

League of Women Voters of Cook County Guidelines for Reports Originating in Our League

1. League of Women Voters of Cook County (“LWVCC”) reports are generally proposed, researched and written by LWVCC Committees or Interest Groups, and are not required to be pre-approved at a LWVCC annual meeting as is a formal League study.¹ These guidelines apply to all reports, including those prepared pursuant to a formal League study.
2. The scope of proposed LWVCC reports should be pre-approved by the LWVCC Board (“Board”), with the scope narrow enough for a thorough investigation. The Board should be notified of changes to the scope.
3. Updates on the report, with specifics, should be provided regularly at Board meetings. The Board should be updated periodically on participants actively involved in the research and preparation of the report.
4. Neither opinions nor unsupported assumptions should be in a LWVCC report. Recommendations and statements in reports need justification/support in the manner of facts, not opinions, with references that are valid and reliable.
5. No part of the report, including drafts, should be shown to non-Board members, other than group members involved with the report, before the report has been approved by the Board. However, contacts/references may be contacted for clarification or questions and fact-checking.
6. While non-League members may be active participants, every report must be approved by consensus of the participating League members before being submitted to the Board for approval. References relied upon should be identified in the report.
7. All LWVCC reports must be approved by the Board before they can be released to the public.

Adopted by LWVCC Board: 10/8/19

¹ A formal League of Women Voters study is pre-approved at the League’s annual meeting, with a specific process followed. See League of Women Voters of Illinois, President’s Handbook, Issues & Action, April 2013 (four-page step-by-step presentation of the study process in “**The dimensions of a Local League Study.**” https://www.lwvill.org/uploads/1/5/9/8/15985276/8.dimensions_of_a_local_league_study.pdf (last visited 8/19/2019).

See also Glossary of League Lingo, League of Women Voters of Illinois, President’s Handbook, Introduction, March 2011, providing the following definitions, among others:

- **“CONCURRENCE:** Agreement by League members with a position on an issue reached by a small group of members or by another League.
- **“CONSENSUS:** Collective opinion of a substantial number of League members, representative of the membership as a whole, after objective study of an issue.”
- **“POSITION:** A statement of the League’s point of view on an issue, arrived at through member study and agreement (consensus or concurrence), approved by the appropriate board and used as a basis for League action.” Glossary of League Lingo, League of Women Voters of Illinois, President’s Handbook, Introduction, March 2011.

<https://www.lwvill.org/uploads/1/5/9/8/15985276/6> (last visited 8/19/2019).