

2011 - 2012 Winnetka Caucus Council Calendar

Date	Location and Time	Meeting/Deadline	Bylaw/Other References
2011			
Wednesday, January 12	Washburne Auditorium 7:00 p.m.	2011 Caucus Council Meeting (quorum) 2nd Organizational Meeting (to be held no later than 2 weeks after Annual Town Meeting, unless Rule waived.) ▪Election of New EC ▪Approve Bank Resolutions (Chair & Treasurer bank signing authority)	Rules 111, 113
Wednesday, January 12	Washburne Auditorium 7:00 p.m.	2011 Caucus Council Meeting (quorum) 3rd Organizational Meeting ▪Issue Preliminary Calendar ▪Present Committee Appointments ▪Organizational Committee Meetings	Rules 123 - 124
Wednesday, January 19	Village Police Station (7:30 p.m.)	Executive Committee Meeting ▪Organizational Matters ▪Approve Calendar ▪Discuss Meeting 1 of 2 with Board Presidents (Choose Dates and Chairs to Invite Presidents)	E.C.
Friday, January 28		Reserve location of Spring Town Meeting – Washburne Auditorium	Secretary Rule 131
Tuesday, February 1	Village Police Station (7:30 p.m.)	Special Executive Committee Meeting ▪Discuss Village Candidates Support Campaign	
Wednesday, February 16	Village Police Station (7:30 p.m.)	Executive Committee Meeting ▪Village Presidents meet with EC to discuss platforms, raise questions ▪Invite Village Presidents to Spring Town Meeting	E.C.

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Wednesday, March 16	Village Police Station (7:00 p.m. for EC; 7:30 p.m. for Presidents)	Executive Committee Meeting <ul style="list-style-type: none"> ▪ Discuss Spring Town Meeting Materials (Set Deadline) ▪ Discuss Spring Town Meeting Notice and Mailer (Set Deadline) ▪ Spring Town Meeting Agenda 	E.C.
Wednesday, April 13		If using mailer, send it and Notification of Spring Town Meeting to Printer	Communications
Week of April 18		If using mailer; send Spring Town Meeting Mailer to all Village Residents	Communications Rules 84 and 131 Five (5) days notice for amendments to Rules (Rule 35)
Wednesday, April 20	Village Police Station (7:30 p.m.)	Executive Committee Meeting <ul style="list-style-type: none"> ▪ Approve Spring Town Meeting Materials ▪ Approve Spring Town Meeting Agenda 	E.C.
Wednesday, April 20	(At least 28 days before Spring Town Meeting)	Deadline to Post Notice of Spring Town Meeting <ul style="list-style-type: none"> ▪ Email all docs to Caucus Council <ul style="list-style-type: none"> * Invitation and agenda * Rule Amendments (if any) * Invitation to serve on Caucus Council * Solicitation of Contributions ▪ Post all docs on WCC website 	Communications Rule 84 - at least 28 days before Spring Town Meeting post materials for Spring Town Meeting
Saturday, May 8	10-Day Rules Amendment Publication Notice Deadline	Last day to “publish” amendments to be voted on at Spring Town Meeting. Post text of any amendments on Caucus website.	Communications and Rules Committee Rule 35
Wednesday, May 11		Send Testimonials for retiring Board members to Caucus Council	Communications Rule 85

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Wednesday, May 11	Village Police Station (7:30 pm)	Executive Committee Meeting ▪ Discuss Spring Town Meeting	
Friday, May 13	5-Day Rules Amendment Notice Deadline	Deadline to post to website amendments to Rules requiring only a vote of Caucus Council	Communications and Rules Committee Rule 35
Wednesday, May 18	Washburne Auditorium, 7:00 p.m.	Caucus Council Meeting (Quorum) to consider Rules amendments	Rule 35
Wednesday, May 18	Washburne Auditorium 7:30 p.m.	Spring Town Meeting ▪ Presentations by Village, Parks, Schools, and Library Boards' Presidents ▪ Vote on Rules Amendments	Rule 131
Memorial Day Monday, May 30			
Wednesday, June 15	Village Police Station, 7:30 p.m.	Executive Committee Meeting ▪ First review of Annual Survey, Board Candidates selection / recruitment status ▪ Determine July 4th Participation by Caucus Council	E.C.
Fourth of July Monday, July 4	Elm Street Parade	Caucus Council marches in July 4th Parade	E.C. and C.C.
Friday, July 15 and Saturday July 16	Sidewalk Sale	Caucus Council to staff booth and promote Caucus (each Committee to provide volunteers for our booth at Sidewalk Sale.)	Communications
Wednesday, July 20	Village Police Station, 7:30 p.m	Executive Committee Meeting ▪ Review status of Annual Survey and Board Candidates selection/ recruitment	E.C.

