

LEAGUE of WOMEN VOTERS of HOWARD COUNTY EDUCATION FUND, INC.

73rd Annual Meeting

Workbook



Tuesday, April 23, 2019

Historic Oakland Manor

5430 Vantage Point Road
Columbia, Maryland 21044

Registration:	6:00 p.m.
Dinner:	6:15 p.m.
Speaker	7:00 p.m.
Meeting:	7:30 p.m.

LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY EDUCATION FUND, INC.

5430 Vantage Point Road, Suite C

Columbia, MD 21044

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Website: www.lwvhowardmd.org

**Co-President: Betsy Grater
Co-President: Beth Hufnagel**

**2019 ANNUAL MEETING
April 23, 2019
Historic Oakland Manor**

PROPOSED ANNUAL MEETING AGENDA

6:00 p.m.	Registration and 50/50 Raffle	
6:15 p.m.	Dinner	
	Welcome & Introductions	Betsy Grater
7:00 p.m.	Speaker	State Delegate Jessica Feldmark, District 12
7:15 p.m.	Annual Meeting Call to Order	Beth Hufnagel
	Adoption of Agenda	
	Adoption of Rules and Designation of Parliamentarian	
	Minutes of 2018 Annual Meeting	
	Treasurer's Report	Barbara Russell
	Nominating Committee Report	Nancy Berla, Chair
	Election of Officers, Directors and Nominating Committee **	
	Presentation / Adoption of Budget 2019-2020	Roy Appletree, Chair
	Program Report / Adoption of Program	Thea Jones
	Amended and Restated Bylaws of the LWVHCEF	Beth Hufnagel
	Co-Presidents' Remarks	Betsy Hufnagel & Betsy Grater
	Directions to the Board	Membership
	Announcements	Membership
	Adjournment	

**Newly elected officers and directors take office at the close of the Annual Meeting.

TABLE OF CONTENTS	PROPOSED ANNUAL MEETING RULES	PARLIAMENTARY PROCEDURE
Co-Presidents' Annual Report 3	1. All members of the LWVHC whose dues for 2018-2019 have been paid are eligible to vote and are entitled to take part in all business conducted.	Parliamentarian: Renate Soulen
LWVHC Minutes 24 April 2018 Annual Meeting 4	2. A member who would like to speak will please stand and when recognized, address the Chair, giving first her/his name.	Amendments are made by:
Nominating Committee Report 5	3. Until all who wish to speak on a given topic have been heard for the first time, no member will be called on to speak twice.	1. Striking out
Proposed Combined Budget 7	4. Members may speak up to 90 seconds. At the discretion of the chairperson, time allowed for all to speak may be shortened.	2. Addition
Program Report 8	5. Motions of substance are to be written, signed and given to the Chair.	3. Insertion
LWVHCEF Positions 10		4. Striking and insertion
LWVHCEF Bylaws 15		5. Substitution
		In preparing an amendment, it is important to state which method is being used.



CO-PRESIDENTS' ANNUAL REPORT FOR 2018-2019

Sometimes it seems like just yesterday, but it was just one year ago that Beth Hufnagel and Barbara Russell exchanged positions and Betsy was united with a new Co-President. And what an exciting and busy midterm election year it's been!

We are proud to acknowledge the members who have actively participated this year, so many that it is impossible for us to remember everybody! We commend each member who committed to being on the Board, registering voters, evaluating the polls, attending unit meetings, helping at the Candidate Forums, going to workshops, attending the Legislative Kick-off, being a fund raiser, getting out the Voter Guides, having fun at Happy Hours, visiting our elected officials, or paying your dues on time! Thank you for keeping us both solvent and influential in the community.

We would like to single out the members who have not only participated, but courageously taken leadership of our many voter service activities; we reached more voters than ever before in 2018.

Candidate Forums are way more work than they appear to be. **Alice Giles** had to figure out who to invite, keep track of them, find venues for the forums, recruit moderators, create the questions, and work to keep them televised, et al. We are also fortunate that she is enthusiastic about wringing the most exposure out of the Forums by getting them up on YouTube in accessible bites. She also decided that individual interviews would help out voters, and did that too, a service that the state would like to repeat elsewhere.

A popular internal education program about world affairs is **Great Decisions**. Janis Cripe and Susan R. Buswell organize and lead these monthly meetings using a curriculum provided by the Foreign Policy Association.

As reported last year, we are now completing the **Merger Process** of the two corporate entities, the League and the Education Fund, into a single 501(c)(3) entity. This was made possible by the generously-donated legal counsel of new League member, **Nina Basu**.

We are a member of a regional League group, the LWV of the National Capital Area (**LWVNCA**). Our liaison, **Andrea Gruhl**, attends their monthly meetings in D.C., reports our activities to them, and keeps the Board well informed of these programs and activities.

The LWVHC leads the state in **Poll Evaluation** completion numbers; our Board of Elections (BOE) is able to boast that there was an independent evaluation at every poll location every day for both the primary and general elections, including early registration. This was possible due to **Grace Kubofcik** and **Ellen Flynn Giles**. Beyond the obvious internal organizational challenges, this also requires working closely with the County BOE, writing a comprehensive report, and preparing invoices.

The product we are most famous for is the **Voter Guide**. This is prepared almost single-handedly by **Barbara Russell**, and comes in two editions, a truly enormous one for the primary and a smaller one for the general election. We carry them around with us and get to enjoy watching voters lap up the amazing fount of useful information.

Under the guidance of **Janet Oaks**, members helped with **Voter Registration** drives at each of the County high schools. We also offered it at our Candidate Forums and a number of other venues, notably the Columbia Mall. We were unable to respond to every request, as clearly the League is the acknowledged leader in this voter service.

We appreciate all of the Board members who are continuing in the same positions, but in particular there are a few women who jumped in during the year. In the tradition of exchanging jobs (known in the business world as cross-training), Virginia Kirk has been serving as our Secretary, while Michelle Rice Trotter moved on to Fundraising Director. Cheryle Wharton pitched in to recruit and coordinate the Voter Registration volunteers, expanding our service beyond the high schools, organized for so many years by Janet Oaks. Roy Appletree performed a formal review of the 2017-2018 financial statements. Last but not least, Patricia Buonaguro Laidig came back to serve as External Communication Director and revived our website with current information, as Cheryle Wharton kept Facebook updated.

Our Nominating Committee, led by Nancy Berla and Susan R. Buswell, did an amazing job. They persuaded Krista Threefoot to move to Education, Cheryle Wharton to Voter Service, and Shari Glenn to move up to Membership Director. They also recruited five new or returning members to serve on the Board: Nancy Carlsen, Lucie Geinzer, Amber Treat, and Cynthia Williams. We hope that you elect the Nominating Committee Slate.

We would like to thank the 2018-2019 Board members and officers who will not be serving next year: Carole Conors, Alice Giles, Patricia Gordon, Betsy Grater, and Roxanne Hughes-Wheatland. We are going to hold you to your promises to continue working off-Board: there's no such thing as an ex-Leaguer! We'd also like to thank Gina Smith, our ever-patient and tactful office manager, our institutional memory.

One fun event we're looking forward to is the LWVUS' 100th Anniversary and, of course, our 75th Anniversary in April 2021, chaired by Sharon Wissel.

Betsy & Beth

League of Women Voters of Howard County, Inc.
72nd Annual Meeting Minutes
Historic Oakland Manor
5430 Vantage Point Road, Columbia, MD 21044
April 24, 2018

The meeting was then called to order at 7:45 p.m. by Co-President Barbara Russell who thanked the Board members and recognized the past Presidents in attendance. Representatives from the LWVMD Board, Niecy Chambers, and the LWVNCA Board, Nancy Soreng, were introduced.

