



POLICIES & PROCEDURES

Reviewed & Adopted July 9, 2016
Reviewed & Adopted February 2, 2020
Reviewed without Changes, July 27, 2025

**League of Women Voters of Louisiana
(LWVLA)**

Policies & Procedures

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Note: Policies & Procedures Process –Board of Directors:

Reviewed and/or updated every two years or before as needed. New members review upon appointment to Board.

Definitions: (Distinction is offered providing a way to think about the concepts)

Policy: General Organizations/Businesses: Guiding principles/statements of philosophy, direction to establish, clarify and provide guidance to conduct the organization/business affairs/issues. It explains the intentions and guides the decision- making and activities.

Procedures: Guidelines and processes outlined in a separate document typically describing the method by which policies may be developed and implemented. A series of steps to be followed to accomplish an end result and complement policies

League of Women Voters of Louisiana Board Appointment Policy

Appointments shall require Board approval or ratification of the Executive Committee's selection based on the following process:

- Timely notification by the LWVLA Board to all local Leagues that the state Board is seeking candidates for nomination;
- The LWVLA Board's providing sufficient information regarding the specific responsibilities and requirements of the position to those nominated;
- The Board's providing these expectations of each person accepting an LWVLA Board appointment;
 1. Familiarize oneself with the national and state Leagues' positions in the area of appointment through review of current LWVUS Impact on Issues and LWVLA Support Positions on its website and the Board's Policies and Procedures;
 2. Attend all meetings unless ill; failure to attend meetings regularly is a reason for removal from the appointment;
 3. Review materials presented by the body prior to the meeting;
 4. Participate actively in the meetings;
 5. Join and participate actively in committees and/or subcommittees;
 6. Members of commissions, committees and any subcommittees of the body respond to the Board prior to board meetings, whether a written report or minutes and links to materials presented at the meeting;
 7. Recommend action by the Board when deemed necessary.
- The Board's ensuring consent of the nominee to be placed in candidacy and agreement that the nominee can meet the expectations for appointment before placing the nominee in candidacy;
- The Board of Executive Committee's review of the resume of each candidate (depending on time requirement for the appointment);
- The Board or Executive Committee's reviewing from candidates to its questionnaire and/or interviews in person or by teleconference.

Questions to candidates from the Board include:

1. "Would you be willing to support and represent the League of Women Voters of the United States and the LWVLA's positions on ____?"
2. Are you willing contribute to the LWVLA Board or as the representative of the League of Women Voters of Louisiana by serving on committees?
3. Why do you want to serve on the LWVLA Board or as the representative of the League of Women Voters of Louisiana serving on the _____?"

References: LWVLA By-laws **Amended: Jan. 2019**

Rescissions: None

Board of Directors Actions:

Approved: October 22, 2011

Approved: March 24, 2020

Review/Action Board: Date: March 2022

League of Women Voters of Louisiana Special Meetings Policy

LWVLA bylaws allow an electronic/telephone vote for cases which the President deems necessary or at the written request of a majority of the members of the board. This vote will be documented by a written statement sent to the secretary by the president and shall be inserted in the next minutes for the records with a record of the vote.

An electronic meeting may be called only to make a single decision with everyone having the same information at the same time to make that decision.. A unanimous vote is required to make a formal Board decision by this method. In cases where the vote is not unanimous, the decision should then be made in a teleconference or face to face meeting where discussion can take place.

Teleconference

A quorum must vote on the issue, either by roll call vote to all in the teleconference or by electronic vote.

- All Board members must have access to the method used (telephone or web conferencing) and must simultaneously hear each other during the meeting.
- The president should formally call a meeting, giving the agenda and stating a beginning and ending time long enough to allow all members to participate.
- The president should remind the Board as the vote closing time nears.
- The meeting should end at the specified time unless formally extended.
- The discussion should be related to the topic at hand.
- In the request for a vote, the president will include the names of the mover and the Board member who seconded the motion. The vote request will also ask for a “yes” or “no” vote on a clearly worded motion.
- The president will record all votes by name.

