

LEAGUE of WOMEN VOTERS of HOWARD COUNTY

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74th Annual Meeting April 21, 2020 Workbook



Historic Oakland Manor Ballroom

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.

Phone/FAX: 410-730-0142, email: info@howard.lwvmd.org Website: www.lwvhowardmd.org

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PROPOSED 2020 ANNUAL MEETING AGENDA
April 21, 2020 Historic Oakland Manor

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- ❖ 6:00 p.m. Registration and 50/50 Raffle
- ❖ 6:15 p.m. Dinner & Welcome & Introductions
 - Beth Hufnagel
- ❖ 7:00 p.m. Speaker
 - Angela Dodson: editor, writer and consultant
- ❖ 7:15 p.m. Annual Meeting Call to Order
 - Beth Hufnagel
- ❖ Adoption of Agenda
- ❖ Adoption of Rules and Designation of Parliamentarian
- ❖ Minutes of 2019 Annual Meeting
- ❖ Treasurer's Report*
 - Barbara Russell
- ❖ Nominating Committee Report
 - Betsy Grater, Chair
- ❖ Election of Officers, Directors and Nominating Committee**
- ❖ Budget Committee Report 2020-2021
 - Roy Appletree, Chair
- ❖ Program Report / Adoption of Program
 - Thea Jones
- ❖ President's Remarks
 - Beth Hufnagel
- ❖ Directions to the Board
 - Membership
- ❖ Announcements
 - Membership
- ❖ Adjournment

**Distributed to members at the meeting.*

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

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PROPOSED ANNUAL MEETING RULES

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.
2. A member who would like to speak will please stand and when recognized, address the Chair, giving first her/his name.
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.
4. Members may speak up to 90 seconds. At the discretion of the chairperson, time allowed for all to speak may be shortened.
5. Motions of substance are to be written, signed and given to the Chair.

PARLIAMENTARY PROCEDURE

Parliamentarian:
To Be Determined

AMENDMENTS ARE MADE BY:

1. Striking out
 2. Addition
 3. Insertion
 4. Striking and insertion
 5. Substitution
- In preparing an amendment, it is important to state which method is being used.

PRESIDENT'S ANNUAL REPORT 2019-2020



This has been an eventful year indeed! I'm going to start out with a sample of what your officers and Board have accomplished, aided by many member-committees.

Our internal corporate restructuring is now complete with our two corporate entities, LWVHC and the LWVHC Education Fund now merged into one charitable 501(c)(3) corporation named the LWVHC. This cut bookkeeping and Board meetings in half, and reduced confusion for members when they donate. Last year, we updated the Bylaws and some legal matters, like our resident agent. The merger also resulted in clarity for the financial statements and budget.

As you can read in the Budget Committee's Report, we are slowly moving to financial sustainability, aided by the transparency after the merger. We have moved from no fundraising function to not one but two directors for fundraising. Unfortunately, we have had to cut expenses such as our paid in-office staff presence and assistance, which was picked up by various Board members and officers. It is now expensive to serve, with no assistance given for attending workshops and conventions.

A financial review, required by the Bylaws, was completed for the past two

years and your Treasurer, Barbara Russell, came through with flying colors. One recommendation still in the process of being implemented is the purchase and installation of a new computing system, which is in process and I hope will last us for another ten years.

Studies are the backbone of the League's positions, which in turn support all of our advocacy positions. When we testify, it's based on expert knowledge, not opinion, which is recognized by the Elected. The results of Krista Threefoot and her committee's brilliant Education Equity Study will be available for your consideration, and a different study for 2020-2021 is being proposed. Our environmental advocacy was led by Betsy Singer and Shari Glenn who both, unfortunately, are not returning to the Board. However, Betsy is still making sure that the League has an environmental presence locally.

