

League of Women Voters of Kitsap

Policies and Procedures

Last Updated on June 5, 2021

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LEAGUE OF WOMEN VOTERS OF KITSAP

NONPARTISAN POLICY

As adopted by the Board of Directors - May 6, 2017

Preamble

The League of Women Voters Kitsap is a nonpartisan organization whose purpose is to promote the informed and active participation of citizens in government as essential to the preservation of the American system. Consequently, LWVK encourages its members *as individuals* to be active in political parties, in finding and supporting candidates for public office, and in seeking election to public office.

Although LWVK may take positions and act on issues, *it does not support or oppose any political party or candidate*. Because of its positions and activities, LWVK plays a visible role in the community. Thus it is important for its *most visible leaders* to avoid activities that would lead to even the appearance of partisanship. Only to the extent that the public and its elected officials are convinced of LWVK's genuine nonpartisanship will LWVK be able to render effective voter service and gain a wide basis of support for its positions on government issues.

Responsibilities of Board Directors

Each Board Director, therefore, should make every effort to help preserve LWVK's nonpartisan reputation, should consult the President and/or Board before becoming involved in any political activity and keep them apprised of any ongoing political activities.

Elective or Appointive Political Office

During their terms in office, neither the President nor Voter Service Chair(s) shall run for or hold any elective public office or accept appointment to any political office. With Board approval, a Director may hold a Precinct Committee Officer (PCO) or non-partisan position. A Board Director may accept appointment to commissions, task forces, advisory boards, etc.

Political Party Office

The President, Voter Service Chair, and any Voter Service Committee Member with a visible role in voter education efforts such as moderator or timekeeper may not serve in any official position within a political party or have publicly supported one of the candidates in the forum during that election cycle.

Political Campaigns

Neither the President nor the Voter Service Chair may conduct campaigns or fundraising events for candidates for political office. Except for the President and Voter Service Chair, Board Directors may work *as individuals* on candidate campaigns. Neither the President nor the Voter Service Chair may endorse any candidates.

Whose Activities?

The political activities of a spouse, domestic partner or relative of a Board member are to be considered separate and distinct from the activities of the Board member.

Campaign Contributions

Neither the President nor the Voter Service Chair may make campaign contributions during the tenure of their office. **Other** Officers and Directors should use discretion about making campaign contributions.

LWVK-sponsored Meetings and Events

Unit leaders and others in leadership roles at LWVK-sponsored meetings and events will take steps to ensure a nonpartisan atmosphere at such meetings. (

Social and Other Media

A Board member shall not indicate her/his political affiliations or candidate preferences at any level of government in the media, including social networking sites or other public venues that also prominently identify her/him as a member of the Board. (This is coordinated with the Communications Policy.)

Board's Ultimate Responsibility for LWVK's Nonpartisan Reputation

The Board of Directors is ultimately responsible for maintaining LWVK's reputation for nonpartisanship. Where individuals hold a position in a political party and/or a political campaign, the Board may need to review their eligibility as candidates for Director or as continuing members of the Board.

Annual Review

This Nonpartisan Policy shall be reviewed as necessary, and must be adopted annually by the Board of Directors.

LEAGUE OF WOMEN VOTERS OF KITSAP

FISCAL AND INVESTMENT POLICIES

As adopted by the board of directors April 1, 2017

League of Women Voters of Kitsap (LWVK) is incorporated and organized under the 1986 Internal Revenue Code, Section 501(c)(4), as a charitable, educational, nonprofit civic group. The education fund at the state (LWVWA) and national (LWVUS) levels are organized under Internal Revenue Code Section 501(c) (3).

Fiscal Policies

The board of directors sets fiscal policies that everyone is expected to follow. Everyone's following the fiscal policies helps avoid perceptions of mishandling league funds.

- Each year the budget committee proposes and the board of directors approves an operating budget. Members at the annual meeting approve the operating budget.
- Each year the board of directors approves a resolution identifying board members authorized to sign on the bank accounts.
- The league maintains an accounting system that shows the budget and year-to-date revenue and expenses for the operating fund and the education fund.
 - The board approves each transaction through the budget or through the board.
 - Documentation for all deposits and expenditures is maintained. Dues receipts are reconciled against the membership list.
 - Financial records and supporting documentation are retained for seven years. Computer records are regularly backed up.
- At the end of each fiscal year, a financially astute person reviews league receipts and expenses and reports to the board.
- The treasurer and president (or designee) safeguard league assets and essential information.
 - They share bank reconciliation duties.
 - They share the PayPal account login and password.
 - They share the IRS Form 990 E-Postcard login and password.
- At the annual meeting, the league has a charity auction. The proceeds benefit a 501c(3) entity selected by the board, based on suggestions from the membership.