References:

LWVUS and LWVLA Bylaws **Amended January 2019**

Director of the Technology Committee, LWVUS, Norman Turrill

LWVUS Liaison to Louisiana Leagues Peggy Hill

LWVLA 1st Vice-President, Carol Deville

LWVUS, “Decision Making by Electronic Means”

“E-Mail Voting –A Simple Trap for Nonprofit Boards, The Nonprofit Quarterly, April 27, 2011, Leah Cohen Chatinover, Atty.

Rescissions: None

Board of Directors Actions:

Approved: July 5, 2011

Approved: March 24, 2020

Review/Action Board: Date: March 2022

League of Women Voters of Louisiana Non-Partisan Policy

The LWVLA is a non-partisan political (501(c) (4)) and a non-profit educational (501(c)(3)) organization. As non-partisan, it does not support, endorse or oppose any political party or candidate for public office. It is political in that it takes positions on selected governmental issues after member study and agreement.

The Nominating Committee members shall provide each prospective board member with the non-partisan policy in advance of the application process.

To protect and preserve the fact of non-partisanship of the LWVLA, the Board of Directors has established the following guidelines.

The President and chair of Voter Services shall not make contributions/donations to campaigns, candidates, and political parties

Board members

- Shall not run or hold any elected state office listed on the Secretary of State's Elected Officials Database. Any current officer or director shall resign before publicly announcing candidacy and press releases shall be free of mention of LWVLA Board association. If not elected to office, a candidate shall be eligible for the Board again three months following the election.
- May chair, administer, sponsor, endorse, give fundraising events, be spokesperson, or work in any other significant way in the campaign for a candidate for partisan office only as an individual and shall not reference the LWV at all.
- Shall not associate League activity or membership with endorsement of or opposition to any party or candidates in the media, including social networking sites or other public venues.
- Shall not speak in public in opposition to the League's stated position, or work against League position(s). All statements made in the name of the League shall be made by the president or designee.

Any Board Member may

- serve as a member of a public board, commission, committee, or coalition, etc. but does not represent the League unless officially designated by the League Board
- speak in public or express independently through letters to the editors, etc., personal views on non-League issues, as a non-League representative.

General Guidelines for Non-Board members

- Spouses or household members, significant others and/or relatives of a board member may engage in political activities. These individuals' activities are considered as separate and distinct from the board member.
- Non-Board members are encouraged to participate fully in the party of their choice as individuals. It is an advantage to have politically active member(s) and, equally important, it can be a personally satisfying experience.
- Non-Board members shall not speak about specific candidates, wear a campaign button, pass out flyers, solicit signatures on petitions, etc., in the name of or as part of the League's events or meetings.

References:

<http://forum.lwv.org/member-resources/article/developing-and-implementing-nonpartisan-policy>
LWVLA Bylaws Amended Jan 2019

Rescissions: None

Board of Directors Actions:

Approved: July 9, 2016

Approved: March 24, 2020

Review/Action Board: Date: March 2022

League of Women Voters of Louisiana Removal from Board of Directors Policy

Policy: A LWVLA officer is no longer eligible to serve and is removed by the Board when the best interests of the organization will be served. As volunteers working for the state League, professional participation, responsibility, attendance and performance of duties is critical to the organization.

Purpose: To prescribe the actions that shall be taken to protect the non-profit organization's tax-exempt interest, to safeguard the reputation of the League and facilitation and support its work and mission.

Responsibility: The Board of Directors shall take the required action(s) within the scope of the By-laws, policies and procedures when removal is contemplated. Every effort to minimize and reduce the League's exposure to risk is contemplated. Removal shall be without stated cause by vote of a Board of Directors of the LWVLA majority. Each Board member shall review a copy of this policy and acknowledge in writing that he/she has done so.

