

# WINNETKA CAUCUS AND WINNETKA CAUCUS COUNCIL POLICIES AND PROCEDURES

## I. THE WINNETKA CAUCUS SYSTEM

**Rule 1** The Winnetka Caucus system began in 1915 to encourage and apply resident input to village, park, school, and library districts.

**Rule 2** All voting age residents of the Village of Winnetka, the Winnetka Public Schools District No. 36, the Winnetka Park District, and the Winnetka-Northfield Library District are members of the Winnetka Caucus. They exercise their rights of membership through attending, participating in, and voting at open Town Meetings. Members are limited in the exercise of their rights to issues specifically related to the district(s) in which they reside.

**Rule 3** Caucus members share information and views, and vote on platforms and nominations at the Town Meetings.

**Rule 4** The members of the Winnetka Caucus Council conduct the day-to-day business of the Caucus and make recommendations to the Caucus at the town meetings. The Winnetka Caucus Council shall obtain in-depth knowledge of community functions, problems and possible solutions, and potential candidates for office.

**Rule 5** The Winnetka Caucus Council should strive to vary the terms of its members in order to continually bring in fresh ideas and talents, while retaining a degree of continuity.

**Rule 6** The Winnetka Caucus Council provides a means of communication between villagers and their governing boards.

**Rule 7** The Winnetka Caucus Council reviews issues regarding the general welfare of residents. The Winnetka Caucus Council communicates its findings and recommendations to the appropriate governing board(s).

**Rule 8** The Winnetka Caucus Council prepares and conducts an annual survey to solicit views from all Caucus members on various issues, and to ask for suggested candidates and platform planks.

**Rule 9** The Winnetka Caucus Council raises funds for the operation of the Caucus.

**Rule 10** The Winnetka Caucus Council arranges for and calls various open meetings (for example, the Spring and Fall Town Hall Meetings), referred to herein, to hear residents' concerns; to hear annual reports from board presidents; to discuss community matters; to present survey results; and to vote on candidate slates, platforms, and amendments to the Caucus' Policies & Procedures.

**Rule 11** The Winnetka Caucus Council selects delegates to represent the Village of Winnetka on the New Trier Township High School Caucus.

**Rule 12** The Winnetka Caucus Council reviews the activities of the boards, particularly with respect to whether elected board members are taking the current Platform into account in their decision making.

## **II. CAUCUS COUNCIL MEMBERSHIP**

**Rule 13** The Winnetka Caucus Council is comprised of up to sixty-eight persons, including up to four from each of the sixteen Winnetka districts, up to four at-large members of the School, Park, and Library districts residing outside of the Village of Winnetka, and other at-large members so named according to these rules.

**Rule 14** To be eligible for membership in the Caucus Council a person must:

- a. Have been a resident of Winnetka for at least one year prior to January 1 of the year in which his or her term will commence;
- b. Not have served on the Caucus Council during either of the two calendar years before the start of their term (except that service for one year or less to fill a vacancy on the Caucus Council shall not be considered as service on the Caucus Council for this purpose);
- c. Not be a member of the current year's Parks, Schools, Library, or Village Boards (including for this purpose any current Caucus nominee for any such governing Board), or have been a member of the prior year's Parks, Schools, Library, or Village Boards;
- d. Not live in the same household as a member of (i) the current Caucus Council, or (ii) a current governing board (including any nominee);
- e. Neither (i) have a significant financial or other interest that may lead to an appearance of impropriety if the person were to serve on the Caucus Council, nor (ii) live in the same household with an individual who has a significant financial or other interest that may lead to an appearance of impropriety if the person were to serve on the Caucus Council. For purposes of this clause, a potential Caucus Council member ("PCCM") associated with one aspect of village affairs shall not be automatically deemed to have an interest that may lead to an appearance of impropriety if (a) the PCCM discloses the association to the Chair of the Caucus Council, (b) the PCCM does not serve on the Major Committee of the Caucus Council to which such association relates (e.g., if the PCCM is a teacher in District 36, the PCCM may not serve on the Schools Committee ), and, c) the PCCM agrees to recuse themselves from all votes with respect to candidates, platforms and other issues related to such Major Committee; and

- f. The District Nominators (or, as applicable, the Executive Committee) shall not knowingly nominate (or select) any person who does not satisfy these requirements. The Executive Committee may, as may be appropriate, seek the resignation of, remove from the Caucus Council, or reassign the Committee membership of, any member whose continued service on the Council would be contrary to any provision of this paragraph.

