

# **Policies and Procedures of the League of Women Voters of Portland, Oregon**

Amended June 2022.

## **GENERAL POLICIES**

- I. Definition of Policy
- II. Relationships with LWVUS, LWVOR and Other Local Leagues
- III. Nonpartisan Policy
- IV. Executive Committee
- V. Action
- VI. Financial Controls
- VII. Endowment Fund Policy
- VIII. Reimbursement Policy
- IX. Program and Other Annual Planning
- X. Studies and Preparation for Consensus
- XI. Reaching Member Agreement
- XII. Purposes and Policies for Interest Groups
- XIII. Privacy Policy
- XIV. Diversity, Equity, and Inclusion Policy
- XV. Non-Discrimination and Antiharassment Policy
- XVI. Policies for LWVPDX Communications
- XVII. Policies for Partnerships, Coalitions, and Co-Sponsorship of Events

## **EDUCATION FUND POLICIES**

- I. Investment Fund Policies
- II. Recording of League Meetings
- III. Policy on Sponsorship of Public Debates and Other Candidate Forums
- IV. Candidate Participation Policy for Candidate Forums for the Offices of Portland Mayor, Portland City Commissioner, Multnomah County Chair, and Multnomah County Commissioner

## GENERAL POLICIES

### I. DEFINITION OF POLICY

Policies as used here are procedures or practices that become established through experience and usage and are subsequently adopted as the best means of carrying out the purposes of the League of Women Voters of Portland, Oregon as stated in its Bylaws.

#### **League of Women Voters of Portland Bylaws – ARTICLE II, Purposes and Policy**

**Section 1. Purposes.** The purposes of the Portland League are to promote political responsibility through informed and active participation in government, and to act on selected governmental issues.

**Section 2. Policies. The policies of the Portland League are**

1. **Political Policy.** The League shall not support or oppose any political party or any candidate.
2. **Diversity, Equity & Inclusion Policy.** The League is fully committed to ensure compliance - in principle and in practice - with LWVUS' Diversity, Equity, and Inclusion Policy.

### II. RELATIONSHIPS WITH LWVUS, LWVOR AND OTHER LOCAL LEAGUES

The Portland League (LWVPDX) is both an independent nonprofit organization and an integral part of the League of Women Voters of the United States (LWVUS), and the League of Women Voters of Oregon (LWVOR). The LWVPDX may act independently when we advocate on Portland and Multnomah County governmental issues. As detailed in the following policies, the LWVPDX Board, leaders and membership may make autonomous decisions on LWVPDX member communications, governance, activities, proposed local studies, positions, investments, and policies that affect only our local League. The LWVPDX may influence the work of the LWVUS and LWVOR through its participation in Program Planning, in national and state conventions, with national or state consensus or concurrence, and with LWVOR or LWVUS boards and committees. It also may collaborate with other Leagues in Oregon and in other states on educational programs that affect the participating Leagues. Coordination is **required** when LWVPDX is advocating or lobbying on issues that affect other Leagues. As explained in the LWVUS publication ***Impact on Issues*** and the LWVOR publication ***Issues for Action***, it is essential that all the affected Leagues work together and use consistent messaging when acting on national, state, and regional issues.

### III. NONPARTISAN POLICY

Members:

The nonpartisan principle of the League of Women Voters affects all members. The bylaws state that the League "shall not support or oppose any political party or candidate". Every member should understand this is basic in the League's dealings with the public. Members

may not support or oppose candidates as representatives of the League. However, League members, as individuals, are encouraged to participate in political parties and issues.

Board Members:

- A. A member of the board may not be a candidate any elected city, county, regional, state, or federal office during their term on the Board. If the member decides to be a candidate after accepting a Board position, they should resign at once and the League should make sure that statements explaining the resignation are immediately made public.
- B. The President, Voters Service Chair, and Communications Chair shall not take part in political campaigns either for candidates or for non-League issues—including displaying campaign lawn signs, bumper stickers, buttons, or other signage. Limited financial support of candidates and non-League issues is permissible.
- C. Other Board members may participate in political campaigns for candidates or non-League issues provided that:
  - 1. The Board member exercises good judgment to preserve the League's commitment to nonpartisanship; and
  - 2. The Board member clearly states to the campaign that they are participating as an individual and their involvement in no way conveys League endorsement; and
  - 3. The Board member does not accept a paid position with such campaigns; and
  - 4. The Board member does not take a leadership or public role with such campaigns.
- D. No member of the Board shall hold any executive office in any political party during their term on the Board.
- E. Committee Chairs: Good sense and clear understanding of the League procedures and policies will guide individual members of the Board and committee chairs in most cases.

