



Empowering Voters. Defending Democracy.

65th Annual Meeting

June 10, 2024

6:30 PM

Wenham Senior Center | 10 School St., Wenham

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LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

65th ANNUAL MEETING

June 10, 2024, 6:30 pm | Wenham Senior Center

Presiding: Dacia Rubel

AGENDA

Call to Order	Dacia Rubel
Minutes	Dacia Rubel
Announcements	Dacia Rubel
Introductions	MJ Brown
Report of the Year	Steering Committee
Treasurer's Report	Stephanie MacLeod
Budget Presentation	Stephanie MacLeod
Local Program	Christina Holz
Election of Steering Committee	Dacia Rubel
■ Introduction of New Steering Committee	Dacia Rubel
■ Opportunities for Involvement	MJ Brown
Directions to Steering Committee	Members
Adjournment	

**League of Women Voters of Hamilton-Wenham
2023-24 Steering Committee**

Spokesperson	Dacia Rubel
Treasurer	Stephanie MacLeod
Membership Coordinator	MJ Brown
MJ Brown	Publicity & Public Relations
Dacia Rubel, MJ Brown	Civics Engagement
Lindsay Schnabel, Christina Holz	Elections & Voter Services
Stephanie MacLeod	Finance, Web Administration
Jane Kusel	Advocacy & Legislation, Calendar

Annual Meeting Minutes - Approved July 18, 2023
League of Women Voters of Hamilton-Wenham
64th Annual Meeting
June 12, 2023
Wenham Senior Center

CALL TO ORDER

Steering Committee Spokesperson, Dacia Rubel, called the 64th Annual Meeting to order at 6:21 p.m. on Monday, June 12, 2023.

Recorder - Jane S. Kusel

Present - Dacia Rubel, MJ Brown, Ivana Szady, Christina Holz, Lindsay Schnabel, Carin Kale, Jane Kusel, Stephanie MacLeod, Diane Bucco, Max King, Bethany Swanson, Gretal Clark, Susan Shelby, Dana Allara, and Kristin Alexander. A total of 15 members were present - enough to constitute a quorum (consisting of ten members present), and the meeting was able to proceed to business.

MINUTES

It is customary that minutes of the annual meeting be approved by a special committee of two members. The minutes of the 2022 meeting were taken by Jane Kusel and approved by MJ Brown and Christina Holz. The Chair has appointed MJ Brown and Christina Holz to read and edit the minutes of this meeting.

ANNOUNCEMENTS

A special thanks to MJ Brown for compiling the material for the annual meeting booklet.

INTRODUCTIONS OF NEW MEMBERS & CURRENT STEERING COMMITTEE

MJ introduced new members and then a moment was taken for each person present to the meeting to introduce themselves.

Steering Committee members were identified during the introduction of persons present for the meeting.

2022-2023 Steering Committee:

Spokesperson:	Dacia Rubel
Treasurer:	Ivana Szady
Membership Coordinator:	MJ Brown
Publicity and Public Relations	MJ Brown and Christina Holz
Calendar	Jane Kusel
Civics Engagement:	Dacia Rubel
Elections and Voter Services:	Lindsay Schnabel

Finance and Fundraising: Ivana Szady
Advocacy and Legislation: Jane Kusel
Program Planning: Tess Leary (left in Dec. 2022)

REPORTS OF THE YEAR (moved discussion of Fundraising & Grants to the Treasurer's Report). The members present were directed to the information contained in the Booklet for full details and the presentations at the annual meeting highlighted some of the information contained in the Booklet.

Governance - Presented by Dacia Rubel

- Resumed in-person Steering Committee meetings at The Community House on generally the 2nd Tuesday of the month
- Tess Leary resigned from the Steering Committee for personal reasons in December 2022; Stephanie Macleod joined the Steering Committee on May 9, 2023
- Drafted and began discussion on Membership Subsidy Proposal
- Vastly improved marketing and event materials with help from member and graphic artist, Max King

Communications - Presented by MJ Brown

- Steering Committee Meeting Recaps
 - Regular updates emailed to a member-prospect list of 200 people.
 - Modified version distributed by email to prospective member mailing list and posted on Facebook and LWVHW.org website.
- Updated and maintained LWVHW Facebook page.
- Transitioned website administration to Stephanie Macleod

Civics Engagement Initiative - Presented by Dacia Rubel

The goal of this initiative is to inspire citizens and students to learn and think about civics and to encourage active participation in our democracy.

- Hosted informational tables at Community Block Party; HW Fall Festival, HW Farmers' Market, and the Health Fair at Hamilton COA
- Civics Bytes Social Media Campaign; Member, Carrie Jelsma, created informational content relating to elections and civics that were posted on LWVHA social media accounts during election season
- Collaborated with The Community House to host and participate in Community Volunteer Fair on February 8, 2023; drew 47 local organizations and more than 260 visitors
- Held Fifth Annual (after a pause during COVID) Civics Bee on March 16, 2023
- Developed Speaker Series for 2023-24 (presented by MJ Brown) in collaboration with the HW Library on topics of local interest including: Water Resources and Conservation; Media Literacy; Affordable Housing; Civics 101 (to combat misinformation); Local Print Journalism (as a cornerstone of democracy; and Sustainability - 6 topics, 3 in Fall, 3 in the Spring - we have a handout today to identify the program and identifies our need for volunteers - creates a

meeting-in-a-box structure to help a volunteer to run one of the topics - planning meeting is scheduled for June 20 at 6:30. Actual dates for the Speaker Series have been set - and will be circulated to the members.

- Rescheduled Haverston Mills Town Meeting performance to September 9, 2023, after being postponed due to COVID - play about town meeting, then we will provide a presentation on how our town meetings should run

Fundraising & Grants - moved discussion to be presented by Ivana Szady together with Treasurer's Report

Membership - Presented by MJ Brown

- Welcomed 17 new members in 2022; official roster count (end of January 2023) was down 2 from the previous year at 49, including 7 students (same as 2020). Total paying member count is 42, up from 33 last year
- Held New Member "Get Together/Orientation" dinner on April 26, 2023
- Initiated Mentorship Program for new members

Treasurer - moved discussion to be presented later in the annual meeting by Ivana Szady as part of Treasurer's Report

Study - Presented by Dacia Rubel

- No study this year.

Voter Services - Presented by Christina Holz and Lindsay Schnabel

- Hosted Candidates Night Zoom event on March 29, 2023, which was recorded and viewed later on Zoon and promoted on social media and our LWVHW website. Although there was just one contested race (Wenham SB), for the first time we offered those running uncontested an opportunity to introduce themselves to voters. We also asked Amy Smith (a Leaguer and moderator from outside of Hamilton and Wenham) to moderate the event and included captioning for the first time. The recording was viewed 129 times before we ended our Zoom subscription
 - Noted - this is the first we used a moderator who is not from Hamilton or Wenham - to ensure unbiased presentation
 - Noted - we used closed caption after getting a request from the public to add it
- Working with Amy Smith of LWV North Shore, we organized and hosted a forum for State Representative-2nd Essex Race (Kassner and Mirra) on October 25, 2022. The event was live streamed and later the recording was viewed more than 225 times
- Created a Special Election Candidates Q&A for the candidates running in the Wenham Special Election for Select Board on June 27, 2023. We promoted within our membership, on our LWVHW website and on social media in advance of the election
- Held two voter registration drives in September; 33 student interactions at

HWRHS and 66 at Pingree School. Both sites had new registrations; many were already registered through RMV when obtaining a driver's license.

Advocacy & Legislative - Presented by Jane Kusel

- Continued participation in the LWVMA Legislative Envoy Program. The Legislative Envoy Program formalizes the link between the LWVMA Legislative Action Committee and our Local League. Some of the actions taken this year as a Legislative Envoy include:
 - Training - Attended LWVMA Webinars on various initiatives.
 - Participated in lobbying efforts promoted by the State League
 - Followed various bills identified by LWVMA - via Commonwealth of Massachusetts MyLegislature Account
 - Monitored Mass League Action Newsletter and took action where appropriate
 - Contacted Legislators regarding various League identified bills for co-sponsorship - including efforts around Climate Action, Gun Safety and Medicare for All
 - Monitored the challenge to the Hamilton Representative due to an extremely close election (Representative for 2nd Essex won by a single vote)
 - General discussion with the members and the town clerks for Hamilton and Wenham that were present - re: mail in votes that were rejected and need for education in this area - an opportunity for our local League in this area for 2023-2024.

