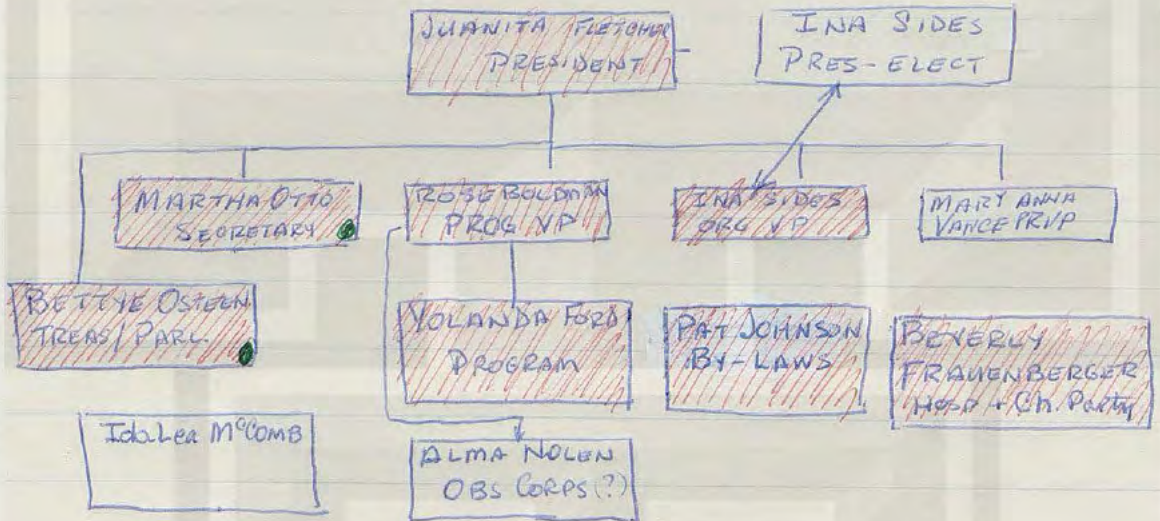


ORG. CHART



HELEN BECKMAN
VOTER

OLETA HAWKINS
NOM. CMTE

BETTY CLEMENTS
VOTERS SERVICE

MARY STANFORD
LEGISLATIVE

FRAN COPPINGER
ANNUAL MTG CH.

MAE WILKINS
MEMBERSHIP

SUSAN ELAM
FINANCE

DELORES FENWICK
VOTERS GUIDE/SPECIAL
SERVICES

7/28/89

PEARLAND AREA TRAINING

I. PROGRAM PROCEDURES:

A. LL PROGRAM

B. STATE - DIRECTORY pp 17-18

- PROGRAM PERSPECTIVES pp 27-30

- Adopted at Convention - odd numbered years.

C. NAT'L - IMPACT ON ISSUES 1986-88

- PRINCIPLES (p 45)

- Adopted at Convention - even-numbered years.

- FOCUS ON ADVOCATE FOR THE VOTER.

D. IN LEAGUE LWWUS pp 34-41

CHOOSING & DEVELOPING LL PROG.

[Handout p. 14]

II ACTION---

the appropriate board authorizes action ONCE IT
DETERMINES THAT MEMBER UNDERSTANDING
AND AGREEMENT DO EXIST.

for your records -
also may

PEARLAND AREA LEAGUE OF WOMEN VOTERS



6/9/89

To: Officers, Board members, off-Board committee chairs

From: Juanita M. Fletcher, President, *Juanita Fletcher*

Re: July meetings

There are two very important meetings scheduled in July.

Saturday, July 22, 1989. 2 to approximately 5 pm. Organizational Board meeting.
(Board members only)

Saturday, July 29, 1989. 10am to approx 1pm. Board training, Becky Dodson,
certified board trainer. All officers, board members, and committee chairs.
Pot luck salad lunch to follow.

Both meetings will be held at 16746 Square Rigger Lane, Friendswood. (map enclosed)

I realize it is a bit unusual to hold a Board meeting in July. However, there are a number of items that I did not think should be put off until late August on the regular meeting in early September. Among those items are the filling of two current Board/officer vacancies, whether or not to add to the Board, approval of two special committees, changing Board meeting time, and many other items. I will also try to have Board packets completed and distributed at the July 22 meeting. Expect to be adding material to your packets during the year.

Since the July 22 meeting is so critical I have decided to accept proxies on absentee votes from those Board members who absolutely cannot be present. Those wishing to vote absentee are warned that the absentee agenda will not be complete and will only contain major items that are currently scheduled to be put on the agenda. We must, of course, have a quorum to conduct business, and that we appear to have. Absentee agendas will be mailed out as soon as the request is received.

Please complete the bottom portion of this letter and return immediately in the self addressed stamped envelope enclosed.

Thank you.

Name _____

Board members only

____ I will attend the July 22 meeting.
____ I will not be able to attend the July 22 meeting. I designate
(name of board member) as proxy.² ____ I wish an absentee agenda.³ ____ I do not wish
to designate a proxy or vote absentee.

All

____ I will attend the July 29 board training. ____ I will not attend the July 29 meeting.

* All Board members please list on back all civic and governmental Boards you currently serve on. (Policy sheet, Article IV)

7/16/89

Becky Dodson, Board Trainer, LWVT

Dear Becky,

Here is a list of those invited to the Board Training session for Pearland Area League of Women Voters.

Rose Boldman

VP Program Designate, (hopefully approved 7/22/89)

Will attend

Helen Beckman

Off Board, Local Voter chair
No response

Betty Clements

Off Board, Voter's Service chair
Will attend

Fran Coppinger

Off Board, Annual meeting chair
Will attend

Susan Elam

2401 Old Alvin
Pearland, Texas 77581

Off Board, Finance Chair
Will not attend, business, new to League.

Beverly Frauenberger

Board, Hospitality and Christmas Party chair, Will attend

Delores Fenwick

Off Board, Voter's Guide/Special Services chair. No response

Yolanda Ford

Board, Program
Will attend

Oleta Hawkins

Off Board, Nominating Committee chair
Will attend

Pat Johnson

Board, By laws chair
Will attend

Carolyn
Worley
Nom Comte
Pastor

®

tootie ✓
Idalea McComb

Board, Minister without Portfolio
No response

Alma Nolen

Board, tentative Observer Corps chair
No response

Bettye Osteen

Treasurer, Parliamentarian
Will attend, ~~new to League~~

Martha Otto

Secretary
Will attend, new to League

Ina Sides

President Elect, Administration/
Organization VP
Will attend

Mary Stanford

Off Board, Legislative chair
No response

Mary Anna Vance

VP Public Relations
Will not attend (wedding)

Mae Wilkins

Off Board Membership chair (could
be nominated to fill a vacant
Board position) No response,
~~New to League~~

Will have the other material you requested when you arrive,
If I can be of any other help, please call.

Thank you so much for your help,

Sincerely,

Juanita M. Fletcher
Juanita M. Fletcher
President

Pearland Area League of Women Voters

For the new... and not so new board member:

Although it is an honor to be on a League board, there are no honorary positions! Each board member has a dual assignment. A board member is a director first and holds a portfolio or specific assignment second.

If you are a new board member, you may be uncertain about your responsibilities and wondering if you will ever know as much as others seem to know. This brochure may offer some suggestions to make your orientation into the job easier.



Working together...to encourage the informed and active participation of citizens in government and to influence public policy through education and advocacy.

*League of Women Voters of Texas
1212 Guadalupe, Suite 107
Austin, Texas 78701
512/472-1100*

BOARD RESPONSIBILITY

The key to a successful League lies with the local board: how well the board communicates with the membership on local, state, and national matters, and the degree to which the board manages League affairs so that all League members have the opportunity to participate. As a board member, you not only assume specific duties, but you also share in the responsibility of the entire board for local League operations, including fundraising and membership development.

BOARD ACCOUNTABILITY

Remember that the League is a membership-controlled association. Members should expect to have an influence on what happens in the League; in order to do so, they must be kept well informed by the board on what the League is doing. The board at all times turns an attentive ear to member suggestions, making it evident in its plans that members' wishes are being carefully considered. The board should draw as many members as possible into the decision-making process and turn to the membership for guidance when significant problems arise.

LEAGUE TOOLS YOU NEED

Local League presidents regularly receive information relating to your portfolio from both LWV-Texas and LWVUS. You should subscribe to a Duplicate President's Mailing (DPM) or plan to obtain the materials from the president or vice-president soon after it is received.

