



# HANDBOOK AND MEMBERSHIP DIRECTORY

2022/2023

**Empowering Voters  
Strengthening Democracy**

LAS CRUCES, NEW MEXICO  
[lwvsnm.org](http://lwvsnm.org)



# THE LEAGUE OF WOMEN VOTERS

A nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education.

## **NATIONAL OFFICE**

League of Women Voters of the United States League of Women Voters Education Fund  
1233 20th Street NW, Suite 500  
Washington, DC, 20036  
202-429-1965  
Web: [www.lwv.org](http://www.lwv.org)

## **National President**

Deborah Ann Turner

## **State of New Mexico Office**

League of Women Voters of New Mexico  
6739 Academy Road, NE, Suite 124  
Albuquerque, NM 87109-3352  
(505) 884-8441  
Web: [www.lwvnm.org](http://www.lwvnm.org)

## **State President**

Hannah Burling

## **Local League**

League of Women Voters of Southern New Mexico  
P.O. Box 15142  
Las Cruces, NM 88004  
(575) 524-VOTE (8683)  
Web: [www.lwvsnm.org](http://www.lwvsnm.org);  
Email: [lwvsnm@gmail.com](mailto:lwvsnm@gmail.com)

## **Local Co-Presidents**

Kathy Brook & Eileen VanWie



**ELECTED OFFICERS AND BOARD OF DIRECTORS**

Co-Presidents	Kathy Brook & Eileen VanWie	2021-2023
Vice-President	Laura Castille	2022-2024
Secretary	Edwina Jaramillo	2022-2024
Treasurer	Mary Flynn	2021-2023
Membership Director (interim)	Johnnie R. Aldrich	2022-2023
Voter Services Co-Directors	Dale Yeo	2022-2024
	Catherine Cochrane	2022-2022
	OPEN	2023-2024
Youth Engagement Director	Kathe Kanim	2022-2023
Nominating Committee Chair	Shirley Armstrong	2022-2023
Nominating Committee Member	Ruth Jaure	2022-2023

**APPOINTED BOARD POSITION:**

Director of Public Relations	Jo Galván Nash	2022-2023
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**COMMITTEES & PROGRAM CHAIRS**

Affordable Housing Committee	Beth Bardwell
Book Club	Erika Graf-Webster
Development Committee Chair	OPEN
Education Committee	Eileen VanWie
Historians	Josie Miller & Jamie Patterson
Immigration Committee	Kim Sorenson
JEDI Coordinator Ad Hoc	Eileen VanWie
Nominating Committee Appointee	Mary Flynn
Observer Corps	Kathy Brook
Social Media Coordinators	Ginny Castille (Instagram), Rebecca Courtney, (Facebook), & Kathy Brook (Twitter)
The Voter, Editor	Jo Galván Nash
Web Masters	Jo Galván Nash & Stewart Oberman

## LWVSNM PAST PRESIDENTS



2019-2023	Kathy Brook, Co-President
2019-2023	Eileen VanWie, Co-President
2017-2019	Kim Sorensen
2015-2017	Gwendolyn Hanson
2013-2015	Erika Graf-Webster
2009-2013	Bonnie Burn
2007-2009	Cathy Mathews
2005-2007	Connie Lee
2003-2005	Marnie Leverett
2000-2003	Victoria Simons
1998-2000	Kerry Gallagher
1996-1998	Winifred Jacobs
1994-1996	Barbara Evans
1992-1994	Polly Evans
1991-1992	Pat Hyde
1990-1991	Kathy Brook
1989-1990	Polly Evans
1987-1989	Barbara Goedecke
1984-1987	Kathy Brook
1982-1984	Marcia Anderson
1981-1982	Barbara Myers
1980-1981	Dianne Belcher
1979-1980	Marjorie Burr
1977-1979	Jo-Carol Ropp
1974-1977	Marjorie Burr
1973-1974	Sallie Kirby
1971-1973	Marianne Thaeler
1969-1971	Barbara Glowacki
1968-1969	Jo Brenchley, Provisional League

## **League Members**

(League Members may refer to their personal Handbook & Membership Directory for a complete list of contact information)

<b>Aldrich, Johnnie R.</b>	<b># Edwards, Chris</b>
<b># Alterson, Rhonda &amp; Arthur</b>	<b>Ferrary, Joanne</b>
<b>Anderson, Marcia &amp; Kurt</b>	<b>Flores, Yvonne-Magdalena</b>
<b>Armitage, Shelley</b>	<b>Flynn, Mary</b>
<b>Armstrong, Shirley</b>	<b>France, Amoreena Joy</b>
<b>Asche, Jane</b>	<b>Garcia, Rose</b>
<b>Bardwell, Elizabeth &amp; Jon Holtzman</b>	<b>*Goedecke, Barbara (lifetime)</b>
<b>Betancourt, Lisa</b>	<b>Goldbaum, Joy</b>
<b>Brook, Kathy</b>	<b>Graf-Webster, Erika</b>
<b># Broughton, Cindy</b>	<b>Hartman, Patricia</b>
<b>Burbano, Sharon</b>	<b>Hendley, Rusty</b>
<b>*Burr, Marjorie (Lifetime) &amp; Alex Burr</b>	<b>*Hunt, Sallie (Lifetime)</b>
<b>Burr, Margaret</b>	<b>Huyge, Louisa</b>
<b>+Castille, Ginny</b>	<b># Irving, Pamela</b>
<b>Castille, Laura</b>	<b>Jaramillo, Edwina</b>
<b>Christman, Sally</b>	<b>Jaure, Ruth</b>
<b>Cochrane, Catherine</b>	<b>Johnson, Mary Beth</b>
<b>Corran, Becky</b>	<b>Johnson, Patricia</b>
<b>Courtney, Rebecca</b>	<b>Kanim, Kathe</b>
<b>Davidson, Maggi</b>	<b>Kebbel, Maryellen &amp; Terry</b>
<b># Dittmer, Carolyn</b>	<b>Korsmo, Joanne</b>
<b>Eads, Gayle</b>	<b># Krajci, Thomas</b>
<b>Eber, Christine</b>	<b>Kreie, Jennifer</b>

