

Guidelines for Creating a Member-At-Large Unit

Adopted November 15, 2025

A LWVNM Member-at-Large Unit is an established entity of the LWVNM Board and is answerable to it. A Member-at-Large Unit is a group of members at large of the state League who work collectively in a similar manner to a local League, but without the full administrative responsibilities of a local League. The official name of a Member-at-Large Unit may be chosen at the time a unit is authorized and is recommended to be _____ with the blank filled in by an identifying description, followed by the words “Member-at-Large Unit of LWVNM.”

A Member-at-Large Unit may be started by initiative of the LWVNM Board or by request of a LWVNM member-at-large.

Part I: Development of Member-at-Large Units

1. Persons interested in forming a Member-at-Large Unit are required to be League members.
2. At the time of initial inquiry, a Member-at-Large Unit coach/advisor will be appointed by the Executive Committee. The coach/advisor will be the resource, motivator, and monitor for the initial effort to establish a Member-at-Large Unit.
3. Once a nucleus of interested members-at-large is identified, an informational meeting is organized by the coach/advisor and the interested members. The informational meeting includes discussion of:
 - the non-partisan policy of the League of Women Voters and its application in practice;
 - the requirement of LWVNM Board approval for any action the group takes in the name of the LWV;
 - the level of interest and commitment of interested persons;
 - potential leaders;
 - recruitment of members;
 - next steps.
4. An organizational meeting is held when at least 4 members-at-large have joined LWVNM. The initial organizational meeting includes:
 - selection of a leadership committee/board to include a chair and a secretary;
 - adoption of a non-partisan policy based on that of LWVNM;
 - planned meetings or activities for the first few months.
5. As the potential Member-at-Large Unit develops with members, activities and community plans, it will hold additional organizational meetings.

Part II: Recognition of Member-at-Large Units

The LWVNM Board may recognize a group of LWVNM members as a Member-at-Large Unit at any time if the group meets these conditions:

1. The unit has at least 2 leaders.
2. The unit has adopted a non-partisan policy.
3. The unit has developed a simple income/expense budget for managing its finances.
4. Recognition is recommended by the designated coach/advisor.

Part III: Operation of Member-at-Large Units

1. Finances

- The fiscal year of a Member-at-Large Unit is May 1 to April 30.
- LWVNM will provide \$15 per member as startup funding for a new Member-at-Large Unit.
- LWVNM will manage the finances for the unit.
- The Member-at-Large Unit must submit its year-end financial report to the LWVNM Treasurer by May 31 each year.

2. Activities. A Member-at-Large Unit is encouraged to participate in the following activities in preparation for becoming an independent League:

- Distribute state and nationally published League voter service materials.
- Participate in state and national program planning and report conclusions to LWVNM on both state and national programs.
- Distribute a newsletter and circulate information through a website, Facebook, and other social media.
- With permission from the LWVNM Board, engage in advocacy in the name of the League of Women Voters.
- Develop a membership recruitment, retention and engagement plan; hold regular membership meetings, including an Annual Membership meeting.
- Develop a voter service activity plan for the community served by the Member-at-Large Unit.
 - With permission from the LWVNM Board, publish local voter service material.
 - With permission from the LWVNM Board, conduct candidate forums
- Develop a program plan for the community served by the Member-at-Large Unit.
- Draft bylaws in compliance with LWVUS and LWVNM guidelines and adapted to suit membership and local community conditions.

Adherence to the LWVNM Board Diversity Policy is required.

A Member-at-Large Unit may disband upon request of a majority of the members of the unit or the determination of the LWVNM board. All funds held by the disbanded Member-at-Large Unit will be paid to LWVNM.