When situations arise unexpectedly or produce unprecedented complications, members of the Board and committee chairs should seek advice from the Board, or the Board should initiate discussion.

The Nominating Committee shall apprise all prospective Board members of the above-mentioned policies.

**IV. THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the following persons:

- The President or Co-Presidents
- The Vice-Presidents
- The Secretary
- The Treasurer, and
- A Member of the Communications Team

They shall meet at least one week prior to the regular Board meeting. The Executive Committee shall keep written minutes of all their meetings and shall send the minutes to the Board before it meets. Copies of the minutes shall be stored electronically and filed in the League office.

The Executive Committee shall act in an advisory capacity to the President. It shall assist the President in the following ways:

1. It may determine the agenda for regularly scheduled Board meetings.
  - a. It shall hear requests to initiate League Action in order to place these requests on the agenda.
  - b. It shall hear preliminary reports on upcoming events, in order to put the presentations on the board agenda.
2. It shall advise the President whether to give or withhold consent for Action, in the Board's place, only when a decision on Action must be reached before the Board is scheduled to meet.

## **V. ACTION**

**The President is the official spokesperson for the League.** All LWVPDX advocacy, testimony and lobbying is presented by the President, or a person designated by the president. The Action Chair or another member of the Action Committee is often designated to testify or advocate when they have expertise on the issues.

All LWVPDX members are encouraged to speak out **as individuals** on issues that concern them. They may neither say nor imply that they are speaking for the League unless they have been designated to do so by the LWVPDX President.

All LWVPDX advocacy is based on LWVPDX, LWVOR and/or LWVUS advocacy positions. These positions are developed through thorough study of the issues and member agreement. (See Sections X and XI.) When the advocating or lobbying on LWVUS, LWVOR or regional issues and on issues that affect other Leagues, the LWVPDX must coordinate with those Leagues. (See Section II.) Proposals for new areas of advocacy must be approved by the Board.

**Letters to the Editor:** All letters to the editor concerning League positions shall be written by the President, or a person designated by the President, and signed by the President. Unless the action is of an urgent nature, the proposal for the action and a draft of the testimony or letter to be presented should be brought to the Action Chair and subject matter experts first. (See also "The Executive Committee", Section IV, 2.)

**Testifying on League Issues:** All testimony on League positions shall be made by the President or a person designated by the President, after consultation with appropriate subject matter experts.

**Coalitions, Citizens Advisory Committees, Commissions, Task Forces and Cooperative Public Interest Groups:** Members serving on such non-League committees must get Board approval before endorsing or supporting any action or position if the name of the League will be used in that endorsement. When speaking, members must distinguish between League positions and personal opinions. If the League belongs to or is considering joining a coalition that will concentrate its activities on support for or opposition to candidates, the League must not participate.

## **VI. FINANCIAL CONTROLS**

Statement of Purpose: This section defines the roles of staff, officers, board members, and members in the control of moneys of the LWV of Portland and the LWV of Portland Education Fund to assure fiscal responsibility to our members, our supporters, and the public.

### Office Manager (#4. of performance review -- Maintains Financial Records)

- Is responsible for opening and categorizing invoices
- Checks valid charges on items where appropriate
- Passes all bills and invoices to the President
- Mails payments when checks are written and files paid invoices
- Prepares and makes deposits
- Passes deposit receipts on to the Treasurer
- Prepares a record of deposits specifying budget category for the Treasurer
- Prepares and sends thank you notes to contributors
- Passes thank you notes to the President for signature

### League President

- Scans all mail and bills or invoices delivered to the LWV office and maintains a log of donations
- Authorizes payment with date/fund/budget line/initials
- Notes timelines for Per Member Payments (PMP) and taxes
- Is an authorized signer on all accounts in absence or disability of the Treasurer
- Signs all thank you notes, tallies donations to forward to the Treasurer

### League Treasurer (Article V, Section 5 of Bylaws – Duties)

- Maintains records of all receipts/deposits, reconciles bank statements
- Makes payments of bills/invoices of approved expenses
- Is authorized as a single signer for checks (with the President as alternate signer)
- Maintains check register
- Prepares a monthly record of Regular and Education Fund checkbook activity for the Board
- Maintains and keeps current spreadsheets tracking “Budget v. Actual,” reports monthly to the Board
- Reports to the board at least quarterly and to the annual meeting
- Prepares materials for taxes, including payroll taxes

- Secures financial materials (check blanks, etc.) in locked cabinet in office
- Serves as an Ex officio member of the Endowment Fund Committee

