

# League Handbook & Directory

League of Women Voters of Texas (LWV-TX)  
League of Women Voters of Texas Education Fund (LWV-TEF)

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# Mission

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government and influences public policy through education and advocacy.

## League Basics

**League program** consists of the governmental issues selected by the League members for study and – after consensus is reached – action. It is not a series of meetings or speakers. League study and action is basic to League work.

- The president is the official spokesperson for the League, unless she or he designates another to speak.
- We operate on three levels corresponding to the three levels of government.
- We speak with one voice, coordinating action with other affected Leagues or levels of League.
- The League must have a position before it takes action.
- League members must study and come to agreement on an issue before a position is reached. Studies echo League nonpartisan philosophy by examining all sides of an issue without prejudice; *Facts & Issues* are just that. Consensus questions are written that do not lead members to preconceived conclusions. The board approves the consensus questions before they are used and approves the position statement if agreement is reached.
- We are a grassroots organization. LWV boards at all 3 levels develop position statements and program planning reports to reflect member agreement. Good position statements are deliberately broad to allow boards to respond to current situations.
- Local studies focus on issues that can be addressed by local government.
- Local Positions are used to lobby at the local level; only in unusual circumstances and with pre-clearance by the appropriate LWV-Texas or LWVUS is a local position used to lobby at the state or national level.
- Applicable state and national positions may be used to lobby at the local level without clearance from the state or national level.
- We never lobby in opposition to a League position.

# League Principles

The League Principles are concepts of government to which all Leagues subscribe. They are the beliefs shared by League members everywhere. Principles are the basis upon which national, state, and local program is adopted. The Principles themselves may be used to take action at any level of government. However, because they are broad statements, such action is usually taken in conjunction with current League positions. Additional information on their usage is found in Impact on Issues.

The League of Women Voters believes:

- in representative government and in the individual liberties established in the Constitution of the United States.
- that democratic government depends upon the informed and active participation of its citizens and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings, and making public records accessible.
- that every citizen should be protected in the right to vote; that every person should have access to free public education that provides equal opportunity for all; and that no person or group should suffer legal, economic, or administrative discrimination.
- that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing, and coordination among the different agencies and levels of government.
- that responsible government should be responsive to the will of the people; that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems that affect the general welfare, promote a sound economy, and adopt domestic policies that facilitate the solution of international problems.
- that cooperation with other nations is essential in the search for solutions to world problems, and that the development of international organization and international law is imperative in the promotion of world peace.

## Nonpartisanship Policy

The League does not support or oppose any political party or candidate. League members, as individuals, are encouraged to work actively for the candidate or party of their choice. In 1972, the LWVUS national convention encouraged a more positive approach toward the League's nonpartisan political policy, thus enabling local board members to take a more active role in partisan politics.

The League does take action on selected governmental issues and policies in the League's interest that have been studied and on which consensus has been reached or that confirm or deny the League's principles.

# LWVUS Staff

Below is a listing of the League of Women Voters staff in the national office at 1730 M Street, NW, Washington DC 20036. To contact a member of the League staff, call 202-429-1965. Except where noted, all staff members may be reached via email at: (first initial + last name@lww.org). For example, to reach Betty Taira via email, send to: BTaira@lww.org

## ***Executive Administration***

Mary Wilson	<b>President</b>
Nancy E. Tate	<b>Executive Director</b>
Zaida Arguedas	Deputy Executive Director
Eva Starrak (Receives all calls for the Pres. and Exec. Dir.)	Executive Assistant

## ***Accounting and Finance***

Greg Leatherwood	Senior Director
Elizabeth James	Accounts Payable
Bea Mozon	Payroll

## ***Advocacy***

Lloyd Leonard	Senior Director
Betsy Lawson	Senior Lobbyist
Christina Vamvas	Grassroots Lobbyist

## ***Administrative Services***

Vercie Davis	Administrative and Fiscal Specialist
Natalie Testa	Special Events

## ***Communications / Public Relations***

Kelly Ceballos	Senior Director
Maggie Duncan	Communications Coordinator
Gretchen Knell	Manager, Web Dev. & Content
Shirley Ponomareff	Managing Editor

## ***Development***

Nancy L. Sturm	Senior Director
Lauren Frank	Manager, Major Gifts
Rose Simmons	Manager, Direct Marketing

## ***Information Technology***

David Polimene	IT Manager
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## ***Membership / Field Support***

Cheryl Graeve	Senior Director
Julianne Minar	Coordinator
Kelly McFarland Stratman	Director, Membership/Field Support
Lela Sallis	Database Manager
Betty Taira	Assistant Coordinator
TBA	Membership Recruitment Coordinator

## ***Education Fund***

## ***Elections / E-Democracy***

Jeanette Senecal	Senior Director
Tim O'Brien	Specialist
Allison O'Flinn	Coordinator

## ***Global Democracy Program***

Zaida Arguedas	Senior Director
David Ward	Specialist

# Communicating with the LWVUS

1730 M Street, NW, Suite 1000  
 Washington, DC 20036.4508  
<http://www.lwv.org>  
 Main line: 202/429.1965

If your question is about...	You should contact:	At:
Bylaws/Membership Recruitment and Renewal	Kelly McFarland Stratman, Senior Manager of State and Local League Relations	x311 KMcFarland@lwv.org
Changes in League officers and/or Membership	Betty Taira, Membership/Field Support, Assistant Coordinator	x345 membership@lwv.org
Contacting your local political officials, General questions about voting and/or registration	Allison O'Flinn, Coordinator, Elections	x357 AOfinn@lwv.org
Council / Convention	Natalie Testa, Special Events Manager	NTesta@lwv.org
Education Fund Accounts (State and Local Grants) Accounts	Julianne Minar, Membership/Field Support, Coordinator	x346 Jminar@lwv.org
Election Reform Activities / Motor Voter	Jeanette Senecal, Senior Manager, Elections	x322 JSenecal@lwv.org
Fundraising-Best Practices	Nancy Sturm, Senior Director, Development	x336 NSturm@lwv.org
Fundraising-Telemarketing	Rose Simmons, Direct Marketing Manager	x337 RSimmons@lwv.org
Global Democracy Programs: General	Manuela Campbell, Specialist, Global Democracy Programs	x310 MCampbell@lwv.org
Global Democracy Program-Immigration and Climate Change	Sergio Espana, Specialist, Global Democracy (spanish speaker)	x352 SEspana@lwv.org
Judicial Independence	David Ward, Specialist	x307 DWard@lwv.org
Lobbying related issues; Questions about League positions	Christina Vamvas, Grassroots Lobbyist	x328 Cvamvas@lwv.org
Membership Recruitment Initiative and Member Retention	Amber Steinmetz, Coordinator, MRI	x312 ASteinmetz@lwv.org
Online Database-Technical Issues	Lela Sallis, Database Manager	x321 LSallis@lwv.org
Online Database-Training & Updating	Betty Taira, Assistant Coordinator, Membership/Field Support	x345 BTaira@lwv.org
Per Member Payments (PMP)	Bea Mozen, Payroll	x317 BMozen@lwv.org
Public Advocacy for Voter Protection	Tim O'Brien, Specialist, PAVP	x318 TObrien@lwv.org
LWVUS Publications	pubsales@lwv.org	1-888-287-7474
Requests for the President to speak	Cythia Cota, Executive Assistant	x315 CCota@lwv.org
State and Local League Publications	Membership@lwv.org	
Training for your League	Cheryl Graeve, Membership/Field Support, Senior Director	x306 CGraeve@lwv.org
Program Planning	Betsy Lawson, Senior Lobbyist	x329 BLawson@lwv.org
Vote 411.org	Jeanette Senecal, Senior Director of Elections	x318 JSenecal@lwv.org
Website Advice /LWVUS Website questions	Gretchen Knell, Manager of Web Development and Content	x333 GKnell@lwv.org

# Guide to Communicating with the Texas League

The state League's state office is the best source if you cannot determine from the following lists whom to call. You are welcome to start by calling the state League office if you prefer. The president welcomes your calls also. See pages 7-10 for addresses and phone numbers.

Advocacy	Mary Finch
Budget	Edie Jones
Bylaws and Policy	Elaine Talarski
Convention/Statewide Conference	Joyce Robinson
Development/Fund Raising	Linda Wassenich
Education Fund	Edie Jones
Education Fund (local League projects)	Barb Swartz
Legislative Newsletter	Scherel Carver
Lobbying	Mary Finch
Long Range Plan	Linda Krefting
Procedures to Increase Voter Participation	Janet Imhoff
Membership	Barbara Weinstein
Minutes	Barb Swartz
Nominations	Maxine Barkan
Per Member Payments	Edie Jones
Program Review	Janet Imhoff
Program Planning	Janet Imhoff
Program Chairs & Assignments	Mary Finch
Publications	State Office
Starting a New League/MAL Unit	Irene Lambert
Texas VOTER	State Office
<i>Voters Guides</i>	State Office
Voters Service	Elaine Talarski
Website	State Office

## LWV-TX State Office

1212 Guadalupe St., Suite 107; Austin 78701-1800  
512/472-1100 | 512/472-4114 fax  
lwvtexas@lwvtexas.org | <http://www.lwvtexas.org>  
Office hours: 9am-5pm, M-F

**Executive Director** • [lwvtexas@lwvtexas.org](mailto:lwvtexas@lwvtexas.org)

Website:

username: member  
password: lonestar

# Board of Directors/Trustees 2008-2010

League of Women Voters of Texas/Texas Education Fund

## CZÜWYfg:

**Karen Nicholson**, LWV-TX President/LWV-TEF Chair 1320 Terra Ct, Midland 79705  
432/686-1809 (h) [kjnicholson@sbcglobal.net](mailto:kjnicholson@sbcglobal.net)

**Mary Finch**, Advocacy Vice-President 10900 Country Knoll, Austin 78750  
512/335-9659 (h) [alioth@austin.rr.com](mailto:alioth@austin.rr.com)

**Barbara Weinstein**, Organization Vice-President 16131 Red Cedar Trail, Dallas 75248  
972/661-8452 (h) [gewwendt@swbell.net](mailto:gewwendt@swbell.net)

**Janet Imhoff**, Program Vice-President/Pres. Pro-Tempe 2903 Moss Creek Ct, McKinney 75070  
972/547-4270 (h) 903/821-4682 (c) [janimhoff@tx.rr.com](mailto:janimhoff@tx.rr.com)

**Linda Wassenich**, Public Relations VP/LWV-TEF Vice-Chair 5221 Pebblebrook, Dallas 75229  
214/368-5305 (h) 214/368-0611 (f) [lindavote@tx.rr.com](mailto:lindavote@tx.rr.com)

**Edie Jones**, LWV-TX/TEF Treasurer/LWV-TX Pro Tem 4113 Willow Way Road, Fort Worth 76133  
817/292-5668 (h) 817/292-5668 (f) [edithsjones@hotmail.com](mailto:edithsjones@hotmail.com)

**Barb Swartz**, LWV-TX/LWV-TEF Secretary 13406 Kimberly Lane, Houston 77079  
713/467-3561 [bmswartz@att.net](mailto:bmswartz@att.net)

## Directors/Trustees:

**Dee Brock** 3529 Woods Blvd., Tyler 75707  
903/565-6655 (h); 903/565-6653 (f) [deebrook@faqspress.com](mailto:deebrook@faqspress.com)

**Pat Cheong** 3105 Scarborough Lane W., Colleyville 76034  
817/540-6546 (h) [cheong1@sbcglobal.net](mailto:cheong1@sbcglobal.net)

**Susybelle Gosslee** 9511 Faircrest Drive, Dallas 75238  
214/349-0269 [sgosslee@airmail.net](mailto:sgosslee@airmail.net)

**Linda Krefting** 4206 70th Street, Lubbock 79413  
806/793-6036 [lkrefting@hotmail.com](mailto:lkrefting@hotmail.com)

**Joyce Robinson** 333 Chisholm Trail, Sherman 75092  
903/893-7237 (h) [jbrobinson@cableone.net](mailto:jbrobinson@cableone.net)

**Elaine Talarski**, Voter Service Director 7922 Quail Breeze, San Antonio 78250  
210/521-5496 (h) [etalarski@earthlink.net](mailto:etalarski@earthlink.net)

# Program Chairs & Assignments

These assignments cover all state program items and national items we currently follow. See board (p. 6) and League leaders (p. 8) lists for addresses and phone numbers. Contact Advocacy Vice-president, Mary Finch, or Program Vice-president, Janet Imhoff, regarding any item not listed here.

**For League positions and background about them, consult *Impact on Issues (LW-VUS)* and *Program Perspectives (LWV-TX)*.**

## I. Government

Government Coordinator	Julie Lowenberg
Education/Public School Finance	Nan Clayton
Election Laws-Texas/Voting Rights Review/Motor Voter	Anita Privett
Financing State Government	Bonnie Leitch
Judicial Selection	Maxine Barkan
Political Campaign Process/Campaign Finance Reform	Maxine Barkan
Public Policy on Reproductive Choice/Women's Health	Julie Lowenberg
Redistricting	Elaine Talarski
State/local Relations	Karen Rankin
Texas Constitutional Revision	Sandy Ashby

## II. Administration of Justice

Administration of Justice Coordinator	Elaine Talarski
Capital Punishment	Susybelle Goslee
Criminal Justice	Susan Smith
Drug Laws and Policies	Elaine Talarski
Juvenile Justice	Jayne Krawietz

## III. Social Policy/Human Resources

Social Policy/Human Resources Coordinator	Reed Bilz
Child Abuse and Neglect	Carol Pino
Child Health Care	Susan Majors
Early Childhood	Marlene Lobberecht
Equal Opportunity/Income Assistance	Mildred Pope
Health Care for the Elderly	Maria Johnson
Health Care for the Medically Indigent	Lynda Ender
Immigration	Millie Whittington
Services to the Seriously Mentally Ill	Molly Van Ort

## IV. Natural Resources

Natural Resources Coordinator	Linda Hanratty
Air Quality	Laura Blackburn
Energy	Penny Miller
Hazardous Waste/Low Level Nuclear Waste Disposal	
Land Use	Karen Haschke
Transportation	Edie Jones
Water	Mary Vogelsson

Contact Information for the Program Chairs can be found on the following page (pg. 8-9).

Many of these programs are based on state and national positions.

