

## **LWVIN COUNCIL/CONVENTION: RESPONSIBILITIES OF THE HOST AND STATE LEAGUE**

### **Host League Will**

#### **Minimum Times**

1 year-18 months in advance

Reserve site and dates

1 year-9 months

Reserve block of rooms for State Board, delegates, guests, for Friday evening. Reserve room for state Board meeting on Friday afternoon. Reserve breakout rooms for workshops on Friday evening. 1 of the two breakout rooms can be the state Board Room. Reserve plenary session room for Saturday.

Workshop rooms:

1 combined with plenary room or 2 separate rooms capable of seating 20-25 comfortably

Plenary room should be:

Large enough to accommodate up to 50 persons comfortably

Classroom style seating

Head table for 4 with microphone

2 floor microphones

Luncheon:

Large enough to accommodate up to 50 persons

6-9 months

Arrange meals - take into account religious restrictions

9 months-6 months

Recruit local League members to serve as:

Credentials Committee/registration committee

register delegates, report delegates, visitors, state board each session

Ushers and Doorkeepers (also may be called upon to count vote)

Timekeepers - watch and time cards

Parliamentarians

Arrange registration site and bulletin board space for announcements

Arrange wares mart space for local and state League to sell goods - in back of plenary room or hallway, if necessary

4 months Send state board prices for all Council costs; rooms & meal. The State Board is responsible for determining fees and meal costs.

6 months-3 months Arrange for welcome packet to city for council participants  
Arrange for access to copying facilities

2 weeks Arrange for media coverage, interviews with Board and honored guest (if any)

### **State Board Will**

9 months invite honored guests and speakers  
Visit convention site and check meeting room space

6 months Select theme and design cover for Council packet  
Issue first call to Council

4 months Set council registration fees and meal costs

3 months Issue call to Council

8 weeks Distribute registration information

6 weeks Prepare and distribute preliminary packet containing proposed budget and other relevant information

I month Supply local League signs for tables, name tags, pro-con microphone signs

4 weeks Prepare and compile Council packet for attendees

3 weeks Compile list of delegates, visitors, state board members and guests for distribution at Council  
finalize all details

## ISSUES TO CONSIDER

1. Theme-“The League for the Future”
2. Guest Speakers
3. Reports
  - a. Legislative/Advocacy
  - b. Midwest Democracy Network
  - c. Membership and Leadership Development
  - d. Committee Reports
  - e. Fund Development
  - f. Other?
4. Special Recognition
  - a. New local League of South Central Indiana
  - b. Membership Award
  - c. Other?
5. Convention/Council Schedule
6. Facilities
7. Lodging—hotel, cabins, etc
  - a. Check in
8. Meals & snacks
9. Silent Auction
10. Displays
11. Packets
12. Recreational Opportunities.

*SAMPLE SCHEDULE*  
**2013 LWVIN Convention**  
**Turkey Run State Park**  
**“The League for the Future!”**  
**Schedule**

**SATURDAY, April 27**

10:30-1 p.m. **Convention Registration** (*Note: rooms may not be available until 4 p.m. )*

**Auction item drop-off** and display set up (visit park sites)

*LWVMC Volunteers will be manning registration table throughout afternoon.*

1:00 p.m.      **WELCOME**

Karen Kay Leonard-President LWVIN

Kathy Brown-President, LWV of Montgomery County

Barbara Cummings Tribbets- from Turkey Run Staff & Indiana Park System

1:30 p.m.      **Keynote Presentation:** Julia Vaughn- Common Cause

*“Reflections on 2013 Legislative Session”*

2:30 p.m.      **Break** – (coffee & light refreshments)

Silent Auction is open

2:45 p.m.      **Roll call and Plenary I**

3:30 p.m.      Speaker- **Dr. Robert Steele**, Distinguished Professor Journalism Ethics at  
Depauw University *“Values of Civility and Importance of Civil Dialogue in our  
society including the political arena and in the media”*

4:30 p.m.      **Break** (check in rooms, silent auction)

5:00 p.m.      **WORKSHOPS** (choose one)

**a. Elections for the Future – Susanne Gaudin, coordinator**

Vote Centers

Poll Worker Training

Poll Observer Program

Voter Registration

**b. Membership & Leadership Development to Grow the Future League-Gail**

**Pebworth-coor.** Creating a leadership culture & making League Leadership a positive,  
personal-growth opportunity Review concept of leadership ladder

Event Planning Checklist-how leadership development can be woven into all  
activities/events

6:00 p.m.      **Break** (silent auction open)

6:30 p.m.      **BANQUET**

**Presentation of Katherine Greenough Membership Award**

**Dinner Speaker—Susanne Gaudin** Report on Tom Brokaw’s presentation on

*“Where the Next Generation is Coming From and What are the Challenges They Will Face”*

7:45 p.m. **Break**

8:00 p.m. **Documentary “Patriocracy”**

## **SUNDAY, April 28**

8:00 a.m. **BREAKFAST/Silent Auction open**  
**(Local League Presidents to meet with Karen Kay Leonard, Pat Donath,& Susanne Gaudin)**

9:00 a.m. **Sunday Welcome - Karen Kay**  
**Pat Donath-LWVUS Secretary/Treasurer**  
*“5 Most Important Ways LWVUS office and Board serves state Leagues” & Call to 2014 Convention in Dallas*

