if any, did you take on League positions?

What **position(s)** did you act on? *(Indicate whether a local, state or national position)*

What can LWVNJ do to strengthen your/our advocacy efforts?

COLLABORATION:

Which organizations, if any, did you work with to hold events or accomplish League goals?

COMMUNICATIONS:

How did you communicate with your members? (*email, mail, phone tree, website, others?*)

How did you make the public aware of your events/positions? (*Most effective method?*)

How can LWVNJ best communicate with you and your members?

Please rank the top 4 methods, 1 as “most effective”:

___Board liaison ___phone ___website ___email

___E-voter ___NJ VOTER ___Action Alerts

What can LWVNJ do to improve communications with local League leaders and members?

Any other comments?

THANKS FOR ALL YOU DO FOR THE LEAGUE AND FOR YOUR COMMUNITY!

Per Member Payment Information

The Per-Member Payment (PMP) is the way Leagues support the state and national level of our three-level organization. The PMP is a major source of income for both the LWVNJ and the LWVUS, providing partial support for advocacy, membership and organizational activities. The *NJ Voter*, state convention, board, committees and office staff, as well as the *National Voter*, national convention, council, board and committee meetings all depend on the PMP. The LWVNJ board and the LWVUS Board recognize and appreciate the significant commitment Leagues make when they pay their PMP.

Calculating the PMP Obligation

Your League's PMP obligation for the fiscal year is based on the membership count of paid-up members as reported to the LWVUS the previous January. Invoices showing these member numbers are sent by LWVUS each year. **It is critical that local Leagues update their membership on the LWVUS website by January 31st each year so that an accurate count is used in determining PMP for the next fiscal year.**

Local Leagues should also update the member data base whenever they get new members, members drop, or members change address or name. (Please notify the state office too.) All state and national League mailings are done using names from the LWVUS database. Thus, until new members are registered on that database, they will not receive mailings of the *NJ Voter* or the *National Voter* or any other benefit to which they are entitled by being members of the League. Doing this on a regular basis will help you keep them as members!

To update membership information online, enter the member section on the website, <https://member.lwv.org/login.asp>. Use the code and instructions you have been given to make the changes. For assistance, please contact Betty Taira, at btaira@lwv.org or call (202) 429-1965 x345.

PMP Rates for the 2010-2011 fiscal year:

LWVUS: **\$29.70 for 10-11 (but it will rise to \$30 for 2011-2012)**. Second household member and student's rates are currently \$14.85 (half of full rate); **in 2011-2012, they will rise to \$15.**

LWVNJ: **\$23.00**; second household member and student's rates are \$11.50 (half of full rate)

Special Considerations in Figuring PMP Total

50-year members: Those who have been members for 50 years or more are full-voting members but are excused from the payment of dues. Therefore, no PMP is charged.

Nationally recruited or renewed members: PMP is not charged for nationally recruited members (NRMs) or for members who renew through the LWVUS. (Local Leagues are encouraged to ask NRMs to join them at renewal time.)

Members in a common household: When two or more members reside in the same household, the full PMP is charged for the first member and one half PMP for each additional member. In these cases, only one copy of the *NJ Voter* and *The National Voter* is sent to each household.

PMP Billings

The bill that Leagues receive at the beginning of the fiscal year from both LWVNJ and LWVUS reflects the amount due for the entire current fiscal year at the PMP rate voted by delegates at the LWVUS convention. This invoice takes into account the special cases listed above for which your League pays part or no PMP at all. Leagues receive balance forward statements each quarter, until the PMP obligation is paid in full. The quarterly balance forward statement indicates payments made and the total now due or credit balance, if any. If you have questions regarding your LWVNJ PMP invoice, please contact the LWVNJ state office, (609) 394-3303; for your LWVUS PMP invoice, please call (202) 429-1965 x324 (currently Lori Liffbrig, lliffbrig@lwv.org).

Payment of the PMP is neither optional nor subject to local amendment. In order to retain the right to vote at state and national conventions, Leagues must have made full payment of their PMP.

Satisfying PMP Obligations through Ed Fund Payments

Note that Leagues may satisfy up to 25% of their PMP obligation to LWVNJ by payments from their local League Education Funds to the LWVNJ Education Fund. Also, Leagues may satisfy up to 50% of their PMP obligation to LWVUS by using tax-deductible contributions made to the League of Women Voters Education Fund (LWVEF) or to your state League's education fund.

If you wish to satisfy more than 50% of the LWVUS PMP obligation with tax-deductible contributions, write to Sarah Peterson, Coordinator, Membership/Field Support Department, speterson@lwv.org, explaining why you need to exceed the 50% limit.

:

SALES AND USE TAX
QUARTERLY PAYMENT FORM

DUE: Fifteen days after the end of each quarter

Form must be returned even though no money is due.

