

Bylaws of the Village of Northbrook Caucus Plan for Selecting Nominees to Elective Offices
As adopted March 21, 1982

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SECTION I – Elective Offices Concerned

The Village of Northbrook Caucus Plan shall function with respect to the nomination and endorsement of candidates for the following Northbrook elective offices:

Village President
Village Board of Trustees
Village Clerk
Board of Education, School District #27
Board of Education, School District #28
Board of Park Commissioners
Board of Library Trustees

Section II – Definitions

With respect to interpreting these Bylaws and administering the Caucus process, the following definitions apply:

- A. Caucus – the entire process described herein, including the Town Meeting and Regional School District Meetings; an assembly of interested citizens gathered after adequate notice to deliberate on matters, especially political, concerning the community and to function toward the objectives specified in these bylaws.
- B. Caucus Committee – A group of citizens elected to the Caucus to carry out the functions specified herein, granted certain authority by the Town Meeting to do so, and directed to return to the next Town Meeting and Regional School District Meetings to present political candidates and report their findings.
- C. Town Meeting – a village-wide assembly, including all of the jurisdictions served by the Caucus process, at which time business may be conducted on any matter concerning the assembly. The “regular” Town Meeting is ordinarily held in January of each odd numbered year. A “special” Town Meeting is any meeting of the Caucus other than the regular Town Meeting.
- D. Regional School District Meetings – Separate meetings comprised of citizens residing within the geographic boundaries of each school district served, the business of which being the selection of school board candidates only. These meetings are ordinarily held in June of each odd numbered year.
- E. Election Sub-Committee – Officers and sub-committee chairmen from the outgoing Caucus Committee whose function it is to provide the assistance necessary to see to the election of the candidates chosen at the Town Meeting.
- F. Credentials Sub-committee – A committee of at least five persons, all of whom shall be current members of the Caucus Committee but not officers or sub-committee chairmen, and all appointed by the Caucus Committee officers, who propose to the full Caucus Committee persons recommended to be nominated as new Caucus Committee members at the Town Meeting. This sub-committee also functions as a help to the Chairman of the Caucus Committee in overseeing Caucus Committee voting precinct representation and participation generally.
- G. Voting District – The geographic boundaries of voting precincts as established and periodically revised by the office of the Clerk of Cook County, Illinois, in accordance with the laws governing that activity.
- H. Terminology – The word “chairman” as used throughout these bylaws will refer to the man or woman elected to the position being discussed.

Section III – Principles

- A. Representation – The Caucus Committee shall take the initiative in seeking the best possible candidates for the elective offices specified in Section I, continually endeavoring to build able governing boards and elect officials who in every possible respect are representative of the entire community served.
- B. Platform – The Caucus Committee may, at its discretion, write a suggested platform for the proposed candidates, based on current local community concerns, needs, and opportunities. This platform, if approved by the Town Meeting, shall serve as a guide to the boards and officers to which its provisions apply, but it shall not be binding upon the candidates selected at the Town Meeting.
- C. Non-Partisanship – The members of the Caucus Committee are to act in the best interests of the community as a whole, and shall not in any narrow partisan sense act as representatives of any particular organization, geographic area, or potential candidate.
- D. Communication – The Caucus Committee is to make effort to inform the community as to its work and recommendations, and to encourage as broad a representation as possible in the work of the Caucus both prior to and at the Town Meeting and the Regional School District Meetings.
- E. Responsibilities – The final adoption of a platform and nomination of the Caucus slate of candidates is made by the citizens of the community assembled at the Town Meeting or Regional School District Meetings. The function of the Caucus Committee in this respect is to assist, not to supplant, the citizens of the community in adopting a platform and choosing a slate of nominees. In support of this principle, individual Committee members are urged to support the Caucus process generally by temporarily subordinating their individual views / preferences to the group consensus and avoid outspoken opposition to Caucus Committee decisions, at least until the Town Meeting / Regional School District Meetings. Following the Town Meeting and Regional School District Meetings, it shall be the function and the duty of the Caucus Committee and Election Sub-Committee to engage actively in campaigns as necessary to aid the election of the slate of candidates nominated by the citizens at the Town Meeting or Regional School District meetings.
- F. Petitions and Opposing Nominees – Recognizing that there may be fundamental differences of opinion on local issues within the community, the Caucus Committee and the Caucus Town Meeting shall always leave the way clear for other groups of citizens, with community objectives contrary to the Caucus Platform, to circulate petitions and advance other nominees at elections.
- G. Continuity – The Caucus Committee each year shall endeavor to add to the continuing strength of the Caucus process in Northbrook, working to ensure that the following Caucus Committee is broadly representative of differing community interests, is chosen with care, and is clearly introduced to its task. In this regard, the chairmen of the respective sub-committees of the Caucus shall prepare written reports of their respective activities, indicating therein the business which came before their sub-committee and the manner with which the same was dispatched, so that succeeding Caucuses can receive the benefit of such experience and become better equipped to handle the functions and assignments of their sub-committee work.

