

# CAUCUS PLAN

For Selecting Candidates for Elective Offices of the Village of Glencoe  
Glencoe, Illinois (as of December 6, 2022)

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## **Article I: Object of the Plan**

The object of this Caucus Plan is to establish a way for all registered voters of the Village to 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 reflect the goals of the community in selecting the best available people for the office, giving all registered voters an equal opportunity to take part in the selections, and avoiding unnecessary election contests.

Based on these principles, the Caucus Plan is conceived as above political-partisanship and should function that way, free from any individual or group control. All registered voters of the Village are encouraged to participate in the Caucus process.

## **Article III: General Statement**

Board members of the various local government bodies give their time and valuable judgment to our local government without compensation, but for the satisfaction derived from serving the community. Another Plan goal is to protect them against undue pressure from any source and from contested elections, which are undesirable for candidates and residents alike. The ultimate goal of the Plan is to find people to serve and allow them to govern the community harmoniously, without political partisanship.

## **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, and an advisory Council. 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 (the "Village Nominating Committee" or "VNC"), selects candidates for Village President, and the Village, Park, and Library Boards.
3. The other Committee ( the "School Board Nominating Committee" or "SBNC"), selects candidates for the Board of Education of District No. 35 (the "School Board") and for the Village representatives/delegates to the New Trier Township High School Nominating Caucus.
4. An Advisory Council ("AC") watches over the proper functioning of the Caucus Plan. This Council calls and conducts the biennial Caucus Town Meetings, secures funds to cover expenses of operating the Caucus Plan, and perpetuates the Caucus Plan.

## **Article V: Duties of the Nominating Committees and Advisory Council**

1. Each Nominating Committee:
  - a. Makes its own internal rules of procedure (“By Laws” or other internal rules), either by expressly adopting the prior Nominating Committee’s rules, or making changes, which changes must be approved by the Nominating Committee. The Nominating Committees will operate by their own internal rules and procedures, approved by a majority of their members, to the extent that such rules do not conflict with the Plan. If a conflict arises between a committee’s rule and the Plan, the terms of the Plan control. The established rules of the prior nominating committee will govern until the current committee adopts a new or amended set of rules. The Nominating Committees may, but are not required to amend or propose new rules for each term;
  - b. Works with the Advisory Council and the other committee co-chairs to co-ordinate a uniform deadline date by which applications for candidates for elected office must be received;
  - c. Identifies, interviews, and evaluates possible candidates for office;
  - d. Nominates 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;
  - e. Submits its slate of candidates to a biennial Caucus Town Meeting for approval;
  - f. Helps the Advisory Council prepare and file petitions and all other necessary legal papers;
  - g. Organizes the election campaign, if an election is contested;
  - h. If necessary, and if there is a contested election, selects a party name;
  - i. Supports and campaigns for the slate of both Nominating Committees, if an election is contested;
  - j. Organizes itself for the succeeding election of its members;
  - k. Suggests people, if asked by the appropriate body, to fill vacancies that occur between elections, in the elective offices for which it is responsible for selecting candidates;
  - l. Selects (In the case of the School Board Nominating Committee) Village representatives to the New Trier Township High School Board Nominating Caucus, consistent with the by-laws of that caucus. This selection need not be submitted to a biennial Caucus Town Meeting;
  - m. Provides, by July 1 in the year preceding the local election (except as otherwise noted), 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 (at least 3 days prior to such meeting);

- iii. Its slate of candidates, as soon as is practicable; and
- iv. A copy of the current, effective By Laws or internal rules, including any changes, or other internal rules of operation, which must conform to the provisions set forth in this Caucus Plan.