Participation in LWVMA Activities:

- Dacia reported on the recognition our local League received for the volunteer fair

TREASURER'S REPORT (including fundraising and grants) - Presented by Ivana Szady

Highlighted that the national league's fiscal year is different from ours and results in some accounting issues - what the pay the state/national league is based on last year's numbers

- 71% of dues we collect goes to state and national league
- Highlighted need to consider other avenues for raising money
- Volunteer fair was most expensive program; not originally contemplated in the budget for the year
- LWVHW has received a grant for the Speaker Series - this will be reimbursed after the event, based on receipts
- LWVHW invested in T-Shirts'
- Currently we have over \$3,000 currently in the account
- LWVHW will continue to use PayPal
- LWVHW will pay \$400 for use of website platform

Two questions on the Treasurer's report were raised and discussed among the members

BUDGET PRESENTATION & VOTE

Ivana Szady presented the 2023-2024 budget as recommended by the Steering Committee. Ivana read and explained items identified in the annual meeting booklet. A motion was made to adopt the proposed 2023-2024 budget; it was seconded and unanimously approved.

CURRENT POSITIONS Re-adoption and Vote -Presented by Christina Holz
Reviewed the current positions described in Pages 22-25 of the annual meeting booklet. Proceeded to vote on positions section-by-section as described in the booklet, all were unanimously approved for re-adoption.

PROPOSED LOCAL PROGRAM & VOTE - Presented by Dacia Rubel
We reviewed the proposed Local Program Planning as described in more detail on page 26 of the annual meeting booklet, including the following topics:

- **Governance**
 - Expand Steering Committee by 1-2 members; create a Nominating Committee
 - Revise By-laws to change Fiscal Year from May 1 to April 30 to January 1 to December 31 to better align with the requirements of the LWVMA and LWVUS membership requirements
 - Continue to move accounting and reimbursements to an entirely paperless system; evaluate need for PO Box - consider less expensive alternatives
 - Consider Membership Subsidy Policy
 - Update and improve Website
- **Voter Services and Voter Education**
 - Continue rigorous voter registration and Get Out The Vote efforts
 - Host Candidates Night; improve accessibility to voter information through available technology, such as zoom recordings, HWCam and our YouTube channel
 - Raise money to purchase a dedicated electronic device to help with Voter Registration Drives by allowing people to check their registration status in real time.
 - Evaluate and modify our approach to voter registration in light of the Automatic Voter Registration component of the VOTES Act.
 - Host Haverston Mills theater production; bring practical information about town meeting process to community
 - Host Speaker Series on topics of local interest to the community
 - Continue "Civic Bytes" social media campaign

- **Advocacy & Legislative:**
 - Continue to engage in the legislative envoy program (LWVMA) and cultivate relationships with local legislators
- **Civics Engagement and Community:**
 - Support civics education and civil discourse in the schools and communities by hosting the Volunteer Fair and the Annual Civics Bee
 - Support schools implementation of civics projects through brainstorming and possible intern opportunities
 - Host Information Tables at TCH Community Block Party, Farmers' Market, HWHRC Pride Picnic, and other community wide events (LocalHW – September 13)
 - Update Running for Office Booklet and other informational materials
- **Membership:**
 - Continue to grow and engage membership through social and informational member events and enhanced external communications
 - Reevaluate frequency of Walk and Talks and book club
- **Fundraising and Grants:**
 - Establish fundraising opportunities to support programming and foster long-term viability of our work
 - Continue to apply for grants from organizations, such as the LLC and Scharfman Foundation, to support programming

The local program for 2023-2024 was accepted and unanimously approved.

ELECTION OF STEERING COMMITTEE

Dacia presented the nominating Steering Committee slate:

Spokesperson:	Dacia Rubel
Treasurer:	Stephanie Macleod
Membership Coordinator:	MJ Brown

Steering Committee Members for 2023-2024 (completing 2 year term): MJ Brown, Christina Holz, and Jane Kusel

Steering Committee Members for 2023-2025 (beginning 2 year term): Lindsay Schnabel, Dacia Rubel and Stephanie Macleod

It was moved that the Steering Committee ballot become the election ballot, and unanimously approved.

DIRECTIONS TO THE STEERING COMMITTEE / BOARD – Already discussed during the discussion on the Local Program Planning; however additional discussion

included a recommendation to work with HW Cam – to get a 15 min spot

ADJOURNMENT

The Annual Meeting of the League of Women Voters of Hamilton-Wenham adjourned at 8:11 p.m.

Respectfully Submitted,
Jane S. Kusel

Reviewed by:

MJ Brown

Christina Holz

LWVHW Report of Activities for 2023-24

Governance – Steering Committee

- Held in-person SC meetings generally on the 2nd Tuesday of the month.
- Held the Annual Meeting on June 10, 2024 at Wenham COA.
- Adopted Document Retention Policy.
- Drafted and began discussion on Membership Subsidy Proposal.
- Drafted revised Bylaws for adoption at Annual Meeting.
- Participated in the June 2023 HS Junior Awards (LWVHW Book Award).
- Vastly improved website with help from Steering Committee member Stephanie MacLeod.
- Streamlined process for making SC agendas and minutes available to membership.
- Developed “SC Pitch” and pursued Steering Committee Nominating Committee development.

Communications – MJ Brown and Stephanie MacLeod

- Steering Committee Meeting Recaps:
 - Emailed regular updates to members.
 - Modified version distributed by email to prospective member mailing list (295 contacts) and posted on website and social media.
 - Continued to include actionable info from LWVMA and US.
- Updated and maintained LWVHW Facebook page.
- Transitioned website administration to Stephanie MacLeod:
 - Posted events, videos and other media as soon as confirmed or available.
 - Updated and reviewed front page, menu and all webpages.
 - Consolidated several pages into an About Us page.
 - Updated site menu so all activities and announcements, both current and historical, are available to be publicly viewed, unless proactively disabled.

Civics Engagement Initiative– Dacia Rubel and MJ Brown

The goal of this initiative is to inspire citizens and students to learn and think about civics and to encourage active participation in our democracy.

- Hosted “Haverston Town Meeting” event at HW Library on September 9, 2023.
- Hosted a successful six-part Speaker Series for 2023-24 in collaboration with the HW Library on topics of local interest. All events were recorded by HWCAM for rebroadcast on HWCAM channels and streaming online via our and HWCAM’s

websites and YouTube channels, thus expanding the audience for these important sessions.

- [Civics 101](#) – HWRHS Social Studies teacher **Nicholas Ristaino** presents a great primer on the basics and how to get involved.
- [Local Journalism as a Cornerstone of Democracy](#) – a lively and interactive discussion about access to local news and efforts to start a new paper in Hamilton and Wenham with moderator Paul Mihailidis (Emerson College) and panelists John Muldoon (Publisher, *Ipswich Local News*), Jack Lawrence (Hamilton Resident), and Ella Tran (Student Editor, *The General Consensus*).
- [A Sustainable Future](#) – truly informative panel offering tips for everyday sustainable actions, featuring Greg Horner (HW Climate Action Team), Sharon Byrne Kishida (MA Product Stewardship Council), and Neal Shea (Clear Result/Mass Save).
- [Affordable Housing](#) – What it is and why it matters! Learn about this timely topic from panelists Jamie Knudsen (Chair, Hamilton Affordable Housing Trust and Hamilton Human Rights Commission), Felicia Pierce (Deputy CEO, North Shore Community Development Coalition), Judi Barrett (Founder/Director, Barrett Planning Group LLC), and Patrick Maguire (CEO, North Shore REALTORS®).
- [Media Literacy](#) – What is it and how do we evaluate information and sources in our everyday lives? Another timely panel featuring Paul Mihailidis (Emerson College) and Jean LaBelle-Pierce (Maynard High School), with information from Erin McNeill (CEO, Media Literacy Now).
- [Water Resources & Conservation](#) – Where does your water come from and what does the future hold? Learn from folks actively working to protect our precious water resources – Erin Bonney Casey (Ipswich River Watershed), State Senator Bruce Tarr, and State Rep Kristin Kassner.
- Held [6th Annual Civics Bee](#) on March 13, 2024; record attendance with all 30 teams filled and our registration processes were further refined. The Bee was filmed for rebroadcast and streaming by HWCAM, increasing our reach. State Representatives Kassner, Kerans, and Parisella, and State Senator Tarr served as judges; HWRHS teacher Nicholas Ristaino hosted.
- Consulted with a local (Rockport) history teacher and a public library (Pittsburgh) about hosting a Civics Bee.
- Hosted informational tables at community events throughout the spring and summer months: HW Human Rights Coalition (HWHRC) Pride Picnic, HW Farmers' Market, and TCH Block Party. Also hosted an informational table at the HWHRC Human Rights Day Fair in December.

