



LOCAL LEAGUE HANDBOOK – SARATOGA COUNTY

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League of Women Voters of Saratoga County
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*some of these policies or items will be updated and revised as necessary

I. League Practices and Procedures

Board of Directors:

- The Board of Directors meets once a month; but not in July and August, unless necessary.
- Please notify the Secretary if you are not attending.
- Reports to the Board should be e-mailed or hard copied to the entire Board at least 48 hours before the Board meeting.
- Committees must receive Board authorization to spend monies in excess of budgeted amounts.

General Meetings:

- There are 6 to 10 general meetings for the membership each year. They are usually held at the Saratoga Springs Library in the Community Room. A/O this writing, the League serves desserts before most membership meetings. There is someone who is in charge of arranging these meetings and getting a volunteer crew to help.
- General meetings are either presentations of study items, talks or other items of general interest
- All meetings are open to the public and advertised by the PR Chair in advance.

Meetups: Meetups are a way for members to come together to explore, understand and advocate for issues that matter to us and are focused on our members and their interests. Each year they meet on the same day of the month, at the same time and place. Each meetup allows time for member interaction.

LWV Mail - Getting and Distributing:

The LWV post box is 1029 located in the downtown Saratoga Springs Post Office, corner of Broadway and Church Streets. There are 2 keys to the box. One is held by the President; the other, by a designated league member.

General Rules:

- Memberships - Send an e-mail to the Chair of the Membership Committee, [our League's](#) database manager at LWVUS, the Treasurer, the Bulletin list manager, the President /Steering committee with the following information [if provided on the form, envelope or check]: name, address, phones, e-dress, amount of check.
- Contributions - Send an e-mail to the Treasurer, the Development Chair (and the person who sends the thank you's), the President, the Bulletin Editor and the person who maintains the LWVSC mailing lists with the following information: name, address, phones, e-dress, and amount of the check.
- Bills - Transfer [mail or otherwise] to the Treasurer promptly.

- Everything else - Should go the President for any further distribution.

June-2018

The Carrie Chapman Catt Award- given at the annual meeting each year.

In the February Newsletter the LWV should solicit nominations from the membership for the award. At its March Board meeting the Board should select the person to receive the CCC Award (from the nominations received or from Board nominations). The Award is presented at the Annual Meeting by the previous year's winner.

Winners of the Carrie Chapman Catt Award, given for outstanding and long standing service to the LWV, receive a decorator plate with a picture of Catt, which they may display in their home for a year before passing it on to the next awardee.

Previous winners:

Maki Jacknowitz - 1997
Janice Burns - 1998
Carol Green - 1999
Mally Sue Hennig - 2000
Carol Fleming - 2001
Libby Smith-Holmes - 2002
Francine Rodger - 2003
Barbara Thomas – 2004
Helen Crawshaw – 2005
Audrey Thomas – 2006
Margot Ammon – 2007
Mary Lou Classen – 2008

Diane Whitburn – 2009
Pat Reed – 2010
Lori Dawson – 2011
Christine Alexander – 2012
Pattie Garrett – 2013
Ann Kril – 2014
Patricia Nugent – 2015
Terry Lowenthal – 2016
Kathy Koebrich – 2017
Steven Koebrich - 2018
Updated June, 2018

II. Job Descriptions

Officers:

President/Steering Committee

Responsibilities:

1. Is responsible for being informed of issues and activities ~~Know what is happening~~ in the League at the local, regional, state and national levels.
 2. Ensure compliance with LWVUS and LWVNYS positions and actions.
 3. Receive and disseminate LWV related information as widely as possible to members.
 4. Serve as OR designate a spokesperson for LWVSC. All public speaking must be based on LWV principles and positions, not personal opinion.
 5. Prepare agenda for and chair Board meetings.
 6. Recruit volunteers for and oversee volunteer activities for designated tasks.
 7. Be a resource for committee chairs and others working for the League.
 8. Know that ultimately you are responsible for everything that happens in LWVSC. HOWEVER, you should not do it all; you should delegate tasks according to leadership functions identified.
 9. Manages the various committees' chairs. Delegates activities according to needs.
- June, 2018

Fundraising – Responsibility of the Board

Contributions to LWVSC are NOT tax deductible. Contributions to LWVNYSEF ARE tax deductible. Draft Thank You letters. E-mail acknowledgments may be sent out for contributors to LWVSC. Send hard copy letters to contributors to LWVNYSEF.

Major Fund-Raising Project:

Each year LWVSC sponsors a major fund raising project centered around a famous person. The board must appoint a chair for this project, which we call the Famous Person Fundraiser.

Special Fund Raising Activities:

1. Our local league receives compensation for volunteer poll reporters at specified elections. Poll reporting is coordinated statewide by a League member (currently Sally Colclough of the Saugerties LWV).
2. Specific letters are written by the President or Development Chair to Stewart's or other potential corporate donors. Clarify who is to send a thank you letter.
3. Grant applications to area Foundations and Organizations should be submitted and pursued, as authorized by the Board.

Other Fundraising Projects: In addition to the major project, LWVSC sponsors a number of smaller fund and friend raising events during the year. These include thingd like bus trips, parties, plays.

Adopted June 2018

Secretary

The Secretary needs to be an involved member of the LWVSC Board of Directors. S/he must be able to attend all BOD, general and consensus meetings. S/he must have access to the internet and the correct computer software, and have mastery of the skills required to carry out the tasks of this position.