We experimented with an assistant Program Director in addition to a VP, and it resulted in an interesting and varied series of meetings throughout the year. In addition, and a personal favorite of mine, VP Thea Jones started a 100th Anniversary Book Club. Thea is not coming back to the Board, but has agreed to mentor her successor. I am also pleased that Lucie Geinzer is moving over to Membership Director,

helping with our cross-training and succession efforts.

The League is once again and thanks to Barbara Russell's truly heroic efforts, going to produce a printed Primary Voters' Guide (now June 2, 2020). She is assisted in this by Barbara Crain (LWVMD) and our own Cheryle Wharton who conquered the VOTE411 data-gathering process. Your Board is also starting the process of making the Voters' Guide self-funding by, for the first time since 2014, selling ads and sponsorships.

There have been events not so positive. Our relationship with the Howard County Board of Elections (HCBOE) deteriorated to the point of them first reducing poll evaluations from 100% coverage to the minimum sample required by the State Board for the 2020 Special Primary Election, to declining our services altogether. However, we are still the only designated partner of the HCBOE for doing voter registration in high schools. With the success of the 'Motor Voter' law and now with same-day registration, I see voter registration becoming a lower priority for them and us. In fact, the main goal of the HCBOE visiting high schools

is to recruit election judges, which has been highly successful for all involved.

There are some important people who work hard to make the League a success behind the scenes, but who are not acknowledged enough. Patti Laidig restarted our External Communication function last year, found a volunteer webmaster, and I attribute our website entirely to her efforts. She had to resign mid-year but still does what she can from home, including March's Tino's Italian Bistro Fundraiser. Gina Smith is our office manager and our institutional memory. Kathy Vanston is the off-board Arrangements person, and she is the one who organized both this Annual Meeting and the Legislative Brunch. Ellen Flynn Giles handled Poll Evaluations, Andrea Gruhl liaises with the LWVNCA, Susan Buswell administers our Giant Gift Card fundraiser, and Janis and Jerry Cripe host Great Decisions, a premier education program.

I am proud to add my name to the League's distinguished List of Presidents, and look forward to continuing working for the league for many years, but also behind the scenes!

Beth

Beth Hufnagel, President
League of Women Voters of Howard County, Inc

LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY, INC.

73RD ANNUAL MEETING MINUTES

HISTORIC OAKLAND MANOR

5430 VANTAGE POINT ROAD, COLUMBIA, MD 21044

APRIL 23, 2019

The meeting was called to order at 7:37pm by Co-President Beth Hufnagel.

In attendance: Roy Appletree, Nancy Berla, Beatrice Dane, Yvette Diamond, Bhaggi Emani, Susan Fingerman, Sandra French, Lucie Geinzer, Ellen Flynn Giles, Betsy Grater, Andrea Gruhl, Priscilla Hart, Beth Hufnagel, Jean Israel, Barbara Johnson, Thea Jones, Virginia Kirk, Grace Kubofcik, Patricia Laidig, Betty Mayfield (LWVNCA), Jan Oaks, Carol O'Keeffe, Paula Rasera, Lynda Rotter, Barbara Rudlin, Barbara Russell, Pam Simonson, Betsy Singer, Renate Soulen, Krista Threefoot, Kathleen Vanston, Linda Wengel, Cheryle Wharton, Cynthia Williams.

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

Adoption of the Rules: Linda Wengel moved to adopt Parliamentary rules. Jan Oaks seconded. The rules were adopted. Renate Soulen was the designated parliamentarian.

Minutes from the 2018 Annual Meeting: Andrea Gruhl moved that the minutes of the 2018 annual meeting be approved. Thea Jones seconded. The minutes were approved.

Nominating Committee Report: Nancy Berla presented the Board of Directors slate for 2019-2020. See the 73rd Annual Meeting Workbook for full details about the proposed officers and the Board of Directors. There were no nominations from the floor. Jean Israel moved that the whole slate be adopted. Thea Jones seconded. The slate was approved.

