



Organization & Committee Structure

Updated July, 2025

Board of Directors

The Board of Directors (1) sets priorities and goals for the organization, (2) carries out overall planning and decision making with input from committees and membership, (3) receives, reviews and approves or denies proposals for all new activities, (4) supports membership, development and visibility activities, (5) promotes the League in Marquette County, and (6) safeguards the League's reputation for nonpartisanship.

Nominating Committee

The Nominating Committee is responsible for developing a process and recruiting a qualified and diverse slate of nominees for the Board of Directors and Nominating Committee each year. League membership relies on the Nominating Committee to identify talented and motivated members with an interest in leadership. The Nominating Committee reports to the membership, not the Board, and consists of three members, two elected at the Annual Meeting and one appointed by the Board from its directors. The Committee is most active from January through mid-May.

Membership Committee

League membership is built by providing events and activities to encourage members to become involved in the organization: welcoming and processing new members, maintaining a member information and interests list, orientation of new members, creating membership recruitment material, planning the annual meeting, and the annual membership renewal. Responsibility for chairing meetings rotates among members.

Fundraising and Events Committee

The mission of the Fundraising Committee is to increase annual revenue to meet LWVMC Priority needs, create opportunities for the public to become aware and financially participate in LWVMC activities, and create secure easy ways of giving. The League is an entirely volunteer-run organization, but additional funds are raised to support activities such as printing, mailing, space rental, software support, etc. To this end, fundraisers may be held during the year and volunteers needed, fundraisers may be held during the year and volunteers needed, online fundraising may be optimized, and grant opportunities sought. Responsibility for chairing meetings rotates among members.

Fundraising and Grant writing

The LWVMC may apply for support from LWVMI or grants from nonprofit organizations to support our activities to promote voting and voter education. Board members may lead or help in preparing an application. Beyond obtaining financial support, we aim to build a network of positive relationships with leaders of community organizations in Marquette County who think well of the LWV and value its role in community life.

Diversity, Equity, Inclusion and Accessibility Committee

The DEIA Committee is a newly formed group working to actively increase awareness of DEIA issues within our League. This includes learning about the experiences of different population groups and exploring our own unconscious biases. In coordination with the Education Committee, we would like to develop activities and presentations to assist membership in deepening their understanding and awareness of DEIA issues and provoke discussion on these issues.

It is important that all members of our League are given equal opportunities to engage in League activities and leadership roles and that the unique concerns and needs of all are addressed to make this engagement possible. Through research and review of League materials and activities, the DEIA Committee will make suggestions for enhancing inclusiveness for everyone. We aim to actively recruit members from all population groups in Marquette County, especially those groups that have been historically underrepresented. In coordination with other LWVMC committees, the DEIA Committee reaches out to ensure all communities in our county have access to services provided by the League.

Education Committee

The Education Committee plans and delivers educational programs to both the membership and the public. League Basics, League Positions, and topics of member interest are presented during membership meetings. Public education programs on topics of Voter Education, initiatives from the state or national Leagues, and local interest projects are presented in public venues, live-streamed, or recorded and disseminated publicly. The Education Committee often works closely with the Voter Services Committee, the Communications Network, and other committees as needed. The Education Committee solicits topic ideas from the membership and Board annually for programs, plans the delivery of the information, invites speakers, coordinates their participation, manages event logistics and moderates or participates as needed in each event. The Education Committee maintains the League audio-visual equipment and trains members in its use. Responsibility for chairing meetings rotates among members.

Records Management Committee

The Records Management Committee provides guidance and assistance to the LWVMC in the organization, maintenance, and protection of the League's records. Records are in various forms including physical paper, electronic messages, content on the website, electronic photographs, and posts to social media sites. A document management system will address official League documents including: by-laws, photographs of events, meeting minutes, annual reports, media publicity, promotional materials, League working documents & forms, committee working documents, financial reports/Audits and communications

Voter Services

Voter service activities are designed to provide citizens with unbiased, factual information that they can use as a basis for reaching their own decisions. All voter service activities are non-partisan and are kept separate from lobbying activities. Voter services include voter registration, voter education, the Voter's Guide, VOTE411.org and candidate forums. Other activities include observing election processes and doing research and public education on public issues, including those on which the League has a position. The Voter Services team stays up-to-date on Michigan voter registration and election procedures and develops working relationships with clerks who process the registration applications. The VP Voter Services convenes a Voter Services Committee consisting of the coordinators of VRVE, Vote411.org, the Voters Guide and the Candidate Forum prior to election season in even numbered years to coordinate planning and election-related grants.

Voter Registration/ Voter Education Team

The VRVE Team trains volunteers to register voters, identifies opportunities to conduct voter registration, plans the schedule for the year, schedules the volunteers, creates signage, handouts, badges, procedures and forms, and acquires necessary equipment. The team also schedules and plans voter education events, often in the schools and the university, and special events for National Voter Registration Day. The Team stays up-to-date on Michigan voter registration and election procedures and develops working relationships with clerks who process the registration applications.

VOTE411.org Team

The Team sets up VOTE411 for all elections, solicits and selects sets of questions to be asked of candidates for contested positions in Marquette County, invites the candidates to participate, sends reminders, and aims to publish the results around the time absentee ballots are mailed to voters. Letters, email messages and telephone conversation scripts are created to invite candidates to enter biographical information and to answer questions about the issues. The team provides technical support to candidates. Additional volunteers are recruited from membership to help call candidates by phone. The team also provides accurate descriptions of the duties and qualifications for all contested positions.

Printed Voters Guide Team

Utilizing the VOTE411 on-line voter guide information, this team works to prepare print versions of the League's Voters Guide for publication and distribution to the offices of all City and Township clerks and popular distribution sites such as stores and libraries. Additional volunteers are recruited to distribute the print Guides throughout the county.

