

**The League of Women Voters of Washington
County**

**Annual Meeting
Handbook**

Friday, April 26, 2019

Supper - 6:00 p.m.
Annual Meeting - 6:30 p.m.

LOCATION:

Fireside Restaurant and Lounge,
1718 Underpass Way, Hagerstown, MD 21740

RSVP to *Richard Willson 240-513-8126 or*
pres@washington.lwvmd.org *by Friday, April 22, 2019*

Or RSVP online at

http://www.lwwashco.org/washington_county_events

**Be sure to bring this handbook with
you to the meeting.**

The League of Women Voters of Washington County
Annual Meeting Agenda
Friday April 26, 2019

Call to Order **6:30 p.m.** **Richard Willson**

Adoption of Agenda & Rules

Consent Items

Minutes of 2018 Annual Meeting
Treasurer's Report & Budget

Election of Officers and Directors

Presentation of Local Positions for Action
(Drop, Retain, Update)

Discussion of program

Announcements

Adjournment **8:00 p.m.**

**Eighteenth Annual Meeting of the
League of Women Voters of Washington County, Maryland**
April 26, 2019

At the annual meeting of the League of Women Voters of Washington County, Maryland, the members take an active role in formulating and planning the activities for the ensuing year. Board officers and members of the nominating committee are elected, an adequate budget is adopted and such other business as may properly come before the meeting is transacted. It is important that all members review the materials contained in this annual meeting handbook prior to the meeting. Members' participation in this meeting is very important so that the activities of this League in the coming year will reflect the interests and input of all members.

Please bring this workbook with you to the Annual Meeting.

Purpose and Policy

Purpose: The purpose of the League of Women Voters of Washington County, Maryland, shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Policy: The League of Women Voters of Washington County, Maryland shall not support or oppose any political party or candidate.

RULES FOR THE ANNUAL MEETING

Only dues-paid members may vote.

Any League member has the privilege of the floor.

Individuals who wish to speak should rise, address the Chair, and when recognized give their name.

Members making nominations from the floor must have prior permission of the nominee (no second required; no debate).

**Annual Meeting of the Washington County League of Women Voters of
Washington County
Minutes, April 26, 2018**

The Washington County League of Women Voters held their annual meeting on April 26, 2018. It was held at the Fireside Restaurant and Lounge. Members present included Richard Willson, Evvie Williams, and Melanie Fouche. Elaine Apter state league board member was present, The business meeting was called to order at 8pm. The agenda and rules were approved on a motion by Evvie Williams seconded by Melanie and unanimously approved.

The minutes of the 2017 annual meeting were approved on a motion by Fouche seconded by Williams. The proposed budget was approved on a motion by Williams and seconded by Fouche. Positions on the board for 2018-2019 were approved on a motion by Fouche and seconded by Williams. A motion to retain the local positions was approved on motion by Williams and seconded by Fouche. Williams made a motion to underwrite the cost of Willson's attending the national convention in the amount of \$200. The motion was seconded by Fouche.

Williams is going to contact members for the Republican Central Committee who have not responded to our invitation to participate in Vote 411. Fouche is going to contact the Democratic Central Committee candidates who have not responded.

The October 2018 6th District forum will have a professor from Frederick Community College as moderator.

Willson will see what he can get together as an education piece about what the Orphan's Court does.

Willson highlighted three items from the 2017-2018 program year that were included in the annual meeting booklet: our storytelling event, co-sponsors with the Chamber of Commerce of Running for Office 101, and our sponsorship of a Great Decisions discussion group at the Washington County Free Library.

The business portion of the meeting was adjourned at 8:03 pm.

Submitted by Melanie Fouche

Following adjournment there was a discussion of the national league transformation roadmap. It is being proposed that membership would be handled at the national level using a one-button process, but it is not yet clear exactly how this would impact local and state chapters and how dues would be shared. Additionally the league does not have a lot of diversity and we have gotten away from advocacy. Some younger women feel that we are not focusing enough on women. Positions need to be broader. Part of the new value

statement is to empower women to improve democracy although the main focus will be on making democracy work. One current action the national board has taken is to waive the payment of PMP on student memberships. The roadmap will be discussed further at the national convention and Willson will report back.