- Started planning for our second Volunteer Fair at The Community House

Fundraising & Grants – Dacia Rubel and MJ Brown

- Received \$1265 in member and “in honor of” member donations.
- Received \$600 from Local Cultural Council for Haverston Mills.
- Received \$800 from Local Cultural Council for Civics Bee.
- Received \$300 Scharfman Grant for Voter Services, Action, & Education
- Received \$300 in gifts earmarked for a laptop or tablet for events.

Membership – MJ Brown

- Welcomed 8 new members in 2023; our official roster count (end of January 2024) was 44 (down 5 from last year’s 49), including 7 students. (same as last year). Our total paying member count was 37 (down from 42 last year).
- “Ask me about the League” T-shirts and “Don’t Just Vent, VOTE” yard signs were available for sale to members and the public at various events.
- Held Fall Kick Off Social on September 20, 2023 at The Post in Hamilton.

Program Planning – Steering Committee

- Organized Local Program Planning at our May Steering Committee meeting.

Treasurer – Stephanie MacLeod

- Kept track of all financial transactions and reported monthly to the Steering Committee.
- Completed move to paperless accounting, including digitizing a box of historical financial records.
- Organized records on Google drive by LWVHW fiscal year, including PayPal and SalemFive Statements.
- Prepared FY24 budget.
- Bought a LWVHW Chromebook (\$285) using donated funds (\$300) that were earmarked for a laptop or tablet.

Study – Dacia Rubel

- No study was conducted this year.

Voter Services – Christina Holz, Lindsay Schnabel

- Hosted Candidates Night Zoom event on April 3rd, 2024, for the Hamilton and Wenham Town Elections. It was recorded and viewed later on Youtube and promoted on social media and our website. The recording has been viewed 167 times to date.

- Hung “Please Vote” banners in Hamilton and Wenham
- Gathered voter registration resources for future voter registrations drives at area high schools and colleges.

Advocacy & Legislative - Jane Kusel

- Continued participation in the LWVMA Legislative Envoy Program. The Legislative Envoy Program formalizes the link between the LWVMA Legislative Action Committee and our Local League. Some of the actions taken this year as a Legislative Envoy include:
 - Attended LWVMA Webinars on various initiatives - including online Meet the Specialists on Health Care
 - Advocacy:
 - Followed various bills identified by LWVMA - via Commonwealth of Massachusetts MyLegislature Account
 - Followed legislators on their social media accounts.
 - Monitored LWVMA Action Newsletters and took action where appropriate
 - Coordinated engagement with State Representatives Kassner, Parisella, Kerans, and Senator Bruce Tarr to attend the LWVHW Kickoff Social in the fall and participation in the Civics Bee

Participation in LWVMA Activities:

- Christina attended the Voter Engagement meeting on May 15th, 2024.
- MJ agreed to be LWVMA Field Service Rep for Merrimack Valley/North Shore Leagues (Andover/North Andover, Cape Ann Area, H-W, Marblehead, North Shore, and Salem local Leagues); organized and facilitated winter meeting on January 31, 2024.
- Submitted data to LWVMA from events/programs.



August 2023	
8 (Tuesday) 6 pm	LWVHW Steering Committee (CANCELED)
September 2023	
4 (Monday)	Labor Day – Holiday
9 (Saturday)) 1:00 pm	Haverston Mills Town Meeting Play HW Library
12 (Tuesday) 6 pm	LWVHW Steering Committee (Chair:Brown; Sec: Schnabel)
19 (Tuesday)	National Voter Registration Day
20 (Wednesday)	LWVHW Fall Kick Off Member Event (The Post)
28 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Civics 101) - HW Library
30 (Saturday) 10 am - 2 pm	Annual League Leader Lunch (Harvard Universalist Church - Harvard MA)
October 2023	
9 (Monday)	Indigenous Peoples Day (Columbus Day)
10 (Tuesday) 6pm	LWVHW Steering Committee (Chair: Schnabel; Sec: MacLeod)

11 (Wednesday) 9:30 am. - Noon	Day on the Hill - Act for the Future: Voting, Maternal Health, Firearms and PFAS
19 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Local Print Journalism) - HW Library
27 (Friday)	Last Day to Register to Vote at the Hamilton Special Town Meeting (Hamilton Town Clerk's Office)
November 2023	
6 (Monday) 7-10 pm	Hamilton Special Town Meeting (HWRHS Auditorium)
7 (Tuesday)	Election Day
10 (Friday) 11 (Saturday)	Veterans' Day - Holiday
14 (Tuesday) 6pm	LWVHW Steering Committee (Chair: MacLeod; Sec: Kusel)
16 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Sustainability) - HW Library
22 (Wednesday)	Early Release – Thanksgiving Holiday
23 (Thursday) – 24 (Friday)	Thanksgiving – Holiday
December 2023	
12 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: Kusel; Sec: Rubel)
25 (Monday)	Christmas - Holiday
26 (Tuesday) - 29 (Friday)	Winter Recess



January 2024	
1 (Monday)	New Year's Day - Holiday
9 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: Rubel; Sec: Holz)
15 (Monday)	Martin Luther King Day
18 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Affordable Housing) - HW Library
February 2024	
13 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: Holz; Sec: Brown)
15 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Media Literacy) - HW Library
19 – 23 (Monday – Friday)	Presidents' Day Holiday & Mid-Winter Recess
March 2024	
12 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: Brown; Sec: MacLeod)
13 (Wednesday) 7 pm	Civics Bee (Miles River Middle School)
28 (Thursday) 6:30-8:00 pm	LWVHW Speaker Series (Water Resources and Conservation) - HW Library
April 2024	
6 (Saturday) 9 am	Hamilton Town Meeting (HW High School Auditorium)

6 (Saturday) 1 pm	Wenham Town Meeting (Buker)
9 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: MacLeod; Sec: Kusel)
11 (Thursday) 7 am - 8 pm	Annual Town Elections
15 (Monday) - 19 (Friday)	Patriot's Day and Spring Vacation
May 2024	
14 (Tuesday) 6 pm	LWVHW Steering Committee (Chair: Kusel; Sec: Schnabel)
27 (Monday)	Memorial Day - Holiday
June 2024	
10 (Saturday)	LWVMA - State League Convention
10 (Monday)	LWVHW Annual Meeting
19 (Wednesday)	Juneteenth - Holiday
27-30 (Thursday - Sunday)	LWVUS - National Convention

**LWVHW Treasurer Report:
FY 2024 Results¹ and FY 2025 Budget²**
Submitted by Stephanie MacLeod

In reviewing this year's results and setting up next year's budget, the following comments are pertinent.

- Currently we have 49 members, of which 42 are paying members (up from 37 in calendar year 2023) and 7 are non-paying students.
- FY 2024 state and national dues (PMP) are based on January 2023 membership counts. LWVHW paid LWVUS a total of \$1344 in dues for FY 2024 (\$32 per 42 primary members, and \$0 per 7 student members). LWVMA dues were \$966 the same period.
- The budget assumes for FY 2025 the state and national PMP assessed will be similar, with the caveat that a new LWV national membership platform is due to roll out in January 2025 and will revise the way PMP is distributed/paid.
- The use of PayPal continues to be successful; 32 of our 42 paying members used PayPal to pay their dues. We received \$1080 in donations through PayPal. The fees for the fiscal year were \$140.
- LWVHW completed making the transition to paperless accounting. The only exception is some paper checks and receipts, that are then scanned and filed digitally and the paper discarded. All historical paper financial records have been digitized and stored on the LWVHW Treasurer's Google Drive as per the Document Retention Policy. Records are organized by fiscal year (5/1-4/30)
- Civics Bee 2024 was a great success. A generous grant from the Local Cultural Council (\$800) was secured in fiscal 2022- 2023 and was applied to this year's expenses. Budget assumes the normally scheduled Civics Bee will be held in 2025, and LWVHW expects a LCC grant of \$800.
- The Speaker Series was a success, as well. The Series consisted of 6 events on timely subjects and important issues. A \$300 Sharfman Grant helped reduce LWVHW expenses. For next year we have only planned one Speaker Series event in the Spring of 2025.
- Haverston Mills was presented in Sept 2023, and was enjoyed by all who attended. We received another generous grant from the Local Cultural Council (\$600).
- Expenses for recurring yearly costs include the MyLO website hosting platform (\$400),

¹ FY 2024 runs 05/01/2023 through 04/30/2024

² FY 2025 runs 05/01/2024 through 04/30/2025

the HW High School Book Award (\$100) the 01936 PO mailbox (\$182). It was discussed by the steering committee to potentially switch to the 01982 Post Office (cheaper per year rate), but the idea was discarded since the difference was not enough to balance the changing of the address on stationery, etc.