# Program Chairs and Other State League Leaders

<b>Sandy Ashby</b> Texas Constitutional Revision Chair	marieashby7@comcast.net   281/298-8089 11 E. Sunlit Forest Dr, The Woodlands 77381
<b>Maxine Barkan</b> Political Campaign Process/Campaign Finance Reform Chair; Judicial Selection Chair/Nominating Committee Chair	mbarkan@austin.rr.com   512/231-8536; 512/231-8945 (f) 3619 Claburn Dr., Austin 78759
<b>Reed Bilz</b> Social Policy/Human Resources Coordinator	rbilz@charter.net   817/292-7974(h); 817/261-1884(w) 6130 Haley Lane, Fort Worth 76132
<b>Laura Blackburn</b> Air Quality Chair	laura2blackburn@yahoo.com   281/923-5326 (h) 2727 NASA Parkway #806, Seabrook 77586
<b>Scherel Carver</b> Legislative Newsletter Editor	eddiecivr@aol.com   903/581-1391 (h) 14608 Foxwood Circle, Tyler 75703
<b>Nan Clayton</b> Education/Public School Finance Chair	nanclayton@yahoo.com   512/442-7103(h) 2909 Oak Lane, Austin 78704
<b>Lynda Ender</b> Health Care for the Medically Indigent	lender@theseniorsource.org   214/823-5700 (w) 3910 Harry Hines Blvd., Dallas 75219
<b>Sondra Ferstl</b> Nominating Committee Member	smferstl@charter.net   940/383-3775 (h) 1505 Victoria, Denton 76209
<b>Gwen Essinger</b> Nominating Committee Member	gwenessinger@sbcglobal.net   713/799-1244 (h) 2001 Holcombe, # 1006, Houston 77030
<b>Dolores Geisel</b> Budget Committee Chair	dolores.geisel@sbcglobal.net   817/446-4536 (h) 900 Larkspur Lane, Fort Worth 76112
<b>Susybelle Gosless</b> Capital Punishment Chair	sgosslee@airmail.net   214/349-0269 9511 Faircrest Drive, Dallas 75238
<b>Linda Hanratty</b> Natural Resources Coordinator	llswenson@yahoo.com   817/924-6629 (h); 817/885-5942 (w) 4236 Oak Park Court, Fort Worth 76109
<b>Karen Haschke</b> Land Use Chair	karenhaschke@sbcglobal.net   512/345-8159 (h) 4208 Venado, Austin 78731
<b>Maria Johnson</b> Health Care for the Elderly Chair	mmjohnson6@hotmail.com   512/345-6242 7107 Spurlock Drive, Austin 78731
<b>Edie Jones</b> Transportation Chair	edithsjones@hotmail.com   817/292-5668 (h); 817/614-2058 (c) 4113 Willow Way Road, Fort Worth 76133
<b>Jayne Krawietz</b> Juvenile Justice Chair	jkrawietz@suddenlink.net   432/697-2168 3407 Woodhaven , Midland 79707
<b>Irene Lambert</b> Contact person for starting a new League	irenelambert@prodigy.net   940/767-7015 (h) 1609 Burlington St, Wichita Falls 76302

<b>Bonnie Leitch</b> Financing State Government Chair	bleitch@earthlink.net   830/660-2335 (h) 548 Hill Avenue, New Braunfels 78130
<b>Marlene Lobberecht</b> Early Childhood Chair	marlene@lobberecht.com   281/890-4371 12818 Aste Lane, Houston 77065
<b>Julie Lowenberg</b> Public Policy on Reproductive Choice/Women's Health Chair; Government Coordinator	jmlowenberg@sbcglobal.net   214/352-4667 (h) 5321 Drane Drive, Dallas 75209
<b>Susan Majors</b> Child Health Care Chair	majorssusan@gmail.com   972/231-0805 708 Cambridge Drive, Richardson 75080
<b>Penny Miller</b> Energy Chair	pmiller737@aol.com   940/867-9761 (c) 1700 Tanglewood Drive, Wichita Falls 76309
<b>Carolie Mullan</b> National Board Member	carmelchai@aol.com   806/795-8754 PO Box 16271, Lubbock 79490
<b>Judy Parken</b> Capitol Corps Coordinator	JAParken@aol.com   512/502-0278 7917 West Rim Dr., Austin 78731
<b>Nan Pillinger</b> MAL Coordinator	nanbp@gvtc.com   830/981-8510 (h) 8510 Fairway Trail, Fair Oaks Ranch 78015
<b>Carol Pino</b> Child Abuse and Neglect Chair	cpino@hughes.net   512/847-9850 (h) 111 Silent Cedar, Wimberley 78676
<b>Mildred Pope</b> Equal Opportunity/Income Assistance Chair	mderrpope@yahoo.com   214/374-8067 (h); 214/372-4300 (w) 3217 E Ledbetter Drive, Dallas 75216
<b>Anita Privett</b> Election Laws/Voting Rights/Motor Voter Chair	anita.privett@gmail.com   512/467-2674 5214 Joe Sayers Ave. # 3, Austin 78756-2429
<b>Karen Rankin</b> State/Local Relations Chair	karenrankin@austin.rr.com   512/506-8549 5909 Miramonte, Austin 78759
<b>Mary Ellen Roche</b> Action Alert Response Coordinator	kjmeroche@austin.rr.com   512/261-3306 1101D Lakeway Drive Austin 78734
<b>Susan Smith</b> Criminal Justice Chair	tornado4@suddenlink.net   806/352-2425 (h) 12 Cambridge, Amarillo 79124
<b>Elaine Talarski</b> Redistricting Chair; Drug Laws & Policy Chair; Administration of Justice Coordinator	etalarski@earthlink.net   210-521-5496 (h) 7922 Quail Breeze, San Antonio 78250
<b>Molly Van Ort</b> Services to the Seriously Mentally Ill Chair	mnvo@sbcglobal.net   214/352-6926 5422 W University Blvd, Dallas 75209
<b>Mary Vogelson</b> Water Chair	mmev@swbell.net   214/358-1629 (h) 9316 Guernsey Lane, Dallas 75220
<b>Elaine Wiant</b> National Board Member	ewiantlwv@sbcglobal.net   214/698-5164 1226 Commerce St, Dallas 75202
<b>Millie Whittington</b> Immigration Chair	millieKBW@aol.com   281/752-0446 (h); 713/960-7757 (w) 12403 Shadow Knoll Drive, Houston 77082

# LWV-TX Board Committees

Each state board member serves on one or more board committees listed below. The state office staff meets with committees as needed. The Executive Director regularly meets with FM&A and D&M. The Associate Director usually meets with SLL.

The name of the committee chair is in bold type.

## Advocacy Committee (ADV)

**Mary Finch**, Janet Imhoff, Elaine Talarski, Dee Brock

*Those who hold program portfolios on and off-board work with this committee.*

*Functions and Duties:*

- Positions on proposed constitutional amendments
- Legislative priorities/lobbying oversight
- Advocacy publications, including advocacy papers, We Support, and Program Perspectives
- Legislative interviews
- Women's Legislative Days
- LWV-TX Lobby Day

## Citizen Education Committee (CE)

**Janet Imhoff**, Mary Finch, Elaine Talarski, Dee Brock

*Those who hold program portfolios, both on and off-board, also work with this committee.*

*Functions and Duties:*

- State program studies
- Voters Guides
- Voter registration and voting information
- Periodic Program Review
- Program Perspectives
- LWV-TEF issue-related publications and projects

## Development & Marketing Committee (D&M)

**Linda Wassenich**, Susybelle Gosslee, Linda Krefting

*Functions and Duties:*

- Fund development in conjunction with the Executive Director
- Marketing publications, projects, and League services
- Public relations and publicity

## Fiscal Management & Administration Committee (FM&A)

**Edie Jones**, Barb Swartz, Karen Nicholson

*Functions and Duties:*

- Budget oversight to reflect goals
- Investments
- Office staffing, administration, and management
- Publications and projects relating to League finances

## Services to Local Leagues Committee (SLL)

**Barbara Weinstein**, Pat Cheong, Joyce Robinson

*Functions and Duties:*

- Field Service to local Leagues
- Membership development
- Coordinates updating B.O.S.S. publications
- Members at large: database; membership renewal; encourage participation in League activities
- Leadership development, conferences, workshops
- Convention / Statewide Conference oversight
- Formation of new Leagues and MAL Units

# Other State League Committees

Each state board member serves on one or more board committees listed below.

The name of the committee chair is in bold type.

## Budget Committee

**Dolores Geisel (Tarrant County)**, Karen Nicholson (Midland), Mary Finch (Austin Area), Janet Imhoff (Plano/Collin Co.), Edie Jones (Tarrant County), Linda Wassenich (Dallas), Barbara Weinstein (Dallas)

## Convention/Statewide Conference Planning Committee (meets at board meetings)

**Joyce Robinson (Sherman/Grayson Co.)**, Dee Brock (Tyler/Smith Co.), Janet Imhoff (Plano/Collin Co.)

## State Study:

### Voting Procedures to Increase Voter Participation

Reed Bilz (Tarrant Co.), Renee Cross (Houston Area), Charlotte Foulkes (Arlington), Pat White (El Paso)

### Long-range Planning Committee (meets at board meetings)

**Linda Krefting (Lubbock County)**, Linda Wassenich (Dallas), Mary Finch (Austin Area),

## Nominating Committee

**Maxine Barkan (Austin Area)**, Sondra Ferstl (Denton), Gwen Essinger (Houston Area), Joyce Robinson (Sherman/Grayson Co.), Edie Jones (Tarrant Co.)

### Policy/Bylaws/Rules Committee (meets at board meetings)

**Elaine Talarski (San Antonio Area)**, Edie Jones (Tarrant Co.), Barb Swartz (Houston Area)

### Website Committee (meets at board meetings)

**Pat Cheong (Tarrant County)**, Susybelle Gosslee (Dallas), Barbara Weinstein (Dallas)

## 2009-2010 Local League Calendar

Accessible any time at:

[www.lwvtexas.org/LeagueCalendar.htm](http://www.lwvtexas.org/LeagueCalendar.htm)

# Local League Contacts

Amarillo - Corpus Christi

## **Amarillo**

## **Joyce Hinsley, President**

Barbara Cheek (contact)  
P.O. Box 19333  
Amarillo, TX 79114  
(806) 372-5438  
[www.lwvtexas.org/amarillo.htm](http://www.lwvtexas.org/amarillo.htm)

5001 SW 57th St.  
Amarillo, TX 79109  
(806) 463-5183  
[djh4290@suddenlink.net](mailto:djh4290@suddenlink.net)

## **Arlington**

## **Charlotte Foulkes, President**

[www.lwvarlington-tx.org](http://www.lwvarlington-tx.org)

2100 Waterbury Place  
Arlington, TX 76013  
(817) 821-0800  
[ckfoulkes@gmail.com](mailto:ckfoulkes@gmail.com)

## **Austin Area**

## **Frances McIntyre President**

1011 W. 31st. Street  
Austin, TX 78705  
(512) 451-6710  
[www.lwvaustin.org](http://www.lwvaustin.org)

6305 Treadwell Blvd  
Austin, TX 78757  
(512) 451-5810  
[mcintyre.frances@gmail.com](mailto:mcintyre.frances@gmail.com)

## **Bay Area**

## **Barbara Murray, President**

[lwvbatx@gmail.com](mailto:lwvbatx@gmail.com)  
[www.lwvtexas.org/bayarea.htm](http://www.lwvtexas.org/bayarea.htm)

1034 Baronridge  
Seabrook, TX 77586  
(281) 474-3154  
[bhmurray@mail.com](mailto:bhmurray@mail.com)

## **Brazos County**

## **Anne Raymond, President**

PO Box 9286  
College Station, TX 77840  
[www.lwvtexas.org/brazoscounty.htm](http://www.lwvtexas.org/brazoscounty.htm)

9755 Dogwood Trail  
College Station, TX 77845  
(979) 846-9096  
[raymond@geo.tamu.edu](mailto:raymond@geo.tamu.edu)

## **Comal Area**

## **Anne Eaton, President**

P.O. Box 311324  
New Braunfels, TX 78131  
[www.lwvtexas.org/comalarea.htm](http://www.lwvtexas.org/comalarea.htm)

175 Quarterhorse Lane  
Fischer, TX 78623  
(830) 935-4594  
[anneaton@gvtc.com](mailto:anneaton@gvtc.com)

## **Corpus Christi Area**

## **Evy Coppola, President**

PO Box 8276  
Corpus Christi, TX 78468  
(361) 880-6501  
[www.lwv-cc.org](http://www.lwv-cc.org)

13845 Flintlock Drive  
Corpus Christi, TX 78418  
(361) 949-4790  
[evylwv@earthlink.net](mailto:evylwv@earthlink.net)

# Local League Contacts

Dallas - Johnson Co.

## Dallas

2720 N. Stemmons Frwy., Suite 812  
Dallas, TX 75207  
(214) 688-4125 F(214) 688-4126  
lwvdallas@sbcglobal.net  
www.lwvdallas.org

## Sandy Greyson, President

7238 Heathermore  
Dallas, TX 75248  
(972) 385-9322  
sandygreyson@yahoo.com

## Denton

PO Box 424945  
Denton, TX 76204  
www.lwvdenton.org  
lwvdenton@earthlink.net

## Sondra Ferstl, President

1505 Victoria  
Denton, TX 76209  
(940) 383-3775  
smferstl@charter.net

## El Paso

10525 Texwood  
El Paso, TX 79925  
lwvep@lwvep.org  
www.lwvep.org

## Dorothy Peca, President

806 Don Quixote  
El Paso, TX 79922  
(915) 740-7826  
dgpeca@aol.com

## Gainesville

www.lwvtexas.org/gainesville.htm

## Nita Boardman, President

2209 Mesquite  
Gainesville, TX 76240  
(940) 665-7019  
boardman@suddenlink.net

## Galveston Area

www.lwvtexas.org/galveston.htm

## Deborah Ford, President

PO Box 3744  
Galveston, TX 77552  
(409) 763-5385  
F(409) 766-6518  
deborah.ford@anico.com

## Houston Area

4001 N. Shepherd, Suite 213  
Houston, TX 77018  
(713) 784-2923 | (713) 784-2984 (f)  
lwv@lwvhouston.org | www.lwvhouston.org

## Nancy Parra, President

1529 Maryland St.  
Houston, TX 77006  
(713) 528-2678  
nparra@parradesigngroup.com

## Irving

www.lwvtexas.org/irving.htm

## Carol Little, President

1817 Crape Myrtle Circle  
Irving, TX 75063  
(972) 402-9092  
little822@aol.com

## Johnson County MAL Unit

www.lwvtexas.org/johnsonmal.htm

## Essie Smith, President

1105 Davis  
Cleburne, TX 76033  
(817) 774-1685  
essesmith@sbcglobal.net

# Local League Contacts

Kerrville Area -  
San Antonio Area

## Kerrville Area

## Donna Snow Robinson, President

PO Box 290303  
Kerrville, TX 78029  
[www.lwvtexas.org/kerrville.htm](http://www.lwvtexas.org/kerrville.htm)

431 Timber Ridge Drive  
Kerrville, TX 78028  
(830) 257-9452  
[dsrassoc@ktc.com](mailto:dsrassoc@ktc.com)

## Lubbock County

## Martha Hise Cieszinski, President

1706 23rd Street  
Lubbock, TX 76411  
(806) 744-0023  
[lwvlubbock@door.net](mailto:lwvlubbock@door.net)  
[www.lwvlubbock.org](http://www.lwvlubbock.org)