League of Women Voters of Washington County, Maryland

Suggested Slate of Officers

President	Richard Willson (continue)	7/19 – 6/21
Co-Vice President	Fanny Crawford (continue)	7/18 – 6/20
Co-Vice President	Evvie Williams (continue)	7/18 – 6/20
Treasurer	Richard Willson (continue)	7/18 – 6/20
Secretary	Melanie Fouche	7/19 – 6/21
Board Member	vacant	
Nominating Committee (off Board)	open	7/19 – 6/20

LWVWC FY2020 Budget

July 1, 2019 to June 30, 2020

		FY2018 Actual	FY2019 to date	FY2020 Proposed
Income				
Contributions		20.00	0.00	75.75
Fundraising		297.00	50.00	50.00
Great Decisions		100.00	40.00	50.00
Member dues	(1 Family, 8 indiv.)	412.50	357.50	357.50
		829.50	447.50	533.25
Total Income				
Expenses				
Advertising		0.00	** 500.00	100.00
Organization		0.00	23.76	0.00
P.O. Box rent		136.00	70.00	***0.00
Program & arrangements		337.00	50.00	190.00
State and National Dues *		181.25	223.25	223.25
Stripe Fees		21.03	15.61	20.00
		675.28	882.62	533.25
Total Expenses				
		\$154.22	-\$435.12	\$0.00

*Expense does not reflect 1/2 of national dues covered by the withdrawal of Education Fund monies. Donations to the Ed Fund are not reflected in the operating budget shown above. Ed Fund balance is \$288.30 in LWVUS and \$280.00 in LWVMD.

** Donation to Thomas Kennedy Center

*** Proposing to cancel Post Office Box to save \$140, putting that money into program

**LEAGUE OF WOMEN VOTERS OF WASHINGTON COUNTY
BY-LAWS**

**ARTICLE 1
NAME**

Sec. 1 The name of the organization shall be the League of Women Voters of Washington County, hereinafter referred to in these bylaws as LWVWC. This Local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of Maryland, hereinafter referred to in these bylaws as LWVUS and LWVMD, respectively.

**ARTICLE II
PURPOSE AND POLICY**

Sec. 1 Purpose: The purpose of the LWVWC shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2 Policy: The LWVWC shall not support or oppose any political party or any candidate.

**ARTICLE III
MEMBERSHIP**

Sec.1 Eligibility: Persons, 16 years of age, who subscribe to the purposes and policy of the LWVWC, shall be eligible for membership.

- a. Voting members are those members who have paid their current dues.
- b. Associate members are those under the voting age or non-citizens.
- c. Those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.

**ARTICLE IV
MEMBERSHIP MEETINGS**

Sec. 1 Meetings: Regular Meetings of the membership shall be held at least three (3) times annually. In addition, an Annual Meeting is to be held prior to the State Convention/Council meeting, at a time and place to be decided by the Board.

Sec. 2 Annual Meeting: The Annual Meeting shall

- a. Elect officers and directors
- b. Elect two (2) non-board members for the nominating committee, one of whom shall be Chairman.
- c. Adopt a Budget
- d. Review and entertain changes in the by-laws (See Article XII),
- e. and transact other business as may come before it.

Notice of the Annual meeting shall be sent to all members at least 30 days before the meeting. All the above information included.

Sec. 3 Fifteen (15) percent of the voting members shall constitute a quorum. A majority vote of those qualified shall constitute an election.

ARTICLE V OFFICERS

Sec. 1 Election: The officers of the LWVWC shall be a president (co-presidents), vice-president(s), secretary (Recording and/or Corresponding) and treasurer (secretary/treasurer). They shall be voting members of the LWVWC and shall be elected for terms of two (2) years by the general membership at the Annual Meeting.

Sec. 2 President: The President shall preside at all business meetings of the LWVWC and Board of Directors' shall be an ex-officio member of all committees except the nominating committee, and may sign and endorse checks (in the absence of the treasurer). The president shall sign all contracts and other instruments when authorized by the Board on behalf of the LWVWC. In the event of absence disability or death of the president, the vice president shall assume the responsibility of the president.

Sec. 3 Vice President: The Vice President, in the absence of the president will possess all the powers and shall perform the duties of that office. The VP shall perform such other duties as the Board may designate.

Sec. 4 Secretary: The Secretary(s) shall keep minutes of the general and special meetings of the membership and the Board and send a copy of same to all board members within a designated time. The secretary shall notify all officers and directors of their election. The secretary shall also have charge of such correspondence as is designated by the president of the board and shall keep records of communications received and sent. The Secretary shall perform any other duties as the President and Board direct.

