

NORTHFIELD VILLAGE CAUCUS BYLAWS

Effective January 29, 2026

Preamble

The Northfield Village Caucus values the principles of representative democracy, community involvement, and shared purpose, serving as a vital bridge between residents and governance in the Village of Northfield. Founded on the ideals of civic engagement, the Caucus embodies a commitment to fostering an inclusive, independent, unbiased and nonpartisan process by identifying and supporting individuals best suited to lead and serve. In recommending the election or appointment of qualified candidates for local government, the Northfield Village Caucus reinforces the pillars of representative democracy at the municipal level.

Through these bylaws and supporting policies and procedures that the Northfield Village Caucus may adopt, the Northfield Village Caucus seeks not only to uphold the integrity of local governance but also to inspire a collective sense of civic responsibility among residents. These bylaws are binding.

ARTICLE I – NAME

The name of this organization shall be the Northfield Village Caucus.

ARTICLE II – PURPOSE

The Northfield Village Caucus is a non-partisan political organization composed of members residing within the Village boundaries, whose purpose is to represent the interests of the community in matters of Village government, to prepare and maintain the Northfield Caucus Platform, to submit a slate of candidates for the Village of Northfield Board of Trustees and for the position of Village President, and, if requested by the Village President, to recommend qualified individuals to serve on Village commissions and boards.

It is the duty of the Caucus to communicate information to Village residents on matters of importance or concern to the Village and its residents. The Caucus may take a position on issues facing the village which may relate to the Caucus Platform.

In furtherance of that obligation the Caucus will solicit, receive, and ascertain the views and opinions of the residents of the Village on matters of general concern to the Village and bring matters of general concern to the Village residents and Village Board members.

ARTICLE III – MEMBERS

Section 1. - Selection of Members

Caucus members shall be elected by the residents at the appropriate January Annual Meeting. The term “resident” used in these bylaws shall refer only to those people 18 years of age or more who reside in Northfield. Any resident interested in serving on the Caucus shall be invited at the Biennial Town Meeting to submit his or her name for consideration by the Caucus Membership Committee. At the Caucus’ next January Annual Meeting, the Membership Committee shall submit names of residents to fill Caucus vacancies. Any resident desiring to make a nomination from the floor for a Caucus vacancy must give written notice to the Caucus Chair not less than 14 days in advance of the Annual Meeting. Such notice shall state the name of the individual making the nomination, the name of the person to be nominated, the Caucus Precinct involved, statement of the person’s qualifications, and a statement of the person’s willingness to serve, if elected. The ensuing vote shall be done by Caucus Precinct and the members for that Precinct shall be elected by a majority vote (plurality vote if nomination from the floor) of all Northfield residents present at the Annual Meeting.

Any resident who is not a candidate for or member of the Village Board of Trustees or President of the Village, is eligible to become a member of the Caucus.

Qualities sought for membership include diversity in geographic location as well as an interest in carrying out the responsibilities of Caucus membership. The Caucus shall make a concerted effort to slate and/or appoint members from all the Village’s Districts, such Districts to be determined by the Caucus and described in the Rules attached hereto. Vacancies arising on the Caucus between January Annual Meetings may be filled at any time by a majority vote of the Caucus at a duly convened meeting. Otherwise, Caucus membership shall be filled every two years as members’ terms expire. The Caucus will solicit residents for Caucus membership at regular intervals.

A Caucus member who becomes a candidate for Village Trustee or President must inform the Chair and resign from the Caucus, at the time of the submission and acceptance of their application or by October 1 of the year preceding the election year whichever the later. Any former Caucus member not selected as a candidate may return to the Caucus after presentation of the Caucus slate. Any Caucus member who is an immediate family member (i.e., parent, spouse or child) or household member of a Candidate interviewing for the office of President or Village Trustee must take a leave of absence from the successful submission of the household or family member’s application or October 1 whichever the later, until after the presentation of the Caucus slate. Any Caucus member who is a family or household member of the Village President or a Village Trustee must take a leave of absence from the Caucus until the end of the family or household member’s term.

It is intended that the total membership of the Caucus shall be approximately thirty-four. The optimum number of Caucus members will be determined by a system duly voted on by the Caucus that provides equal representation of residents throughout the Village.

Section 2. – Term

The term of each Caucus member elected at the January Annual Meeting shall be two years commencing with the first quarterly meeting after the election and ending two years later.

Section 3. - Removal of Caucus Member

Any Caucus member who fails to attend three consecutive meetings without good cause, as determined by a majority of the Caucus officers, may be removed from the Caucus. Any Caucus member may be removed from the Caucus for good cause by a 2/3 vote of Caucus members at a duly convened meeting. In either case, due notice (at least 10 calendar days) of the proposed removal action must be given to the Caucus member involved before any action is taken at a meeting.

