

# **LEAGUE OF WOMEN VOTERS OF NEBRASKA**

## **GENERAL POLICY**

*AMENDED JANUARY 24, 1998*

*AMENDED JANUARY 24, 2009*

**This LWVNE general policy is provided for the guidance of members of LWVNE and the state Board of Directors to assist them in carrying out their duties**

## **PURPOSES AND PRINCIPLES**

### **Purposes**

The purposes of the League of Women Voters of Nebraska are to promote political responsibility through the informed and active participation of citizens in government and to act on selected governmental issues.

### **Belief**

LWVNE believes democratic government in the United States depends upon informed and active participation.

### **Non-Partisanship**

LWVNE does not support or oppose any political party or any candidate. LWVNE takes action on selected governmental issues and policies in the public interest. LWVNE encourages its members as individuals to actively participate in the political process.

### **Membership**

Any person who subscribes to the purposes and policy of LWVNE shall be eligible for membership. Citizens at least 18 years of age who join the League shall be voting members. All others who join the League shall be associate members.

### **Voter Service**

The purposes of LWVNE Voter Service are to inform the public about registration and voting procedures and to provide factual and unbiased information on issues and candidates.

### **Principles**

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States.

The League of Women Voters believes democratic government depends upon informed and active participation and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible.

The League of Women Voters believes every citizen should be protected in the right to vote; that every person should have access to free public education which provides equal opportunity for all; and that no person or group should suffer legal, economic or administrative discrimination.

The League of Women Voters believes efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing and coordination among the different agencies and levels of government.

The League of Women Voters believes responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems which affect the general welfare, promote a sound economy and adopt domestic policies which facilitate the solution of international problems.

The League of Women Voters believes cooperation with other nations is essential in the search for solutions to world problems, and that the development of international organizations and international law is imperative in the promotion of world peace.

## REVIEW AND AMENDMENT OF LWVNE GENERAL POLICY

This LWVNE General Policy should be reviewed biannually at a fall State Board meeting. Any proposed amendments to the LWVNE General Policy shall be voted upon by the State Board of Directors.

### NON-PARTISANSHIP

This section applies to LWVNE Board members but not to their families.

#### A. **Candidate support**

League Board positions with high public visibility, including the President, Action Vice President, Voters Service Chair, Debates Chair and Public Relations Chair, must scrupulously maintain the nonpartisan policy and should not be involved in partisan political activities.

The Board will determine final action to be taken in each question arising under this policy.

Board Members involved in employment or community activities should report to the Board possible conflicts of interest with League program and policies.

If a designated Board member decides to actively and visibly support a candidate or decides to run for a state-level partisan political office, the member shall resign from the Board and a written statement shall be made to that effect. After the election cycle is complete, a Board member who has resigned may again serve on the state Board in one of the designated positions or in another position. A League member who holds elective office may serve on the state Board in a non-designated position.

#### B. **Party support**

Board members other than those designated in Paragraph A of this Section are encouraged to be active in their party affiliation if their activities will not jeopardize the League's nonpartisan policy.

Board members may contribute financially and may maintain contacts with political parties and leaders. Before a Board member accepts a high-visibility position in a political party, the Board member should contact the Board for review of the assignment. Such party positions may be held after Board review and approval. With the exception of the President, Board members may attend party conventions as delegates.

#### C. **Membership on other boards and committees**

State Board members may serve on Election Boards.

In all instances where the partisan or nonpartisan status of a board, commission or committee is questionable, where the purpose of the commission or board may be in conflict with League position or where visibility is associated with a specific political activity, the state Board should be contacted to determine if the Board member can remain on the state Board while serving in such capacity.

#### D. **Appointment of League members to commissions**

LWVNE encourages League members, including all members of LWVNE Board of Directors, to apply for positions on government commissions such as the Nebraska Natural Resources Commission. LWVNE shall recommend League members as appointees for such commissions to act as informed and active participants in government.

### NON-DISCRIMINATION

#### A. **Place**

No League meeting shall be held in a place which is known to discriminate on the basis of race, religion or sex.

**B. Speakers**

If a request for a League speaker is made by an organization which is known to discriminate on the basis of race, religion or sex, it shall be up to the discretion of the LWVNE President or the Action Vice President, after discussion with the Board, to determine if such speaking engagement presents an opportunity for education, or should be declined.

