Action Committee Policies and Procedures

Upper Mississippi River Region ILO of LWV (UMRR)

Date the policies were approved by UMRR Board:

POLICIES

1. Purpose of the Action Committee
2. The Action Committee was established as a standing committee by the UMRR Board to coordinate with like-minded organizations and across states on issues related to water quality and quantity, as well as to recommend action on issues related to climate change.
3. Members and Officers
4. Action Committee members shall be appointed by the UMRR Board in even-numbered years. Additional members may be appointed by the Board at any time. A quorum shall be 2/5 of the members.
5. The Action Committee shall elect its chair or co-chairs, vice-chair or co-vice-chairs, and secretary at the first meeting after the Board’s appointment of members. They shall serve until the next election of committee officers.
6. The chair shall convene and facilitate meetings and take other actions as designated by the Action Committee or UMRR Board. In the absence of the chair or the chair(s) shall serve those functions. The secretary shall take and submit minutes of meetings and serve other functions as designated by the committee. The secretary or chair may delegate other members to serve some functions.
7. If an officer resigns, the Action Committee shall elect a replacement until the next regular election of its officers.
8. Committee and Board members from each state shall encourage recruitment from their states.
9. Functions of the Action Committee
10. Meetings shall be held monthly, except when the committee votes not to hold a meeting. Setting a regular meeting schedule and noting it in the minutes shall be considered notification to members of meetings.
11. The chair shall report to each UMRR Board meeting on significant actions since the last Board meeting.
12. The chair shall submit a summary of the committee’s actions to the annual meeting.
13. The Action Committee shall recommend positions and actions to the UMRR Board.
14. Issues involving only one state or only UMRR member states: Noted at the 5-22-23 annual meeting: If action is needed before a regularly scheduled Board or Action Committee meeting on an issue involving only one state, the Board authorizes the Chair of the Action Committee to send the motion by email to all Action Committee members.  On approval by a majority of a quorum of the Action Committee, the Action Committee may take action on behalf of UMRR.  Action Committee members of the relevant state may need to consult their state LWV board for approval of their vote. See Appendix A for further procedures for taking actions involving only one state.
15. Federal issues or those involving states that are not UMRR members: The LWV Impact on Issues: A Guide to Public Policy Positions of the League of Women Voters” states the required process. See Appendix B for procedures involving action on federal issues.
16. Members of the Action Committee shall, at each meeting, report on partner actions involving water and climate issues.
17. Committee members shall keep their respective state member leagues informed of state-level actions.

PROCEDURE APPENDICES

Adopted January 22, 2024

APPENDIX A (can be changed by committee vote)

**How to join environmental actions in states**

1. MN – UMRR can sign letters that are approved by the Minnesota Environmental Partnership (MEP) or have LWVMN approval.
2. IL - UMRR would be able to sign a letter if the position is in line with LWVIL Positions and receives approval from the state board. If the Illinois Environmental council signs on to an issue Local Leagues can sign. IL Action Committee members will be the contact person to notify the Illinois board.
3. IA –Actions need to fall under the LWVIA Positions.
4. WI – The LWVWI Executive director and subsequently the state board members would be notified of possible UMRR actions. The issue would be publicized with the LWVWI chapters. UMRR would wait for an approval letter from LWV WI and/or LWV US.
5. MO – UMRR will ask the LWVMO board to approve issues that agree with the LWVMO Positions. Generally, if an issue is approved by the Clean Energy Coalition the LWVMO agrees.

**Process for UMRR for MN actions signing onto another organization’s letter:**

1. If the Action Committee member proposing the sign-on is unsure about the letter’s suitability for UMRR sign-on, check with other MN Action Committee members to ensure that the letter is an appropriate sign-on.
2. Make sure that the LWV-MN President has approved the sign-on. If MEP has signed onto or agreed to the letter, it is not necessary to get permission from LWV-MN, which has approved all MEP actions.
3. Send the letter by email to all Action Committee members, including the letter, asking them to vote on signing on, and setting a deadline.
4. Follow up with a text message to all UMRR Action Committee members who have not declined texting, asking them to look at the email and vote.  If you save a text message sent out to UMRR Action Committee members, you can just <reply all> to it in your texting app and add the sender’s phone 320-905-6051, and it will go out to all of us.
5. When you have received at least the quorum of affirmative votes by email, sign on from “League of Women Voters Upper Mississippi River Region Inter League Organization”  by whatever method prescribed by the organization requesting sign-ons.
6. Send the committee secretary a copy of the letter to append to the next Action Committee and UMRR Board minutes.
7. A Board member appointed by MN should send the letter to the LWV-MN Board president.

APPENDIX B

**Process for Taking Federal Actions**

**LWV US-Policy and Process for Federal Advocacy and Federal Litigation**

All action at the federal level, relating to federal law, or in federal court must be authorized by the LWVUS office as outlined in Article V, Section 1 and Article XII, Section 3. This includes any effort aimed at influencing a decision on a federal issue, such as communicating with an elected or appointed official, joining a coalition, taking part in a national press conference or rally, writing a letter-to-the-editor in a national publication, sending a demand letter relating to a violation of federal law, or joining as a party (plaintiff, intervenor, amicus) with a legal partner for matters to be filed in federal court using the LWV brand. Especially, where action includes litigation efforts on key priority issues under the Campaign for Making Democracy Work or watchdog issues.

State and local Leagues or inter-league organization wishing to 1) support or oppose federal legislation or administrative actions, 2) work at the national level on an issue that has not been the subject of an LWVUS Action Alert, 3) bring litigation in federal court, or 4) take legal action involving federal law, should use forms to contact the national office to consult on the intended take action. (Forms are provided on LWVUS website under Federal Advocacy and Federal Litigation Request Form.)

**Advocacy:**

Federal lobbying (including contacting elected, appointed, and agency or administration officials)

* The proposed action and the message to be conveyed;
* The LWVUS position on which the action is based;
* The timeline for action (e.g., sending the message or signing the letter; and
* Details about other groups that are involved in this effort;
* Evidence that the issue is a priority for that state or local League. Evidence of an existing policy position is required. *If a local League is requesting permission to contact its U.S. Senator(s) on an issue that has not been the subject of an LWVUS Action Alert, it should provide evidence that the action has been authorized by its state League.*

**Litigation** (including efforts in federal court):

* The proposed litigation and basis for action (voting rights, improving elections, redistricting, money in politics, healthcare, etc.);
* Details about other groups that are involved in this effort;
* Name of legal partner(s);
* U.S. Court where lawsuit would be filed; and
* Deadline for confirming participation.

LWVUS staff will review the requests to determine whether the action is consistent with League positions, confirm that it will not interfere with LWV actions in other federal courts, and that the matter involves a priority issue without compromising the overall national litigation portfolio.

These policies and procedures are from two sources LWVUS website and “LWV Impacts on Issues: A Guide to Public Policy Positions (2022-2024) League of Women Voters of the United States of America”