ARTICLE IV – OFFICERS

Section 1. – Officers

The officers shall be members of the Caucus and shall consist of the Chair, who shall be an ex officio member of all Committees, a Vice Chair, a Secretary, and a Treasurer. Each officer shall be elected by a majority vote of the Caucus at the Annual Meeting, shall serve a term of two years commencing with the first quarterly meeting after the election and ending two years later, and shall have the duties customary to persons holding such offices.

Section 2. - Duties of an Officer

Chair: The Chair shall preside at meetings of the Caucus and at the Biennial Town Meeting and shall give notice of all meetings. The Chair shall distribute all documents to be voted upon to all Caucus members in advance of the meeting. The Chair, before the January Annual Meeting, will head and name a Selection Committee made up of at least two Caucus Committee Chairs and the outgoing Officers to recommend a slate of new officers to be voted on at such Annual Meeting. The Chair will select and organize his/her Committee Chairs before the second quarter meeting. In the absence or inability to act of any Officer, the Chair shall appoint a Caucus member to assume the duties of that office.

Vice Chair: Aids the Chair and oversees Caucus membership development. In the absence or inability to act of the Chair, the Vice Chair shall assume the duties of the Chair.

Secretary: All permanent records of Caucus proceedings and minutes of such proceedings shall be maintained by the Caucus Secretary, with copies lodged with the Chair

Treasurer: The Treasurer shall have custody of the Caucus funds and shall maintain a bank account for that purpose. All funds disbursed by the Caucus shall be signed by the Treasurer or the Chair.

ARTICLE V – MEETINGS

Section 1. – Caucus

The Caucus shall hold regular meetings each quarter of each year on dates set by the Chair upon at least ten days' notice to the Caucus membership. The meeting held during the first quarter of each election year shall be known as the January Annual Meeting of the Caucus, at which officers and members of the Caucus shall be elected. The Chair shall call a special meeting of the Caucus as soon as is reasonably practical (minimum 5 business days' notice) following a request by three or more members of the Caucus.

Business may be conducted at any meeting attended by a quorum of the Caucus membership. A quorum shall consist of eleven or more of the members, or thirty percent (30%) of the members, whichever is lesser. Except for an amendment of the bylaws where a two-thirds vote is required, all matters shall be decided by majority vote of those present at the meeting.

All meetings of the Caucus shall be open to the public, except the interviews of prospective candidates, discussion of their qualifications, and voting on their candidacy may be conducted in executive session. The Chair may also determine that a discussion needs to be held in an executive session.

Business coming before the Caucus or any Committee thereof shall be decided by the affirmative vote of a majority of the members present at a duly constituted meeting. Quorum or other special requirements shall also be in force. A majority vote shall be calculated as the next integer number greater than one-half the votes cast. The vote of the Chair of the Caucus and any Committee Chair shall be entered and counted into the tally.

Voting shall be a show of hands unless a Caucus member present requests that a vote be taken by secret ballot. No vote shall be cast by proxy.

Section 2. - Biennial Town Meeting

The Caucus shall conduct a Biennial Town Meeting for all Northfield residents. All residents present at the Biennial Town Meeting will be required to sign acknowledgements that they are registered to vote in Northfield. The Biennial Town Meeting shall be held not less than 30 days prior to the statutory deadline for the filing of nominating petitions for the Northfield election. The Caucus shall give at least 15 days' notice to residents of the time, date and place of the Biennial Town Meeting, and shall include with the notice the slate of candidates proposed by the Caucus for election to Village office and the procedure to be followed in making nominations from the floor.

At the meeting the Caucus shall:

A. Present the slate of nominees for election to Village offices for consideration and ratification by the residents attending the meeting.

B. Distribute the Platform, present any amendment to the Platform for consideration and adopt the Platform in final form.

C. Request residents to submit names for Caucus membership to be considered and voted on at the Caucus' next Annual Meeting.

Any resident desiring to make a nomination from the floor for a Village Office must give written notice to the Chair of the Caucus not less than 7 days in advance of the Biennial meeting. Such notice shall state the name of the individual planning to make the nomination, the name of the person to be nominated, the Office sought, a statement of the person's qualifications, and a statement of the person's willingness to serve, if elected. The ensuing vote for a Village President requires a three-fifths majority vote of the qualified voters present. The vote for slating members of the Village Trustees shall be by the plurality vote of all those residents at the meeting.

In the event any nominee of the Caucus for Village office is rejected at the Biennial Town Meeting, and no other nominations have been made in accordance with these bylaws, then the meeting shall be adjourned, and the Caucus shall decide upon a substitute nominee in a timely fashion.

Section 3. - Annual Meeting

The Caucus' Annual Meeting will be held in January.