Sales and Use Tax on
Local Publications, National Publications
and "Money Raising Events"

Please read explanation on next page before filling in this section.

Gross realized from "money raising" event (A) \$ _____

Total gross sales of national and local publications
to non-exempt organizations and individuals (B) \$ _____

Total value of local and national publications used
by non-exempt individuals and organizations (C) \$ _____

Total Gross (A+B+C) (D) \$ _____

To compute tax due, multiply (D) by .07 and enter here (E) \$ _____

Make check payable to: League of Women Voters of New Jersey

Signed: _____
Treasurer

League

Sales and Use Tax, Quarterly Payment Form (continued)

New Jersey Sales tax (7%) on a “money-raising” sale or event is due in the state office quarterly. Please consult your NJ Local League Treasurer’s Handbook to determine your liability for this tax.

New Jersey Sales and Use Tax (7%) on local and national publications sold, given away, or used by local Leagues is also due in the state office quarterly. If you owe no tax on local and national publications, please write “No Tax Due” across form, sign and return. The tax for state publications is reflected in your total publications statement.

Examples to assist in computing the tax owed:

- A. If you sold \$10.00 worth of local and national publications:
You owe \$0.70 in sales tax. ($\$10.00 \times .07$)
- B. If you sold \$10.00 worth of local and national publications, but \$3.00 worth of this amount was sold to a tax-exempt organization*:
You owe \$0.42 in sales tax. ($[\$10.00 - \$3.00] \times .07$)
- C. If you gave away or “used” \$10.00 worth of local and national publications:
You owe \$0.70 in use tax. ($\$10.00 \times .07$)
- D. If you gave away \$10.00 worth of local and national publications, but \$3.00 of this amount was given to a tax-exempt organization*:
You owe \$0.49 in use tax. ($[\$10.00 - \$3.00] \times .07$)

* Tax exempt organizations include:

- a) The United States Government and its agencies.
- b) The United Nations or any international organization of which the United States is a member.
- c) The state of New Jersey and its agencies and instrumentalities (county, municipal governments, etc.).
- d) Non-profit organizations operated solely for religious, charitable, scientific, literary, or educational purposes; for the prevention of cruelty to children or animals; or testing for public safety.

2009-2011 LWVNJ Positions in Brief

The following are abbreviated position statements. Refer to *Study & Action 2009-2011* for the complete text.

ADMINISTRATION OF JUSTICE

Death Penalty: Oppose capital punishment under any circumstances and for any type of crime. Life imprisonment without possibility of parole is the appropriate alternative.

Family Court: Support adequate funding and training of personnel.

Juvenile Justice: Support rehabilitation programs including a broad range of graduated sanctions and services and adequate funding for community based facilities. Support measures to reduce disproportionate representation of minority youth in the system and a single independent state level agency.

Mediation in the Municipal Courts: Support statewide implementation of mediation programs.

EDUCATION

Charter Schools: Support charter schools to encourage innovation within the public schools, while preserving the public character of public education. Traditional public school districts should be protected from arbitrary funding changes with respect to charter school funding.

Private School Choice: Oppose use of public funds to support students in non-public schools.

Public School Funding: See Public Education Funding under Fiscal Policy.

School District Regionalization: Support decision-making by citizens of affected districts, so long as right to equal educational access not abridged. Support merger of some types of districts into a regional district and others into single K-12 districts, and elimination of tiny districts. Support revision of decision-making process for changes in tax-allocation formula. Oppose formation of countywide districts.

State Role in Achieving Quality Education: Support the sharing of responsibility between state and local school boards for educational outcomes; support state assistance and monitoring; state-set curriculum content standards, and structural flexibility.

Teacher Certification and Professional Development: Support continuation and improvement of the alternative route to certification to assure substantive training, valid evaluation and appropriate support. Support periodic renewal of certification and requirement of continuing professional development.

Tenure: Support elimination of tenure for administrators.

FISCAL POLICY

Dedication of Taxes: Oppose the constitutional dedication of taxes.

Public School Funding: Promote state fiscal measures to improve and equalize opportunities for public education including aid for school facilities and adequate support for children with special needs. Protect school districts from arbitrary funding changes. State education

mandates should be used to meet educational standards, include significant state funding and adequate time for implementation.

Tax and Spending Limits: Support limits on taxation and spending by municipal, county school and state governments.

Tax and Spending Policy: Promote sound fiscal policies through a progressive and equitable tax structure with adequate revenue to provide state and local services to meet the needs of New Jersey citizens. Support measures to reduce dependence on the local property tax and disparities in tax rates and services among communities.

GOVERNMENT

Campaign Finance: Support an open and accountable system including contribution and expenditure disclosure and limitations. Support a system of public and private funding.

Independent Commissions and Authorities: Support accountability, openness, coordination in planning between commissions and authorities and oversight by executive branch.

