Please bring this Annual Meeting Workbook to the meeting.
AGENDA

10:00 a.m.  Sign-in, mingle
10:30  Call to order upon confirmation of quorum of at least 41 members
10:31  Welcome/introduce Officers, Directors and Past Presidents – Cinde Weatherby, President
10:36  Recognition of lifetime members and introduction of new members – Brenda Koegler, Membership director
10:46  Recognition of Office Corps – Debbi Voss, 3rd VP - Organization
10:50  Appointment of Minutes Review Committee, Parliamentarian and Timekeeper – Weatherby
10:55  Adoption of Roberts Rules of Order for Annual Meeting
10:57  Approval of 2017 Annual Meeting Minutes – Gina McCool, Secretary
11:00  Treasurer’s Report – Gwen Santiago, Treasurer
11:10  President’s annual report to the membership – Weatherby
11:20  Presentation and adoption of local program – Lea Masiello, 1st VP - Programs
11:35  Presentation and adoption of proposed FY 2017-2018 budget – Michelle Goerdel, Budget Chair
11:50  Recognition of outgoing leaders – Joyce LeBombard, Voters Service Chair
11:55  Nominating Committee report – Charlotte Slack, Nominating Committee Chair
12:00 pm  Election of Officers and Directors – Weatherby
12:05  Election of chair and two members of next Nominating Committee – Weatherby
12:10  League Dream Time: “I wish the League would…”
12:20  Announcements / group photo
12:30  Adjournment

Please bring this Annual Meeting Workbook to the meeting.
MEMBERSHIP REPORT

Membership for the League of Women Voters Austin Area is now 405, with 141 new members joining in the last 12 months. At this time in 2017 our membership was 346. Each year we have some members who do not renew or who move away. Please renew! We need you!

We hold new member coffees, which have become mini-orientations, almost every month. This is an invaluable tool that helps new members match their interests and skills with the League’s interests.

We were deeply saddened by the passing of lifetime member and past Organization VP, Phyllis Portnoy, in March.

On December 2, 2017 the League continued the tradition of a holiday brunch honoring our new members. New and veteran members enjoyed great food and fellowship at the lovely George Washington Carver Museum and Cultural Center. Sixty-one members attended.

PMP stands for Per Member Payment and each League reports its total membership to the LWVUS in January. The membership number is used to determine what each League pays for membership to LWVUS and LWVTX. Currently dues for Sustaining Members are $100 for individuals and $150 for household memberships. Regular dues are $60 for individuals and $90 for households. Student memberships are $20, and we have 6 student memberships this year.

Our League only keeps $7 out of the $60 regular dues; the rest goes to LWVUS and LWVTX. We can only keep $9 out of the regular household dues. That is why being a Sustaining Member is so important. Our generous number of Sustaining Members has allowed us to avoid raising dues for more than 7 years now. Please consider becoming a Sustaining Member next time you renew.

Membership is everyone’s job, so please welcome and get to know our new members.

- Brenda Koegler, Membership Chair
League of Women Voters Austin Area - Annual Meeting, Saturday, May 19, 2018

**New Members 2017 – 2018**

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<th>Pamela Abee-Taulli &amp; Jane Parker</th>
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League of Women Voters Austin Area - Annual Meeting, Saturday, May 19, 2018

**Sustaining Members 2017 – 2018**

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PRESIDENT’S REPORT

In this, our 99th year, we are in a Renaissance of membership and spirit that honors our founders and those members who precede us. Women and men seek us out for our nonpartisanship and well-established purpose. In calendar year 2017, membership grew by 75 percent, on top of the 2016 increase of 50 percent.

The strength of our growth is not the numbers alone – we are more diverse in geography, age, ethnicity, and backgrounds. This is evident in the map below depicting the location and relative number of members throughout the Austin area, as of March 2018. Our collective skill sets dedicated to our goals is stronger than ever and we continue to be on firm financial footing. We also enjoy a renewal of integrating others in our communities to knit together collaborations and expand our reach.

I predict continuous improvement and excitement in the coming League year. There will be continuity and renewal with possibilities for continuing innovation. The new Board offers a great mix of those with Board experience and those who can bring fresh approaches, reflecting our expanded membership and our
diverse communities. I believe we are at the beginning of a new movement, similar to that of the 1960s, reclaiming the best of our Democracy. We are well-positioned to be a tremendous resource for this time.

We say goodbye to a LWV-AA stalwart of more than 30 years. Frances McIntyre has been the face of the League and served as President in each of the past three decades – 1982-1984, 1992-1995, and 2009-2011. In recent times, she has been Voters Guide Editor and also led our Advocacy efforts. Frances was dedicated to the establishment of single member Austin City Council Districts and is a constant voice on behalf of transparency and open government.

Also leaving the Board is Lea Masiello. Soon after moving to Austin to escape the harsh northern winters, she led Austin Area efforts for the LWVTX’s Payday and Auto Title Loans. She personally curated interesting programs on that topic and many others during her tenure.

LWV-AA activities have flourished in our new home with Leadership Austin. The office space is small but adequate. However, the more accommodating meeting space allows us to more easily convene larger groups for training, work sessions, and collaborative problem solving. It is also centrally located, meeting the needs of our growth in all directions. Our Vice President of Organization, Debbi Voss, makes this new space a true home for us and keeps our operations humming through her tireless attention to detail.

We met the major challenges of the past year head-on, with major involvement of new members. Two such leaders stepped up to help us deal with the loss of the Austin American-Statesman’s production and distribution of the Voters Guide. Voters Guide Co-Editor Gretchen Otto donated her professional services and acquired help from other professionals to provide the layout and Guide production for printing. New member Karen Kelley oversaw a massive personal delivery corps and expanded venues for distribution. Our members and supporters also stepped up to provide additional funding to cover the increased costs – for which we are very thankful. We must also thank Frances McIntyre and Jaci Collins for meeting the challenge of the increase in candidates in the Primary election, resulting from several major incumbents choosing not to run for reelection. [One Congressional district had 22 candidates!]

As you will read elsewhere in this Workbook, citizens are utilizing the Voters Guide! We must thank our communications team led by Communications Director Cindy Schaufenbuel for expanding the campaign to broadly tout the Guide – through the website, social media, and arranging local radio and television appearances and announcements. Hal Jennings, Webmaster, and Dixie Davis, Assistant Webmaster, also contributed to increased Guide viewership as well. This effort and the continual improvements in our online presence contributed to their selection as co-winners of the Volunteers of the Year award bestowed at the 2018 State of the City Dinner.

Our Voters Service team, directed by Joyce LeBombard, improved and expanded our system for registering voters and encouraging voting. We also expanded our voter services in Williamson County, reflective of our growing membership there. Register & Vote Co-Chairs JoAnn McKenzie and Mollie Snow provided strong, innovative, and determined organizational leadership. They were also being recognized as Volunteers of the Year co-winners. Joyce developed the structure for advancement of the First Vote! program reaching out to high schools throughout Travis and Williamson Counties. She also presented many programs in the schools. Joyce also perpetuated and improved our voter education publications – the “Handy Dandy Guide” and bookmarks offering comprehensive information about election details. On top of that, she was the first LWV-AA member to become a Travis County Voter Registrar certified to train VDRs and trained new LWV-AA associated VDRs and others.
Special Events Co-Chairs **Elizabeth Cooper** and **Angela Koegler** staged the most successful State of the City Dinner & Auction to date. **Sheriff Sally Hernandez** gave a speech that brought a standing ovation, our guest auctioneer **Janet Maykus** (AKA Wonder Woman) worked the crowd to bring the highest level of donations ever, and it was an enjoyable dinner with members and supporters. The net amount raised at the dinner was more than twice that of the 2017 event; contributing just over $15,000. Speaking of fundraising, this marked the first year that LWV-AA was a participant in the annual Amplify Austin day of online giving. Vice President for Community Relations **Mary Jane Burson** and Secretary **Gina McCool** worked together to make that happen. Almost $2,000 was raised through that effort, that we can expand upon in future years.

**Other 2017-2018 Highlights**

- Hosted the Fall League Kick-Off Event on the Mayor’s Task Force on Institutional Racism and Systemic Inequities in collaboration with Huston-Tillotson University (HTU). It featured Mayor **Steve Adler**; Task Force Co-Chairs AISD Supt. **Paul Cruz** and HTU President/CEO **Colette Pierce Burnette**; and **Brion Oaks**, City of Austin’s Equity Officer, moderated by **Austin American-Statesman** Editorial Page director **Alberta Phillips**.
- Expanded our collaboration with a wide variety of groups for voter registration and Get Out the Vote (GOTV) efforts and programs on updating LWV-AA positions.
- Hosted a well-attended New Member Holiday Brunch at the George Washington Carver Museum.
- Initiated committees to review existing LWV-AA positions statements.
- Registered more than 250 new voters, providing voter registration for the March 24th “March for Our Lives” event at Austin City Hall and the Capitol Grounds. Austin area high school students planned and executed the march that was attended by approximately 20,000. We also collaborated with the Texas Civil Rights Project and Children’s Defense Fund to capture text vote pledges and a way to text voting reminders and information to attendees who subscribed.
- Launched an exciting Civic Engagement Alliance program in partnership with Travis County's Voter Registration Division, to provide voter registration and GOTV materials to participating businesses.

- **Cinde Weatherby - President**
PROGRAMS
An Overview of Program Accomplishments and Recommendations

Completed Programs. Programs since June 2017:

1. May 17, 2017, 7:00 - 9:00 pm, Unit Meeting, North with Tina Hester from Jane's Due Process.

2. May 24, 2017, 11:00 am-1:00 pm. Supporting Educational Success through After School and Summer Programs. LWV-AA participated in an informational luncheon and tour at The Learning Center at Sierra Vista, one of Foundation Communities facilities providing affordable housing for families. Foundation Communities supports education through its after-school programs, including summer programs open to all students in the area around Learning Centers. These programs are a model for how schools can help everyone achieve academic, personal, and career goals.

3. June 4, 2017, 1:30 - 3:30 pm, General Meeting. CodeNEXT and Affordable Housing. Sustainable Food Center. We had a wonderful gathering to learn more about CodeNEXT and Affordable housing, as part of our LWV-AA study this year to update our current positions on affordable housing. Five distinguished speakers helped us understand some of the complexities of the new land development policy in CodeNEXT, the problems of affordable housing in Austin, and what we might do as advocates for more affordable housing. Speakers were Greg Anderson, Jim Duncan, Francisco Enriquez, Amy Wong Mok, and Kathie Tovo.

4. June 22, 2017, 7:00 - 9:00 pm, General Meeting, Protecting the Water of the Texas Hill Country: Studies, Research, and Advocacy. The Sustainable Food Center. This forum was part of the LWV-AA 2017 study to update our position on environmental quality. We heard from a variety of perspectives about water management in the Hill Country and Austin. It touched on a broad and deep picture of the "water grab" in the Hill Country, as well as flood management, two sides of the same topic. Our featured speaker, Jim Blackburn, discussed the science and legal issues involved in protecting Hill Country water. Jensie Madden and Carol Olewin, along with two others from the city flood commission, commented on LWVTX legislative work to protect water and results of an Austin local study of flood mitigation needs, respectively.

5. October 2017, Unit Meetings, held North and South. One Judge's Response to Truancy with an Innovative Approach to Support Families. A Case Management Approach. Judge Susan Steeg and Mr. Gallardo, case manager, described how their tightly organized case management and prevention approach to reducing truancy also changes the culture around the value of education, and helps more students to finish high school. They explained how the truancy reduction programs in Travis County are already funded by a percentage of traffic violation fees, and how, in some cases, this money is not even being used at all!