In attendance: Roy Appletree, Nancy Berla, Sue Buswell, Carole Conors, Janis Cripe, Beatrice Dane, Susan Fingerman, Lillie Gallant, Ellen Giles, Shari Glenn, Pat Gordon, Betsy Grater, Carole Graves, Andrea & Werner Gruhl, Priscilla Hart, Beth Hufnagel, Roxanne Hughes-Wheatland, Thea Jones, Grace Kubofcik, Patti Laidig, Joan Lancos, Jennifer Mallo, Dan & Patricia Medinger, Valerie Montague, Rosemary Mortimer, Jan Oaks, Carol O'Keefe, David Osmundson, Barbara Rudin, Barbara Russell, Helen Ruther, Betsy Singer, Renate Soulen, Debra Taylor, Linda Wengel, Cheryle Wharton. Guests: Niecy Chambers and Nancy Soreng,

Adoption of the Agenda: Grace Kubofcik moved that the agenda be adopted. Ellen Giles seconded. The agenda was adopted.

Adoption of Rules & Designation of Parliamentarian: Parliamentarian Sue Buswell read the proposed parliamentary rules and procedures. The rules and procedures were adopted.

Minutes from the 2017 Annual Meeting: The minutes of the 2017 meeting were accepted without change at the recommendation of Linda Wengel.

Treasurer's Report: Beth Hufnagel distributed the Treasurer's report. It indicated that LWVHC spent about \$7,000 more than was taken in during the last fiscal year, largely funded by using reserves from the Ed Fund. The Finance Committee has been working hard to address this issue and has come up with 6 new projects to raise money.

Nominating Committee Report: Lillie Gallant identified committee members and presented the slate of nominees as listed in the workbook with the addition of Linda Wengel as Director for Action. No additional nominations were offered from the floor. The slate as presented was accepted, following which the Committee recommended that Beth Hufnagel and Barbara Russell swap positions, making Beth Co-President and Barbara once again Treasurer. Ellen Giles moved to accept this change; it was accepted by acclamation. Susan Fingerman proposed volunteers Nancy Berla, Sue Buswell and Joan Lancos to serve on the new Nominating Committee. The three volunteers for the Nominating Committee were accepted.

Presentation/Adoption of Budget 2018-2019: Roy Appletree pointed out that the Proposed Budget in the Annual Meeting workbook contains an error in the amount for rent. Beth Hufnagel made a motion to correct this by increasing the rent by \$600 and offset it by adding \$600 to the Valentine Appeal Income. Renate Soulen seconded the motion. Priscilla Hart moved to adopt the revised Proposed Budget; Renate Soulen seconded. The revised budget was approved. There were questions about the merger of the League and Education Fund. Beth Hufnagel explained that the IRS allows *local* Leagues to combine these budgets, with donations to *both* becoming tax deductible, under the 501 C3 category. This has been confirmed by legal counsel.

Program Report/Adoption of Program: Carole Conors' report is detailed in the workbook. She lauded LWVHC for its annual review of League Positions and particularly the excellent work done by the group, chaired by Linda Wengel, that worked on our Housing Position. The updated Housing Position was distributed. Carole Conors moved, and Susan Fingerman seconded, adoption of the updated Program.

Presidents' Remarks: Betsy Grater & Barbara Russell thanked the membership for support and participation with particular mention of non-returning Board members.

Directions to the Board: The Board was requested by Carole Conors to review our League Positions to see if Howard County agencies are in compliance with them. The membership was reminded that LWVHC Giant gift cards are a cost-free way to help the League which gets 5% of the purchase price.

Announcements: Two primary election candidate forums are planned. One, featuring candidates for HC Executive and HC Council, will take place on Wednesday, May 23rd in the Bancker Room of the George Howard Building in Ellicott City from 7-9:30 PM. The second, featuring candidates for US Congress, Maryland State Senate and House, and Howard County Board of Education, will take place in the Smith Theatre of Howard Community College in Columbia from 9AM to 3 PM (schedule for specific candidate groups TBD). Pat Gordon won the raffle. ☺ Ellen Giles moved to adjourn the meeting. Meeting was adjourned at 8:45 PM

Respectfully submitted,
Renate Soulen
Acting Secretary

League of Women Voters of Howard County Education Fund, Inc.
Report of the Nominating Committee
March 1, 2019

Those elected take office at the close of the Annual Meeting (Article IV. Officers.) Nominations for election may be made from the floor with the consent of the nominee. Additional Directors may be appointed by the President or Co-Presidents with the approval of the Board for one-year terms.

The Nominating Committee presents the following nominations for election:

2019-2020 BOARD OF DIRECTORS

OFFICERS CONTINUING IN OFFICE:

President: Beth Hufnagel (2018-20)

Treasurer: Barbara Russell (2018-20)

Vice President Thea Jones (2018-20)

NEW OFFICER:

Secretary: Virginia Kirk (2019-21)

CONTINUING DIRECTORS WITH SAME PORTFOLIO:

Action – Linda Wengel

External Communication - Patricia Buonaguro
Laidig

Fundraising – Michelle Rice Trotter

Environment – Betsy Singer

CONTINUING DIRECTORS WITH DIFFERENT PORTFOLIO:

Education – Krista Threefoot

Voter Service – Cheryle Wharton

NEW DIRECTORS:

Internal Communication – Nancy Carlsen

Membership – Shari Glenn

Assistant for Program – Lucie Geinzer

Publications – Amber Treat

Women's Issues – Cynthia Williams

NOMINATING COMMITTEE 2019-2020

Ellen Flynn Giles

Betsy Grater

Roxanne Hughes-Wheatland

In addition, two board members are appointed to the committee.

According to the bylaws, the Board of Directors is composed of officers, six to twelve elected Directors and up to twelve appointed Directors, all of whom shall be voting members of the LWVHC.

Respectfully submitted by members of the Nominating Committee:

Nancy Berla, Chair

Sue Buswell

Joan Lancos

Alice Giles (Board Member)

Cheryle Wharton (Board Member)

Auto-Biographies of New Nominees

Nancy Carlsen

Lucie Geinzer and her family emigrated from Egypt to Canada and then to the United States. From childhood, she has experienced the impact of politics on people's lives. As an undergraduate, Lucie was a double major in Political Science and Economics, and was hired as campaign secretary for a mayoral candidate. She then earned her J.D. from Boston College Law School and practiced international law in Washington, D.C., specializing in the Foreign Corrupt Practices Act until retiring in 2010.

Lucie moved to Howard County in 1990. While her children were young, she took a break from practicing law to work as a reference librarian at Howard County Library. She was vice president of her children's PTA and a Girl Scout troop leader. Lucie taught *Italian for Travelers* and *French for Travelers* at Howard Community College and the Florence Bain Senior Center.

Lucie is a Master Gardener who served for two years as president of her gardening club, and is currently a Howard County Master Watershed Steward. She is a member of the American Association of University Women. Her most recent challenge was to serve as treasurer for a Howard County Council campaign.

Beth Hufnagel started her political activism in high school, knocking on doors for a local candidate in Woodbury, NJ. She was elected VP in the Univ. of CA student government but didn't get serious about real-world politics until inspired by the aftermath of Sept 11. She joined the LWVHC and hosted Unit Meetings in her home for several years and participated in other activities. In 2017 she nominated herself from the floor as Treasurer and was elected Co-President in 2018.

Beth's education includes a 1975 bachelor's degree in accounting from Drexel Univ. (Phila.), followed by a career as a CPA. She then decided to be an astrophysicist and earned a PhD from Univ. of CA (Santa Cruz) in 1995. (Her first undergraduate peer-reviewed paper continued to be cited through 2019.) In 1997 Beth joined her husband in Maryland and retired from a full professorship with Anne Arundel Community College in 2017.