2. The Advisory Council:

- a. Works with the Committee (co)chairs to co-ordinate a uniform deadline date by which applications for candidates for elected office are accepted.
- b. Notifies the Village residents of the biennial Caucus Town Meetings at least ten days before the last day for filing petitions for the elective offices involved and conducts that meeting;
- c. Maintains permanent records of the Caucus Plan;
- d. Takes and maintains minutes of each biennial Caucus Town Meeting;
- e. Raises money to cover expenses in connection with the Caucus Plan, which may be accomplished in any way consistent with Illinois Campaign Finance Laws;
- f. Oversees the proper functioning and perpetuation of the Caucus Plan, consistent with the policies of the Plan including by, if necessary, attending Nominating Committee meetings and orientations;
- g. Advises the Nominating Committees in matters of interpretation and execution of the Caucus Plan;
- g. Helps campaign and raise money in contested elections;
- h. Files all candidate petitions;
- i. Files all paperwork required by the State of Illinois to keep the Caucus a viable political entity;
- j. Ensures that public information, including the Caucus web site, is up to date, including publishing the names and precinct of each nominating committee member, so the public can easily determine their committee representatives; and
- k. Takes any other action delegated to either committee if that committee fails to carry out their responsibilities under the Plan. The Advisory Council should take all reasonable steps to have the responsible committee carry out its function before exercising power under this clause.

**Article VI: Eligibility and Terms of Members of  
the Nominating Committees and Advisory Council**

1. People Eligible to Serve: Membership on the Nominating Committees and the Advisory Council is limited to registered voters within the boundaries of the governing body(ies) for which that Nominating Committee serves. Members may cure any absence of registration or inaccurate

registration by registering or re-registering with correct information before starting service on the committee or council.

2. People not Eligible to Serve:

- a. Elected public officeholders in or out of the Village, members of the other Nominating Committee, and officeholders 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. Service as a delegate to the New Trier School Board Caucus does not prohibit service on the Caucus.
- b. 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, except that such person may serve on the Village Nominating Committee if they do not take part in any interviews, discussions and vote with respect to candidates for the Board on which such person's relative sits.
- c. A member shall become ineligible to serve if he or she no longer resides within the boundaries of the governing body(ies) for which the committee slates candidates. A member of a Nominating Committee who moves within the Village but no longer resides in the precinct from which he or she was elected or who's precinct changes solely due to a change in precinct boundaries occurring after he or she was elected, however, will continue to serve the elected term and be deemed an "at large" member not representing any precinct.
- d. 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 appearance of a conflict of interest is a factor that may also be considered in determining eligibility.
- e. The Advisory Council has final say regarding the eligibility of members under the Caucus Plan.

3. VNC and SBNC Terms: The terms of service of members of the Village Nominating Committee shall be approximately four years starting from the time of their seating after election (about July 1 of each year prior to the consolidated municipal election) until their successors shall have been elected and qualified, except as provided in Article VI, Section 7 or Article VII, Section 2. Following the biennial meeting, committee members continue to serve in that capacity until successors are seated, or the member retires or otherwise becomes ineligible.

5. Terms Continue Beyond Biennial Meeting: Following the biennial meeting, Committee Members continue to serve in that capacity until successors are seated, or that member retires or otherwise becomes ineligible.

6. Non-Consecutive Terms: A person is not be eligible to serve as a member of either Nominating Committee until two years has passed since last serving on either of the Nominating Committees or on the Advisory Council. 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.

7. AC Terms: The terms of office of members of the Advisory Council is approximately four years starting from the time of their seating after election (shortly after the Consolidated Local Election). No member of the Advisory Council may serve on a Nominating Committee, or return to the Advisory Council, until two years after their 4-year term of service. Following the biennial meeting, AC members continue to serve in that capacity until successors are seated, or the member retires or otherwise becomes ineligible.
8. Committee Size and Community Representation: A goal of the Caucus Plan is to have nominating committees of sufficient size to represent the community, and with enough people who have had experience with the Caucus process. Caucus terms are intended to be staggered so that about half of the members of each Nominating Committee are elected at each biennial committee member election, with the remaining half having served through a previous election cycle.
  - a. No more than half of any vacancies in any precinct should be up for full-term election in any biennial election cycle.
  - b. Term expirations, resignations, moves, and other circumstances, may drop the membership below the desired 50% of experienced members serving during an election year. If this happens or is about to happen, the chairs of such Committee, after consultation with the Advisory Council, are authorized to seat “holdover” members.
    - i. Chairs may select and seat “holdover” member by extending for two years the terms of any sitting members who agree to so continue to serve.
    - ii. No more than two people from any precinct may act as holdovers.
    - iii. The number of holdover members may not make up more than 50% of the authorized committee members.
  - c. The Village Nominating Committee should be between 24 to 30 members, and the School Board Nominating Committee should be between 18 to 20 members, including members elected or appointed to represent specific precincts and “at large” members – roughly four members per precinct. The desired size of the committees may change if the number of precincts in the Village change without further amendment of the Plan.