**Rule 15** The term of office of a member of the Caucus Council will be a minimum of approximately three years, and a maximum of approximately four years, each year beginning at the Spring Caucus Council Meeting and ending at the Spring Caucus Council Meeting the following calendar year. Any Caucus Council member wishing to extend their term from three to four years will advise the Chair of the Executive Committee on or before the date of the Fall Caucus Council Meeting of their third year.

**Rule 16** Each year the Council will select nominees to replace Council members whose terms will be expiring in the upcoming year. The Chair and Secretary of the Caucus Council, through the Annual Survey and other appropriate means, shall invite all qualified residents of Winnetka and at-large districts to become members of the Caucus Council. The Secretary shall be responsible for collecting all names of persons interested in serving on the Caucus Council.

### **Nomination and Selection of Members**

**Rule 17** The current Caucus Council members from each district, and the at-large members from the Library, Park, and School districts, shall constitute the “District Nominators” for their respective districts or at-large districts. The use of District Nominators and the associated procedures shall not be required unless the outgoing Executive Committee determines, as reported by the District Nominators and through other available indicators, that there are more people seeking to serve on the Caucus Council than the total number of positions allowed.

**Rule 18** The Winnetka Caucus Council District Map as published on the Caucus Council website shall govern the selection of Caucus Council members until such time that the Caucus Council determines that the map no longer accurately represents the distribution of the population of the Caucus.

**Rule 19** The District Nominators shall contact all persons identified by the Secretary and shall independently solicit residents in their respective districts to serve on the Caucus Council. The District Nominators shall complete their nomination process at least fourteen days prior to the Fall Caucus Council Meeting and shall secure those nominees' agreements to serve as Caucus Council members for the upcoming term.

**Rule 20** In the event that there are a greater number of eligible persons from a given district who desire to serve on the Caucus Council than there are available places on the Caucus Council for that district, then the District Nominators for that district shall prepare a list of such potential nominees and shall make their nominations from the list by applying the following criteria:

- a. A potential nominee who has never served on the Caucus Council shall be preferred over potential nominees who have previously served on the Caucus Council, preference shall be given in order of the length of time since the persons last served on the Council, with the person having the longest time since last serving on the Caucus Council receiving highest preference;
- b. For purposes of this paragraph, service for one year or less to fill a vacant term on the Caucus Council shall not be considered as previous service on the Caucus Council; and
- c. If, after the application of the foregoing criteria, there remain a greater number of eligible persons from the district who desire to serve on the Caucus Council than there are available Council positions, then the District Nominators for the district shall choose from among the remaining potential nominees by lot. In the event the District Nominators are unable to find enough eligible persons from a given district, they may make inquiries of other districts as to whether there might be eligible persons desiring to serve for which there is not an available place. At the discretion of the District Nominators, such a person could be chosen as an additional at-large Council member, provided however that no district may have more than five representatives on the Caucus Council.

**Rule 21** The names of the nominees selected by the District Nominators shall be presented by the Chair for approval at the Fall Caucus Council Meeting.

**Rule 22** In the event there are open positions remaining in any district after the nomination and approval process, the incoming Executive Committee shall fill the Caucus Council with any member of the Caucus who has so volunteered by July 31 of the current year

**Rule 23** In the case that the outgoing Executive Committee determines that there are fewer people seeking to serve on the Caucus Council than the total number of positions allowed (i.e., sixty-eight), the incoming Executive Committee shall fill the Caucus Council and its committees, both at the beginning of any term and to address any vacancies, with any member of the Caucus who has so volunteered by the Spring Caucus Council meeting or at such time thereafter as the incoming Executive Committee shall designate, but in no event later than the Platform Committees commence preparations of the survey.