59 S. Lakeshore Drive  
Ransome Canyon, TX 79366  
(806) 742-2420  
[m.hise@ttu.edu](mailto:m.hise@ttu.edu)

## Marshall/Harrison County

## Ken Moon, President

Greg/Gail Beil  
313 S. Washington  
Marshall, TX 75670  
(903) 938-5504  
[rbeil@etbu.edu](mailto:rbeil@etbu.edu)  
[www.lwvtexas.org/marshallharrison.htm](http://www.lwvtexas.org/marshallharrison.htm)

PO Box 725  
Marshall, TX 75671  
(903) 263-9219  
[ken\\_moon@att.net](mailto:ken_moon@att.net)

## Midland

## Mary Smith, President

PO Box 7437  
Midland, TX 79708  
[www.lwvtexas.org/midland.htm](http://www.lwvtexas.org/midland.htm)

3201 Lockheed  
Midland, TX 79701  
(432) 520-0304  
[marys5222@grandecom.net](mailto:marys5222@grandecom.net)

## Montgomery County

## Cheryl Tangen, President

PO Box 130091  
The Woodlands, TX 77393  
(832) 482-3134 | (281) 296-0072 (f)  
[www.lwvtexas.org/montgomerycounty.htm](http://www.lwvtexas.org/montgomerycounty.htm)

55 N. Buck Ridge  
The Woodlands, TX 77381  
(281) 364-7659  
[ctangen@tangenlaw.com](mailto:ctangen@tangenlaw.com)

## Plano/Collin County

## Patty Jantho, President

PO Box 866592  
Plano, TX 75086  
(972) 964 3335 | [member@lwvcollin.org](mailto:member@lwvcollin.org)  
[www.lwvcollin.org](http://www.lwvcollin.org)

1100 Meredith Lane #418  
Plano, TX 75093  
(469) 737-3626  
[pnjantho@gmail.com](mailto:pnjantho@gmail.com)

## Richardson

## Jean Richards, President

300 North Coit Road, Ste. 125  
Richardson, TX 75080  
972-470-0584 | [league@lwvrichardson.org](mailto:league@lwvrichardson.org)  
[www.lwvrichardson.org](http://www.lwvrichardson.org)

1131 Wilderness Trail  
Richardson, TX 75080  
(972) 644-4098  
[jrich55@sbcglobal.net](mailto:jrich55@sbcglobal.net)

## San Antonio Area

## Virginia Stowitts Traina, President

1809 Blanco  
San Antonio, TX 78212  
(210) 657-2206  
[www.lwvtexas.org/sanantonio.htm](http://www.lwvtexas.org/sanantonio.htm)

15723 Knollstone  
San Antonio, TX 78247  
(210) 402-9675  
[vstowitts@alamo.edu](mailto:vstowitts@alamo.edu)

# Local League Contacts

San Marcos Area -  
Wimberley Valley

## San Marcos Area

## Carole Belver, President

PO Box 1034  
San Marcos, TX 78666  
[www.lwvtexas.org/sanmarcos.htm](http://www.lwvtexas.org/sanmarcos.htm)

1711 Palomino Ln.  
San Marcos, TX 78666  
(512) 396-0961  
[cbelver@austin.rr.com](mailto:cbelver@austin.rr.com)

## Sherman/Grayson County

## Jacqueline Moore, President

PO Box 2143  
Sherman, TX 75091  
[www.lwvtexas.org/shermangrayson.htm](http://www.lwvtexas.org/shermangrayson.htm)

2336 Brookview Drive  
McKinney, TX 75070  
(972) 547-6812  
[jmoore@austincollege.edu](mailto:jmoore@austincollege.edu)

## Tarrant County

## Nancy Stevens, President

Michelle Jann  
3212 Collinsworth St., Box 1E  
Fort Worth, TX 76107  
(817) 348-8683  
[lwvtarrantcounty@sbcglobal.net](mailto:lwvtarrantcounty@sbcglobal.net) | [www.lwvtarrantcounty.org](http://www.lwvtarrantcounty.org)

4417 Norwich Drive  
Fort Worth, TX 76109  
(817) 926-3109  
[kenandnan@sbcglobal.net](mailto:kenandnan@sbcglobal.net)

## Tyler/Smith County

## Kristi Roberts, President

PO Box 6271  
Tyler, TX 75711  
(903) 597-9111  
[voterinfo@lwvtyler.org](mailto:voterinfo@lwvtyler.org) / [EddieCrvr@aol.com](mailto:EddieCrvr@aol.com)  
[www.lwvtyler.org](http://www.lwvtyler.org)

6715 Speedway Court  
Tyler, TX 75703  
(903) 534-8825  
[kribru@aol.com](mailto:kribru@aol.com)

## Victoria

## Kathy Hunt, President

[www.lwvtexas.org/victoria.htm](http://www.lwvtexas.org/victoria.htm)

106 S. De Leon Street  
Victoria, TX 77901  
(361) 573-1317  
[kathyhunt@suddenlink.net](mailto:kathyhunt@suddenlink.net)

## Waco Area

## Ann-Claire Anderson, President

PO Box 7311  
Waco, TX 76714  
[www.lwvtexas.org/waco.htm](http://www.lwvtexas.org/waco.htm)

8532 Briargrove  
Waco, TX 76712  
(254) 399-0217  
[anderson@cord.org](mailto:anderson@cord.org)

## Wichita Falls

## Penny Miller, President

PO Box 4034  
Wichita Falls, TX 76308  
(940) 767-0129  
[larylambert@prodigy.net](mailto:larylambert@prodigy.net)  
[www.lwvtexas.org/wichitafalls.htm](http://www.lwvtexas.org/wichitafalls.htm)

1700 Tanglewood Drive  
Wichita Falls, TX 76309  
(940) 867-9761  
[PMiller737@aol.com](mailto:PMiller737@aol.com)

## Wimberley Valley MAL Unit

## Carol Pino, President

[www.lwvtexas.org/wimberley.htm](http://www.lwvtexas.org/wimberley.htm)

111 Silent Cedar  
Wimberley, TX 78676  
(512) 847-9850  
[cpino@hughes.net](mailto:cpino@hughes.net)

# EVERY YEAR IT IS IMPORTANT THAT LOCAL LEAGUES DO:

**U** Calendar Planning

**U** Goal Setting

**U** Policy Review

WANT TO SCHEDULE A LWV-TX FACILITATOR TO ADDRESS YOUR LEAGUE'S  
SPECIAL NEEDS?

Contact Barbara Weinstein, Organization V.P.

## *The B.O.S.S.*

“Book of State Stuff,” an all-in-one reference binder that  
includes major tools for local Leagues

### B.O.S.S Table of Contents:

Capital Ideas: Fundraising Tips for Local Leagues

Fundamentals for Local Leagues

Guide to Voters Guide for Local Leagues

Guide to Candidate Forums

Handbook for Local Leagues TEF Projects

Handbook & Directory

League Program: Study to Action in Ten Steps

Money Matters Made Easier

Policies and Procedures: A Manual for State and Local Boards

Practical VOTER Production

President's Counselor

Program Perspectives

Recording Present History

# State Program

Please refer to *Program Perspectives 2008-2010* (LWV-TX), for complete wording and historical information on League positions in these categories: Government, Administration of Justice, Social Policy/Human Resources, and Natural Resources. *We Support* (LWV-TX), also contained in *Program Perspectives*, contains summaries of all positions. See the Catalog of Publications in this directory for ordering information.

Also both publications are available to members on our website, [www.lwvtexas.org](http://www.lwvtexas.org). *Program Perspectives, 2008-2010* may be accessed directly by typing its link (<http://www.lwvtexas.org/pubs/ProgramPerspectives.pdf>) into your internet browser. From these positions the state board adopts priorities that focus action efforts during regular and special sessions of the Texas Legislature. Local Leagues may use these state positions to take local action.

## Current LWV-TX Study:

### Voting Procedures to Increase Voter Participation (Study adopted in April, 2008. *Facts & Issues* will be published this year.)

**Focus:** An update of our Voting Rights/Election Laws position to consider various procedures to increase voter participation.

**Scope:** The study will include, but not be limited to, a study of vote-by-mail, Internet voting, same-day registration, election-day centralized voting, overseas ballot procedures, other procedural barriers to voting, or procedures which might increase voter participation.

# National Program

National LWV positions are also areas in which the LWV-Texas takes action at the state level of government. National program falls into four categories: Representative Government, International Relations, Natural Resources, and Social Policy. See *LWVUS Impact on Issues*. See at [www.lwv.org](http://www.lwv.org). See also *LWV-TX Program Perspectives 2008-2010* for specific details of LWV-TX actions based on national League positions.

League Program includes both study and advocacy.

# Taking Action: Guidelines for Local Leagues

**The President of the League at all three levels is the czÙW]U`gdc YgdYfgcb` for the League. The president may delegate this responsibility on an individual basis as the president deems necessary.**

## A DEFINITION OF LEAGUE ACTION:

Action is our League effort to bring about governmental change based on the positions we derive through member study and consensus. Because we are a multi-level organization with positions at each level, we must:

- Coordinate our action efforts in order to speak with one voice.
- Choose issues for priority attention at all levels in order to allocate resources effectively and maximize political impact.

Local positions are used to lobby at the local level. Only in unusual circumstances and with **pre-clearance** is a local position used to lobby at the state or national level.

Applicable state and national positions may be used to **lobby at the local level** without clearance from the State or National level.

If you are unsure about what action to take, please contact the state advocacy vice president, the appropriate LWV-TX program chair (consult table of contents), or call the state office at 512/472-1100.

## ACTION GUIDELINES AND ACTIVITIES FOR ALL LEAGUES:

- Leagues only act when we have a local, state, or national position or are acting under League principles.
- Leagues never lobby in opposition to a League position.
- Elected officials respond best to their own constituents. Therefore, lobby only your own representatives unless otherwise directed.
- **-bj]hY`mc i f`Y`YWhYX`czÙW]U`g`hc`U`ÍAYYh`h`Y`@YU[ iYÎ` [Yh`hc [Yh`Yf"**
- **Distribute We Support: Summary of State Program.**
- **Visit your legislator between sessions. Get acquainted.**
- **Organize a local League advocacy workshop.**
- **Conduct the legislative interviews sent to local Leagues by LWV-TX.**
- For guidance and inspiration read Fundamentals for Local League Boards (LWV-TX), Impact on Issues (LWVUS), and Program Perspectives (LWV-TX).

## BEFORE TAKING ACTION ON AN ISSUE, ASK YOURSELF:

- Under what position do you wish to act--local, state, national, or principles?
- What do you wish to accomplish?
- Who is authorized to act for your League? (Check your local policy guide.)
- Will state or national or other local Leagues be affected by this action?
- Is authorization needed from LWV-TX, LWVUS, or other local Leagues before you act? (See chart on next page.)
- Who must receive copies of your letter, testimony, etc? (See chart on next page.)

## WHEN YOU INITIATE ACTION:

Action you initiate often requires contacting officials shared with other Leagues. Occasionally, you may wish to contact officials other than your own. For these reasons, authorization from other local Leagues is often necessary when you initiate action. Examples:

- LWV- Houston wants to testify before a state legislative committee holding a hearing in Houston on land use and critical areas protection. They believe this is a good opportunity to advocate the League's state land use positions. After authorization by LWV-TX, they are ready to act.
- LWV-Tarrant County wants to appear before the North Central Texas Council of Governments on a regional issue. After consulting other Leagues in the region they speak at the COG meeting.

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What to do when your League initiates action before a . . .

<p>local government or official in your League area only (Examples: city council, mayor, planning commission, school board, etc.)</p>
<p><b>A</b> - local board decision; copy to local League files</p>
<p>regional agency or official which is shared with other local Leagues (Examples: common city government or special purpose district, council of governments, regional task force, etc.)</p>
<p><b>A</b> - local board decision; copy to local League files <b>B</b> - authorization from LWV-TX; copy to the state office <b>C</b> - authorization by local Leagues affected by this action; copy to these local Leagues &amp; state office</p>
<p>state government or official (Examples: state representatives, senator, governor, state agency, etc.)</p>
<p><b>A</b> - local board decision; copy to local League files <b>B</b> - authorization from LWV-TX; copy to the state office</p>
<p>federal government or official (Examples: member of Congress, federal agency, the president, etc.)</p>
<p><b>A</b> - local board decision; copy to local League files <b>B</b> - authorization from LWV-TX; copy to the state office <b>D</b> - authorization by LWVUS (sometimes LWV-TX can authorize); copy to national &amp; state office</p>
<p><b>Local Leagues</b> advocate to `cWU` cZÜW]U`g. <b>LWV-TX</b> advocates to ghUhY`cZÜW]U`g. <b>LWVUS</b> advocates to <b>national</b> cZÜW]U`g.</p>
<p>A local League president, board member, or member can <b>not</b> advocate, officially, for the League to a state or national official without authorization from LWV-TX or LWVUS.</p>

## WHEN YOU RECEIVE ACTION REQUESTS:

There are two kinds of action requests. Action Alerts from LWV-TX and LWVUS and urgent Lobby Requests from LWVUS. Action in response to these requests is expected and does not require authorization.

- An Action Alert means your League's help is critically needed. Leagues are expected to respond to Action Alerts or explain to the appropriate board (state or national) why they are not responding. Action Alerts provide specific instructions.
- Lobby Requests also come from LWVUS and provide suggestions for additional action to be taken in addition to formal letters written in response to Action Alerts.
- LWV-TX Action Alerts sent to all local League members contain information on legislation or governmental actions and suggestions for action to be taken.
- The president of the local League will answer the Action Alert in the name of the local League and return the "Response to Action Alert" form, usually via email. The information can be sent out again to local members with a strong request that they take action as private citizens. **The effectiveness of action by local leagues is bolstered by action members undertake as individuals.**

All politics is local.

- **Sponsor a meeting to publicize a problem and offer solutions.**
- **Sponsor a meeting to give information on all sides of the issue.**
- **Observe, lobby, testify, & monitor.**

# Congressional Districts

## of Local Leagues and Member-at-Large Units

The representatives listed will hold office until January 1, 2009. Refer to [www.lwvtexas.org](http://www.lwvtexas.org).

Local Leagues and Member-at-Large Units that share members of Congress should coordinate with each other when preparing *Voters Guides*, debates, interviews, or similar projects. Consult *Tell It to Washington* (LWVUS) or the U.S. House of Representatives website ([www.house.gov](http://www.house.gov)) for addresses and phone numbers.

Another useful site is [www.capitol.state.tx.us](http://www.capitol.state.tx.us).