Virginia Kirk is Professor Emeritus of Humanities at Howard Community College where she was a faculty member in the Arts and Humanities Division for over 35 years. She holds two master's degrees: one in literature/American studies and another in publications design (writing and graphics). For the last 10 years or so of her career, she was also the Director of Distance Learning, in charge of scheduling and evaluating online courses and faculty. As part of a FIPSE grant, she was one of the developers of the Quality Matters rubric for the design of online courseware. This rubric is now considered the standard by which accrediting agencies evaluate the effectiveness of online courses offered by colleges nationwide. She also was a writer and editor for the Public Broadcasting Service national network, taught writing and editing in the JHU Odyssey Program; and served on the Program's advisory board.

Virginia is currently an e-learning educational consultant, having developed online course materials for such clients as The National Campaign to Prevent Teen and Unplanned Pregnancy; the National Science Foundation, and the Entrepreneurship grant. She also studied ethnic history and literature on a National Endowment for the Humanities graduate fellowship at Columbia University.

Patricia Buonaguro Laidig is a native of New Jersey who moved to Columbia in February 1979. As the Town Center Village Manager for sixteen years before retiring, she was very involved in the process to plan for the future of Downtown Columbia. Before working at Town Center, Patti was an adjunct Geography instructor at Howard Community College. Her education includes a B.A. in Government from Seton Hall University and an M.A. in Political Science from The Pennsylvania State University. She is also a 2007 graduate of Leadership Howard County.

In over thirty years of volunteer work, for the LWVHC she has been Vice President, Communications Director, and Director of External Communication. For the Atholton High School Booster Association Board she has been President, Treasurer, and Corresponding Secretary, Columbia Gymnastics Board President, and Atholton Youth Recreation Association Vice-Commissioner, President, and Vice-President. Her professional skills include administration/management, program/event planning, and community development. Her community interests include social justice reform, community planning/neighborhoods, and government.

Patti lives in Clemens Crossing in the Village of Hickory Ridge with her husband, Gary, and has two children and five grandchildren.

Amber Treat and her husband moved to Howard County with their three children in November of 2006. She was a Girl and Boy Scout leader for several years and has served in various PTAs and the PTACHC board in several positions. Her work with the PTA is what piqued her interest in local politics, and was an Election Judge for about ten years. Amber previously served with the LWVHC as secretary.

She currently runs a small home-based business and is helping her two remaining children finish high school. In her free time she likes to do paper crafts and hike on the Appalachian Trail.

Linda Wengel has been a resident of Columbia for 37 years and a member of the League for ten years. She is a political junkie and devotee of the Columbia idea, with a special interest in affordable housing. She served on the Town Center Village Board for twelve years, eight of those as Chair. In that capacity Linda followed the Downtown Columbia Plan from the first charette in 2005 to the passage of the General Plan Amendment in 2010. She continues to follow the implementation of the plan.

Linda serves as Action Chair of the LWVHC Board of Directors, where she follows state and local legislation and regulations that relate to the League's interests and positions. She had formerly headed the League's poll evaluation effort for 3 years.

Linda is a librarian by education and worked as a research librarian in the business community for many decades.

Cheryle Wharton moved to Howard County in 2002 and started her own professional assistant business in 2009. She finds owning a small business to be both eye opening and rewarding. Her clients, mostly seniors, will be the first to tell you that she does a great job taking care of their needs. She goes over and above to make sure that they live with dignity. Another plus in her line of work is that she gets to interact with people from diverse backgrounds.

Cheryle has always believed in giving back to her community. For example, she has been a Sunday School teacher and Principal at the St John's Catholic Church at Wilde Lake, been on the PTAs of all three of her son's schools: Northfield Elementary, Burleigh Manor Middle and Centennial High School, and currently serves on the Board of Directors of the League of Women Voters of Howard County as Membership Co-Director.

Cynthia Williams

Budget Committee Report and Proposal for 2019-2020
League of Women Voters of Howard County Combined

		Actual	Budget	Projected	Budget
		2017-2018	2018-2019	2018-2019	2019-2020
INCOME					
Dues		\$6,655	\$7,500	\$7,685	\$8,800
Contributions Income					
	In Kind	100		440	
	Contributions	2,205	700	1,878	1,400
Total Contributions Income		2,305	700	2,318	1,400
Fundraisers					
	Valentine Appeal	2,229	2,100	2,102	2,500
	Quilt Raffle/Tshirts			845	
	50/50 Raffle		1,000	285	1,000
	Tino's	489	500	499	500
	Scrip (Giant)	400	400	580	400
	Barnes & Noble			305	300
	Fundraisers - Other	966	5,400	220	600
Total Fundraisers		4,084	9,400	4,836	5,300
Special Events					
	Legislative Kick-off	495	400	530	400
	Legislative In-kind	36	0	0	
	Annual Dinner	1,260	1,200	1,200	1,200
Total Special Events		1,791	1,600	1,730	1,600
Other Sources					
	Voters Guide/BOE Survey		7,500	7,320	
	Other	214	100	734	100
	Ed Fund reimbursemen	5,356	2,300	2,544	
Total Other Sources		5,570	9,900	10,598	100
TOTAL INCOME		\$20,405	\$29,100	\$27,167	\$17,200
EXPENSE					
Operating Expense					
	Total Payroll	\$8,206	\$9,450	\$8,899	\$9,300
	Office Rent	3,600	3,600	3,600	3,600
	Telephone	486	500	524	500
	Insurance	475	500	475	500
	Postage	294	300	121	300
	Office Supplies	243	100	329	300
	Equipment/Maintenance	0	100	127	100
	Other	29	100	221	200
Total Operating Expense		13,333	14,650	14,296	14,800
Per Member Payment					
	State	1,703	1,800	1,671	3,800
	National	3,632	3,800	3,564	1,800
	National Capital Area	123	100	100	100
Total Per Member Payments		5,458	5,700	5,335	5,700
Ed Fund to League		4,775		2,544	
Voters Guides			3,000	3,217	
Annual Meeting		916	1,500	1,201	1,200
Legislative Kick-off		236	400	201	400
Publications		698	1,000	169	500
Special Events & Projects		175	650	837	200
Other		674	200		200
TOTAL EXPENSE		\$26,263	\$27,100	\$27,800	\$23,000
Net Ordinary Income (Loss)		(\$5,858)	\$2,000	(\$633)	(\$5,800)
Income - to Reserve			-2,000		
NET INCOME (LOSS)		(\$5,858)	0	(\$633)	(\$5,800)

Budget Committee: Roy Appletree, Chair; Lillie Gallant, Beth Hufnagel (ex-officio),
Barbara Russell (ex-officio), Renate Soulen, Linda Wengel, Cheryle Wharton

Presented at the Annual Meeting by Thea Jones, Vice-President and Program Chair

All discussion of Principles and Program of the League of Women Voters Howard County (LWVHC) begins with our bylaws. (See Article IX. on pages 16 of the LWVHC 2018-2019 Handbook.)

By-laws Into Action: Although the LWVHC can and does use the position statements from the LWVUS, the LVWMD and the LWVNCA, Program Planning is needed to determine the need for **revision of our own positions.** Also, **members discuss the possible need for new studies that may be important to Howard County.** (See 9.02 and 9.03 of Article IX.) Input from members takes place annually at the Unit Meetings which are held at least two months before our Annual Meeting. The revision of positions and any new studies must be adopted by members at the Annual Meeting which is held in April. Advocacy begins with the positions which are adopted by the League through study and knowledge of League positions.

