



**LEAGUE OF WOMEN VOTERS
OF NORTH & CENTRAL SAN MATEO COUNTY**

CALL TO ANNUAL MEETING

**Saturday, June 2, 2018
9:30 am - 12:00 noon
Community Learning Center
520 Tamarack Lane, South San Francisco, CA 94080**

Speaker: Caitlin Paul, Bay Area Program Director, Generation Citizen

All members of the League of Women Voters of North and Central San Mateo County in good standing are delegates. At this meeting the membership will approve a budget, adopt a program of study and action, and elect new board members. Guests are welcome and encouraged to attend.

THE LEAGUE OF WOMEN VOTERS is a nonpartisan political organization that encourages the informed and active participation of all persons in government and influences public policy through education and advocacy.

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ANNUAL MEETING AGENDA

- 9:30 am Registration and Continental Breakfast
- 10:00 am **Speaker:** Caitlin Paul, Bay Area Program Director for Generation Citizen, returns to give us an update on their program this year at Mills High School, and discuss their plans for this fall. We first heard about this civics program last year. Generation Citizen recently received a \$100,000 grant from the Hearst Foundation to continue their work.

“We (Generation Citizen) inspire civic participation through a proven state standards-aligned action civics class that gives students the opportunity to experience real-world democracy. Through student-driven projects, youth learn how to effect policy change by engaging with local government and leaders to solve community problems.” - <https://generationcitizen.org>

ORDER OF BUSINESS

- 11:10 am Call to Order Ann Kuchins
Welcome and Introductions - Guests, Past Presidents, Board of Directors
Introduction of Parliamentarian
Credentials Report
Adoption of the Rules of the Day
Adoption of Order of Business
Appointments: Committee to Approve the Minutes
 Budget Adjustment Committee
 Timekeeper
 Elections Committee
- President’s Report Ann Kuchins
Treasurer’s Report (to be distributed at the meeting) Donald Jacobberger
Presentation of Proposed Budget Kristi Denham
 Discussion and Adoption of Budget
Presentation of Recommended Program Susan Raye
 Adoption of Local Program Positions
 Adoption of County Program Positions
 Consideration and Adoption of Action Priorities
- Report of the Nominating Committee Kathee Tyson
Nominations from the Floor
Election of Officers and Directors
- Introduction of the New Board
- Directions to the Board
- Announcements
- 12:00 noon Adjourn

ANNUAL MEETING PROCEDURES

(Determined by Bylaws)

VOTING

Voting is limited to members in good standing of the League of Women Voters of North and Central San Mateo County.

QUORUM

Ten percent of members in good standing shall constitute a quorum.

ADOPTION OF BUDGET

Requires a majority vote of members present and voting.

ADOPTION OF AMENDMENTS TO BYLAWS

Requires a two-thirds (2/3) vote of members present and voting.

CONSIDERATION OF NON-RECOMMENDED PROGRAM ITEMS

Program items submitted by voting members two months prior to Annual Meeting, but not recommended by the board, require a majority vote for consideration.

ADOPTION OF PROGRAM

A majority vote of members present and voting is required for adoption of program proposals.

NOMINATIONS FROM THE FLOOR

Immediately following the presentation of the nominating committee report, nominations may be made from the floor, provided that the consent of the nominee shall have been obtained.

RULES OF THE DAY

ADOPTION OF ORDER OF BUSINESS AND RULES OF THE DAY

Requires a majority vote. Both the Rules of the Day and the Order of Business may be amended by a majority vote before adoption. After adoption, a two-thirds (2/3) vote is required to make changes.

DEBATE

Debate shall be limited to two (2) minutes for each speaker. No person may speak twice to a question until all who wish to speak have had an opportunity to do so.

CONSIDERATION OF NON-RECOMMENDED PROGRAM ITEMS

A member may move consideration of a non-recommended item and present reasons for granting consideration. The motion is not debatable. If consideration is granted, a member may request that the board give its reasons for not recommending the item.

ADOPTION OF PROGRAM

Debate and voting on proposed program will occur first, then on non-recommended items in the order in which consideration was voted. Wording of local program items may be amended by a majority vote of members present and voting, provided that the amendment does not enlarge the scope or change the intent of the program item. Wording of county program items may be amended by a majority vote of members present and voting, provided that the amendment does not enlarge the scope or change the intent of the program item. Changes to county program do not take effect unless adopted by both Leagues in the county.

MOTIONS

All motions must be submitted in writing on forms provided.

PRIVILEGE OF THE FLOOR

The privilege of the floor is extended to guest members from other Leagues. This includes participation in discussion and debate but not in voting.