DISTRICT	REPRESENTATIVE	LOCAL LEAGUE / MAL UNIT
1	Louie Gohmert	Marshall/Harrison Co., Tyler
2	Ted Poe	Houston Area
3	Sam Johnson	Dallas, Plano/Collin Co., Richardson
4	Ralph M. Hall	Plano/Collin Co., Sherman/Grayson Co.
5	Jeb Hensarling	Dallas
6	Joe Barton	Arlington, Tarrant Co.
7	John Culberson	Houston Area
8	Kevin Brady	Montgomery Co.
9	Al Green	Houston Area
10	Michael T. McCaul	Austin Area, Houston Area
11	Mike Conaway	Midland
12	Kay Granger	Tarrant Co.
13	Wm. "Mac" Thornberry	Amarillo, Wichita Falls
14	Ron Paul	Victoria, Galveston Area
15	Rubén Hinojosa	
16	Silvestre Reyes	El Paso
17	Chet Edwards	Brazos Valley, Waco Area, Johnson Co. MAL
18	Sheila Jackson-Lee	Houston Area
19	Randy Neugebauer	Lubbock
20	Charles A. Gonzalez	San Antonio Area
21	Lamar Smith	Austin Area, Comal Area, San Antonio Area
22	Nick Lampson	Bay Area, Houston Area, Galveston Area
23	Ciro D. Rodriguez	San Antonio Area
24	Kenny Merchant	Arlington, Dallas, Irving, Tarrant Co.
25	Lloyd Doggett	Austin Area, San Marcos Area, Wimberley Valley MAL
26	Michael Burgess	Denton, Dallas, Gainesville, Irving, Tarrant Co.
27	Solomon Ortiz	Corpus Christi
28	Henry Cuellar	San Antonio Area
29	Gene Green	Houston Area
30	Eddie Bernice Johnson	Dallas
31	John R. Carter	Austin Area
32	Pete Sessions	Dallas, Irving, Richardson

# State Senate Districts

## of Local Leagues and Member-at-Large Units

The senators listed will hold office until January 1, 2009. Refer to [www.lwvtexas.org](http://www.lwvtexas.org).

When there is more than one League in a state senatorial district, consider coordination among Leagues on *Voters Guides* and/or candidate debates. Coordination is not always possible, but it is ALWAYS useful to explain to candidates that they may be approached by more than one League regarding debates, forums, and/or *Voters Guides*. Consult *When You Go To Austin: A Guide to the 80th Legislature* or [www.capitol.state.tx.us](http://www.capitol.state.tx.us) for addresses and phone numbers.

DISTRICT	SENATOR	LOCAL LEAGUE/MAL UNIT
1	Kevin Eltife	Marshall/Harrison Co., Tyler
2	Bob Deuell	Dallas, Tyler
3	Robert Nichols	Montgomery Co., Tyler
4	Tommy Williams	Houston Area, Montgomery Co.
5	Steve Ogden	Brazos Valley
6	Mario Gallegos, Jr.	Houston Area, Bay Area
7	Dan Patrick	Houston Area
8	Florence Shapiro	Dallas, Irving, Plano/Collin Co., Richardson
9	Chris Harris	Arlington, Irving, Tarrant Co.
10	Kim Brimer	Arlington, Tarrant Co.
11	Mike Jackson	Bay Area, Galveston Area, Houston Area
12	Jane Nelson	Denton, Tarrant Co.
13	Rodney Ellis	Houston Area
14	Kirk Watson	Austin Area
15	John Whitmire	Houston Area
16	John Carona	Dallas, Richardson
17	Kyle Janek	Galveston Area, Houston Area
18	Glen Hegar	Victoria, Houston Area
19	Carlos Uresti	El Paso, San Antonio Area
20	Juan "Chuy" Hinojosa	Corpus Christi
21	Judith Zaffirini	San Antonio Area
22	Kip Averitt	Johnson Co. MAL Unit, Waco Area
23	Royce West	Dallas
24	Troy Fraser	Kerrville Area
25	Jeff Wentworth	Austin Area, Comal Area, San Antonio Area, San Marcos Area, Wimberley Valley MAL
26	Leticia Van de Putte	San Antonio Area
27	Eddie Lucio, Jr.	
28	Robert Duncan	Lubbock
29	Eliot Shapleigh	El Paso
30	Craig Estes	Denton, Gainesville, Plano/Collin Co., Sherman/Grayson Co., Wichita Falls
31	Kel Seliger	Amarillo, Midland

# State Representative Districts

## of Local Leagues and Member-at-Large Units

When there is more than one League in a State Legislative District, consider coordination among Leagues on *Voters Guides* and/or candidate debates. Coordination is not always possible, but it is ALWAYS useful to explain to candidates that they may be approached by more than one League regarding debates, forums, and/or *Voters Guides*. Consult *When You Go To Austin: A Guide to the 80th Legislature* or [www.capitol.state.tx.us](http://www.capitol.state.tx.us) for addresses and phone numbers.

DISTRICT	LOCAL LEAGUE/MAL UNIT	DISTRICT	LOCAL LEAGUE/MAL UNIT
5	Marshall/Harrison Co.	70	Plano/Collin Co.
6-7	Tyler	72	
14, 17	Brazos Valley	73	Comal Area
15-16	Montgomery Co.	75-79	El Paso
18	Montgomery Co.	82	Midland
23	Galveston Area	83-84	Lubbock
24	Galveston Area, Bay Area	86-87	Amarillo
26-28	Houston Area	89	Plano/Collin Co.
30	Victoria	90-92	Tarrant Co.
32-34	Corpus Christi	93-94, 96	Arlington, Tarrant Co.
36, 39-41		95, 97-99	Tarrant Co.
44	Comal Area	100-101, 104	Dallas
45	San Marcos Area, Wimberley Valley MAL	102	Dallas, Richardson
46-51	Austin Area	103, 105-106	Dallas, Irving
53	Kerrville Area	107-111	Dallas
56-57	Waco Area	112	Dallas, Richardson
58	Johnson County MAL Unit	113-115	Dallas
62	Sherman/Grayson Co.	116-125	San Antonio Area
63-64	Denton	126-127	Houston Area
66	Plano/Collin Co.	128-129	Bay Area, Houston Area
67	Plano/Collin Co., Richardson	130-142	Houston Area
68	Gainesville	143-145, 147	Houston Area , Bay Area
69	Wichita Falls	146, 148-150	Houston Area



*“When You Go to Austin: A Guide to the 81st Legislature”*  
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# State Board of Education Districts of Local Leagues and Member-at-Large Units

The board members listed will hold office until January 1, 2009. Refer to [www.lwvtexas.org](http://www.lwvtexas.org).

Because of the enormous size of these districts, coordination among local Leagues during elections will be difficult, but keep other Leagues in your State Board of Education district informed about debates and *Voters Guides*. Explain to candidates that they may be approached by more than one League regarding debates and/or *Voters Guides*. See [www.tea.state.tx.us/sboe/](http://www.tea.state.tx.us/sboe/)

DISTRICT	BOARD MEMBER	LOCAL LEAGUE/MAL UNIT
1	Rene Nunez (El Paso)	El Paso, Kerrville Area, Midland
2	Mary Helen Berlanga (Corpus Christi)	Corpus Christi, Victoria
3	Rick Agosto (San Antonio)	San Antonio Area, Hidalgo Co.
4	Lawrence A. Allen, Sr. (Houston)	Bay Area, Houston Area
5	Ken Mercer (San Antonio)	Austin Area, Comal Area, San Antonio Area, San Marcos Area, Wimberley Valley MAL
6	Terri Leo (Spring)	Houston Area
7	David Bradley (Beaumont)	Bay Area, Galveston Area, Houston
8	Barbara Cargill (The Woodlands)	Marshall/Harrison Co., Montgomery Co., Tyler
9	Don McLeroy (College Station)	Brazos Valley, Plano/Collin Co.
10	Cynthia Noland Dunbar (Richmond)	Austin Area, Houston Area
11	Patricia Hardy (Ft. Worth)	Arlington, Johnson County MAL Unit, Tarrant Co.
12	Geraldine Miller (Dallas)	Dallas, Irving, Plano/Collin Co., Richardson
13	Mavis B. Knight (Dallas)	Arlington, Dallas, Irving, Tarrant Co.
14	Gail Lowe (Lampasas)	Denton, Gainesville, Sherman/Grayson Co., Waco Area, Wichita Falls
15	Bob Craig (Lubbock)	Amarillo, Lubbock, Concho Valley MAL

## COUNTIES

### of Local Leagues and Member-at-Large units

COUNTY	Local League/MAL Unit	COUNTY	Local League/MAL Unit
BEXAR	San Antonio Area	JOHNSON	Johnson County MAL
BRAZOS	Brazos Valley	KERR	Kerrville Area
COLLIN	Plano/Collin County,	LUBBOCK	Lubbock
COMAL	Comal Area	McLENNAN	Waco Area
COOKE	Gainesville	MIDLAND	Midland
DALLAS	Dallas, Irving, Richardson	MONTGOMERY	Montgomery County
DENTON	Denton	EL PASO	El Paso
FORT BEND	Houston Area	NUECES	Corpus Christi
GALVESTON	Bay Area, Galveston Area	POTTER	Amarillo
GRAYSON	Sherman/Grayson County	RANDALL	Amarillo
GUADALUPE	Comal Area	SMITH	Tyler
HARRIS	Bay Area, Houston Area	TARRANT	Arlington, Tarrant County
HARRISON	Marshall/Harrison County	TRAVIS	Austin Area
HAYS	San Marcos Area, Wimberley	VICTORIA	Victoria

# 2008-2010 BUDGETS

League of Women Voters of Texas

League of Women Voters of Texas Education Fund

## An Explanation

The Internal Revenue Service (IRS) has classified LWV-TX [501(c)(4)] and LWV-TEF [501(c)(3)] as separate and distinct organizations. The work of each organization is unique and in some measure determined by allowable activities within each IRS classification, as well as by the legal trust document that created the Education Fund.

*[The following text is a corrupted scan of a paragraph and has been transcribed as-is.]*

The budgets are organized by the standing committees of the LWV-TX/TEF boards. Under each budget division are the activities and publications that the League committees oversee. Line items in both budgets often have corresponding activities, making it easy to add the two organizations' revenue or expense items for the total amount expected. By seeing the budgets side by side, the viewer gains the sense of which organization is active for the line item.

The budgets allow local Leagues to contribute up to 50% of its PMP (Per Member Payment) in tax deductible funds to LWV-TEF in lieu of an equal amount of PMP payment to LWV-TX.

Many of the significant expenses are directly related to achieving some of the League's goals, such as educating the public (Citizen Education Committee), advocating for issues (Advocacy Committee), strengthening local Leagues (Services to Local Leagues Committee), and preparing for the future (Development & Marketing Committee). Staff salaries, state office expenses, and state board expenses are allocated to the operating committees in proportion to the amount of time spent on each area.

Delegates to Convention 2008 approved the LWV-TX budget with no changes. Trustees approved the LWV-TEF budget at their July 2008 meeting.

## On the following pages:

LWV-TX and LWV-TEF Budgets 2008-2010 (25). Per-Member Payments/Minimum Support Payments for each local League (26). LWV-TX Education Fund--At a Glance (27-28).

2008-2010 LWV-TX Budget Committee Members, preparing the 2010-2012 budget:  
See page 11.

Questions? Please contact Edie Jones, LWV-TX/TEF Treasurer or the state office. Addresses and phone numbers are on pages 4 & 6 of this publication.

# Adopted Biennial Budget Plan

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League of Women Voters of Texas  
Biennial Budget Plan  
June 2008 through May 2010

	2008- 2010	2006- 2008
<b>Income</b>	<u>Budget</u>	<u>Budget</u>
400000 - Dues		
400010 - PMP from Local Leagues	97,800	97,801
400020 - PMP paid through TEF	(8,500)	(17,604)
400050 - MAL Dues	5,100	3,632
400090 - MAL Dues to LWVUS	(1,984)	(1,016)
Total 400000 - Dues	92,416	82,813
401000 - Contributions		
401100 - Individual contributions	40,000	41,000
401200 - Corporate contributions	1,000	1,400
401500 - Sustainers Plaque	400	1,000
401900 - In-kind contributions	5,000	10,841
Total 401000 - Contributions	46,400	54,241
402100 - Auction	10,000	9,000
402150 - Take a Vacation		5,000
402200 - Convention	15,000	13,800
404100 - Merchandise Sales	1,300	3,000
404500 - Miscellaneous revenue	500	
405600 - Publications	1,000	2,640
405700 - Workshop income	2,600	3,300
408000 - Investment income		
408100 - Interest & Dividends	1,500	960
408390 - Unrealized Portfolio Gains		
408900 - Realized Portfolio Gain		
Total 408000 - Investment Income	1,500	960
<b>Total Income LWVTX</b>	<u>170,716</u>	<u>174,754</u>

## Expense

602000 - Direct Expense		
603100 - Staff	71,720	78,861
602150 - Accounting & Legal	6,500	3,650
602200 - Computer & Software	6,000	10,000
602240 - Copier Expense	5,400	10,200
602300 - In-kind Expense	5,000	10,841
602350 - Insurance	1,000	100
602400 - Meals		1,993
602420 - Professional Development	300	2,440
602450 - Miscellaneous		600
602500 - Postage & Delivery	7,000	6,321
602550 - Printing	10,000	14,760
602600 - Rent	21,000	18,000
602650 - Services, fees, contracts	500	9,076
602655 - Convention	15,000	
602700 - Supplies	5,500	6,855
602750 - Tax Pers. property	1,000	360
602800 - Telephone & Internet	3,000	6,340
602900 - Travel & Hotel	500	15,840
Total Direct Expense	159,420	196,237
603000 - League Services		
603700 - Board Expense	15,000	
603710 - Program/Advocacy	2,000	
603720 - VOTER	6,100	
603730 - Trainer expense	5,000	
603740 - Development & Marketing	500	
Total 603000 League services	28,600	
603790 - Allocations to EF programs	(50,000)	(53,266)
900500 - Transfer to LWVTEF	11,000	10,978
900900 - Transfer to Reserves	21,696	20,806
<b>Total Expense LWVTX</b>	<u>170,716</u>	<u>174,755</u>
<b>Net Income LWVTX</b>	-	-

League of Women Voters of Texas Education Fund  
Biennial Budget Plan  
June 2008 through May 2010

	2008- 2010	2006- 2008
<b>Income</b>	<u>Budget</u>	<u>Budget</u>
501000 - Contributions		
501300 - Local Leagues PMP	8,500	17,604
501400 - LWVTX	11,000	10,978
501250 - Foundations	70,000	70,000
501100 - Individual	50,000	44,000
501200 - Corporate	25,000	5,500
501500 - Special Recognitions	1,800	2,000
501900 - In-Kind Contributions	5,000	9,962
Total 501000 - Contributions	81,800	61,462
505800 - Rent Income (#105)	21,000	18,500
505810 - Rent Income (#107)	21,000	18,500
504500 - Misc. Income		
505600 - Publications	22,000	23,085
508000 - Investment Income		
508350 - Dividends & Interest	7,000	5,652
508390 - Unrealized Portfolio Gains		
508900 - Realized Portfolio Gains		2,500
Total - Investment Income	7,000	8,152
<b>Total Income LWVTEF</b>	<u>242,300</u>	<u>243,281</u>