**Rule 24** The proposed Caucus Council members-at-large for the Winnetka-Northfield Library District to be elected in the following year are selected by the Northfield Caucus.

**Rule 25** The Vice Chair shall inform proposed members of the Caucus Council of the responsibilities, duties, and benefits of such membership, and shall provide each proposed member with a copy of the Caucus Council's memorandum describing such matters. In addition, each proposed member shall be advised of the provisions of Rules 84 and 85 of these Policies and Procedures regarding the restrictions pertaining to nominations of Caucus Council members, and those individuals residing with them, to any office for which the Caucus Council makes nominations. The Caucus Council members whose terms have not yet begun (Incoming Caucus Council) shall use the period between its selection and the start of its term at the Spring Caucus Council Meeting solely to organize itself. It has no other responsibilities and no voting rights during this period.

### **Vacancies**

**Rule 26** Any member of the Caucus Council who moves from his or her district to another district within the Village or to another area represented on the Caucus shall become a member at-large of the Caucus Council. Such a member at-large position shall terminate at the termination of that member's regular term on the Caucus Council.

**Rule 27** A Caucus Council member moving out of an area represented by the Caucus is no longer eligible to serve on the Caucus Council.

**Rule 28** Whenever a Caucus Council member moves out of his or her district, or is removed from the Caucus Council pursuant to the procedures in Rule 95, or whenever a Caucus Council vacancy otherwise exists which is not filled under the procedures set forth in Article II, the Executive Committee shall use reasonable efforts to choose a successor to fill the vacancy as quickly as is reasonably possible with a person from the same district or area in which the vacancy occurred. The Executive Committee shall fill the vacancy by consulting the most recent list of potential nominees created by the Nominators for the relevant district. If the vacancy cannot be filled from such list, the Executive Committee shall consult with other Caucus Council members from that district or area for possible names. In filling all vacancies, the Executive Committee shall follow the selection criteria set forth in the "Nomination and Selection of Members" section of these Policies and Procedures.

**Rule 29** Persons named by the Executive Committee to fill vacancies shall be approved by the Caucus Council if there is a meeting scheduled within forty-five days. If no such meeting is scheduled, the selection made by the Executive Committee shall stand.

**Rule 30** Vacancies of Caucus Council members nominated by the Northfield Caucus shall be filled by the Northfield Caucus. The Executive Committee shall advise the Northfield Caucus of any such vacancies on the Caucus Council.

**Rule 31** The successors chosen by the Executive Committee to fill any such vacancies shall serve the remainder of term of the member they replaced.

### **III. COMMITTEES OF THE CAUCUS COUNCIL**

**Rule 32** The major committees of the Caucus Council are the Village Candidates, Village Platform, Schools, Parks, and Library Committees. The Caucus Council standing committees are the New Trier High School Caucus Nominators Committee, Rules, Communications, and Finance and Fundraising. Each committee shall, in the performance of its duties, consider whether elected board members are taking the current Platform into account in their decision making. The functions of these committees of the Caucus are set forth below.

**Rule 33** If requested by the incoming chair, each chair of a committee of the Outgoing Caucus Council must submit a written report for the Incoming Caucus Council Chair and for the chair of his or her particular committee of the Incoming Caucus Council prior to the beginning of the new term. If requested by the incoming chair, the outgoing chair shall be present at the first meeting of that committee to report on the activities of the prior year and to answer questions.

**Rule 34** The chair of a Major Committee shall be responsible for coordinating and supervising the activities of their committee. Each chair of a Major Committee shall be responsible for insuring that, when appropriate, at least one member of that committee attends meetings of the relevant government boards and committee meetings of such boards to monitor whether elected board members are taking the current Platform into account in their decision making, gain knowledge of relevant issues, observe the performance of current board and committee members, and to acquire other relevant information.

**Rule 35** Committees of the Caucus Council, as desired, may meet or take action on any matter in private homes, public buildings, or by telephonic or electronic participation.

**Rule 36** Any member of any committee shall have the right to request that the Rules Committee provide an opinion regarding the application of these Policies and Procedures to any question or controversy that may arise in connection with any issue relating to that member's committee.

