

For League Presidents:

YOU AND YOUR LEAGUE

WORKING WITH YOUR BOARD

IN GENERAL

The Board is the governing body of each League. It is an interdependent team responsible for planning the work of the League as a whole and for carrying out the mandate given it by the membership. It is the President's job to oversee the discharge of this responsibility. The Board's decisions should emerge as a synthesis of the contributions of the individual members – and decision by majority governs when unanimity is not possible.

The Board is responsible to the members for any action it takes. To ensure that Board decisions are representative of members' wishes, it is important for Directors to be in touch with the membership. Members' opinions can be solicited at membership meetings, through the committees that each Director has established, and through informal contacts, including by phone and e-mail. The Board should also make sure that Board decisions are communicated to the membership through the newsletter, e-mail, and oral or written reports at meetings. As President, you should make sure that this two-way communication takes place.

Board meeting preparation and Board agendas should include the **general plans of each director**, but details are up to the committees and should not take up Board time.

Periodically, try to make time to **review any priorities** which the Board set at the beginning of the year. Schedule an evaluation of the "health" of your League.

The President is usually an **ex-officio member of every committee** (except Nominating), and therefore you should try to get to committee meetings whenever possible.

If you see a problem developing, bring the matter up at the next board meeting **before** the emergency arises if you can. In real emergencies you may have to poll your board members by phone and/or e-mail.

NONPARTISANSHIP POLICY FOR YOUR BOARD

“The League shall not support or oppose any political party or any candidate.” - Article II, Section 2, LWVUS Bylaws.

Local League bylaws must conform to the above national League bylaw, but each local League board is responsible for formulating its own guidelines to comply with the intent of the statement. This will include making rules on impartiality during candidate debates and forums, but it also has come to mean that each board must determine what limitations should be placed on board members' partisan activities.

What limitations does your board think are essential to maintain the League's nonpartisanship?

If your board reviews its nonpartisanship policy annually, early in the League year, it will remind continuing board members of, and acquaint new ones with, their responsibilities regarding partisan political activities. The board can then determine whether the policy still meets its purpose and can make changes as it sees fit.

For a fuller discussion of non-partisanship policies, see the LWVUS *President's Packet* section on Nonpartisan Policy. (The *President's Packet* is located at <http://www.lwv.org/content/presidents-packet> on the LWVUS website). The following is an example of a valid non-partisanship policy, based in part on the policy of the LWV of Wilton, CT.

League of Women Voters of Hometown Policy Concerning Political Nonpartisanship

The League of Women Voters is a nonpartisan organization and does not support or oppose any political party, candidate for elective office, or office holder. The League may, in the public interest, take action on proposed governmental measures and policies.

The League of Women Voters encourages its members to participate in the political process – whether by running for elected office, working in political campaigns, or taking positions on public issues. However, when members do so, they are acting as individual citizens and not as spokespersons of the League.

Additionally, the Board of the Hometown League has voted to set the following limits on the service of Board members involved in political activity:

1. The Board positions of President, Voter Service Chair, and Action Chair are considered sensitive and require resignation if the office holder chooses to participate in a political campaign for any Hometown position or for any state position directly representing any part of Hometown.
2. Any Board member who runs for partisan political office or who manages a campaign for any Hometown position or for any state position directly representing any part of Hometown must resign or seek a leave of absence from the board. The Board by majority vote will determine when it is appropriate for the member to return to her Board position.

3. The Board may determine whether any Board member's involvement in political activities affects the League's nonpartisan image. If the Board determines that it does, that Board member must resign from the board or seek a leave of absence from the board.