Likewise, upon the completion of his or her term, the Chairman of the Caucus Committee shall prepare a full and complete report of the activities and the business of the Caucus as a whole, a copy of which report shall be given to the Chairman of the succeeding Caucus Committee so as

to ensure a smooth continuity of Caucus affairs. Such report shall include a financial statement reflecting all receipts and disbursements of funds received and expended by the Caucus. The Secretary shall file a copy of all reports with the Caucus records kept at the Northbrook Public Library.

Section IV – Caucus Committee Composition and Procedures

A. Membership

- a. Term – The entire Caucus Committee is to be elected at the regular biennial Town Meeting. Members assume their responsibilities immediately following the conclusion of the biennial Town Meeting, and serve until the conclusion of the next regular Town Meeting. Members serve for two years, ordinarily from January of an odd numbered year until January of the next succeeding odd numbered year.
- b. Geographic Selection – The distribution of the members shall be determined at the time of the election of the Caucus Committee and shall be by Northfield Township Voting Districts (precincts) established for general elections. Once elected on this basis, changes made by the Clerk of Cook County in voting districts and / or lists shall have no effect on the Committee make-up until the next Town Meeting election of Caucus Committee members.

All districts with 50% or more of their registered voters residing within the boundaries of the Northbrook Village, Park District, School District #27, or School District #28 shall have three (3) Members. Districts lying partially within any of these jurisdictions, but with less than 50% of their registered voters residing in any one of those governmental jurisdictions shall have one (1) Member.

If and when an existing voting district, not wholly within the boundaries of the Village, Park District, School District #27, or School District #28 reaches 50% or more of its registered voters residing within any of the aforementioned boundaries, the Caucus Committee Chairman, subject to Caucus Committee approval, shall aping two additional members through the procedure for filling Committee vacancies.

- c. Eligibility – To be eligible for election or appointment to the Caucus Committee:
 - i. A candidate must be qualified to vote for one or more of the offices listed in Section I.
 - ii. A candidate must not have been a member of the Caucus Committee consecutively for longer than the two-year term immediately preceding election, including any term or portion of a term to which he or she may have been appointed. A person may be elected or appointed to a maximum of two consecutive two-year terms on the Caucus Committee, but this must always be followed by at least one full two-year term off the Committee.
 - iii. A candidate may not currently be an elective office holder of any of the Elective Offices specified in Section I, or currently a candidate for any office served by the Caucus process. A member of the Caucus Committee who becomes a candidate for any of those elected offices will immediately lose membership automatically, and the resulting vacancy will be filled as provided in this Section.

- iv. A candidate must be a resident of the voting district (precinct) which he or she is to represent.
- d. Eligibility to Vote – Each member is expected to attend Caucus Committee meetings regularly, and all votes shall be cast in person (no absentee voting).
- e. Election of Members - Members shall be elected at the Caucus Town Meeting, after nominations have been submitted to the Caucus Town Meeting by the outgoing Caucus Committee.
- f. Vacancies – Vacancies occurring in Caucus Committee membership between elections will be filled by appointment of the Chairman, subject to the majority approval of those members present at the next meeting of the Caucus Committee. The Chairman shall be expected to give due consideration to suggestions from the Credentials Sub-Committee in making these appointments. The eligibility provisions of these Bylaws will apply to such appointments.