**RESPONSIBILITIES OF BOARD AND OFF-BOARD DIRECTORS**

- A. At the expiration of a term of office or upon resignation, each director shall turn in a complete file, including program material, minutes, basic publications, supplies, and correspondence. Each director shall hold a briefing meeting with the successor to the office. The meeting may be by telephone, email, or in person. Material in portfolio files that is no longer pertinent to current work but is of permanent historic value should be turned in to the League office for the permanent files.
- B. Each director shall submit a written or oral report of any activity at regularly-scheduled state Board meetings. Each director shall submit a written annual report for Council or Convention.
- C. Directors should forward a copy of pertinent correspondence to the League office.
- D. Board members will receive appropriate assignments or portfolios.

**CONFLICT OF INTEREST POLICY**

- A. Board members may serve on advisory boards except in cases where serving on the advisory board and the LWVNE board at the same time may result in a conflict of interest. Spouses and other family members may serve in any governmental capacity without affecting the status of the Board member.
- B. Board members may not lobby legislators, other than their own and speaking for themselves only, in opposition to League position.
- C. If a conflict of interest problem arises from employment and/or volunteer activities, the Board should be notified.
- D. Board members may not accept stipends or grants for League projects while sitting on the policy-making board which is responsible for administering the grant.

**STATE BOARD MEETINGS**

- A. **Regularity**  
Regularly scheduled Board meetings shall be held. In the event of a meeting cancellation, all Board members shall be notified of the cancellation and the re-scheduled meeting date.
- B. **Agenda**  
The President shall send a written agenda prior to Board meetings. It should include information on proposals for discussion and decisions to be made at that Board meeting.
- C. **Minutes**  
Minutes of each Board meeting shall be sent to all Board members and local League presidents. A copy of the minutes of each Board meeting shall be sent to the League office for permanent file.
- D. **Summary and Communications**  
A summary of State Board meetings shall be included in the ensuing *Voter* newsletter. Items of special interest or of an emergency nature shall be circulated to all members as soon as possible.
- E. **Open Government Policy**
  1. All LWVNE board meetings are open to the public.
  2. All regular Board meeting dates shall be set when the year's calendar is made and the schedule shall be posted in the League office.
  3. Local Leagues are encouraged to list the dates for the State Board meetings on their local calendars.
  4. State board minutes shall remain on file at the League office and shall be available to anyone.
  5. Requests to make a presentation at a Board meeting or to place an item on the agenda should be made to the state president a minimum of 24 hours prior to the Board meeting.

F. **Executive Committee**

The Executive Committee shall consist of the President, Action Vice President, Secretary and Treasurer. It shall transact business between Board meetings and carry out assignments that the full Board may delegate.

G. **Local League Liaisons**

Local League liaisons to the State Board shall have the same duties and responsibilities as others on the State Board.

H. **Additional Attendees at Board meetings**

A standing invitation is extended to the chair of the Nominating Committee, all off-Board chairs, study committee chairs and local League Presidents.

### STATE BOARD EXPENSES

A. **General Expenses**

Expenses incurred by Board members pursuant to their duties shall be reimbursed within the financial capabilities of the State League.

B. **Convention Expenses**

Expenses of state League delegates to national conventions shall be reimbursed within the financial capabilities of the State League.

### ACTION

A. **Authorization**

The LWWNE President and/or Action Vice President are authorized to take League action on League priority bills in the legislature in accordance with League position and policy and when the need arises. The President and/or Action Vice President shall report all legislative action to the Board at the next Board meeting.

B. **Local Action on State Positions**

Local Leagues may take action on the local level under a State position. Local League Presidents shall give prior notice to the state League President or Action Vice President of any local League action that pertains to a State position.

C. **Jurisdictional boundaries**

A local League may extend its jurisdictional boundaries for advocacy efforts when:

1. A particular action issue on which the local League has been working involves governmental entities immediately beyond the local boundaries;
2. Interviewing, monitoring, or other means of gathering information needs to be done outside the local area to adequately address the local issue;
3. Advocacy will be enhanced by presentation of the local League position to the surrounding area;
4. The jurisdictional extension will not be within that of another local League unless the two local Leagues are working cooperatively on the issue; and
5. Clearance has been obtained from the State League President or the Action Vice President and action is within appropriate League guidelines.