The non-partisanship policies of the LWVCT and LWVUS:

Nonpartisan Policy for LWVCT and LWVCTEF Board Members and Employees

Adopted October 2011, affirmed July 2013 and July 2014

1. The State President, VP-Public Issues, VP-Voter Service and Board members with Voter Service portfolio shall not run for any state-level elective office or any local partisan office, but may run for local nonpartisan office. Other Board members and employees shall not run for state-level elective office but may run for local nonpartisan office, and may run for local partisan office after consultation with the State Board and the President of the local League, if serving on the local League Board.
2. No State Board member or staff member shall be a member of the State Central Committee of any party.
3. State Board members other than the President and all Vice Presidents, and staff, may serve on Town Political Party Committees but not as a chair.
4. Board members are requested to consult with the President when considering accepting a position on a state or local board or commission which is appointed on the basis of party affiliation. Board members should notify the President of their current or prospective service on other state appointive boards or commissions. Staff members are requested to consult with the President or CIT Director as appropriate.
5. The President may not:
 - a. attend nor host political fundraising events at any level; nor
 - b. make contributions to any local, state or national political campaign or party; nor
 - c. make political endorsements.
6. The Vice President-Public Issues and the vice President-Voter Service and board members with Voter Service portfolios and CIT Director and staff may not:
 - a. attend nor host state-level political fundraising events; nor
 - b. make contributions to any state-level political campaign or party; nor
 - c. make political endorsements.
7. For all other board positions, the Connecticut League views participation in caucuses or fundraising events, making political contributions and signing of petitions as an extension of the right to vote. Thus, the Board members not identified above are permitted to engage in these activities, but should do so with discretion.
8. Board members shall not indicate their political affiliations or candidate preferences at any level of government in the media, including on blogs, social networking sites or other public venues, if such media also prominently identifies them as members of the LWVCT Board.

9. Board members shall present questions about specific situations to the President if the foregoing policies do not resolve the question.

LWVUS Nonpartisan Policy

The League of Women Voters does not support or oppose any political party or candidate. However, the LWVUS/EF Board values the many skills and types of experience that individual board members bring to the League, including those learned in public life through elective or appointive office. In fact, involvement in the public and political life of this country is something that the League of Women Voters recommends for all citizens and other members of the public.

Nevertheless, the LWVUS/EF Board believes that some basic limitations on board members' political activity, while they are serving in this capacity, are necessary to protect the nonpartisanship of the League as an organization. Other than in her/his official capacity, the President shall not engage in any political activity, partisan or nonpartisan, including attending political fundraising events.

In order to balance these goals, the LWVUS/EF Board adopts the following policy. This policy shall be reviewed and amended or readopted by the LWVUS/EF Board at the beginning of each new biennium.

1. **Elected Office.** A Board member shall not run for, nor hold, any partisan elective office at any level of government. A Board member may run for or hold a local non-partisan elective office, after consultation with and approval by the LWVUS/EF Board and the president of the affected local League.
2. **Political Party Office.** A Board member shall not serve in any official position in a political party at any level of government.
3. **Political Campaigns.** A Board member shall not chair a political campaign or administer fundraising for a political campaign, chair a campaign event, be a spokesperson, or work in any other significant way in the campaign of a candidate for a partisan office at any level of government.
4. **Campaign Contributions.** A Board member shall not make campaign contributions to campaigns or candidates for any federal office or to political parties or other entities contributing to such federal races.
5. **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 on social networking sites or other public venues that also prominently identify her/his as a member of the LWVUS/EF Board.
6. **Additional Clarification.** Board members shall present questions about specific situations to the LWVUS/EF Board where the foregoing policies do not resolve the question.

RUNNING A BOARD MEETING

AGENDAS:

Not every portfolio needs the same amount of time on the agenda every month. Some portfolios will probably need time every month; others will have brief reports (even if the report is “no new activity”) every month and long reports occasionally. So **budget time according to need**.

At a minimum, ask board members to let you know in advance if they need time on the agenda for non-routine matters. Ideally, ask Board members for written updates in advance of Board Meetings which can be collated and sent the Board ahead of time.

When constructing the agenda you can vary the order of directors' reports from month to month. For example, if the Voter Service Director reported first in September and October, in November you might prefer to schedule Program reports first. Put the most demanding business early in the meeting, or take a break halfway through.