The following basic League tools should be placed in a binder or file box so that they can be referred to easily and carried to board meetings:

- * Your portfolio job description (See *Fundamentals for Local League Boards*, LWV-TX)
- * Local League bylaws
- * Local League budget
- * Local program of study and action
- * Membership list
- * List of your committee members
- * List of local board members

- * Board policy guide for your local League
- * Local League calendar for the year
- * *LWV-Texas Directory*
- * *In League* (LWVUS Pub. #275)
- * State and national program descriptions
- * *Program Perspectives* (LWV-TX)
- * *Impact on Issues* (LWVUS Pub. #386)
- * LWVUS publication catalogs

FIRST STEPS

- * Meet with your predecessor and gather all materials pertinent to your specific portfolio, including the amount budgeted for that portfolio for the year.
- * Familiarize yourself with the material you have received. Check state and national publications catalogs for pertinent material not already in your files. Plan to use all the "how-to" publications available, rather than expending energy learning your job through trial and error.
- * Confer with your vice-president to help you understand the nature of your job and its relationship to League work as a whole. If you have no predecessor, the president and your vice-president can provide guidance on how to proceed.
- * Read *In League*, especially pages covering your particular job. Read all of *In League* at your earliest opportunity. It is designed to give you the "big picture" of League board work.
- * Determine what material and reports you are expected to send to the state and national offices. Most are noted in the *LWV-Texas Directory*, published each summer.
- * If you did not inherit an ongoing committee, ask the membership chair to help you recruit one. Call a meeting of your committee for planning purposes as soon as possible.

BOARD MEETINGS

- * Review plans and progress with your vice-president *before* each board meeting in order to determine what board decisions are necessary for your activities and how much agenda time will be required. Bring a specific plan and recommendations to the board for

their approval.

- * Notify the president if you will need time on the agenda.
- * Prepare yourself for informed participation in all board decisions by reading *in advance* the minutes, the agenda, state and national memos and mailings, and all other material sent to you.
- * Do not use board time for work more suitably thrashed out in committee. Appropriate use of board time makes it possible for the entire board to be present throughout and for each board member's concerns to receive full attention.
- * Prepare your report in writing with an extra copy for the secretary.
- * Be on time. Let the president or vice-president know in advance if you absolutely cannot attend.
- * Plan to stay till the end. Total board responsibility demands that *all* board members take part in every decision.
- * Avoid private conversations with those near you during board discussions. Grant the person who has the floor the same consideration you expect when you have the floor.

WHAT SHOULD BE REPORTED

- * Progress in organizing a job or in accomplishing it.
- * All reports of consensus meetings and proposed position statements.
- * Decisions a committee has made.
- * Problems encountered in getting a job done or reactions of members to a project.
- * Information on resources that are significant to the League, such as another organization which might be a resource or cosponsor.
- * Important information from state or national League relating to your job.

WHEN SHOULD YOU ASK FOR A BOARD DECISION?

- * When you have proposed consensus questions, position statements, or *Voters Guide* questions, which need board approval.
- * When you want to hold a public or membership meeting (not committee meetings.)

- * When you want to publish something or distribute materials to members or to the public.
- * When you want to make a statement in the League's name.
- * When you want the League to establish a policy or solve a problem.
- * When you wish to spend more money than budgeted for your portfolio.
- * When you are not sure whether you should ask for a board decision.

HOW DO YOU REPORT?

- * If much information is necessary for an informed board decision, consider sending out a summary with the agenda. At the least, bring it to the meeting.
- * Be brief! The president has to get through the agenda on time, and other board members have reports to make, too.
- * At the beginning of your report, state what you are going to do. If you want a board decision, state clearly and briefly what has led up to your request. Tell why the League should act. Do we have a position? What is it? Do we need a policy? Do we have one already? Do we have the necessary resources?

MAKE A RECOMMENDATION!

You know more about the possible courses of action than anyone else. Move that your recommendation be adopted so that the board will have something to discuss. **More time is lost at board meetings doing committee work for chairs who are unprepared than for any other reason.**

Offer pertinent information, if needed by the board, and be prepared to answer questions. Participate in the discussion.

Accept the board's decision gracefully. Usually they will follow your recommendations, but sometimes total board responsibility will dictate another course.

BETWEEN BOARD MEETINGS

Carry through with anything you have agreed to do, and *involve your committee* in these activities. Doing everything yourself is bad for you personally and invariably leads to exhaustion or burnout. It also denies experience to interested members and inhibits development of future League leadership.

Attend as many general membership and unit meetings as possible. Board members' attendance at meetings of all kinds is one of the best ways to demonstrate board concern for member thinking. Unit discussion meetings are especially valuable. In these small groups, each board member has the chance to become acquainted with League members, and this face-to-face encounter opens the door to communication from the board to the member and from the member to the board. At all general and unit meetings, avoid the temptation to interact only with other board members.

Retain records, files, and recommendations for your successor to use.

DON'T HESITATE TO ASK

Consult the *LWV-Texas Directory* for a list of League consultants or experts on the topic in which you need help. A special group of consultants in TLC, or Tender League Care, are listed to provide board members assistance when no other consultant listed seems suited to help in your particular situation.

Remember to get help when you need it from your president, other board members, committees, state board and staff, and the national board and staff. Individual League leaders all over the country are facing the same challenges you are, enjoying the same process of trying to solve problems, and achieving the same goals you are.

Adapted from *Fundamentals for Local League Boards* (LWV-Texas) and *For the New...and Not So New Board Member* (LWV-Florida)
July, 1989

TAKING ACTION: GUIDELINES FOR LOCAL LEAGUES

Write the mayor or governor...call the city manager...testify before the planning and zoning commission...monitor the courts...visit your legislator...write a letter to the editor...sponsor a meeting to publicize a problem and offer solutions...join a coalition to campaign for some issue...litigate...these are all examples of ACTION to which these guidelines apply.

➡ ON YOUR MARK ➡ GET READY ➡ GET SET ➡ ACT ➡

ACTION is our League effort to bring about governmental change based on the positions we derive through member study and consensus.

Because we are a multi-level organization with positions at each level, we must often coordinate our action efforts in order to speak with one voice.

Because we are a multi-level organization, we choose issues for priority attention at all levels in order to allocate resources effectively and maximize political impact.

The guidelines that follow are designed to make it easier for your League to take action.

If, at any time, you are unsure about what action to take, the state board program directors stand ready to assist you. Officers and directors are listed in the LWV-Texas State Directory. If you are unsure which person to call, the state office will assist you.

➡ ON YOUR MARK ➡

The following action guidelines apply to all Leagues:

Leagues only act when we have a local, state, or national position or are acting under League principles.

Never lobby in opposition to a League position.

Elected officials respond best to their own constituents. Therefore, lobby only your own unless otherwise directed.

Read Fundamentals for Local League Boards (LWV-Texas), ACTION (LWVUS), and In League (LWVUS). All provide inspiration as well as guidance.

➡ GET READY ➡

Before taking action on an issue, determine the following:

under what position you wish to act--local, state, national, or principles

what you wish to accomplish

who is authorized to act for your League--check your local policy guide

whether state or national or other local Leagues will be affected by your action

whether pre-clearance is needed from LWV-Texas, LWVUS, or other local Leagues before you act (see chart, p. 2). Leagues do not need to request authorization from the LWVUS to act at the national level on national positions under which the LWVUS board has already taken action.

who must receive copies of your letter, testimony, etc. (see chart, p. 2)

➡ GET SET ➡

There are two kinds of action requests from LWV-Texas and LWVUS--Action Alerts and What You Can Do. Action in response to these requests is expected and does not require pre-clearance.

An Action Alert means your League's help is critically needed. Leagues are expected to respond to Action Alerts or explain to the appropriate board (state or national) why they are not responding. Action Alerts provide specific instructions and a return form to indicate the action taken or why action was not taken.

What You Can Do appears in LWVUS Report from the Hill and LWV-Texas Legislative Newsletter. It provides inspiration for additional action on subjects that may be of special interest to your League.

The effectiveness of action by local Leagues is bolstered by action your members undertake as individuals.

WHEN YOUR LEAGUE WANTS TO INITIATE ACTION ON ITS OWN BEHALF, USE THE FOLLOWING CHART. IF YOU DON'T FIND YOUR NEEDS ADDRESSED, CALL THE APPROPRIATE PROGRAM DIRECTOR.

Action you initiate often requires contacting officials shared with other Leagues. Occasionally, you may wish to contact officials other than your own. For these reasons, pre-clearance is often necessary when you initiate action.

Examples:

LWV-Hometown wants to testify before a state legislative committee holding a hearing in their town. Even though they have no legislators on the committee, they believe this is a good opportunity to advocate the League's state groundwater positions. After pre-clearance with the LWV-Texas Water Director, they're ready to act.

