

# BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF MARQUETTE COUNTY

## ARTICLE I Name

Sec. 1. Name. The name of this organization shall be the League of Women Voters of Marquette County, hereinafter referred to in these bylaws as LWVMC. The LWVMC is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of Michigan (LWVMI).

## ARTICLE II Purposes and Policies

- Sec. 1. Purposes. The purposes of the LWVMC are:
- a. To promote political responsibility through informed and active participation in government.
  - b. To act on selected governmental issues.
- Sec. 2. Policies. The policies of the LWVMC are:
- a. Political Policy. The League shall not support or oppose any political party or any candidate.
  - b. Diversity, Equity and Inclusion Policy. The League is fully committed to ensure compliance—in principle and in practice—with the LWVUS' Diversity, Equity, and Inclusion Policy.

## ARTICLE III Membership

- Sec. 1. Eligibility. Any person who subscribes to the purposes and policies of the League shall be eligible for membership.
- Sec. 2. Types of Membership. The membership of the LWVMC shall be composed of voting members and associates.
- a. Voting Members. Persons at least 16 years of age who join the LWVMC shall be voting members of the LWVMC, LWVMI and of the LWVUS; (1) those who live within an area of a local League may join that League or any other local League; (2) those who reside outside the area of any local League may join a local League or shall be state members-at-large; (3) those who have been members of the League for 50 years or more shall be lifetime members excused from payment of dues; (4) those who are students are defined as individuals enrolled either as full or part time with an accredited institution.
  - b. Associate Members. All others who join the League shall be associate members.

## ARTICLE IV Board

Sec. 1. Number, Manner of Selection, and Term of Office. The Board shall consist of the elected Leaders (Article V) and elected Directors of the LWVMC, totaling at least nine but no more than eleven, and not more than seven additional appointed directors. Board members shall be elected by the general membership at the Annual Meeting each year. The elected Board members shall serve for no more than three consecutive two-year

terms or until their successors have been elected and qualified. The elected Board members shall thereafter be ineligible for reelection to the Board for a period of one year.

The Board shall appoint such additional directors, not exceeding seven, as the Board deems necessary to carry on the work of the LWVMC. The terms of office of the appointed directors shall be up to one year and shall expire at the conclusion of the next Annual Meeting.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as a Board member of this organization unless the person is a voting member of the LWVMC.

Sec. 3. Vacancies. Any vacancy occurring in the Board by reason of resignation, death, or disqualification of a Board member may be filled by a majority vote of the remaining members of the Board. An appointment for a vacancy will be for the completion of the term. Two consecutive absences from board meetings of any elected Board member without a valid reason shall be deemed a resignation.

Sec. 4. Powers 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 same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the program as adopted by the National Convention, the State Convention, and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

Sec. 5. Meetings. There shall be at least six regular meetings of the Board annually. The Convener (Article V, Section 2) may call special meetings of the Board upon the written request of a majority of the members of the Board. All Board meetings shall be open to all members. The Board may meet by means of remote communication, such as video conference or telephone conference call.

Sec. 6. Quorum and Voting. A majority of the members of the Board shall constitute a quorum. Policy and organizational decisions shall be made by a majority vote at a meeting at which a quorum is present. Any one or more members of the Board may participate in a meeting by means of remote communication allowing all members to participate in the meeting and to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting for all purposes, including quorum and voting. No votes may be cast by proxy.

Sec. 7. Decisions between Meetings. If a Board decision is needed before the next regularly scheduled Board meeting, email, video conference, or telephone conference calls will be acceptable meeting alternatives. Decisions will be recorded in the minutes of the next regularly scheduled Board meeting.

## **ARTICLE V LWVMC Leaders**

Sec. 1. Enumeration and Election of LWVMC Leaders. The Leaders of LWVMC shall be a Convener, a Communication Coordinator, a League Liaison, a Voter Services Coordinator, a Secretary, and a Treasurer, who shall be elected by the general membership at an Annual Meeting and shall take office immediately. If approved by the Nominating Committee, one person can hold up to three Leadership positions. Elected Leaders may be reelected for no more than three consecutive two-year terms and shall thereafter be ineligible for reelection to the Board for a period of one year.

