

**PROPOSED
Bylaws
League of Women Voters of Chautauqua County**

Revised: May 1983
Amended: May 1999
Amended May 2007
Revised: May 2011

ARTICLE I

Name

Sec. 1. **Name.** The name of this organization shall be the League of Women Voters of Chautauqua County, hereinafter referred to in these bylaws as LWVCC or as the League. 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 New York State.

ARTICLE II

Purpose and Policy

Sec. 1. **Purpose.** The purpose of LWVCC shall be to promote political responsibility through informed and active participation in government.

Sec. 2. **Policy.** LWVCC 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. It shall not support or oppose any political party or candidates.

ARTICLE III

Membership

Sec. 1. **How Composed.** The membership of LWVCC shall be composed of voting members. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Sec. 2. **Types of Membership.**

- a) Voting members shall be citizens of voting age.
- b) Associate members shall be all other persons of voting age who join the League.

ARTICLE IV

Board of Directors

Sec. 1. **Number, Manner of Selection, and Term of Office.** The Board of Directors of LWVCC shall consist of eight (8) directors elected at the annual business meeting who shall serve for two-year terms or until their successors have been elected or appointed and qualified. One half of elected Directors shall be elected by the general membership at each Annual Meeting. All directors shall be voting members of the League. Vacancies may be filled by vote of the remaining members of the Board. The elected members shall appoint such additional Directors 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.

Sec. 2. **Qualifications.** No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she/he is a voting member of the League of Women Voters of Chautauqua County-

Sec. 3. **Vacancies.** Any vacancy occurring in the Board of Directors by reason of the 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. Three consecutive absences from a board meeting of any member without a valid reason shall be deemed a resignation.

Sec. 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.

Sec. 5. **Meetings.** There shall be not less than six regular meetings of the Board of Directors annually. In addition, a Special Meeting of the Board may be called upon the written request of five (5) members of the board at any time.

Sec. 6. **Quorum.** A majority of the members of the Board of Directors shall constitute a quorum-

ARTICLE V

Officers

Sec. 1. **Enumeration and Election of Officers.** The Board of Directors shall annually, at the first meeting of the Board after the annual meeting of voting members, appoint or elect a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer; all of whom shall be chosen from among the Board of Directors or at its discretion, the Board may choose to operate using a Leadership Team approach. The Leadership Team shall act as officers of the League. The Leadership Team shall designate which team members shall perform such duties as customarily pertain to the office of president, secretary and treasurer.

Sec. 2. **The President.** The President shall preside at all meetings of the organization and of the Board of Directors. She/he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be, ex officio, a member of all committees except the Nominating Committee and should serve, ex officio, on the next Board. The President shall have such usual powers of supervision and management as may pertain to the office of the President and perform such other duties as may be designated by the Board.

Sec. 3. **The Vice Presidents.** The two 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 Board may designate.

Sec. 4. **The Secretary.** The Secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors; shall notify all Officers and Directors of their election; shall sign, with the President, all contracts and other instruments when so authorized by the Board, and shall perform such other functions as may be incident to the office of Secretary.

Sec. 5. **The Treasurer.** The Treasurer shall collect and receive all monies due. She/he shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

ARTICLE VI

Meetings

Sec. 1. **Membership Meetings.** There shall be at least six (6) meetings of the membership, and/or public each year. Time and place shall be determined by the Board of Directors.

Sec. 2. **Annual Meeting.** An Annual Meeting shall be held each spring, 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 members of The Board of Directors and members of the nominating committee.
- c) adopt an adequate budget
- d) transact such other business as may properly come before it.

Sec. 3. **Quorum.** Fifteen (15) members shall constitute a quorum at all meetings of the LWVCC

ARTICLE VII

Nominations and Elections

Sec. 1. **Nominating Committee.** The Nominating Committee shall consist of three (3) members, one of whom shall be a member of the Board of Directors. The Chairman and two 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 Directors may be sent to this Committee by any voting member.

Sec. 2. **Report of Nominating Committee and Nominations from Floor.** The report of the Nominating Committee of its nominations for members of the Board of Directors and the members of the succeeding Nominating Committee shall be sent to all members one month before the date of the Annual Meeting. The report of the Nominating Committee shall be presented to 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.

Sec. 3. **Elections.** A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE VIII

Program

Sec. 1. **Authorization.** The League of Women Voters Program adopted by the national convention, and supported by the League as a whole, constitutes the authorization for the adoption of Program.

Sec. 2. **Program.** The Program of the LWVCC shall consist of the 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 LWVCC has given sustained attention and on which it may continue to act.

Sec. 3. **Program Action.** 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 months prior to the Annual Meeting and shall formulate a Proposed Program.
- B. The Proposed Program shall be sent to all members one 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. Recommendation for Program submitted by voting members two 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 order consideration by a majority vote, and,
 - 2) The Annual Meeting shall adopt the item by a two-thirds vote.
- E. Changes in the Program, in the case of altered conditions, may be made provided that:
 - 1) Information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed
 - 2) Final action by the membership is taken at a succeeding meeting.