## Expense

602000 - Direct & Indirect Expense		
602100 - Staff	107,080	96,703
602150 - Accounting & Legal	7,000	3,600
602200 - Computer & Software	6,000	5,492
602240 - Copier Expense	3,600	5,615
602300 - In-Kind Expense	5,000	9,962
602350 - Insurance	600	4,374
602400 - Meals		225
602420 - Prof. Development	300	600
602450 - Miscellaneous		535
602500 - Postage & Delivery	10,000	8,955
602550 - Printing	21,000	20,101
602600 - Rent		
602650 - Services, fees, contracts	840	8,157
602655 - Env. Awards Lunch	5,000	10,000
602700 - Supplies	2,500	4,126
602750 - Personal Property Tax		
602800 - Telephone & Internet	3,000	3,470
602900 - Travel & Hotel	500	800
Total Direct & Indirect Expense	172,420	182,715
603000 - League Services		
603700 - Board Expense	15,000	14,457
603710 - Program Study	1,500	7,194
603720 - VOTER space	4,100	6,491
603730 - Trainer expense	2,500	4,368
603740 - Dev. & Marketing	500	
Total 603000 - League Services	23,600	32,510
800500 - Owner Assoc. Dues	18,100	13,388
800900 - Property Tax	15,000	14,668
Total 8000000 - Property Expense	33,100	
Transfer to Reserves	13,180	
<b>Total Expense TEF</b>	<u>242,300</u>	<u>243,280</u>
<b>Net Income TEF</b>	-	-

PER MEMBER PAYMENT/MINIMUM SUPPORT PAYMENTS  
Local League Support for LWV-TX 2009 – 2010

League ID	League Name	Individual	National	Honorary	1st HH	2nd HH	Student	PMP
TX123	LWV-Amarillo	39	4	0	5	5	0	<b>\$1,023</b>
TX159	LWV-Arlington	42	2	1	4	4	1	<b>\$1,064</b>
TX100	LWV-Austin Area	194	50	6	21	21	1	<b>\$4,969</b>
TX114	LWV-Bay Area	27	8	0	5	5	0	<b>\$759</b>
TX120	LWV-Brazos County	23	5	0	0	1	0	<b>\$517</b>
TX162	LWV-Comal Area	32	1	0	9	9	0	<b>\$1,001</b>
TX103	LWV-Corpus Christi	75	6	0	16	16	0	<b>\$2,178</b>
TX104	LWV-Dallas	236	47	15	28	28	4	<b>\$6,148</b>
TX146	LWV-Denton	40	2	0	7	7	1	<b>\$1,119</b>
TX111	LWV-EI Paso	25	4	0	7	7	0	<b>\$781</b>
TX150	LWV-Gainesville	20	0	0	0	0	0	<b>\$440</b>
TX106	LWV-Galveston Area	28	5	0	5	5	0	<b>\$781</b>
TX107	LWV-Houston	276	91	9	31	31	7	<b>\$7,151</b>
TX144	LWV-Irving	61	2	0	3	4	0	<b>\$1,452</b>
TX160	LWV-Kerrville Area	13	2	1	3	3	0	<b>\$385</b>
TX127	LWV-Lubbock County	59	3	0	8	8	1	<b>\$1,570</b>
TX156	LWV-Marshall-Harrison County	18	0	0	7	7	0	<b>\$627</b>
TX109	LWV-Midland	34	3	0	7	7	0	<b>\$979</b>
TX158	LWV-Montgomery County	41	1	0	4	5	0	<b>\$1,045</b>
TX152	LWV-Plano-Collin County	27	8	1	4	4	0	<b>\$726</b>
TX147	LWV-Richardson	32	6	0	5	5	0	<b>\$869</b>
TX102	LWV-San Antonio Area	92	20	3	16	10	0	<b>\$2,486</b>
TX148	LWV-San Marcos	25	2	0	6	5	0	<b>\$737</b>
TX135	LWV-Sherman/Grayson County	23	1	0	5	5	0	<b>\$671</b>
TX113	LWV-Tarrant County	117	11	0	11	13	0	<b>\$2,959</b>
TX124	LWV-Tyler/Smith County	33	0	1	4	5	4	<b>\$901</b>
TX141	LWV-Victoria	9	0	1	3	3	0	<b>\$297</b>
TX119	LWV-Waco Area	23	2	0	2	2	0	<b>\$572</b>
TX121	LWV-Wichita Falls	29	0	0	8	8	0	<b>\$902</b>

Counts are taken directly from LWVUS rosters, as submitted by the local Leagues during February of each year.

Rates: \$22 Individual & 1st Household (HH); \$11 1/2 & additional HH; \$8 Students; \$0 for National & Honorary (50-year members)

# LWV-TX EDUCATION FUND 501(c)(3)

The League of Women Voters of Texas Education Fund, a nonpartisan organization, encourages active and informed civic participation in government and increased understanding of major public policy issues.

## What is the League of Women Voters of Texas Education Fund?

The LWV-TEF is a public trust established under Texas law, an organization legally separate from the League that performs citizen education and voters service activities. Contributions to the Ed Fund can be deducted as charitable contributions, whereas contributions to the League cannot. Local Leagues can maintain an account in LWV-TEF in order to be able to solicit tax deductible donations from their local donor base.

## How can local League Education Fund money be used?

All voters service activities would qualify-- *Voters Guides*, "Know Your Community" surveys, voter registration campaigns, general get out the vote campaigns, educational projects on program studies. According to the IRS, however, the projects must satisfy all of the following:

1. Be in the general area of government and public policy;
2. Be purely educational in nature and present all major sides fairly;
3. Be factual, with no conclusions drawn from the facts;
4. Not duplicate the efforts of another organization;
5. Be of value to the public.

In addition, Ed Fund money may be used to attend educational workshops and conferences that meet IRS criteria, to purchase LWV-TEF and LWVEF (US) publications, to make per member payments to LWVUS (50% of annual national PMP) and LWV-TX (50% of annual state PMP), and to contribute to specific state projects within the LWV-TEF.

## How can a local League withdraw Education Fund money?

For routine local League projects such as candidate forums, *Voters Guide*, attending League workshops or conferences, and purchasing League publications, simply fill out a Project Director's Report and a Project Financial Report after you complete the project and send these to the state office.

To make purchases of publications from LWV-TEF or LWVEF (US), fill out the appropriate order form or send a letter to the state office requesting the use of your Ed Fund money. To pay up to 50% of your national PMP, send a written request to the LWV-TX treasurer with a copy of the LWVUS invoice. A TEF check in the amount requested will then be sent to LWVUS. To pay up to 50% of your state PMP, send a written request to the LWV-TX treasurer. Local Leagues that have their own Education Funds which are not part of LWV-TEF may send a check from their own EF to the state office for the appropriate amount (50% of total annual state PMP) made payable to LWV-TEF.

For non-routine projects such as issue forums, public educational meetings, Pro-Con *Voters Guides*, and attending non-League workshops, you must submit a Project Request Form to the State Office prior to beginning expenditures on the project. The LWV-TEF Trustees will notify you, through the State Office, if the project is approved and assign a trustee as your project supervisor. Local Leagues are encouraged to apply early for approval of all non-routine projects planned for the coming year.

Copies of these forms are found on the publications page of the League website and in the *LWV-TEF Handbook for Local League TEF Projects*, revised Spring 2005.

### Note:

- TRUSTEES MUST APPROVE A NON-ROUTINE PROJECT BEFORE IT CAN BEGIN.
- ALL PUBLICATIONS, PUBLICITY, AND PRINTED MATERIAL MUST BE APPROVED BY THE PROJECT SUPERVISOR BEFORE GOING TO THE PRINTER OR TO MEDIA OUTLETS.
- ALL PUBLICATIONS, PRINTED MATERIAL, AND PUBLICITY MUST CONTAIN A STATEMENT OF CREDIT FOR LWV-TEF FINANCING.

## Is there a fee for using local League Education Fund money?

There is no fee for local Leagues using the money in their LWV-TEF account.

## How can a local League open an account?

The first step is to collect tax-deductible contributions. Checks for tax-deductible donations should be made payable to "LWV-TX Education Fund." Tax-deductible money should NOT be put in the local League's bank account. Send tax-deductible checks, along with a completed Transmittal Form (found in the LWV-TEF Handbook for Local League TEF Projects), to the state office as soon as possible after receipt of the checks.

A local League should not endorse a check to LWV-TEF. An endorsement by a local League is not needed and only consumes limited endorsement space on the check.

## Should a League have an LWV-TEF account rather than its own Education Fund?

An account in the LWV-TEF allows a local League to collect tax-deductible donations to fund its educational projects without having to run two separate League organizations. Any League considering forming its own Education Fund should consult the LWV TEF chair to learn how legally significant, costly, and time consuming such an undertaking would be.

## Is there a publication about the Education Fund?

YES! There is a complete guide to the LWV-TX Education Fund. To use the Fund efficiently and properly, please refer to the *LWV-TEF Handbook for Local League TEF Projects*, revised Spring 2005. Please do not use older versions of the Handbook or project forms, since significant changes were made in 2005. To order a copy of this publication, please contact the state office at [lwvtexas@lwvtexas.org](mailto:lwvtexas@lwvtexas.org) or 512/472-1100. Electronic versions of the Handbook and forms are also available.\* If you have questions regarding the Education Fund, you may contact the LWV-TX treasurer, secretary, or the state office. See pages 4 and 6 in this directory for addresses and telephone numbers.

*\*Local Leagues are encouraged to send Project Request Forms*

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# Essential Checklist

## What to send to Whom

Information that Local Leagues Provide to the State and National Leagues

The internet has transformed the way the state and national Leagues communicate with local Leagues. Email is a cost-efficient, timely way to exchange information, and local Leagues are strongly encouraged to send documents electronically when possible, especially organization items and local Voters.

A written record of local League activity remains very important because these documents can become models or sources of ideas for other local Leagues and future League members. It is very important for the local League president to assign someone the responsibility for mailing or emailing the following copies to the indicated people/places.

## Organization Items:

ITEM:	# COPIES:	SEND TO:
Annual Meeting Materials (workbook, budget, local program, bylaws*, policy board list)	1 1	state office bUh]cbU`czÙWY`
Membership count, rosters, updates, MICF forms, and summary sheet	1	national office
1/31, PMP Summary Sheet to National Office (NOTE: Send minutes from ALL board meetings, Annual Meeting, and other business meetings, when approved. Be sure to include ALL attachments mentioned in the minutes, e.g. treasurer's reports, consensus questions, etc.)	1 1	national office state office

\*NOTE: ALL organizational items may also be e-mailed or mailed to the state office.

## Communication Items

ITEM:	# COPIES:	SEND TO:
Correspondence to LWVUS, State and National Officials	1 1	state office bUh]cbU`czÙWY`
Newspaper articles/clippings	1	state office

## Action Items

ITEM:	# COPIES:	SEND TO:
Correspondence to LWVUS, State and National Officials	1 1	state office bUh]cbU`czÙWY`
League responses and replies to LWVUS Action Alerts	1 1	state office bUh]cbU`czÙWY`
League responses and replies to LWV-TX Action Alerts	1	state office

## Financial Items

ITEM:	# COPIES:	SEND TO:
Per member payment (PMP)	*	state office (7/31, 10/30, 1/31,4/30 )
	*	national office
Sales tax report and check	*	state comptroller (January, state comptroller will notify)

## Program Items

ITEM:	# COPIES:	SEND TO:
Local consensus/concurrence	1	state office

## Publications

ITEM:	# COPIES:	SEND TO:
All publications	1	state office
	1	national office
<i>Voters Guides</i>	1	state office /national
VOTER or newsletter; email *(NOTE: Local Leagues email VOTERs to the state office (lwvtexas@lwvtexas.org), where they will be posted to the website.	1	state office
	1	national office
	1	national liaison for Texas: Judy Duffy 505 Lake Avenue Birchwood, MN. 55110-1631 <b>Jduffy1wv@aol.com</b>

# LWV-TX Suggested Style Sheet

Designed for VOTER editors, board members, office staff,  
and all other League members who deal with the written word.

A good resource is Strunk and White's *Elements of Style*. Other sources that may be helpful are the Associated Press *Stylebook*; a shorter version of that is the *AP Guide to Punctuation*.

## Proofreading

The League has a reputation for publishing thoroughly researched, carefully written documents. If a League publication contains typographical, grammatical, or stylistic errors, the reader may think that carelessness in presentation reflects inaccuracy of content. Accurate proofreading is critical.

With the common use of computers, the first step is to use the computer to check spelling and grammar. However, sometimes a word that is spelled correctly but used incorrectly is not caught by the computer.

Therefore, if at all possible, have a second person proofread the item, preferably someone who has not been involved in writing the text. Another suggestion is to put the text aside for a couple of days after it is completed before proofreading. That way, the reader will approach it with a fresh mind and is more likely to find spelling mistakes and sentences that are awkwardly constructed.

Concentrate when you proofread. If you find your eyes glazing over and your attention wandering, put the document down and do something else for a few minutes.

Remember when typing to 1) double space between paragraphs, 2) indent each paragraph five spaces or use block paragraphs, 3) single space after commas and semicolons but double space after periods, 4) put punctuation such as a comma, period, and question mark inside a closing quotation mark.

**Examples:** *10 a.m.; U.S. policy; Washington, D.C.; i.e.; Ph.D.* However, when typing initials in personal names include spaces after the periods. **Example:** *T. E. P.*

## Apostrophes

These have two main uses: possessives and contractions. Because contractions are to be avoided in formal writing, be concerned with possessives. Possessives are formed by adding an apostrophe and the letter s to a singular noun. **Examples:** *proofreader's pen; Burns's poems.*

If the noun is plural ending in s, add only a final apostrophe. **Example:** *all local Leagues' responsibility* For plural nouns not ending in s, add 's. **Example:** *women's*

A common error is to write it's for its. The first is a contraction, meaning it is. The second is a possessive. **Example:** *It's a wise child that knows its own parents.*

**Do not use an apostrophe in the following terms commonly used by the League:**

*candidates meeting*

*county commissioners court*

*Voters Guide candidates*

*questionnaires*

*presidents mailing*

*Voters Service*

*red, white, and blue*

*Tuesday, November 3, 1992.*

**Commas**

In a series of three or more terms with a single conjunction, use a comma between each term and before the connective word.

**Examples:** *She opened the letter, read it, and made a note of its contents.*

*red, white, and blue*

Use a comma to set off quotations. **Example:** *Then she said, "How about the budget?"*

When writing dates, use commas to set off the day, month, and year.

**Example:** *Tuesday, November 3, 1992.*

**Dashes**

A hyphen is not a dash--and vice versa. The dash is made with two hyphens (on a typewriter) without a space before or after. Use a dash to set off an abrupt break or interruption and to announce a long summary.

**Matters of Form**

**Hyphens**

When two or more words are combined to form a compound adjective, a hyphen is usually required. Do not use a hyphen between words that can better be written as one word: waterfowl, not water-fowl. Your common sense will guide you, but a dictionary is more reliable. Most words beginning with these prefixes are not hyphenated: anti, bi, co, extra, hyper, inter, intra, mid, mis, multi, non, out, over, post, pre, pseudo, re, semi, sub, super, trans, ultra, un, and under.