LWV-Hometown wants to lobby for increased funding for a special hospital district, using their local position for improved health care for the indigent. Since there are three other Leagues in the hospital district, LWV-Hometown calls the LWV-Texas Human Resources Director for pre-clearance. The LWV-Texas Director advises LWV-Hometown to pre-clear with the other affected LL's and proceed to act as long as they don't mind.

WHAT TO DO WHEN YOUR LEAGUE WANTS TO INITIATE ACTION BEFORE A...

LOCAL GOVERNMENT OR OFFICIAL (your League's only) city council, mayor, planning commission, school board...	A
REGIONAL AGENCY OR OFFICIAL (shared with other local Leagues) common city government or special purpose district, council of governments, regional task force...	A B C
STATE GOVERNMENT OR OFFICIAL state representative, senator, governor, state agency...	A B
FEDERAL GOVERNMENT OR OFFICIAL member of Congress, federal agency, the president...	A B D

- A - local board decision; copy to local League files
- B - pre-clear with appropriate LWV program director; copy to state office
- C - pre-clear with affected local Leagues: copy to these local Leagues
- D - pre-clear with LWVUS (sometimes LWV-Texas can pre-clear for you); copy to national office

➡ ACT ➡ ACT ➡ ACT ➡ ACT ➡ ACT ➡ ACT ➡

THE TENETS OF LEAGUE PROGRAM

The League of Women Voters is a nonpartisan, multi-issue, grassroots organization which "does its homework" before it acts. To maintain these strengths, each member of a League board needs to support League study and action (Program). Efforts to understand Program pay high dividends because much of the League's success comes from bringing about governmental change by taking action.

- The League must have a position before it takes action.
- League members must study and come to agreement on an issue before we have a position. Our studies echo our nonpartisan philosophy by examining all sides of an issue without prejudice. Our Facts and Issues are just that, not a listing of the committee's desires for change. We write consensus questions that do not lead members to a preconceived reply. The board approves the consensus questions before they are used and approves the position statement if agreement is reached.
- We never lobby in opposition to a League position.
- We operate on three levels corresponding to the three levels of government. Local studies focus on issues that can be addressed by local government.
- Local positions are used to lobby at the local level; only in unusual circumstances and with pre-clearance is a local position used to lobby at the state or national level.
- Applicable state and national positions may be used to lobby at the local level.
- We speak with one voice, coordinating action with other affected Leagues or levels of League.
- We are a grassroots organization. Our boards develop our position statements and our program planning reports to reflect member agreement. Boards interpret positions in ways we think our members understand and support.
- The president is the official spokesperson for the League, unless she or he designates another to speak.

Both the state and the national Leagues have many publications to help Leagues understand Program; see the LWV-Texas and the LWVUS publications catalogs.

FUNDAMENTALS

Before taking action on a local position at the state or national level, review the requirements in Taking Action: Guidelines for Local Leagues (LWV-Texas) or In League, pp. 40-41, whichever is appropriate.

Consider other options for action such as joining a coalition or influencing community opinion through the media, your speakers bureau, publications, taking part in a parade, etc.

Legislative Action

Handling legislative action means responding to state and national Action Alerts. It also means reading the state Legislative Newsletter and the national Reports from the Hill, and highlighting the information from these publications in your local bulletin if timely.

When an Action Alert is received from LWVUS, send an official communication in the name of the local League and send copies to both the national and state offices. When the request for action comes from LWV-Texas, send an official communication, with a copy to the state office. If the same communication is sent to a number of people, a single copy is sufficient, providing a list of others receiving the communication is attached. Substantive replies should be summarized or copied and sent to the national office if it relates to congressional action, or to the state office if it relates to Texas legislative action. If you do not respond to the request for action, send a letter explaining the reason why to the appropriate League office, state or national.

TOOLS

In League, pp. 38-42

Local program positions in detail

Program Perspectives, current issue, LWV-Texas

Impact on Issues, current issue, LWVUS

Taking Action: Guidelines for Local Leagues, LWV-Texas 1/83

Action, LWVUS #161 and other publications listed in LWVUS Leaders

Catalog

Legislative Newsletter subscription

Report from the Hill subscription

Options

The responsibilities of the program vice-president are widespread; just keeping up with the reading takes a fair amount of time. In order to balance work loads, some Leagues elect two program vice-presidents--one to handle state and national programs; the other to supervise local program. Other Leagues divide the program load in a less formal manner. Consider what seems to work best for your particular situation so that this most important portfolio receives the attention it needs.

TOOLS

In League: Guidelines for League Boards, LWVUS #275

Current Impact on Issues: A Leader's Guide to National Program, LWVUS #386

Current Program Perspectives, LWV-Texas

Current "We Support", LWV-Texas

Choosing and Developing Local League Program, LWV-Texas 1977 (To be revised 1983)

Duplicate President's Mailing, LWVUS. If not full, perhaps LWV Prospectus: A Planning Guide for Local and State Leagues, LWVUS #264, and/or pages from DPMs pertaining to program

Other valuable publications listed in the LWVUS Leaders Catalog under "Managing Program," and in the LWV-Texas Publications Catalog under "Program-Action" should be available to you, and, if possible, copies should be purchased for your files. Also look over the classified ads in the LWVUS Leaders Catalog.

Local League handbook that includes current and historical background as well as consensus statements for all local studies

Local League bylaws and policy guide, also usually in the handbook Fundamentals, pages relating to program

LWV-Texas

4/83

LEAGUE LINGO DEFINITIONS

ACTION	Expression of League positions to governmental officials by the president or her/his authorized representative.
ACTION ALERT	Request from state of national League to take action at a specific time in support of a League position.
ASSOCIATE MEMBER	United States citizens under 18; citizens who reside outside the U.S., a territory, or an associated commonwealth; non-citizens.
CALENDAR	Plans for covering League program and other activities during the year; set up by board of directors.
CONCURRENCE	Agreement of League members with position reached by a small group or another League.
CONSENSUS	Collective opinion of League members on a particular subject.
CONVENTION	State and national League meetings held biennially. Delegates adopt program, elect officers, adopt a budget for the coming year, and act on proposed bylaws changes.
COUNCIL	State and national meetings held in the years between conventions. Limited delegate body adopts budget for the coming year; may discuss program. Only state Leagues send delegates to national Councils.
DPM	Acronym for Duplicate Presidents Mailings. A DPM subscription brings to any League member the same material contained in a state or national mailing to local League presidents.
EDUCATION FUND	The tax-deductible arm of the League of Women Voters. Education funds may be established at all three levels of League, but are discouraged at the local level because of the legal requirements involved. Education monies may not be used for position support activities.
F&I	Acronym for Facts and Issues which are publications containing information on program consensus studies. (See also Resource Materials)
FIELD SERVICE	State League assistance to local Leagues to help them carry out their responsibilities
FSR	Acronym for Field Service Representative, specially trained League members selected by the state board to assist local Leagues. Each local League is assigned an FSR.

HOUSEHOLD MEMBER	Refers to households in which there are two or more members. The PMP for each member beyond the initial one is assessed at half the PMP rate at state and national levels. Local dues may or may not follow this pattern, based on decisions at the local level.
LIFE MEMBER	There are two categories of life members: Paid life members are those who have paid a life-membership fee (currently \$1,000); Honorary life members are those who have been members of the League for 50 years or more and are excused from the payment of dues.
MAL	Acronym for a member at large, that is a member who does not belong to a local League.
"NATIONAL MEMBER"	Popular but incorrect terminology. There is no such thing as a "national member," but there are members who join at the national level. These members are referred by the national League to the appropriate state League which assigns them to the local League where they reside or, if there is no League in that area, retains them as a state member at large.
NONPARTISANSHIP	League policy of never supporting or opposing any candidate or political party.
ORIENTATION	Basic background material provided in writing or at meetings to help members understand League purposes, policies, and procedures.
PMP	Acronym for Per Member Payment, the amount of money paid to state and national on behalf of each member. The amount of the PMP is determined by delegates to state and national Conventions and is assessed based on the membership count as of January 1 each year.
PORTFOLIO	The particular job assigned to a board member or off-board chair--i.e., membership, finance, secretary, etc.
POSITON	League's point of view, arrived at through member study and consensus (or concurrence).
PRESIDENT'S LETTER	Monthly letter from the state president highlighting on state activities, noting important local League dates, and reporting changes in state and local leadership.
PRINCIPLES	Governmental standards and policies supported by the League by which all proposed or adopted local, state, or national issues are measured.
PROGRAM	Selected governmental issues chosen by the membership at local, state, and national levels for study and action.