Treasurer's Report: Treasurer Barbara Russell presented the Treasurer's report. Beth Hufnagel noted that the organization is now officially the League of Women Voters of Howard County Education Fund and that the Treasurer's report reflects this fact. At the request of Roy Appletree, Barbara Russell reported that the Ed Fund has a cash balance of \$19,621.75. Roy Appletree introduced the issue that next year the organization will not have income from election work and there is a projected \$5,800 deficit in

the 2019—2020 budget. There was a general discussion of the proposed dues increase of \$10.00 per year. Patricia Laidig moved to table the budget until after the adoption of the new bylaws. Grace Kubofcik seconded. The motion was approved.

Amended and Restated Bylaws of the LWVHCEF: Co-President Beth Hufnagel presented the rationale for combining the two entities, the League of Women Voters of Howard County and the League of Women Voters of Howard County Education Fund. The new entity, the League of Women Voters of Howard County Education Fund, Inc., is now a 501(c)(3), with the following benefits: (1) dues will be deductible, (2) the organization is less complicated, (2) 20% of the budget can be spent on lobbying, and (3) donations will be tax deductible.

There was a discussion of the need to edit the bylaws to reflect a consistent use of the titles and acronyms for the League of Women Voters of the United States (LWVUS), the League of Women Voters of Maryland (LWVMD), and the League of Women Voters of the National Capital Area (LWVNCA). Ellen Flynn Giles moved that in Article I the use of LWVUS and other League acronyms be in parentheses and that thereafter these acronyms be used throughout. Sandra French seconded. Motion passed.

Grace Kubofcik moved to strike from Article V, Section 1, references to term limits. Sandra French seconded. Motion passed.

Grace Kubofcik moved that throughout the document gender-neutral pronouns be used (she, her become they, their). Patricia Laidig seconded. Motion passed.

Susan Fingerman moved that typos and grammatical errors may be corrected as long as these corrections do not change the meaning. Ellen Flynn Giles seconded. Motion passed.

Ellen Flynn Giles moved that Article V, Section 3, be amended to add “resignation” as a reason for the Vice-president to assume the powers of the President. The new wording would read: “In the event of the absence, disability, resignation, or death....” Susan Fingerman seconded. Motion passed.

Sandra French moved (1) that the title of Article XIV be changed from Amendments to Bylaws; (2) the title of Section I become Bylaws Review, with the statement that bylaws be reviewed on a bi-annual basis; (3) that the rest of the original Section I become Section 2. Carole O’Keefe seconded. Motion passed.

Carole O’Keefe moved to approve the bylaws as amended. Beatrice Dane seconded. The Amended and Restated Bylaws of the LWVHCEF were approved.

Adoption of the Budget for 2019-2020: Roy Appletree noted that there was a general agreement to separate the vote for the dues increase from the vote to approve the budget.

Sandra French moved to approve the increase in dues by \$10.00. Thea Jones seconded. Motion passed.

Ellen Flynn Giles moved to approve the budget, with the addition that for the Annual Meeting the Budget Committee Report and Proposed Budget also state the assets of the organization. Renate Soulen seconded. There was some discussion of having a balance sheet report as well as a budget report for the next annual meeting workbook. Motion passed.

Program Report: Thea Jones presented the following items:

- Thea Jones thanked those who came to unit meetings throughout the year and briefly summarized some of the highlights of these meetings. See the 73rd Annual Meeting Workbook for full details.
- **Bylaws into Action:** There was a general discussion of Revision of

Positions. League members at the March Unit Meeting suggested that the position titled Municipal Incorporation Criteria be eliminated. Grace Kubofcik moved to retain the position as currently stated. Priscilla Hart seconded. Motion passed.

- **Topics suggested for Study:** There were no recommended studies from the Board. Thea Jones asked for input on topics of interest to the League members. There was some discussion of a suggestion of a study to identify unregistered voters and how to reach them.
- Krista Threefoot moved that the League study equity programs in the Howard County Public Schools to determine what funds are directed to programs to address inequity> The study would include the impact of Federal funding guidelines on efforts to address inequities. This study would entail reviewing the League’s Education positions, items 1-7 (see page 12 of 73rd Annual Meeting Workbook). Jean Israel seconded. The proposal passed.