*bipartisan*  
*cosponsor*

*nonvoting*  
*outdated*

*oversimplify*  
*subcommittee*

*semiannual*  
*subcommittee*

However, prefixes are hyphenated before a capitalized word (*inter-League, non-League*), a figure (*post-1990*), or an element of more than one word (*anti-constitutional-revision forces*).

Prefixes that are usually hyphenated include all-, quasi-, self-, and vice-.

**Examples:** *all-inclusive quasi-legislative self-determination vice-chair*

The treatment of words ending in the suffix -wide varies. **Examples:**

Hyphenate  
*city-wide*  
*county-wide*  
*area-wide*

Do not hyphenate  
*statewide*  
*nationwide*  
*worldwide*

**More examples:**

Hyphenate	Do not hyphenate	Write as separate words
<i>clear-cut goals*</i>	<i>nonpartisan</i>	<i>member at large (when</i>
<i>program-making functions*</i>	<i>cannot</i>	<i>under way</i>
<i>in-kind</i>	<i>percent</i>	<i>Vice President (of the U.S.)</i>
	<i>website</i>	<i>web page</i>
	<i>email</i>	

\* A compound modifier (e.g., adjective + past participle, cardinal number + unit of measurement, phrase used as adjective, an object + present participle) is hyphenated when preceding the noun. But an adverb ending in *ly* + participle or adjective is always open before the noun. **Example:** *richly deserved praise.*

**Numerals**

Use figures to express dates, hours, street numbers, decimals, measures, percentages, volume, chapter, and page numbers. **Examples:** *Ruly 28, 1992; Vol. II; 12:05 p.m.; Chapter V; 21 Baker Street; page 83; .3715; 73% or 73 percent; 80 degrees.*

Use figures to record uneven sums of money, and numbers over one hundred except when the numbers can be written as two words. **Examples:** *Á I È F J L Á F G G L Á, Ç ^ Á c @ [ ~ • æ } á È Á*

Be consistent in your use of numbers within a document; do not, for example, spell out a number which can be expressed in two words (fifteen thousand) and later use figures for the same kind of number (20,000).

Spell out ordinal numbers within copy. **Examples:** *Á Á c , ^ } c ^ È , ! • c Á & ^ } c ~ ! È Á V ^ } c @ Á Ú c ! ^ ^ c È Á • ^ & [ } á Á c ^ ! { Á*

Spell out numbers at the beginning of a sentence. **Example:** *Á V , ^ } c ^ È • á ø Á [ [ & æ ] Á Š æ \* ~ ^ Á ! ^ • ] [ } á ^ á È Á*

**Quotations**

Always place commas and periods inside quotation marks. **Example:** *Ú @ ^ Á • æ á á Å ~ [ ~ È + Á } [ c Å % , Ç ^ È + Á*

Always place semicolons and colons outside quotation marks. **Example:** *V @ ^ Á - [ [ [ , á } \* Á { ^ } Á , \* ~ ! ^ á á á } Å*  
*Ü [ [ • ^ Ç ^ \ c q • Å % \ á c & @ ^ } Á & æ á á } ^ c + K Á Á C È á [ [ ] @ Á Ó ^ ! | ^ È Á P æ ! ! ~ Á P [ ] \ á } • È Á æ } á Á Ü æ ~ { [ ] á Á T [ | ^ È Á*

Question marks, exclamation points, and dashes are placed inside or outside final quotation marks, depending on the situation. They are placed inside when they apply only to the quotation. They are placed outside the final quotation marks when they apply to the entire statement. **Examples:** *Why did he say, “Your position has been made abundantly clear”?*; *The senator asked, “What did you intend to do with the funds?”*

**Titles**

When typing League publications, italicize or underline the word VOTER all in caps (*the National XUVÒÜÈÁc@^ÁV^øæ•ÁXUVÒÜÈÁc@â•ÁXUVÒÜÈÈ*). Italicize or underline other League titles:

*We Support; President’s Counselor.*

General rules: Italicize or underline titles of publications (books, newspapers, magazines, brochures, reports, etc.). Use quotation marks around the titles of articles in periodicals and newspapers, titles of essays and individual selections in books, and the titles of unpublished works (dissertations and theses, lectures, papers read at meetings, etc.).

## Ellipsis

Ellipsis marks ( . . . ) indicate that part of a quoted passage has been omitted. If the omission occurs at the beginning or in the middle of a sentence, use three spaced periods (i.e., a space before each period and after the last). If the last part of the sentence is omitted, or if whole sentences are omitted, place a terminal period after the last word quoted, with three spaced periods following.

*Dedicated to the proposition that all men are created equal. Now we are engaged . . . We are met on a*

## GUIDE TO CAPITALIZATION - \*Traditional League usage

**Act**, when used as a part of a law's title--the National Voter Registration Act; **but**--the 1992 *act*, the *act*.

**Administration**, if referring to the federal executive department and standing alone; **but** the Bush administration.

**amendment**, unless referring to a specific constitutional amendment--the 19th Amendment (to the U.S. Constitution); the Equal Rights *Amendment*.

### **annual meeting bill**

**Board**, when referring to a League *board* of directors **and** used as part of a proper name--the LWVUS *Board* of Directors, the *Board* of Directors of the League of Women Voters of Texas; **but** the national *board*; state *board*; the Austin-Area League *board*; off *board* position.

### **budget**

**bylaws**, it is the job of a bylaws committee; **but** Bylaws Committee of LWV-TX.

**chair**--Water Commission *chair*, membership *chair*, Budget Committee *chair* Betty Smith *city council*, the *council*; city council member; **but** Houston *City Council*.

**Committee**, if used as part of a proper name--Nominating *Committee* (of the Waco Area League); Senate Appropriations *Committee*; **but** *committee*, if used as a part of a common noun or as a substitute for a proper name--resource *committee*; the *committee*.

**Congress**; *Congressman* Frost; your *Congressman*; **but** *congressional* action; MC=member of *Congress*.

**Constitution**, with name of state or country--the U.S. *Constitution*, the Texas *Constitution*; **but** state's *constitution*; *constitutional*.

**Convention\***, when referring to national and state League *Conventions* and used without a definite article--delegates to *Convention*; **but** the state (League) *convention*, the *convention*.

**County**, when used as part of a proper name--Collin *County*; **but** the *county*; *county* commissioners court.

**Democrat**, *Democratic Party*; **but** *democratic*, when referring to the common people or based on the principles of *democracy*.

**electoral college** (except when referring to it as a League program topic--see Note below); the *college*; the *electors*.

**executive**, except when referring to the President of the U.S.--*executive* department, *executive* branch; *executive* privilege.

**federal**

**government**--U.S. *government*, the *government*; **but** U.S. *Government* Printing Office.

**Governor** George W. Bush; **but** the *governor*.

**House of Representatives**; Speaker of the *House*; **but** the lower *house* of Congress; both *houses* of the state legislature.

**judicial** branch

**League\*** of Women Voters; the *League*; local *Leagues*.

**legislative branch Legislature**, when used as part of a proper name--the 75th *Legislature*; the Texas *Legislature*, **but** the *legislature*.

**local**--*local* government; *local* League.

**Mayor** Kirk Watson; **but** the *mayor*.

**national**--*national* government; *national* League budget.

**Party**, when used as part of a proper name--the Republican *Party*; **but** the *party*, political *parties*.

**President** (of the U.S.); *President* Karen Nicholson of LWV-TX; **but** *presidential* candidate, *presidential*

election; Mary Wilson, LWVUS *President*; the national League *president*.

**Principles\***, when referring to the concepts of government supported by the League as a whole that constitute the authorization for adoption of League program.

**Program**, when referring to a specific adopted *program* of a specific League--the 1998 *Program* of the League of Women Voters of Corpus Christi; **but** *program* item, *program* chair, national *program*. Also see note below.

**Representative** Sherri Greenberg; House of *Representatives*; **but** a *representative*.

**Republican**, *Republican* Party; **but** *republican*, when referring to a *republic*.

**resolutions**; **but** SJR 20 (Senate Joint Resolution 20). **seasons of the year**--not capitalized (*spring*, *summer*).

**sections of the U.S.**--capitalized (the *South*, the *Texas*); **but** *northerner*, *southern* California; a trip *south*.

**Senate**; *Senator* Judith Zaffirini; **but** a *senator*, *senatorial*.

**State of Texas**; **but** *state* government; the *state*; *state* League office.

**titles of publications**--capitalize first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (*as*, *if*, *before*, *since*, *etc.*). Lower case articles, coordinate conjunctions (*and*, *but*, *for*, *or*, *nor*, *yet*), and prepositions, regardless of length, unless they are the first or last words of the title. Lower case the *to* in infinitives.

**Units** as in MAL *Units*, the Johnson Co. Member-at-Large *Unit*.

**Voters Service\***

Note: A League program item is capitalized--Voting Rights chair; the *Financing State Government* item.

\*Traditional League usage

# Commonly Misused Words

**Affect** is to impact; **effect** is to cause or the result of an action.

**Allude** to a book; **elude** a pursuer.

**Alternate** means every other one in a series; **alternative** means one of two possibilities.

**Among** refers to three or more; **between** refers to only two.

A **capital** is a city; a **capitol** is a building.

**Convince** should always be followed by that or of, never by to; **persuade** may be followed by any one of the three.

**Ensure** is to guarantee or protect; **insure** is to provide an insurance policy for; **assure** is to provide emotional comfort.

**Hopefully** is correct only when modifying a verb. Often you can replace hopefully with I hope, you hope, we hope, etc. Correct: I hope it will be finished tomorrow. Incorrect: Hopefully it will be finished tomorrow.

**Farther** serves best as a distance word, **further** as a time or quantity word. Example: "You chase a ball farther than he can; he can pursue a subject further."

To **imply** is to suggest; to **infer** is to figure out.

**Initials** are pronounced as individual letters (EPA); **acronyms** are pronounced as a word (TARAL).

**In terms of** and **basically** are legitimate terms, but much overused orally to buy "thinking time." Avoid unless precisely required.

**It's** is a contraction for it is; **its** is the possessive form of it.

**Less** refers to quantity, **fewer** to number. Example: "My weight is less than his because I weigh fewer pounds."

**Savings** means an accumulation. Example: This is my life savings. Saving is the act of saving, or the result of such an act. Example: Careful budgeting resulted in a substantial saving of appropriated funds.

Use the pronouns **that**, **which**, and **who** selectively, not interchangeably. **That** is the defining or limiting pronoun. **Which** is the nondefining or nonrestrictive. Example: The welfare program that has been most praised is Head Start. The Medicare program, which is federally funded, has been widely discussed. **Who** is for people.

**Verbal** pertains to words; **spoken** refers to oral words only.

# Writing Tips

## 1. Focus the document

- Identify and write for your readers
- Identify and state your purpose

## 2. Organize your ideas

- Use a maximum of seven points at each organizational level
- Place major ideas first
- List points in descending order of importance or chronologically
- Preview or summarize key ideas
- Begin long documents with an abstract (overview without interpretation)
- End long documents by repeating major ideas
- Place details & explanation in the middle
- Use headings to signal organization

## 3. Emphasize important ideas

- Repeat key words and ideas
- Use bold type
- Use boxes
- Use headings & lists

## 4. Encourage visual understanding

- Use a serif typeface, like Times Roman or Courier, large enough to be easily read
- Double space between paragraphs
- Use headings in bold and/or larger type
- Use white space
- Use accurately labeled graphics, charts, and other visual aids

## 5. Write for easy reading

- **Use short sentences and paragraphs.** (Maximum: 15 words per sentence and 7 lines per paragraph)
- Write simple, direct, clear sentences
- Eliminate unnecessary words and sentences
- Avoid overuse of prepositional phrases
- Use strong, descriptive nouns, adjectives, and adverbs
- Use active verbs when possible
- Avoid negatives (such as “not”) when possible
- Eliminate ornate or fancy language
- Avoid cliches, metaphors, and foreign language phrases
- Avoid sexist and inaccurate pronouns
- Use parallel construction

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abridged dictionary. A manual of style is usually included in the supplements at the back. The internet offers many resources.

# League Lingo

Action	Expression of League positions to government officials by the president or his /her authorized representative.
Action Alert	Request from state or national League to take action at a specific time in support of a League position.
Calendar	Plans by board of directors for the League year for League program and other activities.
Concurrence	A method of adopting a position reached by another League through consensus. Leagues may also concur with the recommendations of a resource committee, or decision statements formulated by a League Board.
Consensus	Agreement among a substantial number of members, representative of the membership as a whole, reached after sustained study and group discussion. Consensus is not a vote.
Convention	State and national meetings held biennially in which delegates adopt program, elect officers, adopt a budget, and act on proposed bylaws changes.
Education Fund	A publicly-supported, non-membership organization to which tax-deductible donations can be made. LWV-TEF was established in 1966 to operate exclusively for educational purposes in the area of government and public policy. It also holds tax-deductible donations made to local Leagues and makes grants to the state and local Leagues to carry out the educational purpose of the League.
F&I	Acronym for Facts and Issues; publications containing information on program consensus studies (see also Resource Materials).
LWV-TX Information	League Information Service, Texas - available from LWV-TX that includes materials sent to local League presidents, MAL's and others interested, free by e-mail.
Household member	Refers to households in which there are two or more members. The PMP for the each additional household member is assessed at half the PMP rate at state and national levels. Local dues may or may not follow this pattern, based on decision at the local level.
MAL	Acronym for member at large, a League member residing outside local League areas.
MAL Unit	A group of members at large who become a formal group with officers, bylaws, and policies and who provide service in their community.
Nonpartisanship	League policy of never supporting or opposing any candidate or political party.
Orientation	Basic background material provided in writing or at meetings to help members understand League purposes, policies, and procedures.
PMP	Acronym for per member payment; the amount of dues paid to state and national on behalf of each member. The amount of PMP is determined by delegates to state and national Conventions and is assessed based on the membership count as of January 1 of each year.
Position	League's point of view, arrived at through member study and consensus (or concurrence).
Program	Selected governmental issues chosen by the membership at local, state, and national levels for study and action.
Unit	Division of membership into groups of a size that will provide maximum participation by members in discussion of League program and activities. Most larger Leagues have units.
VOTER	Newsletter for members and other subscribers; published by local, state and national Leagues.
<i>Voters Guide</i>	Nonpartisan publication including candidates' qualifications and positions on selected issues or pro/con information on propositions or amendments.
Voters Service	Year-round activity to help citizens be politically effective and to encourage their participation in the political process. Registering voters and distributing <i>Voters Guides</i> are the two most basic Voters Service activities.