6. October 25, 2017, 6-7:30 p.m., Innovative Education at Austin Community College (ACC): Supporting Student Success, Transforming Learning, and Developing the Austin Area Workforce. ACC Highland Campus. This program explored the ways in which ACC Highland Campus is transforming higher education in Austin. We toured the Math Accelerator with 600 computer stations, the largest in the country, and then held a forum with speakers from ACC administration, the Math Accelerator, ACC students representing the adult population seeking an associate's degree, faculty from Free Minds, and faculty from the Biosciences Incubator. LWV-AA member and Austin Community College Co-Chair of the Board of Trustees, Gigi Bryant, was one of our speakers at this meeting. Vive Griffith, another LWV-AA Member, spoke about the program she has been involved in, Free Minds, which provides free ACC
courses to selected students from Foundation Communities. We also had speakers from ACC in the areas of math, supplemental instruction, and the bio-sciences to make this program very STEM (Science, Technology, Engineering, and Math) relevant.

7. April 8, 2019. 1-3 pm. A New Equation for Transportation and Accessibility: New Ideas, Designs and Systems Equal More Opportunities. The Sustainable Food Center. This program was part of the update study process for LWV-AA's position on mobility-related issues, in collaboration with the City of Austin's Transportation Department and the Capital Metropolitan Transportation Authority to foster additional out-reach and understanding. Speakers discussed major transportation initiatives, including the Austin Strategic Mobility Plan and Project Connect. Speakers included Britin Bostick, Chair, LWV Austin Transportation Position Update Committee, and Transportation Issue Chair, LWV Texas; Annick Beaudet, Assistant Director, Austin Transportation Department, City of Austin; Coleen Gentles, GIS Analyst, Public Works Department, City of Austin; Todd Hemingson, Executive Vice President Planning and Development, Capital Metropolitan Transportation Authority; Ann Kitchen, Austin Council member District 5, Chair, the City of Austin's Mobility Committee. Additional speakers joined us from the team working on specific aspects of improving transportation, including specialists in safety, sidewalks, safe routes to school, bike routes, and urban trails.

Ongoing Programs in 2017 – 2018:

We are reviewing and updating current LWV-AA positions in these areas: affordable housing; quality of the environment; criminal justice; mobility/transportation; education; and healthcare. Committees have been studying areas that might be useful to incorporate into current positions. Several committees have been very active—transportation, affordable housing, and healthcare—and have made a great deal of progress toward developing a proposal for updates. Healthcare has drafted some position revisions and new statements.
Looking Ahead: Proposed Program Recommendations for 2018 - 2019

Position Update Committees

Position Update Committees will continue in 2018-2019 as previously planned, to incorporate general and unit meetings for all members, and consensus meetings to review any position updates. All committees are continuing to develop questions to study and consider for position updates. The Healthcare Committee has set a list of considerations for possible position updates that include, for example, an emphasis on patients receiving timely care for a full range of services for both adults and children, and for clinics to work towards retaining professional staff.

Get Out the Vote (GOTV)

In the coming year, LWV-AA programs should collaborate with other local non-profit organizations to increase voter education, registration and participation. Such programs might include, for example, forums to define and illustrate the roles of the officials for which they are voting, an overview of important issues candidates should be addressing, and the effect of their voter participation. Programs will be designed in coordination with Voters Service to provide information about campaign issues to particular groups that are concerned about understanding how candidates’ views may affect their voting choices. Such organizations may include ones with whom we have previously partnered, such as Disability Rights Texas, El Buen Samaritano, Foundation Communities, Go Austin! Vamos Austin!, the Children’s Defense Fund, and Texas Impact. We also should partner with local community centers, YMCAs, and libraries to provide informational sessions.

Legislative Updates

We will arrange meetings with Austin City Council Members and State Representatives, to gather information regarding issues of concern for the upcoming elections. Such information will be helpful in developing programs for a Get Out the Vote series.

Unit Meetings

Unit Meetings will be offered to intersect with the position update committees’ work, as well as on important directions for advocacy.

Unit meetings will be held in places convenient for members in order to accommodate as many members as possible.

Topics for unit meetings include areas that position update committees are currently and will continue, to research, inviting speakers to share information and insights about important directions for advocacy.

We are planning several unit meetings for the Spring and Summer, 2018, on these topics.

- Lea Masiello, 1st VP - Programs and Mary Cullinane, Program Director
ADVOCACY

The Austin League has been very active this 2017-2018 year. We have addressed issues at the local level that are covered by our positions at the local, state, and national level.

June 2017: The Austin League sent in suggestions to the writers of CodeNEXT regarding the process on Draft 1 and Draft 2. Suggestions related to open government and making sure decisions are made according to a transparent public process. They are on our web page now.

August 2017: Addressed Austin City Council encouraging at least 65% renewable energy by 2027, but pushing zero carbon as early as possible.

September 2017: Op Ed in the Statesman about “Presidential Advisory Commission on Election Integrity.” This sham launched an assault on the right to vote, lead by the Secretary of State Kris Kobach. They had asked for public voter information from all Texas citizens, which the League was against. We urged Sec. of State, Rolando B. Pablos to reconsider the request and defend the privacy of American Voters.

October 2017: Spoke to the Austin’s Ethics Review Commission about a resolution that was about lobbyists and whether they should be allowed to be on city boards and commissions. The League advised since the lobbyists who were required to register as such (only those who spend a lot of money for lobbying Council) should not sit on board and commissions. We encouraged more citizens on Boards and Commissions.

January 2018: Letter to the Editor in the Statesman criticizing President Trump’s racists statements against immigrants and urging the passage of a clean DREAM Act.

February 2018: Spoke to the Austin City Charter Commission about an item on their agenda which was about the Seattle Voucher System. This is a system that gives vouchers (4, $25 vouchers) to all registered voters which they can give to candidates. This allows for candidates who cannot afford to run in big money campaigns to run a low cost campaign. The League endorsed this voucher system. The Austin Charter Commission is still discussing this and we hope they will recommend to Austin City Council that it go on the November 2018 ballot. More on this campaign finance issue, later.

It makes me proud to advocate for an organization as strong and honorable as the League of Women Voters.

- Frances McIntyre, Advocacy Chair
## League of Women Voters Budget Proposal - Michelle Goerdel, Budget Chair

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Year FY 2018</th>
<th>Committee Recommendation FY 2018</th>
<th>Note</th>
</tr>
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<tbody>
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<td><strong>Income</strong></td>
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<tr>
<td><strong>Contributed support</strong></td>
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<td>4034 - Contributions-Other</td>
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<td>4141 - In-Kind Contributions</td>
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<td>4161 - Donations-PSA Program</td>
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<td>4251 · LWV-Grants</td>
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<td><strong>Earned revenues</strong></td>
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<tr>
<td><strong>5200 · Membership</strong></td>
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<tr>
<td>5211 · Regular Individual Membership</td>
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<td>5212 · Sustaining Indiv. Membership</td>
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<td>5213 · Regular Household Membership</td>
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<td>5214 · Sustaining Household Membership</td>
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<td>5215 · Student Membership</td>
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<td><strong>5300 · Revenue from Investments</strong></td>
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<td>5311 · Int-savings/short-term Inv</td>
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<td>5312 · Interest Earnings-Money Market</td>
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<td><strong>Total 5300 · Revenue from Investments</strong></td>
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<td><strong>5400 · Event Revenue</strong></td>
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<td>5401 · Annual Meeting Revenue</td>
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<td>5400 · Event Revenue - Other</td>
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<td><strong>Total 5400 · Event Revenue</strong></td>
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<td><strong>5800 · Fundraising</strong></td>
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<td>5811 · State of the City Dinner</td>
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<td>5815 · State of the City Auction</td>
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<td>5816 · SOC Sponsors/Donors</td>
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<td>5817 · Fund Raising Activities-Other</td>
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<td><strong>Total 5800 · Fundraising</strong></td>
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<td><strong>Total Income</strong></td>
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## Expense:

### 8100 · Operating expenses

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<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>8101 · Insurance</td>
<td>1,400</td>
<td>1,376.00</td>
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<tr>
<td>8102 · Rent</td>
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<td>8103 · Personal property taxes</td>
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<td>11.32</td>
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<tr>
<td>8104 · Board of Directors</td>
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<tr>
<td>8105 · Bank Expense &amp; Interest</td>
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<td>40.00</td>
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<tr>
<td>8106 · Miscellaneous Expense</td>
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<td>943</td>
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<td>8107 · Technology</td>
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<td>-</td>
<td>2,000</td>
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<td>8109 · Legal Expenses</td>
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<td>1,755.00</td>
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<td>8111 · Supplies</td>
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<tr>
<td>8112 · Telephone &amp; telecommunications</td>
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<td>8131 · Web, email hosting, Facebook</td>
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<td>8132 · Pay Pal</td>
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<td>8135 · Postage, shipping, delivery</td>
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<td>8171 · Printing &amp; copying</td>
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<td>8195 · Innovative Projects</td>
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<td><strong>Total 8100 · Operating expenses</strong></td>
<td><strong>19,093</strong></td>
<td><strong>16,399.65</strong></td>
<td><strong>29,133</strong></td>
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### 8300 · Travel & meetings expenses

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<tr>
<th></th>
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<tbody>
<tr>
<td>8321 · Travel-Delegates to State Conv</td>
<td>1,100</td>
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<td>8322 · Travel Delegates to Nat’l Conv</td>
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<td>8324 · Training-Regional</td>
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<td><strong>Total 8300 · Travel &amp; meetings expenses</strong></td>
<td><strong>2,300</strong></td>
<td><strong>150.00</strong></td>
<td><strong>1,200</strong></td>
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### 8500 · Membership Expense

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</thead>
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<tr>
<td>8501 · Education Fund Expense Reimbursement</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>8502 · Memberships-Other</td>
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<td>155</td>
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<tr>
<td>8531 · National PMP</td>
<td>9,913</td>
<td>6,444.00</td>
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<td>8532 · State PMP</td>
<td>6,985</td>
<td>4,437.75</td>
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<td><strong>Total 8500 · Membership Expense</strong></td>
<td><strong>16,898</strong></td>
<td><strong>10,881.75</strong></td>
<td><strong>19,685</strong></td>
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### 8700 · Program Expenses

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</thead>
<tbody>
<tr>
<td>8701 · Program Expense</td>
<td>2,500</td>
<td>237.00</td>
<td>600</td>
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<tr>
<td>8702 · Voters Guide Expense</td>
<td>6,000</td>
<td>22,742.28</td>
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<td>8703 · Fundraising Expenses</td>
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<td>8705 · Voter Services</td>
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<td>8706 · State of the City Expense</td>
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<td>14,822.77</td>
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<td>8707 · Membership Directories</td>
<td>50</td>
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<tr>
<td>8708 · Voter Newsletter Expense</td>
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<td>26.17</td>
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<td>8709 · Annual Report</td>
<td>150</td>
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<td>75</td>
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<td>8711 · Advocacy</td>
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<td>400</td>
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<tr>
<td>8713 · Communications/Promotion</td>
<td>-</td>
<td>-</td>
<td>1,100</td>
<td>11</td>
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<tr>
<td>8714 · Elected Officials Reception</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12</td>
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</table>
### League of Women Voters Austin Area - Annual Meeting, Saturday, May 19, 2018