### LOBBYING POLICY FOR STATE LEAGUE AND FOR LOCAL LEAGUES

A. **Registered Lobbyist.** A registered lobbyist for League may perform the following functions on behalf of the League:

1. Call out a senator from the session to discuss League priority bills and League positions;
2. Contact senators in person or by telephone, mail, fax or email to discuss League priority bills and League positions; and
3. Testify before a legislative committee.

B. **Non-registered Lobbyist**

1. With the knowledge and permission of the President, Action Vice-President or state director, a non-registered lobbyist may give testimony before Legislative hearings. A written copy of any testimony

shall be provided to the President, Action Vice President or state director before presentation to the legislative committee.

2. A non-registered lobbyist may not discuss League position with a state senator face-to-face unless accompanied by a registered lobbyist for the League. A non-registered lobbyist may write to or call any member of the Executive, Judicial or Legislative Branch to promote League position.
3. A non-registered lobbyist may not call any Senator out of the session with the exception of their own senator.

**C. League Members**

League members may speak to or write any persons in government about any issue they wish when they are speaking on their own behalf.

**Lobbying by Local Leagues**

- A. Action by local Leagues on local positions at local level:  
Action can be taken by local Leagues on local programs without State Board permission if the action is in accordance with State or National positions.
- B. Action by local Leagues on local positions at State level:  
Local Leagues may take action only after they receive permission from the State Board or executive board.
- C. Action by local Leagues on State positions at State and National levels:
  1. Local Leagues may take action on State or National positions at the State level without prior notification only when similar action has already been taken or recommended by State Board.
  2. Prior consultation is necessary for testimony at public hearings which could involve the State League and/or other local Leagues.
- D. Action by local Leagues on local positions at National level:  
Local Leagues may take action only after they receive permission from State Board, neighboring state LWVs, if affected, and the National Board.
- E. Action on State issues:  
Action on State issues not on State action priority list requires communication with the State President and Action vice-president.
- F. Documentation by local Leagues  
Local Leagues shall send copies of letters, testimony, etc., on any action taken at the state or national level to the State League office. Local Leagues are encouraged to send copies of letters, testimony, news reports, etc., on any action taken at the local level to the State League office for League archives.

**RELATIONS WITH LOCAL LEAGUES**

- A. Calendar  
State League shall assist local Leagues in planning their activities by setting up a League calendar, including deadline guides, as soon as possible after the beginning of the League year.
- B. Minutes of State Convention and State Council  
State Board shall send one copy of minutes of State Convention and State Council to local League Presidents.
- C. Exchanged material  
LWVNE encourages local Leagues to share information, resources, publications and ideas with other local Leagues.
- D. Report forms  
State Board shall send forms for reports on state program planning and consensus on state items to local League Presidents.
- E. Local Leagues are encouraged to send the following to the state League office:
  1. A copy of pertinent correspondence from local board members to national board members or officers.
  2. A copy of press releases and news articles
  3. A copy of all publications

## **RELATIONS WITH THE PUBLIC**

- A. Representation in other organizations  
No one may represent the League in any organization except a duly appointed representative from the Board. The Board will determine the extent of cooperation with other organizations insofar as that cooperation adheres to the principles of the National League.
- B. Statements made in community  
Statements made in the community, including the media, in the name of the State League may be made only by the President or a duly authorized representative. Such statements shall be filed in the State office.
- C. Disagreement with League position  
State Board members who may not agree with League positions shall not express their disagreement publicly.
- D. Financial contribution to other organizations  
The League does not make financial contributions to other organizations except those working cooperatively in a League Program field. Each request for such contribution requires Board decision.
- E. Speakers Bureau  
A list of current League speakers and their topics shall be maintained in the League office. Speakers are encouraged to keep track of their time and mileage when fulfilling speaker requests. The State Board shall reimburse State League speakers for their expenses within the financial capability of the League.
- F. News releases  
The State League President and Action Vice President are authorized to release press statements regarding League action or League positions.

## **AVAILABILITY OF MEMBERSHIP ROSTER**

The roster of State League members generally is not available to any organization or individual outside the League. Each request will be at the discretion of the Board.