PROGRAMS	Plans for speakers, discussions, or other activities for League meetings.
RECOGNITION REQUIREMENTS	The requirements to be fulfilled by Leagues in order to receive or maintain recognition. These were established by delegates to National Convention '86.
RESOURCE MATERIALS	Program information and publications gathered and/or prepared by League committees as background for discussion.
STATE UNIT	A group of MALs in an area which functions under the direction of the state board. State units have a membership too small to meet the requirements for provisional or local League status.
UNIT	Division of the membership into groups of a size that will provide maximum participation by members in discussion of League program and activities. Units can be time-oriented (day, evening, lunch hour), or geographically oriented (east, west, downtown), or both. Most larger League have units.
VOTER	Newsletter for members and other subscribers, published by local, state, and national Leagues.
VOTERS GUIDE	Nonpartisan publications giving candidates' qualifications and position on selected issues.
VOTERS SERVICE	Year-round activity to help citizens to be politically effective and to encourage their participation in the political process. Registering voters and presenting election Voters Guides are the two most basic Voters Service activities.

AREA COOPERATION

There are a number of circumstances that either require or encourage the cooperation of several Leagues in a geographic area. Cooperation is essential to ensure that there are no opposing actions on local issues; cooperation is desirable to enhance the visibility of the Leagues or to pool their resources.

When Leagues Share Elected Officials

When there are two or more Leagues within a single county, a special district, or a city, reciprocal approval of action on local issues is required. The mandate here is that no action may be taken by one League without the approval of all of the other Leagues.

If all the area Leagues have studied an issue, action can be taken on positions on which there is common agreement, but not on positions on which they have reached an opposing or different position. When an issue, or portions of an issue, has not been studied by all of the Leagues, the Leagues that have not participated in that study need only register no objection to the proposed action(s). These decisions are approved by the boards of directors involved; they need not be addressed by the membership.

When There Are Overlapping Boundaries

Cooperation is also required when two Leagues share common territory. An example of this would be a county League in one county and a city League in a contiguous county that has a portion of the city extending into the neighboring county. In such circumstances, the boards of directors of the two Leagues need to reach an agreement concerning activities within the common territory. A reasonable policy in this case would be for the city League to include the territory in anything connected with city government, allowing the county League to include the area in county action and activities. In addition, there should be cooperation in other areas. For example, in preparing primary or general election Voters Guides, Leagues that share elected officials should agree on the questions and/or which League will contact the candidates. Except in unusual circumstances, it is inappropriate for two or more Leagues to send different questionnaires.

When, city limits cross state boundaries, agreements need to be made between the two states through the boards of directors at the state level.



CALENDAR

PEARLAND AREA LEAGUE OF WOMEN VOTERS

September	7 PCC	Board meeting - 6:30pm Membership - 7:30pm Tackling Toxics - Local Program Carol Ritter
October	5 PCC	Board meeting - 6:30pm Membership - 7:30pm Founder's Day, working session
	14	Founder's Day Project
November	2 PCC	Board meeting - 6:30pm Membership - 7:30pm
December		Christmas Party
January	4 PCC	Board meeting - 6:30pm Membership - 7:30pm
February	1 PCC	Board meeting - 6:30pm Membership - 7:30pm Child Care - State Program Yolanda Ford
March	1 PCC	Board meeting - 6:30pm Membership - 7:30pm
April	5 PCC	Board meeting 6:30pm



MEMBERSHIP LIST

PEARLAND AREA LEAGUE OF WOMEN VOTERS

Akers, Kathy and Jerry

[REDACTED]

Beckman, Helen

[REDACTED]

Boldman, Rose

[REDACTED]

Bruno, Carol

[REDACTED]

Clements, Betty and Frank

[REDACTED]

Coppinger, Fran

[REDACTED]

Elam, Susan

[REDACTED]

Farmer, Inez

[REDACTED]

Fenwick, Delores

[REDACTED]

Fletcher, Juanita M.

[REDACTED]

Ford, Yolanda

[REDACTED]

Frauenberger, Beverly & Dennis

[REDACTED]

Hawkins, Oleta

[REDACTED]

Johnson, Pat

[REDACTED]

Knapp, Ruth

[REDACTED]

McComb, Idalea (Tootie)

[REDACTED]

Nolan, Alma

[REDACTED]

[REDACTED]

Otto, Martha

[REDACTED]

Roberts, Stella

[REDACTED]

Standord, Mary

[REDACTED]

4

Sides, Ina

[REDACTED]

Vance, Mary Anna

[REDACTED]

Wilkins, Mae

[REDACTED]

Organization

Pearland Area
League of Women Voters

President
3 Vice Presidents
Secretary
Treasurer

Executive Officers

Executive Board

6 - 12 Board members

Membership

Committees

Under First Vice President - Program

Local Program
State Program
National Program
Christmas Party

Under second Vice President - Administration & President-Elect

Membership
Telephone Tree
By-laws
Parliamentarian
Legislative

Under Third Vice President - Public Relations

Voter's Service
Voter's Guide/Special Services
Local Voter
Observer Corps
Hospitality

Under Treasurer

Finance

Under Secretary

Publications

Reports directly to Board and Membership

Audit
Nominating Committee
Annual Meeting



Brief Summary of Duties for Local League officers and Committee Chairmen.

President - Chief administrative officer, member of all committees except Nominating, Audit, Annual meeting, represents the league in public, coordinates activities with other leagues and civic organizations, presides at all meetings

First Vice President for Program - coordinates and plans all league programs, secures speakers, directs consensus

Second Vice President for Administration and President Elect - assists the president and substitutes for her as presiding officer in her absence, focus is on the efficient ongoing operation of the organization with, in PALWV at this time, an emphasis on membership building and membership input

Third Vice President for Public Relations- main job is to keep the community aware of the league's activities, to work with the media and the community to publicize the work we do, expand our impact in the community

Secretary - maintains minutes and other important records of the league

Treasurer - handles the day to day money and expenses of the league

Board - directs the activities of the league under the direction of the membership

Program committee chairs - present programs to local league in conjunction with directions from local, state, and national organization, coordinates action under same guidelines

Christmas Party Chairman - in recent years PALWV Christmas Party has been a gathering with local officials to celebrate the holiday season, entertainment and refreshments often included

Membership Chairman - recruitment and maintaining membership, Telephone Tree, ie calling members to remind about meetings, activities work under Membership chairman

By-laws - responsible for annual review and update of by laws, along with Parliamentarian, responsible for resolving any questions of procedures and policy

Legislative - keeps local league advised of legislative issues that we need to be aware of or deal with

Voters Service - provides information to voters regarding issues and candidates, voter registration, and election information, coordinates Candidates nite

Voters Guide/Special Services - puts together and arranges for printing local voters guide, performs special assignments in areas of voters services/publicity as directed by Publicity VP, President, or Board

Local Voter - puts together and distributes local Voter

Observer Corps - has representatives attend Council and School Board meetings, reports to Board and Members on important issues brought up at these meetings

Hospitality - responsible for refreshment at league functions

Finance - coordiantes finance drives and other money making projects

Publications - orders material from state and national league

Audit - reviews income and expenses at end of year

Nominating Committee - selects and screens candidates for league office, submits candidates to board and membership

Annual meeting - plans and puts together program for the annual meeting

LEAGUE OF WOMEN VOTERS OF THE PEARLAND AREA

PROGRAM SUMMARY 1989-1990

NATIONAL

Campaign for a Safer World

Tackling Toxics

Child Care and Housing: Meeting Community Needs

STATE

A Study of Child Care in Texas

Women Under Texas Law

Government

Administration of Justice

Social Policy/Human Resources

Natural Resources

LOCAL

Restudy and Update: Know Your County

Action on Hike and Bikeways for Pearland

Study on Solid Waste: Alternatives to Landfills



PEARLAND AREA ELECTED OFFICIALS AND KEY PHONE NUMBERS

Pearland City Hall

[REDACTED] [REDACTED]

Pearland Independent
School District

[REDACTED] [REDACTED]

State Senator
J.E. Buster Brown

[REDACTED] [REDACTED]

State Representative
Jack Harris

[REDACTED] [REDACTED]

Local office

[REDACTED] [REDACTED]

Governor Bill Clements

[REDACTED] [REDACTED]

US Senators

Lloyd Bentsen

[REDACTED] [REDACTED] [REDACTED]

Phil Gramm

[REDACTED] [REDACTED] [REDACTED]

US Congressman
Tom DeLay

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

FUNDAMENTALS

FOR ALL BOARD MEMBERS

The key to a successful League lies with the local board: how well the board communicates with the membership on local, state, and national matters, and the degree to which the board manages League affairs so that all League members have the opportunity to participate. As a board member, you not only assume specific duties, but you also share in the responsibility of the entire board for local League operations.