B. Officers

Officers of the Caucus Committee will be elected for each two-year term at the first meeting of the Caucus following the Caucus Town Meeting or as soon thereafter as practicable. No individual may serve two consecutive terms in the same office, and the Chairman may not be elected to any office in the succeeding term. Officers shall include, but not necessarily be restricted to, the following:

1. **The Chairman**, who shall preside at the meetings, except meetings of sub-committees, be generally responsible for the progress of the Committee's work, and be an ex-officio non-voting member of all sub-committees. The Chairman may serve and vote on one candidate sub-committee.
2. **The Vice-Chairman**, who shall preside in the absence of the Chairman and accept whatever administrative responsibilities may be delegated by the Chairman.
3. **The Treasurer**, who will handle and record all receipts and disbursements during the year; make proper reports of the accounts at Caucus Committee meetings and the Caucus Town Meeting(s) and Regional School District Meetings; prepare and submit for approval of the Chairman and thereafter timely file all public financial reports required by law; and perform such other duties and functions as are usual and customary to a Treasurer's function and as may be required by the Caucus Committee or designated by the Chairman.
4. **The Secretary**, who will record minutes of all meetings, and upon the request of the Chairman, give proper notice to members concerning the time and location of the Caucus Committee meetings. The Secretary shall keep copies of minutes, membership lists, sub-committee reports, publicity articles, mailings, etc., which will form much of the permanent report of the Caucus Committee work provided for in these Bylaws. The Secretary shall secure from all sub-committee chairmen their respective reports and file these in the Village Library with Caucus materials.

C. Sub-Committees

Standing sub-committees and their chairmen will be appointed by and will serve at the discretion of the Officers, and should be appointed within 30 days after the first Caucus Committee meeting. They may include, but are not necessarily restricted to, the following:

- Town Meeting Sub-Committee

- Candidates Sub-Committees (one for each board under consideration)
- Public Relations Sub-Committee
- Platform Sub-Committee
- Finance Sub-Committee
- Petitions Sub-Committee
- Bylaws Sub-Committee
- Credentials Sub-Committee
- Election Sub-Committee

Of the foregoing, the Candidates, Credentials, and Election Sub-Committees are required, and the Election Sub-committee will be formed at the time provided in paragraph 9 herein.

1. Town Meeting Sub-Committee – The Town Meeting Sub-Committee will make all arrangements necessary for holding a regular or special Town Meeting or Regional School District Meetings. These arrangements include but are not limited to securing a suitable site in the district for which the meeting is held, giving notices that may be required or recommended by police and fire departments, ensuring adequate parking is available, and so forth.
2. Candidates Sub-Committees
 - i. Composition – The Candidates Sub-Committees are comprised of those Caucus Committee members engaged in identifying, interviewing, evaluating, and selecting persons to be presented to the entire Caucus Committee, and eventually the Town / Regional School District Meetings, as nominees for elective office. Only those Caucus Committee members residing within the boundaries of a governmental body being considered may serve on the Candidates Sub-Committee for that entity.
 - ii. Procedures – The Chairman of each Candidates Sub-Committee will propose to the Sub-Committee, and the Sub-Committee shall adopt, rules for interviewing, eligibility to vote, and voting upon candidates, giving due regard to rules adopted by prior sub-committees.
 - iii. Conflict of Interest – No person whose spouse or a member of whose immediate family is to be interviewed by the Candidates Sub-Committee shall serve on that sub-committee. If the spouse or immediate family member of a Candidates Sub-Committee member is to be interviewed or considered as a candidate by the Candidates Sub-Committee, then the member (of the caucus Candidates Sub-Committee) whose spouse or immediate family member will be interviewed or considered must resign from that Candidates Sub-Committee or be discharged therefrom by the officers. Other possible conflicts of interest will be left to the honor and conscience of each member, but should in all events be disclosed to the other Sub-Committee members.
 - iv. Recommendations – The Candidates Sub-Committee will seek to recommend to the Caucus Committee the most qualified candidate for each office.