Implementation:

- Board of Directors
 - A majority of the Board in favor of removal must be received at a regular or interim meeting for removal to take place.
 - Notice of Meeting for Vote of removal documented on the board's agenda prior to the meeting occurrence.
- The meeting's minutes shall reflect the discussion(s) and resulting removal action(s).
 - Removal Agenda:
 - A certified notice mailed at least 15 calendar days prior, containing the Meeting Agenda listing the removal to scheduled meeting.
 - Documents reason, **under "Responsibility" above, states "without cause, so should remove reason, but below says "addressing the reason(s)]** name and position of person to be removed.
- Claimant (individual proposed to be removed) may:
 - Submit a written statement addressing the reason(s)
 - Written statement must be received 5 calendar days before the proposed effective removal date
 - Represent himself or herself at the Removal meetings.
 -

Grounds for Removal (not all inclusive):

- Found in violation of the LWVLA by-laws, policies and procedures; lack of attendance
- Abused power, illegal substance abuse, misuse of and civil or criminal malfeasance
- Nonattendance (refer to By-Laws, Article VI, Section 9)

Removed individual(s) shall:

- Turn over to the board of directors within 72 hours any and all records of the LWVLA in his/her possession.
- Is not eligible to stand for reelection until the next annual meeting at which directors are elected
- If the individual fails to relinquish his/her office and does not turn over all LWVLA records to the directors in a timely manner, the directors may obtain a court order to obtain the organization's records and vacate the position. The individual will be required to reimburse

LWVLA of all fees associated with the removal action.

References:

LWVLA Bylaws Amended January 2019

IRS Government Publications – Non-Profit organizations Publication 4221-NC “Compliance Guide for Tax-Exempt Organizations” (other than 501(c) (3s))

Rescissions: None

Board of Directors Actions:

Approved: March 10, 2013

Approved: March 10, 2015

Amended: July 27, 2020

Approved: July 27, 2020

Review/Action Board: Date: July 27, 2022

League of Women Voters of Louisiana Conflict of Interest Policy

The standard of behavior for the League of Women Voters of Louisiana (LWVLA) and the League of Women Voters of Louisiana Education Fund (LWVLEF) is that all board members and volunteers scrupulously avoid conflicts of interest between the interest of LWVLA/LWVLA-EF on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Each board member has a duty to place the interest of the League foremost in any dealings with the League and has a continuing responsibility to comply with the requirements of this policy.

No member of the LWVLA/LWVLA-EF board of directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the LWVLA/LWVLEF.

No board member of LWVLA/LWVLA-EF shall obtain for her/himself, or for members of her/his immediate family, or for other organizations of which she/he is also a board member or a key staff member, a material interest of any kind from her/his association with the League.

If conflicts of interest arise from the employment, business interests, or other activities, interests or obligations, they must be brought to the attention of the LWVLA/LWVLA-EF board for discussion and resolution. If a board member has an interest in a proposed League transaction that may result in a personal gain for that board member or for her/his immediate family or that may result in a benefit to another organization to which she/he has allegiance, she/he must make full disclosure of such interest before any discussion or negotiation of such transaction. Further, the board member shall not be present for any discussion or vote in connection with the matter. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the discussion and decision on the matter.

Board members may not accept stipends, grants or fees for service for any LWVLA/LWVLA-EF projects because they sit on the policy-making board that is responsible for administration of the grant. Board members may accept gifts and honoraria on behalf of the League. Board members who are employed by businesses or organizations which receive government contracts may not be involved in the LWVLA/LWVLA-EF work or policy positions in that issue area.

The materials, products, designs, plans, ideas, and data of the LWVLA/LWVLA-EF are the property of the League and may not be given to an outside firm, organization or any individual except through normal channels and with permission of the Board of Directors.