Remember that the League is a membership-controlled association. Members should expect to have an influence on what happens in the League; in order to do so, they must be kept well informed by the board on what the League is doing. The board at all times turns an attentive ear to member suggestions, making it evident in its plans that members' wishes are being carefully considered. The board should draw as many members as possible into the decision-making process and turn to the membership for guidance when significant problems arise.

First Steps

Meet with your predecessor and gather all material pertinent to your specific portfolio.

Familiarize yourself with the material you have received. Check state and national publications catalogs for pertinent material not already in your files. Plan to use all the "how-to" publications available, rather than expending energy learning your job through trial and error.

Confer with your vice-president to help you understand the nature of your job and its relationship to League work as a whole. If you have no predecessor, the president and your vice-president can provide guidance on how to proceed.

Read In League, especially pages 21-27 and the pages covering your particular job. Read all of In League at your earliest opportunity. It is designed to give you the "big picture" of League board work.

Determine what material and reports you are expected to send to the state and national offices. Most are noted in the "Checklist for Local Board Members", LWV-Texas Directory, published each June.

If you did not inherit an ongoing committee, ask the membership chairman to help you recruit one. Call a meeting of your committee for planning purposes as soon as possible.

FUNDAMENTALS

Board Meetings

1. Prepare yourself for informed participation in all board decisions by reading in advance the minutes, the agenda, state and national memos and mailings, and all other material sent to you.
2. Review plans and progress with your vice-president before each board meeting in order to determine what board decisions are necessary for your activities and how much agenda time will be required. Bring a specific plan and recommendations to the board for their approval.
3. Do not use board time for work more appropriately thrashed out in committee. Appropriate use of board time makes it possible for the entire board to be present throughout and for each board member's concerns to receive full attention.
4. Prepare your report in writing with an extra copy for the secretary.
5. Be on time. Let the president or vice-president know in advance if you absolutely cannot attend.
6. Plan to stay to the end. Total board responsibility demands that all board members take part in every decision.
7. Avoid private conversations with those near you during board discussions. Grant the person who has the floor the same consideration you expect when your time comes to be heard.

Between Board Meetings

Carry through with anything you have agreed to do, and involve your committee in these activities. Doing everything yourself is bad for you personally and invariably leads to exhaustion or burnout. It also denies experience to interested members and inhibits development of future League leadership.

Attend as many general membership and unit meetings as possible. Board members' attendance at meetings of all kinds is one of the best ways to demonstrate board concern for member thinking. Unit discussion meetings are especially valuable. In these small groups, each board member has the chance to become acquainted with League members and this face-to-face encounter opens the door to communication from the board to the member and from the member to the board. At all general and unit meetings, avoid the temptation to interact only with other board members.

- * When you want to publish something or distribute materials to members or to the public.
- * When you want to make a statement in the League's name.
- * When you want the League to establish a policy or solve a problem.
- * When you wish to spend more money than budgeted for your portfolio.
- * When you are not sure whether you should ask for a board decision.

HOW DO YOU REPORT?

- * If much information is necessary for an informed board decision, consider sending out a summary with the agenda. At the least, bring it to the meeting.
- * Be brief! The president has to get through the agenda on time, and other board members have reports to make, too.
- * At the beginning of your report, state what you are going to do. If you want a board decision, state clearly and briefly what has led up to your request. Tell why the League should act. Do we have a position? What is it? Do we need a policy? Do we have one already? Do we have the necessary resources?

MAKE A RECOMMENDATION!

You know more about the possible courses of action than anyone else. Move that your recommendation be adopted so that the board will have something to discuss. More time is lost at board meetings doing committee work for chairs who are unprepared than for any other reason.

Offer pertinent information, if needed by the board, and be prepared to answer questions. Participate in the discussion.

Accept the board's decision gracefully. Usually they will follow your recommendations, but sometimes total board responsibility will dictate another course.

BETWEEN BOARD MEETINGS

Carry through with anything you have agreed to do, and *involve your committee* in these activities. Doing everything yourself is bad for you personally and invariably leads to exhaustion or burnout. It also denies experience to interested members and inhibits development of future League leadership.

Attend as many general membership and unit meetings as possible. Board members' attendance at meetings of all kinds is one of the best ways to demonstrate board concern for member thinking. Unit discussion meetings are especially valuable. In these small groups, each board member has the chance to become acquainted with League members, and this face-to-face encounter opens the door to communication from the board to the member and from the member to the board. At all general and unit meetings, avoid the temptation to interact only with other board members.

Retain records, files, and recommendations for your successor to use.

DON'T HESITATE TO ASK

Consult the *LWV-Texas Directory* for a list of League consultants or experts on the topic in which you need help. A special group of consultants in TLC, or Tender Loving Care, are listed to provide board members assistance when no other consultant listed seems suited to help in your particular situation.

Remember to get help when you need it from your president, other board members, committees, state board and staff, and the national board and staff. Individual League leaders all over the country are facing the same challenges you are, enjoying the same process of trying to solve problems, and achieving the same goals you are.

Adapted from *Fundamentals for Local League Boards* (LWV-Texas) and *For the New...and Not So New Board Member* (LWV-Florida)

For the new... and not so new board member:

Although it is an honor to be on a League board, there are no honorary positions! Each board member has a dual assignment. A board member is a director first and holds a portfolio or specific assignment second

If you are a new board member, you may be uncertain about your responsibilities and wondering if you will ever know as much as others seem to know. This brochure may offer some suggestions to make your orientation into the job easier.



Working together...to promote the informed and active participation of citizens in government and to influence public policy on selected government issues.

League of Women Voters of Texas
1212 Guadalupe, Suite 107
Austin, Texas 78701
512/472-1100

BOARD RESPONSIBILITY

The key to a successful League lies with the local board: how well the board communicates with the membership on local, state, and national matters, and the degree to which the board manages League affairs so that all League members have the opportunity to participate. As a board member, you not only assume specific duties, but you also share in the responsibility of the entire board for local League operations, including fund and membership development.

BOARD ACCOUNTABILITY

Remember that the League is a membership-controlled association. Members should expect to have an influence on what happens in the League; in order to do so, they must be kept well informed by the board on what the League is doing. The board at all times turns an attentive ear to member suggestions, making it evident in its plans that members' wishes are being carefully considered. The board should draw as many members as possible into the decision-making process and turn to the membership for guidance when significant problems arise.

LEAGUE TOOLS YOU NEED

Local League presidents regularly receive information relating to your portfolio from both LWV-Texas and LWVUS. You should subscribe to a Duplicate President's Mailing (DPM) or plan to obtain the materials from the president or vice-president soon after it is received.

The following basic League tools should be placed in a binder or file box so that they can be referred to easily and carried to board meetings:

- * Your portfolio job description (See *Fundamentals for Local League Boards*, LWV-TX)
- * Local League bylaws
- * Local League budget
- * Local program of study and action
- * Membership list
- * List of your committee members
- * List of local board members

- * Board policy guide for your local League
- * Local League calendar for the year
- * *LWV-Texas Directory*
- * *In League* (LWVUS Pub. #275)
- * State and national program descriptions *Program Perspectives* (LWV-TX)
- * *Impact on Issues* (LWVUS Pub. #386)
- * LWVUS publication catalogs

FIRST STEPS

- * Meet with your predecessor and gather all materials pertinent to your specific portfolio, including the amount budgeted for that portfolio for the year.
- * Familiarize yourself with the material you have received. Check state and national publications catalogs for pertinent material not already in your files. Plan to use all the "how-to" publications available, rather than expending energy learning your job through trial and error.
- * Confer with your vice-president to help you understand the nature of your job and its relationship to League work as a whole. If you have no predecessor, the president and your vice-president can provide guidance on how to proceed.
- * Read *In League*, especially pages covering your particular job. Read all of *In League* at your earliest opportunity. It is designed to give you the "big picture" of League board work.
- * Determine what material and reports you are expected to send to the state and national offices. Most are noted in the *LWV-Texas Directory*, published each summer.
- * If you did not inherit an ongoing committee, ask the membership chair to help you recruit one. Call a meeting of your committee for planning purposes as soon as possible.

BOARD MEETINGS

- * Review plans and progress with your vice-president before each board meeting in order to determine what board decisions are necessary for your activities and how much agenda time will be required. Bring a specific plan and recommendations to the board for

their approval.

- * Notify the president if you will need time on the agenda.
- * Prepare yourself for informed participation in all board decisions by reading *in advance* the minutes, the agenda, state and national memos and mailings, and all other material sent to you.
- * Do not use board time for work more suitably thrashed out in committee. Appropriate use of board time makes it possible for the entire board to be present throughout and for each board member's concerns to receive full attention.
- * Prepare your report in writing with an extra copy for the secretary.
- * Be on time. Let the president or vice-president know in advance if you absolutely cannot attend.
- * Plan to stay till the end. Total board responsibility demands that *all* board members take part in every decision.
- * Avoid private conversations with those near you during board discussions. Grant the person who has the floor the same consideration you expect when you have the floor.