Sec. 4. **Member Action.** Members may act in the name of LWVCC only when authorized to do so by the Board of Directors.

ARTICLE IX

Financial Administration

Sec. 1. **Fiscal Year.** The fiscal year of LWVCC shall commence on the first day of April each year.

Sec. 2. **Dues.** Annual dues shall be payable upon joining. Thereafter League dues for new members shall be due a year from the September following the initial membership date. Dues for continuing members are due in September. Any member who fails to pay his or her dues within three months after they become payable shall be notified personally by the membership chair and then dropped from the membership rolls.

Sec. 3. **Budget.** A budget shall be submitted by the Board of Directors at the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Sec. 4. **Budget Committee.** A Budget Committee shall be appointed by the Board of Directors at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the annual Meeting. The Treasurer shall not be eligible to serve as chair of the Budget Committee.

Sec 5. **Distribution of Funds on Dissolution.** In the event of dissolution of LWVCC, all moneys and securities which may at the time be owned by or under the control of LWVCC shall be paid to LWVNY after the state and national per member payments and other obligations have been met. All other property of whatsoever nature that may at the time be owned by or under the control of LWVCC shall be disposed of to such person, organization, or corporations for such public, charitable or educational use as the Leadership Team at its absolute discretion may designate.

ARTICLE X

National Convention, State Convention and Council

Sec. 1. **National Convention.** The membership of the Board of Directors, 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 to LWVCC under the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 2. **State Convention.** The membership of the Board of Directors, 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 to LWVCC under the provisions of the Bylaws of the League of Women Voters of New York.

Sec. 3. **Council.** The membership of the Board of Directors, at a meeting before the date on which the names of delegates must be sent to the State office, shall select delegates to that Council in the number allotted to LWVCC under the provisions of the Bylaws of the League of Women Voters of New York.

ARTICLE XI

Parliamentary Authority

Sec. 1. **Parliamentary Authority.** The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII

Amendments

Sec. 1. **Amendments.** These Bylaws may be amended by a two-third (2/3) vote of the voting members present and voting at the Annual Meeting, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting

Revised: I May 1983, Amended: May 1999, Amended: May 2011

NONPARTISAN POLICY
FOR THE LEAGUE OF WOMEN VOTERS OF CHAUTAUQUA COUNTY

The League of Women Voters is a nonpartisan organization. The League does not support or oppose candidates for public office, but it does encourage its members as individuals to participate actively in the political process. The League acts on those issues chosen by the membership for study and action.

Members of the Board of Directors of the League of Women Voters of Chautauqua County recognize that as a result of their close identification with the League they have a special responsibility to see that their activities do not create a partisan impression or compromise the nonpartisanship of the League of Women Voters.

Members of the Board of Directors should be aware that when publicly speaking their remarks might be construed as League positions.

Members of the Board of Directors whose position is deemed sensitive shall not run for or hold any elective public office, or participate in any political campaign in any way. They shall not chair or administer fund-raising or political campaigns, chair campaign events, or work in a visible way in the campaign of a candidate. If a member of the Board of Directors decides to declare for an elective office the member must inform the Board of Directors.

A member of the Board of Directors may serve on any public board, commission, committee or coalition. That Board member, however, does not represent the League unless officially designated as a League representative by the Board of Directors. A Board of Directors member may not speak or in any way work against a League position.

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

This policy shall be reviewed annually and its provisions read at the first meeting of a new Board of Directors.

Adopted , May, 1999

Adopted , May 2007

Revised & Adopted: May 2011

CONFLICT OF INTEREST POLICY
LEAGUE OF WOMEN VOTERS OF CHAUTAUQUA COUNTY

1. The Board of Directors should encourage and assist LWV members to secure appointment to top government boards, commissions, and committees. Note: Even when a League member represents the League, the Board of Directors is not bound to support the commission's recommendations. If these differ from or cover more than are in League positions, the Board of Directors can clarify the League position and what it does and does not endorse in the commission's report.
2. Board of Directors members may serve on advisory boards except in cases where a dual identity (LWV/other responsibilities) may cause problems, confusion, etc., in the Board of Directors member's responsibility to the League. If a serious conflict arises between the two entities, the Board of Directors member must make a choice between the two.
3. Board of Directors members shall not lobby for a position in opposition to or in conflict with a LWVUS position, except that Board of Directors members have the right as individuals to lobby their own elected representative on any side of any issue. In doing so, they must make it clear they are not representing LWV of Chautauqua County. Board of Directors members shall follow the current guidelines for determination of conflict of interest in lobbying.
4. If a conflict of interest problem arises from employment, it should be brought to the Board of Directors.
5. Board of Directors members may not accept stipends or grants for League projects while sitting on the policy making Board which is responsible for administering the grant.
6. Board of Directors members may accept honoraria on behalf of the League.

Adopted May, 1999

Adopted, May 2007

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