#### Development Chair

- Collects mail from post office box (NOTE: Enclosed envelopes for membership renewal and direct mail solicitation will have a PO Box address instead of the office address)
- Verifies donation checks for office manager and Treasurer
- Reviews bank statement, as requested

#### Board of Directors

- Approves any adjustments to annual budget
- Monitors financial health of organization
- Reviews monthly record of checkbook activity
- Reviews spreadsheet of “Budget v. Actual”
- Reviews tax returns before filing OR Receives tax returns after filing

#### Endowment Fund Committee

- Oversees management of Endowment Fund and other investment funds
- Implements policies of the Board and the membership
- Reports on Funds’ status:
  - Annually to the membership at the Annual Membership Meeting
  - Quarterly to the Board of Directors and Board of Trustees
  - On an emergency basis to the Executive Committee

### **VII. ENDOWMENT FUND POLICY**

The Endowment Fund is managed by an Endowment Fund Committee. It contributes annually to the budget of the League of Women Voters of Portland’s 501(c)(4) “Regular” Fund, unless the contribution would decrease the fund’s value to less than the amount of principle that was the original donated amount. To assure a prudent distribution, the Endowment Fund Committee uses a formula based on the Average Endowment Balance over the past 13 quarters and a distribution rate based on best practices and Oregon Revised Statutes that regulated endowment funds. Because the Endowment Fund supports the 501(c)(4), its “Guidelines” are set by the Board of Directors and approved by the membership. The Endowment Fund Committee’s members and role are defined in the LWVPDX Bylaws, ARTICLE IX, Section 5.

### **VIII. REIMBURSEMENT POLICY**

Members may request full or partial reimbursement from general operating funds for actual and reasonable expenses incurred in performance of their League duties, within the constraints imposed by the budget and with the president’s approval. The Board should budget annually for reimbursement of expenses for member and leader participation in approved/designated events. Such expenses may include:

- Online communications, postage, photocopying, essential supplies, and travel by means of public transportation. The least expensive means of transportation that is feasible shall be used. Travel by private car when necessary will be reimbursed at current Internal Revenue Service mileage rates for charitable organizations, with parking fees reimbursed at actual cost.
- Meals when necessary for conducting League business.
- Childcare
- Other types of actual expenses may be reimbursed with preapproval by the Board.

Those eligible to seek reimbursement shall submit vouchers and supporting receipts to the League office within 30 days of incurring the expense or as soon as possible. Vouchers should also be submitted for the expenses for which they are not requesting reimbursement (in-kind contributions). In-kind contributions may be documented at actual cost without regard to the any limits for reimbursement, as long as the expenses are reasonable and customary.

The treasurer or bookkeeper will reimburse within 30 days, and track and report reimbursements and in-kind contributions.

## **IX. PROGRAM AND OTHER ANNUAL PLANNING**

For the League, “Program” means “those issues impacted by government and chosen by members for concerted study and action.” With Program Planning, League members decide where we could be most effective and which issues most deserve our time and efforts.

Program Planning is a member-centered multistep process. Members recommend which issues to address, new studies to undertake, and changes to LWV advocacy positions. They also may recommend activities for the following year, such as community education presentations, new interest groups, and new or more action on community issues. As part of annual planning, members are also invited to nominate individuals for League leadership for consideration by the Nominating Committee, and bylaws amendments for consideration by the Bylaws Committee.

The Program Planning process begins with committee considerations. In December or January, groups of members discuss the important issues that the League should focus on in the next League year, which begins the next summer. Every year, members consider what the League should do at the local level. Every other year, they make recommendations for the LWV of Oregon (LWVOR). In the alternate years, they make recommendations for the LWV of the United States (LWVUS).

In Program Planning, members review the LWV’s advocacy positions, to decide how they can be used for action at the local government level, as well as in the Oregon Legislature or with the U.S. Congress. If new advocacy is needed, members may recommend an in-depth study of the issues. They can also recommend restudies of some issues if our advocacy positions don’t fully address current problems. In some cases, members may have researched other League’s positions for advocacy areas that are important to our local,

state, or national Leagues. They then may recommend “concurrence” with a position that another League has adopted after its in-depth study. (See Section XI.)

Member recommendations for new studies or restudies of an issue should include a title, the rationale or reasons it should be adopted, the scope (issues to be studied and timeline), the outlook for work, and members who would be interested in working on the proposed study or restudy. Requests for updates for wording in a position should include the suggested new wording and the reason for the change.