1. **Revision of Positions.** At the March Unit Meetings, members reviewed the current LWVHC positions for update, retention, editing for clarity, or deletion and recommended that all positions be retained with the following exception:

Under "Government" remove the section titled "Municipal Incorporation Criteria"

2. **Topics suggested for Study.** At the March Unit Meetings, members suggested the following topics for possible "Study" in 2019 – 2020:
 - a. Fees as opposed to taxes with attention to what services might be affected by fees, e.g., social/fitness activities without the elimination of access by less wealthy.
 - b. Historic Districts - What is involved in an historic district such as Ellicott City or Lawyer's Hill
 - c. Public financing of campaigns for all Howard County offices
 - d. Patterns of Voter Registration in Howard County to determine the demographics of unregistered voters in the county, e.g., location, type of housing, age, et. al. to guide our efforts for the 2020 election year both in registration and in forming coalitions
 - e. What is a "Homeowner's Association" and should Columbia be changed from a Homeowner's Association to something else? If so, what are the options? What are the implications?

Report on LWVHC Program for 2018-2019 as of March 17, 2019

April 2018: At the Annual General Meeting no year-long program was approved and no studies were proposed. A program director was appointed with approval from LWVHC members.

July 2018: At the annual retreat of the Board of Directors the *2018-2019 Calendar of Meetings and Events* was presented and topics for Unit Meetings in September, October, and March were included.

September 2018:

1. There was a short review of the purpose of Unit Meetings:

Consensus and Action:

- To determine consensus on program topics to be determined at annual meeting.
- To determine consensus on legislative issues to be taken at local, state, and national levels.
- Once consensus is reached, a position on an issue is identified and the LWV uses these positions to advocate at all levels of government.

Education:

- To learn more about topics of interest to League members through presentations by League members and other members of the Howard County community.
- To share ideas and information of interest to all league members.

2. The 2018 Legislative and Budget Priorities of the LWVMD were reviewed, discussed and edited. Final prioritizing was completed, approved and submitted to the LWVMD by the due date of September 25, 2018. The State Board then adopted the statewide priorities at their November board meeting and published a leaflet of priorities which all Maryland Leagues used to work with state legislators prior to and during the 2019 General Assembly.

October 2018:

1. The 2018 General Election Ballot Questions were discussed:
Question 1: Gambling and Education – Dedicating certain gambling revenue to education.
Question 2: Elections – Authorizes the legislature to enact laws allowing for same-day voter registration.
The Howard County Charter Amendment
2. Information on the LWVNCA was presented by the LWVHC liaison, Andrea Gruhl
3. An introduction to the Priority Issues of the LWVUS was presented using the 2018-2019 Handbook. Issues and priorities will not be reviewed by the LWVHC until the fall of 2019.
4. An overview of the LWVUS Lobby Corp was presented by longtime leader, Carole Connors.

November 2018: There was not a formal Unit Meeting in November, but LWVHC members were urged to attend one of three Gerrymandering 101 workshops which were made available through a grant to the LWVMD. Outstanding presentations were made by LWVHC Co-President, Beth Hufnagel. The meetings were excellent sources of information for members as we prepared to advocate for changes in redistricting in Maryland. Over fifty League and community members attended the workshops.

January 2019: The topic for both Unit Meetings was “Death with Dignity” as we were asked, by the LWVMD, to discuss and decide on consensus on this important topic. It had not yet become the End of Life Options Bill, but after discussion we reached unanimous consensus in favor of the proposed bill. The two position statements read:

- The League of Women Voters of Maryland believes state laws should grant the option for a terminally ill person to request medical assistance from a relevant, licensed physician to end one’s life.
- The League of Women Voters of Maryland believes such legislation should include safeguards against abuse for the dying and/or medical personnel.

The results of our concurrence were relayed to the LWVMD as directed. We were fortunate to have Sally Hunt from the Montgomery County League give an excellent presentation to us.

February 2019: The February Unit Meeting had to be rescheduled because of inclement weather, however the rescheduled meeting was an outstanding presentation and discussion on environmental issues facing Howard County and Maryland by the LWVHC’s Environment Director, Betsy Singer. Topics that were discussed included the *Clean Energy Jobs Act*, the *Pipeline Safety Act*, the ban on polystyrene foam food packaging and forest conservation. There was an excellent Q & A and lots of animated participation by those in attendance. Also in February, an electronic survey was completed for the LWVNCA as they were seeking input for their 2019-2021 Program Planning and the deadline for submission was prior to our Unit Meeting date. Member response was tabulated and shared at the February Board of Directors meeting, approved and reported to the LWVNCA as requested. Thank you to League members who participated electronically.

March 2019: Agenda items for the March Unit Meetings included the following:

- LWVHC Positions and Program Planning/Studies. Suggestions were made and will be voted on at the April Annual Meeting. They will be used to give guidance to the Program Director and the Board of Directors as planning is completed for Unit Meetings during the 2019-2020 League year which begins in September of 2019.
- Bail Reform. The concepts of the study introduced in the LWVMD Bail Reform Fact Sheet were presented through a PowerPoint and attendees responded to the consensus questions. The results were submitted to the LWVMD on March 22, 2019.

Members of the LWVHC are encouraged to become involved in the basic activity of the League - Unit Meetings. There are opportunities for involvement in Unit Meetings either as attendees or presenters. Suggestions for speakers, tours, venues for meetings or anything that will help us grow as informed and active members of the League are welcomed. Please contact Thea Jones at tjones89@comcast.net

**LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY EDUCATION FUND
POSITIONS, APRIL 2019-2020**

I. GOVERNMENT

Support for County Government that is economical, efficient and responsive to the needs of all citizens. (Study, 1963)

CHARTER PROVISIONS

Support for:

1. an elected County Executive with a 3 year residency requirement.
2. a 5-member County Council; 1-year county residency requirement with 6 months in the district; at-large selection which best meets the current needs of Howard County; permitting State employees to serve on the Council unless there is a substantial conflict of interest.
3. advisory boards and commissions with appointments made in accordance with the 1968 Charter; boards and commissions meeting at times which permit maximum participation of interested and affected parties
 - a. transparency in the appointment process of boards and commissions through timely and accessible vacancy notices and information about candidates' qualifications. (2011)
 - b. transparency in the operations of boards and commissions through open meetings and readily and publicly available documentation, including meeting notices, agendas, minutes, and decisions/results. (2011)
 - c. regular evaluation of the effectiveness of boards and commissions to assess whether or not they: (2011)
 - i. regularly hold meetings and have a quorum
 - ii. take action which results in a change, activity or improved situation
 - iii. advocate for board functions, funding in board's area of expertise, and, if applicable, General Plan policy change
 - iv. make a list/description of accomplishments readily available
4. a petition and referendum method for altering the Charter to be used only as a last resort. (1966, 1967)

COUNTY COUNCIL TERMS

Opposes term limitations for members of the County Council for the following reasons:

1. Elections provide the best means for limiting terms.
2. Limiting terms of office restricts voters' rights and voters' participation.
3. Term limitations do not guarantee good legislation.
4. Council members ineligible for re-election have no incentive to be responsive to the public interest.