Instruction for the Board: There were no additional directions to the Board.

President’s Remarks: Beth Hufnagel thanked Betsy Grater, who is leaving the office of Co-President, for her many, many contributions and kindnesses. Former President Grace Kubofcik noted that Betsy Grater is unique, having been the only person to serve as president three times. Betsy Grater spoke briefly. She is looking forward to becoming a 50-year League member.

Adjournments: Susan Fingerman moved that the meeting be adjourned. Thea Jones seconded. The meeting was adjourned at 9:30pm.

Respectfully submitted,
Virginia Kirk, Secretary

LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY
REPORT OF THE NOMINATING COMMITTEE
2020

**Officer Slate – Two year Term-
2020-2022**

President - Cynthia Williams
1st V.P./Program - Krista Threefoot
Secretary - Virginia Kirk
Treasurer - Barbara Russell

**Director Slate- One Year Term –
2020-2021**

Action: Linda Wengel
Internal Communications (*The Voter*):
Nancy Carlsen
Education: Linda Frascarella
Environment: Sandra Levy
FundRaising: Michelle Rice Trotter
and Amber Treat
Membership: Lucie Geinzer
Publications: Amber Treat
Voter Service: Cheryle Wharton

Nominating Committee

Chair: Betsy Grater
Ellen Flynn Giles
Roxanne Hughes-Wheatland
Cheryle Wharton
Cynthia Williams

Autobiographies of New Nominees

Sandra Levy: I am a retired corporate and academic librarian and have worked in health science, news, and defense contractor libraries. Growing up outside Washington DC, I became interested in politics at a young age. Throughout the years, I have participated in many campaigns and local political clubs, and I have always admired the League of Women Voters. I now live in woodsy Highland and appreciate more than ever the urgency of saving the planet for our grandchildren.

Linda Frascarella: I have lived in Howard County since 1990 and currently reside in Clarksville, MD. While raising My family, I coached youth soccer, volunteered with the scouts and was an active member of the PTA. I currently work as a Project Manager for Discovery Education in Silver Spring, Maryland, building digital textbooks for the K-12 market. Prior to that I spent a few years as a six sigma consultant and worked part time as a substitute teacher in the Howard County School system. Before that I held a variety of roles including finance, marketing, customer support and Information technology during my 17-year career with GE. I have a bachelors degree from Colgate University in International Relations and Political Science as well as an MBA from the University of Maryland, a MAT (Masters of Arts in Teaching) from Johns Hopkins University and a Graduate Certificate in Global Public Policy from Northwestern University.

REPORT FROM LWVHC BUDGET COMMITTEE

MARCH 11, 2020

The Budget Committee met on February 25, 2020 to review a draft budget prepared by the Treasurer. We carefully reviewed the historical, current and projected revenues and expenditures. We consulted the entire Board before submitting this proposed 2019-2020 Budget.

The LWVHC is facing a structural deficit of \$5,000 for the upcoming year. While not a huge number in absolute terms it is significant because: 1) it follows a string of effectively deficit years from 2015, and 2) it represents over 1/3 of the operating budget. The LWVHC will finish the current year with about \$11,000 in reserves.

The structural deficit is driven by two main factors. First, a continued shortfall in traditional fundraising and absence of new efforts. Second, the precipitous loss of revenue from conducting poll evaluations for the Board of Elections. The BOE will no longer contract with the LWVHC. This bi-annual activity raised \$7,300 in FY 2018-19. In the current year it is \$-0-.

Significant reductions in expenses for 2019-2020 have already been implemented, e.g., the current and the budget years already reflect a reduction in staffing time, non-reimbursement of convention travel and registration cost for Board members, and reduction in printing. None the less there is still the structural deficit.

