Program Planning Process Guidelines and Calendar

2027–2029

This guide is provided to local League leadership to help prepare for local League annual planning and LWVIL Program revisions and additions to be voted on at the June 2027 LWVIL State Convention.

What is League Program?

League Program is the education and advocacy platform that LWVIL adopts, at the state convention, every two years to move the League's mission forward. The planning process reflects the partnership between the state and local Leagues. **In the months leading up to the state convention, Leagues around the state conduct Program Planning meetings to review the LWVIL Program and propose issues for study or action in education, advocacy and lobbying**. For this purpose, Program is not defined as events.

Current LWVIL Positions can be found in the 2025-2027 document ***Where We Stand***. *Where We Stand* is a companion to ***Impact on Issues***, the LWVUS Program. Taken together, these form the basis for all actions taken by the LWVIL on state and national issues. **IMPORTANT: local Leagues are asked to ONLY review STATE positions, not national.**

Planning Process Overview

Local Leagues are asked to discuss Program recommendations in a general membership meeting. This is a hallmark of the League of Women Voters grassroots' role in study and action. As local Leagues consider their input to the LWVIL Program, it is important to remember the League's core mission is the basis of all of our work and acknowledge that LWVIL cannot, nor does it have capacity, to prioritize all issues in our Program.

The outline below is provided to assist your League with starting the planning process, to make sure you understand the planning calendar, and to offer assistance. Your League is asked to submit its recommendation through the Program Planning Response Form, which is then used to prepare LWVIL's Program for approval by the Board and presentation at the convention.

The Program Planning Response Form has five sections:

1. Who is completing the survey (local League information)
2. Affirmation of LWVIL positions
3. Prioritize issues for LWVIL to focus on
4. Indicate local League issues of interest to advocate for
5. Recommendations

NOTE: the Program Planning Response Form is due by March 25, 2027

Pre-Planning Process

Assign teams or individuals to specific sections to review and prepare recommendations.
In the weeks leading up to a League's Program Planning meeting, the board member who is leading Program Planning should ask for volunteers and assign them to review specific groups of LWVIL positions:

- Section 2: Review LWVIL positions and recommend to affirm, change or drop. This is a review of ONLY LWVIL positions, not national positions.
- Section 3: Review list of issues to prioritize for LWVIL.
- Section 4: Indicate what issues your local League will prioritize advocating for local action.

If you have any questions or need assistance in your Program Planning efforts, please reach out to Issues and Advocacy at **issues@lwvil.org**.

Review current LWVIL positions, found in *Where We Stand (Section 2)*: There are 27 LWVIL positions under the three sectors of: Representative Government, Natural Resources and Social Policy. The International Rights sector is not included because LWVIL has no supplemental positions to the national ones. Again, we are NOT asking for review of LWVUS, national, positions. The LWVIL positions should be reviewed in the context of is it still relevant, and is there still member interest, understanding and agreement on the item. Make recommendations to retain, retain with changes, or drop positions:

ACTION	PURPOSE
Retain	Document member recommendations to retain existing positions. These are voted by members at Convention, and no further study or concurrence is required.
Retain with minor changes	Are any positions antiquated or which have not kept pace with current definitions. For example, update previous discrimination language. These are voted by members at Convention, and no further study or concurrence is required.
Drop	Document member recommendations to drop existing positions. These are voted by members at Convention, and no further study or concurrence is required.

Other routes to action:

- Recommend position by concurrence: Local League recommends LWVIL adopt either their local position or another state or local League's position. This can be done by concurrence at the convention. Positions must be submitted to issues@lwvil.org for presentation to members at least six weeks prior to convention.
- Recommend New position: A new study is only necessary if there is no League position on an issue at any level: local, state or national. In order to recommend a new position, the local League should include a scope of work, League participation (is your League willing to lead the study), a statement of why the League should undertake the study, and where it fits in the Program priority structure.

Review issues and prioritize those LWVIL should pursue (Section 3): There are many issues listed under each of the three sectors. We are asking the Leagues to prioritize those issues they recommend that LWVIL focus on for advocacy. This will guide LWVIL's platform and advocacy work for the next two years. This priority list provides focus and direction but does not exclude work on other issues, especially emerging issues of interest.

Indicate what issues your local League will prioritize advocating for local action (Section 4): This section could be completed after your League's review of local issues and planning of your local Program. The list of issues on the form is just a list of possible issues of interest. Your community may have different issues, and we encourage you to list them in Other.

Recommendations (Section 5): We encourage you to make any and all suggestions on how LWVIL can better support local Leagues: ideas for programs, events, activities, etc.

Program Planning Meeting

Each League should schedule a Program Planning meeting to be held between January and March 25, 2027. This is a members-only event and should be scheduled when the most number of members can attend. Review of the state positions is only a part of Program Planning for the local League (see local Program details below).

Plan the LWVIL Program review at the beginning of the meeting so that you are sure to complete it. The individuals or teams should present their recommendations, per section, and members should come to consensus. Spend the rest of the meeting discussing what programs the local League should pursue.

Designate an individual in your League to complete the Program Planning Response Form and submit by March 25, 2027. When scheduling your meeting, allow enough time to hold a meeting, complete the form and submit by March 25.

LOCAL Program

Leagues can follow the same process described above to evaluate their current positions and develop their own local Program addressing local issues of interest. This local Program should be arrived at by consensus and presented to the membership at the local League's annual meeting. This Program should set the agenda for educational and advocacy initiatives (events, presentations, webinars, etc.) for the year by the local League.

Planning Calendar

November 2026	Local League leadership receive notice and instructions and Response Form of Program Planning Process from LWVIL
December 2026	Local boards should plan how they will create a response to the LWVIL 2027-2029 Program. Schedule local League Program Planning Meetings.
By January 25, 2027	The LWVIL Board will send a status report of the current Program. (5 months before convention)
Jan-Mar 25, 2027	Local Leagues evaluate the existing Program and create and approve Program recommendations.
By March 25, 2027	**Local League submits Program Planning Response Form to LWVIL. (3 months before convention)**
April 6, 2027	LWVIL Board reviews the input and approves proposed Program
By May 14, 2027	LWVIL Board submits the proposed Program and the "not recommended" items. Sends to local League leadership to notify their members (6 weeks prior to convention). **Any concurrence items to be voted on at convention must be submitted to members by the proposing league(s) by this date!**
June 25-26, 2027	**LWVIL Convention** delegates vote on the proposed Program.

*Bylaw requirement