5. Term limits could effect an imbalance of power between the Council and the Executive. (1993)

BUDGET PROVISIONS

Support for:

1. publicity for all departmental requests and for the budget process. (1972)
2. budget priorities which identify the level of services and consider the needs of a diverse population. (1973)
3. the use of general funds rather than fees for basic county services, such as police, fire protection and ambulance service, trash pick-up and disposal, and recreation facilities. The trend of substituting fees to pay the cost of basic county services in place of general fund revenue from taxation should be discontinued or rolled back. (1998)

OTHER PROVISIONS

Support for:

1. maintaining and strengthening inter-departmental and inter-governmental communications, including publication and dispersal of agendas and minutes of public meetings and hearings.
2. a single source of demographic information; the sharing of management tools. (1973)

ECONOMIC DEVELOPMENT

Support for:

1. economic development activity in Howard County that promotes jobs for residents and ensures a business property tax base to retain and enhance the quality of life. The focus of incentives for businesses must be to ensure jobs for residents, furnish a substantial tax contribution, and provide a net benefit to the county.
2. an Economic Development Authority Board representing a cross section of disciplines, e.g., education, planning, health, transportation and citizens as well as business representation.
3. an Economic Development Plan which outlines specific long range goals and strategies, developed in an open process to reflect citizen opinion with the option of consulting with other jurisdictions and professional experts; the Plan should be reviewed annually; the Plan should be recommended to the County Executive for final adoption by the County Council.
4. a Plan that focuses on ensuring the continued quality of life by coordinating the rate of commercial and industrial growth with infrastructure capacity to absorb that growth. (1997)

Opposition to:

1. the use of business tax credits except in times of a poor economic climate. If tax credits are granted they should not discriminate against small or existing businesses. Tax credits could be offered for the hiring of special populations such as people with disabilities or people on welfare. (1998)

JURY SELECTION

Support for:

1. development of policies educating citizens to assume their responsibility of serving on juries.
2. jury service qualifications as contained in the Maryland Annotated Code including:
 - a. U.S. citizenship and residency in county where the court is located.
 - b. minimum age of eighteen.
 - c. ability to read, write, communicate and understand the English language.
 - d. physical and mental competence.
3. the use of a combination of the voter registration list and the Motor Vehicle Administration's (MVA) list of licensed drivers and ID card holders as the source for jury selection
4. expanding citizen participation, willingness to serve, and reducing hardships of services by:
 - a. a three year exemption, once summoned; and a five year exemption for jury trial service.
 - b. the goal of jury service of either one day or one trial.
5. assurance of provisions to accommodate competent disabled citizens so as to enable their opportunity to serve on juries. (1992) (Jury position reviewed 2003)

ETHICS

Support for the ethics, conflict of interest and financial disclosure laws and practices in Howard County.

1. Potential appointees to the Ethics Commission should demonstrate an interest and involvement in government and county affairs. The county administration should provide public notice of vacancies with some description of duties and responsibilities. Such notice should be not limited to posting on the county's website and cable TV channel, and sent to local newspapers for publication. (2008)
2. Members of all public boards and commissions which have final or significant influence on policy and legislative decisions should file financial disclosure statements. (2008)
3. The Ethics Commission should assume a proactive role by:
 - a. conducting an information and education program for the general public.
 - b. informing those under its jurisdiction of the provisions of the ethics law and requiring them to conform to it. These include county officials, county employees, members of boards and commissions and lobbyists as defined by Howard County PUBLIC ETHICS, Subtitle 2, Ethics, Sec. 22.202. Definitions., (j), (1) - (3).
 - c. publicizing its meeting(s) and adhering to a scheduled meeting date
 - d. issuing an annual report including a list of registered lobbyists.(2008)

MUNICIPAL INCORPORATION CRITERIA

Support for using the following criteria to evaluate any proposal for Municipal Incorporation within Howard County.

1. Would a proposed incorporation create enclaves of unincorporated area(s)? If so, what would the legal requirements be to annex these enclaves?

2. Would proposed municipal functions replace services currently provided by the county?
 - a. If so, how would the reduced expenditure for the county government compare with the reduction in revenues for the county?
 - b. If not, what would be the fiscal impact on the county government and on taxpayers both inside and outside the proposed municipality?
 - c. State law provides that Howard County may not impose a tax for any service which a municipality provides, a fact which must be considered in the evaluation of effect on county revenues.
 3. Are there identified needs for services which are not currently being provided by the county? if so, can these services be provided by the municipality and are they proposed to be provided?
 4. Is there an anticipated duplication of services by the county and the proposed municipality? If so, what is the anticipated increase in total cost to taxpayers?
 5. Would municipal government be more responsive to residents?
 6. The following factors would be considered in evaluating any incorporation proposal:
 - a. State law provides that only residents or property owners in the area to be incorporated have the right to vote on incorporation, even though incorporation might affect services and tax rates for the entire county.
 - b. Is the possibility of assumption of planning and zoning powers desirable or not?
 - c. Is the power of a municipality to abrogate existing or future county laws desirable?
 - d. A determination should be made as to the comparative ease with which a municipal charter may be amended, with voter approval not being automatically required.
- NOTE: If the proposal is to establish Columbia as a municipality, the following additional criteria must apply:
1. With regard to Columbia Association services and facilities:
 - a. What responsibilities of the Columbia Association (CA) are to be replaced by municipal services?
 - b. What Columbia Association (CA) facilities and properties would be assumed by the municipality?
 2. Would the projected cost of providing these services and those retained by CA equal or exceed the current cost of services provided by CA?
 3. Does the proposed charter include a property tax limit, as is currently in the law for CA and would the law be changed to lower the CA assessment limit?
 4. Can the first lien on all Columbia properties be removed?
 5. Is there a way to guarantee that CA will be relieved of responsibilities the municipality intends to assume or could assume?
 6. What continuing revenue must be generated by the CA lien to pay debt services which cannot or is not proposed to be assumed by the municipality?
 7. Would the incorporated municipality include all parcels which pay the Columbia assessment?

8. Examine the current federal income tax law to determine if property taxes imposed by the municipality would be deductible.
9. Incorporation of the Columbia Villages would apply the "one person-one vote" rule to voting for all municipal officials. (1996)

II. SOCIAL POLICY

CHILD CARE

Support for Child Care. Basic elements should include support for the well-being, development and safety of all children. The programs should be well-managed, affordable, with trained and well-paid staff, with appropriate staff-to-child ratio, and with creative age-appropriate activities.

Support for:

1. supervised programs for infants through middle school, including special needs children to a later age
2. a full-time County Child Care Coordinator and Child Care Resource Center
3. a representative, county-wide Child Care Advisory Board which would
 - a. work with the County Child-Care Coordinator,
 - b. develop and maintain delivery of quality Child Care services, and
 - c. ensure health and safety of all children in Child care.
4. financing by a combination of public subsidy, business contributions, and parents' ability to pay flexible, year-round programs
5. dedicated space for child-care programs in the schools.
7. publically supported, licensed and accredited child-care programs
8. governmental encouragement of employers to provide on-site child-care through zoning, tax incentives and other means
9. government's setting of an example in its providing of quality child-care for its own employees
10. government support for child care should include
 - a. purchase of Care (POC) subsidies.
 - b. locally funded Working Parents Assisted Programs
 - c. increased individual tax credits for child care and
 - d. training for child-care workers. (2001)

EDUCATION

Support for:

1. a strong program for teacher development; evaluation and promotion within the system; recruitment of experienced teachers from centers of recognized merit.
2. teacher salary schedules which recognize experience and education with an incentive pay schedule for designated special teaching positions.
3. a stipulated maximum class size, lower at the elementary level and increasing at higher levels.
4. enrichment programs based on individual needs of students.
5. early identification of and improved programs for all children with varied and/or special learning needs, with additional trained personnel as needed; such personnel not to be included in assigning district-wide pupil/teacher ratio.
6. the community school concept, with community use of school facilities the entire year and which

is coordinated, staffed, and funded by the County government.