The Committee recognized three major approaches to balance the budget: 1) increase fundraising, 2) give up the office

and save on rent, and 3) further reduce staffing hours. Given the significance of all these approaches we sought some direction from the Board. On March 5, 2020 the Committee Chairperson met with the Board. As a result of the feedback the Committee elected a blend of reducing staff hours and increasing fundraising. While fundraising has been an ongoing issue, we believe the Board recognized the seriousness with which it must be approached.

The Budget Committee therefore recommends a two-pronged approach to resolve the structural deficit, and believes that the current board is committed to their implementation:

1. Reduce current staff hours from the \$9,300 budgeted and \$6,000 projected in the current year to \$5,000. This requires members to provide additional volunteer time to staff the office, particularly during election years such as 2020.
2. Implement a new fundraising activity of at least \$3,700. Although this was planned for all deficit years, it was not implemented.

Respectfully submitted,

Roy Appletree, Chairperson

Beth Hufnagel (ex-officio), Grace Kubofcik,
Patricia Laidig, Barbara Russell (ex-officio),
Cheryle Wharton, Linda Wengel

LWVHC Budget Committee

	FY2018-19 Actual	FY2019-20 Budget	FY2019-20 Projected	FY2020-21 Budget
INCOME				
Dues	7,685	8,800	7,400	7,800
Fundraising				
Valentine Appeal	2,377	2,500	2,500	2,500
Fundraisers - Other	580	600	100	3,700
50/50 Raffle	75	1,000	300	500
Barnes & Noble	305	300	360	400
Quilt Raffle	740			
Scrip (Giant)	630	400	600	600
Tino's fundraiser	499	500	500	500
Total Fundraising	5,206	5,300	4,360	8,200
Contributions				
In Kind	258		100	
Quilt Raffle	175			
Voters Guides	710			400
Contributions - Other	2,057	1,400	1,800	2,000
Total Contributions	3,200	1,400	1,900	2,400
Other Sources				
Bd. of Election Poll Evals	7,320			
Miscellaneous	24	100		
Total Other Sources	7,344	100		0
Special Events				
Annual Meeting	1,140	1,200	1,200	1,200
Legislative Kick-off	868	400	370	400
Total Special Events	2,008	1,600	1,570	1,600
TOTAL REVENUE	\$25,443	\$17,200	\$15,230	\$20,000
EXPENSE				
Administration & Fundraising	340			
Financial Support				
Community Assoc.	125			
National PMP	3,564	3,800	3,800	3,550
NCA	122	100	100	100
State PMP	1,671	1,800	1,700	1,600
Total Financial Support	5,482	5,700	5,600	5,250
Operating				
Office Salaries	8,001	9,300	8,000	8,000
Office rent	3,600	3,600	3,600	3,600
Employer Taxes & Insurance	1,003		780	750
Equipment/Maintenance	127	100		100
Liability Insurance	475	500	480	500
Office supplies	394	300	100	100
Postage		300	200	200
Telephone	525	500	500	500
Other	208	200		
Total Operating	14,333	14,800	11,660	10,750
Special Events/Projects				
Annual Meeting	1,195	1,200	1,500	1,500
Candidate Forums	440			500
Legislative Kick-off	150	400	200	200
Other	140	400	50	200
Total Special Events/Projects	1,925	2,000	1,750	2,400
Publications				
Voters Guides	3,217		2,000	1,500
Publications - Other	0	500		
Total Publications	3,217	500	2,000	1,500
Merger Expense	0		200	
Miscellaneous Expense	62		120	100
Total Expense	\$25,359	\$23,000	\$21,330	\$20,000
NET INCOME	84	-\$5,800	-\$6,100	\$0

LEAGUE OF WOMEN VOTERS HOWARD COUNTY PROGRAM REPORT - APRIL 21, 2020

PRESENTED AT THE ANNUAL MEETING BY THEA JONES,
VICE-PRESIDENT AND PROGRAM DIRECTOR

Program Planning: All discussion of Principles and Program of the League of Women Voters Howard County (LWVHC) begins with the Bylaws. (See Article X below.)