<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td><strong>8718 - Recognition/Speaker Gifts</strong></td>
<td>125</td>
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<td>125</td>
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<td><strong>8719 - Facility Use</strong></td>
<td>-</td>
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<td><strong>8725 - PSA Program</strong></td>
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<td><strong>8752 - Vote 411 Expenses</strong></td>
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<td><strong>Total 8700 - Program Expenses</strong></td>
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<td><strong>8800 - Membership Meetings</strong></td>
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<td><strong>8802 - Kick-Off Meeting</strong></td>
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<td><strong>8807 - Membership Meetings</strong></td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>Net - Income less Expense</strong></td>
<td>(1,185)</td>
<td>(3,260.28)</td>
<td>(10,000)</td>
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<td><strong>9800 - Fixed asset purchases</strong></td>
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<tr>
<td><strong>9803 - Capital purchases-equipment</strong></td>
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<td>-</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>(1,185)</td>
<td>(3,260.28)</td>
<td>(10,000)</td>
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</tbody>
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### Notes

1. **Voters Guide** Contributions down
2. Possible continuing support from Alamo Drafthouse
3. Additional future contributions from Amplify Austin
4. Calculated Dues using # of members reported on 1-31-2018
5. Will look into low risk options for getting some return on cash
6. $380 per mo + $50 per mo est for meeting space
7. Reviewed by Ex Committee - needed for consultant
8. Recommended by Webmaster, Hal Jennings
9. FY 2019 convention
10. Large increase due to Voters Guide no longer published by Statesman
11. Change recommended by President, Cinde Weatherby
12. Cost included in 8711-Advocacy
13. Funding from Janice May bequest (2016); reach more citizens with voter registration, education, and Get Out The Vote activities.
NOMINATING COMMITTEE REPORT

League of Women Voters Austin Area

League of Women Voters Austin Area

Slate of Elected Officers and Directors 2018-2019

Elected Officers, Terms of Office:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Joyce LeBombard</td>
<td>2018-2020</td>
</tr>
<tr>
<td>1st VP Program</td>
<td>Gina McCool</td>
<td>2018-2020</td>
</tr>
<tr>
<td>2nd VP Community Relations</td>
<td>Mary Jane Burson</td>
<td>2017-2019</td>
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<tr>
<td>3rd VP Organization</td>
<td>Debbi Voss</td>
<td>2017-2019</td>
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<tr>
<td>4th VP Voters Service</td>
<td>Cinde Weatherby</td>
<td>2018-2020</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mary Cullinane</td>
<td>2018-2020</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Gwen Santiago</td>
<td>2017-2019</td>
</tr>
</tbody>
</table>

Directors, One-Year Terms:

Directors, One-Year Terms 2018-2019

Amanda Boudreault
Elizabeth Cooper
Dixie Davis
Karen Kelley
Brenda Koegler
Maria Milner

Nominating Committee, One-Year Term 2018-2019

Hal Jennings, Chair
Lea Masiello
Jane McFarland

Nominating Committee 2017: Charlotte Slack (chair), Mary Cullinane, Gina McCool, Jane McFarland, Carol Todzia

The slate adheres to the LWV Austin Area Bylaws,
Article IV, Section 1: Number, Manner of Selection, and Term of Office.

The Board of Directors shall consist of the officers of the LWV-AA enumerated in Article V, Section 1, and six (6) elected Directors, and not more than six (6) Directors appointed by the Board. Six (6) Directors shall be elected by the general membership at each annual meeting and shall serve for a term of one year, or until their successors have been elected and qualified. The President with the advice and consent of the elected members of the Board shall appoint additional Directors, not exceeding six (6), as is deemed necessary to carry on the work of the League. Appointed Directors shall serve from the time of appointment until the next annual meeting.
VOTERS SERVICE

Voters Service is the front line for our organization for Empowering Voters. We are at the core for adult and youth civic engagement, education, communication, and activities. We focus on:

- Voter registration and Get Out the Vote drives
- Voter education and registration in the schools
- Candidates forums
- *Voters Guide* and election information in VOTE411
- Other voter education campaigns and publications

We have a strong collaborative relationship with both the Travis County Voter Registration Division and the Travis County Elections Division and do many joint projects with them. And we have begun building a cooperative relationship with Williamson County Elections.

We also have developed many collaborative relationships with other non-partisan political organizations. Some organizations we have worked with include: Texas Civil Rights Project, Annette Strauss for Civic Life’s TX Votes and TexElects, Austin Community College’s ACC Votes, Huston-Tillotson, JOLT, Indivisible Cedar Park, and Texas Educators Vote.

Register & Vote

Under the leadership of Co-chairs JoAnn McKenzie, Mollie Snow, and Michael Keller, the Register & Vote committee has done an outstanding job of identifying events and scheduling volunteers. They developed new opportunities to expand civic engagement in the community. They improved procedures by introducing new technology, methods, and training including:

- Rolling Thunder Bags - all supplies in a bag for easy set-up
- Premium VDR Training - information and tips so our League VDRs know more than just the basics about voter registration and elections
- SignUpGenius - scheduling events and volunteers
- Volunteer Coordinators and Event Leads - new roles to better manage events and volunteers, and track information about each event

From May 20, 2017 to March 30, 2018 we did over 30 events. We accepted over 1,130 known voter registration applications for Travis, Williamson, and Hays counties. We also handed out numerous mail-in applications when needed.

Civic Engagement Alliance

We began this new initiative in December 2017 lead by JoAnn McKenzie and Melissa Crijns. Our goal is to increase citizen participation in our government. We will do this by making it more convenient for them to register to vote and to have easy access to election information where they work or do business.

Alliance members:

- Agree to display and distribute voter registration and voter education materials, and to hold civic engagements events at their place of business.
- Allow us to provide election information and help maintain stocks of “collateral” at these organization. We provide volunteer deputy registrars (VDRs) or train them to be VDRs.
- Some Alliance members provide financial or in-kind donations.

The following businesses have joined or agreed to join the Alliance so far:

- Alamo Drafthouse
- Rackspace
- Accenture
League of Women Voters Austin Area - Annual Meeting, Saturday, May 19, 2018

- Texas Disposal Systems
- Community Impact

**Voter Education Campaigns**

**Youth Engagement**

**First Vote!**

First Vote! is our nonpartisan high school voter education and registration program done in collaboration with Travis County Voter Registration and Travis County Elections Division. The program was developed to be flexible to accommodate the needs of individual schools depending on class time, size, school district, and county.

From June 1, 2017 to March 30, 2018 we presented First Vote! program for 13 schools or youth organizations so far and have several more scheduled. We have presented with Austin ISD, Round Rock ISD, and Manor ISD, and are working with Eanes ISD, Lago Vista ISD and Leander ISD to bring the program there. We accepted 287 known voter registration application for Travis County and Williamson County, and several Secretary of State mail-in application for some students from other counties.

We introduced the capability for student’s to opt-in to receive election reminders from us. To date we’ve had 75 students signed up for this service which we began with the March 6, 2018 Primary Election.

**PSA YouthCam**

The Public Service Announcement (PSA) video contest is for high school and middle school students. It is designed to promote voter registration and voter turnout at the polls, especially among young voters, in Travis County.

Heidi Gibbons lead this effort for Travis County Voter Registration. Our League contributes $1,500 in seed funds, and participated in the judging and award presentations.

The PSA videos may be seen at https://tax-office.traviscountytx.gov/psa/peoples-choice.

**Mock Elections**

Mock Elections are held in primary and secondary schools throughout Travis County in the fall of even number years. This effort is a collaboration between Travis County Voter Registration (lead), Travis County Elections Division, and LWV-AA. The next Mock Elections will be this fall.

**Candidate Forums**

Carol Eckelkamp moderated in two (2) candidate forums; one for the Buda City Council election in 2017 and more recently the Lakeway Mayoral and City Council election. We expect to moderate several forums for the November General Elections.
League of Women Voters Austin Area - Annual Meeting, Saturday, May 19, 2018

**Voters Guide**

We have produced two Voters Guides (VG) for the 2017-2018 League year (June 2017 - May 2018). The May 5, 2018 Voters Guide is under production at this writing. It will be online only and contains many smaller municipalities and school districts in Travis and Williamson Counties.

November 2017:
We printed a Guide that included the Constitutional Amendments information provided by LWVTX. We added two Travis County Bond issues on roads and parks, and an Austin ISD bond issue that included construction, acquisition, rehabilitation, renovation, expansion, improvements, modernization, and equipment etc. All bond issues passed.

March 6, 2018:
Primary Election for Statewide candidates, U.S. Representatives, Texas Representatives, County Candidates. We covered three counties; Travis, Williamson, and Bastrop. The Austin American-Statesman was unable to work with us this time because they were in the midst of a change in ownership. Fortunately, one of our new members, Gretchen Otto, owner of Motto Publishing Services, volunteered to do the layout for the VG and Community Impact printed the guides. The distribution of the printed Voters Guide was now our chore. Thanks to Karen Kelley and her crew, we did distribute approximately 13,000 English and 4,000 Spanish Voters Guides.

The Distribution team did an amazing job of seeing that as many people as possible had a printed copy. The distribution was throughout Travis, Williamson, and Bastrop Counties. Karen Kelley, immediately on joining the League, took the lead in the distribution process and her team worked tirelessly. In addition to Karen, major support was provided by Debbi Voss, Mary Cullinane, Joyce LeBombard, Maria Milner, Joan Reames, Cindy Schaufenbuel, Ryann Collier, Dixie Davis, and Sarah Carriker. Additionally, the group arranged for El Mundo, an area Spanish language newspaper, to distribute both English and Spanish Guides in their racks at all H-E-Bs in the three counties and other places. Special thanks go to El Mundo's Angela Angulo. It took many hours, much coordination, and driving to organize the volunteers and other organizations who delivered all 17,000 printed Voters Guides.

There was extensive access to the information through VOTE411.org. There were considerably more candidates in this primary than others before, which meant that the Guide was 52 pages. The demand for this Voters Guide was great and our webpage had 25,579 English and 177 Spanish downloads of the Voters Guide. It was also on the Statesman’s website and was promoted broadly, including appearances of our President, Cinde Weatherby, on several local radio and TV stations. It was mentioned in the Texas Tribune and KLRU. The word got out.

Many thanks to so many who helped on the production process, especially to Gretchen Otto and Amber Morena and Laurie Filipelli, Anjanette Gautier, our VG Questions Committee (Joyce LeBombard, Mary Cullinane, Debbi Voss, and Lea Masiello). Thanks, of course, to my co-editor, Jaci Collins who has been working on the Voters Guides for many years and without whom we would crumble.

Thanks also to Mary Jane Burson and Gina McCool who successfully managed to get the League into the Amplify Austin giving program this year, calling attention to the need to cover Voters Guide expenses.

- Frances McIntyre, Voters Guide Editor

**Voters Publications**

We created or made multiple updates to the following publications:

- *Be a Texas Voter* bookmark, in English and Spanish, including a QR code
- *Handy Dandy Guide* in English and Spanish
- Membership Brochure
- Text to VOTER flyer to join VOTER newsletter and action alert email list

- Joyce LeBombard, 4th VP - Voters Service
The League of Women Voters Austin Area endorses the position on nonpartisanship held by the League of Women Voters of the United States which states: The League may take action on governmental measures and policies in the public interest. It shall not support or oppose any political party or candidate.

**Board of Directors:** League board members and spokespersons shall refrain from conspicuous partisan political activities during their term of office. Conspicuous partisan activities are those which would affect the community's perception of the League's nonpartisanship. If in doubt, board members and spokespersons should consult with the board.