WHAT SHOULD BE REPORTED

- * Progress in organizing a job or in accomplishing it.
- * All reports of consensus meetings and proposed position statements.
- * Decisions a committee has made.
- * Problems encountered in getting a job done or reactions of members to a project.
- * Information on resources that are significant to the League, such as another organization which might be a resource or cosponsor.
- * Important information from state or national League relating to your job.

WHEN SHOULD YOU ASK FOR A BOARD DECISION?

- * When you have proposed consensus questions, position statements, or *Voters Guide* questions, which need board approval.
- * When you want to hold a public or membership meeting (not committee meetings.)

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This*:	You Say This:	May you Interrupt Speaker?	Must be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting	<i>I move that we adjourn.</i>	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Majority vote required
Recess the meeting	<i>I move that we recess until. . .</i>	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc.	<i>Point of privilege</i>	May interrupt speaker only if emergency	No second needed	Not debatable**	Not Amendable	No vote required Chair rules
Suspend further consideration of something ***	<i>I move we table it.</i>	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Majority vote required
End debate	<i>I move the previous question</i>	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Two thirds vote required
Postpone consideration of something	<i>I move we postpone this matter until. . .</i>	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	<i>I move we refer this matter to a committee</i>	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	<i>I move that this motion be amended by. . .</i>	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a main motion)	<i>I move that. . .</i>	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

* The motions or points above are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.

** In this case, any resulting motion is debatable.

*** Temporary action for emergency use. (See "Postpone Consideration" or use "Postpone Indefinitely" to kill a motion).

To Do This*:	You Say This:	May you Interrupt Speaker?	Must be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront.	<i>Point of order</i>	May interrupt the speaker	No second needed	Not debatable	Not Amendable	No vote required, Chair decides
Request information	<i>Point of information</i>	If urgent, may interrupt speaker	No second needed	Not debatable	Not Amendable	No vote required
Ask for a vote by actual count to verify a voice vote ***	<i>I move that we have a counted vote.</i>	May not interrupt speaker**	Must be seconded	Not debatable	Not Amendable	Majority vote required
Object to considering some undiplomatic or improper matter.	<i>I object to consideration of this question</i>	May interrupt speaker	No second needed	Not debatable	Not Amendable	Two thirds vote required
Take up a matter previously tabled	<i>I move we take from the table. . .</i>	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Majority required
Reconsider something already disposed of	<i>I move we now (or later) reconsider our action relative to. . .</i> ****	May not interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not Amendable	Majority required
Consider something out of its scheduled order	<i>I move we suspend the rules and consider. . .</i>	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Two thirds vote required
Vote on a ruling by the Chair	<i>I appeal the Chair's decision</i>	May interrupt speaker	Must be seconded	Debatable	Not Amendable	Majority required

* The motions, points and proposals listed above have no established order of precedence. Any of them may be introduced at any time—except when the meeting is considering one of the top three matters listed in the above chart (motion to adjourn, motion to recess, point of privilege).

** Must be called for before another motion is started.

*** Calling for a division of the house means a re-vote by rising but without a count of those voting.

**** Mover must have voted with the winning side.

OFFICERS AND DIRECTORS/TRUSTEES 1987-1989

LWV-TEXAS AND LWV-TEXAS EDUCATION FUND

DIANE SHERIDAN: President, LWV-Texas; Chair, LWV-TEF
[REDACTED]

LOUISE CUMMINS: Program VP; President Pro-Tem
[REDACTED]

SONDRA FERSTL: Organization VP
[REDACTED]

BARBARA SWARTZ: Public Relations VP; Vice Chair, LWV-TEF
[REDACTED]

CAROL WILSON: Secretary, LWV-Texas & LWV-TEF
[REDACTED]

MYRTLE MC MAHAN: Treasurer, LWV-Texas & LWV-TEF
[REDACTED]

DIRECTORS/TRUSTEES

REBECCA BERGSTRESSER
[REDACTED]

EVELYN BONAVIDA
[REDACTED]

SCHEREL CARVER
[REDACTED]

SALLY COUGHLIN
[REDACTED]

TINA EGGE
[REDACTED]

RUTHANN GEER
[REDACTED]

RUTH LAUER
2506 [REDACTED]

FRANCES MC INTYRE
[REDACTED]

BARBARA WEINSTEIN
[REDACTED]

NOMINATIONING COMMITTEE REPORT

The Nominating Committee is pleased to present the following slate of officers, directors, and nominating committee members for the 1989-1991 biennium:

OFFICERS

President
Program Vice-President
Public Relations Vice-President
Organization Vice-President
Secretary
Treasurer

Diane Sheridan, Bay Area
Evelyn Bonavita, Houston Area
Barbara Weinstein, Dallas
Sondra Ferstl, Denton
Helen Drakeley, Edinburg/McAllen
Barbara Swartz, Houston Area

DIRECTORS

Rebecca Bergstresser, Dallas
Tina Egge, Sherman
Toni Ferrell, Tyler
Ruthann Geer, Arlington
Tom Gooch, Tarrant County
Karen Nicholson, Midland
Carol Wilson, Richardson

NOMINATING COMMITTEE

Louise Cummins, Lubbock; Chair
Frances McIntyre, Austin Area
Myrtle McMahan, Tarrant County

Respectfully Submitted by,

Lois Carpenter, Chair
Louise Cummins
Rachel Gooch
Barbara McCormick
Mary Alice Pisani

LWV-TEXAS OFFBOARD ASSIGNMENTS

BETTY ANDERSON

[REDACTED]

SUE BARHAM

[REDACTED]

TOM BURTIS

[REDACTED]

LOIS CARPENTER

[REDACTED]

DIANA CLARK

[REDACTED]

TONI FERRELL

[REDACTED]

RACHEL GOOCH

[REDACTED]

KATHY JACOB

[REDACTED]

BARBARA MC CORMICK

[REDACTED]

CATHERINE PERRINE

[REDACTED]

[REDACTED]

JAN WILBUR

[REDACTED]

ADMINISTRATION

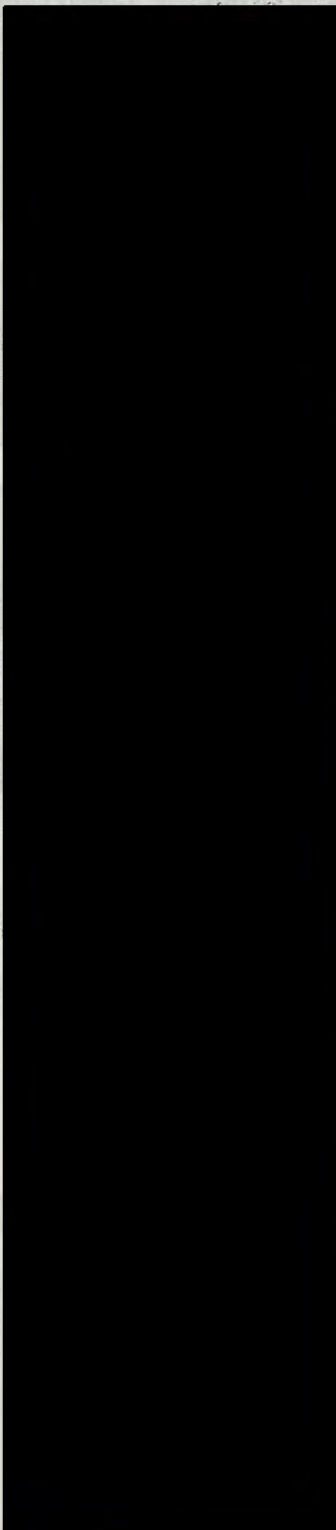
STATE OFFICE STAFF

JOANN LOVELACE: Executive Director

[REDACTED]

CHARLENE ANSLEY: Administrative Assistant

[REDACTED]



NOMINATIONING COMMITTEE REPORT

The Nominating Committee is pleased to present the following slate of officers, directors, and nominating committee members for the 1989-1991 biennium:

OFFICERS

President
Program Vice-President
Public Relations Vice-President
Organization Vice-President
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Diane Sheridan, Bay Area
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Barbara Weinstein, Dallas
Sondra Ferstl, Denton
Helen Drakeley, Edinburg/McAllen
Barbara Swartz, Houston Area

DIRECTORS

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Toni Ferrell, Tyler
Ruthann Geer, Arlington
Tom Gooch, Tarrant County
Karen Nicholson, Midland
Carol Wilson, Richardson

NOMINATING COMMITTEE

Louise Cummins, Lubbock; Chair
Frances McIntyre, Austin Area
Myrtle McMahan, Tarrant County

Respectfully Submitted by,

Lois Carpenter, Chair
Louise Cummins
Rachel Gooch
Barbara McCormick
Mary Alice Pisani

* Revisited in notes & changes were made as part of our planning session

PROPOSED MISSION, GOALS, AND OBJECTIVES

MISSION

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

GOAL I. TO PROMOTE INFORMED CITIZEN PARTICIPATION IN THE ELECTION PROCESS AND IN GOVERNMENT DECISION MAKING

Objective 1. Sponsor major voter service campaigns for state elections in 1990 and for elections in 1992.