ARTICLE VI – COMMITTEES

Section 1. Candidate Search Committee

Following notification from the Village President to the Chair of the Caucus or the Chair of the Candidate Search Committee of a vacancy or opening(s) on the Village Board due to term completion or resignation from office, the Candidate Search Committee shall:

- 1) identify interested and qualified candidates;
- 2) review the qualifications of all candidates;
- 3) interview the candidates.

All residents of Northfield who have been residents of the Village for at least one year are eligible to be considered by the Candidate Search Committee for election to the Village of Northfield Board of Trustees or for the position of Village President at the Biennial Town Meeting.

The Candidate Search Committee shall include all Caucus members who are present for all interviews and slate making sessions concerning the slating of the President and members of the Village Board of Trustees; however, no Caucus member whose family or household member is

a candidate for Village President or the Village Trustees shall participate on the Candidate Search Committee. The Chair of the Caucus shall appoint one of the members of the Candidate Search Committee to serve as Candidate Search Committee Chair.

All individuals slated by the Candidate Search Committee for the position of Village Trustee or Village President must affirm that they agree with, and will follow, the provisions of the Platform. In order for the Caucus to engage in slating meetings prior to the Biennial Town Meeting, the Candidate Search Committee will present the candidates to the Caucus Chair at least 45 days prior to the Biennial meeting. The residents present at the Biennial Town Meeting shall vote upon such recommendations, as well as nominations properly made from the floor. Such candidates will be the only Caucus selections to be slated at the Biennial Town Meeting.

In the event of a vacancy occurring on the Village Board or Village Presidency between Biennial Town Meetings, and upon the request of the Board or President, the Candidate Search Committee shall recommend to the Caucus and the Caucus shall recommend to the Board a qualified resident of the Village to fill such vacancy for the unexpired portion of the term involved.

Section 2. - Platform Committee

The Chair of the Caucus shall appoint members of the Caucus to serve on a Platform Committee. The number of members on the Committee should be consistent with the number of Caucus Districts (one member from each District). The Chair of the Caucus shall appoint one of the members of the Platform Committee to serve as Chair of the Platform Committee. This Committee shall be responsible for reviewing the Platform at least annually and preparing such amendments as it determines appropriate from time to time for presentation to the Caucus for consideration, amendment, and approval. The Platform Committee shall present any proposed amendments to the Platform to the Caucus for consideration, amendment, and/ or approval. The Platform Committee shall present the Platform to the Caucus before candidates for Village Offices are interviewed by the Nominating Committee. The final Platform will be voted upon by all eligible voters attending the Biennial Town Meeting.

Section 3. - Communications Committee

The Chair of the Caucus shall appoint members of the Caucus to serve on the Communications Committee. The Chair of the Caucus shall appoint one of the members of the Communications Committee to serve as Chair of the Communications Committee. The Communications Committee shall prepare news or publicity items as directed by the Caucus or Communications Committee, furnish news items to the media, to publicize the Caucus Platform, and to handle all other publicity functions. The Communications Committee has general oversight over the Caucus website and will update the website as needed. All public facing communications shall be subject to the approval of the Caucus Chair.

Every three (3) years, the Communications Committee shall be responsible for creating a survey of the community regarding the efficacy of the Caucus, the Village Board and the needs of the community. Such surveys may be completed periodically at the direction of the Caucus, but not less often than once every eight years. The Communications Committee will report on the results of any such survey to the Caucus.

Section 4. - Oversight Committee

The Chair of the Caucus shall appoint members of the Caucus to serve on an Oversight Committee. The Chair of the Caucus shall appoint one of the members to serve as Chair of the Oversight Committee. One or more of the members of the Oversight Committee shall attend Village Board and Commission meetings, and report in writing to the Caucus Chair on a monthly basis on Village Board or Commission activities in order to further the objectives and purposes set forth in these bylaws. The Caucus Chair shall share said reports with the Caucus. All Caucus members are strongly encouraged to attend in person at least two Village Committee of the Whole meetings per year.

Section 5. - Membership Committee

The Chair of the Caucus shall appoint members of the Caucus to serve on Membership Committee. The number of members on the Committee should be consistent with the number of Caucus Precincts (one member from each Precinct). The Chair of the Caucus shall appoint one of the members to serve as Chair of the Membership Committee. The Membership Committee shall seek candidates for membership on the Caucus, review the credentials of prospective members and present the qualified individuals for election. The Membership Committee shall make a concerted effort to solicit a diverse set of candidates for Caucus membership who are interested in carrying out the responsibilities of the Caucus and select members from all Caucus Precincts in the Village.

Section 6. - Special Committees

The Chair of the Caucus may appoint such other standing or special committees and committee chairs as deemed necessary, such as a Finance Committee to solicit funds, and shall make every effort to appoint a Caucus member from each District to such committees.

