



**League of Women Voters of Okaloosa County**  
**P.O. Box 4546**  
**Fort Walton Beach, Florida 32549**

**BYLAWS**

Updated May 2010

**ARTICLE I**

Section 1. Name. The name of this organization shall be the League of Women Voters of Okaloosa County (LWVOC). This local league is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Florida (LWVF).

**ARTICLE II**

**PURPOSES AND POLICY**

Section 1. Purposes. The purposes of the LWVOC shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy. The LWVOC may take action on governmental measures and policies in the public interest in conformity with the principles of the LWVUS. It shall not support or oppose any political party or candidate.

**ARTICLE III**

**MEMBERSHIP**

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership.

- a. Voting members. Citizens at least 18 years of age who join the LWVOC shall be voting members of the local and state League of their place of joining and of the LWVUS: (1) Individuals who live within an area of a local League may join that League or any other local League; (2) Those who reside outside the area of a local league may join any local League or shall be state members-at-large.
- b. Associate members. All others who join the LWVOC shall be associate members.
- c. Susan B. Anthony members. A member who pays annual dues of \$100 or more in any year in lieu of the annual dues amount established under Section 2 of Article VI shall be designated a Susan B. Anthony member for that year. When two members who reside at the same address in a common household pay annual dues of \$100 or more, separately or in total, in any year, each shall be designated a Susan B. Anthony member for that year.

## ARTICLE IV OFFICERS

Section 1. Enumeration and Election of Officers. The officers of the LWVOC shall be a president, a first vice president, a second vice president, a secretary, and a treasurer to serve for one year or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they are elected. The office of president may be filled by co-presidents, who shall divide the president's duties as they deem appropriate.

Section 2. The President. The president shall preside at all meetings of the organization and of the board of directors. The president may, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. The president shall have such usual powers of supervision and management as may pertain to the office of the president and perform other duties as may be designated by the board of directors.

Section 3. The Vice Presidents. The two vice presidents, in order of their rank, shall, in the absence, disability, or death of the president, possess all the powers and perform all duties of that office until such time as the board of directors shall select one of its members to fill the vacancy. The vice presidents shall perform other duties as the president and the board may designate.

Section 4. The Secretary. The secretary shall keep the minutes of the annual meeting of the LWVOC and of all meetings of the board of directors. The secretary shall notify all officers and directors of their election. The secretary shall sign, with the president, all contracts and other instruments when so authorized by the board and shall perform such other functions as may be incident to the office.

Section 5. The Treasurer. The treasurer shall collect and receive all monies; shall deposit them in a financial institution designated by the board of directors; and shall disburse the same only upon order of the board. The treasurer shall present statements to the board. The treasurer shall present statements to the board at their regular meetings, a financial report at the annual meeting, and an annual report at the end of the fiscal year.

## ARTICLE V BOARD OF DIRECTORS

Section 1. Number, Manner of Selection, and Term of Office. The board of directors shall consist of the officers of the League, four elected directors, and at least two but not more than four appointed directors. The officers and the elected directors shall be elected by the general membership at each annual meeting to assume office at the close of that meeting. The board of directors shall appoint such additional directors, not exceeding four, as they deem necessary to carry on the work of the League. The term of office of the appointed directors shall be one year and shall expire concurrently with the term of office of the elected directors.

Section 2. Qualifications. Officers or directors must be voting members of the LWVOC. A person nominated to become president must have served a minimum of one year on the board of directors.

Section 3. Vacancies. Any vacancy occurring in the board of directors may be filled until the next annual meeting by a majority vote of the remaining members of the board of directors. Three consecutive absences from a board meeting of any member without a valid reason shall be deemed a resignation.

Section 4. Powers and Duties. The board of directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It 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. The board shall create and designate such special committees as it may deem necessary.

Section 5. Meetings. There shall be a least nine regular meeting of the board of directors, annually. The president may call special meetings of the board and shall call a special meeting upon the written request of five members of the board.

Section 6. Quorum. A majority of the members of the board shall constitute a quorum.

## ARTICLE VI FINANCIAL ADMINISTRATION

Section 1. Fiscal Year. The fiscal year of the LWVOC shall commence on the first day of April each year.

Section 2. Dues.