Lieutenant Governor: Support cost effectiveness and defined responsibilities for the office.

Support opportunity office provides for women and minorities to run for state office, but oppose it being used for political maneuvering. Oppose holding a special midterm election if Lieutenant Governor succeeds Governor, allowing the office holder to serve the remainder of the term.

Structures and Procedures: Support longer staggered assembly terms and single member districts.

NATURAL RESOURCES

Planning for Growth: Support a comprehensive state planning policy for land use decisions, which includes open space conservation, habitat preservation for biodiversity, farmland preservation, provision of low and moderate-income housing consistent with environmental policies and historic preservation. Support watershed management, storm water management, non-structural approaches to flood damage reduction in all river basins and education and enforcement programs to eliminate both non-point and point source pollution. Support a transportation planning process that provides all segments of the population with a minimum level of mobility, contributes to sound land use planning, is consistent with local and regional development goals, considers energy conservation and environmental protection and enhances the social and economic welfare of all state residents.

Radioactive Waste: Public health and safety should be the primary considerations in managing radioactive wastes. Greater weight should be given to prevention of environmental degradation over economic constraints.

Solid Waste Management: Strategies for managing municipal solid waste should be implemented in the following order: source reduction, recycling, waste-to-energy, and landfill.

TRANSPORTATION

Transportation: Support use of public monies to subsidize both operating and capital costs of public transportation.

WOMEN & FAMILY ISSUES

Child Care: Promote state efforts to increase the availability of quality child care service.

Domestic Violence: Support measures that protect victims and survivors.

Family Life Education: Support the teaching of comprehensive family life education in the public schools.

Legal Status of Women: Promote laws that protect the rights of women. Support revisions of property and inheritance laws, expeditious and less costly divorce procedures, equitable distribution statutes, strengthening of laws regarding disclosure of assets and methods for collecting support payments.

Reproductive Rights/Public Policy on Abortion: Support the right of the individual to make the choice of whether or not to terminate a pregnancy.

Note: In December, 2009, the LWVNJ Board of Directors approved the following position after a state-wide study. It will be included in the 2011-2013 edition of "Study and Action."

Undocumented Immigrants' Access to Instate Tuition and Related Rights:

The League of Women Voters of New Jersey supports extending instate tuition to unauthorized immigrants who graduate from NJ high schools and are admitted to NJ's public institutions of higher education. In addition, if the state funds private higher education for New Jersey students, the League supports including unauthorized immigrants who would qualify for instate tuition at par in the funding formula for private colleges and universities.

League Editorial Style

Use of the League Name(s)

The name of the League, the League of Women Voters of New Jersey, the League of Women Voters of New Jersey Education Fund or any local or state League always is capitalized.

When used as a noun in a sentence, any version of the League name always takes the article *the*. Never write *League will participate* or *LWVNJ will send....* Always write *The League will participate* or *The LWVNJ will send....*

Never refer to the LWVUS or the LWVEF as National or LWVNJ as State. This just supports we/they ways of thinking. Avoid using the term "the national office" whenever possible. It is better to use the LWVUS or the LWVEF or--occasionally--the League's national office.

Capitalization

Personal, professional and other titles are capped when used before a name (LWVNJ President Anne Maiese). Titles when used alone or after a name (Anne Maiese, president of the League) are lowercased. One exception: we always cap President when it refers to the President of the United States.

Congress (the noun) is capped; congressional (the adjective) is not; similarly: the President, presidential. The Senate and the House of Representatives are capped. Senator Smith is capped; the senator is not. Similarly: Representative Jones; the representative. (Note that Representative is the correct title for a member of the House; not Congressman or Congresswoman.) Both senators and representatives are members of Congress. The Administration is capped; the Bush administration is down.

Use caps with proper nouns (the House Rules Committee, the Ford Foundation; subsequent references are lower case (the committee, the foundation).

In general, when in doubt, leave it lower case; the trend is toward less capitalization.

Common League Acronyms

ILO	Inter-League Organization: an officially recognized level of League which is composed of Leagues within a county, metropolitan area or region. It is a group of Leagues, not individual members. ILOs adopt bylaws, a budget, elect a board of directors, and choose program for study and action. In New Jersey, all ILOs are recognized on a county level.
LLs	Local Leagues
LWV	League of Women Voters

LWVEF	League of Women Voters Education Fund (national)
LWVNJEF	League of Women Voters of New Jersey Education Fund
LWVUS	League of Women Voters of the United States
MAL Unit	Member-at-Large: a member of the League who resides outside the area of a local League
PMP	Per member payment: a portion of each member's dues which supports their state and national membership
SBR	State Board Report

FREQUENTLY USED "LEAGUE WORDS" (notice spelling):