### **Article VII: Village Nominating Committee**

1. Desired Precinct Apportionment: The Village Nominating Committee shall be composed of the number of members provided for in Article VI, Section 5, with, if available, four members elected from each precinct within the boundaries of the governing body(ies) for which that Nominating Committee serves. If any precinct that is only partly within the Village limits has more than half of its registered voters within the Village, that precinct will have the same representation on the Village Nominating Committee, as if it were entirely within the Village limits. In even-numbered years, two members’ seats shall be up for election from each precinct, as appropriate for a term of four years.

2. Filling Vacancies by Appointment: If, after any election process, there are fewer than four elected representatives from any precinct, vacancies may be filled by a majority vote of the Village Nominating Committee at a duly constituted meeting of the Committee.
  - a. The VNC should select new members who are registered voters of the precinct in which the vacancy arose, if possible, and meet the Plan requirements, but if no one is available who meets all these criteria, any registered voters in the boundaries of the governing body(ies) for which that Nominating Committee serves (but no more than two from any one precinct) may be chosen.
  - b. The VNC should publicize the existence of the vacancy and seek suggestions for candidates.
  - c. The VNC should consider the number of votes received by other candidates at the last preceding regular election of members.
  - d. People who are ineligible, as provided in Article VI, Section 5, may not fill vacancies.
  - e. No vacancy should be filled during the period between the beginning of interview sessions and the completion of candidate selection.
3. Appointed Members: A member selected under Article VI to fill an unexpired term and who has not participated in the selection process for at least one Village election, is eligible for subsequent election. These members are considered “at large,” and their continued presence does not reduce the number of people to be elected from the precinct in which that person resides or from the precinct in which the original vacancy occurred. Because it is desirable to have only half the members elected in each biennial election, the Village Nominating Committee can, prior to any election and after public notice, amend the length of a term for one or more representatives from a particular precinct to two years (instead of four) to accomplish this goal (and thereby maintain that each precinct be able to elect at least two representatives at each biennial election).
4. Election of Chair(s): After completing its slating duties, the VNC will elect a new chair or new co-chairs. A majority vote of all members is necessary to elect the new chair(s). The newly-elected chair(s) (the “Chair(s) Elect”) take office upon election of new members in the next committee election. The VNC may choose other officers of the Committee areas it sees fit.
5. Election of New Members: The Village Nominating Committee shall organize and conduct the election of its new members by June 1 in even-numbered years. The election shall be coordinated with the election of new members of the School Board Nominating Committee. The election shall be organized in conjunction with the two committees and the Advisory Council. The following procedure shall be followed in the conduct of such Village Nominating Committee elections:
  - a. The Advisory Council will announce to Village residents that each precinct will choose new members to serve on the Village Nominating Committee, as stated in Article VII, Section 1. The Caucus will determine the date by which applications must be submitted to be listed on the ballot.
  - b. The Advisory Council will make ballots for the election of new VNC Members available to all registered voters, together with appropriate voting instructions and a complete list, by

precinct, of all eligible candidates. Ballots should be designed to preserve the secrecy and authenticity of the ballot.