Responsibilities:

1. Record minutes at the monthly BOD meetings, promptly distribute minutes to all appropriate members and make corrections as directed, in a timely manner.
2. Record discussion at consensus meetings for submission to local Board, and, if necessary, LWVUS OR LWVNYS.
3. Maintain records of minutes and accompanying reports.
4. Keep the *Local League Handbook- Saratoga County* up to date.
5. Support LWV committees and activities as requested.

December 2008, Reviewed 2018

Treasurer

The Treasurer carries out the fiscal responsibilities of the LWV Saratoga County. These include:

Banking

- Deposit checks in a timely fashion, balance checkbook, and reconcile monthly bank statements.
- Update savings account quarterly and certificates of deposits as needed.
- Help secure underwriting by Adirondack Trust Bank of our cost of Voters' Guides and Online Guide by working with Voter Services Chair and the bank. Inform the Adirondack Trust Bank of the total cost of the Voters' Guides, which they underwrite, and request that they make their check out to the Education Foundation.

Bill paying

- Pay bills when due.
- Pay up to 50% of State and National PMP using Education Foundation funds as needed.
- Maintain an adequate balance in the Post Office bulk mail account.

Education Foundation

- Photocopy and send EF checks with a deposit form to the LWVNYS EF Grants Management Service.
- Submit Project Approval forms to the Grant Management Service for new projects or for

changes in existing projects.

- Submit Withdrawal forms to request EF grants for approved projects.
- Submit a Final Report form describing the activities completed with a grant when appropriate.

Taxes

- Submit a NYS and Local Annual Sales and Use Tax Return (ST-102-A) by the March due date each year.
- Submit the IRS Form 990-N electronically by the 15th day of the fifth month after the end of the fiscal year.

Budget Committee

- Serve on the Budget Committee each year.
- Prepare a report of year-to-date income and expenses for use of the Budget Committee.

Reporting

- Prepare a Treasurer's report for each Board meeting including all financial transactions since the last meeting or, in the case of the first Board meeting of a new fiscal year, all financial transactions since the beginning of that fiscal year.
- Prepare a Treasurer's report for the Annual Meeting including all financial transactions since the beginning of the fiscal year to date.
- Prepare a Treasurer's report including all financial transactions from the last Board meeting to the end of the fiscal year to submit at the first Board meeting of the new fiscal year. As a result, two reports are presented at the first Board meeting of a new fiscal year.

Record keeping

- Maintain financial books in good order.
- Maintain a file of all bills, receipts, bank statements, and other important papers.

Audit

- Arrange for an annual audit.

March, 2014, Reviewed 2018

Committee Chairs:

Budget Committee Chair

The Chair of the Budget Committee is appointed by the Board at least two (2) months prior to Annual Meeting. The Committee consists of the Chair (not necessarily a Board member), the Treasurer, and at least one (1) member-at-large from the local league. The Treasurer sits on, but may **not** chair, the Committee.

Responsibilities:

1. To assure that the budget is prepared and presented to the local league board, either electronically or hard copy, at least one week prior to the meeting at which it must be approved.
2. To be present at that Board meeting to discuss the budget.
3. To write up the budget message for the bulletin.
4. To present the budget at the Annual Meeting.

February 2009, Reviewed 2018

The Newsletter Editor

The editor's job is to publish a periodic newsletter to keep the membership informed of upcoming events, the progress of ongoing projects, and general news of our local league, as well as state and national leagues.

Tasks:

1. Collect articles and reports from the Board, committee chairs, state and national leagues.
2. Edit [rewrite if necessary] to fit available space and improve clarity.
3. Layout or arrange for layout of the Newsletter.
4. Take to the printer.
5. Make sure it is posted on the web site immediately after printing.

Design:

Try to maintain a consistent "look". Use the same size type, font(s), headings, columns and paragraph spacing. Display the LWV logo. Arrange The Newsletter so that similar information is always in the same order.

Content:

Every issue includes: the league mission statement; our diversity policy; a list of on/off Board officers; a calendar of events; a membership coupon.

Also include:

- Names of any new members
- List of current contributors
- Reports from on-going committees
- Photographs taken at recent events

Postal Requirements:

LWVSC uses bulk mail rate. Comply with all current PO requirements (must mail 200 copies)

Membership List:

Once a year we mail a full membership list in a mailing that is separate from the Newsletter, and is mailed only to members with

Name, street address, e-mail address, main phone number we have for the person

Mailing List:

Whoever is in charge of maintaining the Newsletter mailing list should:

1. Promptly add all new members to the list
2. Include all current LWV members
3. Include all NYS legislators who represent Saratoga County
4. Include all County Supervisors (delete those who are no longer in office)
5. Include all current donors on mailing list
6. Include prospective members for a limited number of bulletins
7. Include selected other individuals we want to inform of our work
8. Promptly make address corrections when items are returned by the P.O.
9. Include the following items in the database: first and last names, street address, City, State, ZIP, membership expiration date, whether or not a member

Updated June 2018

Membership Chair

Reports to: Local League Board

Objectives: Marketing membership by directing the recruitment, retention and involvement of members in the League

Note: Membership is the key to League success. Two principles should be included in every effort: Be Visible; Ask.

Responsibilities of Chair:

1. Appoint at least 2 non-Board members to work with the Chair as a team to develop a membership plan for events and activities that attract and retain new members.
2. Since membership recruitment is the responsibility of every member, encourage all members to assist with membership efforts.