Sec. 5 Treasurer: The Treasurer shall collect and receive all monies due, shall deposit them in a bank designated by the board, and shall disburse the same guided by the budget and available income. The treasurer shall present written financial statements to the Board at their regular meetings and an annual report. Depending on the LWVWC's number of members, a review of the books shall be performed if less than 50 members, and over 50 an audit shall be performed by someone not on the board, to be presented at the Annual Meeting.

**ARTICLE VI
BOARD OF DIRECTORS**

Sec. 1 Number: The Board of Directors shall consist of the Executive officers of the LWVWC and not more than six (6) Directors elected by the membership and not more than six (6) Directors appointed by the President.

Sec. 2 Terms: The Officers shall serve two (2) years and the Directors shall serve one (1) year with re-election as desired.

Sec. 3 Qualifications: All Elected and appointed officers and directors shall be voting members.

Sec. 4 Procedures: a. Vacancies: Vacancies, with the exception of the President, shall be filled by a majority vote of the Board and serve until the next election. Three (3) consecutive unexcused absences (without reason given) shall constitute resignation.
b. Quorum: a majority of the members of the Board of LWVWC shall constitute a quorum.
c. Meetings: there shall be a least six (6) regular meetings of the Board annually.

Sec. 5 Powers and Duties: The Board shall have full charge of the property and business of the organization with full power and authority to conduct same, subject to the instruction of the voting membership. It shall plan and direct the work necessary to carry out the program adopted by the National Convention, the State Convention, and League of Women Voters regional organizations, and the Annual Meeting. The Board shall create and designate such Committees as it deems necessary. The Board shall provide for an annual financial review or audit.

**ARTICLE VII
FINANCIAL ADMINISTRATION**

Sec. 1 Fiscal Year: The fiscal year of the LWVWC shall commence on the first day of July each year.

- Sec. 2 Dues: Annual dues shall be payable June 1 each year. Any member who fails to review by paying annual dues by September 1 of each year will be dropped from the membership rolls. The amount of dues shall be recommended by the Board and approved by the voting membership at the Annual Meeting. Annual dues for additional family members shall be one-half (1/2) the annual rate.
- Sec. 3 Budget: A balanced budget for the ensuing 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.
- Sec. 4 Budget Committee: The budget committee shall consist of the president and treasurer, ex-officio, and at least one other member. If the membership is over 50, two (2) members of the Board and three members of the voting membership shall serve, one of those non-Board members being designated as chairman.

ARTICLE VIII Nominations and Elections

- Sec. 1 Nominating Committee: The Nominating Committee shall consist of two (2) non-board members and two (2) Board members. The chair shall be one of the non-board members. The non-board members shall be elected at the annual Meeting. Vacancies shall be filled by appointment of the Board.
- Sec. 2 Report of Nominating Committee: The report of the nominating committee containing nominations for officers, directors and members of the next nominating committee shall be sent to the members at least 30 days before the Annual Meeting. Consent of all nominees must have been obtained. The report shall be presented at the Annual Meeting. Additional nominations may be made from the floor immediately thereafter provided the consent of the nominee has been obtained.
- Sec. 3 Elections: Elections shall be by ballot unless there is only one nominee for an office, in which event the secretary may be instructed to cast the ballot for every voting member. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall be permitted.

ARTICLE IX PRINCIPLES AND PROGRAM

- Sec. 1 Authorization: The governmental principles adopted by the National Convention of the LWVUS and supported by the League as a whole constitute the Principles and Program of the LWVUS.

Sec. 2 Program: The Program of the LWVWC shall consist of those governmental issues chosen for concerted study and action by majority vote of membership of the LWVWC at its Annual Meeting. These issues may be changes in already existing positions as well as new topics.

The Board shall consider recommendations submitted to the Board by the voting members 60 days prior to the Annual Meeting and shall formulate a proposed program.

The proposed program shall be sent to all members 30 days before the Annual Meeting.

Sec. 3 Member Action: Members may act in the name of the LWVWC ONLY when AUTHORIZED to do so by the Board. Such action(s) must be in conformity with and not contrary to positions taken by the LWVUS, LWVMD and existing positions of the LWVWC.

ARTICLE X NATIONAL CONVENTION/STATE CONVENTION AND COUNCIL

Sec. 1 National LWVUS – Convention: The Board shall select delegate(s) to the convention in the number allotted to the LWVWC under the provisions of the Bylaws of the LWVUS.

Sec. 2 State LWVMD – Convention and Council: The Board shall select delegates to Convention or to Council in the number allotted to the LWVWC under the provisions of the Bylaws of the LWVMD.