A copy of this policy shall be given to each board member at the beginning of her/his term of office. The policy will be reviewed at the first meeting of the duly elected LWVLA/LWVLA-EF Board of Directors/Trustees. **Disclosure of Interest Statement Form will be completed by Board of Directors members and maintained by Secretary/Custodian of Records.**

Rescissions: None

Board of Directors Actions:

Approved: October 22, 2014

Amended: July 27, 2020

Approved: July 27, 2020

Review/Action Board: Date: July 27, 2022

League of Women Voters of Louisiana
Disclosure of Interest Statement (Conflict of Interest Policy)

Please initial at end of #1 or complete #2 as appropriate. Complete #3, sign, date, & return.

1. I am not aware of any relationship or interest or situation involving a member of my family or myself which might result in, or give the appearance of being, a conflict of interest between that family member or me on the one hand and the League of Women Voters on the other.
2. The following are relationships, interests or situations involving me or a member of my family which I consider might result in, or appear to be, an actual, apparent or potential conflict of interest between myself on the one hand and the League of Women Voters on the other.
 - a. For-profit corporate directorships, positions and employment with:

- b. Non-profit trusteeships or positions:

- c. Memberships in the following organizations:

- d. Contacts, business activities and investments with or in the following organizations:

- e. Other relationships and activities:

My primary business or occupation at this time is: _____

I have read and understand the LWVLA/LWVLA-EF Conflict of Interest Policy and agree to be bound to it. I will promptly inform the LWVLA/LWVLA-EF President/Chair of any material change that develops in the information given in this statement.

Signature _____

Date _____

Printed Name _____

References:

League of Women Voters United States

League of Women Voters California

National Council of Nonprofits

LWVLA Conflict of Interest Policy

**League of Women Voters
of Louisiana
Transformation Roadmap
Diversity, Equity and Inclusion Policy**

Policy: The League of Women Voters of Louisiana (LWVLA) affirms that the principles of diversity, equity and inclusion are the cornerstones and complementary fundamental components in sustaining the organization statewide. The League advances, supports and advocates the LWVUS's policy positions to better incorporate, expand and practice diversity principles in the broadest scope. Participation in the LWVLA shall be barrier-free, open and transparent for all people without regard to gender, gender expression, gender identity, race, ethnicity, political or religious beliefs/perspectives, age, sexual orientation, national origin, citizenship, disability and/or socio-economic status. (See Definitions for expanded listing.)

Purpose: To prescribe the collective commitment to continuously work toward creating a more perfect democracy in our communities with a broad citizen presence, including key stockholders and organizations, to strengthen, improve and sustain innovative and sound decision-making practices. The LWVLA values, welcomes and encourages different perspectives, backgrounds, experiences and cultures, believing that multifaceted views contribute to its mission.

Responsibilities:

- Leadership positions, executive roles, board membership, programs, operations and volunteers shall reflect, share and work toward evolving diversity relationships in changing environmental landscapes and needs.
- All LWVLA volunteers, executive directors, associates, persons or staff affiliated with the LWVLA will adhere to these policies and procedures.
- The Board of Directors:
 - Will take required actions within the scope of the by-laws, policies and procedures that promote and foster actions, collaborations and associations which enhance and support, in practice and principle, diversity, equity and inclusion, and incorporate them into the fabric of the organization.
 - Will assure that LWVLA programs and operations are fully accessible, affordable and welcoming for all stakeholders by building “bridges” and “re-thinking” how League-like behaviors/actions might appear stultifying.
 - Will provide adequate education, training, networking opportunities and resources that reflect and incorporate diversity principles.
 - Will assure that all policy initiatives of LWVLA include a narrative that clearly states the impact of public policy on marginalized communities.
 - Will implement goals, strategies and tools to further its understanding of the community and to effect real change by:
 - Surveying landscape (use of census and geographic data) and identifying incentives for membership and leadership opportunities.
 - Tasking the Nominating Committee with identifying areas to enhance diversity recruitment.
 - Developing data measurements in decision making to focus efforts in diversifying

membership and leadership

* * * * *

Diversity, equity and inclusion are mutually reinforcing principles that leverage each other to create a healthy, high-performing organization and community.