<b>Kurtz, Don</b>	<b>Pelak, Cynthia</b>
<b># LaPlace, Maxine</b>	<b># Powell, Claudia</b>
<b>LaPointe, Judith &amp; James Smith</b>	<b># Preslar, Sue</b>
<b>Lashley, Sue</b>	<b>+Prieto, Marissa</b>
<b>Lipson, Charlotte</b>	<b>Rice, David</b>
<b>*Little, Christina (Lifetime) &amp; William</b>	<b>Rodriguez-Johnson, Elizabeth</b>
<b>Mangelsdorf, Kate</b>	<b>Sánchez, Elisa</b>
<b>Marquez, Louise</b>	<b>Sanchez, Rosemarie J</b>
<b>McCarthy, Charlotte</b>	<b># Sepulveda, Rene</b>
<b>McMahon, Ann</b>	<b># Sikes, Nadia</b>
<b>Measure, Rorie</b>	<b>Simons, Vicki</b>
<b>Miller, Josephina</b>	<b># Snider, Stewart</b>
<b>+Moulton, Riley</b>	<b>Sorensen, Kim</b>
<b>Murrell, Cindy</b>	<b>Sorg, Christine &amp; Gill</b>
<b># Myers, Ashlie</b>	<b>Taylor, Lizz</b>
<b>Nash, Jo Galván</b>	<b>Tellez, Cecilia</b>
<b>Nickodemus, Kathy</b>	<b>+Terrell, Mallorie</b>
<b>Nuñez, David</b>	<b>Thomas, Sharon</b>
<b>Oberman, Karena &amp; Stewart</b>	<b>Velarde, Raymundo</b>
<b>Ossorio, Jean &amp; Peter</b>	<b>Valverde, Sadie</b>
<b>Parrish, Priscilla</b>	<b>VanWie, Eileen</b>
<b>Patterson, Jamie</b>	<b>Votaw, Bonnie</b>
<b>Pawling, Jim</b>	<b>White, Mary Martinez</b>
<b>Peace, Penny</b>	<b>Wilson, Aletta</b>
	<b>Wojtko, Julie</b>

**Yeo, Dale**

**Young, Ellen Roberts**

**Zagona, Helen**

- Lifetime Member;
- + Student Member
- # Otero Unit Member

**ADDITIONAL MEMBERS:**


**LWVSNM FRIENDS**

*With our gratitude, these individuals support the League of Women Voters of Southern NM*

- Baker, Nancy
- Carter, Mary
- Guynn, Myra
- Hanson, Gwen
- Kelly, Michelle & Diane
- Litts, Stephen
- Stanton, Nancy
- Tate, Donna
- Zulauf, Barbara

## LOCAL PROGRAM 2022/2023

*(Approved, April 9, 2022 Annual Meeting)*

1. **Affordable Housing** – Chair: Beth Bardwell

Continue to monitor the activities of affordable housing providers in the community, advocate for increases in the amount of such housing including working to identify funding sources, lobby for appropriate changes in city ordinances, and educate the public about affordable housing issues.

2. **Branigan Memorial Library** – Chair: Kathy Brook

Review and update the existing position on Branigan Memorial Library in Las Cruces so that it accounts for changes in library services throughout the community over the past 15 years. Provide input to the development of the Branigan Library master plan.

3. **Education** – Chair: Eileen VanWie

Facilitate, review, and update the existing position on Education. Advocate for high quality, equitable education for all students.

### Other Priorities

*(approved, April 9, 2022 annual meeting)*

- **County Government**: LWV members and others throughout Southern New Mexico can benefit from a better understanding of how county government works. In particular, counties play a significant role in addressing the needs of underserved rural populations. Hold at least one meeting to discuss how we might approach this topic in a longer-term study.
- **Immigration**: Monitor developments in immigration policy and use the immigration position and advocacy statement to support more humane treatment of immigrants.
- **Justice, Equity, Diversity and Inclusion (JEDI)**: Diversify membership of the League and promote democracy in Southern New Mexico through implementation of appropriate portions of the JEDI strategic plan.
- **Observer Corps**: Continue to monitor government entities, including but not limited to the Las Cruces City Council, the Doña Ana County Commission, the Las Cruces School Board and the South Central Solid Waste Authority to identify issues of interest to League members.
- **Youth Engagement**: Support greater civic engagement by young people in the community including providing step-by-step information on registering to vote and the voting process and exploring the possibility of young people serving on local government and nonprofit advisory boards.
- **Voter Services**: Provide VOTE411/Voter Guides and candidate forums for elections; engage with legislators before the 2022 legislative session concerning LWV priorities; update Who's Who.



# POSITION STATEMENTS 2022/2023

(Adopted 2021)

## **Affordable Housing** (2012)

The League of Women Voters of Southern New Mexico supports current and future efforts to increase the availability of safe, decent, and affordable housing for moderate- and low-income households through the following actions:

1. Increase housing options for households in Doña Ana County, including but not limited to seniors, the disabled, and first-time homebuyers.
2. Promote a variety of housing styles and types for rent and for purchase that are integrated within the community.
3. Support strategies including public and private partnerships and grants, developmental agreements, rehabilitation, fee waivers, density bonuses, and an affordable housing trust fund and land bank.
4. Support policies that link transportation, land use, and affordable housing.

## **Branigan Memorial Library** (1986, 1996 and 2007)

The League of Women Voters of Southern New Mexico believes that a public library is a major community resource. Growth in our city and county has outpaced the current library resources. The Branigan Memorial Library continues to lag behind established standards for public libraries. It is essential that the following actions be taken:

1. That the main library facility be expanded in order to enlarge the collection and provide adequate space for staff and program.
2. That branch libraries be established to improve geographic access to library services. Possible collaboration with other community entities such as schools, recreation centers or senior centers should be encouraged.
3. That the County Government be encouraged to provide more financial support to reflect the widespread use of the library throughout the County.

## **County Government** (1977, amended 1997).

The League of Women Voters of Southern New Mexico supports the following measures to improve the efficiency and services offered to citizens of Doña Ana County by its county government:

1. Development of a comprehensive plan for Doña Ana County that will contain long-range goals and objectives for the county and serve as a guide toward managing expected growth; features of this plan should include provision for orderly development while preserving existing resources.
2. The principle of continued cooperation between the City of Las Cruces and the County of Doña Ana through sharing of facilities and personnel wherever feasible; suggested areas of cooperation include computer time, public library services, Memorial Medical Center, planning, purchasing, detention facilities, police/sheriff personnel and training of personnel.

3. The principle that residents of the City of Las Cruces should recognize their responsibilities toward county government by participating actively in its processes and that county officials in turn act as representatives of all the county's residents.

### **Education** (1998, 1999, 2012, 2015, Updated 2016)

The League of Women Voters of Southern New Mexico (LWVSNM) supports public schools as the primary method of educating students, K-12. The League opposes the use of public education funds to support for-profit alternative options for parental choice within the public education system. Further, the League believes that education is the cornerstone to perpetuating a strong and viable democracy. The public education system should establish as important goals for all students an understanding of the nature of democracy and the responsibilities of citizenship, the ability to think critically, and the acquisition of skills necessary to continue to learn and function as adults in a complex society.

While the League supports specific strategies aimed at giving all students the greatest possible academic success, the League also support identifying and adopting effective public education policy at the most fundamental organizational level: the State Constitution, the Public Education Department, state statute and state code. These elements impact all public schools.