ARTICLE XI RULES OF ORDER

Sec. 1 Rules of Order: The rules contained in “Robert’s Rules of Order, Revised” shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII AMENDMENTS

Sec. 1 Amendments: These Bylaws may be amended by a two-thirds (2/3) vote of the voting members present and voting at the Annual Meeting (or at a special general meeting called for the purpose of amending the bylaws) provided the amendments were submitted to the membership at least 30 days in advance of the meeting. Amendments to these Bylaws shall become effective upon adoption unless a specific effective date is included in the amendment.



League of Women Voters of Washington County
Post Office Box 2126
Hagerstown, MD 21741-2126
<http://lwvwashco.org/>



WASHINGTON COUNTY LWV-LOCAL PROGRAMS

1. HOME RULE (1965, 1976-77, 1984, 1988, reviewed 2002, revised 2005)
 - a. Support of Charter Home Rule with a full-time administrative director as the best form of government for Washington County.
 - b. Support code home rule as an alternative method to have home rule in Washington County.
2. HOUSING (1965-66, 1976, reviewed 2002, revised 2013)
 - a. Support efforts to use federal, State or local funds to create affordable rental housing options;
 - b. Support the efforts of nonprofits willing to build additional affordable housing; and
 - c. Call on elected officials for the development of a comprehensive housing policy for Washington County.
3. PLANNING AND ZONING (1996-67, 1974-75, revised 1989-90, reviewed 2002, 2005)
 - a. Support a long-range Comprehensive Plan for Washington County, which includes a Planning and Zoning Study.
 - b. Support agricultural land preservation.
 - c. Support a planning growth pattern utilizing established criteria for land development and preservation.
 - d. Support continued protection of water resources including municipal watershed and supply areas.
 - e. Support historic preservation.
 - f. Support opportunities for public input in the planning process through informational meetings and public hearings.
4. COOPERATION BETWEEN COUNTY AND MUNICIPAL GOVERNMENTS (1970-71, 1974, REVISED 2002)
 - a. Support the creation of an independent group to 1) ascertain where cooperation, coordination and consolidation are desirable and 2) recommend methods and mechanisms to support needed changes.
 - b. Support the establishment of a non-governmental organization to identify area-wide problems and to create solutions.
5. LAW ENFORCEMENT (1973, 1980 updated for information only, reviewed 2002)
 - a. Support continued up-grading of coordination and cooperation of the law enforcement agencies serving Washington County and those initiatives that

would accomplish these efforts.

6. TAX STRUCTURE AND FISCAL POLICIES OF WASHINGTON COUNTY (1975-76, reviewed 2002)
 - a. Recognizing that inequities exist, we recommend that an independent study be conducted to determine areas of tax duplication.
 - b. Support tax differentials where duplication exists.
 - c. Support services sharing where duplication occurs.
7. DOMESTIC VIOLENCE AND ABUSE (1982-83, reviewed 2002, Title changed 2008)
 - a. Support spousal abuse intervention programs in Washington County.
 - b. Support funding of spousal abuse intervention programs through state and local governments.
 - c. Support use of private and grant monies as supplemental support.
8. CHILD CARE OPTIONS IN WASHINGTON COUNTY (1984-85, 1990-91, reviewed 2002, 2012)
 - a. Support adequate staffing and funding levels for agencies that oversee and provide resources to Family Day Care and Child Care Centers.
 - b. Local government should provide funding and resources for extended day care.
9. EDUCATION (1983-84, 1984-85, revised 2010)
 - a. Support equitable funding by local, state and federal sources with adequate funding for mandated initiatives.
 - b. Support equity of programs, staffing, instructional materials, and technology across the county school system.
 - c. Support continuing professional development for teachers and staff.
10. ECONOMIC DEVELOPMENT (1988, reviewed 2002)
 - a. Support economic development that is diversified, targeting industry/business that is beneficial to the community.
 - b. Support infrastructure. Water, sewer, utilities, that adequately service desired growth, both industrial/business and residential.
 - c. Support protection of the environment through regulation and monitoring of industries.
 - d. Support upgrading transportation — air, roads, rail, and addressing future needs.
 - e. Support protection of farmland and historic sites through zoning.
 - f. Support education as an economic tool.
 - g. Update of Comprehensive Plan, and Zoning Regulations, as tools for land use.
 - h. Implementation of Strategic Plan as a way to identify and address critical issues.