

# LWVUS Program Planning Leader's Guide 2010-2012

*(excerpted from the Leaders' section of the LWVUS website)*

Every two years state and local Leagues . . . participate in the LWVUS Program Planning process by making recommendations concerning program issues – *this is how we remain a grassroots organization.*

The Program Planning process is an important League tool for identifying issues for study. It gives members and Leagues the opportunity to balance the pros and cons, assess possible support, and consider the viability of issues. During the process, members have the opportunity - especially with email and discussion lists - to organize support based on factual materials before the Program Planning deadline, March 1, 2010. . . .

## Selecting an issue for study

Program, a three-part process that is a core component of the League's mission, is composed of program planning, study and consensus, and advocacy. While it is important for *every* League to hold a Program Planning meeting to discuss possible issues for study at the national level, it is not essential for every League to select an issue. The response form includes a line to indicate that issues were discussed, but no change is recommended. This important option gives the LWVUS a more realistic picture of the participation and opinions of all Leagues, **so it is important for all Leagues to complete and submit a response form whether they recommend a program item or not.** **The deadline for submitting response forms electronically is March 1, 2010. No response forms will be accepted by other means.**

## Program Planning Meeting

Before the February 11<sup>th</sup> meeting:

- Members can prepare for participation in Program Planning by looking at *Impact on Issues, 2008-2010*, which is available on the LWVUS website at [www.lwv.org](http://www.lwv.org).
- Members with issue interests can join the LWVUS Convention Preparation discussion list, where members will be discussing and/or promoting issues and the Program Planning process. Subscriptions can be made on our web site at <https://member.lwv.org/member.asp>.
- We can evaluate possible issues by asking, for example:
  - Is there widespread member interest?
  - Is this a timely issue?
  - Is government action the most effective way to address the problem?

## New Study, Review, or Concurrence

***Local and state Leagues are only asked to propose one new study, one review or one concurrence, or to make no recommendation.*** Leagues are no longer being asked to adopt existing program, although convention delegates will continue to do so.

### **Resources and Volunteer Time**

Before recommending a study, review or concurrence, Leagues need to consider the resource commitment required for their own League as well as for the national League. A recommendation of a new study, review or concurrence is a request to give the recommendation a high priority for the biennium at both the local and national League levels. If a recommendation is adopted, local Leagues and LWVUS, with limited resources – money, but even more importantly volunteer time – may find it necessary to drop other activities in order to participate. Although technology has made it possible to reduce expenses, an increase in PMP may be required to help fund the work at the national level.

### **New Study/Program Item**

To propose a new study, you need to fill out that section on the response form by including a brief statement (200 words or less), stating the scope of the study. List this statement under the appropriate position heading – Representative Government, International Relations, Natural Resources, or Social Policy (see *Impact on Issues* for detailed descriptions of these headings –a summary of these positions is also included with this mailing). A statement of scope lists the areas to be explored, the emphasis on a particular aspect of the issue, and the parameters of the study. It is helpful to the staff and Program Planning Committee, if several Leagues are proposing or supporting the same study, that they use the same position heading and consistent wording in the brief summary of scope.

### **Review**

Likewise, Leagues may recommend one LWVUS position for review during each biennium. Again, it is helpful to the staff and Program Planning Committee, if several Leagues are proposing or supporting the same review, that they use the same position heading and consistent wording in the brief summary of scope. If adopted, a Review Committee will be appointed to examine the position and, if appropriate, suggest changes and updating.

### **Concurrence**

The response form includes the option of recommending a program item for concurrence. If the proposed concurrence is based on a previous state or local League position, then you should provide the title and scope of the position your League proposes for concurrence, the name of the League that did the original study and the location (usually a URL) of the position/study. Although the LWVUS Bylaws do not require that a proposed concurrence be based on a previous League position, a proposed concurrence is generally more credible if there has been a previous study and position on the subject.

### **Timeline**

- October 2009 – LWVUS Program Planning Leader’s Guide is sent out and posted on the website, and response form and discussion list are available online
- January - February 2010 – Leagues provide opportunities for members to participate in LWVUS Program Planning.

- March 1, 2010 – Deadline for receipt of online response forms
- March 26-28, 2010 L WVUS Board Meeting – L WVUS Program Planning Committee analyzes response form responses and drafts proposal for L WVUS board review
- March 26-28, 2010 – L WVUS board considers draft and approves a Proposed Program for the 2010-2012
- May 2010 – Proposed program is posted on the website for review
- June 2010 – Convention delegates adopt 2010-2012 L WVUS program after debate and discussion, as well as any not-recommended items granted consideration by convention.
- July 2010-June 2012 – L WVUS board implements adopted program