Completed member recommendations for studies, restudies, concurrence, and other changes in LWV advocacy positions are forwarded to the appropriate board of directors (LWVPDX, LWVOR or LWVUS), in time to meet the deadlines set by that board. The relevant board decides whether to recommend the proposals for approval at the next Annual Membership Meeting or Convention. Whether or not they are recommended by the Board, all the proposals are included in the information sent to the members or delegates who will attend the annual meeting or convention.

In May or June, at the annual meeting of the local membership or the biennial convention of LWVOR or LWVUS, members, or their delegates, vote on the proposals that were developed earlier for the League at each level. Adopting the recommended proposals requires a majority vote. The members (or delegates) also have the option of calling for votes on proposals that were not recommended by the Board, as well as the ones that were recommended. If a majority of the convention or annual membership meeting attendees votes to consider a non-recommended proposal, then they can vote on whether or not to adopt it as part of the League’s Program, along with any recommended items they approve.

As soon as possible after the LWVPDX Annual Membership Meeting, the League Board, with input from the relevant committees or committee chairs, will meet to consider how to implement the approved Program and incorporate the membership’s proposals in the activities and schedule for the year ahead.

## **X. STUDIES AND PREPARATIONS FOR CONSENSUS**

When the members of the Portland League have approved a new study or update, the Board assembles a resource or study committee to investigate the topic. Studies typically take one to two years. After reading source materials and interviewing experts and others who have experience with the study’s topic, the study committee usually prepares a written report. After drafting its report, the resource or study committee will develop proposed consensus or concurrence questions, linked to the approved study scope, for the Board to review and approve. These questions form the framework for member discussion and potential League positions.

Prior to publication of the report, the Board will appoint an Editing Committee, consisting of at least two people not on the resource or study committee, to review the draft study report. Among other considerations, the Editing Committee will assess whether the draft

report provides adequate information to support the consensus or concurrence discussions.

To prepare for the member agreement stage, study committee members compile material for Discussion Unit Leaders, including the consensus or concurrence questions, a response form, any additional background material, and a schedule for the process.

## **XI. REACHING MEMBER AGREEMENT**

Developing an advocacy position after the League has completed a study (or other thorough examination of the issues) requires a review by the membership and **member agreement** on the major points to be included the position.

**“Consensus”** is the technique most often used in the League for reaching member agreement, particularly for new or revised positions. Any consensus achieved by members through group discussion is not a simple majority vote nor is it unanimity. Consensus represents the overall “sense of the group” as expressed through the exchange of ideas and opinions, whether in a single all-member meeting or a series of unit meetings.

The Board appoints a Consensus Committee to include the Program or Member Education Vice President, the Study Committee Chair, one other member of the study committee, one other off-board member, and another Board member not directly involved with the study.

The Consensus Committee collects and analyzes the members’ consensus responses and formulates a proposed position statement for the Board. The Board reviews and acts on the proposal. Action may include approving the proposal as drafted, suggesting changes, or requesting further information. Once approved, the new position statement is published in the monthly newsletter, along with background information, including an explanation of how, why, and when the study was adopted, a brief summary of the study process, and a description of the consensus or concurrence process. The new position will be posted to the website and included in the next published version of local positions. Members vote on retaining the new position, along with other League advocacy positions, at the LWVPDX Annual Membership Meeting.

### **“Concurrence”**

An alternate decision technique “concurrence” is the act of agreeing or concurring with a statement or position. Groups of League members or the Board of Directors may vote to concur with:

- Recommendations of a resource committee
- Decision statements formulated by League Boards at other levels
- Positions reached by another League

Note: Proposed studies or positions that affect jurisdictions covered by adjacent Leagues must be coordinated with those Leagues.

## **XII. PURPOSES AND POLICIES FOR INTEREST GROUPS**

### Purposes:

- To provide a format, in addition to the traditional League committee structure, for League members to gather together in the name of the League, around an area of interest related to League positions at the national, state or local level for the purpose of learning and collaboration
- To provide a venue for bringing forward prospective issues for study or advocacy
- To ensure that interest group activities are consistent with League policies and programs, open to all members and publicized in the Voter

### Policies:

Interest groups shall operate under the auspices of the Program, Member Education or Community education Portfolio (including for budgetary purposes). Members who wish to form an Interest Group shall first meet to determine the focus and activities of their proposed group. Before meeting with individuals or organizations outside the League's membership, they must apply to the Board for status as an official LWVPDX Interest Group. The process for obtaining approval and renewing it annually is described below.