Annual meeting

Congress

Election Day – but general election and primary election

local League

nonpartisan

VOTeline

NJVOTER

voters service (notice the "s" in voters)

BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF NEW JERSEY

Incorporated April 19, 1924

(as amended by delegates at May 2009 Convention)

Contents:

[Article I](#): Name

[Article II](#): Purposes and Policy

[Article III](#): Membership

[Article IV](#): Local Leagues, ILOs and MAL Units

[Article V](#): Board of Directors

[Article VI](#): Officers

[Article VII](#): Financial Administration

[Article VIII](#): Convention

[Article IX](#): Nominations and Elections

[Article X](#): Principles and Program

[Article XI](#): Council

[Article XII](#): National Convention/Council

[Article XIII](#): Parliamentary authority

[Article XIV](#): Amendments

ARTICLE I

Name

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

ARTICLE II

Purposes and Policy

Section 1 - Purposes. The purposes of the League of Women Voters of New Jersey are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

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

ARTICLE III

Membership

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

Section 2 - How Composed. The League of Women Voters of New Jersey shall be composed of members of the League of Women Voters of the United States who are enrolled in recognized local Leagues within the state and state members-at-large (MAL), who shall be state members who reside outside the area of, and or are not enrolled in, any recognized local League. State members-at-large may be enrolled as members of an MAL unit. Members who live within an area of a local League or MAL unit may join that League, any other local League, or be a member-at-large of LWVNJ.

Section 3 - Types of Membership.

- (a) Voting members shall be those citizens at least 18 years of age who are enrolled in recognized local Leagues, and state members-at-large, including honorary life members. Honorary life members are those residing in the state who have been members of the League for 50 years or more.
- (b) Associate members shall be all other members.

Section 4 - Members-at-Large

Members-at-Large (MALs) can serve on the board or any committee of the state League and can participate in any statewide consensus process done by individual vote.

MALs who are members of an MAL Unit will have representation at council and convention through their unit. They can participate in consensus through a meeting of their MAL Unit as well.

Unaffiliated MALs do not have formal representatives at convention or council, although they may represent a local League that is not sending its full complement of delegates, at the discretion of that League's board. When a state consensus or update is done at the local League level, unaffiliated MALs may (with notice to the local League president) choose to participate with a local League, or they may come together as a group to reach consensus. In other cases they will be asked to send their thoughts and comments directly to the state League board, which will consider them as a set when it reviews responses from local Leagues, MAL Units, and ILOs.

ARTICLE IV

Recognition of Local, Inter-League Organizations (ILOs) and Member-At-Large (MAL) Units

Section 1 - Local Leagues and ILOs. Local Leagues and ILOs are those Leagues and ILOs that have been recognized by the League of Women Voters of the United States.

Section 2 - Recognition of Local Leagues. When there is, in any community in the state, a group of members of the League of Women Voters of the United States which meets the recognition standards for local Leagues as adopted at the national convention, the board of directors of the League of Women Voters of New Jersey shall recommend to the national board that recognition be granted.

Section 3 - Recognition of ILOs. When a majority of the members of a majority of the local Leagues in a county form an ILO to promote the purpose of the League, to adopt program, and to work on matters of common concern, the board of directors of the League of Women Voters of New Jersey shall recommend to the board of directors of the League of Women Voters of the United States that recognition be granted.

Section 4 - Withdrawal of Recognition. In the event of recurring failure of a local League or ILO to meet recognition standards, the board of directors shall recommend that the board of directors of the League of Women Voters of the United States withdraw recognition from the local League or ILO. All funds held by a local League from which recognition has been withdrawn shall be paid to the League of Women Voters of New Jersey, and all funds held by an ILO from which recognition has been withdrawn shall be prorated among the member Leagues.

Section 5 - Member-at-Large-Units.

- (a) When a group in a community in which no local League exists wishes to form a League of Women Voters, they may be organized by the League of Women Voters of New Jersey into an MAL Unit.
- (b) When a local League has taken steps to disband, but meets all of the standards for recognition as an MAL Unit, the board of directors may recognize that League as an MAL Unit.
- (c) The board of directors shall establish rules, standards, and procedures for MAL Units and shall withdraw recognition from an MAL Unit for recurring failure to meet these standards. All funds held by an MAL Unit from which recognition has been withdrawn shall be paid to the League of Women Voters of New Jersey.

ARTICLE V

Board of Directors

Section 1 - Number, Manner of Selection and Term of Office. The board of directors shall consist of the officers of the League, 10 elected directors and not more than 10 appointed directors.

The elected directors shall be elected by the convention and shall serve until the conclusion of the next regular biennial convention or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding 10, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall expire concurrently with the term of office of the elected directors.

Section 2 - Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this corporation unless that person is a voting member of a local League of Women Voters in the state of New Jersey or a member-at-large of the state League.