3. Develop methods to involve members in League activities. Plan with The Newsletter Editor and Board to send out materials and information that all members should know and have.
4. Review flyers and pamphlets available to provide information about the League to prospective and new members.
5. Keep in touch with your state and national membership directors either directly or through your regional director or the State Board Report to be up to date with the latest materials and ideas for recruiting and retaining members.
6. Assist Nominating Committee with recommendations of members to serve on committees and the Board.
7. Arrange for the Fall League Orientation Event

Committee Responsibilities:

1. Work with the Event Planning Committee to schedule events with the potential to recruit members and serve the needs of the membership & community.
2. Membership Renewal
 1. Send membership renewals prior to due date: July 1.
 Compose renewal letter with input from Membership Committee.
 Obtain mailing labels from list manager; both addresses of members and return address labels.
 Make copies of letter.
 Stuff, label and stamp envelopes.
 Mail them!
 2. Send reminders, if necessary, for two [2] months.
 3. Compose and send welcome letter and enclosures to all new members either by e-mail or hard copy. Suggested enclosures: Welcome note, Volunteer Opportunities List, local League event calendar, membership list, LWVNY *Welcome to the League* brochure, legislative agenda and/or candidate events list (if appropriate), League principles bookmark, and any other pertinent information.
 4. Follow up with prospective members either by phone, e-mail or hard copy.
 5. Involve members in League activities: Call every new member to ask if they saw something on the volunteer opportunities list in which they are interested. Link new members with current member mentors and/or committee chairs.
 6. Maintain and update a list of League members including name, address, e-mail, telephone and cell numbers, interests and skills. Share this information with committee chairs reminding them to involve new members. Use this information to print out labels for mailings and to print out the membership list sent to all members around March.
 7. Report membership changes to national League by updating the national database.
 8. Keep LWVUS Database Membership Statistics. To keep our roster up to date:
 1. Send membership additions, changes and deletions to the National League using the LWVUS Online Database on a regular basis, usually once a month. [This information](#)

- should come from the person who picks up and opens the mail and proceed to our League's person in charge of updating the LWVUS database (currently Janice Burns).
- a. Help members who are moving to transfer their membership.
 - b. Make sure that the membership count is accurate on the LWVUS cut - off date (currently January 31) so that the PMP is correct.
9. Because several people maintain the data for members, be certain to send changes to everyone maintaining the data: Treasurer, our League's LWVUS data base person, local League member's list person, Membership Committee and Steering Committee.
 10. Provide League membership information and staff at all events.
 11. Welcome members/public & provide sign-in sheet and badges at League events.
 12. Assist the event facilitator with following the "welcome & introduction guidelines"
 13. Coordinate recruitment activities/events such as tables at the Farmer's Market and the Presbyterian-New England Congregational Church Peace Fair.

June 2018

Nominating Chair

It is the responsibility of the Nominating Committee to provide a slate of nominees for officers and directors for approval at the Annual Meeting.

Responsibilities of the Chair:

1. Chair the Nominating Committee. Oversee the preparation of a slate of possible nominees. The Chair must have access to and be able to use the Internet.
2. Starting in September, organize a plan for the nominating process. Over the year the Chair and Committee should get to know the membership.
3. Be familiar with League job descriptions, Board responsibilities and the non-partisan policy.
4. Provide opportunities for League members to suggest possible nominees.
5. Beginning in December, with the Committee, review names proposed for leadership.
6. As a courtesy, report proposed slate to the Board; the Board, however, does NOT act on the proposed slate.
7. Report proposed slate to the membership via the Newsletter at least 30 days before Annual Meeting.
8. Present proposed slate at Annual Meeting OR arrange to have the slate presented by a member of the Committee.
9. Maintain records to be used in filling possible Board vacancies, to pass on to the next committee.
10. Must properly vet potential board members during the recruiting process in order to ensure that nominees comply with the LWVSC Non-partisan Policy

June 2018

OBSERVER CORPS CHAIR

Objective: to observe governmental bodies for the league and report back, particularly when there are issues of importance to your local league. **The Chair of the corps coordinates the committee's work.**

- go over report forms to assure they are pertinent, useful and understandable. Gather any materials which may be important for the observers to have.
- build a committee of members who are/might be interested in the important work of observing for the league.
- have an organizational meeting during which boards/agencies will be assigned to individuals, forms/ materials will be distributed, practices will be reviewed/explained, new members will be oriented to the tasks, LWV observer corps identification badges will be distributed, questions will be answered.

January: as soon as the County Supervisors' Chair changes committees, the chair obtains the list of new members and chairs of the ~~twelve~~ committees and distributes them to each volunteer who has agreed to attend a committee/authority/agency meeting.

On-going tasks:

1. Make sure that downloadable copies of the newest report forms are available to your committee members or on-line.
2. Following each committee or general meeting, the chair should receive reports from the volunteers, read them through noting especially any references to possible LWV follow-up on specific agenda items. Reports are then filed by committee for future reference along with clips from news stories that may have appeared in the media.
3. For those who are observing County boards/agencies, the schedule is available on the supervisors' web site: www.sartogocounty.gov. Updates of the schedule are posted at different times during the month. Call the supervisors' office 885-2240 to double check meetings.

