

**STANDING RULES
LEAGUE OF WOMEN VOTERS OF WYOMING
September 2021**

These guides explain what is expected of officers and directors of the League of Women Voters of Wyoming (State Board). Local Leagues are encouraged to develop their own Standing Rules that would apply to their board members and may differ from these. LWVWY Standing Rules give Local Leagues (LLs), Members-at-large (MALs) and Units-at-Large (UALs) an idea of what to expect from the LWVWY. They supplement duties outlined in the LWVWY Bylaws. Standing Rules may be updated by the State Board prior to the election of new officers.

Obligations of the full State Board

1. If a vital position like Voter Editor is vacant, the full board takes responsibility for the job.
2. Submit a report to the State Board vice president for inclusion in the convention notebook.
3. Prepare, update and periodically distribute a membership directory.
4. Direct the writing and mailing of a fund-raising letter once a year.
5. Understand that failure to meet the obligation of a State Board position may result in a request for resignation and a replacement appointed for the remainder of the term.

Duties of the President

1. Develop an agenda for board meetings and communicate the agenda to board members one week in advance of the meeting.
2. Approve all press releases and other communication in the name of the LWVWY.
3. Sign all grants and contracts; approve all coalitions LWVWY may join.

Duties of the Vice President

1. Plan, assemble and make available the LWVWY convention delegate's notebook

Duties of the Secretary

1. Distribute draft minutes to members of the appointed reading committee within one week following meetings; solicit comments and make revisions as recommended. Send those corrected draft minutes to the board and off-board observers as soon as possible.
2. Authorize posting of minutes on the LWVWY members-only website when adopted by consent at the next State Board meeting.

Duties of the Treasurer

1. Maintain the LWVWY membership roster on the LWVUS website.

NON-PARTISANSHIP POLICY

1. All State Board members may attend partisan meetings to hear candidates or political speakers. They should not wear LWV buttons or identify themselves as members when asking questions. This applies to candidates and speakers at all levels of government.
2. State Board Executive Committee members should not host a social function for a political candidate. Directors who are not Executive Committee members may do so, depending on their Local League policies (if they are also a member of a LL).
3. A State Board member may attend a party caucus or a county convention (or similar party activity) without wearing LWV, party, or candidate badges/buttons. Executive Committee

members shall not hold any party office or be a delegate to state or national party conventions nor perform partisan work at party headquarters.

4. State Board members may be election judges and are encouraged to do so.
5. A State Board member shall resign from the LWVWY Board before becoming a candidate for partisan public office or accepting an office for a political party at any level of government, while retaining their LWVWY membership.
6. LWVWY recognizes that partisan political activities of members' families are separate and distinct from that of the State Board member.

Giving Testimony

1. Written testimony on behalf of LWVWY must be signed or co-signed by the state president.
2. Oral testimony on behalf of LWVWY should be consistent with LWVWY positions, and the President should be notified of the Board Member's intent to testify and the issue.
3. If action is contemplated on a national issue on which LWVUS has not acted, state and local leagues "must complete the Federal Action Form on the League Management Site to connect with LWVUS staff." Questions can go to advocacy@lww.org.

Applying for Grants

1. The State President shall review all grant applications.
2. Proposals must identify a project manager and fiscal agent by name. Both must be League members. Other project workers need not be members of the League.
3. A final report must be submitted in writing to the State Board at the conclusion of the grant project or period.

Adopted by the LWVWY State Board September 20, 2021