The Caucus has the opportunity and should recommend Caucus Members or residents to serve as at-large members to the Winnetka Caucus Council - Library Committee (one member, two-year term) and the Winnetka- Northfield Library Board of Trustees (two members, three--year terms) to represent Northfield's interests in Winnetka-Northfield Library District matters.

The Caucus has the opportunity and should recommend one (1) Caucus Member or resident to the Winnetka Caucus Council - Parks Committee (two-year term) to represent the interests of those residents in Northfield who reside within the Winnetka Park District.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1. - Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order shall govern the Caucus in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any Standing Rules the Caucus may adopt.

ARTICLE VIII - AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Caucus (or at a special meeting of the Caucus called for that purpose) by a two-third vote of the members at such meeting. A copy of the proposed amendments, together with an explanation for the amendment(s), shall be mailed, emailed or otherwise delivered to each Caucus member with a notice of such regular or special meeting at least 30 days prior to the meeting.

ARTICLE IX - USE OF E-MAIL

With 30 days' notice, E-mail may be used to distribute information concerning amendments of the bylaws. Email may also be used for notices of any meeting, distribution of Caucus Agendas for meetings, distribution of documents to be voted upon at a meeting, and any other information that may be desired by the Chair.

ARTICLE X - RULES

1. Standing Rules relate to the details of the administration of the Caucus rather than parliamentary procedure.
2. A Standing Rule may be adopted or changed by a majority vote at any regular Caucus meeting with Five (5) days previous notice.
3. The Caucus shall prepare and file petitions and other documents and shall perform the acts necessary to comply with Illinois election law.
4. The Caucus shall adopt an acceptable method of securing funds, when necessary, for the purpose of conducting Caucus business.

5. The Caucus shall maintain records, including bylaws, Platform, and meeting minutes, in a physical or electronic manner.

6. The Caucus will periodically review population data to determine an optimum pro-rata distribution of Caucus membership among the election precincts. The Caucus will strive to achieve this distribution, but it is not a requirement.

7. The Northfield Caucus recognizes that individuals who are volunteer members of the Caucus have other involvements and activities in the Community, some of which are for economic compensation. Some of these activities may also espouse views that are contrary or at significant variance with the Platform. In recognition of these potential conflicts, the Northfield Caucus expects of its members:

- I. Disclosure by a Caucus member of a “relationship” which creates a conflict of interest or may have an appearance of a conflict of interest or has the prospect of impairing, or giving the appearance of impairing, the Caucus member’s duty to the Northfield Caucus.
- II. Disclosure by a Caucus member of a material benefit to such member, including but not limited to a financial benefit, as a result of a decision or action by the Village of Northfield or the Northfield Caucus.
- III. Disclosure by a Caucus member that an immediate family member of such Caucus member will experience a material benefit, including but not limited to a financial benefit, as a result of a decision or action by the Village of Northfield or the Northfield Caucus.

Disclosure will take two forms: an early confidential disclosure to an officer of the Northfield Caucus and secondly, a requirement to disclose the conflict if determined to be so by the Caucus’ Officers, in any public position (including meetings of the Caucus) taken by the individual on the subject.

Caucus Members will be asked to disclose on or about the Caucus’ January Annual Meeting their membership on committees/groups that do business or interact with the Village of Northfield or the Northfield Caucus. Examples of these types of committees/groups are, but not limited to, Planning and Zoning Commission, Village Center Task Force and Illinois Department of Transportation Community Advisory Group (CAG).

8. Candidate selection meetings shall proceed in the following manner:

- I. Interview.
The Caucus will interview a maximum of three candidates per meeting. Each candidate will be required to make a brief statement. Candidates are prohibited from either promoting or discussing any other candidate for office. Every Caucus member that is present will then be permitted to ask each candidate one question. At the conclusion of the interview session, the candidate will be excused. The Caucus shall immediately hold a confidential discussion regarding that candidate.

- II. Voting for Candidates.
Voting for a position shall proceed only after all candidates for a position have been interviewed. The Caucus will select and slate a candidate for Village President with a three-fifth majority before selecting Village Trustees nominees. The Caucus will select and slate nominees for Village Trustees with a plurality vote.

- III. Confidentiality.
The application, interview process and voting shall remain confidential. The final decision as to the slated candidate(s) will be made public by the Caucus President.

Adopted February 17, 1966
Amended April 13, 1970
Amended September 28, 1970
Amended November 22, 1976
Amended November 26, 1976
Amended September 17, 1982
Amended May 1, 1986
Amended December 3, 1992
Amended November 14, 2005
Amended September 22, 2009
Amended April 18, 2012
Amended October 3, 2019
Amended June 29, 2022
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