

CAUCUS PLAN

for Selecting Candidates for Elective Offices of
the Village of Glencoe
Glencoe, Illinois

(as of December 14, 2004)

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ARTICLE I: OBJECT

The object of this Caucus Plan is to establish a means whereby all registered voters of the Village may participate in the selection of well-qualified, experienced, and respected citizens as candidates for the elective offices of the Village, including the Village President, Village Board, Park Board, Library Board, and Board of Education.

ARTICLE II: PRINCIPLES AND POLICIES

The principles and policies of this Caucus Plan take into consideration the interest of the community in selecting the best available men and women for the office, the desirability of giving all registered voters an equal opportunity to take part in the selections, and an endeavor to avoid unnecessary contests.

Based on these principles, the Caucus Plan is conceived and shall function in a non-partisan way, free from any individual or group control. All registered voters of the Village shall be encouraged to participate in it.

ARTICLE III: GENERAL STATEMENT

Board members give their time and valuable judgment to the Village with no compensation, but for the satisfaction derived from serving the community. It is intended that this Plan protect them against undue pressure from any source and from contested elections, which are undesirable for candidates and residents alike, so that its own citizens will govern the community in a harmonious, non-political manner.

ARTICLE IV: GENERAL PLAN

1. The general plan includes the formation of two nonpartisan Nominating Committees, established and maintained on the principle of geographical representation. These Committees will meet in caucus, select candidates, and submit their selections for ratification to biennial Caucus Town Meetings held in even-numbered years.
2. One of the Committees (which shall hereafter be called the "Village Nominating Committee"), shall be responsible for the selection of candidates for Village President, and the Village, Park and Library Boards.
3. The other Committee (which shall hereafter be called the "School Board Nominating Committee"), shall be responsible for the selection of candidates for the Board of Education of District No. 35 (the "School Board") and for the Village representatives to the New Trier Township High School Nominating Caucus.
4. An Advisory Council shall watch over the proper functioning of the Caucus Plan. This Council will call and conduct the biennial Caucus Town Meetings, secure funds to cover expenses of operating the Caucus Plan, and be responsible for the perpetuation of the Caucus Plan.

ARTICLE V: DUTIES OF NOMINATING COMMITTEES AND ADVISORY COUNCIL

1. It shall be the duty of each Nominating Committee to:
 - a. Establish its internal rules of procedure;
 - b. Establish suggestions as to possible candidates;
 - c. Nominate a complete slate of candidates for the required elective offices of the Village, Park District, and Library Boards, in the case of the Village Nominating Committee, and the School Board, in the case of the School Board Nominating Committee;
 - d. Submit its slate of candidates to a biennial Caucus Town Meeting for approval;
 - e. Prepare and file petitions and all other necessary legal papers;

- f. Organize the election campaign, in the event of a contested election;
 - g. Take the prescribed steps for organizing itself for the succeeding election of its members;
 - h. Make nominations to fill vacancies occurring between elections, in the elective offices for which it is responsible for selecting candidates;
 - i. Select a party name and draw up a party platform, in the event of a contested election;
 - j. In the case of the School Board Nominating Committee, to select Village representatives to the New Trier Township High School Board Nominating Caucus, which selection need not be submitted to a biennial Caucus Town Meeting;
 - k. Support and campaign for the slate of both Nominating Committees, in the event of a contested election;
 - l. Provide the Advisory Council with:
 - i. A list of its membership including name, address, phone, and term of office, by precinct;
 - ii. Notice of all meetings, especially organizational meetings;
 - iii. Its slate selections, as soon as is practicable; and
 - iv. A copy of its By-Laws or other internal rules of operation, which must conform to the provisions set forth in this Caucus Plan.
2. It shall be the duty of the Advisory Council to:
- a. Issue a call for and conduct the biennial Caucus Town Meetings at least ten days before the last day for filing petitions for the elective offices involved;
 - b. Maintain permanent records of the Caucus Plan;
 - c. Take and maintain minutes of each biennial Caucus Town Meeting;
 - d. Secure funds for covering expenses in connection with the Caucus Plan, which may be accomplished by soliciting voluntary contributions from residents, or in some other suitable manner;
 - e. Be responsible for the proper functioning and perpetuation of the Caucus Plan, within the principles and policies herein prescribed, and by attending Nominating Committee meetings and orientations;
 - f. Give advice to the Nominating Committees when required, in matters of interpreting provisions of the Caucus Plan;
 - g. Aid in campaigns both organizationally and financially, in contested elections.