- For the fiscal year, LWVHW posted a net gain of \$1787. LWVHW was under budget by 33%. But income sources were 18% less than expected. Income from the HW Cultural Council, Tees and Signs, the Phonathon and Special Events was less than budgeted. However, there were no expenses for the Volunteer Fair (FY 2025), Local Studies, and Special Events. Costs for supplies, promotional materials and some events expenses were lower than expected, as well.
- The Business Checking account balance as of the fiscal year ending 04/30/24 was \$3523.
- The 12-month CD balance as of 4/30/23 was \$14,321. The interest collected on the CD was \$36. The maturity date of the CD is 7/23/24.

LWVHW Income & Expense Summary 5/1/2023 – 4/30/2024

	2023-2024 FY			2024-2025 FY		
Total Assets	Budget	YTD	Variance	Budget	YTD	Variance
Salem Five Account Balance	\$ 1,818	\$ 3,523	\$ 1,705	\$ 3,525	\$ -	\$ (3,525)
Salem Five CD	\$ 14,285	\$14,321	\$ 36	\$ 14,370	\$ -	\$ (14,370)
Total Balance	\$ 16,103	\$17,845	\$ 1,742	\$17,895	\$ -	\$ (17,895)
Summary Positions						
Income						
Governance	\$ 600	\$ 365	\$ (235)	\$ 60	\$ -	\$ (60)
Voter Services	\$ 2,050	\$ 900	\$ (1,150)	\$ 1,000	\$ -	\$ (1,000)
Community Engagement	\$ 1,700	\$ 859	\$ (841)	\$ 1,300	\$ -	\$ (1,300)
Membership	\$ 4,415	\$ 5,030	\$ 615	\$ 4,200	\$ -	\$ (4,200)
Total Income	\$ 8,765	\$ 7,154	\$ (1,611)	\$ 6,560	\$ -	\$ (6,560)
Expenses						
Governance	\$ 1,035	\$ 1,492	\$ 457	\$ 1,320	\$ -	\$ (1,320)
Voter Services	\$ 3,325	\$ 1,813	\$ (1,512)	\$ 700	\$ -	\$ (700)
Community Engagement	\$ 2,900	\$ 1,199	\$ (1,701)	\$ 1,800	\$ -	\$ (1,800)
Membership	\$ 3,085	\$ 2,450	\$ (635)	\$ 2,740	\$ -	\$ (2,740)
Total Expenses	\$ 10,345	\$ 6,954	\$ (3,391)	\$ 6,560	\$ -	\$ (6,560)
Net Budget/Variance	\$ (1,580)	\$ 200	\$ 1,780	\$ -	\$ -	\$ -
Governance						
Income						
Corporate Donations	\$ 500	\$ -	\$ (500)	\$ -	\$ -	\$ -
Tablet/Laptop Donations	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ -
Interest Income	\$ 100	\$ 33	\$ (67)	\$ 60	\$ -	\$ (60)
Class Action & Fee Refunds	\$ -	\$ 32	\$ 32	\$ -	\$ -	\$ -
Total Income	\$ 600	\$ 365	\$ (235)	\$ 60	\$ -	\$ (60)
Expenses						
Tablet/Laptop Purchase	\$ -	\$ 284	\$ 284	\$ -	\$ -	\$ -
Website Hosting	\$ -	\$ 400	\$ 400	\$ 425	\$ -	\$ (425)
PO Box Rental & Key	\$ 190	\$ 182	\$ (8)	\$ 195	\$ -	\$ (195)
Meeting Food & Beverage	\$ 175	\$ 161	\$ (14)	\$ 150	\$ -	\$ (150)
Fall Social	\$ 250	\$ 155	\$ (95)	\$ 200	\$ -	\$ (200)
Checks & Supplies	\$ 300	\$ 28	\$ (272)	\$ 50	\$ -	\$ (50)
Meeting Site Donation	\$ -	\$ 100	\$ 100	\$ 100	\$ -	\$ (100)
Annual Report Printing	\$ 120	\$ 174	\$ 54	\$ 200	\$ -	\$ (200)
Overpayments	\$ -	\$ 8	\$ 8	\$ -	\$ -	\$ -
Total Expenses	\$ 1,035	\$ 1,492	\$ 457	\$ 1,320	\$ -	\$ (1,320)
Net Budget/Variance	\$ (435)	\$ (1,126)	\$ (691)	\$ (1,260)	\$ -	\$ 1,260
Voter Services						
Income						
Scharfman Grant	\$ 550	\$ 300	\$ (250)	\$ 400	\$ -	\$ (400)
HW Cultural Council	\$ 1,050	\$ 600	\$ (450)	\$ 600	\$ -	\$ (600)
Fundraising Events	\$ 450	\$ -	\$ (450)	\$ -	\$ -	\$ -
Total Income	\$ 2,050	\$ 900	\$ (1,150)	\$ 1,000	\$ -	\$ (1,000)
Expenses						
Candidates Night	\$ 150	\$ 17	\$ (133)	\$ 50	\$ -	\$ (50)
Local Studies	\$ 350	\$ -	\$ (350)	\$ -	\$ -	\$ -
Haverston Mills	\$ 450	\$ 473	\$ 23	\$ -	\$ -	\$ -
Speaker Series	\$ 1,150	\$ 1,323	\$ 173	\$ 300	\$ -	\$ (300)
Special Event	\$ 1,025	\$ -	\$ (1,025)	\$ 250	\$ -	\$ (250)
Promotional Supplies	\$ 200	\$ -	\$ (200)	\$ 100	\$ -	\$ (100)
Total Expenses	\$ 3,325	\$ 1,813	\$ (1,512)	\$ 700	\$ -	\$ (700)
Net Budget/Variance	\$ (1,275)	\$ (913)	\$ 362	\$ 300	\$ -	\$ (300)
Community Engagement						
Income						
HW Cultural Council	\$ 1,400	\$ 800	\$ (600)	\$ 1,200	\$ -	\$ (1,200)
Tees and Signs	\$ 300	\$ 39	\$ (261)	\$ 100	\$ -	\$ (100)
Community Donations	\$ -	\$ 20	\$ 20	\$ -	\$ -	\$ -
Total Income	\$ 1,700	\$ 859	\$ (841)	\$ 1,300	\$ -	\$ (1,300)
Expenses						
Civics Bee	\$ 1,300	\$ 1,070	\$ (230)	\$ 1,100	\$ -	\$ (1,100)
Volunteer Fair	\$ 1,200	\$ 29	\$ (1,171)	\$ 500	\$ -	\$ (500)
Promotional Supplies	\$ 200	\$ -	\$ (200)	\$ 100	\$ -	\$ (100)
HWRHS-Book Award	\$ 200	\$ 100	\$ (100)	\$ 100	\$ -	\$ (100)
Total Expenses	\$ 2,900	\$ 1,199	\$ (1,701)	\$ 1,800	\$ -	\$ (1,800)
Net Budget/Variance	\$ (1,200)	\$ (340)	\$ 860	\$ (500)	\$ -	\$ 500
Membership						
Income						
Membership Dues	\$ 4,000	\$ 2,400	\$ (1,600)	\$ 4,000	\$ -	\$ (4,000)
PrePaid Dues for Next FY	\$ -	\$ 1,360	\$ 1,360	\$ -	\$ -	\$ -
Member Donations	\$ 300	\$ 120	\$ (180)	\$ 160	\$ -	\$ (160)
Non-member IHO Member	\$ -	\$ 1,145	\$ 1,145	\$ 40	\$ -	\$ (40)
LWVMA Phonathon	\$ 115	\$ 5	\$ (110)	\$ -	\$ -	\$ -
Total Income	\$ 4,415	\$ 5,030	\$ 615	\$ 4,200	\$ -	\$ (4,200)
Expenses						
LWVUS PMP	\$ 1,600	\$ 1,344	\$ (256)	\$ 1,400	\$ -	\$ (1,400)
LWVUS Biennial Convention	\$ 100	\$ -	\$ (100)	\$ -	\$ -	\$ -
LWVMA PMP	\$ 1,150	\$ 966	\$ (184)	\$ 1,000	\$ -	\$ (1,000)
LWVMA Council/Convention	\$ 100	\$ -	\$ (100)	\$ 100	\$ -	\$ (100)
LWVMA Donation	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ (100)
PayPal	\$ 135	\$ 140	\$ 5	\$ 140	\$ -	\$ (140)
Total Expenses	\$ 3,085	\$ 2,450	\$ (635)	\$ 2,740	\$ -	\$ (2,740)
Net Budget/Variance	\$ 1,330	\$ 2,580	\$ 1,250	\$ 1,460	\$ -	\$ (1,460)