In addition, the LWVSNM supports the following strategies to ensure the greatest possible academic success for all students:

#### **Innovative Practices for Student Success:**

1. The use of accepted national standards for a common core curriculum that provides a uniform body of knowledge and academic skills for all students, accompanied by flexibility for local school systems to determine how this body of knowledge and skills is imparted to students.
2. Project-based learning focused on developing critical thinking and problem-solving skills of students, as well as the use of technology for self-paced learning.
3. The engagement of local businesses in formalized one-on-one relationships through partnerships with individual schools that benefit student preparation for the workforce.

#### **Early Childhood Education and Community and Parent Involvement:**

1. Collaboration among a broad base of community organizations, social service agencies and the local school system to provide parents with programs to assist their children from birth to age five (5) in acquiring the language experiences that prepare them for success in kindergarten and beyond.
2. Programs that encourage increased parental involvement in the education of their children that are welcoming and inclusive of parents from economically disadvantaged families.

#### **Evaluation of Teachers, Students and School Performance**

1. Student evaluation that focuses on student academic progress rather than rigid standards of proficiency.

2. Student testing to be used for the purpose of enabling teachers to create timely teaching strategies for the best possible student academic achievement outcomes.
3. Teacher performance evaluations that demonstrate the teacher's in-depth knowledge in core academic subjects and pedagogy.
4. Evaluation of teachers based on achievement of the goals in their performance evaluation plan, significant classroom observations, and some consideration of the overall student academic progress in their classroom.
5. Termination of teachers and principals using a due process procedure when they no longer meet minimum standards.
6. The League recommends that the assessment of the performance of schools and of teachers be based on multiple factors that indicate not only the overall quality of the education provided to the students, but also improvements in student academic growth measured through multiple methods, not solely through standardized tests.

#### Finances and Funding

1. A state budget process that considers public education as the highest priority.
2. A funding formula that provides for a high-quality education for all students that is consistently and fairly applied across the state.
3. Funding of programs that foster children's language development, from birth to age 5, for success in kindergarten and beyond.
4. Full funding of all state and federal mandates, so as not to place an undue burden on the local school system.

#### **Election Procedures** (Approved May 2019)

The LWVSNM supports:

1. Protection of the right of every citizen to vote.
2. Methods that increase voter participation, including automatic voter registration and same-day voter registration.
3. Consolidation of all local elections.
4. Collaborated efforts by government and non-partisan organizations to increase voter participation through:
  - a. Special Get Out the Vote campaigns.
  - b. The development and distribution of educational materials that explain the voter registration process as well as why voting is important.
5. Systems that improve the election experience and provide ease of ballot access, including vote-by-mail, supplemented by secure ballot drop boxes and accessible voting centers, including:

- a. Clarification and simplification of options for early and absentee voting procedures. Election officials should send clear notice to the public of the dates on which early voting or absentee voting begins and ends and provide publicity about the location and use of Voting Convenience Centers.
  - b. Cooperation and coordination among city, county, and school district officials to establish consolidated election dates and the use of common polling places, such as the Voting Convenience Centers.
  - c. Implementation of mail-in ballot elections locally for small elections in order to reduce costs and increase voter participation.
6. Ranked choice voting for all elections.
  7. Implementation of Ranked Choice Voting best practices, ensuring the winning candidate attains at least 50% of the votes.
  8. Nominating petitions for the offices of Mayor, City Councilor and County Commissioner should contain the signatures of at least two (2) percent of the number of qualified electors eligible to vote for that office.

**Health Care in Doña Ana County** (March, 1976, amended 1999, 2003, 2005)

Adequate health care for all citizens improves the general welfare of our County and ensures the well-being of individual residents. The goal is to decrease the number of those without or with inadequate health care insurance in the County. To achieve this objective the League of Women Voters of Southern New Mexico supports measures that would improve both access to and adequate funds for primary health care for the residents of Doña Ana County.

To ensure that adequate health care can be provided, the League of Women Voters of Southern New Mexico supports efforts to increase the number of health care personnel, improved publicity of existing health care services, guaranteed health care for children, improved health education for the public, increased availability of rural health clinics; provision of public transport of the elderly to public facilities and availability of a prenatal clinic for those with low incomes.

The League of Women Voters of Southern New Mexico believes that there should be a meaningful mechanism for public oversight of use of public monies by both hospitals. It is the responsibility of the City and the County to ensure that the terms of the lease between the City, County and administration of Memorial Medical Center that provide access to health care at that institution for the indigent are met and that the monies from the trust fund set up by the lease are expended only for health care.

**Immigration** (2019, amended August 2020)

League of Women Voters supports policies that:

1. promote reunification of families;
2. meet the economic, business and employment needs of the United States;
3. provide due process for those facing political persecution or humanitarian crises;

4. provide for student visas; ensure fair treatment under the law for all persons;
5. incorporate immigrants into our communities by providing access to education;
6. endorse the development of secure identification documents;
7. respect the right of state and local law enforcement personnel to perform their duties without the burden of enforcing federal immigration policies. In transition to a reformed system, LWVNM supports provisions for unauthorized immigrants already in the country to earn legal status.

The LWVSNM position supports making immigration reform a top priority in the United States through the following action:

1. Ensure fair and humane treatment under the law for all persons;
2. Support family-based immigration as well as immigration based on qualifications;
3. Restore fair access, due process, and legal representation to the U.S. asylum system for those escaping violence and persecution, including repealing Operation Streamline;
4. Reunify families and end the deportation of unaccompanied children and teenagers with due process;
5. Reinstate safe release to family and friends and The Case Management System as an alternative to detention;
6. Decriminalize undocumented entry and re-entry;
7. End deportations of unauthorized immigrants with no U.S. criminal record;
8. Eliminate the use of for-profit prisons to detain migrants and asylum seekers;
9. Create a path for citizenship for Dreamers (Deferred Action for Childhood Arrivals);
10. Provide for Unauthorized immigrants already in the country to earn legal status;
11. Provide for student work visas;
12. Incorporate immigrants into our communities by providing access to education, healthcare, social services, and in the event of a national emergency, financial assistance;
13. Respect the right of state and local law enforcement personnel to perform their duties without the burden of enforcing federal immigration policies;
14. Increase resources to address the root causes of poverty and violence in Central America or other source countries for immigrants;
15. Maintain and expand a robust Temporary Protective Status Program for nationals from countries affected by armed conflict and natural disasters.

#### **Land Use Planning** (1974, amended 1984, 1996, 1997, 2000, and 2001)

The League of Women Voters of Southern New Mexico believes that land use decision-making must start with a comprehensive plan that clearly reflects what the citizens have expressed as important goals and desired outcomes for their community. Because our region is encompassed by several separate planning entities (Doña Ana County, City of Las Cruces, La Mesilla and Extra Territorial Zone) coordination among all of them is essential to ensure regional coherence.