Investment Policy

The primary investment objective of the LWVK is to preserve, protect, and increase its assets by earning a return on investment appropriate to the operating fund goal, time horizon, liquidity needs, and risk tolerance.

Risk tolerance is subject to the Prudent Person Rule, that is, to purchase investments that a prudent person seeking reasonable income and preservation of capital might buy for his or her own portfolio.

Annually, the treasurer reports funds available for investment to the budget committee. Funds available are those in excess of operating expenses and appropriate annual reserves with reinvestment of maturing investments. The treasurer recommends and the board approves instruments consistent with investment objectives.

LEAGUE OF WOMEN VOTERS OF KITSAP

MEMBERSHIP POLICY

As Adopted by the Board of Directors March 3, 2010

Revised June 5, 2021

League of Women Voters of Kitsap is incorporated and organized under the Internal Revenue Code of 1986, Section 501(c)(4), as a charitable, educational, non-profit civic group. The Education Fund at the state (LWVWA) and national (LWVUS) levels are organized under the Internal Revenue Code Section 501(c) (3).

Membership Categories

Membership is open to any person who subscribes to the purposes, policies, and principles of the League of Women Voters Kitsap. There are the following types of membership:

- **Basic Membership** allows an individual full voting participation in all LWVK meetings and activities. These include electing officers and directors, attending local unit meetings, volunteering for resource committees and/or service committees, attending general LWVK meetings, participating in program selection at the local, state and national level, and helping to make the voice of The League of Women Voters heard. A significant portion of this basic membership goes to the state and national leagues as our per member payments.
- **Household Membership** allows two members of a household full voting participation in all LWVK meetings and activities.
- **Student Membership** allows a person who self identifies as a student to be a member with full voting privileges for a reduced rate compared to the Basic Membership price. LWVWA and LWVUS allow LWVK per member payments for students as one half the regular per member rate.
- **Carrie Chapman Catt Membership** is a full voting membership, and includes an additional \$50 contribution to the LWVK operating fund. Carrie Chapman Catt was instrumental in getting the Women's Vote, and is the founder of The League of Women Voters.
- **Jo Huey Membership** is a full voting membership, and includes an additional \$100 contribution to the LWVK operating fund. Jo Huey was the founding president of The League of Women Voters Kitsap.

Scholarships

Potential members who indicate a financial hardship will be offered the option of paying at the Student level. Potential member request for scholarship should be addressed to the Membership Chair. Information on scholarship recipients will be known to Membership Chair and President only.

Failure to Renew Membership

Pursuant to Article VI, Section 2, of the League of Women Voters of Kitsap bylaws “members who fail to pay their dues within two months after they become payable shall be dropped from the membership rolls.” A 30 day past due reminder letter will be snail mailed to a delinquent member 30 days after the deadline date to renew membership. After 60 days, a membership cancellation letter will be snail mailed to the delinquent member letting them know that because they haven’t renewed their membership, their membership has not been renewed. Templates for these two letters are attached to this policy. It is the responsibility of the Membership Committee to send these two letters if necessary.

Failure to Renew Membership Warning Letter

Date

Dear [member name],

Our records show that you have not yet paid your membership renewal dues that were due on [dues due date]. We do hope you'll continue to be a member of our league by renewing your membership. Unfortunately, if you have not paid your dues by [60 days membership cancellation date] we won't be renewing your membership.

You can renew your membership by [repeat what is in the original membership dues notice.]

If your membership is not renewed, you can easily rejoin our League by going to the Join Us section of our website at <https://www.lwv-kitsap.org/join-us/> . At this *Join Us* web page you can see the available membership levels, including Student Membership. If you are interested in applying for a Scholarship Membership please contact the Membership Chair.

We do hope you will continue to be a member of our League and help us Make Democracy Work.

Sincerely,
[Membership Chair's signature]
Membership Chair, League of Women Voters of Kitsap
[Membership Chair's email address and phone number]

Membership Non-Renewal Letter

Date

Dear [member name],

Our records show that you have not paid your membership renewal dues that were due on [dues due date]. It is now more than 60 days past the due date so, unfortunately, we won't be renewing your membership.

You can easily rejoin our League by going to the Join Us section of our website at **<https://www.lwv-kitsap.org/join-us/>** . At this *Join Us* web page you can see the available membership levels, including Student Membership. If you are interested in applying for a Scholarship Membership please contact the Membership Chair.

Sincerely,
[Membership Chair's signature]
Membership Chair, League of Women Voters of Kitsap
[Membership Chair's email address and phone number]

LEAGUE OF WOMEN VOTERS OF KITSAP

COMMUNICATION / WEBSITE / SOCIAL MEDIA POLICIES

As Adopted by the Board of Directors (AUGUST 26, 2017)

Guiding Principles. League of Women Voters of Kitsap is a nonpartisan organization whose purpose is to promote the informed and active participation of citizens in government. All communication must be factual, unbiased, timely, clear and concise. LWVK uses a number of different methods to communicate with its membership and the general public. Among these methods are mass e-mails sent to all LWVK members and to the public; our monthly newsletter, the Voter; our website, www.lwv-kitsap.org; and our Facebook page. These policies will also cover communication methods that we may adopt in the future, such as Twitter, Snapchat and Instagram.