## Executive Committee

**Rule 37** The Caucus Council Executive Committee shall consist of the Chair (who shall also serve as the Caucus Council Chair), the Vice Chair, the Treasurer, and the Secretary of the Caucus Council, and the chairs of the Village Candidates, Village Platform, Schools, Parks, Library, Rules, and Communications Committees. Either the Vice Chair or the Secretary may serve as the chair of either the Rules Committee or the Communications Committee. Each Committee may elect an assistant chair and a secretary. The Vice Chair shall assume the duties of the Chair in the event of the unavailability or incapacity of the Chair, and shall serve as chair of the New Trier Township High School Caucus Nominators Committee. The Vice Chair shall be responsible for the recruitment and training of the new caucus members as further described in Article II of these Policies and Procedures.

**Rule 38** The outgoing Executive Committee of the Caucus must submit a written report for the incoming Caucus Council Chair prior to the beginning of the new term. If requested, the outgoing Executive Committee shall make itself available in an advisory capacity to the incoming Executive Committee for a period of forty-five days from the transition. It will be the responsibility of the outgoing Executive Committee Chair to oversee this process.

**Rule 39** Any outgoing or incoming Caucus Council member may nominate individuals for Executive Committee roles. All nominations must be sent to the Caucus Council Chair prior to the Fall Town Hall Meeting. The outgoing Executive Committee members along with one person from each of the Major and Standing committees (as available) shall form the Officer Selection Committee for the purpose of selecting the incoming Executive Committee officers. The committee shall meet, under the direction of the current Caucus Chair, as soon as possible after the Fall Town Hall Meeting and select officers. The output of the officer selection process must be reported to the outgoing Chair no later than fourteen days before the Spring Caucus Council Meeting.

- a. The Officers Selection Committee shall fill as many Executive Committee positions as it deems appropriate, and may leave one or more Executive Committee positions vacant, to be filled at the Spring Caucus Council meeting in accordance with Rule 112.
- b. Any Outgoing or Incoming Caucus Council member is encouraged to address, at the member's election, with the outgoing Chair and/or the entire Officer Selection Committee, any matter that concerns the business of the Caucus Council.

**Rule 40** If one of the offices represented on the Executive Committee becomes vacant by death, resignation, inability to serve, or otherwise, then the remaining members of the Executive Committee shall elect a successor for that office from among the members of the Caucus Council to fill that term.

**Rule 41** Within thirty days after the election of the officers making up the Executive Committee, the Executive Committee shall prepare a calendar for the year's required activities, meeting dates, and deadlines; and shall distribute that calendar to all Caucus Council members. That calendar may be amended with reasonable advance notice.

**Rule 42** The Executive Committee shall maintain records of the addresses, tenure, and committee memberships of all Caucus Councilmembers.

**Rule 43** The Executive Committee of the Outgoing Caucus Council shall provide the Officer Selection Committee with job descriptions and suggested qualifications for each position, copies of Caucus Council members' biographical questionnaires, and guidelines for the process. The Executive Committee of the Outgoing Caucus Council and the Officer Selection Committee shall make themselves available in an advisory capacity to the Officer Selection Committee of the Incoming Caucus Council as needed.

**Rule 44** The Officer Selection Committee shall take care that the composition of the Executive Committee complies with the subparts of this Rule. The Officers Selection Committee shall present a list of vacancies at the Spring Caucus Council meeting to be filled and voted on by the Caucus Council membership as constituted at such meeting.

- a. The Incoming Executive Committee shall have no less than four members in the first and second years of their term on the Caucus Council;
- b. No more than five members of the Executive Committee of the Outgoing Caucus Council may serve on the Incoming Executive Committee;
- c. The Chair of the Executive Committee of the Outgoing Caucus Council may not serve a second successive term in that capacity;
- d. Members of the Officer Selection Committee may serve as officers of the Incoming Caucus Council; and
- e. Members of the Incoming Caucus Council residing in the at-large Winnetka Caucus jurisdictions outside of the Village of Winnetka or in the unincorporated portions of Winnetka may not serve as officers.
- f. Council Members may not serve for more than a total of two years on the Executive Committee during a given term.