In order to facilitate this coordination, comprehensive plans, including future land use plans as necessary, should be specific enough to stand alone separate from detailed zoning regulations and give direction to all planning and zoning commissioners, board of adjustment and other planning decision makers.

The League of Women Voters of Southern New Mexico also believes that a comprehensive land use plan must include a clear delineation of responsibilities and authority for execution of the plan. Planning decision makers such as planning and zoning commissioners, city councilors, the Extra Territorial Authority, county commissioners, and the City Board of Adjustment should be held accountable for their decisions and be ready to show the rationale for their votes.

The League of Women Voters of Southern New Mexico supports preservation of agricultural land and open spaces within Doña Ana County. Because water quantity and quality are global concerns of particular urgency in our arid region, the League of Women Voters of Southern New Mexico strongly supports protection of water supplies in every phase of planning. Further, we support preservation of all the natural resources we enjoy — air quality, scenic views, night skies, green areas and natural habitats ranging from river valley to desert mesas, arroyos and the surrounding mountains.

The public should be encouraged to participate in the planning process that must include accurate identification of long range and indirect costs to taxpayers that can be shared with and understood by the public prior to approval.

### **Mental Health Services in Doña Ana County** (2010)

The League of Women Voters of Southern New Mexico supports:

1. An adequately funded county mental health care system that:
  - a. Provides comprehensive services to the acutely, chronically, and seriously mentally ill of all ages;
  - b. Seeks additional funds to provide preventive services;
  - c. Offers mental health services for the homeless; and
  - d. Maintains optimum mental health services for all clients.
2. Implementation of a master plan that:
  - a. ensures that there will be a network of integrated services clearly defined and consistent with a community support model;
  - b. advocates an awareness of and concern about the critical unmet needs within the county; and
  - c. emphasizes case management that includes assistance with housing, financial entitlements, and rehabilitative and vocational programs. Centers for the seriously and chronically mentally ill, apart from the county system.
3. Regulations that provide an adequate length of time for evaluation and treatment of involuntary holds.

4. Model mandatory outpatient care programs with adequate supervisory staff.

*Source: League of Women Voters of California—Mental Care, Position adopted 1998.*

### **Metropolitan Court** (2007)

The League of Women Voters of Southern New Mexico believes that a Metropolitan Court system best serves the requirements of due process and fair trials for the residents of Doña Ana County. Because of the geographic size of the county, the League supports a system that includes satellite courts in outlying areas.

### **Quality of Life** (2015)

The League of Women Voters of Southern New Mexico supports applying a quality of life and community well-being approach when local government engages in planning, development, assessment, and policy decisions. "Quality of Life" is defined as the overall wellbeing of individuals and societies that results from maximizing human capacities and function so that life is led in a way one values.

The League supports:

1. Action by government agencies and community organizations that actively pursue social, economic, and environmental initiatives that improve the quality of life for community residents.
2. Utilizing a comprehensive quality of life approach that includes applying well-defined measures. When local officials undertake comprehensive planning efforts, they should take into account the diversity and inequalities in the community.
3. Actions that increase civic engagement, particularly voter participation, in the community.

### **Solid Waste Recycling** (1999, revised 2008)

The League of Women Voters of Southern New Mexico supports a program of collecting items suitable for cost-effective recycling. It is important to seek new markets for recycling items, make recycling more accessible, find methods of cost-effective collecting and promote more compensated recycling. The League encourages city and county governmental cooperation toward all-inclusive trash disposal, and more readily accessible recycling for all county residents. Public education should be encouraged to keep citizens informed about all aspects of the program, to promote the purchasing of recycled products in minimal packaging, and to increase participation in the recycling program.

### **Water** (1996, amended 1997 and 2001)

The League of Women Voters of Southern New Mexico supports policies that maintain the viability of ground and surface water supply in the region of the Mesilla Bolson. We recognize the need for urgency of action to protect and conserve our useable water supply. While recognizing the imperative of equitable resolution among competing water users, we urge expeditious conclusion to the ongoing adjudication and supply inventory processes.

We support communication among the various government agencies, as well as Elephant Butte Irrigation District, leading to clear definitions of responsibilities of each entity for managing water resources. While recognizing the continuous need to update data and technology, we urge prompt implementation of plans to utilize the substantial information already available.

We support water conservation regulations with realistic penalties for non-compliance, coupled with a progressive water use fee schedule, and continuing public education on the need to make water choices.



**BYLAWS**  
**LEAGUE OF WOMEN VOTERS OF SOUTHERN NEW of MEXICO**  
(Approved April 9, 2022 at Annual Meeting)

**MISSION**

The League of Women Voters of Southern New Mexico Empowers Voters and Strengthens Democracy.

**ARTICLE I**  
**Name**

**Section 1. Name.** The name of this organization shall be the League of Women Voters of Southern New Mexico, hereinafter referred to in these bylaws as “LWVSNM.” This local League is an integral part of the League of Women Voters of the United States (hereinafter referred to as “LWVUS”) and the League of Women Voters of New Mexico (hereinafter referred to as “LWVNM”).

**ARTICLE II**  
**Purpose and Policy**

**Section 1. Purpose.** The purposes of LWVSNM are to promote political responsibility through informed participation, voting, and civic engagement on selected government issues. The mission of the LWVSNM is to empower voters and strengthen democracy.

**Section 2. Organization.** LWVSNM is organized and operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these Bylaws, LWVSNM shall carry on only those activities that are permitted by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code.

**Section 3. Nonpartisan Policy.** LWVSNM is a nonpartisan political organization which may take action on local governmental measures and policies in the public interest in conformity with the principles of LWVUS. It shall not support or oppose any political party or any candidate.

**Section 4. Justice, Equity, Diversity, and Inclusion.** LWVSNM is an organization fully committed to justice, equity, diversity, and inclusion in principle and in practice. Justice, equity, diversity, and inclusion are central to the organization’s current and future success in engaging individuals, households, communities, and policy makers to strengthen democracy.

**ARTICLE III**  
**Membership**

**Section 1. Eligibility.** 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. Persons at least 16 years of age who are dues-based League members or students shall be voting members of the local League, state League, and of the LWVUS.

B. Those who have been members of the League for 50 years or more shall be honorary life members with voting privileges and are exempt from payment of dues.

## **ARTICLE IV Board of Directors**

**Section 1. Manner of Selection and Term of Office.** The Board of Directors shall consist of officers and directors who are elected by the membership at the Annual Meeting for a two-year term and directors who are appointed by the board for a one-year term. Board Members elected for a two-year term include: President, Vice President, Secretary, Treasurer, Director of Membership, Director of Voter Services, and Director of Youth Engagement. The President, Treasurer, Director of Membership, and Director of Youth Engagement shall be elected in odd numbered years. The Vice President, Secretary, and Voter Services Director will be elected in even numbered years. No more than four Directors will be appointed by the board (as they deem necessary to carry on the work of the League). Appointed Directors shall serve for a one-year term expiring at the conclusion of the next LWVSNM Annual Meeting. The immediate past president may remain as a non-voting member of the Board.

