

# LEAGUE OF WOMEN VOTERS OF TALLAHASSEE BYLAWS

Revised March 26, 1994; March 29, 1998; March 27, 1999; June 13, 1999; April 28, 2001; April 28, 2002; April 22, 2006; April 19, 2008; April 16, 2011; April 9, 2016; April 22, 2017.

## ARTICLE I. NAME

**Section 1:** The name of this organization shall be The League of Women Voters of Tallahassee, Florida. This local league is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Florida.

## ARTICLE II. PURPOSE and POLICY

**Section 1: Purpose.** The purposes of the League of Women Voters of Tallahassee are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Section 2: Policy.** The League of Women Voters of Tallahassee may take action on local governmental measures and policies in the public interest in conformity with the principles of the LWVUS. It shall not support or oppose any political party or any candidate.

## ARTICLE III. MEMBERSHIP

**Section 1: Eligibility.** Any person who subscribes to the purpose 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 local Leagues, state Leagues and of the LWVUS;
- 1) Individuals who live within an area of a local League may join that League or any other local Leagues.
- 2) Those who reside outside the area of any local League may join a local League or be state members-at-large.
- 3) Those who have been members of the League for 50 years or more shall be honorary 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 League, six elected Directors, and not more than six appointed Directors. Three Directors shall be elected by the general membership at each Annual Meeting and shall serve for a two-year term, or until their successors have been elected and qualified. The elected members shall appoint such additional Directors, not exceeding six, as they deem necessary to carry on the work of the League. The terms of office of the appointed Directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

**Section 2: Qualifications.** Only voting members of the LVWT are eligible to hold elected or appointed office in the organization.

**Section 3: Vacancies:** Any vacancy occurring in the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority

vote of the remaining members of the Board of Directors. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

**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 instruction 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, dissolve, appoint, and assign duties to as many committees as it deems necessary to conduct the affairs of the League.

**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 and shall call a special meeting upon the written request of five members of the Board.

**Section 6: Quorum.** A majority of the members of the Board of Directors shall constitute a quorum.

**Section 7: Voting.** The Board may obtain a vote of its members at a meeting or by agreement obtained by electronic or non-electronic means, provided all members have access through one or more of the means by which the vote is obtained and a waiver of meeting is filed by two-thirds majority of the Board.

## **ARTICLE V. OFFICERS**

**Section 1: Officers Enumeration and Election of Officers.** The officers of the League of Women Voters of Tallahassee shall be President, Vice President, Secretary and Treasurer. Each officer shall be elected for a term of one year. Election of officers shall occur at the Annual Meeting by the general membership. Those elected will take office immediately upon election.

**Section 2: The President.** The President shall preside at all meetings of the organization and of the Board of Directors and may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The President shall be, ex-officio, a member of all committees except the Nominating Committee and shall have the usual powers 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.

**Section 3: The Vice President.** The Vice President shall, in the event of absence, disability or death of the President, possess all the powers and perform all the duties of that office. The Vice President shall perform such other duties as the President and Board may designate.

**Section 4: The Secretary.** The Secretary shall keep minutes of all meetings of the Board, present copies of the minutes to the Board members at their regular meetings and notify all officers and Directors of their election. The Secretary shall sign, with the President, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incidental to the office.

**Section 5: The Treasurer.** The Treasurer shall collect, receive, and be the custodian of all moneys due. The Treasurer shall deposit the funds in a bank designated by the Board, and shall disburse the funds based upon an approved budget or as directed by the Board of Directors. The Treasurer shall present written statements to the Board at the regular meetings of that body and an Annual Financial Report to the Annual Meeting of the LWVT.

## **ARTICLE VI. FINANCIAL ADMINISTRATION:**

**Section 1: Fiscal Year.** The fiscal year of the League of Women Voters of Tallahassee shall commence on the first day of May each year.

**Section 2: Dues.** Annual dues for members shall be payable May 1. Dues paid by new members joining between January 2 and April 30 shall be credited to the next fiscal year. The amount of annual dues shall be determined each year at the Annual Meeting. Any member who fails to pay dues within three months after they become payable shall be dropped from the membership rolls. When two or more members reside at the same address in a common household, they shall pay the full amount for the first member and one-half of the determined dues for each other member. Students enrolled either full or part-time in an accredited institution or may join the local league as voting members and shall pay dues of one-half the individual voting member rate.