Consult the minutes of the previous month(s). You should make sure that unfinished business is presented for board consideration. At the same time, try to stick to decisions already made: don't rehash last month's votes!

You can leave some time at the end of the agenda for possible **second thoughts on or review** of those decisions which have been difficult to reach. It is also helpful to plan time to recapitulate the Board's decisions and make sure the responsibilities of each Director are clear. The secretary may be helpful here!

Schedule time to review all major **correspondence** (incoming and outgoing) with your board.

Stick to the agenda, but be flexible enough to interchange items and adjust times when necessary.

DISCUSSION:

Start your meetings on time. Even if a quorum isn't present, you can review the minutes, correspondence and/or reports that require no decision from the board.

Keep Moving: If your League sets time limits on the committee chairs' reports, be sure all board members and committee chairs know those limits before the meeting starts. If you feel that one discussion is going on and on without getting anywhere, you can always postpone further discussion on that question until later in the meeting after some other necessary business has been taken care of.

The Board should follow simple **parliamentary procedure** so that the meeting progresses easily. Be fair and impartial. Guide discussion, making sure board members stick to the point, but don't attempt to impose your views on the Board.

Stop meetings on time.

Do not permit side discussions. Insist that all remarks are addressed to the Chair so that there is a

minimum of confusion.

Assist discussion by stating what, if any, decisions the Board needs to make and what the alternatives may be. As the board finishes each item of business, make it perfectly clear who has the responsibility for the next step and when to report to you or back to the board.

Time at the board meeting should be spent on substantive discussion and final decisions.

MINUTES AND COMMUNICATIONS BEFORE AND AFTER:

Consider “Action Minutes”: Board Minutes are usually taken home by the secretary and are consequently not available to the president immediately following the meeting as a reminder of the jobs to be undertaken. It can help you if the board assigns someone the job of keeping notes of things to be done so that there is a record at the end of the meeting, leaving you free to conduct the session. However, if you don't have a note-taker, do it yourself. It can be as simple as annotating a spare copy of your agenda with the initials of who's to follow up on which items.

Send a written agenda and the **minutes** of the previous board meeting to board members before each board meeting. If possible, include background material on topics for board discussion.

If individual board members write a report before each board meeting, it can help them organize their thoughts, gives them a record, and helps the secretary. You can suggest this if your League doesn't do it already.

BOARD ORIENTATION

Thorough board orientation gives new board members greater confidence in carrying out their portfolios, and minimizes problems for the board later on. Orientation meetings are most stimulating and effective when their format is original and applies to your local situation. However, certain fundamentals should be covered, including your board's nonpartisanship policy and any other still-current policies your League may have enacted, board members' responsibilities, and the role of your non-board League members. An outline for board orientation is available from the LWVCT's Hamden office (203-288-7996 or lwvct@lwvct.org).

If you are planning a board orientation session, try to hold it as soon as possible after your new board is formed.

You may invite a member of the LWVCT board and/or LWVCT League Services team to attend. In some rare cases our LWVUS liaison has been able to take a lead role in local board orientation.

SETTING PRIORITIES

WHY should the local Board set priorities for the year?

Many local League boards feel the responsibility to do everything, but then feel frustrated and even guilty when everything is not done well. Setting priorities can give your board a feeling of greater control over its year's activities. Picking a priority does not mean that your League will only do that and nothing else — it means that your board will concentrate efforts in the priority area and spend less time on other things. **The idea is to focus energies on the critical aspects of a well-functioning League.**

WHEN should your board set priorities?

It is best to establish priorities **as soon as your Board is organized** and its members know their own portfolios and the general duties and the board's responsibilities: possibly during calendar planning time, or early in the fall when the League year is becoming more active.

HOW should your board set priorities?

First, identify your League's concerns (debates, advocacy/action, membership, visibility, fund-raising?). Consider what areas need greater attention in the overall effort to make your League more dynamic and successful. The key elements of any priority setting are:

- activating membership involvement and growth
- visibility of the League
- potential effectiveness of action.