Mass E-mails. Any League mass e-mail must first be sent to the LWVK President for approval. Mass e-mails should relate directly to positions of LWVK, LWV Washington, or LWVUS; they may also be announcing events that LWVK or an associated group is sponsoring or other League business. E-mails must relate to local, state or national League business and positions, and may promote or report on events sponsored by nonprofit, nonpartisan organizations that are active in areas of interest to the League.

Every e-mail should include an unsubscribe option. If a recipient chooses to unsubscribe, LWVK will honor that decision. We do not share our e-mail lists. LWVK also urges anyone involved in sending out e-mail to be careful not to inundate members with repetitive e-mails.

The Voter. The Voter usually comes out once a month throughout the year. In general, content should focus on upcoming League events and opportunities for involvement as well as brief summaries of events that have already taken place. It should be mostly about what we are doing as a League and who we are as individuals (including new member profiles, updates on awards won by members and health status or deaths of longtime members). Articles published in the Voter must relate to local, state or national League business and positions, and may include relevant information about nonprofit, nonpartisan organizations that are active in areas of interest to the League.

Items for the Voter will usually be assigned at a board meeting approximately one month before the due date. Voter items should be e-mailed to the LWVK President or her designee. S/he will edit them and send them on to the Voter editor/page designer.

The President and/or the President's designee is responsible for final proofreading of the Voter before it goes to members.

Mailed vs. E-mailed Voter: Current members who have expressed a desire for a mailed, paper Voter will continue to receive one, but all future members who have e-mail will receive it via e-mail. We will e-mail the Voters containing the Program Planning materials in January and the Annual Meeting Booklet in May, but will continue to provide mailed, paper copies of these two Voters to Members who are currently receiving paper copies. All members will be encouraged to read and print them out ahead of time, and we will provide additional printed copies at the meeting

Website. The LWVK website will promote citizen participation at a local level and include information directly related to the organization and membership in LWVK. It will provide a way for new members to join online, links to archived issues of the Voter and links to information and groups that are active in areas related to LWVK positions, at the discretion of the webmaster and the President. Other website content must relate to local, state or national League business and positions, and may promote or report on events sponsored by nonprofit, nonpartisan organizations that are active in areas of interest to the League.

A password-protected, members-only section will include current membership contacts information and other information that is not intended for public dissemination.

The cost of the website will be reimbursed by LWVK. It is advised that there be a web team with a minimum of two members. The technology used to create the website should be as commonly known as possible.

Facebook Page. Facebook provides an effective way to promote our content and communicate with both League members and the public at large. Through our Facebook page, we can help the public become more involved with volunteer opportunities in our League, educate them on the League's issues and positions and help move them up the ladder of engagement (for example, from having a preliminary interest in our work to ultimately becoming a volunteer or even a new member). For candidate forums and public meetings, the social media coordinator or designee should create an "event," allowing Leaguers and members of the public to RSVP. We should aim to post two or three times a week.

- LWVK Board shall approve all website and social media policy changes.
- LWVK website and social media will be promoted throughout League communications.
- In order to maintain nonpartisanship, we do not allow endorsement or opposition of political candidates. (Refer to Nonpartisanship Policy)
- Information posted must be accurate. New content that is not already approved by national, state, or local League boards must be approved by the LWVK President or designee as well as by the webmaster or social media coordinator.

- Only the webmaster, social media coordinator, and designees will have rights to enter and change the information placed on the website/social media.
- Names of officers and directors may appear on the website and names of other members may appear on the website and social media.
- Contact information for the League will be included on the website, Facebook page and other social media with the name of the President; the LWVK's mailing address; and LWVK's e-mail address.
- No advertising or solicitations for organizations other than League of Women Voters may appear on the website, Facebook page or other social media. Promotion of national, state, and local League positions and events may appear on these sites.
- LWVK website will include links to resources housed on other websites appropriate for League of Women Voters members. Links may be provided to nonpartisan voting and election information and to official government resources. In addition, links may be provided on a temporary basis to organizations with which LWVK has formed a partnership or coalition.

Webmaster / Social Media Coordinator Responsibilities

- The website and social media sites will be reviewed and updated in a timely fashion.
- Dated information shall be removed or archived as needed.
- The webmaster and social media coordinator will provide usage data and analysis to the Board upon request.

LWVK Facebook and other Social Media Guidelines

Our Facebook page and other social media should not be the place where we promote internal League events and meetings. Rather, it should speak to members and non-members alike. Ultimately, we hope most of our members are following our activity on social media, but our priority should be to make our page accessible to someone who is new to the League and may not know the intricacies and nuances of membership to the League.