## **COALITION POLICY**

- A. The Board shall decide whether to join a coalition.
- B. The Board shall issue a statement to local League presidents and MALs, outlining the reasons the League is joining the coalition, the goal or goals of the coalition, and the length of time the Board projects the League shall remain a part of the coalition.
- C. When the LWVNE joins a coalition, a representative shall be designated by the Board to participate in the planning and implementation of coalition activities. The President or Action Vice President shall provide the coalition with the League representative's contact information.
- D. The League representative, if not a Board member, shall become a non-voting member of the State Board during the time he/she is that representative.
- E. The LWVNE President shall notify local League presidents and MALs that the League has joined a coalition and shall provide same with the name and contact information for the League representative on the coalition.

## **CO-SPONSORSHIPS OF MEETINGS AND EVENTS**

- A. The Board of Directors shall determine if the LWVNE shall sponsor a meeting or event with one or more cosponsors. The Board shall appoint a representative from the League to work with the other co-sponsors to plan and coordinate the joint meeting or event.
- B. The League President shall provide local League presidents and MALs with all necessary information regarding the co-sponsored meeting or event as soon as such information becomes available.

## **BALLOT ISSUE ACTION COMMITTEE POLICY**

Ballot Issue Action Committee Policy—changes to comply with the requirements of the Nebraska Political Accountability and Disclosure Act (NPADA)

- A. LWVNE becomes a committee of the whole to take action in support of, or opposition to, any statewide ballot issue, as determined by the State Board. Such determination shall be based on state League positions as adopted by the most recent State Convention, and on guidance from the local Leagues.
- B. The list of committee members shall be those entered in the LWVNE database.
- C. A coordinator shall be appointed to direct activities of the BIAC. It shall be the coordinator's duty to file all necessary reports with the Nebraska Secretary of State, with a copy to the State President, the National President, and the BIAC files.
- D. A duly elected and bonded treasurer of LWVNE shall be treasurer for BIAC. This treasurer must be a qualified elector of the State of Nebraska.
- E. The committee must file a Statement of a Political Committee within 10 days after the committee was formed by law. This statement must list the committee's name, address, treasurer, and controlling members. This statement must also list the location of the committee's depository account.
- F. A copy of the current State budget and the most recent treasurer's report shall be included with each filing.
- G. A fund raising appeal for BIAC can be made through the Nebraska *Voter*.
- H. The Administrative Vice President shall keep permanent records of funds received and of members withdrawing from BIAC. Copies shall be sent to the treasurer and the coordinator for their records.

## **PUBLICATIONS**

- A. *The Nebraska Voter*  
The Nebraska *Voter* is the official communication vehicle between the State League and its members. “Facts and Issues” articles published in the *Voter* should be paid for by the League of Women Voters of Nebraska Education Fund.
- B. State publications  
All State Program publications shall be critically reviewed, prior to printing, by a reading committee of members appointed by the President. Such committee members shall not have been members of the Program or resource committee developing the study.
  - 1. All materials to be published by the State League shall be reviewed by the State president and the State Board.
  - 2. All publications shall be properly identified as State League publications and shall provide the State League office address.
  - 3. State League publications will be sold or made available to all members.
- C. State Voters Guide  
The editor for the State Voters Guide shall be a member of the State Board.
- D. Pricing policy  
The State Board shall determine how much to charge for League publications.
- E. Educational publications  
Any publication that does not express position support should be financed by the State Education Fund.

## **CRITERIA FOR CANDIDATES PARTICIPATING IN FORUMS OR DEBATES**

- A. The FCC and FEC rules state that a nonviable candidate can be excluded from participating in a nonpartisan debate. The sponsoring organization must have articulated clear, fair, reasonable and objective bases for determining which candidates shall be invited.
- B. The League believes the purpose of a candidate debate or forum is to inform citizens in a responsible and civil manner. Some individuals file for elected office with no intention of campaigning and the League considers these individuals to be nonviable candidates.

- C. The League requires that a candidate must meet the following criteria in order to be eligible to participate in a debate or forum. She or he must
  1. Meet the state constitutional requirements for the elective office;
  2. File or announce publicly her or his intention to file for an office; and
  3. Exhibit some evidence of a formal campaign such as a manager, treasurer, an office, contributions, or other visible organizational structure.