Proposed Budget FY 18-19 (Including budget comparisons from past three fiscal years)

ITEM	INCOME	FY 15-16		FY 16-17		FY 17-18		FY 18-19	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	TO DATE	BUDGET	PROPOSED BUDGET
400	TOTAL INCOME	26,435.00	24,548.99	28,121.00	38,498.50	28,040.00	21,495.58	27,620.00	
401	Contributions	2,000.00	1,690.00	3,000.00	4,864.17	4,000.00	4,112.08	3,000.00	Note 1
402	County Voter Registration Contract	10,560.00	5,280.00	10,560.00	10,560.00	10,560.00	10,560.00	11,000.00	Note 2
403	Dues	8,325.00	6,880.00	7,780.00	3,798.00	8,930.00	3,148.00	9,420.00	Note 3
404	Investment Income	100.00	83.22	100.00	47.04	50.00	75.50	100.00	Note 4
405	Special Events	0.00	0.00	0.00	7,206.00	0.00	0.00	0.00	Note 5
406	Annual Meeting	600.00	360.00	750.00	15.00	500.00	0.00	500.00	Note 6
407	County League Day	0.00	0.00	200.00	0.00	0.00	0.00	0.00	Note 6
408	Community Service	3,000.00	3,200.00	3,200.00	3,300.00	4,000.00	3,600.00	3,600.00	Note 7
409	Other Income	0.00	5,022.96	0.00	5,139.73	0.00	0.00	0.00	Note 8
	Transfers from Education Fund	1,850.00	2,032.81	2,531.00	3,568.56				
400	TOTAL INCOME	26,435.00	24,548.99	28,121.00	38,498.50	28,040.00	21,495.58	27,620.00	
500	EXPENSES								
	Office Administration								
501	Rent	7,200.00	7,200.00	7,200.00	5,400.00	7,200.00	5,400.00	7,200.00	
502	Telephone & Internet Service	1,500.00	1,376.63	1,320.00	1,175.95	1,320.00	830.39	1,100.00	Note 9
	Cleaning Service	900.00	900.00	900.00	750.00				
503	Equipment and Supplies	500.00	111.66	500.00	341.63	500.00	588.42	300.00	
	General Administration								
	Bulk Mail	-84.68	-84.68						
504	Miscellaneous Board Expenses	200.00	66.78	200.00	180.83	200.00	48.75	200.00	
505	Public Relations/Communications	100.00	320.34	150.00	0.00	150.00	0.00	150.00	
506	Membership	750.00	541.70	750.00	529.62	750.00	599.61	750.00	
507	"Voter"	1,400.00	1,454.60	1,400.00	1,281.26	1,400.00	1,093.08	1,000.00	
508	Taxes, Licenses & Permits	25.00	25.00	450.00	295.00	100.00	25.00	50.00	
509	Insurance	600.00	501.00	550.00	-403.51	550.00	219.00	250.00	
510	Web Site	160.00	160.00	160.00	160.00	400.00	350.00	350.00	
511	Community Service	100.00	0.00	0.00	0.00	0.00	0.00	0.00	
512	Development Expenses	0.00	20.27	150.00	45.88	150.00	68.60	150.00	

LWV NORTH & CENTRAL SAN MATEO COUNTY, ANNUAL MEETING, June 2, 2018

500 EXPENSES	FY 15-16		FY 16-17		FY 17-18		FY 18-19 PROPOSED BUDGET
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	TO DATE	
Meetings							
513 General Meetings, Program	500.00	86.98	200.00	0.00	200.00	95.52	200.00
514 Annual Meeting	1,000.00	768.43	750.00	0.00	500.00	0.00	500.00
515 County League Day	0.00	0.00	100.00	40.00	0.00	0.00	200.00
516 Conventions & Council	5,000.00	4,059.20	4,000.00	564.73	4,000.00	0.00	4,000.00
517 Special Events	0.00	0.00	0.00	6,800.16	0.00	0.00	0.00
Per Member Payments							
518 LWVUS	4,080.00	4,080.00	3,648.00	3,648.00	3,568.00	2,676.00	3,936.00
519 LWVC	3,251.25	3,251.25	3,192.00	3,192.00	3,122.00	3,122.00	3,444.00
520 LWVBA	127.50	127.50	114.00	114.00	111.50	111.50	246.00
Voter Service							
521 Citizen Education	300.00	40.00	50.00	31.90	50.00	40.00	100.00
522 Candidates Forums	100.00	0.00	100.00	0.00	100.00	18.38	100.00
523 Pros & Cons	0.00	0.00	1,000.00	992.16	500.00	0.00	1,000.00
524 Voter's Edge California	750.00	750.00	750.00	750.00	750.00	0.00	750.00
525 County Voter Registration Contract	3,820.00	1,760.00	3,820.00	3,520.00	3,520.00	3,520.00	3,666.67
500 TOTAL EXPENSES	32,279.07	27,516.66	31,454.00	29,409.61	29,141.50	18,806.25	29,642.67
NET INCOME/LOSS	-5,844.07	-2,967.67	-3,333.00	9,088.89	-1,101.50	2,689.33	-2,022.67