7. increased counseling service in schools, including elementary grades; training for mental health counselors. (1987)
8. Year Round Education (YRE)
 - a. the implementation of a pilot plan in elementary and middle schools for YRE in Howard County.(1995)
 - b. the measurement of the change in academic performance in YRE as reflected by the Maryland School Assessment Tests. (Note: members agree that assessment after a single year may lack substantial validity.) (1995)
 - c. YRE in Howard County if:
 - i. the school population exceeds design capacity by 15% or
 - ii. split shifts in schools become the alternative method of housing students. (1995)
9. an elected Howard County Board of Education with at-large election of its members. (1999)
 - a. Board members should have staggered terms (2001)
 - b. Board members should be residents of the County and registered voters at the time of their election. (2001)

HOUSING

Support for an adequate housing choice, in a suitable living environment, within the economic reach of persons of all ages. Support for increasing diverse housing types as well as increasing the number and percentage of affordable units, both low-income and moderate-income units, to be distributed throughout the county. (2005) (2018)

Support for:

1. Residential Care facilities, with establishment of County regulations governing their use, to protect the rights of the facilities' residents and the community. (1970, 1971, 1985, 2005, 2018)
2. Assistance in the relocation of low and moderate income persons involuntarily displaced by government action. (2005, 2018)
3. Strategies that increase the number of low-income and moderate-income housing units including:
 - a. Zoning regulations
 - b. Favorable tax treatment for the building and maintaining of affordable housing
 - c. Limited selective use of fee in lieu of alternative compliance
 - d. County financing and construction of housing
 - e. Public financial assistance
 - f. Public and private partnerships to build and manage affordable housing facilities (2005)(2018)
4. A portion of new affordable housing to be reserved for Howard County public employees. (2005)
5. To continue, to enhance, and monitor MIHU (moderate income housing units) rental and purchase assistance and units for those with special needs. (2018)

6. Increasing and monitoring funds to prevent homelessness. (2018)
7. Re-development of existing residential properties without reducing the existing number of moderate and low income housing units. (2018)

TRANSPORTATION

Support for tax supported public transportation and for the encouragement of alternative to the use of the private automobile. Support for the establishment of a Department of Transportation, a Transportation Authority or an Office of Transportation within the Executive Branch. (April 1995)

1. Financing of public transportation in the county should be by these means:
 - a. federal funds (capital and operating);
 - b. state funds (capital and operating);
 - c. local funds (capital and operating);
 - d. private funds;
 - e. non-profit user fees and fares;
 - f. grants;
 - g. special taxing districts where all residents are taxed, but heavy-user districts are taxed more than non or lower-user districts;
 - h. public/private partnerships.
2. The following factors should drive the expansion of public transportation services in the county:
 - a. population density;
 - b. employment centers;
 - c. coordination with existing transportation service systems
 - d. medical centers;
 - e. senior centers;
 - f. shopping areas;
 - g. educational facilities;
 - h. government centers;
 - i. religious facilities;
 - j. cultural and community events;
 - k. libraries.

III. NATURAL RESOURCES

LAND USE, PLANNING AND ZONING

Support for:

1. an effective planning organization, professionally staffed with clear assignments and adequately financed, to meet future needs.
2. zoning controls to utilize land effectively for the benefit of all. (Study, 1963)
3. non-residential uses adjacent to residential uses, if carefully regulated to prevent all manner of nuisances, with buffer strips of reasonable size for sufficient screening.
4. a building code to ensure safe, durable construction, particularly for apartments and attached dwellings; uniform building standards for rental and sale property. (1965)
5. strong controls on pollution, signs, and clutter.
6. separate legal counsel, an expert in zoning laws, for the Planning Department and the Planning Board to research and prepare legal documents to ensure that all facts are brought into the record at zoning hearings. (1966)
7. cycle zoning with an emergency provision whereby the time for submission for zoning

8. petitions is limited.
8. retention of decision-making powers on zoning by elected officials to maintain accountability to citizens. (1974, 2009)
9. development and implementation of master plans for unique communities within the county.
10. A General Plan defined Planned Service Area for public water and sewer service that is only changed outside the General Plan adoption cycle for health and safety reasons. (2007)
11. Walkable/bikeable communities that encourage and sustain connectiveness, health, safety and convenience. (2007)
12. Preserving historic sites (2007)
 - a. Incentives for property owners to maintain and restore the historic resource including tax credits; federal, state and local.
 - b. Government to be involved in the preservation of historic sites utilizing tools to provide protection for historic resources such as
 - i. A county historic preservation plan
 - ii. A periodically updated comprehensive inventory of historically significant sites
 - iii. Site specific economic incentives
 - iv. Acquisitions and holding title to historic sites.
 - v. Restoration and resources
 - vi. Inspection of historic inventoried sites to reduce demolition by neglect

NOTE: No consensus was reached regarding subdivision requirements for site size and setbacks to maintain the context of the historic site.

13. Environmental and sustainable balance in developing property including the protection/restoration of habitat and natural resources through the use of the following tools: Professional staff with environmental expertise, environmental protection regulations and policies, clear lines of environmental review, green building requirements, on-site inspections pre-, during- and post-construction for environmental compliance. (2007)
14. Creating better government structure to ensure environmental quality with the goals of continuity, review, communication and enforcement. (2007)
15. Growth Management measures that include:
 - a. a growth cap which controls the pace of private development when public services are inadequate.
 - b. an adequate public facilities ordinance which defers new development until essential public facilities, which meet established capacity standards, are available to service the development. Essential facilities are water, sewerage, schools, and roads.
 - c. impact fees as a means of funding some of the capital costs incurred when new development occurs.
 - d. developer-provided sites and/or public

facilities which meet county-set standards for acceptability.

- e. agriculture as a preferred land use in the rural areas of the county. (1991)
 - f. provisions for clustering in rural areas through legal mechanisms that would:
 - i. maintain "remainders" as open land in perpetuity, by such methods as turning over "remainders" to a third party like an environmental trust;
 - ii. require "remainders" to be of reasonable size and quality. (1991)
 - g. clustering in rural areas of Howard County but with no increase in residential densities above existing zoning allowances (1990); a scale of clustering that is consistent with protection of the environment. (1991)
16. a Howard County planning and zoning process that:
- a. allows sufficient time for all interested parties to consider the issues thoroughly.
 - b. provides appropriate public safeguards in comprehensive and piecemeal zoning cases, such as due process, rules of evidence, and appeal to the courts.
 - c. provides opportunities for public participation through a sufficient number of public notices. (1994)

RECREATION AND PARKS

Support for:

1. accelerated acquisition of land for recreation and parks to approximate the goal of 35 acres per 1,000 population.
2. programs and facilities accessible to and meeting the needs of a changing and diverse population and that include:
 - a. frequent evaluation of programs,
 - b. ongoing needs assessment,
 - c. active pursuit of community input and participation in planning facilities and programs.
3. a definition of open space, consistent in all county documents, which includes provisions for active recreation, passive recreation, and environmental protection as well as county standards for the acceptability of dedicated open space.
4. cooperation and/or coordination with all other county departments in recognition of their interdependence. (Study 1973, 1974, reaffirmed 1990)

LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY EDUCATION FUND, INC.
AMENDED AND RESTATED BYLAWS
APRIL 23, 2019

ARTICLE I
Name and Office

SECTION 1. NAME. The name of this organization shall be the League of Women Voters of Howard Education Fund, Inc. hereinafter referred to as "LWVHCEF". The LWVHCEF is an integral part of the League of Women Voters of Maryland "LWVMD" and the League of Women Voters of the United States "LWVUS". The LWVHCEF shall from time to time cooperate with other groups, including the League of Women Voters of the National Capital Area "LWVNCA."

SECTION 2. PRINCIPAL OFFICE. The principal office of the LWVHCEF shall be in Howard County, Maryland.

ARTICLE II
Purpose and Policy

SECTION 1. PURPOSE. The purpose of the LWVHCEF is to, among other things, promote political responsibility through informed and active participation in government, to increase understanding of major public policy issues, and to influence public policy on specific issues as decided by the Board of Directors, and to perform other activities permitted of corporations under the General Laws of the State of Maryland, to the extent such activities are permitted of organizations which are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, hereinafter referred to as "the Code" (or the corresponding provisions of any future United States Internal Revenue Law) and contributions to which are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the Code (or the corresponding provisions of any future United States Internal Revenue Law), including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code (or the corresponding provisions of any future United States Internal Revenue Law) and also including the making of distributions to states, territories, or possessions of the United States, any political subdivision of any of the foregoing, or to the United States or the District of Columbia, but only for charitable purposes.