Possible priorities might include:

1. Action on a local issue: keeping in mind

- Timing - Is this the best time to pursue this issue? Is it a long or short term project?
- Political Climate - is the government giving this issue priority? Should it be higher priority?
- Community Awareness and Attitude - how aware is the community of the issue? Can the League play a role in educating and/or activating the community?
- League Members - do we have member support for and interest in this issue?
- League Circumstances - Do we have the resources to pursue this action? Where does this fit in with other priorities?
- Allies - Who else is doing something about this? Could we work together? If we don't take it on, who will?
- Controversy - how controversial is the issue? Are we willing to deal with it?
- Cost - do we have enough money in the budget? What other funding sources do we have?
- Public Relations - what will this do to or for our prestige and/or effectiveness in the community? Can we get coverage?

2. Membership Recruitment and Retention

3. Fundraising/Finance Drive

4. Public Relations/Visibility

5. Voter Service

6. Study and Action: Local, State, and/or National

WORKING WITH YOUR LEAGUE

IN GENERAL

The President's real job is to be the guide and coordinator for the entire League, to keep the League's purpose and meaning before the members and create an atmosphere that is positive, that emphasizes the importance of League program and activities and that demonstrates that League work is exhilarating, challenging and enjoyable.

RUNNING A GENERAL MEETING

The basic rules that apply to running a board meeting apply to running a general membership meeting, with only a few modifications. Specifically:

Send a call to the meeting to every member. If possible, send out a written agenda beforehand; if not possible, have an agenda printed and ready to distribute at the start of the meeting, along with copies of the minutes of the previous general meeting(s).

While it is useful to have a standard format/agenda for general meetings, it is not required. Under special circumstances you may choose to do any of the following:

- have attendees introduce themselves to those present
- waive or defer reading of the prior minutes
- present guest speakers before conducting ordinary business
- present announcements before other business

etc. As long as your stay within your League's bylaws, *Robert's Rules* should be looked at as a guide, not as a straight-jacket.

And always remember:

- Start your meetings on time.
- If a quorum isn't present, you can review the minutes and reports that require no decision by the membership, and can present guest speakers and non-action discussion.
- Follow accepted rules of parliamentary procedure, and keep the meeting moving.

THE ANNUAL MEETING

The Annual Meeting is the time to elect officers, adopt a budget and consider and vote on proposed bylaw amendments; for most Leagues, it is also the time to adopt a program. Your Annual Meeting should also be a time to review the accomplishments of the past year, recognize special individual and group efforts, and renew interest in future League activities.

Member participation is the key to a successful Annual Meeting. Through careful timing, planning and coordination, you and your Board can encourage member involvement and help to make the Annual Meeting one of the most productive and exciting meetings of the League year.

Remember that, procedurally, the Annual Meeting is a general meeting, and you have a great deal of leeway in how you organize it.

WORKING WITH OTHER LEAGUES

IN GENERAL

Other Leagues include neighboring local Leagues and the state and national Leagues.

Determine board member responsibility towards state and national – deadlines, reports, minutes, local publications, bylaw changes, board lists, etc. (See the communications guide in *Getting Started*.)
Meet deadlines.

Consider neighboring local Leagues for planning area-wide activities: speakers, joint program coverage, shared transportation to meetings.

HOW LEAGUES MAY COOPERATE

Leagues may agree to join together for a common purpose or purposes. Four options are:

Informal Ad Hoc Regional Committee

Individuals or committees from several Leagues may get together to share information or plan a joint activity, such as a regional debate or forum; such informal ad hoc committees dissolve when their purpose is accomplished. No formal organization is expected or needed.

Ad Hoc Regional Organization

With State Board approval, a group of Leagues may enter into a regional agreement and select one or more representatives to serve on an ad hoc group to work on common projects. The group should select a chairman. Its meetings are open to all members in participating Leagues, but direct member involvement is not part of the organization plan. Member Leagues may be assessed for funds needed to achieve the regional organization's purposes. Special consensus or cooperative action might be asked for through local Leagues.