## Standing Committees

### Communications Committee

**Rule 45** The Communications Committee furnishes news items to the media, writes all publicity requested by the Caucus Council, publicizes the Caucus Platform, and handles all other publicity functions. To the extent deemed necessary by the Executive Committee, the Communications Committee may be staffed by a single person, who shall serve as Communications Chair.

**Rule 46** The Communications Committee shall maintain information regarding the Caucus System in Winnetka and the Caucus Council in a medium that is readily available to the public such as the Caucus website (<http://www.winnetkacaucus.org>). This information shall include, but not be limited to the following materials:

- a. A map of Winnetka showing the boundaries of the various districts;
- b. A list of the members of the Caucus Council from each district;
- c. Information briefly describing the role and function of the Caucus system in the Winnetka community;
- d. A schedule of Caucus Council and Town Meetings and other significant dates relevant to activities of the Caucus;
- e. An invitation to volunteer to serve on the Caucus Council together with instructions for interested persons to submit their name, address, and phone number to a specified address;
- f. An invitation to identify issues of importance to a Caucus member, comment on Village affairs, and to recommend persons to serve on the various Village Boards, as members of the Caucus Council, or as delegates to the New Trier High School Caucus;
- g. At the discretion of the Finance and Fundraising Committee, a solicitation for contributions to the Caucus; and
- h. The Policies and Procedures of the Winnetka Caucus Council.

**Rule 47** Once each calendar year, at least twenty-eight days prior to the annual Spring Town Hall Meeting provided for in Rule 123, the Communications Committee shall make available either electronically or in hard copy to each household within Winnetka, the following materials:

- a. An invitation to and agenda for the Spring Town Hall Meeting together with a reference to the Caucus website for additional information regarding the Caucus system in Winnetka;

- b. An invitation to serve on the Caucus Council together with instructions for interested persons to submit their name, address, and phone number to a specified address;
- c. An invitation to identify issues of importance to a Caucus member, comment on Village affairs, and to recommend persons to serve on the various Village Boards, as members of the Caucus Council, or as delegates to the New Trier Township High School Caucus; and
- d. At the discretion of the Finance and Fundraising Committee, a solicitation for contributions to the Caucus Council.

For the purposes of this Rule “make available either electronically or in hard copy to each household within Winnetka” shall be satisfied if the materials identified above are posted to the Caucus Council’s web site.

**Rule 48** The Communications Committee is responsible for all general mailings and electronic communications, except as otherwise indicated herein; provided that the reference in this Rule to mailings shall not be construed as requiring the use of paper mail instead of electronic communications unless specifically required by these Policies and Procedures.

### **Rules Committee**

**Rule 49** The Rules Committee investigates the applicable election laws and keeps current regarding such laws in order to determine the deadlines for filing the various petitions, statements of candidates, ethics statements, and any other required filings. The committee advises the Caucus Council Chair of these deadlines and of any changes that may take place. The Committee shall begin its investigation immediately after its formation.

**Rule 50** The Rules Committee shall prepare the nominating petitions for all Caucus candidates, as appropriate. Immediately after a Caucus Town Meeting in which nominations have been made, the committee shall circulate the petitions to obtain signatures of residents. These petitions provide the legal means for (a) placing on the ballot for the following election the names of the candidates chosen by a Caucus Town Meeting, and (b) the organization of the party or ticket for that election.

**Rule 51** The Rules Committee shall file the statements of candidacy and petitions (containing the legally required number of signatures of qualified voters) with the proper authorities at the proper times.

**Rule 52** The Rules Committee shall see that ethics statements are prepared and filed, and that all legal steps are taken to insure proper and valid filing for the candidates chosen at Caucus Town Meetings.

**Rule 53** The Rules Committee shall advise the Caucus Council Chair on questions of procedures, and acts as a research group to recommend possible amendments or revisions to the Policies and Procedures of the Caucus and the Caucus Council.

**Rule 54** Proposed amendments or revisions to the Policies and Procedures of the Caucus and the Caucus Council are normally presented to the full Caucus Council for approval at the Fall Caucus Council Meeting, but may be presented at any other time.