The political activities of a spouse or relative of a board member shall be considered as separate and distinct from the activities of the Board member.

Should a Board member wish to become a candidate for public office, she/he shall submit a written resignation in sufficient time to allow the League to publicly announce the change in status. Resignation from the board does not mean resignation from the League.

**All League Members:**

**League Positions** - Once League (local, state or national) takes a position on an issue, members may not identify themselves as League members in publicly expressing an opinion that is in opposition to a League position.

**Representing the League** – Members representing the League in the community should be sensitive to their responsibilities. When acting in the public as League representatives, members must not allow partisanship to be discernible. These members should be fully aware of League positions.

**Serving on Commissions** – Members may serve on governmental commissions at their own discretion. If the appointee represents the League, then the appointee should be fully aware of the League positions in relation to the commission’s responsibilities.

**League Meetings** – Members in the leadership roles at unit and other public meetings have the responsibility to ensure the nonpartisanship of the meeting and its environment.

**League Roster** – The League of Women Voters Austin Area roster shall not be made available for non-League use without Board permission.

**Board Direction** – If a Board member, off-board chair, or member becomes involved in a situation in which the nonpartisan policy of the League may be jeopardized, such member shall ask for a Board decision on appropriate action.
POSITION STATEMENTS,
LEAGUE OF WOMEN VOTERS AUSTIN AREA

EDUCATION
(Program positions were revised and amended at the 2007 Annual Meeting, based on the 2005-2007 update study and consensus; and at the 2008 Annual Meeting, based on the tax abatement consensus.)

   ▪ The Austin Independent School District (AISD) should have as its goal to meet, if not exceed, the state and federal accountability standards for achievement, attendance, dropout rates, and completion rates in each school in the district, and to reduce the disparity in performance among schools.
   ▪ To achieve this goal, the schools must have fully certified teachers in all areas, adequate resources and support systems, and community involvement in the schools.

2. Support of strong education in AISD through the following goals at all grade levels, from prekindergarten and kindergarten, through elementary, middle, and high schools:
   ▪ Varied curriculum.
   ▪ Flexibility for teachers within defined curriculum.
   ▪ Providing teachers with the necessary preparation and encouragement to improve student achievement through relevant professional development (for example, to strengthen subject-matter knowledge, classroom-management skills, use of technology); adequate planning time; mentoring for new teachers and stipends for mentors; consideration of input from teachers in policy and administrative decisions; and encouragement of two-way communication between teachers and principals.
   ▪ An incentive-based compensation plan for all teachers and campus administrators who qualify.
   ▪ Provision of appropriate textbooks, technology, and/or materials.
   ▪ Full-time librarians in each school.
   ▪ Promotion of active parental involvement.
   ▪ Offering year-round schools with shorter vacation breaks and/or summer school.
   ▪ Flexible learning environments, as in nontraditional schools and alternative learning centers within AISD, and flexible learning environments extending into traditional secondary schools, as well.
   ▪ Programs for English Language Learners (ELL) to improve achievement among non-English speaking students and to support the goal of AISD in having every student speak English fluently, along with support services for the parents of non-English speaking AISD students.
   ▪ Addressing the health care needs of the student population by providing full-time health care team coverage for every school.

3. Support of strong elementary education in AISD through grouping of mixed academic ability within a classroom, and utilizing ability groupings in math and reading with frequent re-evaluation.

4. Support of strong middle school education in AISD through: initiatives to improve student transition from 5th to 6th grade and from 8th to 9th grade; student visits to feeder schools; parent orientations and campus visits; opportunities for planning and coordination between elementary, middle, and high school principals; summer transition programs for incoming 6th graders and incoming 9th graders; a rigorous summer school program for identified incoming 9th graders; and life-skills programs in middle schools.
5. Support for strong AISD secondary education (middle and high school) through:
   - Initiatives to ensure a rigorous academic environment in middle and high schools; emphasis on critical thinking skills; advanced classes (for example, Advanced Placement, International Baccalaureate, dual enrollment in college); early intervention for academically at-risk students; tutoring for students who fail a section or sections of the standardized test; rigorous summer school for students who fail one or more courses; Saturday school as an option; extended day as an option; extended school year as an option; after-school programs; night courses in high school; and support services for families of students.
   - An honors program with weighted grades for those students who participate in it.
   - Challenging academic courses that equip students to succeed in college.
   - Initiatives to improve relationships between teachers, between teachers and students, and among students; lower pupil-teacher ratios; smaller learning communities (for example, 9th grade academies); coordinated planning time for teachers and team teaching; advisories; and study groups.
   - Development of curriculum to include courses geared to current workforce needs.
   - Use of demonstrated competencies and skills to help assess student progress with documents such as certificates or portfolios.
   - Academies or magnet programs with flexible eligibility criteria.
   - More efficient use of counselor skills, with focus on academic and career counseling, as well as adjustment counseling.
   - Scheduling of co- and extra-curricular activities during non-school hours as much as possible.
   - A tech-prep system that allows students either to enter the workforce upon graduation or seek post-secondary education.
   - Job training courses for students who want to graduate with marketable skills.
   - Apprenticeship-type programs, cooperative education, or internships to ease the transition from school to work.

6. Support for educational programs in Austin Community College and in AISD designed to prepare students for employment with marketable skills by:
   - Having curriculum relevant to the work world with career awareness infused throughout the system.
   - Developing curriculum to include courses geared to current workforce needs.
   - Having students apply problem-solving.
   - Providing career exploration by the 8th grade and administering occupational assessment tests, followed by counseling with students and parents, prior to high school enrollment.
   - Conducting staff development to assist teachers in making the curriculum relevant, learning new teaching techniques, and operating equipment.
   - Establishing a centrally located career planning and placement center.
   - Supporting employer involvement in curricular and workforce training issues.
   - Assigning staff to seek outside funding sources, shared use of facilities or equipment, internship or apprenticeship positions, and mentors for students.
   - Securing adequate funding, including increased taxes, as state support declines.

7. Support for career preparation in Austin Community College through:
   - Coordinated education paths between high school and college-level work.
   - Education and employer-supervised apprenticeships and internship opportunities.
   - Access to state-of-the-art technology for technical programs.
   - Communication of changing workforce needs to instructional staff, counselors, and students.
8. Support for strengthened adult education programs in Austin Community College and in AISD Community Schools.

9. Opposition to AISD’s participation in any tax rebates or abatements for businesses to locate or expand in the Austin area.

AUSTIN: ITS PEOPLE AND ENVIRONMENT

1. Support of equality of opportunity in employment and housing.

2. Support for well-run community development programs with frequent administrative reviews by city government.

3. Support of preservation and development of open space and parks.

CITY GOVERNMENT

1. Form of government: Support of council-manager form of government with the City Charter as its document.

2. Council and Elections
   - Support for direct election of the mayor.
   - For council member elections, support for the following structures, provided that under these structures, there are enough equal-sized geographic districts drawn to support minority opportunity districts:
     - geographic-district representatives plus at-large representatives, or
     - geographic-district representatives plus super geographic-district representatives, or
     - geographic-district representatives only.
   - Support of a campaign spending ordinance to be mandated in the City Charter.
   - Support of an Independent Citizens Redistricting Commission.

3. Personnel, General Provisions, and Ethics
   - Support of an impartial board of ethics with an independent staff.
   - Support of a financial disclosure ordinance to be mandated in the City Charter.

4. Planning and City Services
   - Support for a commission in the City Charter to plan for human resources.
   - Support for independent neighborhood groups.

5. Financial
   - Support for the early setting of budget priorities by Council.
   - Electric Utility and Electric Utility Transfer:
     - Support for an electric utility transfer based primarily on the needs of the utility, including its bonded indebtedness, rather than on the needs of the City budget.
     - Support for an electric rate policy that is based on the cost of service for each class of user and that strives for a goal of 100% relative rate of return for all customer classes.
6. Annexation
- Support for full consideration of an annexation’s fiscal impact on the City before City Council action.
- Support for flexibility in the timing of annexation based on fiscal, planning, environmental, and social factors.
- Support for the continued use of fees to cover the cost of utility extensions and other capital improvements necessary for new development.
- Support for homeowners in municipal utility districts’ continuing to pay off the district’s debt after annexation.
- Support for a strengthened subdivision ordinance covering the City’s entire extraterritorial jurisdiction.

7. Planning and Growth Management
- Support for cost benefit analysis as an integral part of the planning process.
- Support for ongoing public input into long-range planning with coordination and communication between City departments, boards, and commissions.
- Support for a balanced representation of diverse interests on the Planning Commission.
- Support for a standardized, streamlined, and understandable development process with proper regard for public notification from developer application to Council decision.
- Support for City involvement with private and other governmental entities in the selective recruitment of businesses. Environmental concerns should be taken into consideration, as should employment of Austin’s citizens.
- Support for tax abatements and/or tax rebates as an incentive to encourage economic development in the city. Among the criteria that should be considered by the county when determining which businesses receive tax abatements or rebates are:
  - Amount of total investment in Austin.
  - Location in the Desired Development zone.
  - Length of commitment for company to stay in Austin.
  - Demand on the community’s infrastructure.
  - Competition with existing local businesses.
  - Alignment with the city’s long-term economic development.
  - Environmental concerns.
  - Number of new jobs for Austin citizens.
  - Certain criteria for the newly created jobs, i.e.,
    - Health insurance
    - Diversity in hiring and promotion
    - Employee training programs
    - Livable wage
- Support for an accounting of the tax abatement/rebate incentives and their associated cost which is presented once a year, along with the Budget public hearings.

8. Drinking Water Supply
(Adopted at the 1998 Annual Meeting.)
- Support for use of factors that should be included in regional planning for: population, supply, water conservation, needs of sustainable industry, fishermen and agriculture, flood control and flood plain preservation, reservation and/or purchase of water (including water rights and interbasin transfers), privatization as an alternative, impacts on water quality, drought planning, governance, water and sewer treatment capacity, and the economic impact on the region as a whole.
Support of a voluntary, aggressive treated water conservation plan that should become mandatory only under drought conditions.

Support of utility-provided educational programs, water-wise programs, a system-wide water leak detection program for utility-owned pipes, residential block pricing, programs to repair leaks for low-income housing, and development of incentives for conservation, where possible.

Support for the following factors in evaluating future funding proposals for water treatment facilities: cost of maintenance, need to respond to immediate crisis, need to meet federal requirement, existence of a master plan, environmental impact, cost effectiveness, privatization as an alternative, and currency of technology.

9. Electric Deregulation  
(Adopted at the 1998 Annual Meeting.)

Support for the City Council consideration of all of its options regarding the future of the electric utility, including sale of part or all of the utility and/or merger with other entities. Factors that should be considered include: impact on rates for the various classes of consumers; maintenance of a “lifeline” rate for low-income consumers; the impact on the funding of city services (i.e. the transfer to the general fund and compensating fees and taxes); the competitive position of Austin Energy; environmental impacts; stranded debt and the ability to pay off electric utility revenue bonds; the level of local control that would exist; responsiveness and quality of customer service; and electric service reliability.

Support for continued energy conservation programs, but they should be modified to be more cost effective and to have customers share more in the responsibility for programs from which they will benefit. Continue to provide:
- Energy audits.
- Rebates for low-income customers.
- Rebates to encourage new or more efficient technology.
- Lists of contractors.
- Inspection of rehab jobs.
- Weatherization of homes for low-income residents.
- Consultation on new construction.