- v. Candidate Qualifications – The candidates Sub-Committee should make reasonable yet discreet inquiry to satisfy themselves that the candidates selected have represented their qualifications accurately.
 - vi. Confidentiality – The Candidates Sub-Committee should pursue its work in confidence, respecting the rights of privacy of all persons considered. It is a central and vital concept that Caucus is a process of selection, not rejection, with many entirely qualified people frequently considered for only a few available positions. No action should in any way embarrass or compromise any person under consideration for nomination to public office.
3. Public Relations Sub-Committee – The Public Relations Sub-Committee will write, edit, and deliver to all appropriate news media notices of Caucus activities, background and qualifications of candidates for elective offices, explanations or descriptions of the caucus process, and other appropriate communications that the Chairman may request.
 4. Platform Sub-Committee – The Platform Sub-Committee will determine the will of the Caucus Committee and, if deemed appropriate, submit to the Caucus Committee a platform which addresses broad concerns facing the local community. Such a platform, if presented, must be approved by majority vote of the Caucus Committee present and voting before being presented to the Town Meeting.

If the Platform Sub-Committee decides to propose a platform, it must be presented to the Caucus Committee prior to the selection of the candidates. A platform approved by the Caucus Committee shall be presented to the Caucus Town Meeting and may be used as a guide in the selection of candidates.

5. Finance Sub-Committee – The Finance Sub-Committee will endeavor to solicit and raise funds for Caucus work. Such fund-raising efforts may include collections or donations made during Town meetings and / or Regional School District Meetings, fund-raising activities, direct solicitation by mail or in person, or other appropriate means.
6. Petitions Sub-Committee – The Petitions Sub-Committee will ascertain from the law and appropriate government sources the requirements regarding petitions necessary to put candidate names on the election ballot. After selection of candidates by a regular Town Meeting or Regional School District meeting, the Petitions Sub-Committee will gather the necessary signatures and present these to the appropriate agency.
7. Bylaws Sub-Committee – Recognizing the need for changes in these Bylaws from time to time, the Bylaws Sub-Committee will prepare appropriate changes, if necessary, in accordance with the spirit of these Bylaws and the wishes of the Caucus Committee. Bylaws changes must be presented to the Caucus Committee and approved by a majority vote of those present and voting prior to being presented at a Town Meeting as the recommendation of the Caucus Committee.
8. Credentials Sub-Committee – No later than 60 days before the scheduled regular Town Meeting, each Caucus Committee member will contact the Credentials Sub-Committee and supply the name of one person, not of the Caucus Committee member's own family, who has agreed to serve on the next Caucus Committee from his or her voting district (precinct). The Credentials Sub-Committee will also solicit the entire community

for recommendations concerning Caucus Committee membership, and will consider all names thus submitted. The full Caucus Committee, upon report of names recommended by the Credentials Sub-Committee, shall then decide upon and adopt a slate for nomination to the Town Meeting for election to the next Caucus Committee. Nomination of these persons shall be consistent with the principles of broad representation embodied in these Bylaws.

9. Election Sub-Committee – After the conclusion of a regular Town Meeting, following election of a new Caucus Committee, and while that new Committee is organizing its work having to do with Regional School District Meetings in June, the officers and Sub-Committee chairmen of the outgoing Caucus Committee who have not been re-elected to the new Caucus Committee will convene themselves, under the leadership of the outgoing Caucus Committee Chairman, as an Election Sub-Committee. The sole function of this Sub-Committee, under the auspices of the new Caucus Committee, will be to see that the wishes of the Town Meeting are carried out. The newly elected Caucus Committee will give whatever assistance is needed and reasonable, including financial assistance, to the extent compatible with its available funds and total responsibilities, to aid the election of candidates nominated by the Town Meeting.

D. Duties and Obligations of Caucus Committee

The duties and obligations of the Caucus Committee include, but are not necessarily restricted to, the following:

1. Understand the object, principles and procedures of the Village of Northbrook Caucus Plan.
2. Ascertain what offices are to be filled at forthcoming elections.
3. Learn what qualifications are needed for the offices concerned.
4. Contact incumbents whose terms may be expiring and determine whether or not they wish to seek reelection. If they do, the Caucus Committee will give them consideration in the selection process, recognizing that they have already been elected at least once by the community which they serve.
5. Actively solicit, by publication notices and by mail, the participation of the community including past supporters, urging citizens to advance names for nomination and to suggest local aims to be stated in the Caucus Platform.
6. Determine the eligibility and qualifications of those residents suggested of nomination. (While maintaining membership on the current Caucus Committee, no member shall be considered by that Caucus Committee for any elective office under consideration during the years of such membership.)
7. Arrange suitable sites and procedures for the Caucus Town Meeting and the Regional School District Meetings.
8. Encourage unity within the community, discouraging artificial and unnecessary political division based largely on personalities. Understanding this principle, the committee will diligently attempt to identify the most qualified people and recommend only one candidate for reach elective office. Should this objective prove unusually difficult, however, as evidenced by failure to achieve a two-thirds vote in favor of candidates because two or more candidates are judged nearly equal in qualification, more than one person may be

recommended to the Town Meeting and / or the Regional School District Meetings, and the decision of that assembly will govern.