**Section 2. Qualifications.** Only a voting member of LWVSNM shall be elected or appointed or shall continue to serve as an officer or director of this organization.

**Section 3. Vacancies.** Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification may be filled for the remainder of the term by a majority vote of the remaining members of the Board of Directors.

Three consecutive absences from a Board meeting without a valid reason shall be deemed a resignation.

**Section 4. Powers and Duties.** The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the Program as adopted by the LWVUS Convention, the LWVNM Convention, and the LWVSNM Annual Meeting. The Board shall create and designate such special committees as it may deem necessary. In the absence of a President and Vice President, the Board of Directors shall conduct all business of the organization.

**Section 5. Meetings.** There shall be at least eight regular meetings of the Board of Directors annually. The President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of four members of the Board.

Board meetings may be conducted electronically provided the majority of Board members agree, after a minimum of one week's notice.

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

**Section 7. Conflict of Interest and Loyalties.** The purpose of the Conflict-of-Interest Policy is to protect the integrity of the LWVSNM. No officer or member of the board, or member of a committee with powers delegated by the Board, shall participate or be involved with any activity that would provide them with financial benefit as a result of their Board or committee membership. Conflict of loyalties related to personal, professional, and business interests are addressed by the Board. Every officer, Board, and committee chair shall read and sign a disclosure statement annually in accordance with policy.

## **ARTICLE V Officers and Elected Directors**

**Section 1. Enumeration and Election.** The officers of LWVSNM shall be a President, a Vice-President, a Secretary, and a Treasurer. The elected Directors shall be a Director of Membership, a Director of Voter Services, and a Director of Youth Engagement. More than one person may serve in any position.

**Section 2. The President.** The President shall preside at all meetings of the organization and of the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall (a) be, ex-officio, a member of all committees except the Nomination Committee; (b) have such usual powers of supervision and management as shall pertain to the office of the President; and (c) perform such other duties as the President and the Board may designate. The President shall represent the League in all matters, unless other members have been designated by the Board to do so.

**Section 3. The Vice-President.** The Vice-President shall, in the event of absence, resignation, 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 select one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and the Board may designate. In addition, the Vice President shall plan programs.

**Section 4. The Secretary.** The Secretary shall keep minutes of 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 of Directors, and shall perform such other functions as may be incident to the office.

**Section 5. The Treasurer.** The Treasurer shall collect and receive all monies due. The Treasurer 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. The records of the treasurer shall be reviewed annually at the end of the fiscal year.

**Section 6. The Membership Director.** The Membership Director shall maintain all records and publications related to membership including processing new members, publishing, and disbursing an annual membership directory, and updating the LWVUS data base. In addition, the Membership Director will be responsible for New Member Orientations.

**Section 7. The Director of Voter Services.** The Director of Voter Services shall be responsible for organizing Voter Registration events, Candidate Forums, and publishing all voter information materials including the Voter Guides, Who's Who, and local meetings with legislators.

**Section 8. The Director of Youth Engagement.** The Director of Youth Engagement shall be responsible for relationships with local organizations such as school systems for the purpose of promoting the teaching of civics and government-related courses and facilitating collaborative events that foster civic engagement. The director shall encourage and assist youth to become engaged in the community and participate in the voting process. The Director shall promote LWVSNM membership for students and shall assist student members with participation in League activities.

**Section 9. Immediate Past President.** After a new President is elected, the Immediate Past President may choose to remain as a non-voting member of the Board. The Past President may serve on committees and may serve leadership roles on committees with the exception of chairing the Nominating Committee. In the absence of the President and Vice President, the Immediate Past President may preside over League meetings.

## **ARTICLE VI Financial Administration**

**Section 1. Fiscal Year.** The fiscal year of LWVSNM shall commence on the first day of May each year.

**Section 2. Dues.** Dues, as recommended by the Budget Committee and approved by the Board of Directors and by the general membership at the Annual Meeting, shall be payable annually from the first day of May. Dues for new members joining after November 1 will be assessed at half the annual amount.

**Section 3. Budget.** The budget shall be for the fiscal year and shall include support for the total program of the League. The proposed budget, as approved by the Board of Directors, shall be sent to all members two weeks before the Annual Meeting and shall be submitted to the Annual Meeting for adoption.

**Section 4. Budget Committee.** A Budget Committee shall be appointed by the Board of Directors at least two months prior to the Annual Meeting. The Budget Committee shall prepare a budget for the ensuing year and submit it for review and approval by the Board of Directors. The Treasurer shall not be eligible to serve as chairperson of the Budget Committee.

## **ARTICLE VII Dissolution Clause**

In the event of the merger or dissolution of the League of Women Voters of Southern New Mexico, for any reason, all money and securities or other property of any nature at which time is owned or under the absolute control of LWVSNM shall be distributed at the discretion of the Board, or such other persons as shall be charged by law with the liquidation or winding up of LWVSNM and its affairs, to any member organization of the League of Women Voters national organization, which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the Board, to other organizations that are organized and operated exclusively for charitable and educational purposes and that have established their tax-exempt status under such designated tax provisions.

## **ARTICLE VIII Meetings**

**Section 1. Membership Meetings.** There shall be at least three meetings of the membership each year. Time and place shall be determined by the Board of Directors. The LWVSNM Board may call any meeting electronically. A formal call specifying purpose, time, and place shall be issued to members at least seven days in advance.

**Section. 2. Program Planning Meeting.** An annual program planning meeting shall be held in January or February. At this meeting future studies and program shall be proposed, discussed, and agreed upon for presentation to the Board for approval and to the membership at the Annual Meeting for adoption. See Article X.

**Section 3. Annual Meeting.** An Annual Meeting shall be held between April 1 and April 25, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- a. Adopt a local program for the ensuing year;
- b. Elect officers, directors, and two members of the Nominating Committee;
- c. Adopt an adequate budget, and
- d. Transact such other business as may properly come before it.

**Section 4. Quorum.** Ten percent of the voting members as of January 31 of the current year shall represent a quorum at all meetings of the LWVSNM.

## **ARTICLE IX Nominations and Elections**

**Section 1. Nominating Committee.** The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors. The Chairperson and one member, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the Nominating Committee. The third member shall be appointed by the Board of Directors immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for officers and directors may be sent to this Committee by any voting member.

**Section 2. Report of the Nominating Committee and Nominations from the Floor.** The report of the Nominating Committee of its nominations for officers, directors, and the members of the succeeding Nominating Committee shall be sent to all members two weeks 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.

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

## **ARTICLE X Program**

**Section 1. Authorization.** The governmental principles adopted by the LWVUS Convention and supported by the League as a whole constitute the authorization for the adoption of the Program.