Support for more operating independence for the Utility. Responsibility for purchasing, hiring, and other administrative functions should lie with Utility management. Establishment of an oversight board for the Utility, which would assume many of the policy-making powers currently held by the City Council, but would leave the powers of eminent domain, rate-making, and bond issuance with the City Council. Members of the oversight board should be selected on the basis of designated areas of expertise and should include at least one member representing the public. Change the City Charter to allow purchases without City Council (or oversight board) approval to a level commensurate with the expenditures of the Utility.

TRAVIS COUNTY GOVERNMENT  
(Updated in 2007.)

1. County Budget

Support for one budget officer, a performance/program budget prepared and made available to the public before public hearings.

Support for budget approval before the adoption of the tax rate and before the beginning of the fiscal year.
2. Law Enforcement
   ▪ Support for increased cooperation between Austin and Travis County law enforcement officers.
   ▪ Support for increased use of interlocal contracts between the county and incorporated governmental units for effective law enforcement.

3. Wastewater Management
   ▪ Support for improved cooperation among the City, County, LCRA, and the TCEQ in the enforcement of wastewater regulations.

4. County Parks
   ▪ Support for a unified county park system organized and maintained by a master plan.

5. Tax Assessment
   ▪ Support for fair and equitable appraisal of all real property in Travis County.

6. Planning and Growth Management
   ▪ Support for tax abatements and/or tax rebates as an incentive to encourage economic development in the county. Among the criteria that should be considered by the county when determining which businesses receive tax abatements or rebates are:
     ▪ Amount of total investment in Travis County.
     ▪ Location in the Desired Development zone.
     ▪ Length of commitment for company to stay in Travis County.
     ▪ Demand on the community’s infrastructure.
     ▪ Competition with existing local businesses.
     ▪ Alignment with the county’s long-term economic development.
     ▪ Environmental concerns.
     ▪ Number of new jobs for Travis County citizens.
     ▪ Certain criteria for the newly created jobs, i.e.,
       ✓ Health insurance
       ✓ Diversity in hiring and promotion
       ✓ Employee training programs
       ✓ Livable wage
   ▪ Support for an accounting of the tax abatement/rebate incentives and their associated cost, which is presented once a year, along with the Budget public hearings.

LIBRARY
(Adopted in 1995.)

1. Support of a library system for Austin and the surrounding area, which includes both traditional library services and modern information management.

2. Support of a library system that includes:
   ▪ Adequate funding, even if it means a tax increase.
   ▪ The traditional role of lending books and other material.
   ▪ A reference library with modern information technology, including CD-ROM and access to the Internet information services available in the library, by phone, and online.
   ▪ Programs and informal education for adults and especially for children.
   ▪ Homework centers and tutoring.
- Outreach to encourage reading and library use.
- Community activities and meeting rooms.
- An adequate book/materials security system

3. Support for building more library branches, first in underserved areas, and secondly, in newly developed areas or as larger regional libraries.

4. Support for bond issues that include funding for new technology and replacing rented facilities.

5. Support for the use of the Austin library by people who do not live in Austin. However, those individuals or their communities should pay to help support the library.

6. Support for greater communication and cooperation between schools and libraries.

TRANSPORTATION

1. Support for a community-wide system that serves the population as a whole; is publicly owned, efficient, and economical; and informs and educates the public on its use.

2. Support for the establishment and the sustainment of a permanent mass transit authority (MTA).

3. Support for the continued use of a one-cent sales tax to support the MTA.

4. Support for increased opportunities for meaningful citizen participation in the transportation planning process; and optimum cooperation and coordination in the administration, planning, and delivery of services among agencies that provide transportation.

5. Support for a balanced, intermodal Metropolitan transportation system that coordinates the use of:
   - Automobiles.
   - Buses.
   - A fixed guide-way system (regional light rail).
   - Park-and-ride facilities.
   - Pedestrian and bicycle routes.
   - Shuttles (or jitneys).
   - Special transit services for the disabled and elderly.

6. Support for transportation-related measures that will keep the Austin Metropolitan Area in attainment of federal air quality standards (see Air Quality statement under Environmental Quality position), including:
   - Carpools.
   - Van pools.
   - Buses.
   - High-occupancy vehicle lanes
   - Bicycles.
   - Trip reduction.
   - Walking.
   - Conversion to natural gas, with more refueling centers.
- Recharge centers for (future) electric cars.
- A fixed guide-way system (light rail).
- Telecommuting.
- Home employment.
- Motor vehicle inspection.

7. Support for the following methods of transportation funding: governmental gasoline tax, the Austin Transportation Fee, and revenue from toll roads. Revenues from these sources will go toward improving city, county, and regional roads, and other transportation projects.

8. Support for multiple funding sources for the construction and operation of a fixed guide-way transportation system, including the use of bonds, federal funds, sales taxes, and user fees like gasoline taxes and fares.

9. Support for the integration of land-use planning and transportation planning in the Austin Metropolitan Area.

10. Support for the revision of local governments’ development regulations, to include site design criteria that would encourage intermodal planning, including accommodations for pedestrians, bicycle trails, and transit.

11. Support for mixed-use development to help achieve the Austin Metropolitan Area’s transportation goals.

12. Support for the encouragement of the Austin Transportation Study (ATS) to maintain ongoing, independent performance reviews of the governments and agencies that provide transportation services to the ATS area to provide accountability to the citizens of the Austin Metropolitan Area.

13. Support for the use of the following criteria to assess the suitability of specific funding proposals:
   - Allows for faster project completion; a project cannot be completed without it.
   - Local dollars are used to leverage state and federal dollars.
   - An undue burden is not placed on any socio-economic group.
   - Funds are raised efficiently.
   - Funds are not reallocated without the consent of the funding body.
   - Balance of transportation modes is improved; the overall efficiency of the transportation system is enhanced.
   - The burden is placed on those that create the most wear and tear.
   - The cost of additional use of facilities is appropriately distributed.

HEALTH
(2003; in 2014, updated, added to, and absorbed old “Mental Health Services” section, which was adopted in 2008.)

Health Care
We support public funding to create, expand, and/or educate about:

1. Community-based, integrated health care services, where patients can receive primary and preventive physical and behavioral health services in the same place.
2. The use of the Medical Access Program (MAP) to pay for the health care of those who are not eligible for other forms of insurance, and a sliding-scale fee schedule for the near poor.

3. Maximizing all available state and local financing mechanisms to leverage as much federal money as possible to fund local health care services.

4. Contractual agreements with cities, counties, and other governmental entities for payment of health care delivered to non-Travis County residents.

5. Recruitment, education, and training of professional staff (i.e., physicians, nurses, social workers, case managers, outreach workers, etc.) to implement health and social service programs based on best practices.

6. A single county or multicounty health care district (hospital district) in Austin and/or Travis County with an appointed or elected board.

**Behavioral Health Care**
We support public funding to create, expand, and/or educate about:

7. Specialized, community-based behavioral health and substance abuse treatment services that can respond to patients at whatever their level of need (e.g., hotlines, information and referral, outpatient, crisis intervention, in-patient, long-term care/residential treatment, sobriety centers, and telemedicine), regardless of ability to pay.

8. Additional in-patient behavioral health beds in a health care facility or local hospital for crisis intervention and stabilization.

9. Programs/services (e.g., housing, transportation, employment, and other basic needs) to assist those with severe behavioral and/or physical health issues to live successfully in the community.

10. Mobile crisis outreach teams and hospital and jail-diversion projects to redirect individuals into behavioral health services and away from unnecessary incarceration or hospitalization.

11. An emphasis on preventive behavioral health programs and services.

**Wellness and Health Promotion**
We support public funding to create, expand, and/or educate about:

12. A system of public health and strong public health policy as a sound strategy for preventing disease, promoting health, and driving down health care costs.


15. Promotion and protection of women's access to health care, including all aspects of reproductive health. (LWV-Texas statement)
ENVIRONMENTAL QUALITY
(Reviewed in 1996; updated at the 1997 and 2009 Annual Meetings.)

1. Solid Waste
(Reaffirmed in 1996.)
- Support for recycling, reuse, and other methods of reducing the volume of waste.
- Support for long-range planning.
- Support for the improvement of our present sanitary landfill operation.

2. Support for Energy Conservation
(Reaffirmed in 1996.)

3. Water/Wastewater
(Adopted with recommended review changes in 1996; last two bullets adopted in 2009.)
- Continued support for the Barton Springs-Edwards Aquifer Conservation District and support for an underground water district for the northern Edwards Aquifer.
- To protect our water supplies, support use of: properly maintained and enforced structural controls, such as water quality ponds; properly maintained and enforced nonstructural controls, such as impervious cover limits, natural vegetation or vegetative filter strips; and best management practices.
- Support of vigorous enforcement of water quality ordinances and laws by City and County officials.
- Support of regular, formal communication between the TCEQ and the City of Austin.
- Support of regional sewage treatment plants rather than numerous small package plants.
- Support of the prohibition of sewage discharge or land treatment over aquifer recharge areas.
- Support of advanced wastewater treatment after cost benefit analysis has been done.
- Support for future development, to be addressed with more extraterritorial jurisdiction (ETJ) control; fees should reflect the services; City should take into account the water usage of new development, i.e., high-rise condos, and assess charges accordingly.
- Support of planning for infrastructure of water and wastewater (drinking water, sewage, and storm water), to include all funding streams.
  - Have scheduled repairs as needed to avoid crisis management.
  - Include recurring maintenance costs in annual budgets.
  - Reduce usage or implement other conservation programs.
  - Budget for recurring maintenance costs for new facilities.
  - Create separate budget items for emergencies and capital expenditures.
  - Schedule ongoing tests for water and wastewater leakage.

4. Municipal utility district (MUD)
(Adopted as reviewed in 1997.)
- Support of the start of the 120-day MUD review process after full documentation is received by the City.
- Support for utility line extension financing through revenue bonds rather than contract bonds.

5. Air Quality
A 1987-1988 study of Austin’s air quality indicated that at present the City complies with federal air
quality standards. While no consensus was taken on the report, should Austin’s air quality deteriorate in the future, further study may be recommended. In 1996, Austin does not exceed federal clean air standards, but the Texas Commission on Environmental Quality (TCEQ) has designated it as a near non-attainment area. (See the 1996 Transportation positions.)

ADMINISTRATION OF JUSTICE

1. Support of adequate counsel for indigents at all court levels.

2. Support of improved training and selection standards for the local law enforcement personnel.

AFFORDABLE HOUSING
(Adopted at the 2001 Annual Meeting.)

Local governments have a responsibility to help assure a supply of affordable housing to their residents. Responsibility should be exercised in the areas of ordinance making, policy making, and public education.

1. The LWV-AA believes that local governmental bodies should consider the impact on the cost of housing when writing ordinances and developing policy.

2. The City should do more to educate neighborhoods about the advantages of mixed-income housing.

3. The LWV-AA supports the waiver of development fees, expedited permit processing, and other incentives to developers to encourage the construction of affordable housing, but there should be strict monitoring and ready access of information to the public.

4. The LWV-AA supports the concept of leasing surplus city/county property for affordable housing projects.

5. The City of Austin and Travis County should cooperate wherever possible on affordable housing and should try to work with adjoining counties and municipalities.

6. There should be more flexibility in the building and zoning codes of the City—particularly in allowing multifamily uses in commercial districts—but there should not be a wholesale move toward cumulative zoning. There could be increased residential densities along transit corridors and around the edges of single-family neighborhoods, but existing single-family neighborhoods should not be required to have increased density.
League of Women Voters Austin Area Bylaws

May 20, 2017
League of Women Voters Austin Area Bylaws

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BYLAWS, LEAGUE OF WOMEN VOTERS AUSTIN AREA

ARTICLE I: NAME
Section 1. Name. The name of this organization shall be the League of Women Voters Austin Area, hereinafter referred to in these bylaws as LWV-AA or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in the bylaws as LWVUS, and the League of Women Voters of Texas, hereinafter referred to in the bylaws as LWVTX.