SECTION 2. POLITICAL POLICY. No substantial part of the activities of LWVHCEF shall be the carrying on of propaganda or otherwise attempting to influence legislation, and LWVHCEF shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of any candidate for public office.

SECTION 3. UNITY. All purposes and policies of the LWVHCEF shall be in accord with those of the LWVMD and the LWVUS and the 501(c)(3) section of the Code.

ARTICLE III
Membership

SECTION 1. ELIGIBILITY. Any person who subscribes to the purpose and policy of the League of Women Voters shall be eligible for membership.

SECTION 2. TYPES OF MEMBERSHIPS.

- (a) Individuals at least sixteen(16) years of age who join the LWVHCEF shall be voting members of the LWVMD, the LWVUS, and any regional League to which the LWVHC belongs.
 - i. Individuals who live within the area of a local League may join that League or any other local League.
 - ii. Those who reside outside the area of any local League may join a local League or be state members-at-large.
- (b) Special Classes of Membership.
 - i. Those who have been members of the League for fifty (50) years or more shall be life members excused from the payment of dues.
 - ii. Individuals sixteen (16) and over in the above categories, who are enrolled in an educational program leading to a degree or certification, may be designated as "Student Members" and pay no annual membership dues.

SECTION 3. MEMBER ACTION. Members may act in the name of the League of Women Voters only when authorized to do so by the appropriate LWVHCEF, LWVMD, or LWVUS.

ARTICLE IV
Membership Meetings

SECTION 1. MEMBERSHIP MEETINGS. There shall be at least three (3) meetings of the membership each year that should be related to program or other important issues. The time and place of such meetings shall be determined by the Board of Directors, hereinafter referred to as "the Board." Notice shall be sent to all members at least thirty (30) in advance of the date of the meeting.

SECTION 2. ANNUAL MEETING. The annual meeting shall be held during the month of April, the exact date to be determined by the Board. The membership:

- (a) may adopt a local program for the ensuing year,
- (b) shall elect required officers, and directors, and chair and two non-Board members of the nominating committee,
- (c) shall adopt an adequate budget, and
- (d) may transact such other business as may properly come before it.

SECTION 3. SPECIAL MEETINGS. The President may call a special meeting or, at the request of at least ten (10) members, it may be called by the Board. When a special meeting is called, a notice shall be sent to all members at least seven (7) days in advance of the date the meeting is to be held. The reason for calling a special meeting shall be clearly stated in the notice provided to the membership. The meeting shall only include the subject(s) for which the special meeting has been called.

SECTION 4. QUORUM. Fifteen percent (15%) of the voting membership shall constitute a quorum.

ARTICLE V
Officers

SECTION 1. ENUMERATION AND ELECTION OF OFFICERS. The officers of the LVHCEF shall be President or Co-presidents (hereinafter, the term "President" shall be understood to include Co-presidents), Vice-president, Secretary and Treasurer who shall be elected by the general membership at the Annual Meeting. Officers shall take office at the close of the Annual Meeting and shall serve for a term of two years or until their successors are elected. The President and

Treasurer shall be elected in odd years; the Vice-president and Secretary shall be elected in even years. Each officer shall be elected for a term of two (2) years and shall not be eligible for more than two (2) consecutive terms in the same office. However, in the event a person is elected to serve an unexpired term, that person is not precluded from being elected for two terms in her own right.

SECTION 2. THE PRESIDENT. The President shall preside at all meetings of the organization and of the Board. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The president shall be an *ex-officio* member of all committees except the Nominating Committee. The President shall have such usual powers of supervision and management as may pertain to the office and perform such other duties as may be designated by the Board.

SECTION 3. THE VICE-PRESIDENT. The Vice-president shall perform such duties as the President or Board shall designate. In the event of the absence, disability, or death of the President, the Vice-president shall possess all the powers and perform all the duties of that office. The Board shall select a member to fill the vacancy of Vice-president.

SECTION 4. THE SECRETARY. The Secretary shall keep minutes of all annual and special membership meetings of the LWVHCEF, and of all meetings of the Board or any other such meeting that may be called under these Bylaws. The Secretary shall also be responsible for any correspondence as may be designated by the President or Board and shall assist such other work as the President requests. The Secretary shall submit final, corrected archival minutes as directed by the President.

SECTION 5. THE TREASURER. The Treasurer shall collect and receive all monies due to the LWVHCEF. The Treasurer shall be the custodian of these monies: shall deposit them in a bank designated by the Board and shall disburse the same guided by the budget and availability of income. The Treasurer shall present financial statements to the Board at its regular meetings and an annual report to the membership at the Annual Meeting. The Treasurer shall cosign, with the President, all disbursements in excess of \$1000 and contracts or other instruments when directed

by the Board. The books of the Treasurer shall be reviewed annually.

ARTICLE VI Board of Directors

SECTION 1. COMPOSITION, NUMBER, MANNER OF SELECTION AND TERM OF OFFICE. The Board shall consist of the officers of the LWVHCEF, six (6) to twelve (12) elected directors and up to twelve (12) appointed directors, all of whom shall be voting members. Directors elected by the voting membership at each Annual Meeting shall serve for a term of one year, or until their successors shall be elected. The terms of office of the appointed directors shall not exceed one (1) year and shall expire at the conclusion of the next Annual Meeting.

SECTION 2. QUALIFICATIONS. No person shall be elected or appointed or continue to serve as an officer or director unless this person is a voting member of the LWVHCEF. and is deemed to be in compliance with the LWVHCEF's Conflict of Interest Bylaws (Article VII).

SECTION 3. VACANCIES. Any vacancy occurring on the Board may be filled by a majority vote of the remaining members of the Board. Three consecutive absences from Board meetings by any Board member without a valid reason may be deemed a resignation.

SECTION 4. POWER AND DUTIES. The Board shall have full charge of the property and business of the organization, with full power and authority to manage and conduct the same, subject to the instructions of the voting membership. It shall plan and direct the work necessary to carry out the programs adopted by the LWVUS, LWVMD, and LWVNCA conventions and the LWVHCEF Annual Meeting. The Board shall create and designate special committees as it may deem necessary. The Board shall provide for an annual financial review.

SECTION 5. EXECUTIVE COMMITTEE. The Executive Committee, consisting of the officers of the LWVHCEF, shall exercise such powers and authority as may be delegated to it by the Board and shall report to the Board on all actions taken by it between regular meetings of the Board.

SECTION 6. MEETINGS.

- (a) Regular Meetings. There shall be at least nine (9) regular meetings of the Board

annually. The President shall notify each member of the Board of all meetings.

- (b) Special Meetings. The President may call special meetings of the Board and/or the Executive Committee and shall call a special meeting of the Board upon the written request of three (3) members of the Board.
- (c) Conference Telephone Call Meetings. The Board members may participate in meetings by means of conference telephone calls or similar communication allowing all persons participating in the meeting to hear each other at the same time. The president shall give due notice to the board members prior to the meeting with instructions. Participation by such means shall constitute presence in person at a meeting. Such meetings shall follow the prescription of in-person Board meetings. A quorum must call in for decision-making. Meeting material and an agenda must be available to all participants.
- (d) Email Meetings. Board meetings may be held by email to deal with specific matters that arise between in-person or conference call Board meetings. Such email meetings can take place provided that all Board members have access to email on a personal computer. For an email meeting to occur, the President must notify all Board members of the starting and ending time of the meeting and have acknowledgement by a quorum of all Board members that they have received notice of the meeting. The President would provide an agenda which would contain no more than three (3) matters. The meeting should not contain minutes of a previous meeting nor treasurer or committee reports. Those participating must do so by assuring that all participants are included in order for their comments and votes to be considered and valid by selecting 'reply all.' At the termination time of the meeting, all input, discussion and voting would cease.
- (e) Polling between Board Meetings. Polling of all Board members may be used between regularly scheduled meetings by telephone,

electronic media, or mail. Any activity as a result of the polling will be confirmed at the next scheduled Board meeting.