Definitions:

- **Diversity:** Diversity includes all of the similarities and differences among people. It refers to a collective or group and can only exist in relationship to others. (A team can be diverse and so can organization. A person is not diverse. A candidate is not diverse—they are a unique, individual unit. They may bring diversity to your team, but they in themselves are not diverse. They are a woman; they are a person of color; they are part of the LGBTQ community.) Examples include but are not limited to:
 - Native or indigenous origin, generation, culture, religion, belief system, marital status, parental status, language, accent, ability status, mental health, education, geography, nationality, work style, work experience, job role function, thinking style, personality type, or physical appearance.
 - Population groups that have been historically underrepresented in socially, politically, or economically powerful institutions and organizations, such as populations of color, including African Americans and Blacks, Latinx, Native Americans and Alaska Natives, Asian Americans and Pacific Islanders; lesbian, gay, bisexual and transgender populations; people with disabilities; and women.
- **Equity:** Equity is not equality. Equity seeks to balance needs with resources to achieve fairness of opportunity for success. This is accomplished by:
 - Recognizing individual needs, taking into account the various advantages and disadvantages that people face, including a system of oppression and privilege that limits access to resources.
 - Requiring an understanding of the root causes of outcomes that result in disparities within our society.
 - Increasing justice and fairness within the procedures and processes of institutions or systems and the distribution of resources.
 - Ensuring that the most underserved and marginalized people have the same opportunities to succeed as the most well-served and advantaged.
- **Inclusion:** Inclusion is the degree to which diverse individuals are able to participate fully in the decision-making processes within an organization or group. It is a dynamic, ongoing process. While an inclusive group is by definition diverse, a diverse group is not always inclusive. Greater demographic diversity results in higher inclusion and equity within communities and groups. An inclusive environment:
 - Ensures equitable access to resources and opportunities.
 - Enables individuals and groups to feel safe, respected, engaged, motivated, and valued for who they are and for their contributions toward organizational and societal goals.

References:

LWVUS <https://www.lwv.org/league-management/policies-guidelines/diversity-equity-and-inclusion-policy> LWVLA By-laws, **Amended, Jan. 2019**
LWV of California, Diversity, Equity, Inclusion Task Force
<https://my.lwv.org/california/long-beach-area/event/league-women-voters-2019-convention> LWV of Ohio- Diversity Policy (Revised 7/28/01; 9/13; 7/2017)
LWVUS National Council – 2019, Leesburg, VA breakout session “FRAMEWORK FOR DECISION MAKING”

Board of Directors Actions:

Rescinds: Diversity Policy October 21, 2014
Approved: February 2, 2020
Review/Action: Board of Directors: February 2, 2022

League of Women Voters of Louisiana

Finance Committee Policy

Policy: The Finance Committee shall provide accurate and complete operational and financial data to the Board of Directors for internal and external use. It shall employ sound, effective, timely and transparent practices that will assist the Board in making short and long-term decisions.

Purpose: The Finance Committee develops the biennial budget and monitors, evaluates and controls the Board's adherence to the budget. The Committee will advise the Board of Directors on operational and financial pertaining to the events and activities of the organization. The Committee is accountable to the Board.

Responsibility: The Board of Directors appoints the Committee. The Committee may also employ sub-committees and/or special ad hoc committees, which will be appointed by the Board after recommendations from the Treasurer. Proper oversight methods will be in place to protect all the assets and ensure proper financial controls. The Committee will provide adequate training to members for them to fulfill their financial oversight role.

Duties:

The Committee's function shall include:

- A separate Finance Review Committee, selected by the Board of Directors, but not to include any Board member or the Treasurer, shall perform a bi-annual review to present to the board. An audit should be performed when a new board is elected bi-annually.
- Provide oversight to the bank/financial institution (checking & savings accounts) in the name of the League of Women Voters of Louisiana.
- Assist the Treasurer in preparing the biennial budget and submit to the Board of Directors for a recommendation for approval by the Convention.
- Other duties as assigned by the Board.