ARTICLE II: PURPOSES AND POLITICAL POLICY
Section 1. Purposes. The purposes of the League are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy. The League shall not support or oppose any political party or candidate.

ARTICLE III: MEMBERSHIPS
Section 1. Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership.
A. Voting members. Persons at least 16 years of age who join the League shall be voting members of the local and state Leagues of their place of joining 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; and
   (3) those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.
B. Associate members. All others who join the League shall be associate members.

ARTICLE IV: BOARD OF DIRECTORS
Section 1. Number, Manner of Selection, and Term of Office. The Board of Directors shall consist of the officers of the LWV-AA, enumerated in Article V, Section 1, and six (6) elected Directors, and not more than six (6) Directors appointed by the Board. Six (6) Directors shall be elected by the general membership at each annual meeting and shall serve for a term of one year, or until their successors have been elected and qualified. The President with the advice and consent of the elected members of the Board shall appoint additional Directors, not exceeding six (6), as is deemed necessary to carry on the work of the League. Appointed Directors shall serve from the time of appointment until the next annual meeting.

Section 2. Qualifications. No person shall be appointed or elected or shall continue to serve as an officer or director of this organization unless that person is a voting member of the LWV-AA.

2 The membership age changed from 18 to 16 at the LWVUS Convention in 2016, requiring LWV-AA Board conformance taken September 5, 2016
Section 3. Vacancies. In the event of the absence, disability, disqualification, or death of the president, the nominating committee shall be directed to find a candidate and submit the name to the Board for election by a majority vote of the Board. All other vacancies occurring in the Board of Directors may be filled by presidential appointment for the remaining portion of the year with a majority vote of the remaining members of the Board of Directors. Any Board member who is absent from three consecutive Board meetings without valid reason shall be considered to have resigned.

Section 4. Powers and Duties. The Board of Directors 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. *Any committee with the authority to carry out the powers exclusive to the Board in the management of the League must have at least two committee members and a majority of those members must be Directors.*

Section 5. Meetings. There shall be at least nine regular meetings of the Board of Directors annually. The president may call special meetings of the Board of Directors and shall call a special meeting upon written request of five (5) members of the Board.

Section 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum. All votes taken at such meetings shall be ratified at the next regular meeting of the Board of Directors.

Section 7. Executive Committee. The Board executive committee will consist of the president, vice presidents, treasurer and secretary. *Board The executive committee may transact emergency business between meetings of the Board of Directors. The proceedings of the executive committee shall be reported to the Board at its next meeting for ratification.*

Section 8. Actions Without a Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if a majority of all Directors individually and collectively consent in writing. *Written consents must be dated and signed by each Director and must state the action to be taken.* Such written consent shall have the same force and effect as a unanimous vote of the Board. *Prompt follow-up notice of the action consented to must be given to each Director who did not provide consent in writing. All such actions approved by written consent shall be ratified at the next regular meeting of the Board of Directors.*

Section 9. Participation in Meetings. Any one or more members of the Board may participate in a meeting by means of electronic communications equipment, so long as all participants in the meeting can simultaneously hear each other. *Participation by such means shall constitute presence at said meeting.*

Section 10. Proxy. Proxies shall not be allowed.

Section 11. Removal of Board Members. Any Board Member may be removed with cause, at any time by a majority of the entire Board of Directors, at a regular or special meeting called for that purpose. Any Board member under consideration for removal must first be notified about the consideration by written notice at least five days prior to the meeting at which the vote takes place.
Section 12. Compensation. Directors and Officers shall not receive any salaries or other compensation for their services as Board members or Officers. The League shall not loan money or property to, or guarantee the obligation of any Director or Officer. Board members may however, be reimbursed for actual expenses incurred in fulfilling their Board responsibilities.

ARTICLE V: OFFICERS

Section 1. Enumeration and Election of Officers. The officers of the LWV-AA shall be a president, a first vice president, a second vice president, a third vice president, a fourth vice president, a secretary, and a treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting. The president, the first vice president, the fourth vice president, and the secretary shall be elected in even-numbered years. The second vice president, the third vice president, and the treasurer shall be elected in odd-numbered years. The same person may not hold both the offices of President and Secretary.

Section 2. The President. The president shall preside at all meetings of the organization and of the Board of Directors; may, in the absence or disability of the treasurer, sign or endorse checks, drafts and notes; shall be, ex officio, a member of all committees except the nominating committee; shall have such usual power of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the Board. The president or other officers when so authorized by the Board may sign contracts and other instruments.

Section 3. Vice Presidents. The vice presidents shall perform such duties as the president and Board may designate. It shall be the duty of each vice president to supervise and coordinate the activities of the chairs assigned to her/his jurisdiction.

Section 4. The Secretary. The secretary shall keep the minutes of the annual meetings of the League and all other meetings of the Board of Directors; notify all officers and Directors of their election; and perform such other functions as may be incident to the office.

Section 5. The Treasurer. The treasurer shall collect and receive all monies due; be custodian of the monies and deposit them in a bank designated by the Board of Directors, and disburse the same only upon order of the Board; present statements to the Board at its regular meetings, and an annual report to the annual meeting.

ARTICLE VI: FINANCIAL ADMINISTRATION

Section 1. Fiscal Year. The fiscal year of the LWV-AA shall begin on the first day of June, ending on May 31 of the following year.

Section 2. Dues. Annual dues shall be determined by the Board of Directors and approved as part of the budget adopted by the members attending the annual meeting. Dues shall be payable on the anniversary of the month the member joins. Any continuing member who fails to pay her/his dues within three months of the first of the anniversary month shall be dropped from the membership rolls. All dues paid to the LWV-AA will be paid to and maintained by the LWV-AA member organization recognized as tax exempt under Section 501(c)(3) of the Internal Revenue Code.

3 Provision for co-presidents was removed at the 2016 annual meeting.
Section 3. Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the annual meeting for adoption. The budget shall include support for the work of the League as a whole.

Section 4. Budget Committee. A budget committee shall be appointed by the Board of Directors 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 committee must have at least two committee members and a majority of those members must be Directors. The treasurer shall be, ex officio, a member of the budget committee, but shall not be eligible to serve as chairman.

Section 5. Tax Exemption. The League is organized and operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code and the Texas Tax Code, Section 11.18. Notwithstanding any other provision of these Articles, the League shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of the League shall be attempting to influence legislation.

ARTICLE VII: MEETINGS

Section 1. Membership Meetings. There shall be at least four meetings of the general membership each year. The time and place shall be determined by the Board of Directors.

Section 2. Annual Meeting. An annual meeting shall be held during May, the exact date to be determined by the Board of Directors. The annual meeting shall:
   A. adopt a local program for the ensuing year;
   B. elect officers and Directors and a nominating committee chair;
   C. adopt a budget;
   D. transact such other business as may properly come before it.

Section 3. Quorum. A quorum shall consist of ten percent (10%) of the members eligible to vote as of January 1 of the current year.

Section 4. Voting. Each member shall be entitled to one vote at any meeting of the members. Absentee or proxy voting shall not be permitted. The Board may, in its discretion, facilitate a vote of the members via mail, fax, email, or any combination of those methods. Unless otherwise specifically provided in these bylaws, the affirmative vote of a majority of a quorum of members shall pass an action voted upon.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The nominating committee shall consist of a chair, two members from the Board, and two non-Board members. The chair, who shall not be a member of the Board and the two non-Board members shall be elected at the annual meeting; the Board of Directors shall appoint the members from the Board. Vacancies on the committee during the year shall be filled in the same manner. Nominations for officers, Directors and nominating committee chair may be sent to this committee by any voting member.
Section 2. Office Sharing. Two members may be nominated and elected to share a single office. They will divide the duties of the office by mutual agreement. Each member shall have a vote on the Board.

Section 3. Report of the Nominating Committee and Nominations from the Floor. The report of the nominating committee of its nominations for officers and Directors shall be sent to all members at least one month before the date of 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 be secured.

Section 4. Elections. The election shall be by secret ballot, except when there is only one nominee the election may be by voice vote. The election of co-nominees for a single office shall be considered a single nomination. A majority of those qualified members present and voting shall constitute an election. Absentee or proxy voting shall not be permitted. The new Board members shall assume their duties June 1.

ARTICLE IX: PROGRAM

Section 1. Authorization. The governmental principles adopted by the national convention, and supported by the League as a whole, constitute the authorization for the adoption of the program.

Section 2. Program. The program of the LWV-AA shall be chosen for study or action at the annual meeting and may include action to implement the principles of the League of Women Voters.

Section 3. The Annual Meeting. The annual meeting shall act upon the program 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, together with not-recommended items and reasons for their rejection by the Board.
C. A majority vote of voting members present and voting at the annual meeting shall be required for adoption of items in the proposed program as presented to the annual meeting by the Board of Directors.
D. Any not-recommended program item(s) may be moved for consideration following the presentation of the recommended program. A majority vote shall place a not-recommended item before the annual meeting. Adoption of a not-recommended item requires a two-thirds vote. The program votes shall take place in the order in which items were considered.
E. Suggestions for program at the annual meeting from the floor must meet the following criteria:
   1. the suggestion must have been presented to and approved by the president at least 24 hours prior to the annual meeting.
   2. the annual meeting shall order consideration by a two-thirds vote.
   3. the annual meeting shall adopt the item by a two-thirds vote.
F. Changes in the program, not considered at the annual meeting, may be made provided that:
   1. information concerning the proposed change has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed.
   2. final action by the membership is taken at the succeeding meeting.
Section 4. Member Action. Members may act in the name of the League of Women Voters only when authorized to do so under the policy established by the Board of Directors. They act only in conformity with, and not contrary to, a position taken by the LWV-AA, the LWVTX, and the LWVUS.

ARTICLE X: VOTER SERVICE
Section 1. Voter Service. Activities of the LWV-AA shall include making available to the citizens in the community information on elections and other democratic processes.

ARTICLE XI: NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL
Section 1. National Convention. Delegates from the LWV-AA shall be selected by the Board of Directors under the provisions of the bylaws of the LWVUS.

Section 2. State Convention/Council. Delegates from the LWV-AA shall be selected by the Board of Directors under the provisions of the bylaws of the LWVTX.

ARTICLE XII: PARLIAMENTARY AUTHORITY
Section 1. Parliamentary Authority. The rules in “Roberts 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 bylaws.

ARTICLE XIII: AMENDMENTS
Section 1. Amendments. These bylaws may be amended by a two-thirds vote of the voting members present at the annual meeting or a membership meeting, provided that the amendments were submitted to the membership in writing at least one month in advance of the meeting.

ARTICLE XIV: INDEMNIFICATION
Section 1. Indemnification. The League is empowered to indemnify the officers, Directors, and agent to the extent provided and within the limitations imposed by law.

ARTICLE XV: REGISTERED OFFICE AND REGISTERED AGENT
Section 1. Registered Office and Registered Agent. The League shall maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the principal office in Texas. The Board of Directors may change the registered office and the registered agent as needed.