Candidate Forum Team

In even numbered election years, a Candidate Forum Team is assembled to identify contested races within the county that might warrant a public candidate forum either in the Primary or General Election. The public holds the League of Women Voters in high regard for our work on candidate forums, so great care is taken to ensure a fair and well executed forum. This respected tradition also raises the public visibility of the League and strengthens the organization. The team is usually active during the election cycle from May through early October. The team plans forums, selects the venue, confirms candidacy, invites the candidates to participate, develops ground rules, compile introductory questions, orchestrates livestreaming and recording for later public access. The team coordinates with Communications for publicizing the forums. Many volunteers are needed to prepare the venue, staff tables for LWVMC and voter registration, screen questions from the public, brief and guide candidates, staff LWVMC information/recruitment tables, greet the public and more. Other roles include moderator, assistant moderator, timekeeper, and pages.

Observer Corps

Observer Corps volunteers attend governmental meetings in Marquette County to observe, summarize and report to the League and the community. Observers may monitor compliance with open meeting laws, attendance, media coverage, contentious and priority issues in the community, opportunities for public input, accessibility of the venue, and topics related to LWV priorities and positions. The Observer Corps contributes questions to be posed to candidates for office in LWV candidate forums, Vote411.org and the Voter's Guide. Observers keep elected and appointed officials on notice letting them know that someone is watching what decisions are being made and how they are being made. Observer programs are not vehicles for individuals to work personal or partisan agendas. Observers do not "act" on issues in the meetings. When needed a designated spokesperson for the League may provide commentary or testimony on issues on behalf of the League.

Environmental Committee

LWVUS has made climate change the next highest priority after the Campaign for Making Democracy Work. In 2022, LWVMI approved a climate emergency resolution making climate advocacy and environmental justice a state priority. In support, LWVMC created the Environmental Committee (EC) in February, 2023. Its mission is to educate and increase civic engagement and awareness of our League members and residents of Marquette County to promote responsible stewardship of our precious natural resources and protect life sustaining ecosystems for future generations.

Members participate statewide in monthly LWVMI Environmental Network meetings, and quarterly meetings of the Climate Action Task Force (CATF) of Marquette County. A Local League member serves on the LWVUS Climate Action Plan Team which is a team within the LWVUS Climate Interest Groups.

In coordination with the Education Committee, the EC is developing tours and presentations to assist membership in deepening their understanding and awareness of Marquette County infrastructure (power, waterworks, water treatment, solid waste, recycling, etc), along with tours and presentations of important regional industries such as mining. The EC is offering the LWVUS Climate Action Plan Team's "10 Actions Local Governments can take to Reduce Greenhouse Gas Emissions" presentation to the community.

Communications Network

Everything a League does involves communications: voter services, educational programs, advocacy, membership, fundraising, etc. League communication is designed to elevate the League's messages, educate the public, promote League events and build community trust. The target audience may be internal/external or both. To ensure a focused and clear message, a communications strategy must be built into every activity and project on the local League agenda. All communications are monitored for accuracy and consistency with LWV policies and positions at all levels. It is critical that the League speaks with one voice. Only the Spokesperson or a designated substitute may speak in the name of the League at the local level. The designated Spokesperson must be a member of the Board and is assigned by agreement between the Board and the Communications Coordinator. LWVMC currently utilizes press releases, letters to the editor, media interviews, newsletters, the LWVMC website, postings on Facebook, Instagram and YouTube, as well as community presentations and forums to share information with members and the public.

Newsletter Team

The Team publishes the LWVMC Annual Report, and a quarterly newsletter for the LWVMC, *The Voter*. To that end, they solicit articles, edit submissions, follow a quality assurance process approved by the Board, plan, design and distribute the annual report and newsletter to membership and to the webmaster for public posting.

LWVMC Areas Under Development

There are two major areas that are important to the work of the League, but are not fully developed within LWVMC. As a new League, the focus has been on building a foundation: creating the structure, growing and engaging membership, achieving recognition as an independent League and creating core voter services and an active Observer Corps. At present, there are board directors who are assigned to these additional areas. They stay apprised of the work of state and national Leagues in these areas and look to other local Leagues as well. As more is learned about LWV processes and projects in each area, they look for opportunities to implement initiatives within LWVMC.

Program

A League's "Program" consists of the governmental issues chosen by League members at the local, state and national levels for study and action. Program planning on the local level is decided annually as specified in the bylaws. Local programs come from member suggestions. Local Leagues also participate in program planning initiatives with LWVMI and LWVUS as positions are reviewed, revised and created. Action may only be taken where there is member understanding (study) and agreement (consensus or concurrence). Local Leagues may utilize local, state and national positions as the basis for action.

Advocacy

Advocacy involves acting in the name of the League of Women Voters to influence a policy decision on an issue. All advocacy or action taken must be approved by the appropriate League board of directors. A League may advocate or take action at the local level based on an established national, state or local League policy position if the local League board judges that its members understand and support the action to be taken. To recommend that LWVMC take a stand on a pending decision, policy or plan at the local, state or federal level, members can submit an Advocacy Request Form to the LWVMC Board. The Coordinator monitors [League Links](#), [The League Update](#) and League websites and encourages members to respond to action alerts issued by the Michigan or national Leagues. The Coordinator and members interested in advocacy attend LWVMI advocacy training sessions. Examples of LWVMC advocacy include collecting signatures for the Promote the Vote ballot initiative, urging municipalities in our County to adopt a voting rights resolution, submitting a letter to the editor on Marquette County redistricting issues, and having our Spokesperson present the LWVMI library position at a public library board meeting when a book was challenged.