

LWVMA Study Committee Requirements

Persons applying to be appointed to the Study Committee will:

1. Be members of the League
2. Participate in a phone interview
3. Have an interest in the topic and open mind about issues related to the topic
4. Have research, writing and/or editing experience
5. Have a proven ability to work within a team

Once appointed the following procedures apply:

1. The Committee will meet generally by zoom and email.
2. The LWVMA chair/s of the Committee or her/his/their designee will provide an agenda for each Committee meeting.
3. A record will be kept of meetings of the Committee by the chair/s or her/his/their designee.
4. A timeline for the study will be developed and reported to the board.
5. Written materials prepared by the Committee will be reviewed for substance and accuracy by the Committee members.
6. Communication beyond the Committee and the board regarding the study should be in consultation with the LWVMA board.

Individual members of the Committee will be responsible for:

1. Participating in all meetings (by zoom and email) of the Committee
2. Agreeing to the goals and timeline of the Committee
3. Agreeing not to release any written material prepared by the Committee (unless designated to do so by the chair/s)
4. Meeting Committee deadlines for research and delivery of written material
5. Ensuring the substantive accuracy of the text and all citations of written materials