

NWPC L.A. WESTSIDE BY-LAWS SUPPLEMENT: STANDING RULES

GUIDELINES: EXPECTATIONS & DUTIES

AT LARGE BOARD OF DIRECTORS MEMBERS EXPECTATIONS AND DUTIES

Section 1:

Text from the By Laws reads, in part: “The caucus shall elect a Board of Directors comprised ... 7-9 At Large Members. The Directors shall be responsible for setting and implementing the mission and the policies set forth by the Board and Membership each year and from time to time as necessary... The At Large Board Members shall work in collaboration with the Executive Committee and shall have the authority to lead and govern committees and subcommittees by appointment from the Board of Directors. At Large Board Members shall be elected biennially by the General Membership. Each At Large member gets one vote on the Board of Directors.” *By Laws: Article V. Sections 1 & 4.*

Section 2:

Each At Large Board Member is expected to serve on a committee, either as a Committee Chair or Member, based on her preference. If she does not have a preference, she will be asked to serve in a necessary role by the Executive Committee.

EXECUTIVE COMMITTEE MEMBERS EXPECTATIONS AND DUTIES

Section 1:

Text from the By Laws reads, in part: “The Board of Directors shall include: 5 Executive Committee members ... The Executive Committee shall be responsible for the executive management of the caucus. The Executive Committee shall convene and preside over meetings, appoint chairs, oversee the work of all committees appointed to fulfill the mission of the organization, manage the finances of the organization, and maintain the profile of the organization in the community ... The Executive Committee shall be comprised of the following elected officers: Director of Operations; Director of Communications; Director of Events; Director of Finances; and the Director of Political Action (PAC). Executive Committee Officers shall serve for a term of two calendar years, beginning in the January after the election and ending 24 months later. *By Laws: Article V. Sections 2 & 3.*

COORDINATING COUNCIL REPS EXPECTATIONS AND DUTIES

Section 1:

Text from the By Laws reads, in full: “The Director of Political Action and one other Board of Directors member shall serve as the appointed representatives to the County Coordinating Council. These two women shall attend meetings called by the Council and present the majority opinion of the caucus at such meetings. The representatives shall submit reports of Coordinating Council meetings to the Board of Directors at the next regularly scheduled meeting after the Coordinating Council meets.” *By Laws: Article V. Sections 5.*

RECORDING SECRETARY EXPECTATIONS AND DUTIES

Section 1:

Text from the By Laws reads, in full: “One of the At Large Members shall take on the role of Recording Secretary, to facilitate the recording of all Board of Directors meetings.” *By Laws: Article V. Sections 4.1.*

Section 2:

Recording Secretary is expected to send meeting minutes within one week of the meeting. The Secretary is only required to attend full board meeting. For the Executive Committee meetings, each Executive Committee Member will rotate as acting Secretary.

[POLICY GUIDELINES: Voted & Adopted - August 2012 Board Meeting](#)**Usage of Board Titles**

Any individual endorsing a candidate may only use their NWPC board title when the candidate is endorsed by NWPC local, state or national.

Conflicts of Interest Policy

Board Members who are involved in a political campaign, either working for a candidate or elected official, should not be permitted to participate in endorsement meetings or discussions related to that race.

Engagement in Elections Outside Caucus Boundaries

NWPC LA Westside, when determined appropriate by a majority vote of the full board, may participate in elections of NWPC endorsed candidates outside of LA Westside boundaries. This participation could include, but is not limited to, email communications, organized volunteer efforts and monetary support.

Pro Forma Endorsements

A candidate running for re-election to the same office in which she serves, has received endorsement for that same office previously from NWPC LA Westside, CA or National, and remains committed to NWPC bottom-line issues is eligible for a pro-forma endorsement and is not required to resubmit a questionnaire or sit for an interview. EXCEPTION: NWPC CA requires that incumbents complete an incumbent questionnaire that must be submitted with the chapter's endorsement recommendation.

Dual Endorsements

NWPC LA Westside will not dual endorse, or recommend for dual endorsement, in any race. If multiple women are running for the same office and both meet our bottom line issues, we will base the endorsement in that race on viability.

COMMITTEE GUIDELINES

BIENNIAL FUNDRAISER & SPECIAL EVENTS COMMITTEE GUIDELINES

Section 1.