- a. Annual dues in an amount to be determined at the annual meeting shall be payable September 1. When two or more members reside at the same address in a common household, dues for the second and subsequent member(s) shall be one-half the amount of the first. The dues for voting members who are students at accredited schools shall be one-half the annual dues.
- b. New members joining between February 1 and August 31 shall pay \$3.00 for each month of membership during the seven-month period. Any member who fails to pay dues by the end of the month of November shall be dropped from the membership roll.
- c. In the event of an increase in the per member payment due to either the LWVF of the LWVUS, the board of directors may increase the dues of the LWVOC to reflect all or part of such increase.

Section 3. Budget. A budget for the ensuing year, based on recommendations from the budget committee, shall be submitted by the board of directors to the annual meeting for adoption. The budget shall include support for the work of the League as a whole.

Section 4. Budget Committee. A budget committee shall be appointed by the board of directors at least three months prior to the annual meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the annual meeting. The treasurer shall not be eligible to serve as a chairman of the budget committee.

Section 5. Fiscal Examination Committee. The board of directors shall appoint one or more voting members (not including the president and the treasurer) to examine the treasurer's books each year. A written report shall be submitted to the board.

## ARTICLE VII MEETINGS

Section 1. Membership Meeting. There shall be at least one meeting of the general membership each year. Time and place shall be determined by the board of directors.

Section 2. Annual Meeting. An annual meeting shall be held between April 1 and April 30, the exact date to be determined by the board of directors. The annual meeting shall:

- a. Adopt a local program for the coming year.
- b. Elect officers and directors and the chair and the two members of the nominating committee.
- c. Adopt a budget.
- d. Transact such other business as may come before it.

Section 3. Quorum. Twenty-five percent of the voting members shall constitute a quorum at all membership meetings.

## ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The nominating committee shall consist of five members, two of whom shall be members of the board of directors. The chairman and two members who shall not be members of the board shall be elected at the annual meeting. Nominations for these offices shall be made by the current nominating committee. The other members shall be appointed by the board of directors. Any vacancies on the nominating committee shall be filled by the board of directors. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

Section 2. Report of Nominating Committee and Nominations from the Floor. The report of the nominating committee of its nominations for officers, directors, and the succeeding nominating committee shall be sent to all members one month before the date of the annual meeting. The report of the nominating committee shall be presented to 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 has been secured.

Section 3. Elections. The election shall be by written ballot, if there are two or more nominees for a position; otherwise the election shall be by voice vote. A majority of eligible voting members, after a quorum has been established, shall constitute an election. Absentee or proxy voting shall not be permitted.

## ARTICLE IX

## PROGRAM

Section 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 a program.

Section 2. Program. The program of the LWVOC shall consist of:

- a. Action to protect the right to vote for every citizen.
- b. Those local governmental issues chosen for concerted study and action.
- c. Those local issues upon which the League has previously reached member agreement and has determined positions, provided these positions have been reviewed before selection is made by members at the annual meeting.

Section 3. Action by the Annual Meeting. The annual meeting shall act upon the program, as defined in section 2 of this article, using the following procedures:

- a. The board of directors shall consider the recommendations sent in by those members eligible two months prior to the annual meeting and shall formulate a proposed program.
- b. The proposed program shall be sent to all members one month before the annual meeting.
- c. A majority vote of the eligible voting members at the annual meeting shall be required for adoption of subjects in the program as presented to the annual meeting by the board of directors.
- d. Recommendations for program submitted by eligible voting members two months prior to the annual meeting but not recommended by the board of directors may be considered at the annual meeting provided that : (1) The annual meeting shall order consideration by a majority vote; and (2) The annual meeting shall adopt the item by a two-thirds vote.
- e. Changes in the program, in the case of altered conditions, may be made, 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 to be discussed; and (2) Final action by the membership is taken at a succeeding meeting.

Section 4. Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the proper board of directors.

## ARTICLE X

### NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Section 1. National Convention. The board of directors, at a meeting before the date on which names of delegates must be sent to the state office, shall select delegates to the convention in the number allotted by the LWVF.

Section 2. State Convention. The board of directors, at a meeting before the date on which the names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted by the LWVF.

Section 3. State Council. The board of directors, at the meeting before the date on which the names of the delegates must be sent to the state office, shall select delegates to the council in the number allotted the LWVOC under the provisions of the bylaws of the LWVF.

ARTICLE XI  
PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in Robert's Rules of Order, Revised, shall govern the organization of all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII  
AMENDMENTS

Section 1. Amendments. These bylaws may be amended by a two-thirds vote of those eligible voting members at the annual meeting, provided the amendments were submitted to the membership, in writing, at least one month in advance of the meeting.