LWVK welcomes a diversity of opinions and encourages discussion of the issues on this page. News and stories from the League, ways individuals can get involved with LWV, upcoming events and other general information will be posted.

To keep our Facebook page and other social media open forums and to make sure everyone feels comfortable participating, the following rules apply:

- All postings are expected to be respectful of others and their opinions. LWVK does not tolerate harassment or bullying of any kind: No graphic, obscene, explicit or racial comments or submissions that are abusive, hateful or intended to defame anyone or any

organization. (This statement should be prominently displayed on our Facebook page and other social media.)

- We do not allow the use of spam.
- We do not allow comments that suggest or encourage illegal activity.
- The social media coordinator, LWVK President, and designees have the right to enter and change the information placed on social media. They also have the right to delete inappropriate or outdated posts.

CANDIDATE FORUM POLICY/PROCEDURES

(Approved by the Board on April 7, 2018)

Non-partisanship: The Voter Service Chair, the moderator and League members in attendance should take steps to ensure a nonpartisan atmosphere at all League sponsored candidate and election forums. For guidance in this, please refer to the Kitsap League of Women Voter's NonPartisan Policy.

Invitees: All opposed candidates for a position must be invited to the candidate forum. Given time constraints, the number of races that are covered should be limited, rather than the number of candidates.

Write-in Candidates: In order for a write-in candidate to be considered as a participant in a candidate forum, the candidate must have officially filed and paid any fee to the county elections office in a timely manner. If there is a dispute, the Board will make the final decision.

Unopposed Candidates: Unopposed candidates may be included in a forum being held for other candidates at the same level for that government entity only if the number of candidates and time allows.

Empty chair issues: An empty chair debate or forum should not be conducted if all but one candidate decline the League's invitation to participate. If a candidate cancels well enough in advance of the forum to allow the League to make other arrangements without charge or penalty, the League should make some effort to see if the forum can be rescheduled. However, an empty chair forum could be conducted if one or more candidates pull out of a scheduled forum after agreeing to participate, and rescheduling is not feasible. The closer to the scheduled forum the candidate cancels his/her appearance, the stronger the arguments that going forward with the forum is not a partisan activity. If rescheduling is not possible and there is another forum which includes a number of candidates at the same level for that political entity, a single candidate may be included at the discretion of the Voter Service Chair.

Cancelations: A candidate who cancels his/her appearance at a forum will be offered the opportunity to have a two-minute opening statement read by the moderator or by a representative of the candidate's choosing. In announcing a candidate's cancellation, the League should present the factual reasons without any editorial comment. Stand-ins for a candidate during the questions and answer period will not be allowed.

League sponsorship: All League forums should be sponsored by the 501(C4) but may be funded by donations from the 501(C3). Add An organization that is asked to co-sponsor a League event should contribute an in-kind donation, publicity or help at the event

Record keeping: To maintain a clear record, the League should correspond in writing (emails, ok) with candidates concerning invitations to appear at forums, attempts to accommodate each candidate's schedule, confirmation of scheduled appearances, confirmation of the cancellation of a forum appearance and attempts, if any, to reschedule a cancelled appearance.

Federal Election Commission (FEC): Regulations require that forums or debates for candidates for Federal office must include at least two candidates, must not promote one candidate over another, and must include a pre-established criterion for which candidates will be invited. At a minimum all efforts to contact candidates should be documented.

CO-SPONSORSHIP POLICY

(Approved by the Board on April 7, 2018)

Preamble: In keeping with its mission of voter service, education and advocacy of certain issues, the LWVK from time to time presents information to the public in forums, presentations, and in written materials. We are frequently asked to join with other groups in these efforts and on occasion have asked others to join us.

LWVK finds that joint sponsorship of activities is generally productive and desirable in terms of League effectiveness in reaching the public and linking with other community groups.

Whenever LWVK co-sponsors an event, League must protect its reputation and standing in the community to ensure that its principles are not violated.

Co-sponsorship Considerations: Before approving co-sponsorship of an event, the President and Board shall consider the following criteria:

1. The issue pertains to League principles or programs.
2. LWVK **and co-sponsors** can fulfill expectations for membership attendance, financing, visibility and publicity.
3. The event or activity:
 - Has a good planning foundation
 - Is non-partisan
 - Is objective in its approach
 - Involves League in planning the event
4. The LWVK is aware of all funding sources and other relevant information.
5. The LWVK has a member willing to serve as liaison, attend all planning meetings and represent League interests.
6. The request is received in a timely fashion; generally two months prior.

An organization that is asked to co-sponsor a League event should contribute an in-kind donation, publicity or help at the event.

Appendix A. Dues Renewal Late Notice