9. Select from this study one candidate (or more) for each public office concerned, taking special note of the Principles of these Bylaws (Section III) in reaching their conclusions. The Committee will make certain that its selected candidates will accept the nomination if it is approved by the Caucus Town Meeting or Regional School District Meeting. The Caucus Committee will publish the names of its selected candidates at least seventeen (17) days prior to the date of the Caucus Town Meeting or Regional School District Meeting, and shall also publish at least seventeen (17) days prior to the date of the Caucus Town Meeting all names of Caucus Committee members to be proposed at the Caucus Town Meeting for the following term.
10. Identify Caucus Committee nominees to be elected at the Caucus Town Meeting to serve for the following term, ensuring that the nominees are truly representative of their districts (precincts).
11. Establish the date and publicize, at least 24 days in advance of the event, the date, time, and location of the Caucus Town Meeting and the Regional School District Meetings, endeavoring to get a large and representative attendance.
12. Prepare the agenda for the Caucus Town Meeting and Regional School District Meetings, preside at said meetings (in the person of the Chairman), submit the recommended Caucus slate of candidates, invite other candidates nominations from the floor, and determine the approved Caucus slate of nominees for public office.
13. Introduce resolutions at the Caucus Town Meeting and Regional School District Meetings expressing appreciation to those members of the community's governing boards whose terms are expiring.
14. Act to create the legal party required to place names on the election ballots.
15. Get petitions signed for the nominees and provide for the preparation and signing of such necessary nominee forms as are required by the Statutes of the State of Illinois.
16. Support the Caucus nominees, make known in the community their qualifications and abilities, and actively campaign for their election.
17. Assist governing Boards in filling vacancies which may occur in their membership between elections, as requested.
18. Solicit the funds necessary for the work of the Caucus Committee.
19. Call the first meeting of the following term's Caucus Committee and pass funds and records to that succeeding Committee.
20. Become sufficiently familiar with the process of parliamentary procedure so that the principles embodied therein (carrying out the will of the majority while protecting the rights of the minority) are fairly administered.

E. Meetings

1. First Meeting – The first meeting of the Caucus Committee will be called by the Chairman of the previous year's Committee no later than February 15 following the Town Meeting. Copies of these Bylaws, a list of Caucus Committee members, and a list of persons identified pursuant to part F hereof will be enclosed with the mailing announcing the first meeting. The Chairman of the previous year's Committee will preside until a new Chairman is elected.

The first order of business, following proper instruction and introduction, shall be the election of officers.

2. Quorum / Voting – a quorum is one-fourth of all members. All matters are to be decided by a majority vote of those present and voting except the selection of candidates for elective office which will require the affirmative vote of two-thirds of those present and voting.
3. Approval of Candidates – Following selection of candidates by the Candidates Sub-Committees, all such candidates should appear before the full Caucus Committee for Consideration.

At this time, candidates who made themselves available to the Candidates Sub-Committees but who were not recommended by the Candidates Sub-Committees may also, upon nomination by at least five (5) Caucus Committee members qualified to vote on the candidate's office, appear before the full Caucus Committee for consideration. In order for a candidate who has not appeared before a Candidates Sub-Committee to be considered by the entire Caucus Committee, a majority vote of the Caucus Committee (those present and voting and qualified to vote on the candidate's office) shall be required.

In the balloting for nominees for elective office, members are entitled to only one vote per candidate vacancy to be filled, and voting may not be on a cumulative basis. "Robert's Rules of Order," as revised, shall govern the meetings except as modified herein. The Chairman may not vote except when his or her vote will affect the outcome. Each vote must be cast in person, by secret ballot, and may not be cast by absentee ballot or proxy.

Only those Caucus Committee members residing in the political subdivision for which candidates are to be nominated may vote on those candidates. In determining the affirmative vote of two-thirds of those present and voting that is required for nomination, in each case only those Caucus Committee members residing in the political subdivision for which candidates are to be nominated shall be counted in computing said two-thirds vote.