Section 3 - Vacancies. The president shall designate a vice president to serve in the absence of the president. In the event of the resignation, disability, or death of the president, the board of directors shall elect by majority vote one of the vice presidents to fill the vacancy. If no vice president is able to serve, the board of directors shall elect by majority vote another of its members

to serve as president. Any vacancy, other than the presidency, occurring in the board of directors may be filled by majority vote of the remaining members of the board of directors.

Section 4 - Powers and Duties. The board of directors shall have full charge of the property and business of the corporation with full power and authority to manage and conduct the same, subject to the instructions of the convention. The board shall plan and direct the work necessary to carry out the program on state government matters as adopted by the convention. It shall accept responsibility delegated to it by the board of directors of the League of Women Voters of the United States. The board shall create and designate such special committees as it may deem necessary.

Section 5 - Regular Meetings. The board of directors shall meet at least quarterly. Notice of the time and place shall be mailed to all members of the board not less than one week before the date of the meeting. No action taken at any regular board meeting attended by three fourths of the members of the board shall be invalidated because of the failure of any member or members of the board to receive any notice properly sent or because of any irregularity in any notice actually received.

Section 6 - Special Meetings. The president may call special meetings of the board of directors, and shall call a special meeting upon the written request of five members of the board. Members of the board shall be notified in writing of the time and place of special meetings at least three days prior to such meeting, provided, however that during a convention or council the president may, or upon request of five members of the board shall, call a special meeting of the board by handing the members of the board a written notice of the time and place of said meetings.

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

Section 8 - Attendance. If a member of the board of directors fails to attend two consecutive regular board meetings without a valid excuse, her or his office will be considered vacant.

Section 9 - Electronic and Phone Decisions/Meetings: board members may vote by e-mail according to an e-vote policy approved by the board. They may participate in board meetings by conference call or any other distance method, provided all board members can participate.

ARTICLE VI

Officers

Section 1 - Enumeration and Election of Officers. The officers of the League of Women Voters of New Jersey shall be a president, four vice presidents, a secretary and a treasurer. The secretary and treasurer may be the same person. They shall be elected by the convention and shall hold office until the conclusion of the next regular biennial convention or until their successors have been elected. The president shall not be eligible for election to more than two consecutive terms.

Section 2 - The President. The president shall preside at all meetings of the organization and of the board of directors except as provided in Section 3 of this article. The president may, in the absence or disability of the treasurer, sign or endorse checks, drafts and notes. The president shall be, ex-officio, a member of all committees except the Nominating Committee, and have such usual powers of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the board.

Section 3 - The Vice Presidents. The vice presidents shall perform such duties as the president and the board of directors may designate.

Section 4 - The Secretary. The secretary or a duly appointed assistant shall keep the minutes of the conventions and councils of the League of Women Voters of New Jersey and of the meetings of the board of directors; notify all officers and directors of their election. The secretary may have other responsibilities as decided by the officers of the League of Women Voters of New Jersey. The secretary, president or treasurer shall sign all contracts and instruments when so authorized by the board.

Section 5 - The Treasurer. The treasurer shall serve as chief financial officer of the League of Women Voters of New Jersey and shall be an ex-officio member of the budget committee.

ARTICLE VII

Financial Administration

Section 1 - Fiscal Year. The fiscal year of the League of Women Voters of New Jersey shall commence on the first day of July of each year.

Section 2 - Financial Support. Financial responsibility for the work of the League of Women Voters of New Jersey shall be assumed annually as follows:

A. Local Leagues shall pay a per member payment.

1. Excluded from per member payment are honorary life members.
2. When two or more members reside at a common address in the same household the local League shall make a full per member payment for the first member and a payment equal to one-half the per member payment for each other member.

B. Members-at-Large shall pay annual dues to the state League as determined by the convention or council. When two or more members-at-large reside at a common address in the same household, the annual dues for each additional member shall be one-half the member-at-large dues set for the first member

Section 3 - Membership Incentive. Each year during which a local League's membership has been increased by 10% or more, said League will receive a 5% reduction on the per member payment.

Section 4 - Budget. The board shall submit to the convention for adoption a proposed budget for the next two fiscal years. The budget shall propose the amount of per member payment to be made by the local Leagues. A copy of the proposed budget shall be sent to each local League president, ILO president and MAL unit leader at least two months in advance of the convention.

The board of directors shall be authorized to make appropriate modifications to the budget in the second year of the biennium. If a new PMP level should be deemed necessary in a non-convention year, a special meeting of council must be called to authorize the change. If there is to be a proposed increase in per member payment, local Leagues shall be notified of the amount of the increase at least three months in advance of convention or the specially-called council.