**GUIDELINES FOR GRANTS AND COOPERATIVE VENTURES**

- A. Obtain full particulars in writing from the persons or organization offering the grant.
  1. Purpose
  2. All names of grantees
  3. Time factor
  4. What is expected of League
  5. When and how funds will be paid
  6. Amount of stipend for the League, or can this be budgeted?
- B. The President and Program chair shall supervise the writing of the proposal and the work of the project director. The proposal must be approved by the State Board before any action can be taken.
- C. The project director is encouraged to invite all League members, including local League members and MALs, to participate in the project.
- D. The State League Treasurer shall set up a bank account or accounts for the grant funds, shall disburse funds as needed, and shall prepare a financial report at the end of the grant cycle.
- E. The project director shall provide a written report periodically to the Board of Directors regarding expenses and achievements.
- F. The project director shall provide a final report of expenses and an evaluation of achievements of the project to the Board of Directors at the end of the grant period.

**MEMBERS AT LARGE (MAL) ORGANIZATION AND GUIDELINES**

- A. **Members-At-Large**  
Members-at-large are those members of the League who reside in areas where a local League is not available or who have opted to join at the state level rather than the local. The member-at-large does not belong to a local League, but is a member of the League of Women Voters of Nebraska and the League of Women Voters of the United States.
- B. The MAL pays dues as determined by the State Board, payable to the Treasurer, LWV of Nebraska. Renewal is due on the initial membership date or on a date determined by the MAL unit. Members who are in arrears in payment of dues shall be dropped from membership. A portion of MAL dues shall be credited toward national per-member-payment.
- C. Initial mailing to new members-at-large should include information on MALs and the State Board Roster. MALs are put on the mailing list for the Nebraska *Voter* and the National *Voter*. MALs will be referred to the State website and/or will receive additional mailings of selected publications.
- D. National League membership. MALs may join the League at the national level.
- E. A group of eight or more members-at-large in a community may form a MAL Unit. The MAL Unit is under the direction of the State Board. The Unit's role is the same as that of the individual MAL except that the Unit has the advantage of being able to discuss program, arrive at consensus on state and national program items, and act as a group to carry out the purpose of the League.
- F. Provisional Status. A MAL Unit which has achieved a sustained membership and financial support capable of maintaining a full scope of League activity may apply to the State Board to become a Provisional League. Provisional status is a step toward becoming a recognized local League. *See Appendix III: Guidelines for Forming a New League.*

**AGREEMENT**

We, \_\_\_\_\_, agree to the services as outlined above by the League of Women Voters of Nebraska. As the sponsor of a Candidate's Forum, we also agree that this forum shall:

- Be fair, impartial and nonpartisan
- Provide an equal opportunity for each candidate to address the issues
- Keep the moderator, rather than the candidates, in control of the debate
- Provide information which will benefit the voters, not promote a particular candidate or candidates

Signed by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
President, League of Women Voters

LEAGUE OF WOMEN VOTERS OF NEBRASKA EDUCATION FUND  
PROJECT REQUEST/REPORT FORM

From: \_\_\_\_\_

Position: \_\_\_\_\_

Re: Request for approval \_\_\_\_\_  
Interim financial report \_\_\_\_\_  
Final financial report \_\_\_\_\_

LWVNE-EF  
Received \_\_\_\_\_  
Approved \_\_\_\_\_

PURPOSE OF PROJECT:

DETAILS OF PROJECT:

DONORS:

CHAIRPERSONS:

BUDGET:

Income	Estimate	Actual To Date
from donor(s)	_____	_____
from anticipated sales	_____	_____
from grant(s) non-League	_____	_____
from grants(s) League	_____	_____



## League of Women Voters of Nebraska Guidelines for Forming a New League

### Steps for forming a new league

1. A minimum of eight members
2. Membership Meeting
  - a. Adoption of Articles of Association
  - b. Adoption of Non-partisan policy
  - c. Responsibility of Officers
  - d. Election of Officers
    - i. Chair
    - ii. Vice Chair
    - iii. Secretary/Treasurer

Suggested language:

**Articles of Association:** The \_\_\_\_\_MAL Unit is an organized entity of the LWFVNE and therefore covered by State League bylaws.

**Non-partisan policy:** The League of Women Voters is a nonpartisan organization. It does not support or oppose candidates for public office, but it does encourage its members, as individual, to participate actively in the political process.

**Officers and Responsibilities:** The officers of the Unit will be a Chair (President), Vice Chair (V.P.), Secretary/Treasurer. These officers will be elected for one-year terms. The Chair is the official spokesperson for the Unit unless she/he designates another member to speak. The Chair (President) will not run for, or hold, an elective office.

Officers/Board members will not undertake any action that will cause them to be identified publicly as supporting any candidate for office or any political party.