4. Notice – Meetings shall be held as required, at the call of the Chairman, provided that not less than seven days' notice shall be given to all members of the Caucus Committee.
 5. Failure to Attend – if any Caucus Committee member fails to attend two successive Caucus Committee meetings without notifying the Chairman and giving a valid reason acceptable to the Chairman as to why attendance is not possible, the Chairman shall cause a written notice to be served upon such member advising that failure to attend the next meeting may cause termination from membership on the Caucus Committee. Should such member fail to attend the next succeeding Caucus Committee meeting, the Officers may discharge such member from the Caucus Committee and announce the same to the membership, in which event the vacancy shall be filled in the manner provided by these Bylaws.
- F. Nomination of Officers – Following the Caucus Town Meeting, and prior to the first meeting of the new Caucus Committee, the outgoing Caucus Committee Chairman should convene all previous officers, and may request the counsel of other active members, for the purpose of identifying a group of persons capable of serving in leadership positions for consideration by the

new Committee. The identity of persons in that group will be sent with the announcement of the first meeting. Nominations for officer positions will be accepted from the floor.

Section V – Caucus Town Meeting / Regional School District Meetings

- A. Caucus Town Meeting – The regular biennial Caucus Town Meeting will be called by the Caucus Committee sufficiently in advance of election dates to allow ample time for filing of petitions within legal time limit (ordinarily January or each odd numbered year). The officers of the Caucus Committee will be the officers of the Caucus Town Meeting.
- B. Regional School District Meetings – Regional School District Meetings will be held in each odd numbered year sufficiently in advance of the dates of school board elections to allow a timely filing of petitions (it is recommended that this meeting be held in June, prior to the end of the school year). Separate meetings shall be held for each school district. The Officers of the Caucus Committee will be the Officers of the Regional School District Meetings.

Except for procedural matters and routine resolutions of appreciation, the only business which may be considered at a Regional School District Meeting is the nomination of school board candidates. No other business of any kind, especially that affecting the Caucus process and the community generally as distinguished from the school district, may be recognized for consideration by the assembly; such matters must be reserved for regular or special Town Meetings. The agenda requirements for a regular Town Meeting given in paragraph G of this section shall not apply to a Regional School District Meeting.

- C. Notice – At least 24 days’ notice must be given by publications in a local newspaper, and notices posted in public places, prior to any type of Town or Regional School District Meeting, with date, time, and location specified.
- D. Quorum – Eligibility to Vote – A quorum is required for each political subdivision for which candidates are to be nominated. A quorum shall consist of one hundred (100) residents for Town Meeting purposes and fifty (50) residents for Regional School District Meeting purposes, all of whom reside within the boundaries of such political subdivision and who are qualified to vote for one or more of the offices listed in Section I. All matters, including selection of candidates, shall be decided by a majority vote of those present and voting. “Robert’s Rules of Order,” as revised, shall govern the meeting except as modified herein. Each eligible voter in attendance who resides in the areas indicated above shall be entitled to one (1) vote per issue or one (1) vote per candidate vacancy to be filled, which vote must be cast in person at the time of voting and may not be cast by absentee ballot or by proxy.

On the vote of nomination for any given public office, only those whose location of residence qualifies them to vote in the public election regarding that office will be eligible to vote. For the purpose of these Bylaws, a person “qualified” to vote is a person entitled by the laws of Illinois to register to do so, though he or she may not actually have registered.

- E. Discussion and Debate – As set forth in the Principles of these Bylaws, the Caucus Committee is entrusted with the responsibility of providing reasonable opportunity for discussion and debate, and of receiving with equanimity all nominations and suggestions from the floor. All such

nominations from the floor must be accompanied by assurance that the proposed nominee will accept the nomination if approved by the Caucus Town Meeting.