Regional Inter-League Group

Regional Inter-League Groups are more permanent than ad hoc regional organizations, but, unlike ILOs (see below), need the authorization of a majority of their member Leagues for any action. ILGs are expected to establish some form of representation that includes all member Leagues; the representative body acts as a board to conduct the business of the group. ILGs may assess member Leagues as needed.

Inter-League Organization (4th Level of League) (e.g. Tri-State ILO)

ILOs are for Leagues that agree to join together on a long-term basis. ILOs should adopt formal bylaws (modeled after LWVCT bylaws), activate nominating and budget committees, and call a convention to adopt bylaws and budget and to elect officers and directors. Depending on the wishes of the Leagues involved and the provisions of the ILO's bylaws, the ILO may adopt Program and coordinate activities in other areas, such as finance or voter service. Unlike the above three types of League groups, ILOs, like local, state and national Leagues, are organizations of members, not organizations of Leagues. ILOs are authorized by LWVUS bylaws; see Article IV, Sec. 3: Consent of National and State Board must be sought.

Appendices

Appendix A:

SOME NOTES FOR YOUR ANNUAL CALENDAR

Every League has its own schedule. However, some things are relatively constant from League to League and from year to year. Some suggestions:

April, May, or June immediately following your election – Handover, Orientation and Planning the League Year:

Former officers and directors pass along their files to their successors. Every officer and board member should receive a file from her precursor. See that each board member gets her precursor's file, current publications and communications pertinent to her portfolio, a calendar of important dates, etc. If possible, you should try to be present when a director passes along her files to her successor.

Read the LWVUS *President's Packet* and the LWVCT's *Getting Started* – if your former president didn't hand them over to you, order or download new copies. Learn about the general contents of each director's portfolio, and have some idea of what's in your files.

Refer to the Communications Guide in *Getting Started* concerning material to be sent to the state office. Send or check to see that the LWVCT has received:

- Your list of new board members (and any off-board members who should be getting regular communications from the LWVCT office).
- Your League's Annual Report, if one has been requested.
- Your adopted dues rates.
- A copy of your bylaws, if amended.

Between July 1 and November 15:

File your 990-N on line on the IRS website.

Between Labor Day and Election Day:

Hold debates, publish voters' guides, conduct intensified voter registration.

January:

Update your League's membership list, paying special attention to making sure that non-paying members are marked "inactive" in the LWVUS database before January 30.

Late January to Early March:

Respond to LWVCT or LWVUS Program Planning requests.

January or February, Just Before the Legislative Session:

If your League does a pre-session Legislative Meeting (typically a breakfast or coffee) with your state senators and/or representatives, this is the time. (Don't forget to send a Legislative Meeting Report to the LWVCT office as soon as the meeting is over; the form is copied as Appendix E on page 17 and is also available by email from the state office.)

During the Legislative Session (January-June in odd years, February-May in even years):

Lobby!

If your League wants to, at or just after the legislative session ends is a good time to do a "Legislative Wrap-Up" meeting with your local state senators and/or representatives (again, don't forget to send a Legislative Meeting Report to the LWVCT office as soon as the meeting is over).

Three Months Before Your Annual Meeting:

Work on preparations for your Annual Meeting according to your bylaw requirements. The main emphasis of the Annual Meeting should be your board, budget and bylaws; it can include your local Program. However, some Leagues do their annual local Program planning in a separate meeting. Whichever route your League takes, try to plan a lively presentation.

Your board should appoint a Budget committee and Budget Committee Chair to recommend a budget for adoption.

Ask members through your bulletin and at meetings for suggested **nominations**. Indicate positions to be filled. Your Nominating Committee then works to present a recommended slate for adoption.