**Section 2. Program.** The Program of LWVSNM shall consist of: action to implement their principles and such national, state, and local governmental issues as the membership shall choose for concerted study and action.

**Section 3. Action on Program by the Annual Meeting.**

- a. The Board of Directors shall consider the recommendations of the voting members at the Annual Program Planning Meeting and shall formulate a Proposed Program that will be sent to all members two weeks before the Annual Meeting.
- b. A majority vote of members participating 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.
- c. Recommendations for Program submitted by voting members two weeks 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 majority vote, and
  2. The Annual Meeting shall adopt the item by a two-thirds vote.
- d. Changes in the adopted Program 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, and
  2. Final action by the membership is taken at a succeeding meeting.

**Section 4. Member Action.** Members may act in the name of the League of Women Voters only when they have been authorized to do so by the Board of Directors or the President.

## **ARTICLE XI National Convention, State Convention and Council**

**Section 1. National Convention.** 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 LWVSNM under the provisions of the Bylaws of LWVUS.

**Section 2. State Convention.** 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 LWVSNM under the provisions of the Bylaws of LWVNM.

**Section 3. State Council.** The Board of Directors shall select delegates to that council in the number allotted to LWVSNM under the provisions of the Bylaws of LWVNM.

## **ARTICLE XII Amendments**

**Section 1. Amendments.** Proposed amendments to these bylaws shall be submitted to the membership in writing at least two weeks in advance of the Annual Meeting. Amendments shall be effective immediately upon receipt of affirmative votes from two-thirds of the voting members present and voting at the Annual Meeting.

# **POLICIES and PROCEDURES for LWVSNM 2022/2023**

## **POLICIES**

(Board Approved 3-7-2022; Member Approved 4-9-2022; revised 09.05.22)

### **I. NONPARTISAN POLICY**

The League of Women Voters of Southern New Mexico (LWVSNM), a nonpartisan political organization encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences policy through education and advocacy. The League does not support or oppose any political party or candidate; it is political in that it takes positions on selected governmental issues, which is done only after members study and reach agreement.

The LWVSNM recognizes the role of the political parties in our form of government and believes that participation in the activities of the political parties is an essential ingredient of citizen responsibility. While the League urges its members to be politically active, certain constraints are necessary in order to maintain the nonpartisanship of the organization. The LWVSNM Board of Directors has established the following guidelines:

- A. The Board has the responsibility of maintaining the fact of the nonpartisanship of the organization.
- B. All members, including Board members, may engage in the following activities: signing nominating petitions, serving as election officials, serving as clerical volunteers for candidates for office. All other political activities in which a Board member may wish to engage should be subject first to his/her own scrutiny, and, in case of question, should be discussed with the Board.
- C. The President, the Voter Service Director, the chair of voter registration and the editor of the Voters' Guide may not take an active, visible role in a campaign for a political candidate.
- D. If campaigning for or against non-League Issues, Board members must identify their interest as personal and not League-sponsored.
- E. Any Board member who plans to run for elected office must submit his/her resignation to the Board immediately upon filing a declaration of candidacy

*Originally Adopted About 1968 • Reviewed Annually at the April Annual Meeting • Approved 4.9.22*

### **II. MEMBERSHIP RESPONSIBILITIES**

#### **A. League Positions**

Once League (local, state, or national) takes a position on an issue, members may not identify themselves as League members in publicly expressing an opinion that is in opposition to a League position.



B. Representing League

Members representing the League in the community should be sensitive to their responsibilities. When acting in public as League representatives, members must not allow partisanship to be discernable. These members should be fully aware of League positions. It is the obligation of the Board to make the representative aware of relevant League positions.

C. Serving on Commissions

Members may serve on governmental commissions at their own discretion. If the appointment is League-related, the appointee should be fully aware of the League positions as they relate to the commission's responsibilities.

D. Member Candidacy

There should be no special notice in the VOTER of the candidacy of active League members.

E. League Meetings

Members in the leadership roles at unit and other public meetings have the responsibility to ensure the nonpartisanship of the meeting and its environment.

**[SEE ONLINE GUIDELINES PROCEDURE]**

F. League Roster

The League's roster is not to be made available for non-League use without Board consent.

*Adopted 4.13.19 • Revised 4.10.21*

**III. JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI)**

LWVSNM is an organization fully committed to justice, equity, diversity, and inclusion in principle and in practice. Justice, Equity, Diversity, and Inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers to strengthen democracy.

*Adopted 4.13.19 • Revised 4.10.21*

**IV. BOARD OF DIRECTORS**

**A. Organizational Responsibilities (In alignment with the LWVUS)**

1. Make decisions on behalf of LWVSNM, putting the interests of the organization before personal and professional interests.

**[SEE ELECTRONIC VOTING PROCEDURE]**

2. Work collaboratively and embrace different perspectives.
3. Fulfill legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

4. Support and affirm the organization's mission.
5. Serve as a liaison with individuals interested in the League's mission in outlying areas.
6. Serve on committees as needed.
7. Work collaboratively with other nonprofit, nonpartisan organizations.
8. Only Board of Directors-approved petitions may be circulated at League meetings.

**B. Fiduciary Responsibilities**

1. Ensure adequate financial resources are available for the League's mission.
2. Review and understand LWVSNM financial statements.
3. Understand and approve the League's budget ensuring that the budget reflects the overall strategic direction and promotes the long-term fiscal health of the League.
4. Approve new expenses not reflected in the annual budget greater than \$50.
5. Ensure that the appropriate annual audit is performed.
6. Financially support the organization (as appropriate to an individual's means).
7. Ensure compliance with grants, donations or other revenue sources that are accepted by the League with full knowledge of conditions that must be met upon receipt.

**C. Planning and Development Responsibilities**

1. Collaborate in implementing the Justice, Equity, Diversity, and Inclusion Strategic Action Plan (JEDI SAP).
2. Participate in and support program planning.
3. Organize and conduct unit meetings to discuss and study individual topics; when applicable, such meetings shall follow the study process.

**[SEE STUDY PROCESSES PROCEDURE]**

4. Develop the strength of the Board itself through training, self-assessment, and Board education.

**D. Conflict of Interest Loyalties**

1. Review conflict of interest bylaw annually and revise as needed.
2. Manage conflicts of interest as they arise.

*Adopted 4.13.19 • Revised 4.9.22*

## **V. SCREENING/TRAINING MEMBERS WHO WORK WITH VULNERABLE GROUPS ON BEHALF OF THE LWVSNM**

The LWVSNM Board is committed to the protection of children, youth, students, and vulnerable groups with whom League members interact. Therefore, screening and training are required on a regular basis in line with local, state, and federal regulations. Project proposals are to be approved by the Board.

*Adopted 08.02.21*

## **VI. FINANCIAL POLICIES AND PROCEDURES FOR LWVSNM**

These policy and procedure guidelines are designed to establish management systems that assure the maintenance of and support for fiscal responsibility when personnel changes in the League.