Section 5 - Budget Committee. The budget chair shall be elected by the convention and shall serve until the conclusion of the next regular biennial convention. Nomination for this office shall be made by the current Nominating Committee. The budget shall be prepared by a committee of both board and non-board members. The committee shall be appointed for that purpose within six months of convention. The committee shall serve until the conclusion of the next regular convention; it will review the budget and suggest revisions as needed in the non-convention year. The treasurer shall be ex-officio a member of the budget committee but shall not be eligible to serve as chair.

Section 6 - Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of New Jersey, all monies and securities which may at the time be owned by or under the absolute control of the League of Women Voters of New Jersey shall be paid to the League of Women Voters of the United States. All other property of whatsoever nature, whether real, personal or mixed which may at the time be owned by or under the control of the League of Women Voters of New Jersey shall be disposed of by any officer or employee of the organization having possession of same to such person, organization, or corporation, for such public, charitable, or educational uses and purposes as may be designated by the then board of directors of the League of Women Voters of New Jersey.

Section 7 –Audit. The books shall be reviewed annually by a certified public accountant and formally audited by a certified public accountant at least every other year. The audit shall include both years of the biennium.

Section 8 – Signatories. The treasurer, secretary, or president shall sign all contracts and instruments when so authorized by the board.

ARTICLE VIII

Convention

Section 1 - Place, Date, Call and Notification. A convention of the League of Women Voters of New Jersey shall be held biennially. The time and place of the convention shall be determined by the board of directors. The president shall send a first call for convention to each local League president, ILO president, and MAL unit leader not less than three months prior to the opening date of the convention fixed in said call. Thereafter the board of directors may advance or postpone the opening date of the convention not more than two weeks from the date fixed in the first call. The president shall send a final call for the convention to each local League president, ILO president and MAL unit leader at least thirty days before convention.

Section 2 - Composition. The convention shall consist of the delegates chosen by the members of the local Leagues, as provided in Section 4 of this article, the presidents of local Leagues or their duly authorized representatives, the presidents of ILOs or their duly authorized representatives, the leaders of MAL units or their duly authorized representatives and the members of the board of directors of the League of Women Voters of New Jersey.

Section 3 - Qualifications of Delegates and Voting. Each delegate shall be a voting member in the state of New Jersey. Each delegate shall be entitled to vote only if that League has met its per member payment responsibilities. The state board may make an exception in the case of proven hardship. Each delegate shall be entitled to one vote only at the convention even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether a delegate is qualified to vote.

Section 4 - Representation. In addition to the president or the president's duly authorized representative, each recognized local League shall be entitled to one delegate for any number of voting members up to the first 25 voting members and one delegate for every 25 additional voting members belonging to said local Leagues on January 31st of said year. The record in the state office of paid up voting members shall determine the official membership count for this purpose. Local Leagues must have per member payments paid in full through the quarter preceding convention or council to guarantee representation.

Section 5 - Authorization for Action. The convention shall consider and authorize for action a program, shall elect officers and directors, shall adopt a budget for the next two fiscal years, and shall transact such other business as may be presented.

Section 6 - Quorum. A quorum shall consist of not less than twenty percent of the possible number of voting delegates (other than the board of directors), representing not less than twenty five percent of the local Leagues, for the transaction of business at a state convention.

ARTICLE IX

Nominations and Elections

Section 1 - Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the board of directors. The chair and two members, none of whom shall be members of the board of directors, shall be elected by the convention. Nominations for these offices shall be made by the current Nominating Committee. Further nominations may be made from the floor of the convention. The other members of the committee shall be appointed by the board of directors immediately after the convention. Vacancies occurring in the Nominating Committee by reason of death, resignation or disqualification shall be filled by the board of directors. The president of the League of Women Voters of New Jersey shall send the name and address of the chair of the Nominating Committee to local League and ILO presidents and to leaders of MAL units. It shall be the duty of the chair of the Nominating Committee to request through the president of each local League suggestions for nominations for offices to be filled.

Section 2 - Suggestions for Nominations. Suggestions for nominations by local Leagues or ILOs shall be sent by the president or secretary of such local League or ILO to the chair of the Nominating Committee at least three months before the convention. Any member may send suggestions to the chair of the Nominating Committee.

Section 3 - Report of the Nominating Committee and Nominations from Floor. The report of the Nominating Committee of its nominations for officers, directors, budget chair and the chair and two members of the succeeding Nominating Committee shall be sent to local Leagues, ILOs and MAL units one month before the date of the convention. The report of the Nominating Committee shall be presented to the convention on the first day of the convention. Immediately following the presentation of this report, nominations may be made from the floor by any member of the convention, providing the consent of the nominee shall have been obtained in advance.

Section 4 - Elections. The election shall be in the charge of an Election Committee appointed by the president on the first day of the convention. The election shall be by ballot except that, if there is but one nominee for each office, it shall be by voice vote. A majority of those present and voting shall constitute an election.