Begin local **Program planning**. Discuss in your bulletin and at membership meetings how your local Program is chosen and the criteria for choosing, and request suggestions of items from your members. An ad hoc committee to explore Program suggestions can be very helpful.

If your Annual Meeting is also your Program Planning Meeting, make plans for presenting the proposed local Program at the Annual Meeting. Assign Board members to present separate items. (A League should adopt a local Program every year even if it is the same one, unless otherwise stated in the bylaws.)

If any changes are contemplated, your **Bylaws Committee** should begin work.

Arrange for some form of **Annual Report** to members.

Select **delegates** to LWVUS Convention (even years) and/or to LWVCT Convention.

Two Months Before The Annual Meeting:

Have your board consider any recommendations for local Program sent in by voting members, and formulate a Program to be proposed.

Have your board discuss the budget committee's recommendations and agree on the budget to propose to your membership. Discuss proposed bylaw changes. Send any proposed local bylaws changes to the LWVCT for comment, advice and approval.

The board appoints:

- a parliamentarian for the Annual Meeting,
 - board members responsible for presenting the recommended Program
- and
- if it is part of your League's regular practices, a reviewer to review the Treasurer's books

At Least One Month Before The Annual Meeting:

Your Members must be notified of the following:

- The date, place and time of the Annual Meeting.
- The proposed local Program: though not usually specified in bylaws, it is in the spirit of League procedure to include in your bulletin any items which have been suggested by members but have not been recommended by the board.
- Proposed budget.
- Report of the nominating committee.
- Any proposed bylaw changes.

Slate and holdover members may meet prior to the Annual Meeting to make tentative decisions and assignments in the interest of keeping your League operating smoothly.

April, May, or June – Hold Your Annual Meeting:

At your annual meeting: vote for your Board and Officers. Adopt a budget for the year. If necessary, vote to adopt or reject proposed bylaws changes. If your League uses its Annual Meeting to complete its Program Planning process, adopt a Program.

Appendix B:
SAMPLE AGENDA for LOCAL BOARD MEETINGS

AGENDA
BOARD MEETING
day, date
at the home of I. M. Leaguer, 1234 Main Street

Call to order

Minutes of prior Board meeting

Treasurer's report

President's Report

Standing Committee reports

Voter-Service/Voter-Ed

Local/state/national Program

Membership

Fund-raising

Communications/PR/Newsletter

Ad Hoc Committee reports

Nominating

Budget

Bylaws Revision

Old Business

A

B

other

New Business

A

B

other

Announcements

Next Board Meeting: day, date, at the home of U. R. Handy

other

Adjournment

Appendix C:
LEAGUE LINGO

Action – Advocacy. Implementing League program positions or principles by writing letters, making public statements, lobbying legislators, litigation, monitoring, citizen education. A “Call to Action” is an alert that an important issue is at the point where action can be most effective.

Concurrence - Agreement by League members or Boards with a position reached by another League, a study committee or task force.

Consensus - Member agreement reached through study and discussion of an issue. It describes both the process and the result.

Convention – An annual or biennial meeting at which League delegates elect officers, adopt a budget and choose study and action priorities. The LWVUS Convention is held in odd-numbered years. Conventions are held every year at the State level.

Council - A biennial LWVUS meeting, held in years between Conventions and with a more limited representation of League delegates, to review program and adopt a budget.

ILO - An Inter-League Organization coordinates the activities of a group of Leagues with shared interests within a county, metropolitan area or region. ILOS adopt bylaws, hold conventions, elect officers and directors, choose program and approve a budget.

MAL — A Member-at-Large is someone who is enrolled in and pays dues to the State and National Leagues, but can reside within a local League area. MALs receive selected publications, including the state and national *VOTER*.

Observer Corps - League members who attend and report on meetings of local community Boards, Commissions and committees.

PMP - The Per-Member-Payment is the amount that a local League pays to the state and national Leagues for each of its members. The PMPs are set at the state and national Conventions.