# League Acronyms

ADV	Advocacy, a State Board committee
AJ	Administration of Justice
BOSS	Book of State Stuff
CE	Citizen Education, a State Board committee
CHIP	Children's Health Insurance Program
D&M	Development and Marketing, a State Board committee
EAA	Environmental Awareness Award
F&I	Facts and Issues
FM&A	Fiscal Management and Administration, a State Board committee
FSG	Financing State Government
GOTV	Get Out the Vote
HAVA	Help America Vote Act
HCMH	Health Care for the Medically Indigent
H&D	Handbook & Directory
JJ	Juvenile Justice
LL	Local Leagues
LNL	Legislative Newsletter
LRP	Long Range Plan
MAL	Member at Large
NR	Natural Resources
PMP	Per Member Payments
PSA	Public Service Announcement
PSF	Public School Finance
PSTA	Public School Testing and Accountability
PUB	LWV-TX Publications
SB	State Board
SLL	Services to Local Leagues, a State Board committee
SO	State Office
SOS	Secretary of State
SP/HR	Social Policy/Human Resources
TCEQ	Texas Commission on Environmental Quality
T or TX	LWV-Texas
TEF	Texas Education Fund
VG	<i>Voters Guide</i>
VS	Voters Service

(Board and staff names are often abbreviated as initials, i.e. Karen Nicholson is referred to as "KN")

# Bylaws:

League of Women Voters of Texas

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*Amended 1956, 1958, 1960, 1962, 1966, 1968, 1970, 1971, 1973, 1975, 1977, 1979, 1981, 1983, 1985, 1987, 1989, 1991, 1993, 1999, 2001, 2003, 2006, 2008*

## ARTICLE I. NAME

The name of this organization shall be League of Women Voters of Texas, hereinafter referred to in these bylaws as LWV-TX, or, as the state League. This state League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS.

## ARTICLE II. PURPOSES AND POLICY

### Section 1. Purposes.

The purposes of the LWV-TX are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

### Section 2. Political Policy.

The League shall not support or oppose any political party or any candidate.

## ARTICLE III. MEMBERSHIP

### Section 1. Eligibility.

Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

### Section 2. Types of Membership.

a. Voting Members. Citizens at least 18 years of age who join the LWV-TX shall be voting members of the local and state Leagues of their place of joining and of the LWVUS;

(1) individuals who live within an area of a local League may join that League or any other local League; (2) those who reside outside the area of any local League may join a local League or shall be state members at large; (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. LOCAL LEAGUES AND MEMBER-AT-LARGE UNITS

### Section 1. Local Leagues.

a. Local Leagues are those Leagues within the state of Texas that have been so recognized by the LWVUS.

b. The board of directors, hereinafter also referred to as the state board, shall recommend to the board of the LWVUS, hereinafter referred to as the national board, that it recognize as a local League any group of members of the League in any community within the state provided the group fulfills recognition requirements.

c. In the event of recurrent failure of a local League to fulfill the national and/or state requirements, the board of the LWV-TX shall recommend to the national board that it withdraw recognition from such Local League. In the event of the dissolution of the local League, all monies and

securities that may at the time be owned or under the control of the local League shall be paid to the LWV-TX after the local League board has paid or made provision for the payment of all liabilities of the local League. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned or under the control of the local League, shall be disposed of to such person, organization, or corporation for such public, charitable, or educational use and purposes as the state board in its absolute discretion may designate.

## **Section 2. Member-at-Large Units.**

- a. The state board may authorize the establishment of member-at-large units, composed of members at large, where feasible. Member-at-large units shall operate within the limitations established by the LWVUS and within guidelines adopted by the state board.
- b. In the event of recurrent failure to adhere to guidelines for member-at-large units or to operate within the limitations established by the LWVUS, the state board may withdraw approval of the member-at-large unit. All assets held by a member-at-large unit from which approval has been withdrawn shall be turned over to the state League.

## **ARTICLE V. OFFICERS**

### **GYWh]cb`%`"9`YWh]cbz`E i U`]UWUh]cbgz`UbX`HYf a "`**

The officers of the LWV-TX shall be a president, four vice presidents, a secretary, and a treasurer. They shall be voting members of the LWV-TX and shall be elected by the convention to hold office for two years beginning June 1 of the year of their election or until their successors have been elected and qualified.

### **Section 2. The President.**

The President shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the state board, or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts, and notes in the absence or disability of the treasurer; and shall perform such other duties as the state board may direct.

### **Section 3. The Vice Presidents.**

At its first board meeting the new state board shall designate one vice president who, in the event of the absence, disability, resignation, or death of the president, shall assume the office of president. Should that vice president be unable to serve as president, the state board shall choose one of its other elected members to fill the vacancy. The vice presidents shall perform such duties as the president and state board direct.

### **Section 4. The Secretary.**

The secretary shall keep or cause to be kept minutes of convention, statewide conference, and meetings of the state board. The secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board, and shall perform such other duties as the president and state board shall direct.

### **Section 5. The Treasurer.**

The treasurer shall perform such duties as customarily pertain to the office; arrange for an at least biennial professional review of the books; and, at the direction of the state board, maintain deposits in authorized financial institutions.

## **ARTICLE VI. BOARD OF DIRECTORS**

### **GYWh]cb`%`"GY`YWh]cbz`E i U`]UWUh]cbgz`UbX`HYf a "`**

The board of directors shall consist of the officers of the LWV-TX, six directors elected by the convention, and not more than six directors appointed by the elected members of the

board. All directors shall be voting members of the LWV-TX and shall serve for two years beginning June 1 of the year of their election, or until their successors have been elected and qualified. Vacancies other than the presidency may be filled by vote of the remaining members of the board.

## **Section 2. Powers.**

The state board shall manage and supervise the business, affairs, and activities of the LWV-TX subject to the instruction of the convention. The board shall plan and direct the work necessary to carry out the program on state governmental matters as adopted by the convention. It shall accept responsibility for the organization and development of local Leagues and member-at-large units, the promotion of League program, financial development, and such other matters as the national board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

## **Section 3. Meetings.**

At least three regular meetings shall be held annually at such time and place as the board may determine. The president may call special meetings and, upon the written request of at least five members of the board, shall call a special meeting. Notice of all regular meetings shall be given at least two weeks before the meeting and notice of all special meetings shall be given at least three days before the meeting. During a convention or statewide conference, the president may, or upon the request of at least five members, shall call a special meeting by giving written notice to each member of the board. Special meetings may be held by electronic communication.

## **Section 4. Absences.**

Unexcused absences from two consecutive board meetings or three unexcused absences from board meetings in a biennium shall be considered a resignation from the board.

## **Section 5. Quorum.**

A majority of the members of the board of the LWV-TX shall constitute a quorum. Any one or more members of the board may participate in a special meeting by means of electronic communication. Participation by such means shall constitute presence at a meeting.

## **Section 6. Indemnification.**

The directors and all officers or other appointed representatives of the League of Women Voters of Texas shall be indemnified and their liability shall be limited to the fullest extent authorized by the Texas Non-Profit Corporation Act, Article 1396-2.22A, Vernon's Annotated Civil Statutes, as it now exists or hereafter may be amended and by the Charitable Immunity and Liability Act, Chapter 84 of the Civil Practices and Remedies Code.

## **Section 7. Duties of Board Members.**

In executing the duties of their office, board members are expected to carry out applicable laws and regulations as well as League bylaws, mission, policies, principles, positions, standards and procedures. Board members who do not shall be counseled. If violations persist, they may be removed from office by a 2/3 vote of the board of directors.

# **ARTICLE VII. CONVENTION**

## **Section 1. Place, Date, and Call.**

A convention of the LWV-TX shall be held biennially in the even-numbered years at a time and place determined by the state board. A first call to convention shall be sent to the presidents of local Leagues, to the chairs of member-at-large units, and to members at large not in units at least 120 days before the date fixed in said call. Thereafter, the state board may advance or postpone this date by not more than 14 days. A final call, giving the exact time and place of the convention, shall be issued at least 42 days before the session opens.

**Section 2. Composition.**

The convention shall consist of a. the president of each local League or an alternate, in the event the president is unable to attend; b. delegates chosen by members of local Leagues as follows: one delegate for the first 15 voting members, and one delegate for every ten additional voting members or major fraction thereof. The official membership count shall be determined by state office records of voting members as of January 1 of the year in which convention is held. Each provisional League and each member-at-large unit with at least ten members shall be entitled to one voting delegate; and c. the members of the state board.

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All delegates shall be voting members of the LWV-TX. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether or not a delegate is qualified to vote.

**Section 4. Powers.**

The convention shall adopt a program; elect officers and directors, the chair and two members of the nominating committee; adopt a budget; and transact such other business as may properly come before it.

**Section 5. Quorum.**

A quorum shall consist of a majority of the delegates registered at the convention provided that no fewer than a majority of local Leagues are represented.

**ARTICLE VIII. STATEWIDE CONFERENCE**

**Section 1. Place, Date, and Call.**

A statewide conference may be called as needed at a time and place determined by the state board. A formal call shall be issued to local League presidents and chairs of member-at-large units at least 30 days before a statewide conference meeting.

**Section 2. Purpose:**

The purpose of the statewide conference shall be determined by the interests and needs of members, Local Leagues, Members-at-Large units, and the state board. The statewide conference is open to all League members. Business may be conducted if necessary.

**Section 3. Conduct of Business:**

a. In event of conduct of business, eligible voters will be as follows: (1) the president of each local League or an alternate, in the event the president is unable to attend; and one other delegate chosen by the local League board. Each member-at-large unit with at least ten members shall be entitled to one voting delegate; and (2) the members of the state board.

b. Quorum.

A majority of voting delegates registered at statewide conference shall constitute a quorum provided that no fewer than a majority of local Leagues are represented.

**Section 4. Powers.**

In the event of conduct of business, the statewide conference may give guidance to the state board on program and methods of work.

- a. In the event of an emergency, the statewide conference may change the program upon recommendation of the state board or a local League, using the following procedure:
- (1) Any local League proposing a change shall submit it to the state board at least 60 days before a proposed statewide conference; the state board shall decide whether or not to recommend the change.
  - (2) At least 30 days before the statewide conference, the state board shall send to the presidents of local Leagues all proposed changes.
  - (3) A majority vote of the delegates present and voting shall be required for consideration of any change proposed by a local League and not recommended by the state board.
  - (4) A two thirds vote of the delegates present and voting shall be required to adopt any change.
- b. The statewide conference may transact other business that may properly come before it.

## ARTICLE IX. NOMINATIONS AND ELECTIONS

### **Section 1. Nominating Committee.**

The nominating committee shall consist of five members. The chair and two members, who shall not be members of the state board, shall be elected by the convention. At its first board meeting, the state board shall appoint two of its members to the committee. Vacancies shall be filled by appointment by the state board maintaining the off board/on board representation.

### **Section 2. Suggestions for Nominations.**

The chair of the nominating committee shall request suggestions for nominations through the president of each local League and the chairs of member-at-large units by advising them of the offices to be filled and the address to which suggestions are to be sent. Members may submit suggestions directly to the committee.

### **Section 3. Report of the Nominating Committee.**

The report of the nominating committee, containing its nominations for officers and directors and the chair and two members of the next nominating committee, shall be sent to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention. The report of the nominating committee shall be presented to the convention on the first day of the convention. Nominations may be made from the floor immediately thereafter provided the consent of the nominee has been obtained.

### **Section 4. Election.**

The administration of the election shall be the responsibility of an election committee appointed by the president on the first day of the convention. Election shall be by ballot except that if there is only one nominee for an office it shall be by voice vote. A majority vote of the delegates present and voting shall constitute an election.

## ARTICLE X. PRINCIPLES AND PROGRAM

### **Section 1. Principles.**

The principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

### **Section 2. Program.**

The program of the LWV-TX shall consist of action to implement the Principles and those state governmental issues chosen by the convention, or statewide conference using the procedure outlined in Article VIII, Section 4 for concerted study or concurrence and action as follows:

- a. Local League boards may make recommendations for state program, including proposed concurrence, to the state board at least three months before the convention or statewide meeting.
- b. The state board shall consider these recommendations and formulate a proposed program which shall be sent to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention or statewide conference.
- c. Any League that plans to propose the adoption or amendment of a state League position by concurrence on the floor of the convention shall give notice to all local Leagues and the state League, of its intent to do so at least six weeks before the convention. They shall send background information, including pros and cons on the issue and an explanation of the rationale for using this form of member agreement to all Leagues at least thirty days before convention.
- d. The convention shall adopt the proposed program by a majority vote on each subject presented to it. A program recommendation submitted to the state board at least three months prior to convention but not proposed by the state board may be adopted by the convention if its consideration is ordered by a majority vote of the convention and the vote on adoption comes on a following day. A two thirds vote is required to adopt a non-proposed item, or to amend or adopt a state League position by concurrence on the floor of the convention.

### **Section 3. Program Action.**

Local Leagues may act on program only in conformity with positions taken by the LWVUS or the LWV-TX. Local Leagues or members may act on program at the state level in the name of the League only when authorized to do so by the state board.

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

### **Section 1. National Convention.**

The state board, at its earliest meeting of the year in which the convention is held, shall elect delegates to the national convention in the number allowed the LWV-TX under the provisions of the bylaws of the LWVUS.

### **Section 2. National Council.**

The state board, at its earliest meeting of the year in which the council is held, shall elect delegates to the national council in the number allowed the LWV-TX under the provisions of the bylaws of LWVUS.

## **ARTICLE XII. FINANCIAL ADMINISTRATION**

### **Section 1. Fiscal Year.**

The fiscal year of the LWV-TX shall be from June 1 to May 31 of each year.

### **Section 2. Financial Support.**

- a. Annually the local Leagues shall assume financial responsibility for the work of the LWV-TX.
- b. Each local League shall make an annual per member payment to the LWV-TX in an amount to be determined by a three fifths vote of the delegates present and voting at each convention. When two or more members reside at the same address in a commonhousehold,

the payment determined by the convention shall be made for the first member; a payment equal to one half the per member payment shall be paid for each other member. A local League shall be excused from making a per member payment for paid life or honorary life members. Annual minimum state support payment shall be established for local Leagues as determined by a three fifths vote of those delegates present and voting at convention. Each member at large shall pay annual dues to the LWV-TX in an amount set by the state board. Provisional Leagues shall make annual support payments as determined by the state board.

c. Responsibility for additional support for the LWV-TX shall be assumed by the state board, which shall develop and solicit other sources for funding the state League and shall encourage supporters of the state League to contribute also to any local Leagues in their area.

### **Section 3. Budget Committee.**

A two-year budget shall be prepared by a committee appointed for that purpose at least 180 days before the convention. The treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as chair.

### **Section 4. The Budget.**

The state board shall send to the presidents of local Leagues and to chairs of member at large units, at least 30 days before the convention, a proposed two-year budget. A budget shall be adopted by a majority vote except that the per-member payment shall be approved as provided in Section 2. of this Article.

### **Section 5. Distribution of Funds on Dissolution.**

In the event of the dissolution of the LWV-TX all monies and securities which may at the time be owned by or under the control of the LWV-TX shall be paid to the LWVUS after the state board has paid or made provision for the payment of all the liabilities of the LWV-TX. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned by or under the control of the LWV-TX, shall be disposed of to such person, organization, or corporation, for educational use and purposes as the state board in its absolute discretion may designate.