Prior to beginning their activities, all interest groups that wish to function "in the name of the League" shall present to the Board of Directors, through the Program, Member Education, or Community education Chair, a request to function under the auspices of the League of Women Voters of Portland. The request shall include:

- The name of the group
- A description of its purpose and anticipated activities

Most LWVPDX Interest Groups are organized for in-depth learning about community issues. If an interest group wishes to function as part of the Action Committee and advocate on issues, they must obtain special permission from the LWVPDX Board and must coordinate with the Action Committee Chair on any proposed advocacy statements. Otherwise, they may speak out as individuals, but not as representatives of the League. (See Section V. ACTION.)

Each interest group shall renew annually the request to function under the auspices of the League of Women Voters of Portland. The request for renewal shall include a description of the group's activities and names of participating members.

## **X. PRIVACY POLICY (A link to this policy is at the bottom of every page on the [lwvpdx.org](http://lwvpdx.org) website.)**

Visitors to the website operated by the League of Women Voters of Portland will have their Internet Protocol ("IP") address and certain other data logged so that the League can compile statistics useful in managing and improving the site.

Anyone wishing to join the League email announcement list or to make a donation may be asked to provide additional contact information, such as name, street address, city, state, zip code, phone number, and email address.

Any donations made through the website will be processed by PayPal. The PayPal privacy statement is available at <https://www.paypal.com/us/webapps/mpp/ua/privacy-full>

The League will not rent, sell, or trade visitors' email addresses or phone numbers with any third party. The League may, from time to time, share the name and mailing address of its non-member financial supporters with other nonprofit organizations, including the League of Women Voters of Oregon.

Individuals who want to review or correct their personal information may contact the League office. They may also request that the League withhold mailing information from any mailing list exchanges with other nonprofit organizations.

#### **XIV. DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY**

The League of Women Voters of Portland, Oregon, in both its values and practices, is committed to inclusion, equity, and diversity. Our Bylaws state that we are committed to the DEI Policy adopted at the LWVUS level for all Leagues in the United States. That policy says:

“LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization’s current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

“There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.”

We recognize that diverse perspectives are important and necessary for responsible and representative decision making. We believe inclusiveness enhances the organization’s ability to respond more effectively to changing conditions and needs.

We affirm our commitment to honoring, serving, and supporting the diverse population of Portland and Multnomah County in all our educational and advocacy activities and organizational policies

## **XV. NON-DISCRIMINATION AND ANTIHARASSMENT POLICY**

- A. **Non-Discrimination:** The League of Women Voters of Portland is an equal opportunity organization and does not discriminate based on an applicant's or employee's race, color, religion, sex, pregnancy, medical condition, sexual orientation, gender identity, national origin, ancestry, citizenship, age, physical or mental disability, or any other characteristic protected by state or federal law.

Furthermore, it is the League of Women Voters of Portland's policy that no project or activity administered by the League of Women Voters of Portland shall exclude from participation, deny benefits to, or subject to discrimination any individual solely by reason of his or her disability as protected under the law.

If you, as an employee of the League of Women Voters of Portland, believe you have been subjected to any form of unlawful discrimination, including harassment, please use the procedure found in Section 3 below. The League of Women Voters of Portland will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the League of Women Voters of Portland determines that unlawful discrimination or harassment has occurred, effective action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination.

- B. **Antiharassment:** The League of Women Voters of Portland does not tolerate nor condone any form of sexual harassment or any other type of harassment and/or discrimination in the workplace. If you have any questions regarding this policy or the supporting procedures and reporting process, do not hesitate to contact your immediate supervisor, the League of Women Voters of Portland's President or any other member of the Board of Directors.

The League of Women Voters of Portland is committed to providing a work environment free of unlawful harassment and discrimination. In keeping with this commitment, the League of Women Voters of Portland shall not tolerate any form of sexual harassment or other unlawful discrimination. Harassment based on race, sex, national origin, religion, sexual orientation, gender identity, marital status, disability, or any other protected characteristic is a violation of state and federal law. The League of Women Voters of Portland's anti-harassment policy applies to all persons involved in the operation of The League of Women Voters of Portland and prohibits unlawful harassment by any employee, contractor, patron, vendor or volunteer of the League of Women Voters of Portland.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or other inappropriate or offensive comments;

- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, gestures or electronic media transmissions;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and/or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

C. Procedure for Addressing Complaints under the Non-discrimination and/or Antiharassment Policies: Employees that are subjected to, or are witnesses to, unlawful harassment should immediately report such conduct to the President. Please be as specific as possible, including the name(s) of the individual(s) involved as well as any witnesses and the date and location of the incident. It is strongly recommended that a written complaint with as many details as possible be submitted as well.