LWVHW Budget for 5/1/2024 - 4/30/2025

2024-25 Budget by Category	Governance	Voter Services	Community Engagement	Membership	TOTAL
Income					
Interest Income	60.00				60.00
Scharfman Grant		400.00			400.00
HW Cultural Council		600.00	1,200.00		1,800.00
Tees & Signs			100.00		100.00
Membership Dues				4,000.00	4,000.00
Membership Donations				160.00	160.00
Non-member IHO Member				40.00	40.00
Total Income	60.00	1,000.00	1,300.00	4,200.00	6,560.00
Expenses					
Website Hosting	425.00				425.00
PO Box Rental & Key	195.00				195.00
Meeting Food & Beverage	150.00				150.00
Fall Social	200.00				200.00
Checks & Supplies	50.00				50.00
Meeting Site Donation	100.00				100.00
Annual Report Printing	200.00				200.00
Candidates Night		50.00			50.00
Speaker Series		300.00			300.00
Special Events		250.00			250.00
Promotional Supplies		100.00	100.00		200.00
Civics Bee			1,100.00		1,100.00
Volunteer Fair			500.00		500.00
HWRHS-Book Award			100.00		100.00
LWVUS PMP				1,400.00	1,400.00
LWVMA PMP				1,000.00	1,000.00
LWVMA Council/Convention				100.00	100.00
LWVMA Donation				100.00	100.00
PayPal				140.00	140.00
Total Expense	1,320.00	700.00	1,800.00	2,740.00	6,560.00
Net Income	-1,260.00	300.00	-500.00	1,460.00	0.00

LWVHW Local Program (Carry-Forward Positions)

All past local study items must be re-adopted at every Annual Meeting. If readopted, they become support items and action can be taken on them.

GOVERNMENT

Support for better definitions of the legal bases of Hamilton and Wenham moving in the direction of town charters. (1975)

Support for more accountability of town boards through the utilization of stated job descriptions for employees, officials and boards; public town government reference libraries; posted agendas; and public meeting places. (1975)

Support for long range financial planning. (1975)

Support for the concept of inter-community cooperation when it is fiscally advantageous in purchasing equipment, training staff and providing other services. (1999)

POLICE DEPARTMENTS

Support a professional financial analysis of the cost effectiveness of a single police department merged through an intergovernmental agreement.

Support merging the two police departments if the analysis shows merging to be the most cost effective way to deliver high quality service.

Support increased collaboration through intergovernmental agreements if merger proves not to be feasible at this time. Such collaboration could include, but not be limited to: sally port; booking area and cells; shifts; equipment.

FIRE DEPARTMENTS

Support increased collaboration between the fire departments of Hamilton and Wenham through intergovernmental agreements. Such collaboration could include, but not be limited to: ladder truck, substations, equipment.

When one or both towns can no longer staff their fire departments with call firefighters, requiring more full time staff and upgraded facilities, the LWV supports merging the fire departments of the two towns. Such collaboration should not necessarily be limited to Hamilton and Wenham, but could include other communities, as is found to be feasible and effective. (2005-2006, update 2013)

TOWN MEETING BEST PRACTICES

FOCUS OF STUDY:

To “Examine practices of Hamilton and Wenham Town Meetings to evaluate and recommend best practices.” Because the primary purpose of TM is to vote to appropriate money to run the towns, the Committee narrowed the focus of the study to look specifically at whether residents of Hamilton and Wenham are equally informed about their town budget. The study group looked at whether residents of Hamilton and Wenham have **equal opportunity to be involved** in budget preparation and **adequate time to review** the budget prior to attending TM as informed citizens.

PURPOSE OF STUDY:

League members were interested in understanding the Town Meeting (TM) process in both towns including how the meetings differed and why.

TIMELINE:

Approved at Annual Meeting June 2009.

Study Committee Consensus Meeting held May 15, 2011.

STUDY COMMITTEE MEMBERS:

Carol Bullivant, Susan Wiltshire, Laurie Wilson, Michelle Bailey and Carin Kale.

CONCLUSIONS:

Support for accurate, complete and understandable information on which to make informed decisions at Town Meeting. This is particularly important in regard to the budget. In particular, for voters to be fully informed on the budget prior to Town Meeting it is important that:

- Issues are presented early in the fiscal year.
- A narrative explanation of issues should be provided which includes the impact of decisions on operations and policy.
- Regular and timely reports on town/school finances are scheduled.
- Annual Reports are published in a timely fashion (at the same time or earlier than the warrant).
- Substantive warrant hearings occur.

Support methods of providing citizens with information such as the Budget Process Committee, or surveys, or televised meetings and regularly updated, effective websites.

Support town officials’ openness to the use of new media outlets as they arise and are found to be effective.

Support public officials in creating structures that provide opportunities for public input beginning early in the fiscal year/budget process and continuing throughout the process. (2011)

LAND USE

PLANNING:

Support for comprehensive community planning as specified in the National LWV position statement. (1988)

SOLID WASTE:

Support for resources recovery and composting, if economically feasible and efficient. (1972, update 1988)

Support for recycling and household waste reduction. The new solid waste disposal contracts of Hamilton and Wenham provide financial incentives for the towns to increase recycling and reduce solid waste. We support a reduction of solid waste and an increase in recycling in our towns. We encourage the towns of Hamilton and Wenham to consider implementing a form of "Pay as You Throw." (2004-2005)

We support the towns of Hamilton and Wenham for implementing a form of "Pay as You Throw." (2009)

HUMAN RESOURCES

EDUCATION:

Support for regional education as the best answer educationally and financially to the educational needs of Hamilton and Wenham. (1971, 1976)

Schools should provide adequate and safe space to ensure quality education based on state and local requirements and/or guidelines. The operating budget should accommodate proper maintenance of the buildings and grounds. (1996)

ELDERLY:

Support for the following: Council on Aging in Hamilton and Wenham; Hamilton-Wenham Drop-In Center; improved communications regarding elderly needs and resources; transportation; better nutrition; improved housing, including subsidized housing. (1974, update 2004)

HOUSING:

Support for greater diversity in housing stock in Hamilton and Wenham by:

- Allowing multiple-tenancy in residential and business districts, and in new and existing buildings. (1982-1983)
- Supporting the concept of cluster zoning, including the option of shared-wall construction. (1982-1983)
- Encouraging the Housing Authorities to formulate and implement five-year plans, focusing on providing more subsidized housing, both for the elderly and for families. (1982)

RECREATION:

Support for continuing the towns' regional recreation programs. (2009)

Support for the development of roadside paths that promote the safe linkage of different

parts of the towns of Hamilton and Wenham with logical destination points and where economically feasible. Design of the paths should be in keeping with the rural character of the towns. (1999)

ACCOMPLISHMENTS/ARCHIVES

GOVERNMENT:

Support for a salaried administrator in Town Hall (1984 -- archived 5/2010 annual meeting).

RECREATION:

Support for towns' continuing study of regionalizing recreation programs. (1983, '84, '85 -- archived 6/2011 annual meeting).

(W) Continued support for expansion of recreational facilities. (1967--archived 6/2011 annual meeting). *

*Refers to the playground on Route 97. Connie Gourdeau is a reference for this study.

LWVHW Local Program Plan 2024-25

- **Governance:**

- Expand Steering Committee by at least 2 members; create a Nominating Committee at Annual Meeting.
- Revise LWVHW By-laws to update its terms, including changing the fiscal year from “5/1-4/30” to “7/1-6/30” to better align with LWVMA and LWVUS membership requirements.
- Consider Membership Subsidy Policy.
- Keep information on website (LWVHW.org) current and update in a timely manner; promote the website as the information hub for LWVHW.
- Update budget and expense summary to more closely coincide with program plan.
- Facilitate twice-yearly Field Service Meetings for Merrimack Valley/North Shore region.

- **Voter Services:**

- Continue rigorous voter registration and “Get Out The Vote” efforts; develop educational materials on Voting by Mail/Absentee Voting with a particular focus on college age voters.
- Consider hosting an information session on Ballot questions if warranted.
- Host Candidates Night; recruit member(s) to run this event.
- Evaluate 2024 Candidates Night for potential improvements of accessibility of voter information; post available information and media on LWVHW.org
- Continue to evaluate and modify our approach to voter registration in light of the Automatic Voter Registration component of the VOTES Act.
- Develop voter information content for distribution this fall.
- Consider a “Civic Bytes”- like social media campaign for summer and fall to promote Media Literacy and “Get out the Vote”.
- Partner with IRWA to host a follow-up event to the Speaker Series on Water Resources and Conservation for early next Spring 2025.
- Update Running for Office Booklet and other informational materials; recruit member(s) to champion.