Objective 2. Expand distribution of LWV-TEF Voters Guides.

GOAL II. TO INCREASE OUR INFLUENCE OVER PUBLIC POLICY IN TEXAS

Objective 1. Educate members and the public about state public policy in Texas.

Objective 2. Develop an effective statewide League structure for advocacy at the state level of government.

GOAL III. TO INCREASE THE VISIBILITY OF THE LEAGUE OF WOMEN VOTERS OF TEXAS AND THE LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

Objective 1. Inform local League members and members at large about the activities of the League of Women Voters of Texas and the League of Women Voters of Texas Education Fund

Objective 2. Inform non-members about the work of the League of Women Voters of Texas and the League of Women Voters of Texas Education Fund.

Objective 3. Form a new local League when requested

GOAL IV. TO STRENGTHEN OUR NETWORK OF MEMBERS THROUGHOUT THE STATE

④ Objective 1. Increase membership statewide

③ Objective 2. Increase participation in the member agreement process

② Objective 3. Actively assist local Leagues with leadership development for their members

① Objective 4. Maintain member interest by selecting a variety of program areas for study and advocacy.

GOAL V. TO DEVELOP AND MAINTAIN A FINANCIALLY SOUND ORGANIZATION

Objective 1. Identify and implement a variety of methods for obtaining funds.

Objective 2. Assist local Leagues in financial development.

a modified concurrence is that participants may suggest changes to what is presented. State board members and off-board leaders will serve as discussion leaders, and there will be a recorder at each table. A brief report-back time will be allotted to define areas of agreement and disagreement.

The second part of the workshop (approximately 30 minutes) will focus on suggesting strategies to carry out the goals and objectives. This is the time to think creatively and offer specific ideas for activities you would like the state board to undertake during the next four years. The strategies will be considered by the board in June, and the ideas weighed against the constraints of time, budget, and personnel.

Please come prepared to help with the long range plan as it will serve as a blueprint for the state League for the next four years. When in place, it will assist the state board in working in a goal-directed manner to maximize the efficient use of all our resources.

Explanation of Terms Used in the LRP

Mission: The board proposes to use the mission statement of the LWVUS. It has withstood the test of time and remains a good, basic foundation on which to build goals and objectives. A mission should endure for the life of an organization unless the purposes for its existence change.

Goals: Goals are the ends one strives to attain; therefore, they are broadly stated and should endure for years to come. The board has proposed goals that, based on the mission, would further define our purposes and serve as the framework around which to develop objectives and strategies. The proposed goals deal with citizen and member education, advocacy, membership, visibility, finance, and internal organization. Adopting these six goals would be committing the state League to give attention to each during the next four years. The goals should be able to remain in place without revision at least until the next long range plan is adopted.

Objectives: Objectives are short term and fairly specific. They will be reviewed and evaluated annually and revised as necessary. The board and the members should be able to evaluate whether or not an objective has been achieved.

Strategies: Strategies should be achievable within the time frame of this plan, namely four years. The board in June, based on creative input from the convention workshop, will select strategies to assure that each objective is implemented. Selecting strategies means setting priorities and having the resources to carry them out. Each strategy will be assigned to a specific board committee in order to work on and complete. To implement a strategy requires a very specific work plan indicating who is to do what, timelines, financing plans, and impacts on local Leagues. Like the objectives, the strategies will be reviewed and evaluated annually and revised as necessary.

GOAL VI. ~~TO PROVIDE ADDITIONAL MEANS TO OPERATE THE LEAGUE OF WOMEN VOTERS OF TEXAS AND THE LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND IN A MORE MODERN, PROFESSIONAL MANNER~~
efficient, effective, and

Objective 1. Modernize League office equipment.

Objective 2. Maintain sufficient, well-trained personnel.

Objective 3. Continue to develop methods to enhance efficient and effective administration of LWV-T and LWV-TEF.

PLANNING ASSUMPTIONS

Assumptions about Volunteerism Nationally
(Taken from Americans Volunteer 1985,
Independent Sector, Washington, D.C.
1986)

In 1985, nearly half of the American population aged 14 or older volunteered, contributing an average of 3.5 hours per week in volunteer time.

Fifty-one percent of the female population and 45% of the male population volunteered.

Volunteers are engaged in more than one volunteer activity per year.

There is a clear relationship between contributing volunteer time and monetary giving.

Volunteers were also far more likely to give in the area in which they volunteer.

The dollar value of volunteer time was estimated at \$110 billion in 1985.

In 1985, 40% of the people reported that they were volunteering more hours than they did in the previous three years.

Assumptions about Texas Population, Social Trends and Philanthropy
(Taken from View to the Future: Implications for Texas United Ways,
United Way of Texas, Austin, Texas 1988)

Population growth will slow, but will continue to outpace growth in the U.S. as a whole.

The Texas population will grow older, but remain younger than the national average.

A proportionally greater growth of Hispanic population will continue.

Adjusting for inflation, income growth is expected to be moderate through the 1990's.

More women will seek work than ever before.

Participation of mothers in the workforce is expected to increase.

The number of single-parent families is expected to increase.

Religious groups will continue to be the largest recipients of philanthropy.

As profits decrease and dollars are scarce, corporations will move increasingly toward in-kind giving of their services and products.

The proliferation of small businesses and associated economic pressures in Texas will lower charitable contributions of all kinds.

Assumptions about the League

In January 1989, there were 33 local Leagues, one provisional League, and one state unit in Texas accounting for 3,395 members plus 111 members at large not in a state unit for a total of 3,506.

Fifteen local Leagues had 50 members or fewer, eight local Leagues had between 51-100 members, and 10 Leagues had more than 100 members.

Total membership in previous yrs.

1986 - 3,970 total
1987 - 3,643 in Leagues only
1988 - 3,653 total

Time spent by League members in Texas on League activities over the past three years has increased or remained the same for 70% of members surveyed.

Employment is usually not a barrier to the commitment of time to the League of Women Voters.

The League has high name recognition among the general public, who have relatively little in-depth knowledge as to what the League does.

Hearing about the League from a friend is a critical ingredient in an individual's decision to join the League of Women Voters.

The League is most successful in attracting persons to League membership who are similar to the present members.

League members achieve personal growth and develop leadership skills through membership in the League, although that is not a major reason for joining the League.

League members indicate a willingness to limit state action priorities.

League decision-making processes, including program selection and management and methods of reaching member agreement, will have to become more flexible to adapt to socio-demographic changes that affect the role of volunteers.

Citizen education, advocacy, and voters service remain the foundation of the League.

BYLAWS

LEAGUE OF WOMEN VOTERS OF THE PEARLAND AREA

ARTICLE I

Name and Affiliation

Section 1. The name of this organization shall be the League of Women Voters of the Pearland Area. This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Texas.

ARTICLE II

Purpose and Policy

Section 1. PURPOSE - The purpose of the League of Women Voters of the Pearland Area shall be to promote political responsibility through informed and active participation of citizens in government, and to act on selected governmental issues.

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

ARTICLE III

Membership

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

Section 2. TYPES OF MEMBERSHIP:

- A. Voting Members - Citizens at least 18 years of age, residing within the Pearland Area, who join the League shall be voting members.
- B. Associate Members - All others who join the League shall be associated members.

ARTICLE IV

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, six (6) elected Directors and not more than six



(6) appointed Directors. One half of the elected Directors shall be elected by the General membership at each annual meeting and shall serve for a term of two years, or until their successors have been elected and qualified. The elected members shall appoint such additional Directors, not exceeding six (6), as they deem necessary to carry on the work of the League. The terms of office of the appointed Directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Section 2. QUALIFICATIONS: No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless they are a voting member of the League of Women Voters of the Pearland Area.

Section 3. VACANCIES: Any vacancy occurring on the Board of Directors by reason of resignation, death or disqualification of an officer or elected member, may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors. Two consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

Section 4. POWERS AND DUTIES: The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the Program as adopted by the National Convention, the State Convention, and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

Section 5. MEETINGS: There shall be at least nine (9) regular meetings of the Board of Directors annually. The President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five (5) members of the Board.