Tips:

- It is important that you be familiar with League program; see local and national Impact on Issues.
- Understand the function and responsibilities of the board/agency being observed.
- Know the names of the board/agency members and staff.
- Report forms should include:

the name of the observer, the board/agency, date, place and names of officials present/absent.

- Note the use of timely agenda and whether it is followed.
- Describe the business covered particularly if it is pertinent to League program.
- Make note of the meeting conduct and standards used in reaching decisions.
- Include pertinent personal observations on attitude of members and public
- Remind all observers that as a courtesy, they should introduce themselves to the meeting chair.
- Remember: they are there only to observe and must remain impartial. Observers may ask questions for clarification or information only.
- An observer may speak for the League only if authorized to do so. If so authorized, use written comments approved by the board, leave a copy for inclusion in the minutes and have extra copies for the board/agency and for any media in attendance.

Understanding how local government functions is basic to league activity in a community or county. Those members who consistently attend either local or county board meetings, who keep alert for issues that are now or may become study items or opportunities to lobby are indeed the eyes and ears of the league. This consistent attendance at a given board meeting adds to the league's visibility and credibility. The more often a particular person attends a specific meeting, the more likely it is that you will become a recognized part of the general public; the league and you benefit from this acknowledgment. It is the Chair's responsibility to facilitate this important aspect of League activity.

June, 2018

Public Relations Chair

Public awareness of, and participation in, League events is paramount to the success of the local League. League activities and events must be well publicized in various media, with a fairly consistent media presence. Event coordinators should "feed" the PR Chair with information about upcoming events.

To ensure a high visibility for the local League, the Publicity Chair performs the following duties:

- Maintains and updates an electronic list-serve of all media contacts (print, television, web-based, radio)
- Writes exceptionally well in order to provide a "camera ready" story for reporters to submit to an editor without a large investment of their time
- Generates newsworthy releases out of even ordinary League events
- Reaches out to specific media to ask for coverage of a specific event
- Thanks reporters when exceptional coverage is provided

Press releases should contain the following elements and the papers prefer it to be in the actual email instead of an attachment

- Proposed headline
- A request to cover an event if appropriate
- Date/time/location
- Background on the topic/issue/event
- A quote from the event chair or president
- Definition of "who" the League is (i.e. The League of Women Voters, a non-partisan political organization.....)
- Contact information

Press releases should always be copied to the League president/steering committee and event chair.

Daily Newspapers: Saratoga County is served by several daily newspapers: Saratogian, Gazette, Times Union, Troy Record, Post Star. The Gazette covers the western and southern portion of the county, the Times Union covers the Southern “half” of the county, The Troy Record covers the Eastern portion of the County, the Post Star covers the Northern portion of the County, the Saratogian covers Saratoga Springs and nearby communities

Weekly Newspapers have a longer lead time for articles. Currently we have The Community News (Clifton Park and Halfmoon), Saratoga Today (Western towns through Saratoga Springs), several Pennysavers, at least five covering portions of the county, Mechanicville Express (Mechanicville and Stillwater) and The Chronicle (Glens Falls). These weekly papers come and go so care must be taken to keep track of them.

On line “newspapers”. These continue to increase and the PR Chair should continue to seek them out and add them to our listing.

Calendars are increasingly important. There are many online calendars where events can be posted. Again, the list needs to be kept current and postings should be made whenever possible. Posting events on line could be a separate task given to a committee member.

The League also maintains a Facebook Page as well as a website. Coordination between PR Chair and those members doing the website and the facebook page is extremely important.

Public service announcements (PSAs) may also be pursued on local radio stations. Timing and submission of these is tightly choreographed, and specific guidance should be obtained from the radio station. Stories should also be forwarded to state-wide media for topics that lend themselves to broader coverage.

Letters to the Editor are another vehicle for public relations. Often there are templates on the State or National Websites which are available to be customized and sent to local newspapers. Coordination with the other Leagues in the area (Schenectady, Rennselaer, Albany and Warren County) is often useful for maximum exposure.

April, 2014, Reviewed 2018

Study Committee Chair

The League's legislative program consists of those governmental issues that the League has chosen for concerted study and action at the national, state or local level. It includes the following steps:

1. Formal adoption by members at an annual meeting or by state/natioal convention delegates of an issue for study.
2. Member study and agreement on broad concepts
3. Formulation of a position by the appropriate board of directors.
4. Legislative action as directed by the appropriate board of directors
5. Annual or biennial re-adoption of the position.

The following outline provides a basis for conducting a thorough study of a chosen subject.

For LWVNYS or LWVUS Studies:

When working on a state or national study, you are provided with lists of resources and materials to study, with already prepared consensus questions, with guides on how to conduct your meetings. While it is important that you and your committee must set up realistic time lines and make sure you adhere to them to get you to the consensus meeting in organized, well prepared fashion, much of the preparatory work has been done for you. [There will be times when the national or state level does not work in timely fashion and then you may have to begin researching resources and materials on your own, but these are not common occurrences]

For Local Study Committees:

- start early.
 - gather a committee. Stress that it is a working participatory group. the size may depend on the topic, size of league, interest of the members.
 - study the issue and make sure the whole committee understands it
 - set up a realistic time line for coming to consensus; set interim goals to make sure you are on target to reaching the meeting dates.
 - research and gather your background materials and resources; circulate them for the committee to read. be sure there is lots of background material.
- Use bulletins, web sites, Facebook, email, informational meetings to communicate information to the membership along the way
- it is **imperative** that the committee not predetermine the results even if they feel strongly about a direction.
 - develop consensus questions that aid in reaching consensus:
Avoid questions with multiple choice answers and either/or scenarios
Avoid vague, leading or misleading language
Scrutinize questions to be certain they do not contain bias
Consider pretesting questions with a wider group of members including those with a strong point of view and by people who have no point of view, since they may see problems which those "steeped" in the issue would not see.