- **Advocacy & Legislative:**

- Continue to engage in the legislative envoy program (LWVMA) and cultivate relationships with local legislators.
- Add information to the website specific to each local legislator and work with the legislators to identify any information specific to Hamilton-Wenham.

- **Community and Civic Engagement:**

- Support civics education and civil discourse in the schools and communities by hosting a Volunteer Fair every other year.
- Consider hosting the Civics Bee every other year; and developing a succession plan for organizing and staffing The Civics Bee.
- Host information tables at TCH Block Party, Farmers' Markets, HWHRC Pride Picnic, and other community-wide events.
- **Membership:**
 - Continue to grow and engage membership through social and informational member events and enhanced external communications.
 - Host occasional "Walk & Talk" events.
 - Coordinate with LWVMA and LWVUS to transition to the new membership platform.
- **Fundraising and Grants:**
 - Establish fundraising opportunities to support programming and foster long-term viability of our work.
 - Continue to apply for grants from organizations, such as the Local Cultural Council and Scharfman Foundation, to support programming.

LWVHW 2024-25 Steering Committee³ Slate

June 10, 2024

Spokesperson	Dacia Rubel
Treasurer	Stephanie MacLeod
Membership Coordinator	MJ Brown

Directors for 2024 – 2025 (completing 2 year term)
Stephanie MacLeod, Dacia Rubel, Lindsay Schnabel

Directors for 2024 – 2025 (beginning 2 year term)
MJ Brown, Christina Holz, Jane Kusel

³ Beginning in our 2016-17 fiscal year, we adopted a Steering Committee: a shared governance structure, rather than the traditional Board Structure. Steering Committee members rotate responsibility for chairing Steering Committee meetings and serving as Secretary. The Secretary is responsible for taking minutes, creating the agenda for the next meeting, and chairing the next meeting. Only the Spokesperson can speak for the League.

Appendices

BYLAWS

LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

(Adopted by the LWVHW Membership on _____)

ARTICLE I

NAME AND AFFILIATION

Sec. 1. Name and Affiliation. The name of this organization shall be the League of Women Voters of Hamilton-Wenham (hereinafter referred to in these bylaws as “**LWVHW**”). The LWVHW is an integral part of the League of Women Voters of the United States (“**LWVUS**”) and of the League of Women Voters of Massachusetts (“**LWVMA**”) (collectively the LWVHW, LWVMA and LWVUS are hereinafter referred to as the “**League**”).

ARTICLE II

PURPOSES AND POLICY

Sec. 1. Purposes. The purposes of the LWVHW are to promote political responsibility through informed and active participation of citizens in government and to act on selected government issues.

Sec. 2. Policies. The LWVHW may take action on local governmental measures and policies in the public interest in conformity with the principles of the LWVUS and LWVMA. The following policies have been adopted and approved by the LWVHW:

- a) **Political Party.** The LWVHW shall not support or oppose any political party or any candidate.
- b) **Diversity, Equity & Inclusion Policy.** The LWVHW is fully committed to ensure compliance – in principle and in practice - with the LWVUS’ Diversity, Equity, and Inclusion Policy.

ARTICLE III

MEMBERSHIP

Sec. 1. Eligibility. Any person who subscribes to the purposes and policies of the League shall be eligible for membership in the LWVHW (herein referred to as a “member”).

Sec. 2. Types of Membership. The membership of the LWVHW shall be composed of voting members and associate members.

- a) **Voting Members.** Persons at least 16 years of age who join the LWVHW shall be voting members of the LWVHW, the LWVMA and of the LWVUS.
 - (1) Individuals who live within the area of Hamilton or Wenham may join the LWVHW or any other local League of Women Voters which have been so recognized by the LWVMA and LWVUS;
 - (2) Individuals who reside outside the area of Hamilton and Wenham may join the LWVHW;
 - (3) Individuals who have been members of the League for 50 years or more shall be considered life members excused from the payment of dues; and
 - (4) Individuals who are students are defined as individuals enrolled either as full or part time with an accredited institution.

- b) **Associate Members.** All others who join the LWVHW shall be associate members with no voting rights.

Sec. 3. Membership.

- a) Any person who is eligible for membership in accordance with this Article III shall be deemed to have joined LWVHW upon payment of membership dues to the LWVHW.
- b) Dues shall be payable when joining the LWVHW and, thereafter, annually as described below. Any member who fails to pay dues within 60 days, due notice having been given, may be dropped from the membership rolls.

Sec. 4. Termination of Membership.

- a) A member may resign at any time by delivering written notice to the Steering Committee. Resignations shall be effective upon receipt of such notice.
- b) Membership shall terminate automatically upon the death of a member.
- c) The Steering Committee may terminate a member's membership for nonpayment of dues, or for conduct which the Steering Committee shall deem inimical to the best interests of the LWVHW. The Steering Committee shall give such member 15 days prior notice, with reason, of the proposed termination or suspension. The member may submit a written statement to the Steering Committee regarding the proposed termination or suspension no less than five (5) days before the effective date of the proposed action. Prior to the effective date, the Steering Committee shall review any statement submitted and shall determine the mitigating effect, if any, of the information in the statement on the proposed action. A suspended member shall not be entitled to exercise any of the voting rights set forth in these Bylaws.

Sec. 5. Member Action. Members of the LWVHW may act in the name of the LWVHW only when authorized to do so by the Steering Committee.

Sec. 6. Appropriate Member Use of Email List. Email messages sent to all members can be sent only by a member of the Steering Committee upon the approval of the LWVHW Membership Chairperson or the LWVHW Spokesperson.

ARTICLE IV STEERING COMMITTEE

Sec. 1. Number and Manner of Selection and Terms of Office. The Steering Committee of the LWVHW shall consist of the officers of the LWVHW and other elected members up to a total of eight (8) members. The Steering Committee members shall be elected by the general membership at each Annual Meeting of the LWVHW and shall serve a term of two (2) years, or until their successors have been elected and qualified. Where possible, the terms should be staggered so that half of the Steering Committee members are elected in even numbered years, and the others in odd numbered years. All Steering Committee members shall take office immediately following the Annual Meeting in which they were elected. The Steering Committee may appoint additional members as specialists for a one-year term as they deem necessary to carry on the work of the LWVHW.

Sec. 2. Qualifications. Only voting members of the LWVHW shall be elected or appointed or shall continue to serve as officers of this organization or as members of the Steering Committee.

Sec. 3. Vacancies. Any vacancy occurring on the Steering Committee by reason of resignation, death, or disqualification of an elected member of the Steering Committee may be filled, until the next Annual Meeting, by a candidate proposed by the Nominating Committee (or if no Nominating Committee is in place, by any member of the Steering Committee) and elected by majority vote of the remaining members of the Steering Committee. A member of the Steering Committee may resign effective upon giving written notice to the Membership Chairperson or to the Spokesperson of the Steering Committee. Three consecutive absences from Steering Committee meetings of any member of the Steering Committee, without valid reason, shall be deemed a resignation, with the full agreement of the remaining members of the Steering Committee.

Sec. 4. Powers and Duties. The Steering Committee shall have full charge of the property and business of the LWVHW with full power and authority to manage and conduct the same, subject to the instruction of the membership given at a general meeting. The Steering Committee shall plan and direct the work necessary to carry out the program as adopted by the National Convention, the State Convention, and the Annual Meeting, and it shall identify legislative priorities based on LWVMA and LWVUS positions. The Steering Committee shall create and designate such special committees, as it may deem necessary and shall perform such other duties as are specified in these Bylaws. No one shall speak for the LWVHW or take a public position in its name unless authorized by a vote of the Steering Committee.

Sec. 5. Quorum. A majority of the members of the Steering Committee shall constitute a quorum.

Sec. 6. Meetings. In general, members of the Steering Committee shall share the responsibility of chairing and setting agendas for Steering Committee meetings to ensure the orderly conduct of the LWVHW business. Any member of the Steering Committee may chair a meeting, any member may carry out the duties of a secretary, such as keeping minutes, notifying Steering Committee members, conducting correspondence, or co-signing documents when so authorized by the Steering Committee. At the first meeting of a newly elected Steering Committee, the Steering Committee shall authorize a Steering Committee member who may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. There shall be at least four regular meetings of the Steering Committee annually. Any member of the Steering Committee may call a special meeting of the Steering Committee with the concurrence of at least five members of the Steering Committee. Steering Committee members shall be expected to attend monthly Steering Committee meetings and shall provide advance notice if unable to attend such meeting.

ARTICLE V OFFICERS

Sec. 1. Enumeration and Election of Officers. The officers of the LWVHW shall be a Spokesperson, a Membership Chairperson, and a Treasurer, each of which shall be elected for terms of two years by the general membership at an Annual Meeting and shall take office immediately.