### **A. Board Authorities and Responsibilities**

1. The Board of Directors, hereinafter referred to as “the Board,” has the authority to execute any financial policies it deems to be in the best interest of LWVSNM, hereinafter referred to as “the League,” within parameters of the League’s articles of incorporation, bylaws and federal, state and local laws.
2. Annually, the Board shall review the League’s insurance requirements.
3. The president, together with the Board, has the responsibility to ensure compliance with these policies and procedures.
4. The Board is responsible for reviewing, amending and approving all financial reports as presented by the treasurer as accurate and complete of the League’s operation.
5. The Board shall arrange for an annual review of the League’s financial records that may be conducted by an accountant or other person with financial skills as determined by the Board.

### **B. Safeguards and Controls**

1. Disbursements for non-budgeted items, unless \$100 or less, require prior consent of the Board. Items of \$100 or less may be approved by the President. This may be accomplished by e-mail if payment is time sensitive and could result in a late-payment charge if approval is delayed until the next Board meeting.
2. No checks may be written to “cash” or “bearer.” Reimbursement of a holder of the checkbook can be done by an alternative signer on the account.
3. A check must identify the amount of the check and the recipient prior to signing.
4. Only officers authorized by the Board may sign checks.

### **C. Treasurer Financial Roles and Responsibilities**

#### **Reimbursement of Expenses**

1. Establishment of Committee/Study Group Budgets

- a. Ongoing Committee/Study Groups
    - i. By the March meeting of each year the chairs of ongoing committees and study groups shall submit an estimate of their projected spending for the upcoming League year (May 1-April 30) to the Board.
      - o Examples: Copying and distribution of committee reports; Such fees shall not exceed \$100 per year.
2. Vouchers
- a. League members who incur expenditures on behalf of the League must complete a Reporting Financial Expenses form and submit it to the treasurer. The form must include:
    - i. Clearly stated use of the funds so the appropriate budget item can be determined by the Treasurer;
    - ii. Receipts supporting the claim. No reimbursement will be made without supporting receipts clearly identifying those items applying to a League expense.
  - b. Board members are encouraged to submit vouchers even if they wish to donate the expense (check box on form) so the League may have an accurate data to prepare the next year's budget requirements.
3. Travel
- a. Officers and Chairs shall submit to the Board a request for reimbursement for real expenses associated with attending approved League meetings
    - i. One-Day Events -This may include registration fees and transportation.
    - ii. Multi-Day Events (excluding LWV National Convention)
  - b. Requests, generally not exceeding \$100/day, must be submitted to the Board for approval at least one month in advance.
4. Reimbursements and Refunds
- A. Reimbursement requests made by League members must be submitted to the treasurer and approved by the Board **prior** to the event and are subject to budget limitations.
    - 1. Final expense reimbursement requests must be made on form "Reporting Financial Expenses," (available on the League's website or through the Treasurer) complete with receipts and in accordance with budgets established in C1 above and will in no case exceed the amount approved by the Board prior to the event.
  - B. Refunding of membership dues requested by a new or renewing member who wishes to rescind their membership shall be considered on an individual basis by the Board.
5. In-Kind contributions shall be reported on the same reporting form.
6. Expenses shall be charged to the appropriate budget line item. In-kind contributions will be noted in the revenue section of the Budget as In-kind contributions.

7. The Treasurer shall oversee the collection and recording of annual membership dues, with support of the Director of Membership.

**[SEE DUES PROCESS PROCEDURE]**

*revised 09.05.22 • 01.16.23*

## **VII. PUBLICIZING NON-LEAGUE EVENTS**

- A. The LWVSNM may on occasion receive requests from other organizations to help publicize their events, meetings, and communication messages. The League has multiple avenues in which to assist other organizations with publicity or to educate the public. Communication avenues include the LWV website, League news media releases, emails to League membership, letters-to-the-editor, social media, signs/posters, among others.
- B. Prior to approving such requests for publicity/promotion of outside organizations' activities, the League Board shall review the following parameters.
- C. The League may assist with publicity/promotion if:
  1. The event/activity/meeting is for a non-profit or educational organization;
  2. The event is non-partisan (excluding election campaigns and activities) and is educational in nature;
  3. Fees collected or donations encouraged in the promotion are to support the non-profit and/or its activities; in the case of a for-profit organization, donations are collected or encouraged only if the funds raised are for non-profits or for community needs that support the mission of the LWV (voting, elections, homelessness, poverty, inclusiveness, less-fortunate children/families, elderly, etc.;
  4. The goals of the event/activity are to educate the public, to give input, and/or to hold decision-makers accountable;
  5. The event/activity is limited to advocacy on positions that the League supports; in the event the activity does not fall within the League's advocacy topics, a unanimous consensus of the Board must be met;
  6. The event does not financially benefit any member of the LWVSNM Board.
  7. The publicity will have a finite timeline.
- D. If the LWVSNM Board determines that one or more of the parameters will be met, it may approve the request for assistance of communication and publicity via a Board vote.
- E. Any Board member that is a current member of the requesting organization must abstain from voting.

*Original Draft from LWVNM; revised 11.15.19*

# PROCEDURES

## Guidelines for Meetings Procedure:

### JEDI

Justice, Equity, Diversity, and Inclusion (JEDI) is a basis for all of our work that includes decisions about studies, positions, programs, advocacy, and actions. We want members and participants to feel safe and respected and to know that alternative points of view are valued. We welcome all individuals who support our mission of empowering voters and strengthening democracy. Regarding the current diversity fund, the focus is on age, ethnicity, and volunteer skills.

## Guidelines for Online Meetings

The following are guidelines for working together online:

1. Comments, questions, and critiques need to be related to an issue or topic, not about people. Guest speakers deserve opportunity to make their presentation. Members and/or participants will receive equitable time for discussion.
2. In Zoom meetings, the virtual “hand-raising” feature will be used to speak one time; follow-up can occur in the “chat box.” To speak again, get in line by again raising your virtual hand.
3. Keep your microphone muted when not speaking. If you are in line to speak, unmute your microphone immediately before your turn. Remember to mute it again after you have spoken. In small groups, items 2 and 3 may not be necessary.
4. If you are a person who speaks a lot, try listening more; if you are a person who listens a lot, try sharing your perspective more.

*Approved 04.09.22*

## Electronic Voting Procedure

Circumstances may arise that a vote on an issue is required by a majority of the Board of the League of Women Voters of Southern New Mexico (Board) outside of a regularly scheduled Board Meeting. In such circumstances, a vote may be conducted via emails after discussion among the Board.

- A. Approval of a President, or Vice President in the absence or availability of a President, is necessary to bring the vote forward electronically. Reasons for the President to deny an electronic vote shall include, but not limited to:
  1. An expenditure that exceeds the budget or is deemed by a President as excessive and should be considered at a Board meeting;
  2. Complexity of the issue that would best be resolved during a regular meeting;
  3. An issue that is not time sensitive and can be part of an upcoming Board meeting agenda.

