



## *League of Women Voters of New Mexico*

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### **On Becoming a Local League in New Mexico**

(Adopted September 25, 2010)

In areas where there is not a local League, interested persons can join as members-at-large (MALs), who are members of the state and national League. A group of members-at-large may form a member-at-large unit (MAL unit) that is under the direction of the state League. The ultimate goal of an MAL unit is to develop into a local League.

The process for becoming a MAL Unit and eventually a local League is outlined in “Starting Point: A Guide to Organizing New Leagues”, published by the League of Women Voters of the United States (LWVUS). LWVNM follows this process with some adaptations.

1. Citizens of a community may contact a nearby local League or the state League board indicating an interest in becoming a local League. A local or state League also may initiate the inquiry.
2. The local or state League acknowledges the initiative. The state League assigns a board member as a mentor. The League mentor has an active role in assisting and guiding the leaders of the initiative and participating in the initial meetings (steps 3 and 4.) Throughout the League mentor will offer advice about reaching out to the community, organizing the unit, and fulfilling requirements to be recognized as a local League.
3. An informational meeting is held to explore interest in forming an MAL unit. This meeting assembles individuals who are interested in forming the unit. It is an opportunity to introduce the League, discuss the process for forming a League, and plan an organizational meeting.
4. A second meeting may be a community wide meeting to generate interest about forming a League and to recruit additional members, or it may be an organizational meeting among those individuals who already have expressed an interest in forming a League. At this meeting, a leadership team is identified, a nonpartisan policy is written, and a calendar of activities is planned. Depending on the number of interested individuals and those willing to accept leadership roles, a leader or president, secretary/treasurer, and membership director might be the first adopted organizational structure. A leadership team of at least three individuals is necessary. Other leadership roles may be added as momentum builds.
5. The state League recognizes the MAL Unit once the minimum requirements outlined in Step 4 have been completed. A list of the members-at-large in the MAL unit, with names, contact information, and area zip codes, is forwarded to the LWVUS so that the members can be identified with the MAL Unit in the membership data base. These members continue to pay dues to LWVNM as League MALs, and LWVNM continues to be responsible for forwarding their national per-member-payments to LWVUS.
6. The unit carries out a program of activities that furthers the League's mission, that is of interest to members and the community, and that demonstrates members' understanding of League policies and procedures.
7. Unit leaders develop and implement a plan for membership growth and diversity.

8. The unit demonstrates its ability to secure needed member and community support for its operations in order to meet its financial obligations.
9. The unit publishes a regular newsletter that keeps members and community informed about unit activities, critical issues, and organizational achievement.
10. The unit prepares for its first annual meeting, including the preparation of a budget, bylaws, program and nomination of a slate of officers and board of directors.
11. The annual meeting is held and final requirements for recognition are fulfilled (bylaws approved, budget and program adopted, officers and board elected).
12. The unit completes Part I of the LWVUS Request for Local League Recognition application form (Appendix I.) The state League completes Part II and forwards it to LWVUS with a recommendation that the Unit be recognized as a local League.

*LEAGUE OF WOMEN VOTERS OF THE UNITED STATES*  
*1730 M STREET NW, WASHINGTON, DC 20036*  
*202-429-1965*

REQUEST FOR LOCAL LEAGUE RECOGNITION

**PART I TO BE COMPLETED BY THE MAL UNIT**

Name of MAL Unit:

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Name & Address of MAL Unit Chair:

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Proposed name of local League:

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Name & address of local League President:

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President's home and business telephone number, fax and email:

(Home) \_\_\_\_\_ (Business) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Date of recognition as a MAL Unit: \_\_\_\_\_

Has there been a full-fledged local League of Women Voters in your area in the past? Y / N

If yes, under what name? \_\_\_\_\_

Current number of paid members: \_\_\_\_\_

Congressional district (s) including (e.g., 4<sup>th</sup>): \_\_\_\_\_

Please attach copies of the following materials:

Attached:

\_\_\_\_\_ Exhibit 1. Membership list  
Membership roster indicating membership type – e.g. household

\_\_\_\_\_ Exhibit 2. List of jurisdictions your League encompasses and map  
Attach a listing of all ZIP codes in your area.

\_\_\_\_\_ Exhibit 3. Board List

\_\_\_\_\_ Exhibit 4. Bylaws

\_\_\_\_\_ Exhibit 5. Budget

\_\_\_\_\_ Exhibit 6. Nonpartisan policy

\_\_\_\_\_ Exhibit 7. Membership activities and future plans.  
Brief outline of the membership activities including efforts  
to increase membership, improve retention and build diversity.  
Attach copies of newsletters, if any.

\_\_\_\_\_ Exhibit 8. Program work, voters service activities and future plans  
Brief description, including community outreach components,  
And any pertinent clippings.

\_\_\_\_\_ Exhibit 9. Fundraising activities and future plans  
Brief evaluation.

\_\_\_\_\_  
MAL Unit Chair's Signature

\_\_\_\_\_  
Date

MAL Unit: Send two copies to the state League, keep one copy for your files.

**PART II – TO BE COMPLETED BY STATE LEAGUE**

The state board of the LWV of \_\_\_\_\_ hereby requests the national board to grant recognition as a local League to the MAL Unit of \_\_\_\_\_.

**In our judgment the members of this MAL Unit have fulfilled the requirements for recognition.**

\_\_\_\_\_  
State LWV Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State LWV President's Signature

\_\_\_\_\_  
Date

**State League:** Return signed original with exhibits to:  
LWVUS, Member Services Division,  
1730 M Street NW, Washington, DC 20036