



New League Development Guidelines Initial Meeting with Interested Individuals and Appointed LWVIN Advisor

(Some of these suggestions will take time and require several meetings. It is a process, and each group will move at its own pace.)

I. Welcome and Introductions

1. Greet-Introduce with name and role on State Board, Local League.
2. Thank guests for the invitation and express support and excitement for the formation of a new league in the area.
3. Explain that you are the assigned as the State League Advisor to serve as a contact through the process. The goal is to ensure the fundamental standards of the nonpartisanship philosophy of the League and maintain an objective approach to issues while making the process of establishing a new league exciting and manageable. Our guide through this process will be Local League Starter Kit (2017), (<https://www.lwv.org/league-management/recruitment-engagement/starting-local-league>) a guide for the formation of new leagues prepared by LWVUS
4. Set a tone of comfort and learn something about the participants. Ask how many know each other. Have them introduce themselves to someone they do not know sharing their name and city.
5. Inquire why they decided to attend this meeting? Why do you think a League in your county would be useful? Why not some other organization? What issues are out there in the communities that are of interest? Is everyone getting registered to vote and voting in your communities?

II. Introduce the League (Provide some literature about the League)

1. Provide info in print and PowerPoint
2. Explain options in joining the New League.
 - a.) join individually as an MAL which means you are a member of both State and National receiving information as other members and can participate with State and National actions.
 - b.) After recognition of the new League, join the new League under the agreed upon procedure.
 - c.) LWVUS Requirements for recognition as a Local League
1. Explain NEW (2022) process for PMP
2. Report membership Information
3. Understand reporting status and abide by any IRS reporting requirements
4. Manage financial responsibilities
5. Establish Liability Coverage

Additional Guidelines from LWV of Indiana:

1. Identify leadership team (president or co-presidents, secretary, treasurer, voter service chair, membership chair, website manager, data manager)
2. At least one individual of the new league development planning committee needs to join LWVIN as an MAL member to maintain and share communication with the state and national Leagues.
3. Increase membership to 10-15.
4. Institute a method of communication with membership.

VI. Lighten up meeting.

1. Take break for people to get up and move around. This is a lot of information to digest at once. Be sure snacks are being shared.
2. Provide a short fun quiz on League history, etc.
3. Q and A
4. Encourage the participants to make comments to gauge the support and commitment. Inquire about interest level. Continue to stress the nonpartisanship of the League and its mission. Move toward an action plan.

VII. Plan details of organizational meeting

1. Set date, time, and location
2. Select a convener
3. Advertise to get the word out; invite friends and neighbors, etc
4. Plan an agenda
 - Explain criteria and process of becoming a recognized Local League
 - Discuss direction of group
 - Selection of leaders
 - Discussion and adoption of nonpartisanship and DEI policies

IX. Handouts/Resources

1. Website for LWVIN and LWVUS
2. Copy of PowerPoint with space to take notes
3. Other