- F. Other Business – The principal business of the Caucus Town Meeting and the Regional School District Meetings is the official nomination of the Caucus slate of candidates for elective public offices. Providing they do not interfere with the proper achievement of this purpose, other subjects important to the community as a whole may be advanced for discussion at a Regular or Special Town Meeting (not a Regional School District Meeting) by the Chairman or by any member of the Caucus Town Meeting in attendance. These subjects may include the establishment of a platform and reports from representatives of the various village governing boards on matters which the Caucus Committee deems of interest and significance to the public.
- G. Agenda – The agenda of the Town Meeting, though not necessarily in this order, shall include, but not necessarily be restricted to, the following:
1. Call to Order
 2. Reading of the minutes of the previous Caucus Town Meeting, and their approval (this may be dispensed with upon motion of the assembly, recognizing that copies are on file at the Northbrook Public Library).
 3. Chairman's explanation of the Caucus process and Town Meeting procedure, including the voting procedures and tabulation process.
 4. Identification of the current Caucus Committee membership, and the introduction of officers.
 5. Report of the Platform Committee, submitting the recommended platform, if any. This report will always precede the Report of the Candidates Sub-Committee(s).
 6. Approval of the Caucus Platform, if any, after discussion and revision as necessary.
 7. Report of the Candidates Sub-Committee(s), submitting recommended slate of nominees for elective village offices.
 8. Invitation of additional nominations from the floor for elective offices being considered.
 9. Approval of the uncontested nominees for elective office by hand or voice vote and secret balloting for nominees where two or more candidates for public office have been nominated for any vacancy.
 10. Other reports and other business, prior to consideration of Bylaws amendments and election of the new Caucus Committee.
 11. Bylaws amendments, if any.
 12. The invitation of additional nominations from the floor for Caucus Committee membership. Such nominations must be accompanied by assurance that the proposed member will accept membership if elected.
 13. Approval of uncontested nominees for Caucus Committee membership for those districts where no additional nominations have been received from the floor. This approval shall be by majority vote, with show of hands being acceptable.

Additional nominations for the new Caucus Committee will be received from the floor. Any person nominating from the floor is allowed to nomination no more than two (2) persons total, with nomination for any voting precinct acceptable. Prior notice to the Caucus Committee, the Credentials Sub-Committee, or the Chair is not required. However, all

nominations from the floor must be accompanied by evidence of prior notice to and consent of the candidate nominated.

14. Adjournment of the Caucus Meeting.

- H. Caucus Committee Candidates and Precinct Meetings – In electing members to the Caucus Committee at the Town Meeting, for those precincts where the number of nominees, either from the outgoing Caucus Committee or from the floor, is equal to or less than the number of positions open, election may be the entire assembly, using voice vote or show of hands. For any precinct where the number of nominees exceeds the positions available, the election of all new Caucus Committee Members from that precinct will be temporarily suspended, until immediately following the conclusion of the Town Meeting, at which time a precinct meeting shall be convened under the direction of an outgoing Caucus Committee Officer or someone appointed by the Chairman.

A quorum at such a precinct meeting shall consist of all residents of that precinct who are in attendance at the precinct meeting and who are qualified to vote for one or more of the offices listed in Section I. Each such person shall be entitled to vote for one (1) candidate for each ensuing Caucus Committee vacancy. This vote must be cast in person and may not be cast by absentee ballot or proxy. The candidate(s) for each vacancy receiving the most votes will be elected.

The person presiding over the precinct meeting will report within the next twenty-four (24) hours to the Chairman of the Caucus Town Meeting, giving him or her the name(s) of the approved member(s) of the Caucus Committee. The Chairman shall notify the approved member(s) from such precinct, along with the balance of the membership, concerning the time and place of the first meeting of the new Caucus Committee. If such precinct meeting is not properly held or the results are not reported to the Chairman within 24 hours, then the vacancy will be filled by appointment by the Chairman in accordance with these Bylaws.

- I. Candidate Voting Procedure – Except for uncontested elections, where voice vote or vote by show of hands shall be allowed, all balloting for public office candidates at Town Meetings and / or Regional School District Meetings shall be by secret ballot. At the time of balloting, each person qualified according to paragraph D of this section shall be allowed to vote for one person per vacancy under consideration, not on a cumulative basis. For example, if there are three persons to be selected, each present member of the assembly who resides within the political subdivision being considered may vote for as many as three different persons (not three votes for one candidate).
1. When there is only one vacancy to be filled, the candidate who achieves a majority vote among those present and voting shall immediately be declared the Caucus Nominee.
 2. When multiple vacancies are under consideration, those candidates who receive the highest number of votes, provided the number of votes for each is a majority of legal ballots cast, shall immediately be declared Caucus nominees for those vacancies.
 - a. Should a majority vote of legal ballots cast not be obtained by enough candidates to fill all remaining vacancies, then voting shall continue.