Position - The League’s point of view on a governmental issue. A position is determined through consensus, concurrence or application of the League’s principles.

Program - Those issues chosen by the members for study and action at each level of the League.

Program Planning - is used for:

- 1) study and action planning and
- 2) planning the calendar of general membership activities.

Board Report - The state Board Report is e-mailed to local League Boards monthly, usually within a week of each state Board meeting.

SIR - The LWVCT Symposium on International Relations, a conference usually held in March or April.

Total Board Responsibility - The cooperative approach to board operation which requires the active participation of all board members in those key areas which will advance the League’s goals, such as policy oversight, membership recruitment and retention, program (voters service, study, action, education) and financing the organization.

Voters’ Service - The activities which provide nonpartisan, factual information to citizens to make them politically aware and effective. This includes activities in connection with registration, voting, publication of community information, etc.

Appendix D:
Parliamentary Procedure At A Glance

To Do This	You Say This	May You Interrupt?	Must You Be Seconded?	Is the Motion Debatable?	What Vote Is Required?
Adjourn the meeting	I move that we adjourn.	No	Yes	No	Majority
Recess the meeting	I move that we recess until ...	No	Yes	No	Majority
Complain about noise, room temperature, etc.	Point of privilege.	Yes	No	No	No Vote
Suspend further consideration of something	I move to table ...	No	Yes	No	Majority
End debate	I move to close debate or I move to call the previous question...	No	Yes	No	2/3 Vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this to a committee.	No	Yes	Yes	Majority
Amend a motion	I move to amend this motion...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or to personal affront	Point of order.	Yes	No	No	No vote: Chair decides
Request information	Point of information.	Yes	No	No	No vote
Ask for a vote count to verify a voice vote	I call for a division of the house or I call for a <hand count> <paper ballot>.	No	No	No	No vote
Object to considering some matter	I object to consideration of this.	Yes	No	No	2/3 vote
Take up a previously tabled...	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of	I move we reconsider action on...	Yes	Yes	Yes	Majority
Consider something not in scheduled order	I move we suspend the rules and...	No	Yes	No	2/3 vote
Vote on a ruling by the chair	I appeal the chair's decision.	Yes	Yes	Yes	Majority

Source: the "Building Better Boards" project, Colorado Mountain College, 1982, modified 2012 on advice of LWVUS parliamentarian.

Appendix E:
2014-2015 Reporting Form for Meetings with Legislators

The League of Women Voters of Connecticut, Inc., including its affiliated local Leagues, is registered with the State of Connecticut Office of State Ethics (OSE) as a lobbying organization. Legislative Meetings and some advocacy forums and social events involving state legislators (i.e., those at which a League has provided food or other goods to one or more legislators) **must** be reported to the OSE by the LWVCT.

Please submit the following information to the LWVCT office **immediately** after your legislative meeting or social event involving legislators so that the LWVCT can file its report with the OSE at the beginning of the following month. If you have any questions, please do not hesitate to contact the office.

League of Women Voters of _____

Date of meeting: _____

Place of meeting: _____

Attendance:

Number of people who attended, including legislators: _____

Names of all legislators who attended (use reverse or a second sheet if you prefer):

Cost:

Amount charged to attend (if applicable): \$ _____

Total cost of event (including food, facilities, and service): \$ _____

Please attach any receipts you can provide. If food was donated, estimate its total "fair market" value. If at a restaurant, give the cost of the food charged per person or the cost of the individual meal(s) provided to the guest legislator(s). Please attach receipt(s) for legislators' meals.

Cost per person (total divided by number attending, including legislators): \$ _____

LOCAL LEAGUE CONTACT PERSON FOR 2013-2014 MEETING WITH LEGISLATOR(S):

Name: _____

Phone: _____

E-Mail: _____

Mail, e-mail or fax this form to the LWVCT office **immediately** following your meeting.
1890 Dixwell Ave., suite 203, Hamden, CT 06514-3183 lwvct@lwvct.org fax: 203-288-7998

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