The President has the responsibility to initiate an investigation and resolve complaints involving violations of the policies stated herein, and to recommend to the Board the imposition of appropriate sanctions against violators. (Should the President be the alleged harasser or you do not think that the President can be objective in investigating and resolving this matter, your complaint should be directed to the Vice President for Administration, or designee, for investigation and resolution).

At a minimum, when an employee complains about harassment, the League of Women Voters of Portland shall:

- Fully inform the employee of his/her rights to complain and redress the harassment; the employee shall be informed of his/her own obligations to secure his/her rights and of any assistance available to him/her under the League of Women Voters of Portland's procedures;
- Immediately conduct a thorough, objective, and complete investigation of the alleged harassment. The League of Women Voters of Portland's Personnel Committee shall make a determination about whether unlawful harassment occurred and communicate this finding to the harasser and any other concerned party; and
- Take prompt and effective remedial action if harassment has occurred. The action shall be commensurate with the severity of the offense and shall be made known to the victim unless the specifics of the action taken would violate the privacy rights of the violator.

The League of Women Voters of Portland strongly encourages any employee to report any incidents of harassment immediately (even if you are not the victim of the harassment) so that complaints can be resolved in a timely and appropriate manner

Employees should also know that they have a right to file such complaints with the Oregon Department of Labor or other government agencies which investigate and adjudicate complaints of prohibited harassment in employment.

## **XVI. POLICIES FOR LWVPDX COMMUNICATIONS**

The LWVPDX requires that all publications, social media postings and publicity be consistent with our policies of nonpartisanship, be based on confirmed (factual) information from reliable and responsible sources and be consistent with the stated positions and Principles of the LWVPDX, LWVOR and LWVUS.

A. Decisions about information to be included in LWVPDX publications or online media: Any member may make a request for Voter articles, website posts, or social media posts. Only the President or Co-President or the appropriate member of the communications team (the Communications Chair, Voter Editor or members designated to oversee posts on particular social media platforms) may approve the request unless the board designates another responsible leader.

Any post or article from LWVUS or LWVOR may be posted as written. Posts or articles from other state Leagues or local Leagues outside of Oregon may be approved if the subject matter will be interesting to LWVPDX members and conforms to LWVPDX message policy.

Members should send requests to a board member on the communications team, who will consult others as needed. The request should include the draft article or draft language if the member is the author, or a proposal for an article or post if the member will not be the author. The Voter Editor, Communications Chair, website editor, or social media editor may edit or amend the article or proposal. If practical, as a courtesy, the responsible communications volunteer will notify the author or proposer of changes.

The Communications Chair will work as needed with designated team members to:

- refine the message,
- ensure it conforms with LWVPDX message policy
- address any questions or concerns about posting.

The Communications Team member assigned responsibility will post and copy others as appropriate.

B. Decisions on retention or deletion of public comments on social media posts:

The social media chair or the responsible social media volunteer should review comments and responses received on our social media sites. Comments either supporting or opposing political parties or candidates for elective office will be deleted. If another comment or response is deemed hostile, threatening, discriminatory or inconsistent with basic principles of civil discourse, the reviewer may recommend its deletion and should inform the President, Co-President or Communications Chair.

This policy will be stated in our social media profiles and with each YouTube video. Comments on old videos will be disabled, so that they don't need to be regularly monitored in perpetuity. When comments are enabled or permitted on YouTube, the website, or social media platforms, the responsible volunteer overseeing that site should set the permissions so that the comments may be approved before going "live."

When there is a question about whether to delete a post or remove some or all past or present comments from an individual or group, the reviewer must consult with the President, Co-President or Communications Chair. The President, communications team or Board may decide that certain types of comments should always be deleted.

#### C. Training:

Any member who has been asked to assume responsibility for creating or editing website content or social media posts as described above must receive training on policies (especially nonpartisanship) and procedures prior to accepting the assigned position.

### **XVII. POLICIES FOR PARTNERSHIPS, COALITIONS, AND CO-SPONSORSHIP OF EVENTS**

A. Including non-League events of interest in LWVPDX communications: Any member may ask to include an event in the LWVPDX *Voter* or other LWVPDX communications. Only the President, Co-President, Communications Chair or a designated member of the communications team may approve the request. Members should contact the Office Manager and President, Co-President, or Communications Chair with the proposed message. The request should include the rationale for including the event based on our positions and our relationship with the sponsoring organization. The request should include information on organization(s) sponsoring the event sufficient to allow designated board members to make an informed decision regarding the event. Certain partner organizations' events may be included automatically based on standing permission.