- Sec. 2. The Convener. The Convener shall plan and propose agendas and preside at all membership meetings and Board meetings of the organization. The Convener may also convene non-decision-making coordination meetings of Leaders between regular Board meetings, as needed to prepare for membership and Board meetings. The Convener may delegate convening responsibilities to other Board members on a per-meeting basis, as needed.
- Sec. 3. The Communication Coordinator. The Communication Coordinator shall oversee information provided to the public, including letters to the editor, press interviews, public announcements, and responses to questions from the public. The Communication Coordinator shall identify a primary designated Spokesperson at the first Board meeting after the Annual Meeting. The Communication Coordinator may also delegate specific public relations activities, such as signing a letter to the editor or appearing for a press interview, to other Board members or Committee Coordinators, as appropriate.
- Sec. 4. The League Liaison. The League Liaison shall be the LWVMC point of contact for the LWVUS and the LWVMI. The League Liaison shall oversee LWVMC submittals and responses to LWVMI and LWVUS, and attend regular Presidents calls with LWVMI. The League Liaison may delegate specific interactions with LWVMI or LWVUS to other Board Members or Committee Chairs, as appropriate.
- Sec. 5. The Voter Services Coordinator. The Voter Services Coordinator shall oversee and coordinate the voter services activities of the LWVMC, including candidate forums, Vote411.org, printed voter guides, voter registration, and voter education. The Voter Services Coordinator may delegate specific voter services activities to other Board members and Committee Chairs, as appropriate.
- Sec. 6. The Secretary. The Secretary is the official recorder of LWVMC business, documenting LWVMC decisions and providing a record of LWVMC deliberations and actions for present and future reference. The Secretary shall keep minutes of all meetings of the LWVMC and of all meetings of the Board. The Secretary or other Leaders designated by the Board shall send out all notices other than the newsletter and shall carry out the general correspondence of the LWVMC under the direction of the Board. The Secretary shall sign, with other Leaders designated by the Board, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be pertinent to the office.
- Sec. 7. The Treasurer. The Treasurer shall be the custodian of LWVMC funds and shall disburse the same only upon the order of the Board. The Treasurer shall present statements to the Board at regular Board meetings and an Annual Report to the Annual Meeting. A Budget Comparison report shall be submitted to the Board and the membership at least semi-annually. The Treasurer shall be responsible for maintaining an accurate record of local league members, and for reporting that information to LWVUS, per their procedures.
- Sec. 8. Other Leadership Assignments. The Board shall assign other leadership responsibilities to individual Leaders at the first Board meeting after the Annual Meeting, and as needed at other times to fill vacancies or newly identified needs. Other leadership responsibilities include: 1) the authority to monitor finances and sign or endorse checks, drafts, and notes in the absence or disability of the Treasurer; 2) serving as an ex-officio member of all committees except the Nominating Committee; 3) the usual powers of supervision and management that normally pertain to a "President;" 4) yearly calendar preparation for the LWVMC; 5) management of regular mail and email addressed to the LWVMC; and 6) other duties identified by the Board.

**ARTICLE VI**  
**Financial Administration**

- Sec. 1. Fiscal Year. The fiscal year of the LWVMC shall be from July 1 to June 30 of each year.
- Sec. 2. Dues. LWVMC dues shall be payable no later than December 31 to LWVMC. Any member who fails to pay their dues by December 31 will be dropped from the membership rolls. When two or more members reside at the same address in a common household, the first member shall pay full dues and each additional member shall pay half the amount of the full dues.
- Sec. 3. Budget. A 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 LWVMC as a whole.
- Sec. 4. Budget Committee. A Budget Committee shall be appointed by the Board in February or at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall be a member ex-officio of the committee but not eligible to serve as chairman.
- Sec. 5. Verification. The Board shall appoint a person or persons to verify consistency within the Treasurer's records annually. A report to the membership shall be presented to the membership by February 1.
- Sec. 6. National, State and Regional Per Member Payments (PMP). The LWVMC will pay their PMP obligations to LWVUS and LWVMI through dues payments made to LWVMC by members of the LWVMC.
- Sec. 7. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the LWVMC, all moneys and securities which may at the time be owned by or under the control of the LWVMC shall be paid to the LWVMI after the Board has paid or made provision for payment of all the liabilities of the LWVMC. All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under control of the LWVMC shall be disposed of by any Leader or employee of the organization having possession of same to such person, organization, or corporation, for such public, charitable, or educational uses and purposes as may be designated by the then Board of the LWVMC.

**ARTICLE VII**  
**Meetings**

- Sec. 1. Membership Meetings. Membership meetings are meetings of the general membership at which the program should include a brief business meeting, i.e., a call to order, minutes, a treasurer's report, and adjournment.
- a. There shall be at least 6 membership meetings each year.
  - b. Time and place shall be determined by the Board. When deemed necessary by the Board, the membership meeting may be conducted by remote communication, such as video or telephone conferencing.
    1. Best efforts will be made to maintain accessibility for all members interested in participating.
    2. Any action that could be taken at an in-person meeting may also be taken at a meeting held by remote communication.
  - c. All members shall be notified at least one week in advance.
  - d. A quorum shall consist of the members present.