- arrange for a facilitator and a recorder - neither of whom should be committee members. work with both of them in a meeting at the end to make sure the presentation is smooth, organized and understandable.
- after the consensus meeting, work with the committee, facilitator and recorder to write up a consensus report that must be submitted to the board for their approval.
- REMEMBER: never publish, distribute or act on any consensus before the appropriate board has formally adopted the position.
- after the board approves the consensus, consider publicizing it in the local newspaper. be sure to put it on your league's web site.

July, 2014, Reviewed 2018

Voter Services Chair

The Voter Services Committee promotes voter registration and provides non-partisan election information to citizens. Voter service is the essence of the League's mission, and the work of the Committee tends to involve many members.

The Voter Services Committee Chair is responsible for convening a Voter Services Committee to plan and organize voter service activities for the year, such as:

1. Educate citizens about candidates and issues through events such as forums and candidate nights;
 - a. Collaborate with other local leagues, news media and chambers of commerce
2. Conduct voter registration drives at different venues i.e. Saratoga Springs Farmers market, malls, etc. ... work with Membership Committee to make best use of our mutual teams' time and resources
3. Voter Guides
 - a. Coordinate with the Online Guide Chair to produce an Online Voter Guide
 - b. Order and Distribute as needed the State Voter Guides I (yearly voter registration requirements and dates) and State Voter Guides II (candidate information). These guides are available from the LWVNY.
4. Maintain on the League website a directory of elected and appointed public officials, a list of candidates seeking public office and webcasts of selected candidate events;
5. Arrange training for moderators for candidates meetings;
6. Work with the chair of the Publicity Committee to ensure adequate PR for important voter service activities including all local media.
7. Coordinate with the Membership Committee to inform new and prospective members about Voter Service Activities and encourage them to participate.

Reviewed 2018

OnLine Voter Guide Chair

This is a sub-committee of the Voter Service Committee and coordinates closely with the Voter Service Chair.

On line guides may be established for any election, school district, primary or general elections, depending upon the decisions of the voter service committee. For each election to covered, candidates must be contacted in order to determine their email address. Then the invitation to participate can be sent to the candidate. Follow up is often necessary in order to achieve a maximum of candidates participating. Questions and biographical information must be defined before contacting the candidates.

Coordination with the Web master is important in order to get the information posted on the website.

Coordination with the public relations chair is important to publicize the guide both in newspapers and to disseminate links to either the guide or the league website to maximize exposure.

During the odd –numbered years the elections are primarily local and coordination with the Saratoga County Board of Elections is critical in obtaining all of the candidates who are running, especially those who are not in the “regular” parties.

During the even-numbered years coordination with LWVNY and neighboring leagues is critical. LWVNY is currently coordinating these statewide races, but that is subject to change. In previous years we have produced a Capital Area Guide in collaboration with LWV Albany, Schenectady, Rensselaer and Warren Counties.

June 2018

Webmaster

The Webmaster is responsible for production and maintenance of a website for our local league.

The purpose of the website is as follows:

- Notice of upcoming events and news
- Organizational information for current members
- Recruitment tool for new members
- Public relations vehicle in the community
- Solicitation of support for the league

Tasks:

1. Collect information from the Board, committee chairs, state and national leagues.

2. Write or edit information about league activities, upcoming events, and recent news.
3. Keep website updated with the most recent information available.
4. Include images to make the site more attractive.
5. Link to or embed videos of recently recorded candidate events.
6. Collect analytical statistics about visitation to the website.
7. Maintain a consistent look through uniform page layouts, colors, fonts.
8. Display the LWV logo on the main webpages.
9. Link to state and national league websites, and to social media sites related to the local league, such as Facebook, photo sharing and any blogs.
- ~~10. Link to LWV voter guides and voter information sources, such as Vote411.~~
11. Keep domain name registration and website hosting up to date.

August 2010, Reviewed 2018

Youth Programing Chairs

LWVSC conducts a variety of youth programming which may vary from year to year. In the past we have participated in the LWVNY *Students Inside Albany Program* and run the Leaderspark Program. Currently we are sponsoring the following programs: Students Inside Albany, First Vote, Take Me to Vote!

First Vote Chair

FIRST VOTE is a program to help facilitate voter registration of high school seniors as they become 18 years old. We offer to deliver materials - the LWV pamphlet "First Vote: A Guide for New Voters in New York State," the LWV flier "Voting Q & A for college students in NYS" and voter registration forms. We offer not only materials but also talks by members of the League.

Tasks:

1. In January, establish committee and revise materials.
2. If needed get copies of First Vote and Voting Q & A for college students from the State League office in Albany
3. Get voter registration forms from the Saratoga County Board of Elections.
4. Solicit from League members specific programs that we can offer social studies teachers and include in our introductory letter.
5. Send letters to superintendents.
6. Email Senior Social Studies teachers RE how many materials they will need
7. Follow up with additional school personnel as requested.
8. Take materials as requested, or deliver through BOCES.
9. Follow up in any way necessary.