ARTICLE X

Principles and Program

Section 1 - Authorization. The governmental principles adopted by the national convention and supported by the League as a whole, constitute the authorization for the adoption of a program.

Section 2 - Program The program of the League of Women Voters of New Jersey shall consist of (a) League principles and positions (b) actions to implement those principles and positions, and (c) procedures such as studies and updates, by which new or revised positions are developed. Specifically:

- a. The LWVUS principles, referenced in Section 1, form the core of the League's program at all levels. Specific positions on state issues must be approved by concurrence or consensus and reaffirmed biannually at convention.
- b. Any action by the LWVNJ in support of, or opposition to, a governmental issue shall be based on one or more of the following, as they apply at the state level: the Principles and/or positions of the LWVUS and the positions adopted by the LWVNJ.
- c. Procedures for studying an issue or updating existing positions are outlined below.

Section 3 - General Procedures. Changes to existing state League positions and addition of new state League positions can only take place after study or review at an appropriate level of League. There are three basic methods by which changes to program can be made:

- The convention is the normal method by which new studies, reviews and updates are authorized. The convention can also approve a new position by concurrence with a study done by another League, and it can delete an existing position or part of one. For a previously-approved program to be carried forward into the new League biennium,

convention must reaffirm it. The process by which convention makes all these decisions is described below (Section 4).

- Although convention is the normal method for making program decisions, Council can do so as well, under special circumstances (See Article XI).
- There are also provisions for the board, with local League input, to adopt a new study or update (See section 5).

Section 4 - Procedure for program approval by convention:

The convention shall select the governmental issues for concerted study and action using the following procedures:

- a. Local League boards may make recommendations to the board of directors at least three months prior to the convention.
- b. The board of directors shall consider the recommendations and formulate a proposed program which shall be submitted to the local League and ILOs at least two months prior to the convention.
- c. Any recommendation for the program submitted to the board of directors at least three months prior to the convention, but not proposed by the board, may be adopted by the convention provided consideration is ordered by a majority vote and the vote on adoption comes after a specified time has elapsed to permit proponents to hold caucuses and lobby to obtain support for their proposal. To be eligible for consideration as a non-recommended item, it must be proposed and/or seconded by members of at least three different Leagues or MAL Units and at least two individuals must have committed to serving on the committee, one of whom agrees to be Chair. These individuals may be local League members, MALs, or state board members. The final vote may be on the same day as the vote for consideration.
- d. A majority vote of those present and voting shall be required for adoption of subjects in the proposed program. Adoption of a non-recommended program subject requires a two-thirds vote of those present and voting.

Section 5: Additional means of approval of studies or updates by board of directors. The board is not authorized to change existing positions or add new ones other than as the result of one of these procedures.

- a. A state committee previously approved by the board of directors, or a group of at least 3 local Leagues, makes the recommendation to the board of directors.
- b. If the recommendation is from a state committee, it shall have been approved by committee members who are themselves members, though not necessarily representatives, of at least three different Local Leagues or MAL units.
- c. The recommendation shall include suggestions for how the study or update will be conducted, and will include an explanation for the request coming outside the normal means of approval at convention. The board of directors may
 - approve the recommendation for distribution to the local Leagues for consideration;
 - approve it for distribution to Local Leagues with changes approved by the recommending committee;

- disapprove it for distribution, but approve it for consideration together with other recommendations at the next regularly scheduled Convention; or
 - disapprove it with no indication of approval or disapproval for inclusion in program under consideration at either Convention or Council.
- d. If approved for distribution, the program recommendation will be distributed to the local Leagues together with a timeline for voting on whether to accept the recommendation for League program and materials explaining the special recommendation.
 - e. The timeline will generally provide local Leagues at least one month to respond, with a follow up message half-way through the time period to encourage fuller response. The Board may provide a shorter timeline, however, in instances where there is a legislative or other reason to request a faster response.
 - f. Approval to conduct the study shall require a positive response by a majority of the local Leagues and approval by the state board.

Section 6 - Member Action. Members may act in the name of the League of Women Voters of New Jersey only when authorized to do so by the board of directors of the League of Women Voters of New Jersey.

Section 7 - Local League Action. Local Leagues may take action on state governmental matters only when authorized by the board of directors of the League of Women Voters of New Jersey. Local Leagues may act only in conformity with, not contrary to, the position taken by the League of Women Voters of New Jersey.

ARTICLE XI Council

Section 1 – Nature and Purpose of Council. The term “council” shall refer to a statewide meeting of the League of Women Voters of New Jersey, with specified representation from local Leagues, ILOs, MAL units and the state board, that is called between conventions to transact business requiring member input.

Section 2 – Place, Date, Call and Notification. Council shall be called if the board of the League of Women Voters of New Jersey wishes to change PMP other than at convention. The board may also choose to call council into session to obtain member ratification and discussion of substantial changes in direction, program or financing. The time and place of the meeting shall be determined by the board of directors. The president shall send a formal call to local Leagues and ILO presidents and leaders of MAL units at least thirty days before a council meeting. A special council meeting may also be called by 10 of the local League presidents or ILO presidents.

