

WILTON LEAGUE OF WOMEN VOTERS

PROGRAM PLANNING MEETING

FEBRUARY 12, 2009

HOW TO DO A STUDY

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OUTLINE

I. Program Planning Meeting

- a. Suggestions for possible study
- b. List of those that seemed to be of greatest interest
- c. List to Board for review

II. Annual Meeting

- a. Review of list of Board recommended topics
- b. Indication of level of interest and willingness to work on

III. Board

- a. Selection of topics to study, based on level of interest and availability of someone to lead
- b. Appointment of chair of study

IV. Committee

- a. Recruitment of members
- b. Organization
 - i. Roles
 - ii. Timeline
 - iii. Tasks

V. Study Process

- a. Research
 - i. Reading
 - ii. Visiting experts
 - iii. Visiting local representatives and interested parties
 - iv. Interviews
- b. Discussion
 - i. Reflection on research
 - ii. Formation of possible consensus (or concurrence) question
- c. Regular updates on progress to Board and membership

VI. Presentation

- a. Results presented to membership
- b. Possible outcomes
 - i. Consensus reached on consensus (or concurrence) question
 - ii. Further study needed
 - iii. Nuff done

VII. Board action

- a. Determine validity of membership response
- b. Approve position on topic
- c. Decide on future action

VIII. Action

- a. Preparation of written report by committee
- b. Advocacy of position
 - i. Legislative
 - ii. Public opinion
- c. Monitoring of progress in achieving desired outcome