The Biennial Fundraiser & Special Events Committee is a standing committee and shall consist of the **Director of Events**, Calendar Event Co-Chair and the entire Board of Directors. The committee is responsible for the Calendar Event (biennial event), one additional PAC event per year and the Holiday Party. Since all of these events will bring in critical PAC dollars and are very time consuming to produce, the entire board is asked to participate in the planning of all special events.

Section 2.

In addition to the events outlined above, if there is capacity to do so, the Events Committee should organize an Annual Policy Round-Table. This is an event we would offer to our members and an opportunity to hear

from our elected friends on women's issues. It is a benefit to offer to our members, as well as a way to increase membership and engage Elected Officials in our work.

COMMUNICATIONS COMMITTEE GUIDELINES

Section 1.

The Communications Committee is a standing committee and shall consist of the **Director of Communications** and up to six (6) additional caucus members.

Section 2.

The Communications Director is expected, as outlined in the By Laws, to “implement of all marketing and communications strategies as designated by the Board of Directors.”

Section 3. Communications may include print, mail, online outreach across platforms, and other materials.

Section 3.1. There are seven online portals currently in use: (1) Constant Contact, (2) Blogger, (3) Gmail Calendar, (4) Facebook, (5) website at URL www.nwpclawestside.org, (6) Pay Pal account linked to the website and (7) Mogotix.

Section 3.2. The Director shall allocate responsibilities for the aforementioned online portals to the Committee members. If no committee members are available to manage the online portals, the Director shall maintain the sites.

Section 3.3. Where appropriate and applicable, the Director shall help with bringing online content to individuals who may not have access through emails or websites.

Section 4.

A Communications schedule should be created and coordinated with State emails, to the extent possible. Events and endorsements are candidates for individual Constant Contact email blasts. A caucus Newsletter should be created through Constant Contact and sent out at least four times per year. The Blog should be maintained monthly with new content added regularly. Events should be posted to the website Calendar as often as possible. The Facebook account should be maintained regularly. The Website must be keep up-to-date with relevant materials added regularly. The Director should would closely with the Membership and Events Committees to make sure all offerings on Pay Pal (through the website) and Mogotix (events) are up-to-date.

FINANCE COMMITTEE GUIDELINES

Section 1.

The Finance Committee is a standing committee and shall consist of the **Director of Finances** and up to three (3) additional caucus members. The Finance Committee is responsible for creating and tracking the

annual budget, working with the Special Events Committee on all PAC event budgets, writing contributions to candidates (as approved by the full board), and working with a Treasurer to file all necessary statements with the Secretary of State and LA County Registrar/Recorder.

GOVERNANCE COMMITTEE GUIDELINES

Section 1.

The Governance Committee is a standing committee and shall consist of the **Director of Operations** and up to X (number) additional caucus members.

MEMBERSHIP COMMITTEE GUIDELINES

Section 1.

The Membership Committee shall consist of **Director of Operations**, and up to five (5) additional At Large and caucus members.

The goal of NWPC LA Westside Membership Chair and committee members shall be to increase membership, retain members and to develop a network of volunteers to support candidates for election or appointment to office. Some of the ways NWPC LA Westside shall focus its membership efforts include: increasing communication with members regarding elections and events to maintain a heightened profile of the chapter; providing members with special access to electeds, candidates and/or events; providing members with training and/or educational opportunities to foster their interest in seeking elected or appointed office.

The Director of Operations shall be responsible for maintaining the membership rosters. This shall include: submitting information regarding new members to the State caucus; overseeing the remittance of renewal notices; and, maintaining membership rosters (in coordination with the State caucus).

Section 2.

The membership committee will be responsible for planning four (4) quarterly membership events each year. The PAC event in the Winter/Spring (planned by the Special Events Committee) and the Holiday Party (also planned by the Special Events Committee) can be considered membership events. The goal of these events is to engage our members, introduce them to our board and elected officials and increase our membership.

Section 3.

If there is capacity, the Membership Committee should organize an NWPC Mentorship Program. They shall create an application and ask our members to apply for the mentorship program, where they would be paired up with an elected officials office as an intern, with a board committee as training to be a future board member, and/or be added to a list of women who want to work on campaigns.

NOMINATING COMMITTEE GUIDELINES

Section 1.

A Nominating Committee shall be appointed during the years in which elections are held no less than 4 months prior to the election scheduled for the General Membership. There shall be one Chair of the Committee and 4 other member (see Section 4 below).

Section 2.