- B. Electronic voting shall follow a process, which includes:
1. Following approval to bring a motion forward, an email shall be sent by a Board member to all other Board members. It shall include a brief explanation of the issue, followed by a motion that includes the prefix, "I move that...".
  2. In reply (to all), a second to the motion is required for further consideration. Should the motion not receive a second, the motion is considered dead and the matter is closed.
  3. Following a second to the motion, the Secretary (or President in the absence of the Secretary), will inform the Board when the discussion period commences and when it will end. Email discussion among all Board members is allowed over the subsequent two calendar days (48 hours), after which Board members will be asked to vote unless the motion has been withdrawn.
  4. Votes should not be submitted prior to the end of the discussion period. The Secretary (or President in the absence of the Secretary), will inform the Board when the voting period commences and when it will end. Votes must be sent within the next calendar day (24 hours) of the Secretary's notification.
  5. The Board Secretary (or President in the absence of the Secretary), shall:
    - a. Notify Board members that their votes should clearly be stated as "Aye/yes," "Nay/No," or "Abstain" and shall include the voter's name;
    - b. Tally the votes and notify all Board members of the vote outcome;
    - c. Record the date, motion, and vote total in the next set of Board minutes, indicating the vote was conducted electronically.

*Adopted 9.21.20 • Revised 11.16.20*

### **LWVSNM Diversity Fund Guidelines**

The Diversity Fund, established by Meredith Machen, advances LWVSNM's goal of having a more diverse membership.

The cost of membership fees and related outreach expenses can be subsidized, in part or in full, by drawing from the Diversity Fund. The membership award intended for anyone who meets one or more of the following criteria:

1. Will add diversity to the membership as a whole; including diversity in age, ethnicity, or volunteer skills.
2. Is recommended for a scholarship from the Diversity Fund by a local League officer or LWVSNM Director.
3. Is a student member of a local League or a student member-at-large. (All students 16 years of age or older may join for free. The U.S. and N.M. Leagues waive their fees for students.)

4. Agrees to become an active member of the LWVSNM, preferably in a specific activity or in a project that has been approved by LWVSNM.

The balance in the Diversity Fund will be monitored by both the Treasurer and the Membership Chair and will be reported annually as part of the year-end Financial Report. LWVSNM may direct additional funds into the account and/or raise funds specifically to augment the Diversity Fund in order to maintain its viability in the future.

A board member may bring to the board a proposal for paying the dues of a prospective non-student member from the Diversity Fund based on the prospective member's contribution to the diversity of the organization with respect to ethnicity, age, skill set relevant to LWV SNM needs. Generally, this will be a one-time payment of dues, but may be extended beyond one year with the approval of the board.

*Adopted 12.21.20 • Revised 4.9.22*

### **LWV Study Processes**

Consensus is an agreement among a substantial number of members, reached after study and group discussion at meetings called unit meetings. No voting takes place to reach member agreement. Consensus is not a simple majority, nor is it unanimity; rather it is the overall sense of the group as expressed through the exchange of ideas and opinions.

In the consensus process, the Study Committee does not produce a statement with which members agree or disagree. Rather, the Study Committee uses questions to guide discussion, after providing background materials prior to a consensus meeting. (Non-members may not participate in consensus meetings, though experts may be available to answer questions.)

Concurrence is the act of agreeing – or concurring—with a previously formulated statement or position. Leagues may concur with a statement or position arrived at by another League, a position stated by a study committee based on its research or reflecting widely held views, or a position of long standing that they wish to reaffirm. In preparing for Concurrence, the Study Committee and Board must approve the statement before it is sent to members for consideration; the study committee presents the statement and background material.

Additional guidelines are available in the LWV “Handbook for Successful Consensus Meetings” ([https://www.lwvsnm.org/wp-content/uploads/2021/02/LWVNM-consensus\\_meetings-handbook.pdf](https://www.lwvsnm.org/wp-content/uploads/2021/02/LWVNM-consensus_meetings-handbook.pdf)).

*Adopted and Approved 04.09.22*

### **DUES PROCESS PROCEDURE**

- A. The LWVSNM fiscal year runs from May 1 through April 30 each year. Beginning in April, during the time of the Annual Business Meeting, the collection of annual dues for the upcoming fiscal year shall commence.



- B. Annual dues are \$65 per member per year; For additional member(s) who live in the same household, the dues are \$32.50 per member per year.
- C. Student members (16 years and older) shall pay no annual dues as long as they are enrolled as a student.
- D. Those who have served the League for 50 years or longer are considered lifetime members and are entitled to complimentary membership and are entitled to all rights/services as other dues-paying members.
- E. The collection of dues is as follows:
  - 1. Dues may be collected through cash, check, or electronic means, with each transaction recorded by the Finance Director;
  - 2. The League shall communicate to all members as to the amount and timeline for paying of their dues.
    - a. Dues payment reminders begin in May via printed or electronic means;
    - b. Any member who has not paid their yearly dues by the end of August shall receive a reminder by the Treasurer or Membership Director;
    - c. A final reminder shall be made by the end of September, indicating all dues must be paid by in order for members to be listed in the League directory.
    - d. Persons who pay dues November 1 through April 30, will pay one-half of the yearly dues amount; the Treasurer will record their membership for the second half of the fiscal year (November 1 through April 30).
  - 3. The Board may determine whether a League member/potential member shall be granted a one-year complimentary membership due to hardship or other extraordinary circumstances.
  - 4. See Policy VI.C.4, Financial Policies and Procedures for LWVSNM, for information regarding refunding of dues.

*Approved 09.05.22 • revised 01.16.23*

## 2022/2023 LWVSNM HANDBOOK AND MEMBERSHIP DIRECTORY

LWVSNM members who prefer a **printed copy** of the Handbook & Directory may download this publication.

Members' contact information (phone numbers, email addresses and home addresses) contained within this publication are intended to remain confidential and may only be used among members of the League. Members' contact information is not available for non-League use without the expressed permission of the LWVSNM Board.

The **online version** of this Handbook & Directory, posted on the LWVSNM website ([www.lwvsnm.org](http://www.lwvsnm.org)), does not contain the contact information of our members.

### Important Voting Information Websites

[lwvsnm.org](http://lwvsnm.org) (League of Women Voters of Southern New Mexico)

[lwvnm.org](http://lwvnm.org) (League of Women Voters of New Mexico)

[lww.org](http://lww.org) (League of Women Voters of the United States)

[Vote411.org](http://Vote411.org)

[NMVote.org](http://NMVote.org)

### Support the League on Social Media:

#### FACEBOOK

[www.facebook.com/LWVSNM/](http://www.facebook.com/LWVSNM/)

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