**ARTICLE VI: ELEGIBILITY AND TERMS OF MEMBERS OF
THE NOMINATING COMMITTEES AND ADVISORY COUNCIL**

- 1. Membership on the Nominating Committees and the Advisory Council shall be confined to registered voters of the Village.
- 2. Elected public officeholders in or out of the Village, members of the other Nominating Committee, and holders of office at the precinct level or above in any political party, shall not be eligible to serve as members of a Nominating Committee or the Advisory Council, unless they resign such office or position before being seated. A person shall not be eligible to serve as a member of a Nominating Committee while his or her spouse, child, parent, sibling, or in-law is a member of a Board or Caucus for which such Nominating Committee selects candidates. A member shall become ineligible to serve if he or she no longer resides in the precinct from which he or she was elected, in the case of the Nominating Committees, or in the Village, in the case of the Advisory Council; provided, that if a member of a Nominating Committee no longer resides in the precinct from which he or she was elected solely due to a change in precinct boundaries occurring after he or she was elected, then in that case the member will continue to represent the precinct from which he or she was originally elected until the next even-numbered year election is held for seating members on the Nominating Committees, and such member's term shall expire at such election; but, if such member had only served two years or less out of a four year term, then such member shall be eligible to serve as a member of either Nominating Committee

for an additional two-year term (from the precinct in which he or she then resides at the time of such election) without waiting for period of two years to elapse as otherwise required by Article VI, Section 5 below. A member shall become ineligible to participate in the selection of candidates for any Board with which he or she has, directly or indirectly, any material contractual or other financial relations or other conflict of interest. The Nominating Committees and Advisory Council shall adjudge the eligibility of their respective members under the Caucus Plan.

3. The terms of service of members of the Village Nominating Committee shall be four years, and until their respective successors shall have been duly elected and qualified.
4. The terms of service of members of the School Board Nominating Committee shall be four years and until their respective successors shall have been duly elected and qualified.
5. A person shall not be eligible to serve as a member of either Nominating Committee until a period of two years has elapsed since he or she has last served on either of the Nominating Committees, or on the Advisory Council, except as provided in Article VI, Section 2 above. However, an outgoing member of either of the Nominating Committees shall be eligible to serve on the Advisory Council, upon the expiration of his/her term as a member of that Nominating Committee.
6. The terms of office of members of the Advisory Council shall be four years, and until their respective successors shall have been duly elected and qualified.

ARTICLE VII: VILLAGE NOMINATING COMMITTEE

1. The Village Nominating Committee shall be composed of three registered voters from each precinct within the Village limits. If any precinct that is only partly within the Village limits has more than half of its registered voters within the Village, such precinct shall have the same representation of the Village Nominating Committee, as if it were entirely within the Village limits. In even-numbered years, precincts shall elect one or two members to four-year terms, as expiring terms dictate.
2. Vacancies on the Village Nominating Committee shall be filled for the unexpired term by a majority vote at a duly constituted meeting of the Committee. The selection of a replacement shall be made from among the registered voters of the precinct concerned. The existence of the vacancy shall be publicized and suggestions for candidates solicited. Consideration shall be given to the number of votes received by other candidates at the last preceding regular election, pursuant to the provisions of Article VII, Section 4 (c). However, no such vacancy shall be filled during the period between the beginning of interview sessions and the completion of candidate selection. A member who is selected under this section to fill an unexpired term and who has not participated in the selection process for at least one Village election, shall not become ineligible for subsequent election. Individuals who are ineligible, as provided in Article VI, Section 5, may not fill vacancies.
3. A holdover member is one whose term does not expire at the next election for new members of the Committee. A majority vote of all holdover members shall be necessary to elect the new chairperson. The chairperson so-elected shall take office immediately. Other officers of the Committee shall be chosen in such a manner as the Committee may determine.
4. The Village Nominating Committee shall organize and conduct the election of its new members by April 1 in even-numbered years. The election shall be coordinated with the election of new members of the School Board Nominating Committee. The following procedure shall be followed in the conduct of such Village Nominating Committee elections:
 - a. The Village Nominating Committee shall issue a call advising the entire Village of the fact that each precinct shall choose one or two new members to serve on the Village Nominating Committee, in accordance with Article VII, Section 1. In such

call and in other available public media, each person shall be invited to recommend registered voters (including himself or herself) from his or her precinct that are willing to be candidates to represent the precinct. The call and other publicity shall specify that recommendations are to be made by letter mailed within ten days after the issuance of the call, addressed to the Village Nominating Committee at the address given in the call. They shall also list those persons not eligible for election because of prior service on the Village Nominating Committee, School Board Nominating Committee, or Advisory Council.