Section 6. QUORUM: A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE V

OFFICERS

Section 1. ENUMERATION AND ELECTION OF OFFICERS: The officers of the League of Women Voters of Pearland area shall be a President, a First Vice President, a Second Vice President, and a Third Vice President (with one of the Vice Presidents serving as President Elect), a Secretary and a Treasurer, who shall be elected by the general membership at an annual meeting and take office immediately. The First Vice President and the Secretary shall be elected for two years in odd numbered years. The Second Vice President, Third Vice President, and Treasurer shall be elected in even numbered years for two year terms.

Section 2. THE PRESIDENT: The President shall preside at all meeting of the organization and the Board of Directors. She may, in the absence or disability of the Treasurer, sign or



endorse checks, drafts and notes. She shall be ex-officio, a member of all committees except the Nominating Committee. She shall have such usual power 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 PRESIDENT ELECT: The President Elect shall assist the President and shall perform such other duties as the President and the board may designate. The President elect shall assume the office of the President the second year in office.

Section 4. THE VICE PRESIDENTS: The three Vice Presidents, in the order of their rank, shall, in the event of absence, disability or death of the President, possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall elect one of its members to fill the vacancy. The Vice Presidents shall perform such other duties as the President and the Board may designate.

Section 5. THE SECRETARY: The Secretary shall keep the minutes of all business meetings of the League and of all meetings of the Board of Directors. She shall notify all Officers and Directors of their election. She shall sign with the Presidents, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to her office.

Section 6. THE TREASURER: The Treasurer shall collect and receive all monies due. She shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse same only on the order of the Board. She shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

ARTICLE VI

FINANCIAL ADMINISTRATION

Section 1. FISCAL YEAR: The fiscal year of the League of Women Voters of the Pearland Area shall commence on the first day of May, of each year.

Section 2. DUES: The annual dues shall be payable the first day of May, of each year. Any member who fails to pay their dues within thirty days after they become payable shall be dropped from the membership. After January second the dues are pro-rated.

Section 3. BUDGET: A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Section 4. BUDGET COMMITTEE: A Budget Committee shall be appointed by the Board of Directors at least two (2) months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one (1) month before the Annual Meeting. The Treasurer shall not be eligible to serve as Chairman of the Budget Committee.

ARTICLE VII

MEETINGS

Section 1. MEMBERSHIP MEETINGS: There shall be at least nine (9) meetings of the membership each year. Time and place shall be determined by the Board of Directors.

Section 2. ANNUAL MEETING: An Annual Meeting shall be held between April 1st and April 30th; the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- A. Adopt a local program for the ensuing year.
- B. Elect officers and directors, members of the nominating committee.
- C. Adopt an adequate budget.
- D. Transact such other business as may properly come before it.

Section 3. QUORUM: Fifteen (15) members shall constitute a quorum at all meetings of the League of Women Voters of the Pearland Area.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE: The Nominating Committee shall consist of five (5) members, two (2) of whom shall be members of the Board of Directors. The Chairman, and two (2) members who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other members shall be appointed by the Board of Directors immediately following the Annual Meeting. Any vacancy on the Nominating committee shall be filled by the Board of Directors. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

Section 2. REPORT OF NOMINATING COMMITTEE AND NOMINATIONS FROM THE FLOOR: The report of the Nominating Committee of its nominations for officers, directors, and the members of the succeeding Nominating Committee shall be sent to all members one (1) month before the date of the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

Section 3. ELECTIONS: The election shall be by ballot, provided that when there is but one nominee for each office the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.



ARTICLE IX

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 Program.

Section 2. PROGRAM: The program of the League of Women Voters of the Pearland Area shall consist of current agenda and continuing responsibilities as hereinafter defined:

- A. The current agenda shall consist of such current local governmental issues as the membership shall choose for concerted action.
- B. The continuing responsibilities shall consist of those positions on local governmental issues to which the League of Women Voters of the Pearland Area has given sustained attention and on which it may continue to act.

Section 3. THE ANNUAL MEETING SHALL ACT UPON THE PROGRAM USING THE FOLLOWING PROCEDURES:

- A. The Board of Directors shall consider the recommendations sent in by the voting members two (2) months prior to the Annual Meeting and shall formulate a Proposed Program.
- B. The Proposed Program shall be sent to all members one (1) month before the Annual Meeting.
- C. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board of Directors.
- D. Recommendations for Program submitted by voting members two (2) months prior to the Annual Meeting but not recommended by the Board of Directors may be considered by the Annual Meeting provided that:
 - 1) The Annual Meeting shall adopt the item by a two-thirds vote.
 - 2) The Annual Meeting shall order consideration by a majority vote.
- E. Changes in the Program subject, in the case of altered conditions, may be made provided that:
 - 1) Information concerning the proposed subject changes has been sent to all members at least two (2) weeks prior to a general membership meeting at which the change is to be discussed and
 - 2) Final action by the Membership is taken at a succeeding meeting.

Section 4. MEMBER ACTION: Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.



ARTICLE X

NATIONAL CONVENTION, STATE CONVENTION, AND COUNCIL

Section 1. NATIONAL CONVENTION: The membership at a meeting before the date on which the names of delegates must be sent to the National Office shall select delegates to that Convention in the number allotted the League of Women Voters of the Pearland Area under the provisions of the by-laws of the League of Women Voters of the United States.

Section 2. STATE CONVENTION: The membership at a meeting before the date on which the names of delegates must be sent to the State Office shall select delegates to that Convention in the number allotted the League of Women Voters of the Pearland Area under the provisions of the by-laws of the League of Women Voters of Texas.



LEAGUE OF WOMEN VOTERS OF THE PEARLAND AREA

POLICY SHEET

I. NON-PARTISANSHIP

The LWV shall not support or oppose any political party or candidate.

1. The PRESIDENT shall resign for one (1) year or until her term expires, if she or any member of her immediate family files for public office. She shall resign early enough to give the Board time to make a public announcement.
2. Because in the Pearland Area there is little or no distinction in the public mind between Board members and other LWV members, all League members, except the President, are urged to participate in political activities as private citizens, and in NO SENSE as representatives of the LWV.
3. Board members shall exercise discretion in aligning themselves publically with either side of a local controversial issue on non-league governmental issues.

II. ROSTER

Membership lists are not to be made public unless the Board approves.

III. BOARD PLANNING

Plans made by the Board at the beginning of the LWV year should be made through June of the following year.

IV. SERVICE ON BOARDS AND COMMITTEES (Not within LWV)

Before accepting any appointment to any civic or governmental board or committee, a Board members shall submit the matter to the Board.

V. PUBLIC RELATIONS

1. Only the President or a specifically designated member may speak for the League.



2. Members attending as official League Delegates or Observers are there as reporters only. They will confine themselves to taking notes during the meeting. If they are doubtful about any point, they may ask questions quietly after adjournment.

VI. GENERAL POLICIES

1. INVITES GUESTS: Guests invited shall receive no reimbursement except a meal, should one be required.
2. ILLNESS OR DEATH: The Secretary shall send a card in the name of the LWV to any member who is hospitalized or has a death in her immediate family.* In the event a member is hospitalized for more than three days, or in the event of the death of a member, at least three (3) officers will decide the League's response.
3. The President shall be responsible for filling vacancies on the Board throughout the year with the approval of the Board.
4. The Board shall review the local Policy Sheet at its second Board meeting of the new League year. It may change it only then if necessary. An approved copy shall be sent to each member.

* Immediate family is defined as spouse, children and parents.

LEAGUE OF WOMEN VOTERS OF TEXAS

LOCAL LEAGUE SUPPORT FOR 1989-1990 BUDGET

Membership January 1, 1989

League	Life member or joined through LWVUS (No FMP)	Household @ full-rate	Household @ half-rate	Individuals @ full-rate	Total Members	Per-Member Payment (FMP)/Minimum Support
Amarillo						
Arlington						
Austin Area						
Bay Area						
Baytown						
Beaumont						
Brazos Co.						
Corpus Christi						
Dallas						
Denton						
Edinburg/McAllen						
El Paso						
Gainesville						
Houston Area						
Irving						
Kerrville Area						
Lubbock						
Marshall/Harrison Co.						
Midland						
Montgomery Co.						
Orange Area						
Plano/Collin Co.						
Richardson						
San Antonio Area						
San Marcos						
Sherman						
Tarrant Co.						
Tyler						
Victoria						
Waco Area						
Wichita Falls						

Cherokee Co. Provisional League
 Cleburne State Member-at-Large Unit
 Members at Large 36
 not in units -----
 TOTAL LWV-TX 239