ARTICLE XVI: DISSOLUTION
Section 1. Dissolution. In the event of the dissolution of the LWV-AA all monies and securities which may at the time be owned by or under the control of the LWV-AA shall be paid to the Texas member organization of the League of Women Voters that is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the Board, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under such designated tax provisions.
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League of Women Voters®
Austin Area

POLICIES
AND
PROCEDURES
MANUAL
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## LEAGUE OF WOMEN VOTERS AUSTIN AREA

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INTRODUCTION
The League of Women Voters Austin Area (hereinafter referred to as LWV-AA) adopts policies and procedures to assist the officers and Board directors in directing the affairs of the organization in compliance with member-approved bylaws. Policies are to be reviewed annually, revised as needed, and updated by the Board. Each May, outgoing Board members should submit any recommendations for changes, to be considered and adopted by the newly constituted Board in August.

Originals of important documents such as Bylaws, Policies and Procedures, and IRS Determination Letters are to be placed in permanent files with copies of the most recent documents available in a binder for use by volunteers. This binder, to be kept in the LWV-AA office, should also include a copy of the “League of Women Voters of Texas (hereinafter referred to as LWV-TX) Policies and Procedures”, as the LWV-AA Policies and Procedures include references to the LWV-TX Policies.

I. POLICIES RELATING TO THE PUBLIC AND GOVERNANCE
   A. Nonpartisan Policy
      The LWV-AA endorses the position on nonpartisanship held by the League of Women Voters of the United States, which states, “The League may take action on governmental measures and policies in the public interest. It shall not support nor oppose any political party or candidate.” The spirit of the nonpartisan policy is not to see how much political activity is possible within the policy, but to be actively and honestly nonpartisan. The Board has the responsibility to maintain the nonpartisanship of the organization.
   B. Diversity Policy
      LWV-AA, in both its values and practices, affirms its belief and commitment to diversity and pluralism, which means that there shall be no barriers to participation in any activity of LWV-AA on the basis of gender, race, creed, age (there is a minimum age of 16), sexual orientation, national origin, or disability.
   C. Board of Directors
      Political Activity
      The President, Vice President - Programs, Vice President – Voters Service, Advocacy Director, and Membership Director may neither take an active visible role in a campaign for a political candidate or for a non-LWV-AA issue, nor engage in conspicuous political activity such as:
      i. Leading precinct conventions
      ii. Participating as delegates in county, state or national conventions
      iii. Making any public statements endorsing a candidate
      iv. A social media post supporting or opposing a candidate
      v. Permitting the use of their names in any political advertising
      vi. Working in the campaign headquarters of any candidate

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a. If a Board member plans to engage in political activity, that member must seek the Board’s decision as to whether the activity could affect the community’s perception of LWV-AA’s nonpartisanship.

b. All Board members and chairs may:
   • Have party affiliations
   • Make political contributions as permitted by law, as long as names do not appear as public endorsement
   • Attend receptions and coffees for candidates in order to learn about the candidates
   • Attend precinct meetings, caucuses, and precinct conventions
   • Speak as a private citizen before legislative bodies

c. The political activities of a spouse or relative of a Board member shall be considered as separate and distinct from the activities of the Board member.

d. Political Fundraising Functions
   In order to ensure the nonpartisanship of the LWV-AA, neither the President, VP - Voters Service, Advocacy Director, nor Finance or Development Chair may attend political fundraising functions. Other Board members may attend fundraising functions.

e. Public Office
   Should a Board member wish to become a candidate for public office, she/he shall submit a written resignation in sufficient time to allow the LWV-AA to publicly announce the change in status. Resignation from the Board does not mean resignation from LWV-AA. A person who resigns to run for public office shall not return to the Board until at least one year elapses. If the person is elected, they are not allowed to serve on the Board until they are no longer in office for at least one year.

D. Board of Directors and Members
   a. League Positions
      Once a League (local, state or national) takes a position on an issue, members may not identify themselves as LWV-AA members in publicity expressing an opinion that is in opposition to an adopted LWV-AA position.
   b. Representing LWV-AA
      Members representing LWV-AA in the community should be sensitive to their responsibilities. When acting in the public as LWV-AA representatives, members must not allow their partisanship to be discernible. These members should be fully aware of LWV-AA positions and remain neutral when asked personal opinion.
   c. Serving on Commissions
      Members may serve on governmental commissions at their own discretion. If the appointee represents LWV-AA, then the appointee should be knowledgeable about LWV-AA positions in relation to the commission’s responsibilities.
   d. LWV-AA Meetings
      Members in the leadership roles at unit and other LWV-AA public meetings have the responsibility to ensure the nonpartisanship of the meetings and environment. Nominating papers, candidate flyers, and other partisan materials cannot be distributed at LWV-AA meetings.
   e. LWV-AA Roster
      The LWV-AA’s roster shall not be made available for non-LWV-AA use without Board consent.
f. **Board Direction**
   If a Board member, off-Board chair, or member becomes involved in a situation in which the nonpartisan policy of LWV-AA might or could be jeopardized, such member shall ask for a Board decision on what is appropriate action.

**E. Advocacy**

a. **Official Spokesperson**
   The president is the official spokesperson for LWV-AA. Official LWV-AA statements shall be made only by the president or their designee.

b. **Procedures for Advocacy**
   Advocacy statements shall be approved by the Board. The Board is responsible for the overall strategy for taking action. In specific situations, the president, the vice presidents and the appropriate committee chairs, if any, may approve action by the president regarding established LWV-AA positions; the president is to report back to the Board at the next meeting.

c. **Action Alerts**
   The president or their designee responds for LWV-AA to state and national action alerts, if taking any action on behalf of LWV-AA.

d. **Participation with Other Organizations - Definitions**
   1. **Coalition**
      A group the LWV-AA works with as an equal partner, with an equal opportunity for input into the group’s agenda and activities. Coalitions should be reviewed every year.
   2. **Collaboration**
      A group with which the LWV-AA may conduct a single activity, such as a forum or a survey.
   3. **Affiliation**
      The LWV-AA belongs to the group (or may cooperate in activities of the group) or receive information or publications from the group but does not determine its agenda.

e. **Coalitions**
   1. Consideration of LWV-AA participation in any coalition will require LWV-AA Board approval. LWV-AA’s representative to the coalition will require Board approval as well. Consideration of membership in coalitions shall be reviewed annually and LWV-AA members are to be informed of coalitions joined.
   2. The coalition’s major issues are to be in accord with LWV-AA positions on every issue of coalition concern. The coalition’s aims must be nonpartisan and must not conflict with LWV-AA positions.
   3. The major goals of the coalition should be in accord with the LWV-AA adopted program.
   4. The coalition’s activities should bring added effectiveness to the overall efforts to achieve LWV-AA’s organization, advocacy, or educational goals.
   5. The members of the coalition should be organizations with which LWV-AA can work effectively. LWV-AA should have confidence in the leadership of the coalition and may serve in a leadership capacity.
   6. There should be a clear understanding of any LWV-AA expenditure required to participate in the coalition and the volunteer commitment required.
7. The LWV-AA representative to a coalition of which the LWV-AA is a member must have the prior approval of the LWV-AA president or designee before making any formal or public statement of the LWV-AA’s position on a specific issue. If the LWV-AA disagrees with a majority opinion of the coalition, a public statement of LWV-AA dissension should be issued by the president.

8. If the coalition in any way participates in partisan activity, (i.e. supporting or opposing a candidate or party) the LWV-AA shall withdraw from the coalition.

9. When working with other groups, if the LWV-AA name is to be used on a letter or public statement, the text of such documents must be approved by the LWV-AA president and advocacy chair prior to publication.

F. Voters Guide

1. Voters Guide Editor
   The Voters Guide editor is an off-Board position serving under the direction of the VP of Voters Service. The Voters Guide editor will follow LWVUS and LWV-TX Voters Guide policies and requirements. [http://lwv.org/member-resources/voter-guides;]

2. Instructions to Candidates
   As soon after the filing deadline as possible, explicit instructions are sent by certified mail or other appropriate mail, along with questionnaires, to candidates with a specific deadline for completing the candidate questionnaire entry on VOTE411.org.

3. Candidates’ Responses
   Candidates’ responses are published in the Voters Guide as received, including spelling and grammatical errors.

4. Inappropriate Responses
   If a candidate’s response includes negative reference to his/her opponent or another candidate, or is otherwise deemed inappropriate as explained in the instructions sent to the candidates, the entire response to that question will be deleted.

5. Copies
   Any group that requests more than 500 copies of the Voters Guide will be asked for a donation to cover the cost of printing.

6. Campaign Website Addresses
   Candidates may provide campaign website addresses to be printed along with other candidate contact information.

7. Translation and Scope of Voters Guide
   The LWV-AA-produced Voters Guides will be translated into Spanish unless future Board action is taken. The geographical scope of elections to be included in the Voters Guide will be set by Board action.

8. Development of Proposition Pros/Cons
   The Advocacy Chair shall develop or assign development of the pros/cons for each ballot proposition. Ideally, the lead Observer Corps for the entity will draft the text, observing the LWV-TX and LWVUS directives. Final approval of the text shall require consensus of the Director of Advocacy, VP-Voters Service and President.

G. Candidate Forums and Debates
   Candidate forums and debates will be conducted in accordance with requirements set out in the LWV-TX Policies and Procedures and covered in the Guide to Candidate Forums. [http://www.lwvtexas.org/files/PublicationsGuideToCandidateForums2011.pdf]
II. ADMINISTRATIVE POLICIES
A. Pictured below is a generic League organizational chart. Structure changes from year to year based on the President’s understanding of the abilities and interests of officers and directors. Additionally, it is desirable that the immediate past president and the next president serve on the Board in some capacity.
B. **Generic Job Descriptions for Officers of the Board**

**President**
The President presides at all meetings of the organization and of the Board of directors, can sign checks, etc. in absence of treasurer, serves as ex officio member of all committees except the nominating committee, signs contracts and other legal instruments.

**First Vice President**
The First Vice President is responsible for the policy and advocacy program. This includes overseeing studies, advocacy efforts, the Observer Corps, and the presentations and discussions at general and unit meetings.

**Second Vice President**
The Second Vice President is responsible for community relations and coordinates and supervises public relations and publicity, all development (fundraising) campaigns and special events, and the speakers’ bureau.

**Third Vice President**
The Third Vice President is responsible for organization and is primarily a coordinator supervising membership, distribution of The VOTER monthly newsletter, publications and office administration. The latter involves finding and setting up rules for office volunteers as well as scheduling office use, maintaining supplies and working with other Board members on filing and records retention.

**Fourth Vice President**
The Fourth Vice President is responsible for coordinating and overseeing voters service activities which include voter registration, the publication and distribution of Voters Guides, sponsoring candidate forums and interviews, and get out the vote activities, including information on registration and voting procedures. The voters service V.P. is also responsible for collaborating with other organizations on voter service projects.

**Treasurer**
The Treasurer collects and receives all monies due; deposits money in a bank designated by the Board of directors, disburses monies upon order of the Board, presents statements to the Board at regular meetings and an annual report to the annual meeting. The Treasurer will be responsible for submitting the following documents to the LWV-TX no later than June 30 of each year:

a. Budget adopted at the May Annual Meeting
b. Year-End Financial Report
c. IRS Form 990 Report

**Secretary**
The Secretary keeps minutes of the Annual Meetings and Board meetings. The Secretary is responsible for submitting the following documents to the LWV-TX no later than June 30 of each year:

a. Annual meeting materials: Workbook and/or proposed local budget, bylaws, program, policies, and slate of officers and directors or leadership team.
b. Bylaws: Amended bylaws as approved at annual meeting.
c. Officers and Board members/leadership team: Names and contact information for all current local LWV-AA officers and Board members.
d. Organizational structure changes: For example, change of name, geographical coverage or LWV-AA organizational status (i.e., from/to local LWV-AA or LWV-AA-at-large).
e. Publications: Voters Guides or other major documents (study reports) issued during the year.
C. **Board Meetings**
   Board meetings are generally held once a month at a time and place determined by the Board. The bylaws require that there be nine regular meetings of the Board during the League year of June 1 - May 31.