- b. If no candidate receives a majority vote of legal ballots cast on the next ballot, those candidate who receive the highest number of votes which total a majority of legal ballots cast are eligible for further balloting; all other candidates are excluded from further balloting.
- c. Balloting shall continue until all vacancies are filled.

Should circumstances arise which are not explicitly explained in these Bylaws, thus preventing decision, the Chairman shall suggest and the assembly shall adopt by majority vote a method of procedure which accommodates the particular difficulty but which in no way violates the principles of these Bylaws.

Section VI – Special Town Meetings / Regional School District Meetings

When it is considered advisable by the Caucus Committee, by majority vote of those present and voting, or when the Caucus Committee is petitioned by one hundred (100) or more citizens entitled to vote at a Caucus Town Meeting, the Chairman of the Caucus Committee shall call a special Caucus Town Meeting or Regional School District Meeting in addition to the regular Caucus Town Meeting. All procedures and rules set forth in Section V shall apply, except for part G (Agenda). The general subjects to be considered at the special meeting will be announced together with the required public notice.

Section VII – Records

The Chairman of the Caucus Committee each term is to be responsible with the assistance of other officers and sub-committee chairmen, for organizing a report including the following:

1. The membership of the Caucus Committee
2. The minutes of each Caucus Committee meeting and the regular and any special Caucus Town Meetings as well as the Regional School District Meetings.
3. A financial statement reflecting all receipts and disbursements
4. Any additional reports and remarks considered viable.

The Chairman shall bring this report to the first meeting of the following year's Caucus Committee and present it to the new Chairman when such Chairman is elected at that meeting.

Each Chairman shall be responsible for the delivery of the Chairman's report for his or her own term to the Northbrook Public Library where such past records of the Northbrook Village Caucus Plan shall be filed for safekeeping. These records will be available for public reference at the Northbrook Public Library but shall not be removed from the Northbrook Public Library unless under the authority and responsibility of the current Chairman of the Caucus Committee. This provision does not necessarily pertain to such records as the notes and papers of the various Sub-Committees of the Caucus Committee, which shall more appropriately be passed on the Sub-Committee of the succeeding Caucus Committees.

Section VIII - Amendments

These Bylaws may be amended by the affirmative vote of two-thirds of the residents qualified to vote who are present and voting at the time of such vote at the regular or a special Caucus Town Meeting. Recommendation endorsed by the Caucus Committee for Bylaws amendments to be proposed at a Caucus Town Meeting will be made public prior to that Caucus Town Meeting, and the Chairman will

also endeavor to make public any Bylaw amendments to be proposed from any other sources. Amendments may be offered from the floor.

Section IX – Transition

- A. These Bylaws will become effective, subject to the provisions of the Section IX, on April 1, 1982, and all prior Bylaws will on that date become void. The retiring Chairman will call the first meeting of the ne Caucus Committee during April of 1982.
- B. Holdover Members of the Caucus Committee elected under former Bylaws, and whose terms under former Bylaws would have continued to 1983, will continue as Members under these new Bylaws without reelection until the first Town Meeting to be held in 1983.
- C. Members of the Caucus Committee whose terms under the former Bylaws were scheduled to expire in April of 1982 will leave the Caucus Committee on April 1, 1982, subject to continuing duties of retiring officers and members under Sections III (G), IV (E) (1), and IV (F). Thereafter those persons will be ineligible to serve as members of the Caucus Committee until the first Town Meeting to be held in 1983.
- D. Members of the Caucus Committee elected at the Town Meeting adopting these Bylaws will serve only until the first Town Meeting to be held in 1983, when their terms will expire.
- E. All members of the Caucus Committee serving at the time of adoption of these Bylaws, or who served on the Committee during the prior twelve months, or who are elected at the Town Meeting adopting these Bylaws, are eligible for reelection as Members at the first Town Meeting to be held in 1983. If reelected t that time, they may serve only one term before being disqualified for two years under Section IV (A) (3) (b).

The Bylaw were duly adopted by the Northbrook Caucus Town Meeting on March 21, 1982.

Attest: