

NORTHFIELD VILLAGE CAUCUS BYLAWS

Effective September 22, 2009

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.

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 Village's Residents at the appropriate January annual meeting. The term "Resident" used in these By-laws 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 District 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 District and the members for that District 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 of Northfield, 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 gender, age, occupation, and 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 by October 1 of the year preceding the election year. 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) of a Candidate interviewing for the office of President or Village Trustee must take a leave of absence from October 1 until after the presentation of the Caucus slate.

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 as of such Annual Meeting and ending at the Annual Meeting 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 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, shall serve a term of two years, and shall have the duties customary to persons holding such offices. No officers

should serve more than two consecutive terms in the same position.

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 out going 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. Permanent records and relevant historical materials shall be maintained at the Winnetka-Northfield public library.

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 By-laws 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.

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. The Biennial Town Meeting shall be held not less than 45 days prior to the statutory deadline for the filing of nominating petitions for the Northfield primary election. The Caucus shall give at least thirty 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 fourteen 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 majority vote of the Residents 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 By-laws, 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. - Nominating Committee

Each member of the Caucus who is present for all slate making sessions and interviews concerning the slating of the President and members of the Village Board of Trustees shall be entitled to participate as a member of the Nominating Committee; provided, however, that a candidate's immediate family member (i.e., parent, spouse, child) shall not be on such Nominating Committee. The Caucus Chair shall appoint one of the members of the Nominating Committee to serve as Nominating Committee Chair.

Following notification from the Village President to the Chair of the Caucus or the Chair of the Nominating Committee of openings on the Village Board and the qualifications needed, the Nominating Committee shall 1) identify interested and qualified candidates; 2) review the qualifications of all candidates; and 3) interview the candidates. All Residents of Northfield who have been permanent Residents of the Village for at least one year are eligible to be nominated by the Caucus for election to the Village of Northfield Board of Trustees or for the position of Village President at the Biennial Town Meeting. A candidate will not be considered for a third term on the Village Board, except in a very unusual circumstance.

All individuals slated by the Caucus for the position of Village Trustee or Village President must affirm that they agree with, and will follow, the provisions of the Platform. The Nominating Committee will make its recommendations to the Caucus Chair at least six (6) weeks prior to the Biennial meeting and to the Residents present at the Biennial Town Meeting who 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 Nominating 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 on the Committee should be consistent with the number of Caucus Districts (one member from each District). The Chair shall appoint one of the members 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 Committee-approved Platform shall be distributed to all Caucus members before candidates for the election of Village Offices are interviewed. 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 a Communications Committee to prepare news or publicity items as directed by the Caucus, to 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.

The Communications Committee will be responsible for all general mailings, notices of Biennial and Annual meetings, Caucus mailings soliciting new members and any survey deemed necessary by the Caucus. A survey shall be done by the Caucus periodically, but not less often than once every eight years. The Committee will report the results of the survey to the Caucus.

Section 4. - Oversight Committee

The Chair may solicit members of the Caucus to serve on an Oversight Committee whose members shall attend Village Board and Commission meetings, as necessary, to report on activities of importance to the Caucus membership in order to further the objectives and purposes set forth in these By-laws.

Section 5. - Membership Committee

The Chair of the Caucus shall appoint a Membership Committee containing members from each different Caucus District to seek candidates for membership on the Caucus, review the credentials of prospective members and present the qualified individuals for election. Qualities sought for membership include diversity in gender, age, occupation, location within the village as well as an interest in carrying out responsibilities of Caucus membership. The Caucus shall make a concerted effort to solicit and select members from all Caucus Districts in the Village.

Section 6. - Special Committees

The Chair of the Caucus may appoint such other standing or special committees 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 Northfield Caucus Members or Residents to serve as at-large members to the Winnetka Caucus Council - Library Committee (one member, two year term, currently expiring in 2012) and the Winnetka-Northfield Library Board of Trustees (two members, three year terms, currently expiring in 2011) 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, currently expiring in 2012) 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 By-laws and any Standing Rules the Caucus may adopt.

ARTICLE VIII - AMENDMENT OF BY-LAWS

These By-laws may be amended at any regular meeting of the Caucus (or at a special meeting of the Caucus called for that purpose) by a 2/3^{rds} 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 EMAIL

With 30 days notice, Email may be use to distribute information concerning amendments of the By-Laws. 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.

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 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 annually securing funds for the purpose of conducting Caucus business.
5. Permanent records of Caucus proceedings and minutes of such proceedings shall be maintained by the Caucus Secretary, and deposited from time to time at the Northfield branch of the Winnetka-Northfield public library for permanent storage.
6. The Caucus vote in December, 2008 defined Caucus Districts as Cook County Voting Precincts. The maximum number of members in each Caucus District will be determined by the number of registered voters in the Village of Northfield residing within the Cook County Voting Precincts. There will be seven Caucus Districts with the same boundaries and number as the Cook County Voting Precincts. The prospective number of Caucus members per District will be calculated on a pro-rata basis using the registered voter population. The Voting Precincts/Caucus Districts shall have an optimum membership as of September 1, 2008 of 34 members, as shown below.

The caucus will review the population numbers periodically, but at least every four years using population numbers provided by the Cook County Clerk's office.

<u>Voting Precinct</u>	<u>Caucus Voters</u>	<u>Optimum Members by Population</u>
8	307	3
9	658	5
20	621	5
23	821	7
37	623	5
44	702	8
61	420	3
	4,152	34

**Optimum number of members per Precinct was calculated on a pro-rata basis using a target Caucus membership of 32 to 35 for round up purposes. This equals approximately one Caucus member for every 130 registered voters.*

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