**Dues** are established by the Board of Directors of LWFVNE. Additional dues may be assessed as voted on by the membership to support local activities. Dues are payable on an annual basis. The Sec./Treas will collect dues and forward them with a list of paid members to the state League office in c/o LWFVNE Treasurer.

**Meetings and Activities:** The Unit will meet a minimum of three times during the year and should conduct at least one project per year e.g. voter registration, compilation of election information, candidate forums, or community issue forums.

Reports of meetings and activities will be submitted to the State Board of Directors on a quarterly basis.

### Role of the State Board

- Approves formation of MAL Unit
- Appoints an advisor to work closely with the MAL Unit
- Monitors MAL Unit's progress
- Provides information on League program and activities
- Provides support by collecting dues and tracking members.

**Requirements for Recognition**

- Enrolled the required minimum number of eight paid members
- Adopted a nonpartisanship policy
- Filled the leadership positions
- Planned meetings or activities for the first few six months.

**Requirements to Remain in Good Standing**

- Maintain the minimum paid membership established by the Board
- Reaffirm annually, and adhere to, a nonpartisanship policy
- Maintain a leadership team adequate to guide the Unit

**Additional suggested Requirements**

- Hold a specified number of meetings each year \_\_\_\_\_
- Publish a newsletter for its members
- Conduct an annual meeting to adopt a budget and select leadership

A MAL Unit may apply for local League status after 12 months and should become a local League within 5 years. \*

\*See: The Recognition Checklist and Request for Local League Recognition (Appendix III.B and III.C.

*Starting Point: A Guide to Organizing New Leagues LWVUS*

*LEAGUE OF WOMEN VOTERS OF THE UNITED STATES*  
*1730 M STREET NW, WASHINGTON, DC 20036*  
*202-429-1965*

REQUEST FOR LOCAL LEAGUE RECOGNITION

PART I TO BE COMPLETED BY THE MAL UNIT

Name of MAL Unit:

\_\_\_\_\_

Name and Address of MAL Unit Chair:

\_\_\_\_\_

Proposed name of local League:

\_\_\_\_\_

Name and address of local League President:

\_\_\_\_\_

President's home and business telephone number, fax and email:

(Home) \_\_\_\_\_ (Business) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Date of Recognition as a MAL Unit: \_\_\_\_\_

Has there been a full-fledged local League of Women Voters in your area in the past? Y N

If yes, under what name? \_\_\_\_\_

Current number of paid members: \_\_\_\_\_

Congressional district(s) including (e.g., 4<sup>th</sup>) \_\_\_\_\_

**PART II – TO BE COMPLETED BY STATE LEAGUE**

The state board of the LWV of \_\_\_\_\_ hereby

Requests the national board to grant recognition as a local League to the MAL Unit of

\_\_\_\_\_ .

In our judgment the members of this MAL Unit have fulfilled the requirements for recognition.

\_\_\_\_\_  
State LWV Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State LWV President's Signature

\_\_\_\_\_  
Date

**State League:** Return signed original with exhibits to:  
LWVUS, Member Services Division  
1730 M Street NW, Washington, DC 20036

Please attach copies of the following materials:

Attached:

- \_\_\_\_\_ Exhibit 1. Membership list  
Membership roster indicating membership type – e.g. household
  
- \_\_\_\_\_ Exhibit 2. List of jurisdiction your League encompasses and map  
Attach a listing of all ZIP codes in your area, for the assignment of nationally recruited members of your League.
  
- \_\_\_\_\_ Exhibit 3. Board List
  
- \_\_\_\_\_ Exhibit 4. Bylaws
  
- \_\_\_\_\_ Exhibit 5. Budget
  
- \_\_\_\_\_ Exhibit 6. Nonpartisan policy
  
- \_\_\_\_\_ Exhibit 7. Membership activities and future plans  
Brief outline of the membership activities including efforts to increase membership, improve retention and build diversity.  
Attach copies of newsletters, if any.
  
- \_\_\_\_\_ Exhibit 8. Program work, voters service activities and future plans  
Brief description, including community outreach components, and any pertinent clippings.
  
- \_\_\_\_\_ Exhibit 9. Fundraising activities and future plans  
Brief evaluation.

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MAL Unit Chair's signature

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Date

MAL Unit: Send two copies to the state League, keep one copy for your files.