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Sunday, July 31		Solicitation of Board Candidates Begins	Major Committees Rules 61 - 65
Wednesday, August 3	By email – Survey questions	Committee Chairs email Draft 1 of Platform Survey questions to EC for review.	
Monday, August 8		Deadline for EC comments on Draft 1 of Platform Survey questions.	E.C.
Monday, August 15		Committee Chairs email Draft 2 of Platform Survey questions to EC for review.	E.C.
Wednesday, August 17	Village Police Station, 7:30 p.m.	Executive Committee Meeting <ul style="list-style-type: none"> ▪ Review Draft 2 of Annual Survey platforms ▪ Board Candidates selection/ recruitment status ▪ Approve Survey Distribution Method 	E.C.
Friday, August 19		Deadline for providing Annual Survey materials to printer/ mailing company: <ul style="list-style-type: none"> ▪ Notice of Survey and access codes ▪ Letter from Chair ▪ Instructions re: paper copies ▪ Envelope copy ▪ Contribution envelopes 	Communications
Monday, August 22	By email – Survey	Final EC Review of Survey Questions	E.C.
Wednesday, August 24		Final Deadline for Questions to be submitted for inclusion in Annual Survey <ul style="list-style-type: none"> ▪ Electronic Survey Open for Testing, Editing and Review by EC 	Major Committees and EC
Friday, August 26		Annual Survey Mailing begins <ul style="list-style-type: none"> ▪ Notice with access codes ▪ Letter from Chair 	Communications /Mailing Vendor

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		<ul style="list-style-type: none"> ▪Instructions re: paper copies ▪Envelope copy ▪Contribution envelopes 	
Saturday, August 27		<p>Deadline: 2011 Annual Survey completed and electronically ready for launch</p> <ul style="list-style-type: none"> ▪Paper copies available on request 	Communications
Wednesday, September 14		Deadline: Annual Surveys due	
Wednesday, September 14		<p>Communications Committee distributes survey responses to Committee Chairs</p> <ul style="list-style-type: none"> ▪ Committee Chairs begin tabulation of surveys ▪ Committee Chairs begin preparation of Platforms 	<p>Rules 57 - 58</p> <p>Major Committees</p> <p>Rules 51, 53 - 60</p>
Wednesday, September 21	Village Police Station, 7:30 p.m.	<p>Executive Committee Meeting</p> <ul style="list-style-type: none"> ▪ Review Status of Candidate Selection Work ▪ Discuss Proposed Platforms 	E.C.
Monday, September 26		Deadline: Assure notice to Caucus (well in advance) of October 27 Caucus Council Meeting to nominate candidates and approve platforms.	Communications Rules 70, 59
Wednesday, September 28	By email to EC	Send EC members Draft 1 of Platforms for review	Major Committees
Monday, October 3	By email to Major Committee Chairs	EC members comments due on Draft 1 of Platforms – send to Committee Chairs by Email	
Wednesday, October 12	Village Police Station, 7:30 p.m.	<p>Executive Committee Meeting</p> <ul style="list-style-type: none"> ▪ Discuss and finalize platforms; report on Board, Trustee, and Village 	E.C.