By-laws Into Action: Although the LWVHC can and does use position statements from the LWVUS, the LVWMD and the LWVNCA, Program Planning is needed to determine if there should be any revision of our current positions. Members also discuss and determine the need for new studies that may be important to Howard County. (See Article X below.) Input from members takes place annually at the Unit Meetings which are held at least two months before the 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 February 2020 Unit Meetings, members reviewed the current LWVHC positions for update, retention, editing for clarity, or deletion and recommended that all positions be retained as stated in the LWVHC 2019-2020 Handbook.
2. **Topics suggested for Study.** At the February 2020 Unit Meetings, no suggestions were made for possible studies during the 2020 – 2021 League year.

Report on LWVHC Unit Meetings for the 2019 – 2020 as of March 15, 2020:

May 2019: The May Unit Meetings gathered input from League members on the content of both Unit Meetings and public meetings. Topics which would be of interest to League

members and the entire Howard County community were discussed. Both types of meetings are part of the structure of the LWVHC. In addition, there was discussion concerning the possibility of events that could be sponsored or co-sponsored by the LWVHC to celebrate the 100th anniversary of the signing (2019) and the ratification (2020) of the 19th Amendment to the Constitution of the United States. 2020 is not only the 100th anniversary of the 19th Amendment, it is also the 100th anniversary of the League of Women Voters. There were many creative ideas for each of the types of events that were discussed and these ideas were shared with the LWVHC Board at their Summer Retreat.

July 2019: At the annual retreat of the Board of Directors, the *2019 – 2020 Calendar of Meetings and Events* was presented and topics were discussed and approved. The Board also approved the idea of having Unit Meetings open to all community members with the understanding that if there are votes on League business, only League members can vote.

September 2019: At the September Unit Meeting, attendees were introduced to Guy Mickley, Director of the Howard County Board of Elections. Mr. Mickley spoke on “Election Security in Howard County.” He also reviewed registration and voting statistics by precincts in the county.

Krista Threefoot, LWVHC’s Director of Education and Chair of the League’s Education Study Committee gave an overview of the HCPSS’ Superintendents’ Proposed Redistricting Plan. Both presentations provided League members and guests with ample opportunity for questions and comments.

October 2019: We were fortunate to have Betsy Singer and Shari Glenn, both LWVHC Board members, present informative updates about environmental issues at the international, national, state and local level. They discussed actions to address and mitigate Climate Change. Everyone came away from the October Unit Meetings with excellent information to help us better understand the issues that we can and should follow in this changing world.

November 2019: The November Unit Meetings were informative, well-attended, generated lots of questions and comments and helped League members and guests come to a better understanding of the call from the national League of Women Voters (LWVUS) to support abolishing the Electoral College.

Our members learned that the LWVUS adopted the position that the Electoral College should be abolished in 1970 and updated it in 2010 to include the National Popular Vote Interstate Compact (NPVIC.) It guarantees the Presidency to the candidate who receives the most popular votes in all 50 states and DC during a general election. The NPVIC is an interim position until there is a ratified amendment to the Constitution that abolishes the Electoral College. Many of us were not aware of this recent addition to the Electoral College issue and that Maryland was the first state to sign on to the NPVIC.

January 2020: Another outstanding Unit Meeting was the result of a collaborative effort with the Howard County Public Library System, Savage Branch. The theme of the meeting was “Becoming Engaged in Your Community” and the guest speaker, Candace Dodson-Reed, is a community activist extraordinaire! She was born and bred in Columbia and speaks from her heart about what matters most in our community. Nancy Carlsen, LWVHC Board member, was a co-planner with Jessica Seipel, HCPLS, who was also a presenter. Jessica shared lots of information about how to find organizations that fit your particular interest

in the community. We hope to have more collaborative meetings with the HCPLS.