- c. Voters may choose to select a “write in” candidate by writing in any eligible person. If a “write in” receives votes sufficient to be elected to a vacancy, that person is deemed to be the winner and may serve if they choose. If they choose not to serve or are otherwise non-responsive to attempted contacts, the winner will be the next highest vote total, or if none exist, the seat will be deemed to remain vacant and subject to the other applicable provisions of the Plan.
  - d. Designated members of the Caucus – *i.e.*, selected members of the committees along with members of the Advisory Council – will count all votes cast by valid ballots received. It is the goal in counting votes to maintain the anonymity of the voter to the greatest extent possible. Only votes by registered voters are valid. Ballots should be “signed” either by written signature or some other approved electronic method to be valid.
  - e. The Advisory Council will publish the results of the VNC Member election. The Chair of the Village Nominating Committee will keep confidential records of election results.
6. Removal of Members: The Village Nominating Committee may remove any member and declare a vacancy due to failure to attend meetings or for otherwise failing to carry out their duties under the plan (*i.e.*, for lack of attendance or participation) or for other conduct inconsistent with the Caucus Plan. This procedure requires the vote of 2/3 vote of all members.
  7. Quorum: 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. Desired Precinct Apportionment: The School Board Nominating Committee shall be composed of the number of members provided for in Article VI, Section 8, with, if available, three members elected from 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 on 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 or two members’ seats shall be up for election from each precinct, as appropriate, for a term of four years.
2. Filling Vacancies by Appointment: If, after any election process, there are fewer than three elected representatives from any precinct, vacancies may be filled by a majority vote of the School Board Nominating Committee at a duly constituted meeting of the Committee.
  - a. The SBNC should select new members who are registered voters of the precinct in which the vacancy arose, if possible, and meet the requirements hereof, but if no one who meets these criteria are available, any registered voters in District 35 and in the Village (but no more than two from any one precinct) may be chosen.
  - b. The SBNC should publish the existence of the vacancy and seek suggestions for candidates solicited.



- c. The SBNC should consider the number of votes received by other candidates at the last preceding regular election of members
  - d. People who are ineligible, as provided in Article VI, Section 5, may not fill vacancies.
  - e. No such vacancy shall be filled during the period between the beginning of the School Board interview sessions and the completion of candidate selection.
3. Appointed Members: A member selected under Article VI to fill an unexpired term and who has not participated in the selection of candidates for at least one School District election is eligible for subsequent election. These people are considered “at large,” and their continued presence does not reduce the number of people to be elected from the precinct in which that person resides or from the precinct in which the original vacancy occurred. Because it is desirable to have only half the members elected in each biennial election, the School Board Nominating Committee can, prior to any election and after public notice, amend the length of a term for one or more representatives from a particular precinct to two years (instead of four) to accomplish this goal (and thereby maintain that each precinct be able to elect at least two representatives at each biennial election).
  4. Election of Chair(s): After completing its slating duties, the SBNC will elect a new chair or new co-chairs. A majority vote of all members is necessary to elect the new chair(s). The newly-elected chair(s) (the “Chair(s) Elect”) take office upon election of the new members in the next committee election. Other officers of the Committee are chosen as the Committee may determine.
  5. Election of New Members: The School Board Nominating Committee organizes and conducts the election of its new members by June 1 in even-numbered years. The election is coordinated with the election of new members of the Village Nominating Committee. The election is organized with the VNC and the Advisory Council. The procedures set forth above in Article VII, Paragraph 5 apply to the conduct of SBNC elections.
  6. Removal of Members The School Board Nominating Committee may remove any member and declare a vacancy due to failure to attend meetings or for otherwise failing to carry out their duties under the plan (i.e., for lack of attendance or participation) or for other conduct inconsistent with the Caucus Plan. This procedure requires the vote of 2/3 vote of all members.
  7. Removal of Members 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 Membership Size: The AC should have 6 to 8 members, at least three of whom are elected at the biennial Caucus Town Meeting, convened in even-numbered years. Its members must be citizens and registered voters in the Village and should be people who have rendered the Village some valuable service and have involved themselves in community affairs.
2. Selection of Officers: The Caucus Advisory Council selects its own officers including a Chair and a Treasurer and any other officers required by Illinois Election Law or deemed advisable. To ensure smooth transitions as the Advisory Council and Nominating Committee memberships turnover, it may also select an “Historian” to collect, maintain, and organize current and historical records of the Caucus and make these records available to the Caucus. The Historian serves for a four-year term. The Advisory Council may extend that term in successive four-year terms upon a majority

vote. Since the Historian serves at the pleasure of the Advisory Council, the Historian may be removed at any time by majority vote. Upon removal, the Historian is required to take all steps to ensure transfer of custody of all records to the Advisory Council.