Sec. 2. The Spokesperson. The Spokesperson shall be the sole person to speak for the LWVHW both orally and in writing. The Spokesperson shall be the sole point of contact for all official interactions with the state and national leagues. The Spokesperson shall act only in conformity with, and not contrary to, a position taken by the LWVMA and the LWVUS. The Spokesperson shall also perform such other duties as designated by the Steering Committee.

Sec. 3. The Membership Chairperson. The Membership Chairperson shall be responsible for maintaining

accurate membership records, recruiting, and welcoming new members and coordinating efforts to engage members at LWVHW events. The Membership Chairperson shall also perform such other duties as designated by the Steering Committee.

Sec. 4. The Treasurer. The Treasurer shall collect and receive all moneys due. The Treasurer shall be custodian of these moneys, shall deposit them in a bank designated by the Steering Committee and shall disburse the same only upon order of the Steering Committee. The Treasurer shall present statements to the Steering Committee at their regular meetings, as requested by the Steering Committee, and at Annual Meeting.

ARTICLE VI FINANCIAL ADMINISTRATION

Sec. 1. Fiscal Year. The fiscal year of the LWVHW shall be from July 1 to June 30 of the following year.

Sec. 2. Dues. Annual dues shall be voted on and established at Annual Meeting. Dues shall be collected in advance of the membership year to which they will apply. Any member who fails to pay the dues by January 1 during the membership year may be dropped from the membership rolls. The Steering Committee may provide a method of proportional payment of dues for new members and/or a sliding scale of dues for members and associate members.

Sec. 3. Budget. A proposed budget for the ensuing year shall be prepared by the Treasurer and submitted for approval to the Steering Committee. Once approved by the Steering Committee, the Steering Committee shall submit the proposed budget to the Annual Meeting for adoption. The budget shall include support for the work of the LWVHW as a whole. Such support shall include per member payments determined at the convention of the LWVUS and the LWVMA.

Sec. 4. Financial Review. The books of the Treasurer shall be reviewed by an accountant, a former Treasurer, a League member with experience in this area or a committee appointed by the local Steering Committee. This review shall be conducted on an annual basis.

Sec. 5. Distribution of Funds on Dissolution. In the event of a dissolution of LWVHW for any cause, all monies and securities which may at any time be owned by or under the absolute control of the LWVHW shall be paid to LWVMA after the LWVHW has paid or made provision for the payment of all liabilities of the LWVHW. 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 LWVHW, shall be disposed of by any officer of the organization having possession of same to such person, organization, or corporation, for such public, charitable or educational uses and purposes as may be designated by the LWVHW; the designation of person, organization or corporation and of use and purpose to be at the absolute discretion of the Steering Committee.

ARTICLE VII MEETINGS

Sec. 1. Regular Meetings. Meetings are open to all members and regular meetings shall be held at least four (4) times each year. Time and place of such meetings shall be determined by the Steering Committee.

Sec. 2. Special Meetings. The Steering Committee may call a special meeting at any time and shall call a

special meeting upon the written request sent by at least one-third of the voting members of the LWVHW. These meetings shall require at least twenty-four (24) hours notification to each voting member of the LWVHW. No action taken at any special meeting shall be invalidated because of the failure of any member or members to acknowledge receipt of notice of a special meeting, as long as that notice has been properly transmitted.

Sec. 3. Annual Meeting. An Annual Meeting shall be held before July 1 in each year, the exact date and location to be determined by the Steering Committee. The purpose of the Annual Meeting shall be to (i) adopt a local program for the ensuing fiscal year; (ii) elect officers and Steering Committee members; (iii) adopt a budget, and (iv) transact such other business as may properly come before it.

Sec. 4. Place of Meetings. The Steering Committee shall designate any suitable place in the Hamilton-Wenham area as the place of meeting for any membership or Annual Meeting called by the Steering Committee. Alternatively, any meeting may be held virtually where all members have reasonable access to the meeting platform.

Sec. 5. Notice of Meetings. Written notice of any meeting of the membership shall be given at least ten (10) days in advance. A written notification of the Annual Meeting shall be given no fewer than 10 days or more than 60 days before the Annual Meeting. Written notification shall be satisfied by means of regular mail or electronic communication to each member based on the last known address provided by the member, which notice shall provide the date, time, place, and purpose of the meeting.

Sec. 6. Quorum. A majority of the members of the Steering Committee then in office shall constitute a quorum. Ten (10) voting members shall constitute a quorum at the Annual Meeting.

Sec. 6. Action by Members Without Meeting. Any action which may have been authorized and approved at an official meeting of the members may be approved and authorized by a majority of the voting members responding through written confirmation. Members shall be allowed 30 days to respond in writing to the notification. A written report of the mail/electronic vote shall be given to all members.

Sec. 7. Presence Through Electronic Communication. The Steering Committee and members may participate in a meeting by means of a conference telephone, any form of electronic communications equipment, and/or internet communication mechanisms, provided that all persons participating in the meeting can communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Sec. 8. Absentee or Proxy Voting. Absentee or proxy voting, whether for a meeting held in-person or through electronic means, shall not be permitted.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Sec. 1. Nominating Committee. The Steering Committee is responsible for succession planning. If a Nominating Committee is used, it shall consist of at least three members. The Nominating Committee Chair and one member, who shall not be members of the Steering Committee, shall be elected at the Annual Meeting. Immediately following the Annual Meeting, the Steering Committee shall appoint one of the members of the Steering Committee to the Nominating Committee. The term of office shall be for two years. Any vacancy on the Nominating Committee shall be filled by the Steering Committee. Suggestions for nominations to the Nominating Committee may be sent to the Steering Committee or Nominating Committee, if used, by any voting member.

Sec. 2. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for Steering Committee members shall be sent to all members at least two (2) weeks before the date of Annual Meeting. The report of the Steering Committee or Nominating Committee, if used, shall be presented at the Annual Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.

Sec. 3. Elections. The election shall be held by ballot, provided that when there is but one nominee for each office, it shall be by voice vote. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted. In the case where no candidate has the majority of the vote, the top two candidates shall have a run-off. The candidate with the majority votes shall be the winner. All other business before the meeting may be either by ballot or a voice vote as determined by the Steering Committee.

ARTICLE IX PROGRAM

Sec. 1. Authorization. The governmental principles adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of the Program. Creation of new local program positions or change in existing local program positions shall be done according to recognized League processes, which include Consensus and Concurrence in accordance with League processes.

Sec. 2. Program. The Program of the LWVHW shall consist of (i) action to protect the right to vote of every citizen, (ii) local governmental issues chosen by the LWVMA and adopted at the state convention for concerted study and action or concurrence, and (iii) study or action on those items chosen by LWVMA or LWVUS. All action shall reflect and uphold the principles of the organization.

Sec. 3. Action by the Annual Meeting. The Annual Meeting shall act upon the Program using the following procedures:

- a) The Steering Committee shall consider the recommendations sent in by the voting members or proposed by the membership at a Local Program Planning Meeting and make recommendations for the program to be adopted at Annual Meeting. The proposed program shall include recommendations for re-adoption or change of existing program positions as well as recommendations for new study and action.
- b) The proposed program shall be sent to all members not less than two (2) weeks before the Annual Meeting.
- c) The proposed program as presented to the Annual Meeting by the Steering Committee shall require for adoption majority votes of voting members present at the Annual Meeting.
- d) A program recommendation submitted by a voting member at Local Program Planning but not recommended by the Steering Committee may be considered by the Annual Meeting provided that: (1) the Annual Meeting shall order consideration by a majority vote of voting members present and voting, and (2) the Annual Meeting shall adopt the item by a majority vote of the voting members present and voting.
- e) Changes in Program, in the case of altered conditions, may be made during the year provided that: (1) information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is discussed, and (2) the Steering Committee has approved the change.

Sec. 4. Member Action. Members act in the name of the League of Women Voters only when authorized to do so by the Steering Committee. They may act only in conformity with, and not contrary to, a position taken by the LWVHW, LWVMA, or LWVUS.

ARTICLE X NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Sec. 1. National Convention. If the Steering Committee will be sending delegates to the National Convention, the Steering Committee, at a meeting before the date on which the names of delegates must be sent to LWVUS, shall select a delegate(s) to that Convention in the number allotted to the LWVHW as a local league under the provisions of the Bylaws of the LWVUS.

Sec. 2. State Convention. If the Steering Committee will be sending delegates to the State Convention, the Steering Committee, at a meeting before the date on which the names of delegates must be sent to the LWVMA, shall select a delegate(s) to that Convention in the number allotted to the LWVHW as a local league under the provisions of the Bylaws of the LWVMA.