10. Report numbers to Board of Directors

March, 2014, Reviewed 2018

Take Me to Vote! Chair

TAKE ME TO VOTE! is a get-out-the-vote program for fourth and fifth graders and their parents. The program is held in even years. Parents receive information about registering to vote and dates for going to the polls. The young people, when they go to the polls with their parents, get a taste of what their responsibilities will be as adult voters.

Tasks:

1. Early summer: ~~find~~ form a committee and update handouts. Let Saratoga County Board of Election Commissioners know the program is going forward. Locate the handbook which has sample materials.
2. Mid-August: send notice of the program to superintendents and heads of school districts in Saratoga County. Ask for approval of materials.
3. If you can obtain names and/or email addresses for the teachers, email the letter announcing the program. These may sometimes be found on each elementary school website. If not, send one letter to each elementary school for their office to distribute to their teachers asking teachers to communicate back to you via email. Once communication is initiated by individual teachers, e-mail communication is possible.
4. Assemble materials into classroom packets. Materials in each classroom package: Timeline for Teachers, Information for Parents about TMTV, Voter Registration Basics, Stickers, Certificate sheets and enough buttons for the entire class. Arrange to order stickers, buttons, and to print enough copies of information for parents for a possible 5000 students. It is hard to judge how many you will actually need, as it depends upon how many teachers participate. You must estimate there are 2500 students in each grade. You will probably need less buttons than information sheets, but this is a guesstimate. If you can get a generic sticker, it is often less expensive than a custom designed one. The same goes for the buttons.
5. Because of the buttons the packages are cumbersome, so it may be better to take materials to each school. Try to get volunteers to deliver the materials.
6. The ideal time for delivery is at the end of September so that parents who need to register and who want to vote in the primaries will get advance notice. However, two teachers have said it is too early and later would be better.
7. Make phone calls to teachers who have not responded to letters or emails.
8. Write letter for poll workers with a simple step-by-step direction guide in large print and

sets of stickers and send it to the Election Commissioners for distribution. Ask them to be sure to tell workers about the program.

9. Arrange publicity for TMTV! The best would be a staged photograph of fifth grader going to the polls with a parent prior to election day. Besides media coverage you could also include a poster for the classroom or suggest the students make posters.
10. After Election Day, receive information from teachers. At the same time, write letter to Jones School Supply, Inc. or another inexpensive source to facilitate ordering the plaques. Order one for each school participating.
11. Make phone calls or send e-mails to teachers who have not let us know results. Usually, though, the teachers who have the most interest and enthusiasm have wonderful results and phone early.
12. After three weeks, declare winners. Order plaques, one for each school, and deliver them either through the mail or in person. Include a letter.
13. We have five Assembly members in the county. Arrange for a visit by the Assembly member to the top school in his district which participated in the program. You may also decide to do one public and one private school if you want. The Assembly members really enjoy the visits and it is very good pr for the league. Contact the office of the Assembly person in the district of the school class. Help arrange a visit by him or her to the school. Arrange for publicity if possible, and be sure a League representative is present during the visit.
14. Announce the winners in a Newsletter article, with photos if possible. Work with Public Relations Chair on this phase of the project.
15. Alert the news media of the programs with the Assembly persons.
16. Write thank you notes to all involved in the final programs. Include any sponsoring organization that provided funding for the program.
17. This program is conducted every other year.

March 2014, Reviewed 2018

Students Inside Albany Chair

Students Inside Albany is a LWVNYS program for high school students to introduce them to state government and citizen action. Local leagues can send one student paid for by LWVNYSED or add a second student using the local league's funds. Saratoga LWV Board of Directors decides if we will be sending one or two students. The BOD of LWVSC can choose the SIA students a different way, but this is the way we currently do it.

1. By the beginning of the school year, form a committee or locate an individual willing to take on the responsibility of choosing a student(s).
2. Get the current year dates, deadlines and materials from LWVNYS. The timeline may be different depending on the dates of the program.

3. By the beginning of November, locate the names of two contacts in each high school in the county including the school districts that overlap the county borders. Most helpful contacts have been school guidance counselors, government teachers, and social studies department chairs. We have also gotten publicity from the state legislators' offices.
4. Send a letter to each contact describing the program and asking for them to encourage students to apply. Send a copy of the state pamphlet and application form and include the LWVSC's web site, application deadline, and LWVSC address.
5. Make sure all the SIA information and application is on the LWVS web site.
6. Closer to the application deadline, send publicity to the media and email a reminder to all the contacts that got letters.
7. Committee reads all the applicant information and assigns points based on predetermined criteria. The students with the highest points are chosen.
8. Students are notified. Chosen students are sent the packet of information and permissions. The other applicants and all teacher references are thanked.
9. Follow up to be sure all paperwork is in on time.
10. Write a report for the newsletter.
11. Provide for transportation to Albany if necessary.
12. After the program ask the student(s) to speak briefly about their experience at a LWVSC meeting and/ or to the media.

May, 2014, Reviewed 2018

III. Policies

Nonpartisan Policy

The League of Women Voters of Saratoga County does not support or oppose any political party or any political candidate. However, the League does take action on governmental actions and policies in accordance with established League positions and in the public interest.

Board members may not:

- Run for partisan elective office. The Board member must resign from the Board before declaring a candidacy.
- Work actively for a political party in a race that includes a voting opportunity in Saratoga County.
- Chair or administer fundraising for a political campaign or chair campaign events.
- Speak or in any way work against a League position when representing the League.
- Carry a petition for a candidate in a partisan election.