- b. Ballots shall be sent to all registered voters, together with appropriate voting instructions and a complete list, by precinct, of all eligible candidates recommended, as aforesaid. Instructions shall state that voting is not limited to persons listed as candidates on the ballot, but may be for any eligible registered voter residing within the precinct. Ballots shall be designed to preserve the secrecy of the ballot; the personal signature and address of the voter shall be required to accompany the sealed ballot.
 - c. The holdover members shall make a complete tally of all votes cast by valid ballots received. Reference to signatures and addresses to determine validity of ballots shall be made while the ballots are sealed, and ballots shall be separated from identification of the voter before being opened and counted. Tie votes shall be decided by lot and the Committee shall duly publish the results. Pursuant to Article VII, Section 2, regarding the filling of vacancies on the Village Nominating Committee, the Chair of the Village Nominating Committee shall keep confidential records of election results.
5. The Village Nominating Committee may establish internal rules to declare a vacancy due to failure to attend meetings.
 6. A majority of the members of the Committee then holding office shall constitute a quorum for the transaction of business at any duly convened meeting.

ARTICLE VIII: SCHOOL BOARD NOMINATING COMMITTEE

1. The School Board Nominating Committee shall be composed of two registered voters residing within each precinct within School District 35. If any precinct that is only partly within School District 35 shall have more than half of its voters within District 35, such precinct shall have the same representation of the School Board Nominating Committee, as if it were entirely within the District. Members need not be parents of children enrolled in a Village School. In even-numbered years, one member shall be elected from each precinct for a term of four years.
2. Vacancies on the School Board Nominating Committee shall be filled for the unexpired term by a majority vote at a duly constituted meeting of the Committee. The selection of a replacement shall be made from among the registered voters of the precinct concerned. The existence of the vacancy shall be publicized and suggestions for candidates solicited. Consideration shall be given to the number of votes received by other candidates at the last preceding regular election, pursuant to the provisions of Article VIII, Section 4 (c). However, no such vacancy shall be filled during the period between the beginning of the School Board interview sessions and the completion of candidate selection. A member who is selected under this section to fill an unexpired term and who has not participated in the selection of candidates for at least one School District election shall not become ineligible for subsequent election. Individuals who are ineligible, as provided in Article VI, Section 5, may not fill vacancies.
3. A holdover member is one whose term does not expire at the next election for new members of the Committee. A majority vote of all holdover members shall be necessary to elect the

new chairperson. The chairperson so-elected shall take office immediately. Other officers of the Committee shall be chosen in such a manner as the Committee may determine.

4. The School Board Nominating committee shall organize and conduct the election of its new members by April 1 in even-numbered years. The election shall be coordinated with the election of new members of the Village Nominating Committee. The following procedure shall be followed in the conduct of such School Board Nominating Committee elections:
 - a. The Committee shall issue a call advising the entire Village of the fact that each precinct shall choose one new member to serve on the School Board Nominating in accordance with Article VIII, Section 1. In such call, and in other available public media, each person shall be invited to recommend registered voters (including himself or herself) from his or her precinct that are willing to be candidates to represent the precinct. The call and other publicity shall specify that recommendations are to be made by letter mailed within ten days after issuance of the call, addressed to the School Board Nominating Committee at the address given in the call. They shall also list those persons not eligible for election because of prior service on the School Board Nominating Committee, Village Nominating Committee, or Advisory Council.
 - b. Ballots shall be sent to all registered voters, together with appropriate voting instructions and a complete list, by precinct, of all eligible candidates recommended, as aforesaid. Instructions shall state that voting is not limited to persons listed as candidates on the ballot, but may be for any eligible registered voter residing within the precinct. Ballots shall be designed to preserve the secrecy of the ballot; the personal signature and address of the voter shall be required to accompany the sealed ballot.
 - c. The holdover members shall make a complete tally of all votes cast by valid ballots received. Reference to signatures and addresses to determine validity of ballots shall be made while the ballots are sealed, and ballots shall be separated from identification of the voter before being opened and counted. Tie votes shall be decided by lot and the Committee shall duly publish the results. Pursuant to Article VIII, Section 2, regarding the filling of vacancies on the School Board Nominating Committee, the Chair of the School Board Nominating Committee shall keep confidential records of election results.
5. The School Board Nominating Committee may establish internal rules to declare a vacancy due to failure to attend meetings.
6. A majority of the members of the Committee then holding office shall constitute a quorum for the transaction of business at any duly convened meeting.

