



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: VOTERS GUIDE EDITOR AND ASSISTANT EDITOR (Adopted September 8, 2008)

Role: To provide information to the public about political candidates, registration information, voters' rights, constitutional amendment changes and bond issues in a non-partisan publication, the Voters Guide, prior to General Elections, State elections and County and City Elections.

Note: A Voters Guide is not published for the School Board Elections

Responsibilities:

It is the responsibility of the State League's Voters Guide Editor to provide to local leagues questions and answers for U.S. Senators, Supreme Court Judges, Judges for Court of Appeals for the State of New Mexico, Constitutional Amendments and Bond issues.

LWV of Greater Las Cruces:

1. Will develop questions for the Voters Guide for Doña Ana County. The Voter Services Director will form the committee.
2. Review and revise the Letter of Invitation and rules and regulations to update data from previous years.
3. Compile questions, data and information for proof reading and accuracy.
4. Make additions and/or corrections to questions, data and other information.
5. Send Letters of Invitations, questions, rules and regulations to all candidates, except those that are the responsibility of the State League.
6. Receive replies to questions and, if necessary, call those candidates who have not responded by the deadline.
7. Incorporate all data and information received from the State League with data from the local League.
8. Count number of words and proof read all material prior to sending to printer, making sure all complies with the rules, regulations, and format.

NOTE: There will be no corrections or changes made in the candidates' statements or responses to the questions.

9. When complete, email document to Publisher.
10. Publisher will contact Voter Services Director for proofing.
11. Second proofing will usually be necessary.

Funding:

Costs are covered from money in the Education Fund, donations from League members and community supporters and fund drives. Donors may designate their donation to be used for the express purpose of design, printing and distribution of the Voters' Guide.