Board members may:

- Make campaign contributions as private citizens.
- Run for a non-partisan elected office.
- Be appointed as a private citizen to a nonpartisan public board, commission, committee, or coalition, however the Board member does not represent the League unless officially designated as a League representative by the League Board.
- Sign a petition to put a candidate on the ballot in a partisan election.

Further:

- Board members should avoid the appearance of partisanship.
- Board members shall present questions about specific situations to the board.
- The political activities of a spouse or relative of a board member are considered as separate and distinct from the activities of a board member.
- Contributions to the LWV from office holders or candidates shall be reviewed by the full board to ensure there is no perceived favor, benefit or conflict of interest as a result.
- Board members must report to the Board any current and proposed affiliations and excuse themselves from League events that appear to be related to the affiliations.
- The Nominating Committee should be aware of this policy and properly vet potential board members during the recruiting process

Revised June, 2018

Voters Service

Note: A Comprehensive Voters Service Policy is under development

Conducting Productive Board Meetings

1. E-mail information, questions and committee minutes to Board of Directors at least 48 hours prior to the monthly meeting. An example: If during a committee meeting an issue arises that needs the BOD attention, the committee chair should e-mail all BOD members about the concern so they are ready to discuss it. A sort of “heads up” on the topic.
2. BOD meetings should be less conversational and more formal; getting to the issue and a decision. Wait for the chair to recognize you. Listen to others.
3. A committee representative should be at the meeting or a Board member shall be appointed to report BOD action back to the committee.
4. The BOD should always have a motion. This will ensure that the issues are decided and all are clear about the decision.
5. The agenda will be followed and after each item, the discussion will be summarized for the minutes. Again, this will clarify the issue.

June 2009, Reviewed 2018

Diversity Policy

The League of Women Voters of Saratoga County, in both its values and practices, is committed to inclusion and diversity. This means:

1. There shall be no barriers to participation in any activity of the League on the basis of economic position, gender, race, creed, age, sexual orientation, national origin or disability.
2. We recognize that diverse perspectives are important and necessary for responsible and representative decision-making.
3. We believe inclusiveness enhances the organization’s ability to respond more effectively to changing conditions and needs.
4. We affirm our commitment to reflecting the diversity of Saratoga County

LWV - Saratoga County
Originally adopted February, 2004

June -2018

Facebook Posting Policy

We welcome a diversity of opinions and encourage discussion of the issues on this page. We will be posting news, stories from other Leagues, ways you can get involved and other great information.

We want to keep our Facebook page an open forum and make sure everyone feels comfortable participating, so please keep comments and wall posts clean and relevant. We want you to tell us what's on your mind, but if it falls into any of the categories below, we'll have to remove it:

- We do not allow graphic, obscene, explicit or racial comments or submissions nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization. We will not tolerate harassment or bullying of any kind. In other words, be nice and respectful of others and their opinions.

- We do not allow third party solicitations or advertisements. This includes promotion or endorsements, in addition to attempts to defame or defraud any third-party organizations or groups.

- In order to maintain nonpartisanship, we do not allow endorsement or opposition of political candidates.

- We also do not allow spam. We encourage you to share material with us, but please remain germane and relevant.

- We do not allow comments that suggest or encourage illegal activity.

- By participating on this Facebook you are taking personal responsibility for your comments, your username and any information provided.

Also, the appearance of external links on this page does not constitute official endorsement on behalf of the League of Women Voters, our chapters or our members.

Adopted May 29, 2012, Reviewed 2018

Guidelines for Presenting Differing Views of an Issue at an LWV Information Meeting

1. When the LWVSC does not have a position on an issue every effort must be made to secure representation from all sides of the issue and locate knowledgeable speakers.
2. When the LWVSC has studied an issue and arrived at consensus, it is legitimate that we inform the public of our position and why we support the stand. In such cases, it is not necessary to present opposition views.
3. For Voter's Services activities, for a question that will appear on a ballot it is important that the pros and cons be presented, even where the LWV has a position.

Adopted March 10, 2011 Reviewed 2018

Miscellaneous Policies

Board of Directors: Each section of the handbook should be reviewed annually by a committee of the Board appointed annually. Each section should be dated and labeled revised with the current date. Reviewed 2018

Financial: The Budget Chair should arrange to have an audit completed at the end of fiscal year. The auditor need not be a CPA nor even a League member. No person shall serve as auditor for more than three (3) consecutive years. Reviewed 2018

Web Policy: Nothing may be posted on our Web Site (www.lwvsaratoga.org) without the knowledge of the Steering Committee/President of LWV Saratoga County.

Adopted: June 2009; Revised June 2018

Privacy Policy

Since we now publish our Newsletter online, the Board has adopted this policy to help protect members' privacy.

1. Publish only names of new members in the Newsletter – note address, phone & e-mail.
2. Send member contact information revisions to Board & off-Board via e-mail – not published in Newsletter.
3. Send member list to members only.
4. Continue to send mass e-mail communications to members via blind copy.
5. Add line to membership brochure & web membership form: “Information distributed to LWV of Saratoga County members, LWVNY & LWVUS. For LWV business only.”
6. Add line to new member welcome letter: “Information distributed to LWV of Saratoga County members, LWVNY & LWVUS. For LWV business only.”