Implementation:

- The Committee shall consist of no fewer than 3 members and no more than 5 members.
- The Treasurer shall be a member of the Finance Committee, but shall not be the Chair.
- The Committee will meet at a predetermined time and place as agreed upon by its members.
- A quorum of any regular meeting, for the purpose of conducting organizational business, shall consist of Chair or Acting Chair assigned by the Chair and a majority of the committee members.
- Minutes with action items will be produced and shared with the Committee's members and the Board of Directors in a timely manner for inclusion into the League's official records.
- If requested by the Board of Directors, the Committee and other subject matter experts will develop for the Board, instruction procedures, for the functions and activities associated with the financial operations of the organization.

Rescission: None

Board of Directors Actions:

Approved: October 21, 2014

Amended: Feb. 2, 2020

Approved: Feb. 2, 2020

Review/Action: Board of Directors: Feb. 2, 2022

League of Women Voters of Louisiana

Expense Reimbursement Policy

Policy: LWVLA shall approve and pay claims for reimbursement of actual expenses, when incurred in performance of the League's mission. Expenses must be consistent with LWVLA policies, procedures and guidelines and within the budget constraints. Expenses are the cost of doing the League's business. Contributions by Board members and volunteers, tangible and intangible that go towards paying costs are voluntary.

Purpose: Board members and volunteers are recruited from the local Leagues based on their knowledge, skills, abilities, experiences and diverse representation. When they are doing the pre-approved work of the organization they should not have to spend their own funds and should be reimbursed when a proper claim is submitted.

Responsibility: The Board of Directors shall approve such expenses in advance and the Treasurer or designee shall pay the claim(s) when submitted properly. The claimant must provide required supporting documents and reports prior to disbursements of funds. Every effort to minimize and reduce cost to the organization while not compromising the organization's operations is essential.

Duties & Implementation:

- Board of Directors, through reallocation of the budget(s), fund-raising events, etc, will maintain adequate revenues and expenditures in the appropriate Budgets, 501c4 and or 501c3.
- Treasurer or designee will within 30 days of receipt:
 - Review all supporting documentation ensuring claim is consistent with payment requests
 - Disburse funds in accordance with this policy
 - Notify President, VP and/or Board of any discrepancies in claim or funding issues
 - Ensure that appropriate level of funds is available noted in specific accounts and programs
- Claimant will:
 - Obtain prior approval from the Board or designee for other than scheduled activities.
 - Provide complete and timely receipts (originals when required)
 - Utilize/complete "Request for Expense Reimbursement"
 - every 3rd month: March 31, June 30, September 31, December 31
 - Complete all supporting documents/reports and submit with claim to the

Treasurer or Designee Expense Examples (not all-inclusive):

- Transportation: Prevailing mileage rate, tolls and parking are reimbursed based on receipts, airline or other modes limited to cost of economy class direct travel (roundtrip to the Member's home city to meeting city), ground transportation based upon the most practical and economical means.
- Lodging: Arranged at select accommodations with room and tax paid. Double member occupancy rates, no incidental or personal services included. Guests may share room at single occupancy rate.
- Convention, Council, special meetings, seminars, registration fees, etc: limited to specific members.
- Telephone, communication technology, office equipment, supplies, postage, copying etc. are not routinely reimbursed unless it is associated with a project, program and the cost is too great to be borne individually or by the member's place of work.
- Per diem rates with prior approval.

References:

LWVLA by-laws Amended Jan. 2019

IRS Government Publications - Non-Profit organizations

Rescission: None

Board of Directors Actions:

Approved: May 26, 2012

Amended: July 27, 2020

Approved: July 27, 2020

Review/Action: Board of Directors: July 27, 2022