Sec. 2. Annual Meeting. An Annual Meeting shall be held before the fiscal year end, the exact date to be determined by the Board.

- a. The Annual Meeting shall
  1. adopt a local program for the ensuing year,
  2. elect Leaders, Directors, and members of the Nominating Committee,
  3. adopt an adequate budget, and
  4. transact such other business as may properly come before it.
  5. Quorum. One-fifth of the membership shall constitute a quorum at the Annual Meetings of the LWVMC.
- b. When necessary due to an emergency, hazardous conditions or legal restrictions, the Annual Meeting may be held by means of remote communication enabling members to participate in the meeting and to hear each other at the same time. Any action taken at an in-person Annual Meeting, including amending bylaws, may also be taken at a meeting held by remote communication.

## **ARTICLE VIII Nominations and Elections**

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three members. The committee chair and one member, who shall not be members of the Board, shall be elected at the Annual Meeting. At the first meeting following the Annual Meeting, the Board shall appoint one of its members to the Nominating Committee. Vacancies shall be filled by appointment of the Board.

Sec. 2. Suggestions for Nominations. All voting members shall be invited to make suggestions for nominations for Leaders and Directors by a deadline at least two months prior to the Annual Meeting. Those suggestions may be sent to the Nominating Committee.

Sec. 3. Report of the Nominating Committee. The report of the Nominating Committee shall contain its nominations for Leaders, Directors, and the chair and one member of the next Nominating Committee, and shall be sent to all members one month prior to the Annual Meeting. The report of the Nominating Committee shall be presented at the Annual Meeting.

Sec. 4. Elections. The election shall be by ballot; however, when there is but one nominee for each office, the Convener is empowered to take a voice vote. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX Program**

Sec. 1. Authorization. The governing principles adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of a program.

Sec. 2. Program. The program of the LWVMC shall consist of:

- a. Action to complement the principles of the LWVUS,
- b. Those state and national governmental issues chosen for study and action by delegates to the regular State or National Conventions, or altered by State or National Councils, and
- c. Those local government issues chosen for study or action at the Annual Meeting.

- Sec. 3. Program Selection. Voting members at the Annual Meeting shall select the local governmental issues using the following procedures:
- a. The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the Annual Meeting and shall formulate a proposed program.
  - b. The proposed program shall be sent to all members one month before the Annual Meeting.
  - c. A majority vote of the Annual Meeting shall be required for adoption of subjects in the proposed program as presented to the Annual Meeting by the Board of Directors.
  - d. Recommendations for a program submitted by voting members two months prior to the Annual Meeting but not recommended by the Board of Directors may be adopted at the Annual Meeting provided that:
    1. There is a majority vote to consider the recommendation(s), and
    2. There is a majority vote to adopt the recommendation(s).
  - e. Changes in the Program. In case of altered conditions, changes may be made provided that:
    1. Information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed, and
    2. Final action by the membership is taken at a succeeding meeting.
- Sec.4. Member Action. Members of LWVMC are encouraged to take action as individuals on League positions. Members may act in the name of the LWVUS or the LWVMI or the LWVMC only when authorized to do so by the appropriate Board of Directors.
- Sec. 5. Local League Action. The LWVMC may act only in conformity with, or not contrary to, the published positions taken by the LWVUS or the LWVMI.
- Sec. 6. Voter Service Materials. The LWVMC may distribute state and nationally published League voter service materials. Permission from the LWVMC board is necessary before publishing locally produced voter service material or to conduct candidate meetings.

## **ARTICLE X State Convention**

- Sec. 1. State Convention. The Board, at a meeting before the date on which the names of delegates must be sent to the State Office, shall elect a delegate to that convention in the number allotted the LWVMC under the bylaws of the LWVMI.

## **ARTICLE XI Parliamentary Authority**

- Sec. 1. Parliamentary Authority. 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 vote of the voting members present and voting at the Annual Meeting or any membership meeting,

provided the amendments were submitted to the membership in writing at least one month prior to either meeting and conform to the LWVMC guidelines.

Adopted: November 7, 2018 as LWVMI, Marquette County Member-At-Large State Unit. September 2019 proposed revisions as part of the submission of the Independent League application supported by membership. Amended: June 10, 2020 as LWVMC by membership under emergency directives via email vote. Amended Articles 1, 2 and 3: September 16, 2020 in accordance with the changes approved at the LWVUS 2020 Convention. Amended Articles 3-5 and 7-9: April 7, 2021. Amended Articles 4 and 6: June 15, 2022. Amended: April 5, 2023.