SECTION 7. QUORUM. A majority of the elected members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business at every meeting of the Board. If a quorum is present at the commencement of a meeting, a quorum shall be deemed present throughout the meeting.

SECTION 8. REMOVAL. The Board shall have the power to remove any director or officer with due process and such action shall be conclusive.

Article VII Conflict of Interest

SECTION 1. INTEREST IN CONTRACT OR TRANSACTION. Any Board member, officer or committee member having an interest in a contract or other transaction presented to the Board shall give prompt, full and frank disclosure of her interest to the Board prior to the Board acting on such contract or transaction.

SECTION 2. DETERMINATION OF CONFLICT OF INTEREST. The Board shall determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is found to exist, such person shall not vote on, nor use her personal influence on, nor participate in the discussion of the issue. This person may not be counted in determining the existence of a quorum at any meeting where the contract, transaction, or determination is under discussion or is being voted upon.

SECTION 3. MINUTES. The minutes of the meeting shall reflect the disclosure made, the vote thereon, and where applicable, the abstention from voting and participation, and whether a quorum was present.

ARTICLE VIII National Convention, State Convention and Council and Inter-League Organization Convention

SECTION 1. NATIONAL CONVENTION. The Board shall select delegates to the LWVUS National Convention in the number allotted the LWVHCEF under the provisions of the By-laws of the LWVUS at a meeting before the date on which the names of the delegates must be sent to the LWVUS.

SECTION 2. STATE CONVENTION. The Board shall select delegates to the LWVMD State Convention in the number allotted the LWVHCEF under the provisions of the By-laws of the LWVMD at a meeting before the date on which names of delegates must be sent to the LWVMD.

SECTION 3. STATE COUNCIL. The Board shall select delegates to the LWVMD Council in the number allotted the LWVHCEF under the provisions of the By-laws of the LWVMD at a meeting before the date on which names of delegates must be sent to the LWVMD.

SECTION 4. INTER-LEAGUE ORGANIZATION CONVENTION. The Board shall select delegates to the Convention in the number allotted the LWVHCEF under the provision of the By-laws of the Inter-League Organization at a meeting before the date on which the names of the delegates must be sent to the organization.

ARTICLE IX Nominating Committee and Elections

SECTION 1. NOMINATING COMMITTEE. The Nominating Committee shall consist of five (5) voting members, two (2) of whom shall be members of the Board. The Chairman and two members, who shall not be members of the Board, shall be nominated annually by the Nominating Committee and elected at the Annual Meeting. The Board shall appoint the two Board members of the Committee prior to the first meeting of the Nominating Committee. Any vacancy on the Nominating Committee shall be filled by the Board. Suggestions for the nominations of Officers and Directors may be sent to this Committee by any voting member.

SECTION 2. REPORT OF 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 one month before the date of the Annual Meeting. The report of the Nominating Committee shall be presented at 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 obtained.

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 to

cast the ballot for every member. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE X Principles and Programs

SECTION 1. PRINCIPLES. The governmental principles adopted by the National Convention of the LWVUS, and supported by the League as a whole, constitute the authorization for the Principles and Programs of the LWVHCEF.

SECTION 2. PROGRAM. The program consists of action to protect the right to vote of every citizen and those governmental issues chosen for concerted study and action by the members at the Annual Meeting. The members shall act upon the proposed program in the following manner:

- (a) The Board shall consider suggestions developed at a meeting on program planning or any suggestions submitted by a voting member two months prior to the Annual Meeting and shall formulate a recommended program.
- (b) The recommended program shall be sent to all voting members one month before the Annual Meeting.
- (c) At the Annual Meeting a majority of voting members present and voting shall be required for adoption of items in the recommended program.
- (d) Items submitted to the Board by voting members at least two months prior to the Annual Meeting, but not recommended by the Board, may be considered at the Annual Meeting provided that a majority vote requests consideration. Such items may be adopted by a two-thirds majority of voting members present and voting.
- (e) In the case of altered conditions, changes in the Program may be made provided that information concerning any proposed change has been sent to all members at least two weeks prior to the general membership meeting at which the change is to be discussed and acted upon.

ARTICLE XI Financial Administration

SECTION 1. FISCAL YEAR. The fiscal year of the LWVHCEF shall commence on the first day of May each year.

SECTION 2. DUES. Annual dues for the following fiscal year shall be payable on or before May 1 each year. The amount of these dues should be recommended by the Board and approved by the voting membership at the Annual Meeting. The Board shall adopt appropriate procedures regarding delinquencies including suspending membership status.

SECTION 3. GIFTS AND DONATIONS. The Board may receive and accept gifts and donations from the members, the general public or any other source for the League's operational and educational activities. The Board, at its absolute discretion, may decline gifts it deems inappropriate.

SECTION 4. BUDGET. A budget for the ensuing fiscal year shall be submitted by the Board to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

SECTION 5. BUDGET COMMITTEE. A Budget Committee shall be appointed by the Board at least four (4) months prior to the Annual Meeting to prepare a budget for the ensuing fiscal year. Two (2) members of the Board and three (3) members from the voting membership (one of these three being designated as chair), and the Treasurer and President shall be *ex-officio* members of the committee. This committee shall submit a budget to the Board for review before submission to the Annual Meeting. The proposed budget shall be sent to all voting members one month before the Annual Meeting.

SECTION 7. TRANSFER OF PROPERTY. Two (2) of the following officers; the President, Vice-President, Secretary and Treasurer, shall have the authority to assign, endorse, transfer, and deliver in the name and on behalf of the LWVHCEF, any certificate of stock, bond, note, or other security or property belonging to the LWVHCEF.

SECTION 8. DISTRIBUTION OF FUNDS ON DISSOLUTION. In the event of dissolution for any cause of the LWVHCEF, all assets which may at the time be owned by or under the absolute control of the LWVHCEF shall be paid to the LWVMD, provided that LWVMD is an organization exempt from taxation pursuant to Section 501(c)(3) of the

Code at that time, after the Board has paid or made provisions for the payment of all of the liabilities of the LWVHCEF. In the event that LWVMD does not qualify as a tax-exempt organization, then the person designated by the Board shall dispose of all of the assets of the LWVHCEF exclusively for the purposes of the LWVHCEF (a) to an organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Code.

**ARTICLE XII
Parliamentary Authority**

SECTION 1. PARLIAMENTARY AUTHORITY. The rules contained in *Roberts Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-laws.

**ARTICLE XIII
Officer Indemnification**

The LWVHCEF shall indemnify and hold harmless its officers and directors to the fullest extent of the law as provided in the Maryland Code of Corporations and Associations as amended from time to time. Indemnification shall extend to all judgments, penalties, fines, settlements, and reasonable expenses actually incurred by any director or officer if that director or officer was or is threatened with suit in his capacity as a director or officer. No director or officer shall be entitled to indemnification if the director or officer received an improper personal benefit from his or her action for which he or she seeks indemnification.

**ARTICLE XIV
Amendments**

SECTION 1. AMENDMENTS. Amendments to these By-laws may be proposed by the Board or any individual voting member of the LWVHCEF. These By-laws may be amended by a majority vote of the voting members present at the Annual Meeting provided the amendments were submitted to the membership in writing at least two (2) months in advance of the meeting. Any amendments shall go into effect the first day of the following fiscal year unless otherwise specified in the amendment.

The League of Women Voters, a non-partisan political organization, encourages the informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.