Adopted: September 10, 2009

Scholarships for LWV Membership

1. To empower the membership committee to make decisions on awarding membership aid to members involved in League activities.
2. The identity of the person receiving the aid would be known only by the Membership Committee and Treasurer.
3. The Membership Committee will limit awards to no more than 3 individuals a year.
4. Usually, the aid would be half the individual dues.
5. The Membership Committee is given the authority to grant one full scholarship per year in special cases for an individual when any amount would be a financial hardship.

6. The Membership Committee will seek Board approval if additional awards are required.
Adopted 2/4/2010, Reviewed 2018

IV. Guidelines

Consensus & Concurrence

Consensus, or membership understanding and agreement, is the basis of the grassroots character and effectiveness of the League of Women Voters. The League is a study and action organization. Therefore it is important to have a clear expression of member views to determine what action to take. Consensus-taking is a complex procedure at the local, regional, state and national levels; it is puzzling to new members and challenging to experienced leaders.

What is Consensus?

As noted in League Basics (In League), " The American Heritage Dictionary defines consensus as 'collective opinion or concord; general agreement or accord.' In the League 'consensus' is used (1) interchangeably with 'member agreement' to refer to the overall decision making process . . . by which a League Board determines that there is substantial agreement among members on an issue, and (2) to refer to a specific technique used traditionally in the League to discuss and arrive at conclusions on issues . . ."

"Consensus/group discussion is the technique most often used in the League for reaching member agreement. It is a process whereby members participate in a group discussion of an issue. The 'consensus' reached by members through group discussion is not a simple majority, nor is it unanimity; rather it is the overall 'sense of the group' as expressed through the exchange of ideas and opinions."

Concurrence, the act of agreeing with a statement of position, is one method of determining membership understanding and agreement as a basis for League action.

The use of concurrence on any issue is decided by the appropriate League board on the basis of the nature of the subject, the time available for decision-making and the resources or interest present in the League for research. The Board sets guidelines for the process, particularly those relating to who will be asked to concur, with whom and how. For example, the Board of a local League might ask its members to concur with a position statement arrived at by the League's resource committee or by the Board itself. The request for concurrence could be presented at a meeting or by telephone or by written questionnaire. Revised 2018

See separate document on Consensus and Concurrence.

Speaking with One Voice: Action Guidelines for Local Leagues

Action Not Requiring Consultation:

1. Any action taken in response to an action request from the state or national League does not require any consultations. As they say just do it and thanks. These requests can be in the form of Calls to Action or Action Alerts from state or national, or in the *Voter* articles, our state Grassroots Lobby Corps, and *State Board Reports*.
2. Legislation on which the state League has already taken action. Every *State Board Report* (SBR) contains a list of bills in the state legislature that the state League has taken action on; also these bill summary sheets are sent to the action network periodically. You do not need to consult with anybody to contact your state legislator on any of the bills listed in these state action summaries.

The *National League* is a bit stricter in keeping to its current Issues for Emphasis. State and local Leagues wishing to take action on a national issue on which they have not received recent information from LWVUS should consult with the national office.

Action Requiring Consultation:

1. Action by a Local League at the Local Level – The decision to take action that will affect only your community rests with your local board.
2. Action that would affect more than one League requires consultation with the boards of the other League in the area involved.
3. Action that would involve contact with state government officials (senators, assembly, the governor, etc.) where no action has been requested and no state action has been taken (bill is not on the bill summary sheet) requires consultation with the state issues committee or the state Issues and Advocacy Vice-President.
4. Action that would involve contact with government official at the national level where no action has been requested by LWVUS requires consultation with the National office.

No League may take action in opposition to a League position. If your League disagrees with a position statement, you should remain silent.

Other Caveats:

League members may contact their own representatives at the state and national levels and leadership in the legislature.

Generally the President or her designee speaks for the League. The rest of us speak as constituents supporting this particular League position on this particular legislation.

Local Leagues should send copies of all communication with state legislators to the state league; copies of communications with federal representatives should be sent to the national office.

ALWAYS NOTIFY THE STATE LEAGUE AND THE NATIONAL LEAGUE CONCERNING CONTACTS WITH THE RESPECTIVE REPRESENTATIVES. See guidelines for joining coalition. Reviewed 2018

Joining/Working with Coalitions Guidelines

In deciding whether or not to join a coalition, the following things should be considered:

1. Does the coalition have well-defined goals?
2. Are the coalition goals the same as LWV goals?
3. Are sufficient people and monetary resources available?
4. Is this a League priority?
5. Is the extent of League participation clear?
6. Will the League's nonpartisan policy be compromised?
7. Will the coalition enhance LWV visibility?
8. Will the coalition be limited to the agreed upon issue(s)?
9. Does the coalition leadership respect coalition goals and process?

The League should be certain that all press releases, letters and other material circulated to the public by the coalition will be approved by the League representative to the coalition or the League president in advance of publication.

Local Leagues joining coalitions on statewide issues must inform and get approval from the State Board.

Local League boards should review and approve the joining of statewide or local coalitions. If the League is a member of an ILO, the local League should advise the other Leagues in the area of this desire to join the coalition.

Updated March 2008, Reviewed 2018

VI. Bylaws are provided in a separate Document

VII. Web Site information

League Addresses/Web Sites Information

League of Women Voters of Saratoga County

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www.lwvsaratoga.org

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