**Section 3: Budget:** A budget for the ensuing year shall be submitted by the Board 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 at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be published in the *LWVT Voter* one month before the Annual Meeting. The Treasurer shall be, ex-officio, a member of the Budget Committee, but shall not be eligible to serve as chair.

**Section 5: Auditing.** The financial records of the League of Women Voters of Tallahassee shall be audited every year by a committee appointed by the President and approved by the Board of Directors.

## **ARTICLE VII. MEETINGS**

**Section 1: Membership Meetings.** There shall be at least four meetings of the membership each year. Time and place shall be determined by the Board.

**Section 2: Annual Meeting:** An Annual Meeting shall be held before April 30, the end of the fiscal year, the exact date to be determined by the board. The Annual Meeting shall: (a) adopt a local Program and Positions for the ensuing year, (b) elect officers and directors, (c) adopt an adequate budget, and (d) transact such other business as may properly come before it.

**Section 3: Quorum.** Ten members shall constitute a quorum at all meetings of the League of Women Voters of Tallahassee.

## **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

**Section 1: Nominating Committee.** The Nominating Committee shall be appointed by the Board of Directors by November of each year and shall consist of three to five members, at least two of whom shall be board members. The Nominating Committee shall receive nominations for officers and directors from any voting member. The period of time for submitting suggested nominees to the Nominating Committee shall be announced in the January Voter. The announcement shall include the names of the members of the Nominating Committee and their contact information. Persons suggesting nominees shall secure the willingness of their suggested nominees to serve.

**Section 2: Report of Nominating Committee and Nominations from the Floor.** The Nominating Committee report of its slate of officers and board members shall be published in the March Voter. The report of the Nominating Committee shall be presented to 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 has been secured.

**Section 3: Election.** The election shall be by acclamation if there are no contested positions. If there are multiple candidates for a position, the vote shall be conducted by a show of hands. A majority vote of those members in attendance shall constitute an election.

## **ARTICLE IX. ABSENTEE OR PROXY VOTING**

There shall be no absentee or proxy voting.

## **ARTICLE X. 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 Program.

**Section 2: Program.** The Program of the League of Women Voters of Tallahassee shall consist of those local governmental issues chosen for concerted study and action.

**Section 3: Member Action.** Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.

### **Section 4: Proposed Program.**

- (a) A call for local program proposals shall be published in the League of Women Voters of Tallahassee *Voter* at least three months prior to the Annual Meeting.
- (b) The Board shall consider the recommendations and shall formulate a proposed program, which shall be submitted to the members in the League of Women Voters of Tallahassee *Voter* at least one month prior to the Annual Meeting.
- (c) A majority vote shall be required for the adoption of the program proposed by the Board.

**Section 5: Program Amendments.** Changes in the program, in case a need arises for emergency adoptions, may be made provided that:

- (a) two-thirds of the board has voted in favor of the program change;
- (b) Information (majority and minority opinions of the Board) concerning proposed changes, has been sent to all members at least two weeks prior to a general membership meeting at which the changes are to be discussed and brought to a vote.

## **ARTICLE XI. NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

**Section 1: National Convention.** The Board of Directors, meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that Convention in the number allotted the LWVT, under the provisions of the Bylaws of the LWVUS.

**Section 2: State Convention.** The Board of Directors, meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that Council in the number allotted the LWVT, under the provisions of the Bylaws of the League of Women Voters of Florida.

**Section 3: State Council.** The Board of Directors, meeting before the date on which the names of delegates must be sent to the national office, shall select delegates to that Convention in the number allotted the LWVT, under the provisions of the Bylaws of the League of Women Voters of Florida.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

**Section 1: Parliamentary Authority.** The rules contained in Roberts Rules of Order, Revised shall govern the organization in all cases to which they are applicable and in which they are consistent with the Bylaws.

## ARTICLE XIII. BYLAWS

**Section 1: Amendments.** These Bylaws may be amended by a two-thirds vote of the members present at the Annual Meeting, provided the amendments were submitted to the membership in the LWVT *Voter* as least one month in advance of the meeting.

Revised March 26, 1994; March 29, 1998; March 27, 1999; April 28, 2001 (Art. VI, Sec. 2); editorial adjustments in the entire document, for gender consistency April 28, 20002; Revised April 22, 2006 (Articles IV, V, VI, VIII, IX, X, XI, XII, XIII); Revised April 16, 2011 (Art. VI, Sec. 5); amended April 9, 2016 (Article VII, Sec. 2; Article VIII, Sec. 1); amended April 22, 2017 (Article III, Sec. 2(a); Article VIII, Sec. 1)