February 2020: The February Unit meetings are the annual meetings where League members review, discuss and suggest changes or deletions to the stated “Positions” of the LWVHC. These positions, along with those of the LWVMD, LWNCA and the LWVUS form the rationale for League testimony as we work to influence governmental decisions. All of the positions of these organizations, including our own, can be found in the 2019-2020 Handbook on pages 16-53.

Also, at this meeting, members discussed possible “Studies” for the next League year. Studies can be done to create new positions or to revise current positions. In the past two years, studies have been done by the League on *Affordable Housing in Howard County* and *Equity in Education in the Howard County Public School System*. Suggestions from the February Unit Meetings go to the HCLWVs’ Board of Directors in March and are presented to all members at the Annual Meeting in April. The disappointment at these February meetings was the low turnout of League members.

March 2020: (as of March 15, 2020.) Although the March Unit Meetings to present the results of the Study *Equity in Education in the Howard County Public School System* have been postponed because of the pandemic, they will be held either face-to-face or online before the Annual Meeting. The Background Paper, the Study narrative which is the result of the year-long study by the committee is available online as part of the March Voter (on page 5). If supported, the suggested changes will become part of the LWVHC’s Positions.

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 the

League office by phone at 410-730-0142 or by email to info@howard.lwvmd.org to share your ideas.

Submitted by Thea Jones, Vice-President and Program Director

The League of Women Voters believes its strength and influence derives from a dedication to consensus building on grassroots initiatives and on careful preparation before acting.

LEAGUE OF WOMEN VOTERS HOWARD COUNTY POSITIONS APRIL 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 the health and safety of all children in Child Care.

4. financing by a combination of public subsidy, business contributions, and parents' ability to pay

5. flexible, year-round programs

6. dedicated space for child-care programs in the schools.

7. publicly 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 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)

**LEAGUE OF WOMEN VOTERS OF HOWARD COUNTY ~~Education Fund~~, INC.
AMENDED AND RESTATED BYLAWS APRIL 21, 2020**

**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. (LWVHC). The LWVHC is an integral part of the League of Women Voters of Maryland (LWVMD) and the League of Women Voters of the US (LWVUS). The LWVHC 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 LWVHC shall be in Howard County, Maryland.

**ARTICLE II
Purpose and Policy**

SECTION 1. PURPOSE.

The purpose of the LWVHC 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 (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 LWVHC shall be the carrying on of propaganda or otherwise attempting to influence legislation, and LWVHC shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 3. UNITY.

All purposes and policies of the LWVHC 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 LWVHC 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.
- (c) 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 LWVHC, 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 (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 LWVHC shall be President or Co-presidents (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.

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, resignation, 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 LWVHC, 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 LWVHC. 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 LWVHC, 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 LWVHC. and is deemed to be in compliance with the LWVHC'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 LWVHC 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 LWVHC, 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.

Board members, officers or committee members having an interest in a contract or other transaction presented to the Board shall give prompt, full and frank disclosure of their 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 persons shall not vote on, nor use their personal influence on, nor participate in the discussion of the issue. These persons 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 LWVHC 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 LWVHC 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 LWVHC 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 LWVHC 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 LWVHC.

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 LWVHC 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 LWVHC, any certificate of stock, bond, note, or other security or property belonging to the LWVHC.

SECTION 8. DISTRIBUTION OF FUNDS ON DISSOLUTION.

In the event of dissolution for any cause of the LWVHC, all assets which may at the time be owned by or under the absolute control of the LWVHC 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 LWVHC. 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 LWVHC exclusively for the purposes of the LWVHC (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 *Robert's 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 LWVHC 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 directors or officers if they were or are threatened with suit in their capacity as a director or officer. No directors or officers shall be entitled to indemnification if they received an improper personal benefit from the action for which they seek indemnification.

**ARTICLE XIV
Bylaws**

SECTION 1. BYLAWS REVIEW.

The bylaws shall be reviewed every other year.

SECTION 2. AMENDMENTS.

Amendments to these By-laws may be proposed by the Board or any individual voting member of the LWVHC. 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.