



LEAGUE NAME & SERVICE AREA CHANGE POLICY

Adopted 9-12-26

Occasionally a League is expanding its service area, changing its name, or both. This is the policy governing those changes.

This document has 4 sections:

1. Policy
2. General Requirements & Approach
3. Approval Process
4. Submission Template

Once you have completed the *General Requirements & Approach*, submit your League's proposed changes following the *Approval Process using the Submission Template*.

Policy

A local League name or service area change should enhance League representation and not impact another League negatively. It requires approval from the local League, the LWVMI League through the Membership Leadership Development (MLD) Committee and Board, and LWVUS.

General Requirements & Approach

1. Name Requirements
 - a. Start your new name with "League of Women Voters of".
 - b. Try to make the name unique and descriptive so people can find you.
 - c. Try not to cause confusion with other League names (e.g., we have no Upper Peninsula League because we have several Leagues in the UP).
 - d. Be aware of League names in other states that may cause confusion (e.g., Oakland in California and Oakland Area in Michigan).
2. Name & Service Area Change Approach
 - a. *Existing membership conversation*: Talk with your current membership about the impact to members and your League of expanding your service area and potentially changing your name. Ensure you have consensus that this is the right thing for the League to do.

- b. Consult with the MLD Committee through the VP Membership to ensure your new name and/or service area meet requirements. The MLD committee will communicate any issues. These should be addressed and resubmitted to the MLD Committee.
- c. *Confirm your service area:* Confirm your existing service area by contacting LWVUS Membership via email Membership@LWV.org and requesting the zip codes currently assigned to your League.
- d. *Contact nearby Leagues regarding your proposed service area:* Nearby Leagues may be providing some services to a part of your proposed new service area. For example, if the Greater Grand Rapids Area League were considering adding Ionia County to their formal service area, they would contact the Lansing Area League to verify that the Lansing Area League has no significant activity in Ionia County.
 - ◆ A nearby League may be active in your planned area providing a service like Board of Canvassers observation without having significant membership activity in the area. Discuss your plans and how to best approach this with the nearby League.
- e. *Plan outreach to proposed service area:*
 - ◆ Recruit existing members to work on an outreach plan and League activities in your proposed service area. You may already have members residing in that area who would be interested in participating.
 - ◆ When a League expands into a new area, it should not automatically assume that all existing League members who live in that area will transfer to the expanding League. Instead, the League should conduct outreach to determine which members are interested in joining or participating with the new League.
 - ◆ Work in the proposed service area to enlist at least 8-10 members and participation in League activities. This could include BOC, candidate forums, voter registration, or participation in rallies or other League activities.

Approval Process

1. Create a submission document (template on Page 4) that includes:
 - a. New name if applicable
 - b. New service area if applicable
 - ◆ Zip codes for existing area
 - ◆ Zip codes for new area
 - ◆ Number of members in new area
 - ◆ Activities in new area
2. Obtain endorsement from your local League board.
3. Submit the proposal to the MLD Committee through the VP for Membership.
 - a. Given that you've previously consulted with the MLD Committee, there should be no new issues.
4. The VP for Membership will submit your proposal to the LWVMI Board when you are ready.

5. After the LWVMI Board approves your proposal, use the online form on <https://www.jotform.com/231624888576067> (in League Management Sit, Membership & Organizational Management) to submit your proposal to LWV US.
6. Once all approvals are obtained, you can make the proposed changes to name and/or service area to your bylaws and seek formal approval from your local League membership

LEAGUE NAME OR AREA CHANGE SUBMISSION FORM TO LWVMI

Current League Name _____

Name and contact info for person submitting request:

Date _____

1. Are you proposing a new name for your League? If not, skip this section.

Proposed New Name:

2. Are you expanding your service area? If no, skip this section.
 - a. List the zip codes in your current service area as confirmed by LWV US:
 - b. List the zip codes and major communities in your proposed new service area:
 - c. Number of members in your proposed new service area:
 - d. League activities you've initiated in your proposed new service area:
 - e. Other Leagues with any activity in your proposed new service area:

3. Attach or submit separately:
 - a. Endorsement from local League board
 - b. Review & approval from MLD Committee