The purpose of the Nominating Committee shall be to identify and recommend candidates for election to the Executive Committee and At Large Board member positions.

Section 3.

The entire Board of Directors shall elect the Nominating Committee. The Nominating Committee shall be comprised of one Chair and five total members, as follows: 1 member of the Executive Committee, 2 At Large Board Members and 2 members of the General Membership.

Section 4.

Any member in good standing may nominate a person to the Nominating Committee by recommending the individual to fill a specific role on the Committee.

Section 5.

The Nominating Committee shall make its recommendations to the entire Board of at its regularly scheduled meeting in the month before elections, and shall disclose its recommendations to the General Membership at least 30 days before the noticed Election. Candidates presented by the Nominating Committee shall be considered recommendations only and additional nominations shall be taken from the floor during the regularly scheduled General Membership meeting for elections

POLITICAL ACTION COMMITTEE GUIDELINES

Section 1.

The Political Action Committee (PAC) is a standing committee and shall consist of the **PAC Chair**, the officer selected to serve as the member of the Coordinating Council, and up to five (5) additional caucus members. All meetings scheduled by the PAC shall be scheduled with notice and open to all caucus members in good standing.

Section 2. ENDORSEMENT OF CANDIDATES:

Consistent with Article II of the Caucus By Laws, the caucus shall endorse pro-choice women who express agreement with and support of caucus goals, and support specific issues as targeted by NWPC (see issues endorsement procedures). Examples of issues shall include, but not be limited to, the following: passage of ERA, protection of reproductive freedom, affirmative action, and protection from domestic violence. In order to receive endorsement, candidates must demonstrate support of issues as defined in the NWPC statement of Purpose. Further, wherever possible, candidates shall disclose any issues in their campaigns that pertain to NWPC's statement of Purpose and/or stated issues of support during the endorsement process.

Section 2.1. The PAC shall be charged with developing candidate questionnaires, conducting interviews of candidates and gathering all information necessary to screen candidates, including available and pertinent data regarding targeted races.

Section 2.2. NWPC LA Westside shall endorse those candidates running for election or appointment to office within the boundaries of its Caucus. Where a candidate is running for an office that spans across multiple Caucus boundaries, NWPC L.A. Westside shall participate in the Coordinating Council process for endorsement of the candidate.

Section 2.3. Endorsement by NWPC LA Westside shall carry with it a commitment of women-hours, communication to our members and funds.

Section 2.4. The PAC shall present its recommendations for endorsement for approval by the membership in accordance with the rules governing General Membership meetings. Where a candidate is eligible for endorsement by the Coordinating Council, the PAC shall report recommendations for endorsement to the General Membership and shall report back to the General Membership on Coordinating Council actions within a timely manner.

Section 3. ENDORSEMENT OF ISSUES:

The purpose of NWPC is to involve women in the political process and to recruit feminist women for election and/or appointment to office. In accordance with the purposes as stated in Section 2 above, NWPC LA Westside limits its stands to those issues directly related to the above goals. Any additional issues may be brought before the General Membership for adoption; however, those issues shall be assessed first by the Political Action Committee with a recommendation for action prior to presentation to the General Membership for adoption. Requests for issue adoption shall follow the same rules of disclosure and notice as required for all other Caucus business.

Section 4. OTHER PAC RESPONSIBILITIES:

The PAC shall engage in a plan to identify, recruit, develop and support candidates to serve in office. The PAC will fulfill this responsibility by identifying politically active women as potential candidates for elective and appointive office, and by identifying women with leadership backgrounds, political experience and future aspirations through questionnaires and personal interviews.

Section 5. ELECTED OFFICIAL OUTREACH:

If there is capacity on this committee, we want to increase our engagement with elected officials as a way to build our board member relationships, engage and recruit members and garner financial support for events.

Here are ways we can do that:

- Assign each elected official a board member liaison who is responsible for checking in with that elected once every quarter, with no ask attached. One way we can help them is by providing talking points on Pro-Choice policy that they can use in their stump speeches.
- Ask elected officials to speak at board and membership meetings.
- Host meet and greets for our elected officials and members so they can get to know one another.
- Provide inspiring information on our endorsed candidates. Maybe we can make short films on why a woman wants to run, and why they are a pro-choice candidate. This will be conducted in conjunction with the Communications Committee.
- Reach out to pro-choice men and elects to become members and talk about why they want to help get more women into office. This will be conducted by communications and membership chairs and committees.