NOTES

- 1 Anticipated decrease in donations.
- 2 A 4+ % increase in County contract.
- 3 Based on 116 primary members @ \$ 75.00 per member, 17 additional members and 1 student @ \$ 40.00 per member
- 4 Anticipated increase in interest income.
- 5 No special events are scheduled.
- 6 We host County League Day in FY 18-19, but expect no income and some expenses.
- 7 This item is for miscellaneous unknown income.
- 8 No longer needed since we converted to 501(c)(3).
- 9 Terminated office cleaning contract.
- 10 Remains the same.
- 11 Remain same although there is State Convention instead of National Convention, four delegates.
- 12 PMP based on January 31 count of 114 primary, 17 additional, and 1 student. Full LWVUS PMP is \$ 32.00, LWVC PMP is \$ 28.00, and LWVBA PMP is \$ 2.00.
- 13 Primary members pay full PMP, additional and student members pay 1/2 PMP. Twenty life members pay no PMP. More activity in FY 18-19.

BYLAWS PROPOSALS

The Bylaws may be found on pages 39-47 of the *2017-2018 Member Handbook*. No amendments to the Bylaws are proposed for this year.

PROPOSED PROGRAM, 2018-2019

Find the full text of the Local and County Program positions on pages 23-38 of your *2017-2018 Member Handbook*, or on our website (<http://www.lwvncsmc.org/position.html>). Please bring your *Handbook* to the annual meeting.

The board submits the following program recommendations for approval at the annual meeting:

LOCAL PROGRAM POSITIONS (*Handbook*, pages 23-29)

The board recommends that these local program positions be retained:

- | | |
|---|--------------------------------------|
| City of San Mateo Charter | Local Government Relationships |
| Local Boards and Commissions | Public City Libraries |
| Education | San Mateo Union High School District |
| Government Configuration, Central San Mateo County Coastsides | |

COUNTY PROGRAM POSITIONS (*Handbook*, pages 30-38)

The board recommends that these county positions be retained:

- | | |
|--|------------------------------------|
| Community College in San Mateo County | Homeless in San Mateo County |
| Corrections System | Housing |
| County Boards and Commissions | Land Use Policies and Procedures |
| County Charter | San Mateo County Library |
| County Government | Special Districts |
| Health Care Delivery in San Mateo County | Transportation in San Mateo County |

COUNTY and LOCAL STUDIES:

There are no recommendations for new county or local studies.

RECOMMENDED COUNTY ISSUES FOR EMPHASIS

The following issues for emphasis are recommended by the board after recommendation by members at County League Day:

- Transportation
- Housing
- Climate Change/Sea Level Rise

REPORT OF THE NOMINATING COMMITTEE

The 2017-2018 Nominating Committee is pleased to present the following list of nominees for officers and directors for the July 1, 2018-June 30, 2020 term:

Vice President	Susan Raye
Treasurer	Jacqueline Jacobberger
Directors	Marie Baldisseri
	Joyce Delyani
	Georgina LaBerge
	Diana Stephens

Nominating Committee for 2018-2019:

Chair	Kristi Denham
Members	Betty Bernstein
	Shirley Roberson

Two additional members will be appointed from the Board

Elected in 2017 and continuing in office through June 30, 2019:

President	Ann Kuchins
Secretary	Jean Johnson
Director	Gayle Hardt

Submitted by the 2017-2018 Nominating Committee:

Kathee Tyson, Chair	
Marie Baldisseri	Betty Fleming
Kristi Denham	Shirley Roberson

Enclosed is my **reservation for Annual Meeting on Saturday, June 2.**

[Deadline: May 25, 2018]

Continental breakfast and registration No. _____ @ \$15.00 = \$ _____

Name(s) _____

Address _____

Telephone _____ e-mail _____

**Please mail your reservation, with a check payable to LWVNCSCMC, to the League office:
LWV North & Central San Mateo County, 444 Peninsula Avenue, Suite 1, San Mateo CA 94401**

**Annual Meeting Materials are enclosed. Please bring this kit with you to the meeting
on
Saturday, June 2, 2018**

Don't forget to RSVP, using the form on the reverse (page 7), or reserve using PayPal.

The deadline for reservations is Friday, May 25, 2018.

See our website: <http://lwnncsmc.org/annualmeeting.html>