ARTICLE IX: ADVISORY COUNCIL

1. The Advisory Council shall have six members, three of whom shall be elected at the biennial Caucus Town Meeting that is convened in even-numbered years. It shall select its own officers. Its members shall be citizens who have rendered the Village some valuable service and have interested themselves in the affairs of the community.
2. Prior to the biennial Caucus Town Meeting in every even-numbered year, three candidates shall be nominated by a committee composed of three representatives from each of the Nominating Committees and one representative (preferably a retiring member) from the existing Advisory Council. The committee chairperson shall be the Advisory Council representative.
3. Each vacancy occurring on the Advisory Council other than through expiration of a full term, shall be filled by vote of the remaining members of the Advisory Council for the

balance of the term, from among candidates presented to it by a committee constituted as directed in Section 2 above.

4. The Advisory Council shall guard and assure the proper functioning of the Caucus Plan. For this purpose, it shall give advice to the Nominating Committees. It shall assist in organizing the Nominating Committees, but is shall not engage in the selection of candidates. It shall be its duty to hold biennial Caucus Town Meetings, to take and maintain minutes of said meetings, to control and take care of the expenses in connection with the operation of the Caucus Plan, and to maintain and preserve the required financial records.

ARTICLE X: PROCEDURES OF NOMINATING COMMITTEES

1. Each Committee shall meet in caucus in the Village Hall or some other neutral meeting place, commence deliberations and invite all residents to suggest names of possible candidates for office. Any resident suggesting a potential candidate for office shall do so in writing, properly signed. A qualification form covering each candidate and containing his signed consent shall be prepared.
2. The Nominating Committees select slates giving due consideration to candidates' integrity, ability, experience, and geographical location. More than two terms on the Library Board, School Board, Village Board, or as Village President, or more than one term on the Park District Board, is not desirable.
3. No member, spouse, child, parent, sibling, or in-law of a member of a Nominating Committee shall be selected by such Nominating Committee to serve as a candidate for any Board or as a member of any Caucus for which such Nominating Committee makes selections.
4. The Nominating Committees shall obtain from the selected candidates their consent to serve, and shall have determined slates, party names, and platforms (where required) in time for the biennial Caucus Town Meeting. Ratification of nominees shall be by majority vote of those registered voters present and voting at the biennial Caucus Town Meeting. Upon ratification of nominees at such meeting, the Committees will secure the petitions and other papers and complete their work, as required, for the election.
5. In the case of possible contest, the Nominating Committee involved shall organize a Campaign Committee whose duty it will be to conduct the election campaign, taking care of its publicity and financing.
6. In the case of a vacancy occurring in the elective offices of the Village, Park District Board, Library Board, or School Board between elections, if asked, the appropriate Nominating Committee shall meet in special caucus, select a candidate for the vacancy in the same manner as described in this Article, and submit the name of the candidate for consideration by the Board responsible for his or her legal appointment.
7. Each Nominating Committee shall maintain appropriate records of its activities for the use of succeeding committees, and shall make copies of such records available to the Advisory Council.
8. Monies collected by Nominating Committees in support of a contested election or otherwise, shall be payable to the Advisory Council, Glencoe Caucus Plan, and shall be given to the Treasurer for deposit. Nominating Committee members will not deposit funds.

ARTICLE XI: AMENDMENT OF PLAN

The Caucus Plan may be amended by 2/3 vote of the voters attending a duly-convened biennial Caucus Town Meeting, provided the substance of the proposed amendment is set forth in the

notice calling such a meeting. All proposed amendments initiated by the Advisory Council or submitted to the Advisory Council by ten or more registered voters of the Village on or before thirty days before the aforesaid meeting, shall be included in the call for such a meeting, accompanied by the recommendations of the Advisory Council, and a statement of reasons presented by said registered voters with respect to such proposed amendments.

(Adopted March 9, 1936; amended February 14, 1938, January 30, 1956, January 29, 1962, January 28, 1963, October 30, 1974, January 20, 1975, January 17, 1977, January 21, 1980, January 12, 1987, January 13, 1993, and January 19, 1999).