B. Coalitions: The Board will consider and must approve working as partners or joining coalitions with other groups for advocacy or education on issues of mutual concern. With board approval, the League may issue joint statements with other organizations. Because of our nonpartisanship, the Board and committee chairs will exercise care in partnering or joining coalitions with organizations that endorse candidates. We will do so only if we can be assured that the League name will not be associated with any events or statements supporting or opposing candidates or political parties.

C. Requesting LWVPDX participation in an event or sponsorship of an event: Any member may request LWVPDX official participation in an event. The Board will discuss and vote on the request for LWVPDX participation. The request should include rationale for participation and information on the organization(s) sponsoring the event. The Board should consider whether an event is supported by our positions, whether our participation in various events is important to demonstrate our active presence in the community on a particular issue, and whether we may anticipate a critical mass of participants.

## EDUCATION FUND POLICIES

As stated in its Articles of Incorporation, the League of Women Voters of Portland Education Fund is a *nonprofit corporation* “organized exclusively for literary and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.” Donations to the LWVPDX Education Fund are tax deductible to the extent provided by law. The Education Fund oversees the League’s (1) live and online presentations and recordings of **Civic and Community Education** events; (2) live and online **Voter Education and Voter Service** events, recordings, and publications; (3) thorough studies of community issues and the publication and distribution of these studies; and (4) publicity to inform the public about such events, recordings and publications. The Education Fund may not be used for lobbying activities to support or oppose specific legislation or ballot measures. It is not used for supporting membership activities.

### I. INVESTMENT FUND POLICIES

Bequests and large tax-deductible donations to support the Education Fund are managed by the Endowment Fund Committee. The policies regarding the investment and distributions of these funds are governed by the Education Fund Board of Trustees.

#### A. SARA FREWING MEMORIAL FUND POLICY

The Sara Frewing Memorial Fund is a part of the Education Fund and can only be used for voter service projects. Voter service projects/activities are those that are directly related to elections such as:

- Voter Registration
- Voters’ Guide
- Candidate debates and ballot measure forums and any recordings of those events
- Room rentals for candidate or ballot measure forums
- Speakers Bureau for ballot measures
- Directory of Elected Officials
- Administrative salary for voter election projects
- Other, as decided by the board.

Activities not related to an election are not eligible for funding from the Sara Frewing Memorial Fund, including:

- General Meetings on issues not directly related to an election; recording and broadcast fees for these meetings
- State of Oregon Voters’ Pamphlet statements
- State of Oregon Voters’ Pamphlet statements

The Sara Frewing Fund can receive tax-deductible donations in the form of 1) donor-designated contributions and bequests, 2) undesignated bequests, and 3) other contributions designated by the Board. The investment objective of the Sara Frewing Fund

is to increase the value of the fund, while at the same time producing a reasonable return for distribution. Therefore, the Fund will be invested by the Endowment Fund Committee to provide funds that may be accessed to support the LWVPDX Voter Education activities, as determined by the Board.

## **B. OTHER LARGE INVESTMENT FUNDS BENEFITING THE LWVPDX EDUCATION FUND**

The Endowment Fund Committee manages the investment of bequests and other large tax-deductible donations given to support any Education Fund activities. These include the Ethel Noble Education Bequest, the Darlene Lemley Bequest, and any future bequest per the Board of Trustees' direction.

The League of Women Voters Education Fund can receive tax-deductible donations in the form of 1) donor-designated contributions and bequests, 2) undesignated bequests, and 3) other contributions designated by the Board of Trustees. The investment objective for these investments is to increase the value of the funds, while at the same time producing a reasonable return for distribution. Therefore, the funds will be invested by the Endowment Fund Committee to provide funds that may be accessed to support any Education Fund activities, including community education and other educational projects.

## **C. SOCIALLY RESPONSIBLE INVESTMENTS**

Generally, to the extent practicable and fiscally prudent, all new investments should be directed toward socially responsible-based funds (those categorized as meeting Environmental, Social and Governance criteria).

## **II. RECORDING OF LEAGUE MEETINGS AND EVENTS**

The League may invite members of the recognized, professional media, including community cable services, to record or videotape an educational meeting as a way of sharing information with a wider audience. The meeting organizers will inform meeting participants of any planned recording as part of the invitation.

Members of the public are not permitted to record League meetings and events without express permission of the League and participants in the video. The League should attempt to prevent the misuse of recordings to influence any election. Therefore, invitations and publicity for voter service events should include a notice that:

- Anyone wishing to record the event (including members of a campaign committee) should request approval from the League President or Vice President, preferably at least 24 hours prior to the meeting
- The recorder must guarantee that the material will be aired with no editorial changes that alter the substance or context of statements made during the program
- The League participants must have given permission to be recorded

This information should be posted publicly online and with recordings of candidate interviews and forums.