Sec. 3. State Council. If the Steering Committee will be sending delegates to the State Council, the Steering Committee, at a meeting before the date on which the names of delegates must be sent to the state office, shall select a delegate(s) to that Council in the number allotted to the LWVHW under the provisions of the Bylaws of the LWVMA.

ARTICLE XI PARLIAMENTARY AUTHORITY

Sec. 1. Parliamentary Authority. The rules contained in the most recent edition of *Robert's Rules of Order (Newly) Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII AMENDMENTS

Sec. 1. Amendments. These Bylaws may be amended by a two-thirds vote of the voting members present and voting at Annual Meeting, provided that amendments were submitted to the membership in writing no less than two weeks in advance of the meeting.

NONPARTISAN POLICY

OF THE

LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

Revised and Accepted, December 13, 2017

The purpose of the policy is to assure the credibility of the Hamilton-Wenham League of Women Voters as a nonpartisan organization, which does not support or oppose any political party or candidate. After member study and consensus, the League does adopt positions and principles in order to take action on governmental issues and policies.

The League believes that political parties are essential to the American system of government and that the participation of the informed citizens is beneficial to the political parties and to the system. The League encourages its members as individuals to be active in political parties, in finding and supporting candidates for public office, and in seeking election to public office.

The effectiveness of the League of Women Voters is in large measure due to the nonpartisan policy under which the League has operated from its very beginning. The difference between individual member action, which is, or may be, strongly partisan, and the nonpartisan policy of the League itself is not well understood by the public. It is the responsibility of the Board of Directors to ensure that the community has no reason to question the nonpartisan position of the Hamilton-Wenham League of Women Voters.

The spirit of the nonpartisan policy is not to see how much activity is possible within the policy but to be actively and honestly nonpartisan.

GUIDELINES FOR STEERING COMMITTEE MEMBERS:

Steering Committee members' activities must be limited to preserve the League's nonpartisan status. If a Steering Committee member plans to engage in political activity, that member must:

- Consider whether the activity would affect the community's perception of the League's nonpartisanship; and
- Consult with the Steering Committee to determine whether a conflict with the nonpartisan policy would exist.

I. Spokesperson, Voter Service, Local Action, if any, and Membership Chairs, if any.

Since these positions are particularly sensitive and visible to the community, it is necessary that the people holding these positions conform in their political activities to the meaning and spirit of nonpartisanship. They may not take an active, visible role in a campaign for a political candidate. A Steering Committee member who is interested in participating in a local non-League issue shall consult with the Steering Committee to

determine whether a conflict exists.

They may:

1. Sign petitions on issues or for candidates.
2. Serve as appointed members of local boards, commissions or committees with proper notification to and with approval from the local League Steering Committee. A Steering Committee member serving in any such appointed position does not represent the League unless the Steering Committee has designated such committee member as a League representative.
3. Contribute to campaigns for national and statewide office.

They may not:

1. Hold office in political parties or other organizations that support or oppose candidates.
2. Circulate nomination papers or host coffees for candidates.
3. Publicly endorse or support local, county, state or national candidates.

II. Other Steering Committee Members

Certain portfolios may be sensitive and visible under certain circumstances. Visibility in the League and the perception of the public are the key issues in deciding whether an individual's activity may compromise the nonpartisanship of the League.

Other Steering Committee Members usually may:

1. Serve as elected or appointed members of local boards, commissions or committees with proper notification to the local League Steering Committee. A Steering Committee member serving in any such elected or appointed position does not represent the League unless the Steering Committee has designated such committee member as a League representative.
2. Hold elective office in a political organization or other organization, which supports or opposes candidates, with proper notification to the local Steering Committee.
3. Publicly support or endorse a local, county, state or national candidate.
4. Sign or circulate nominating petitions for a candidate or issue.
5. Host or attend functions for the purpose of introducing candidates.
6. Contribute to campaigns.

Chairs in sensitive or visible positions should receive permission of the Steering Committee before engaging in items 3, 4, 5 or 6. The Steering Committee will determine the political sensitivity of the position and the Steering Committee members continued participation on the Steering Committee will be at the discretion of the Steering Committee.

Steering Committee members are asked to clearly qualify opinions contrary to public League positions as personal, particularly in public forums.

III. All Steering Committee Members

A Steering Committee member who has decided to file nomination papers for a local, state or national elective office should consult with the Steering Committee regarding her future status on the Steering Committee. Upon notification to the Steering Committee the Steering Committee will determine the political sensitivity of the position and the Steering Committee member's continued participation on the Steering Committee will be at the discretion of the Steering Committee. If it is determined that the Steering Committee member must resign from the Steering Committee, public notices of the resignation may be required as determined by the Steering Committee. Such public notices should be carefully worded to avoid any appearance of endorsement of the resigning Steering Committee member's candidacy.

A Steering Committee member who resigns and runs unsuccessfully for elective office may be appointed to any Steering Committee position after the election. A Steering Committee member who resigns and runs successfully may be appointed to any non-sensitive position (i.e., as defined in Section 1) after the election.

If it is decided by the Steering Committee that one of its Steering Committee members has violated the nonpartisan policy of the League or is working in opposition to established League program or principles, the Steering Committee may ask for that person's resignation, if he or she does not do so voluntarily.

The political activities of a relative or domestic partner of a Steering Committee member shall be considered as separate and distinct from the activities of the Steering Committee member.

MEMBERSHIP

All League members are urged to participate fully in the political activities of their choice in order to foster the League objective of a responsible and informed electorate. It should be made clear that the nonpartisan policy does not mean lack of interest in controversial issues but that HWLWV is willing to study, take consensus and implement action on such issues as are agreed upon by the membership.

REVIEW

At the beginning of each League year, the Steering Committee must review this policy, its purpose and application, and the guidelines, revising them as needed.

CO-SPONSORSHIP POLICY
OF THE
LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

Adapted from the Winchester League of Women Voters

Adopted, April 8, 2014

Guidelines for Co-sponsoring:

1. The Board will review any request to co-sponsor a program, using the guidelines included in this document, and reach a decision about proceeding with co-sponsorship.
2. The program/activity/event must be in accord with our mission, purpose and policies.
3. The program /activity/event must be in accord with applicable League positions at local, State, and National levels.
4. A member of the Board or experienced League member must participate in the planning.
5. The Hamilton-Wenham League of Women Voters will be listed as a sponsor in all publicity, unless the Board made a decision to not be listed.
6. The Board will review any request for program funding and determine if funds are available within the budget, based on the recommendation of the Treasurer.
7. If the Board decides in favor of co-sponsoring a program, we will advertise through our customary channels—including our website, our bulletin, a membership email, and the local press—as time permits. We will strongly encourage attendance at this shared event.
8. We will provide member help at the event as needed—handing out programs, introducing speakers, and serving refreshments.

Guidelines for Supporting:

If a decision is made NOT to co-sponsor a program, we may choose to support a program that has appeal but does not fully qualify according to the criteria of our mission, purpose, and policies. In that case, we will consider listing the program on our website under “Also of Interest” or take other action we find appropriate.

MEMBERSHIP POLICY
OF THE
LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

Approved by Steering Committee on May 9, 2018

In general, existing members of the LWVHW are required to pay annual membership dues by May 1st. The LWVHW membership year shall coincide with the LWVHW fiscal year which is May 1st to April 30th.

The membership year for members paying after May 1st shall also be May 1st to April 30th. However, if a new member joins after January 1st of a current membership year, but before May 1st of that same membership year, the new member will not be required to renew her membership until May 1st of the following membership year.

Any existing member who fails to pay dues by January 1st of any membership year may be dropped from the membership rolls and shall not be counted as a member for that membership year for purposes of LWVUS reporting requirements.

DOCUMENT RETENTION POLICY

OF THE

LEAGUE OF WOMEN VOTERS OF HAMILTON-WENHAM

(Last Updated and Adopted by the Steering Committee on _____, 2024)

The League of Women Voters of Hamilton Wenham (“LWVHW”) retains key documents to ensure operational continuity and regulatory compliance. Documents may be retained on paper or electronically. The following documents are retained in a location accessible to all officers of the LWVHW for at least seven (7) years:

- Notices of meetings and minutes of the meetings of LWVHW
- Financial Records consisting of canceled checks, invoices, statements
- Annual Budget approved at the Annual Meeting
- Treasurer’s reports filed for the record with the Steering Committee for LWVHW and presented at the Annual Meeting
- Tax Filings
- Other correspondence and filings with any regulatory agency of the state or federal government
- Copies of any publications designated for retention by the Steering Committee
- Bylaws, including all amendments
- Policies, including all amendments
- Any other documents designated by the Steering Committee

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