



League of Women Voters of New Mexico

POLICY ON COMMUNICATIONS

(Adopted January 12, 2008)

- A. Any publication put out under a League heading should be reviewed and approved by the president or her/his appointee. This applies to publications such as the *Voters Guide*, *La Palabra*, the State Web page, and published materials that are targeted for distribution outside of the League membership. Major publications should follow the guidelines in "In League," Publications section, and have the advice of a Publications Review Committee.
- B. Letters and statements to the public that may include LWVNM and LWVUS positions shall be issued with the prior consent of the president, the board, or the Legislative Action Chair, as appropriate.
- C. *La Palabra* is for the education and information of all League members in New Mexico. Materials for *La Palabra* should be League related. Nothing should be included that is not authorized by the board, the president or the person delegated that authority. *La Palabra* will be mailed to members and appropriate individuals.
- D. All League representatives attending conferences or meetings (i.e., state agencies, coalitions, ILO's, public speaking opportunities or meeting with elected representatives) at the request of and/or expense of the state board must report to the state board or president. It is most desirable that representation be handled by two members.
- E. The president of LWVNM must be kept informed of League business – by copies of correspondence, memos, or reports to the board.
- F. Board members are responsible for passing on their portfolios to their successors in complete and updated form. Board members who keep files are responsible for integrating these with office files at the end of their term.