3. Choosing New Advisory Council Members: Before the biennial Caucus Town Meeting, the nominating committees and the Advisory Council forms a committee to identify and recommend new members to the Advisory Council. This committee is 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. This committee's sole task is to identify and recommend at least three new members to the Advisory Council.
4. Advisory Council Vacancies: Each vacancy occurring on the Advisory Council other than through expiration of a full term, may be filled by vote of the remaining members of the Advisory Council for the balance of the term. A single vacancy may be left unfilled until the next biennial meeting. More than one vacancy shall be filled in a similar way as described in paragraph 2 above (Art. IX, ¶ 2).
4. Primary Role: The Advisory Council guards and assures the proper functioning of the Caucus Plan. For this purpose, it advises the Nominating Committees. It also assists in organizing the Nominating Committees, but does not select candidates, other than to suggest applicants for election as noted above in Article VII, ¶ 5.
5. Primary Duties: It shall be the Advisory Council's duty to hold biennial Caucus Town Meetings, to take and maintain minutes of all 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 and historical records. The Advisory Council has the authority to take whatever other actions it deems necessary (by super-majority – *i.e.*, greater than  $\frac{2}{3}$  – vote) to carry out the terms and goals of the Caucus plan, including but not limited to cases in which facts or circumstances change or are not anticipated by the express terms of the Caucus Plan.
6. Plan Interpretation: The Advisory Council is the final arbiter of the meaning of the Caucus Plan.

#### **Article X: Nominating Committees Procedures**

1. Each committee meets in caucus in a neutral meeting place, and invites all residents to suggest names of possible candidates for office. To be eligible, a candidate must be a registered voter who has resided in the Village of Glencoe for at least 12 months before submitting an application to the Nominating Committee. Applications received after the deadline determined jointly by the Advisory Council and the Committees are not eligible for consideration.
2. After receiving all nominating papers for the relevant local office vacancies, each committee meets and deliberates to consider and decide on the applicants to slate for election. The Nominating Committees select slates considering the candidates' integrity, ability, experience, and geographical location. More than two terms on the Library Board, School Board, Village Board, as Village President, or on the Park District Board, is not desirable.

3. The Nominating Committees gets 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.
5. A majority vote of registered voters present and voting at the biennial Caucus Town Meeting will ratify the proposed Caucus slate of candidates. The Committees will complete the petitions and other papers for the ratified slate and complete their work, as required, for the election.
6. If there is a contested election, 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, with the assistance of the Advisory Council
7. If vacancies occur in the elective offices of the Village, Park District Board, Library Board, or School Board between elections, and if asked by the appropriate body, the appropriate Nominating Committee meets in special caucus, selects a candidate for the vacancy in the same manner as described in this Article, and submits the name of the candidate for consideration by the Board responsible for filling the vacancy.
8. Each Nominating Committee maintains appropriate records of its activities for the use of succeeding committees, and must make copies of these records, including its current operating Rules, available to the Advisory Council and Caucus Historian upon request.
9. Funds raised by Nominating Committees in support of a contested election or otherwise, shall be handled in every respect in a manner consistent with applicable Illinois campaign finance laws.

#### **Article XI: Amending the Plan**

The Caucus Plan may be amended by 2/3 vote of the voters attending the biennial Caucus Town Meeting, as long as 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 a Nominating Committee on or before fourteen days prior to the biennial meeting, or submitted to the Advisory Council by ten or more registered voters of the Village on or before thirty days before the 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 the registered voters proposing 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; December 12, 2004; December 9, 2014, December 6, 2016, December 2018). PROPOSED DECEMBER 2022.*