## **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and are not inconsistent with these bylaws.

## **ARTICLE XIV. AMENDMENTS**

These bylaws may be amended at any convention by a two thirds vote of delegates present and voting provided that the proposed amendment was submitted to the state board at least 120 days before convention by a local League board, or has been proposed by the state board. The state board shall send all such proposed amendments, together with the board's recommendations, to the presidents of local Leagues and to the chairs of member-at-large units at least 30 days before the convention.

# State Charter

League of Women Voters of Texas  
As Amended August 10, 1956

## KNOW ALL MEN BY THESE PRESENT:

THAT WE, Mrs. Harris Masterson and Ruth Hastings, residents and citizens of Harris County, Texas, and Mrs. Carl L. Voss, a resident and citizen of Dallas County, Texas, under and by virtue of the laws of the State of Texas, do hereby voluntarily associate ourselves together for the purpose of forming a private corporation, under the terms and conditions set out as follows:

- I. The name of this corporation shall be the League of Women Voters of Texas.
- II. The purpose for which this corporation is formed is in support of an educational undertaking and specifically to promote political responsibility through informed and active participation of citizens in government; to render such other services in the interest of education in citizenship as may be possible, and to do every act appropriate or necessary to carry out any of the foregoing objects. The corporation shall not support or oppose any political party or candidate.
- III. The principal office of the corporation and the place where its business shall be transacted is the City of Austin, Travis County, Texas.
- IV. The term for which it is to exist is fifty (50) years.\*
- V. The number of directors shall be not less than three, nor more than twenty one; and the names and post office addresses of the directors for the first year are as follows:  
Mrs. Harris Masterson, Houston, Texas  
Mrs. Carl L. Voss, Dallas, Texas  
Ruth Hastings, Houston, Texas
- VI. This corporation is formed for the support of an educational undertaking as specified in Article II without profit to the corporation and, therefore has no capital stock. This corporation has now no goods, chattels, nor lands.

IN TESTIMONY WHEREOF, we hereunto sign our names this, the 18th day of December A.D. 1930.

Mrs. Harris Masterson  
Ruth Hastings  
Mrs. Carl L. Voss

\* "Texas Non Profit Corporation Act, Article 1396 2.02. General Powers A.(1). To have perpetual succession by its corporate name, unless a limited period of duration is stated in its articles of incorporation. Notwithstanding the articles of incorporation, the period of duration for any corporation incorporated before August 10, 1959, is perpetual if all fees and franchise taxes have been paid as provided by law."

# League of Women Voters of Texas Presidents

1919 to Present

1919-1923	Jessie Daniel Ames	Georgetown
1923-1924	Helen B. Moore	Texas City
1924-1925	Dr. Alice Merchant	El Paso
1925-1927	Mary Jagoe	Denton
1927-1929	Louise Kempner	Galveston
1929-1931	Louise Masterson	Houston
1931-1932	Oveta Culp Hobby	Houston
1932-1934	Frances Putnam	Houston
1934-1938	Ella Sealy Newell	Galveston
1938-1940	A. Louise Dietrich	El Paso
1940-1942	Mary Esther Hill	Austin
1942-1944	Novella Calvin	LaMarque
1944-1945	Elizabeth Brownscombe	Dallas
1945-1946	Annie Laurie Gill	LaMarque
1946-1950	Betty Ann Row	Dallas
1950-1952	Mrs. Ed Kilman	Houston
1952-1956	Eleanor Richards	Waco
1956-1960	Arthelia "Cookie" Smith	Austin
1960-1962	Glen Boller	Houston
1962-1966	Dorothy Brown	Waco
1966-1970	Ruth Joor	Houston
1970-1975	Veta Winick	Dickinson
1975-1979	Betty Anderson	Lubbock
1979-1983	Diana Clark	Dallas
1983-1987	Lois Carpenter	Midland
1987-1991	Diane Sheridan	Clear Lake
1991-1993	Evelyn Bonavita	San Antonio
1993-1997	Ruthann Geer	Arlington
1997-1999	Julie Lowenberg	Dallas
1999-2003	Carolie Mullan	Lubbock
2003-2008	Darlene Hicks	New Braunfels
2008-	Karen Nicholson	Midland



Catalog of Publications & Merchandise 2008-10  
 League of Women Voters of Texas/Texas Education Fund  
 1212 Guadalupe #107, Austin, TX 78701 512/472-1100;  
 fax 512/472-4114; lwvtexas@lwvtexas.org  
 www.lwvtexas.org

## STUDY AND ACTION

**Advocacy Papers** for 81st Legislature to advocate League positions on legislative priorities. LWV-TX, free plus postage.

- *Air Quality (2007)*
- *Coal-Fired Power Plants (2007)*
- *County Authority (2009)*
- *Early Childhood Education (2009)*
- *Texas Judicial System*
- *Texas Legislative Process*
- *Texas Redistricting (2005)*
- *Voter ID (2009)*

**Facts and Issues**, LWV-TEF, free plus postage

*County Authority, 2001*

*Voter ID*  
*Österreich*  
*Texas*  
*Voter ID*

**We Support** Brochure contains an abbreviated form of LWV-TX positions on issues. Recommended for all members and the general public. LWV-TX, 2008-10, \$.25 each.

### **When You Go To Austin: A Guide to the 81st Legislature**

Brochure includes Texas legislators' names, offices, and telephone numbers; house and senate seating charts; committee assignments; and map of the state capitol complex. Recommended for all members, action chair, program VP, program chairs, and general public. LWV-TEF, 2009, free plus shipping/handling.

## SUBSCRIPTIONS

**Legislative Newsletter (LNL)** Published bi-weekly during regular sessions of the Texas Legislature, with info on the League's lobbying efforts, action alerts, and more. Recommended for all members, especially for action chairs, program VPs, and program chairs. Printed copies are \$20/members; \$50/non-members. Emailed copies are free to LWV members; \$25/non-members.

**Texas VOTER** Sent to each member as part of annual dues. Updates on League issues, local League activities, and more. Of interest to all members! \$5/yr for non-members or additional subscriptions.

## ELECTION SERVICES

**<ck'Hc'KfjhY'; c jYfba Ybh' CZÜWJU'g** Informative, practical brochure with simple do's and don'ts for writing letters to officials. Suitable for donors, members, and the general public. LWV-TEF, 2003, \$.25 each.

**The Texas Judicial System** An attractive, high quality, and informative brochure including the judicial selection process, the required qualifications for candidates, and the various types of courts in the system. Suitable for members and the general public. LWV-TEF, 2003. Limited copies free. (Also available in Spanish or on CD).

### Basic Tools for League Leadership

Recommended for every board member!

#### **League Handbook & Directory 2009-2010**

Essential League information, including contact information for state board members, program chairs, and local League presidents; action guidelines; congressional, state senate and house districts; calendar planning guide; checklist for local board members; style sheet; budgets; and bylaws. Indispensable. LWV-TX, updated every summer, \$5.00.

#### **LWV-TX/TEF Information-FREE to members**

LWV-TX information is usually sent monthly to local League presidents and board members electronically. This update contains information items, items that need responses, and reminders of upcoming events. If you subscribe to receive this information electronically, you will continue to receive it each year unless you unsubscribe. To subscribe or unsubscribe, please send an email to membership@lwvtexas.org. To receive a hard copy subscription (one year, 4-5 mailings only), send \$30.00 and mailing address to LWV-Texas, 1212 Guadalupe #107, Austin, TX 78701.

#### **Fundamentals for Local League Boards**

Job descriptions for all local League positions, on-board and off-board. Recommended for ALL board members, especially president, VPs, and nominating committee. LWV-TX, 2006, \$5.00.

#### **Program Perspectives 2008-2010**

The only publication that contains detail of League positions on issues, legislative history, and historical applications. LWV-TX, 2008. \$5.00.

#### **Membership Brochure**

Attractive, full-color brochure with information on what it means to be a League member. Includes listing of local Leagues and application form. LWV-TX, \$.20.

#### **Policies and Procedures: A Manual for State and Local League Boards**

can assist local Leagues in understanding how truly interrelated the two levels of the League are. It is also a guide to areas of work where policy statements are necessary and useful. Contents include policies relating to the public and government, Member-at-Large Units and local Leagues, administration, financial matters, convention and statewide conference, and advocacy based on League positions. Every League leader should own this excellent reference. LWV-TX, 2008, \$5.00.

## HOW-TO GUIDES AND MANUALS FOR LOCAL LEAGUES

**The B.O.S.S.** “Book of State Stuff,” an all-in-one reference binder that includes major tools for local Leagues. Sent free to each local League in 1995. To be updated as new pubs are received. LWV-TX, \$50.

### **Capital Ideas: Fund Raising Tips for Local Leagues**

An excellent guide with suggestions for planning and record keeping, direct mailings, cultivating business donors, and organizing special projects. LWV-TX, 1993, \$5.00.

### **Money Matters Made Easier: Handbook for Local League Treasurers in Texas**

Designed to supplement LWVUS’ Ledger-De-Main, this handbook is indispensable for understanding and following a fiscally responsible system for your local League. Covers pertinent information on handling transactions such as dues, local League expenses, and donations. Recommended for finance chairs, treasurers, and president. LWV-TX, 2004. \$5.00

**Handbook for Local League TEF Projects** Guidelines for local League procedures when using money on deposit with LWV-TEF. Recommended for president, treasurer, project directors, finance chairs. LWV-TEF, 2002, \$5.00.

**A Guide to Voters Guides for Local Leagues** A step-by-step guide to producing and distributing a local *Voters Guide*. Recommended for Voters Service chair or committee. LWV-TEF, 2003, \$5.00.

**A Guide to Candidate Forums for Local Leagues** A step by step guide for local Leagues on organizing and holding a candidate forum that ensures nonpartisanship and fair and full participation by candidates. Recommended for Voters Service chair. LWV-TEF, 2006, \$5.00

### **League Program: Study to Action in Ten Steps**

How to manage new local program studies: selection and wording of item, work of research committee, reaching member agreement through consensus and concurrence. Recommended for all board members. LWV-TX, 2007, \$3.00.

### **Practical VOTER Production: Some Helpful Hints**

Your *VOTER* is the most important source of information about League activities—present the best possible *VOTER* to your members and your community. Recommended for all *VOTER* editors! LWV-TX, 1996, \$1.00.

### **Recording Present History: Guidelines for Local League Secretaries**

Provides detailed step-by-step instructions on what to include in minutes, how to write an agenda and other helpful hints that will help make the job of secretary easier. Recommended for Local League Secretaries. LWV-TX, 2004, \$5.00

**President’s Counselor** Complete guide for local president. Recommended for president, nominating committee, and potential presidents. LWV-TX, 2005, \$5.00. **The**

**LWV-TX/LWV-TEF Annual Report** Listing of state League donors, income, expenses, and projects for past fiscal year. Recommended for finance chair. Limited copies free. Revised each summer.

**Well-Done Roast** A step-by-step guide to the production of a fund raising event, or a roast tailored to the League. LWV-TX, 1989, \$25/members; \$40/non-members.

## Merchandise

**Coffee Mug**—White with new, two-color LWV logo on one side and “Year of the Voter” logo on the other side. Holds 10 oz., easy-grip handle. \$5.00 each

**Luggage Tags**—White with place to put your business card or write in ID information. LWV logo in blue on other side. Promote the League and never lose your luggage. \$2.50 each

**Bookmarkers**—Silver metallic clip-design marker with blue LWV logo is a creative and subtle way to highlight your support for the League. A nice accent for your book when reading in the bakery or coffee shop and especially for meetings. \$.50 each (unless large quantity is desired.)

**Notecards** —Folded 5 1/2” notecards with the League logo in color. Very attractive. With envelopes. Card-stock note-cards: 1 set/\$10; 2 sets/\$9 each; and 3 sets or more/\$8 each. Lighterweight linen notecards: 1 set/\$5.

**“New” LWV logo cling window decals**—Make the League more visible with a removable static cling decal on the inside of your car window. Clear with red logo. 4” round. \$1.00 each.

**“New” Robotic Book Light**—Just push a button, and it automatically turns on the bright LED light, angling it just right for enhanced reading. Sturdy metal clip grips a book securely. Includes three button cell batteries. Silver with blue logo. \$5.00 each.

**“New” Heart Ornament**—Shatterproof red satin hearts are the perfect way to spread holiday cheer and say “thanks” from the heart. 3-1/8”H x 2-3/4”W x 15/16” D. \$5.00 each.

**“New” Notepaper**—Quality bond paper with League logo in color. 5-1/2”x7”, fits in standard No.6-3/4 envelope. Perfect for thank you notes and informal correspondence. 25 sheets/\$10

## VIDEOTAPES/AUDIOTAPES/BOOKS

Shipping and handling fees do not apply. Please return immediately after use, to facilitate circulation. All video-tapes 1/2 VHS format except when noted otherwise.

**A Conversation on the Texas Constitution** 30-minute DVD featuring an expert panel of former Lt. Gov Bill Hobby, former senator and Lt. Gov Bill Ratliff, former Senator John Montford, former Speaker Pete Laney, and former state representative and state senator and now County Judge of Bexar County, Nelson Wolff; discussion of history of the development of the constitution and previous attempts at major revision. \$6.00/members; \$9.00/non-members. Add \$3.00 for shipping and handling.

**Get Out the Vote PSA Videos** Ready for distribution to your local news station, this 30-second GOTV public service announcement features Kelly Willis, League members, and friends. This presentation, produced by KVUE-TV news station—a subsidiary of BELO Corporation—is a compelling and informational way to encourage citizens to vote in primary, local, general, or any other elections. With the help of Travis County Clerk, Dana DeBeauvoir, usage of the new electronic voting devices are also featured. Beta version \$25/ VHS \$10.

**The Perfect 36** A wonderful narration of the final struggle to secure ratification of women's right to vote. A National Public Radio Network presentation. LWV-Knoxville; 30-minute audio cassette, \$5.00 rental.

**Democracy: Promoting an Independent Judiciary**  
A 30-min. DVD panel discussion moderated by Lamont Jefferson, President of the San Antonio Bar Association. The panelists included former Texas Supreme Court Justices Craig Enoch from Austin, Bob Gammage from Llano, and Xavier Rodriguez, who is currently a Federal District Court Judge from San Antonio. LWV-TEF, 2007, \$10.00.

## ORDERING INFORMATION

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**ORDER FORMS** Please make additional copies of the order form on the reverse of this page.

**Meeting Manners** “This guide takes the mystery and confusion out of conducting efficient, well run meetings. It sets out the ground rules for productive meetings, which are based on good manners.” Author, Gwen C. Murphree, is a long time League member. 1997, \$8.00.

Check [www.lwvtexas.org](http://www.lwvtexas.org) for additional videos on the environment that are available for rental.

### IMPORTANT NOTE:

This catalog supersedes all previous ones.  
Publications not listed here are out of date or out of print and are no longer available.

**PRICES ARE SUBJECT TO CHANGE**

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