9:30 a.m. **WORKSHOPS (choose 1)**

**c. Visibility Opportunities for the Future – Amy Miller, coordinator**

Use of media—Newspaper, TV, Radio  
New Social media (Facebook Twitter, etc.)  
Partnering with other organizations  
Public Messaging—billboards, posters, yard signs, street banners, fairs, & festivals

**d. Securing Financial Support for Future – Carrie Sosbe, coordinator**

Annual Finance Drive  
Special Event Fundraising  
Foundation and Grant Support

10:30 a.m. **Break**

10:45 a.m. **Plenary II**

12:00 p.m. **Break** (final check out of rooms)

12:30 p.m. **LUNCH**

**Luncheon Speaker-Dr.Raymond Scheele, Co-Director of Bowen Center for Public Affairs at Ball State University “2012 Hoosier Survey”**

1:45 p.m. **Break-** last chance for Silent Auction

2:00 p.m. **Plenary III**  
Recognitions  
Announcements and farewell

Payout and Pick-up for action items; striking of displays

3:30 p.m. Meeting of LWVIN Board (old & new)

## 2014 LWVIN Council Schedule

### Saturday, May 31

- 11:00 AM – 1 PM Registration, Silent Auction drop-off, display setup, check-in
- 1:00 PM Welcome  
Amy Miller, President, LWVIN  
Mari Briggs, President, LWV of Hamilton County
- 1:30 PM Keynote Presentation Bruce Palin- IDEM
- 2:30 PM Break (Coffee, light refreshments; silent auction open)
- 2:45 PM Roll call of Leagues and Plenary I-include Albrecht speaking to unfinished studies, discussion to retain or drop positions.
- 3:30 PM Gail- Presentations, Katherine Greenough Membership award Cert to MLD Presentations from the local leagues on their projects.
- 4:30 PM Break (silent auction)
- 5:00 PM Workshops (choose one)  
1. Environment-Jeanette Neagu  
2. Membership- Gail Pebworth
- 6:00 PM Break (silent auction)
- 6:30 PM Banquet  
Guest Speaker Professor Diana Winters- IU McKinney School of Law
- 7:45 PM Break
- 8:00 PM Evening special feature-Author Ben Winters- Edgar Award Mystery Writer 2013  
Author of the *Last Policeman* trilogy

### Sunday, June 1

- Breakfast on your own,  
Presidents Meet at 7:30 with LWVIN President in the hotel restaurant/or meeting room
- 8:00 AM – 8:10- Welcome Amy and Mari-
- 8:10-8:50 Janet Chandler-focus on engaging youth- Indiana public school teacher  
Workshops  
1. Education-Glenda Ritz office- Trish Whitcomb Sipes- to speak on vouchers and the impact on local schools  
2. Social Media
- 10:00 AM Break (silent auction)
- 10:15 AM Plenary II- officers, budget and candidate forums, Vote 411
- 11:30 AM Break (last chance for silent auction)
- 12:00 PM Closing  
Silent Auction completion, final announcements, LWVIN Convention Invitation,  
LWVUS send-off
- 1:00 PM Old/New LWVIN Board Meeting- Location TBD-stuff letters

# LWVIN Program Proposed for 2009-2011

File: LWVIN program 09-11 090405b

Of the twenty-three LWVIN positions, sixteen have been affirmed through special or biennial review or through concurrence. Details are given in the coordinator's report. The board recommends that the sixteen be retained.

**Motion 1: The following positions shall be retained:**

<b>Nomination of Candidates</b>	<b>Voter Registration</b>
<b>Poll Workers</b>	<b>Dissemination of Voting Information</b>
<b>Election Recounts</b>	<b>Redistricting</b>
<b>Local Government</b>	<b>Local Government Finance</b>
<b>Property Tax Exemption</b>	<b>Juvenile Justice</b>
<b>Pre-Trial Release</b>	<b>Unified Courts and Merit System</b>
<b>Mandatory Kindergarten</b>	<b>Children at Risk</b>
<b>Domestic Violence</b>	<b>Health Care</b>

The position on "Hazardous Waste" has been restudied and will undergo concurrence later this year. The board recommends that the position meanwhile be retained.

**Motion 2: The position on "Hazardous Waste" shall be retained until its concurrence and revision have been completed.**

Of the reviews and restudies initiated by Convention 2007, four have not been completed and must be reassigned to committees.

**Motion 3: The following positions shall be reassigned to committees for review and restudy:**

- Election Procedures**
- General Assistance**
- Tax System**
- School Finance**

On the basis of the biennial review by local Leagues, the board recommends that two positions be restudied, one in full and one with a limited focus.

**Motion 4: "Motor Vehicle Licensing System" shall be restudied.**

**Motion 5: "Illegal Substances" shall be restudied, with a focus on the possible inclusion of substances that are harmful to health but not generally illegal.**



LWV of Montgomery County proposes a study that could affect the position on “Local Government.”  
The board recommends the proposal.

**Motion 6: LWVIN shall study the following three recommendations of *Streamlining Local Government* (“Kernan Shepard Report”):**

**5. Create a countywide body to oversee the provision of all public safety services.**

**9. Transfer the responsibilities for administering the duties of township government for assessment, poor relief (township assistance), fire protection, emergency medical services (EMS), cemeteries and any other remaining responsibilities to the county executive. Establish a countywide poor relief levy.**

**18. Reorganize library systems by county and provide permanent library service for all citizens.... including a countywide levy for library services**

**SILENT AUCTION BID SHEET**

ITEM

DONOR

VALUE \_\_\_\_\_

MINIMUM STARTING BID

NAME

BID AMOUNT