D. **Record Keeping**
   a. **Official Minutes**
      Minutes of regular Board meetings and Annual Meetings shall be maintained in the LWV-AA office for a seven-year period, after which they may be transferred to LWV-AA archives.
   b. **Financial Records**
      All financial records of the treasurer shall be maintained for a period of seven years in permanent files in the LWV-AA office. These records shall include, at a minimum, records of deposits, invoices, bank reconciliations, and financial reports provided to the Board.
   c. **Contracts**
      Contracts are to be filed at LWV-AA office as a part of the Treasurer’s records.
   d. **IRS Authorization and Tax-Exempt Status**
      Copies shall be maintained in the LWV-AA office for seven years beyond their termination.
   e. **Records Retention**
      The VP for Organization is responsible for overseeing and maintaining the retention program in accordance with the records retention schedule developed by LWV-TX (see LWV-TX Policies & Procedures).
   f. **Calendar Requirements**
      The VP for Organization maintains the Board calendar and the calendar of events for public viewing. The VP also will coordinate the inclusion into the online posted Board calendar of deadlines and activities contributed by each of the Board leaders. This includes items or deadlines that assure LWV-AA compliance with LWV-TX requirements. Not only does it insure compliance, but it institutionalizes recording those dates for the benefit of new Board members learning their positions. The calendar should be broadly reviewed each year in August and reviewed each month.

E. **Membership Meetings**
   Bylaws of the LWV-AA require at least four meetings of the general membership each year. Policy has established that two of these shall be the annual Kick-Off Meeting, held in September, and the May Annual Meeting. A minimum of two additional general membership program meetings are also expected.

III. **FISCAL POLICIES**
   A. **Board Budget Guidelines**
      1. **Special Event**
         Special Events expected to result in $3,000 or more in expenses must have a budget presented to the Board in advance for approval.
      2. **Tax Classification**
         LWV-AA is classified by the IRS as a 501(c)(3) organization and is exempt from paying federal taxes. Dues and contributions to LWV-AA are tax deductible to the donor as charitable contributions. LWV-AA is also exempt from State Sales Tax and State Franchise tax.
      3. **LWV-AA Contracts**
         Contracts of $3,000 or more must be approved by the Board. Contracts are signed by the President and/or the Treasurer.
4. **Insurance**  
   Insurance is to be purchased to provide property and liability coverage and directors’ and officers’ coverage.

5. **Purchasing and Contracting**  
a. **Board Approval**  
   Payments of $1,000 or more must be authorized by the President.

b. **Bids**  
   Generally, three bids are desired for expenditures in excess of $3,000, unless a reason for sole source or only two bids are presented and agreed upon by the Board.

**IV. FISCAL MANAGEMENT**

A. **Banking Arrangements**  
   Board action is required for selection of the LWV-AA depository bank.

B. **Financial Reserve**  
   During each annual budget preparation, the budget committee should consider maintenance of a fiscally responsible financial reserve to be included in the budget that is considered for approval by the Board and subsequently the membership in the Annual Meeting.

C. **Check Signatories**  
   Checks are to be signed by the Treasurer, or upon absence or disability, by the President. The President may also designate one additional member of the Board to sign checks. Upon a change in any of these positions, the bank requires new signatory cards.

D. **Reimbursement**  
   In order to receive reimbursement for expenses, members must complete the LWV-AA voucher form and attach a receipt to be submitted to the Treasurer.

E. **Financial Audits/Financial Reviews**  
   The LWV-AA Audit Committee of LWV-AA members reviews the financial records. Should the need arise to engage a financial auditor, the Board would contract for these services using a bid process. The Audit Committee, consisting of the Audit Chair, Budget Committee Chair and Secretary, with the Treasurer as ex officio, reviews financial records in a systematic manner at year end, with an in-depth look at reconciliation of at least two months of banking records.

F. **Conflict of Interest**  
   No paid staff of the LWV-AA shall serve on the Board of directors nor shall any director be paid for service to the LWV-AA. Members of the Board of directors are required to file a LWV-TX-required Conflict of Interest Statement each year. Compliance is the responsibility of the Treasurer.

G. **Donations**  
   1. All donations are recorded by the Treasurer in the financial accounting system and acknowledged in the monthly VOTER newsletter the month after they are received. Individual donor amounts are not published unless considered substantial enough by the President to recognize individually and with the permission of the donor.
   2. The Development Chair is to maintain a database of previous and potential donors.

**V. PUBLICATIONS**

A. **LWV-AA routinely produces the following:**  
   1. The VOTER, the monthly newsletter (distributed by e-blast, posted on the website, and mailed to the few members who do not use a computer)
2. *Voters Guide*, prior to each election (posted on the website, with an e-blast forwarding the link to members and supporters; in print version distributed in a local newspaper and distributed to public libraries and individuals wishing to reserve copies for pickup to take to other locations)

3. Various other voter education items to provide voter information, such as a Handy Dandy Guide, bookmarks with election dates, voter ID requirements, etc.

4. Whenever an LWV-AA study is undertaken, the study report is printed, following LWVUS and LWV-TX guidelines.

B. Review of Publications

The President, and at least two other persons, one of whom should be the appropriate Vice President, should review and proof major publications prior to printing of documents. The same procedure applies to major website posts, e-blasts and major social media posts. The social media posts requiring prior review include those making statements of LWV-AA actions or policy positions, advertising major initiatives (such as the annual Kick-Off meeting). Review of social media posts using text already reviewed for e-blasts or web postings is unnecessary.

LWV-AA information about local LWV-AA events, activities, offerings, and positions will be posted on the website and social media sites (e.g. Facebook), and included in email blasts in a manner consistent with LWV-AA’s general principles and guidelines for nonpartisanship. Information about non-LWV-AA sponsored activities may also be posted and e-blasted provided they also adhere to the same LWV-AA principles and guidelines. Likewise, public service information about voting and upcoming elections will be provided to encourage the public to be informed voters. Other information regarding membership, donations, officers, contacts, and similar topics may also be provided, as deemed appropriate.

VI. DEVELOPMENT AND ANNUAL FUND RAISING DINNER

Each year LWV-AA’s major fundraising event is a dinner known variably as the State of the City Dinner or State of the County Dinner. In making the speaker selection and award winner selection, the following criteria is to be considered.

A. Recommended SOC Speaker Criteria

In order of preference:

- Mayor of Austin
- City of Austin or Travis County elected official or staff member who represents the entire city or county and not a particular district. (Examples: city manager, Travis County Judge, Travis County sheriff, police chief, fire chief, AISD school superintendent)
- Department head from City of Austin or Travis County, leader of nonprofit with broad perspective of Austin area needs, or an individual engaged in efforts that support League positions with a community wide perspective. (Examples: Assistant City Managers or heads of city departments; United Way Success by 6, Jolt, Sustainable Food Center, E3 Alliance, Integral Care; professor, researcher, author)

B. The speaker should:

- Provide a broad perspective of the current state and/or future of Austin and the greater Austin area or focus on a particular issue that impacts the majority of residents of Austin and the greater Austin area
- Be consistent with the League’s nonpartisan values (not promote a particular candidate or political party)
• Not be actively running for election or reelection
• Be engaging and a strong speaker
• Be visionary or have expertise in areas of concern to the LWV-AA
• Speak for no more than 20 minutes in length
• Be aware no honorarium is included [if one is required, and the Board chooses to make the request, a sponsorship may be necessary]

B. Making Democracy Work Awards and Selection Criteria

• Purpose of awards - Recognize individuals or organizations who have made significant contributions of time, effort, and/or funds to support the League or its policy positions within the past 12 months prior to the nomination deadline
• Have categories of awards that recognize specific areas of work that advance LWV-AA priorities or support LWV-AA
• One or more individuals can receive the same award in multiple years, although this should be discouraged
• Awards do not need to be granted in all categories; if no one stands out as deserving, award can pass, allowing award to be seen as valuable
• The SOC Committee may recommend the board create an additional category as deemed needed for special circumstances or individuals. This category would be for someone, a group, or an organization that does not fit into one of the other three assigned categories, yet there is strong consensus there should be recognition.

C. Selection Process

• LWV-AA will solicit nominees for awards through its newsletter, website and social media. Members, organizations, and individuals may nominate themselves, as well as others. The nomination deadline will be a minimum of three months prior to awards ceremony
• The State of the City Committee will recommend to the Board two nominees per category, with a recommendation of the priority nominee
• Recommendations are due to the Board at least one week prior to the Board meeting occurring a minimum of two months prior to the awards ceremony
• The Board will make the final selection of the award winners
• The President will notify the award recipients

D. Recommended Award Categories (Typically one award in each category per year)

Friend(s) of the League: An individual or organization that provided a significant amount of time or money to the League of Women Voters Austin Area, positively influencing its ability to achieve its mission; not a League leader (may be a dues paying member).

Volunteer(s) of the Year: A member or specific group of the League of Women Voters Austin Area, with an emphasis on member(s) of two years or less, who have dedicated a significant amount of time and effort supporting the LWV-AA and its goals. LWV-AA officers and Board members are not eligible as individual honorees. Honoree must be an active LWV-AA volunteer and dues paying member.

Democracy in Action: An individual or organization that made a significant impact in advancing or promoting one or more of the LWV-AA’s areas of focus or policy positions (registering and educating voters, advocating for voting rights, or one of the many LWV-AA positions (p. 18-29); not a League leader (may be a dues paying member).

Examples of Potential Award Recipients by Category:
1. Friend(s) of the League: Tim League (owner of Alamo Drafthouse) for promoting voter registration at all Austin area theaters and donations to LWV-AA; posthumously to a large legacy donor to the League; Bruce Elfant (Travis County Tax Assessor-Collector and Voter Registrar) for ongoing collaboration and support of League activities.
2. **Volunteer(s) of the Year**: Capitol Corps volunteer(s) for work during Legislative Session; new member(s) who have committed a significant amount of their time, taken on a major task, taken initiative, and/or revamped a much needed area, for example: redesigning and updating the web page, increased visibility of LWV-AA with other organizations, taken a lead role and gone above and beyond the norm.

3. **Democracy in Action**: Amy’s Ice Cream voter registration drive; a nonprofit that collaborates with LWV-AA, such as NAACP, Planned Parenthood, Sustainable Food Center, JOLT, TX Votes, etc.

### VII. POLICIES AND PROCEDURES MANUAL
In May each year, individual members of the Board are to review the current Policies and Procedures and forward any suggested revisions to the Bylaws Committee. The Bylaws Committee should, in turn, forward a copy of the manual to the new Board for approval by the October meeting each year.

### VIII. CONTACT SOFTWARE
Contact information for League members and supporters shall be maintained in computer software accessible for LWV-AA purposes only. The VP of Organization shall have oversight of the system to be used, be responsible for assuring its updating and availability to others as needed. The contacts are not to be used for non-LWV-AA purposes.

### IX. PROCEDURES AND RELATED FORMS
Over time, additional procedures and any related forms should be added to this document as they are developed. Each Board member is encouraged to document their tasks to be used in case of the unexpected inability to perform them or to make for smoother transitions when leaving office.