Section 3 - Composition. The council shall consist of the delegates chosen by the members of the local Leagues, as provided in Section 4 of this article and the members of the board of directors of the League of Women Voters of New Jersey, presidents of ILOs or their duly authorized representatives and leaders of MAL units or their duly authorized representatives.

Section 4 - Representation. In addition to the president or the president's duly authorized representative, each recognized local League shall be entitled to one delegate for each 100 voting members or major fraction (51 or more) thereof.

Section 5 - Powers. The council shall give guidance to the board on program, methods of work, and budget as submitted by the board of directors. The council is authorized to change the program only in the event of an emergency, provided that notice of proposed modifications of the program shall have been sent to the presidents of the local Leagues at least two months in advance of the meeting of the council, and provided also that a two-thirds majority of the members of the council present and voting shall be required to adopt the modifications. Limitations on action by council are similar to those for convention. The council may adopt a budget for the current fiscal year and shall transact such other business as shall be presented by the board.

Section 6 - Quorum. A quorum shall consist of not less than ten members (other than the board of directors), representing not less than ten local Leagues for the transaction of business at a council meeting.

Section 7 - Qualifications of Delegates and Voting. Each delegate shall be entitled to vote only if that League has met its per member payment responsibilities. The state board may make an exception in the case of proven hardship.

ARTICLE XII

National Convention and Council

Section 1 - National Convention. At a meeting before the date on which names of delegates must be sent to the national office, the board of directors shall elect delegates to that convention in the number allowed the League of Women Voters New Jersey under the provisions of the bylaws of the League of Women Voters of the United States.

Section 2 - National Council. At a meeting before the date on which names of delegates to the council must be sent to the national office, the board of directors shall elect delegates to that council in the number allowed the League of Women Voters of New Jersey under the provisions of the bylaws of the League of Women Voters of the United States.

ARTICLE XIII

Parliamentary Authority

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

ARTICLE XIV

Amendments

Section 1 - Amendments. Amendments to these bylaws may be proposed by any local League board, provided such proposed changes shall be submitted to the Board of Directors of the League

of Women Voters of New Jersey at least three months prior to a convention. All such proposed amendments shall be sent by the board to the presidents of all local Leagues at least two months prior to a convention together with the recommendations of the board of directors. Amendments to these bylaws may also be directly proposed by the League of Women Voters of New Jersey board of directors without having been first suggested by a local League. The presidents of all local Leagues shall notify the members of their respective Leagues of the proposed amendments. The failure of a local League president to give such notice or failure of any member to receive such notice shall not invalidate amendments to the bylaws which may be adopted by a two-thirds vote of those present and voting at any convention.

History

In May 2007:

The words "of citizens" were removed from article II.

The references to "paid life members" were removed from article III.

Both changes were mandated by LWVUS, which wanted the reference to citizens stricken, and which no longer has a "paid life" category.

In May 2009:

Article III.4: New Section on MALs added.

Article V.9: New Section on e-voting and such added.

Article VII.2: Paid life members removed, and bylaw setting fiscal year for MALs removed.

Article VII.7: Possibility of biennial audit added.

Quorum wording at both Council and Convention clarified.

Article X: Extensive changes to the definition of program, to allow the board to initiate a study, and to tighten requirements for a non-recommended item to be approved.

Article XI: Minor clarification of Council rules.

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NJVoter

Voice of the League of Women Voters of New Jersey; published up to four times per year. Free with League membership. Subscription: \$6.50

Nominating Committee Handbook (1992)

Describes the functions and duties of the committee; includes a timetable for action and guidelines.

\$1.00

Planning and Running a Local League Conference (1994)

A step-by-step "how-to" guide.

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Public Relations Manual (1995)

Organizing the job, preparing press releases, making contacts, etc.

\$1.00

Sample Bylaws for Local Leagues

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Smart Growth Action Guide (2007)

The Natural Resources Committee developed this guide to review relevant state and national league positions that have been adopted over the years, and indicated how these may be acted upon to address Smart Growth issues.

\$3.50

Speaking for the LWV (1994)

How to be an effective spokesperson for the League; dealing with all types of media

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Study and Action: State Program (Published bi-annually)

A guide for local League Leaders and members on state League program committees; includes a history of each position, a statement of that position, action taken and outlook for the future.

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Understanding Your Municipal Government (1991)

An overview of possible forms of municipal government in New Jersey

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Voters Service Manual (updated 2008)

A guide to handling the Voter Service portfolio: includes information on voter registration, voter service calendar, candidate's forums and cable TV. Now includes a complete guide for moderators.

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