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		President candidates and selection ▪Preparation for 10/26 full Caucus Council Meeting; discuss voting and ballots. Precinct Nominators report to Caucus Council Chairman	
Friday, October 14		Deadline: Final Candidate Selection and Final Platforms –Send to Communications Committee	Major Committee Chairs and Communications
Friday, October 14		Deadline for Precinct Nominators to meet	Rule 99
Week of October 17		Send Annual Meeting Mailer to Village Residents/Caucus	Communications Rule 126
Monday, October 17		Deadline: Send email to Caucus Council ▪Written qualifications for each candidate and alternate(s) ▪Platform Post candidates’ bios and Platforms on website	Communications Rule 68 (At least 10-days notice in advance of Caucus Council Meeting)
Saturday, October 22		Deadline: Notice to Caucus Chair or applicable Chair of additional candidate nominations Additional nominees must have previously complied with Rule 63	Rule 71 (5 days in advance of Caucus Council Meeting)
Monday, October 24		Deadline: Notice of Annual Town Meeting to all Caucus members ▪ Platforms ▪ Names and addresses of candidates and alternates	Communications Rule 126 (28 days before Annual Town Meeting)

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Thursday, October 27	Washburne Auditorium , 7:00 p.m.	2011 Caucus Council Meeting (quorum) · Review and approve Platforms and Candidates, with Candidates and Alternates present. · Approve Nominees for 2012 Caucus Council.	Rules 53, 68, 70,
Tuesday, November 8	Washburne Auditorium, 6:30	Potential Special Caucus Council Meeting (only if necessary)	
Tuesday, November 8	Washburne Auditorium, 7:15 p.m.	Candidates Forum – All Caucus Council Candidate Nominees and Alternates for Office	Rule 126 (within 14 days before Annual Town Meeting
Wednesday, November 16	Village Police Station, 7:00 p.m.	Executive Committee Meeting ▪ Meeting to prepare for Annual Town Meeting	E.C.
Friday, November 25		Deadline: Notice from Current Chair to send notice and materials to Incoming Caucus Council	Communications and Chair Rule 107 At least 5 days before First Caucus Council Meeting
Monday, November 21	Skokie School Auditorium, 7:30 p.m.	Annual Town Meeting · Approve Platforms and Candidates · Approve 2012 Caucus Council	Art. XVIII, Rules 126-130
Monday, November 28 to Monday, December 5		Filing Period for Village Candidate ▪Petitions with Cook County Board of Elections ▪Rules & Village Chairs to secure proper petitions for filing (Be Careful) ▪Candidates must file petitions no more than 113 days nor less than 106 days prior to March 20 election	10 ILCS 5/7-12, 10-6(5), as amended by P.A. 96-1008

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Monday, November 28	Deadline	113 Days before Election <ul style="list-style-type: none"> ▪ File Village Candidate Petitions with Cook County Board of Elections ▪ Rules & Village Chairs to Handle 	10 ILCS 5/7-12, 10-6(5), <i>as amended by P.A. 96-1008</i>
Wednesday, November 30	Washburne Auditorium, 7:30 p.m.	First Meeting of Officer Selection Committee	Rule 109, 110
Monday, December 5		106 Days before Election	10 ILCS 5/7-12, 10-6(5), <i>as amended by P.A. 96-1008</i>
Wednesday, December 7	TBD	Second Meeting of Officer Selection Committee	
Thursday, December 15	TBD, 7:00 p.m.	Potential 2012 Caucus Council Meeting (quorum) 2nd Organizational Meeting (to be held no later than 2 weeks after Annual Town Meeting, unless date waived. <ul style="list-style-type: none"> ▪ Election of New EC 	Rules 111, 113
2012			
Wednesday, January 4	Village Police Station, 7:00 p.m.	2012 Executive Committee Meeting	E.C.
Wednesday, January 11	TBD, 7:00 p.m.	2012 Caucus Council Meeting (quorum) <ul style="list-style-type: none"> ▪ 3rd Organizational Meeting of 2012 CC 	Rules 123 and 124
Tuesday, March 20		General Primary Election (Even Year Municipal Election) All Caucus Candidates on Ballot	10 ILCS 5/2A 1.1 (a) even (b) odd