### **III. POLICY ON SPONSORSHIP OF PUBLIC DEBATES AND OTHER CANDIDATE FORUMS**

The purpose of any candidate debate forum shall be to provide an opportunity for public education on the candidates for public office. The League may propose to sponsor a candidate debate or public forum for any election.

The Board of Directors shall make the final determination on whether to hold a proposed candidate debate or public forum. In reaching this decision the Board shall take into consideration the following factors:

1. All candidates who have officially filed for a public office have received formal notification of the proposed debate or forum;
2. The League made every feasible effort to accommodate the schedules of all candidates;
3. The League has ascertained whether additional or alternative opportunities will be provided for the public to hear the candidates speak; and
4. The effort to arrange and hold a public debate or candidate forum does not place an undue burden on the League in terms of human, financial, or political resources.

If a candidate declines to participate in a debate, leaving a single candidate to be heard, the Board shall select an alternative format that would permit maximum public information. For example, the League could adopt a question-and-answer format instead of allowing the participating candidate to make a presentation.

### **IV. CANDIDATE PARTICIPATION POLICY FOR CANDIDATE FORUMS FOR THE OFFICES OF MAYOR OF PORTLAND, PORTLAND CITY COMMISSIONER OR COUNCILOR, MULTNOMAH COUNTY CHAIR, AND MULTNOMAH COUNTY COMMISSIONER**

Candidate forums or debates sponsored by the League of Women Voters of Portland Education Fund (“the League”) at election time are held to provide an opportunity for thoughtful discussion of important public issues by candidates who have demonstrated significant voter interest and might therefore be elected. The League also seeks to stimulate voter interest and participation with these events.

Previously, it had been the unwritten policy of the League to invite all candidates who had filed for the office of Mayor of Portland, Portland City Commissioner, Multnomah County Chair, or Multnomah County Commissioner to participate in the League’s candidate forums for those offices.

However, when, in the good faith judgment of the League, the number of candidates who have filed for Portland City Council or Multnomah County Commission, including Mayor and Chair, defeats the above-stated purposes of the forum and makes informed choice among the candidates impossible in the limited time of a candidate forum, the League will select the candidates it will invite to participate in the forum using the following criteria.

A candidate may participate in a forum for the office of Mayor of Portland, Portland City Commissioner, Multnomah County Chair, or Multnomah County Commissioner if he or she meets the following criteria:

1. **Eligibility to be on the Ballot:** The candidate must have filed for office on time with the appropriate elections office or division.
2. **Viable campaign:** The candidate must have
  - a. established a Principal Campaign Committee with the Oregon Secretary of State, Elections Division;
  - b. a campaign treasurer;
  - c. filed required contribution and expenditure reports with the Oregon Secretary of State, Elections Division; and
  - d. a campaign website and/or other campaign material with the candidate's articulated views on issues.
3. **In addition, the candidate must meet at least one of the following criteria:**
  - a. The candidate has received 5 percent or more of the vote, in a professionally conducted independent public opinion survey conducted by an experienced political pollster based on a scientific sample of the entire electorate with a margin of error of less than 5 percent (at a 95 percent level of confidence), if such a public opinion survey is available.
  - b. The candidate has reported in legal documents filed with state or city government entities the receipt of at least one campaign contribution per 5,000 residents of the constituency (based on the total number of persons enumerated in the last U.S. census), excluding contributions from the candidate himself or herself, the candidate's spouse, or the candidate's natural or adopted children. Contributions do not have to be from residents of the constituency to be counted.
  - c. The candidate previously has been elected to, or has held, the office that he or she seeks.
  - d. The candidate sought the same office during the previous eight years and received at least 10 percent of the vote in the general election.
  - e. For City of Portland candidates, the candidate has been certified as a Small Donor Elections participant.

For candidates who have not met one of the criteria listed in item 3 above, the League may consider other factors, as demonstrated by a candidate. Some such factors include issuance of press releases describing the candidate's position(s) on issues; media interviews of the candidate regarding the candidate's position on issues(s); endorsements sought by the candidate; endorsements received by the candidate; public appearances before groups of voters for the purpose of describing the candidate's position(s) on issues; the candidate's history of active involvement in issues of city government.

In all cases, the League will use its good faith judgment in determining whether or not a candidate has demonstrated significant voter interest and support.

The League will reserve the right to determine that the above criteria have been met.