### **Finance and Fundraising Committee**

**Rule 55** The Finance and Fundraising Committee shall solicit and receive contributions from residents and others to meet all expenses incurred in connection with the Caucus Council and the Caucus Town Meetings.

**Rule 56** The Treasurer of the Caucus Council shall serve as chair of the Finance and Fundraising Committee.

**Rule 57** Each year, the Executive Committee shall determine if it is necessary and/or advantageous to form a political party. If they should so determine, then, in consultation with the Executive and Rules Committees, the Treasurer shall file all necessary reports required by the State Board of Elections to form a new political party, the “[YEAR] Winnetka Village Caucus Party,” where the term “[YEAR]” is replaced with the then current calendar year (e.g.: during the 2020 calendar year, the party would be named the “2020 Winnetka Village Caucus Party”), and shall file all required campaign contribution reports mandated by the various statutes governing campaign financing.

**Rule 58** The Treasurer shall be responsible for ensuring that no unpaid bills are carried over to the next year. Each incoming Treasurer or his/her designee shall audit the financial records of the outgoing Caucus Council. Additionally, the outgoing Treasurer is responsible for updating signature authority for the checking account and debit cards to include both the incoming Treasurer and the incoming Chair of the Caucus Council.

**Rule 59** The Treasurer shall be responsible for maintaining and monitoring the Winnetka Caucus’ post office box at the Winnetka Post Office.

### **New Trier Township High School Caucus Nominators Committee**

**Rule 60** In even numbered years, the New Trier Township High School Caucus Nominators Committee of the Winnetka Caucus Council ("High School Nominators Committee") shall nominate Winnetka delegates and alternates to the New Trier Township High School Caucus ("High School Caucus"). The High School Caucus selects candidates and alternates for the New Trier Board of Education.

**Rule 61** The High School Nominators Committee shall seek and select delegates and alternates to the High School Caucus, by soliciting volunteers from eligible Winnetka residents in accordance with the rules of the High School Caucus.

**Rule 62** The proposed delegates and alternates shall be presented to the Caucus Council by email or at any meeting of the full Caucus Council before the delegates are required to be submitted to the High School Caucus. The slate of proposed delegates shall be deemed approved unless any member of the Caucus Council raises an objection, in which case the Chair of the Caucus Council will call for a vote either by electronic mail or at a meeting of the full Caucus Council, at the Chair's discretion.

**Rule 63** In odd numbered years, and, if it is determined or there is a special need to prepare a new platform or amend the existing platform, in even numbered years, the High School Nominators Committee may submit appropriate questions for the current year's platform survey to the Executive Committee following the same procedures set forth in Article IV..

**Rule 64** The prorated share of reasonable expenses attributable to the Winnetka delegates of the New Trier High School Caucus shall be paid from the funds of the Winnetka Caucus Council, subject to approval by the Executive Committee, upon presentation by the Treasurer of the availability of funds and considering the totality of expenses faced by the Caucus Council.

## **Major Committees**

### **Parks, Library, and Schools Committees**

**Rule 65** In even numbered years, the Parks, Library, and Schools Committees will be responsible for the selection of candidates to run for the Park, Library, and School Boards, respectively, in elections to be held in the spring of odd numbered years. The candidates shall be selected in the manner described in Article V.

**Rule 66** The Parks, Library, and Schools Committees will prepare platforms for their respective areas in odd numbered years, in accordance with the procedures described in Article IV. If it is determined that there is a special need to prepare a new platform or amend the existing platform, in an even numbered year, the committees will do so in accordance with the same procedures. If any member of a relevant committee brings a motion for such committee to prepare a platform in an even-numbered year, the motion shall be voted on by that committee and shall be carried only if at least two-thirds of all committee members vote in favor. If such a motion is adopted by such committee according to this voting requirement, then the motion shall be voted on by the Executive Committee and shall be carried only if at least two-thirds of all Executive Committee members vote in favor. Before the Executive Committee votes on such a motion, it shall provide an opportunity, at the Executive Committee meeting

during which the vote on the motion is to be held, for any member of the relevant committee to present in person arguments in favor or against the motion.

### **Village Committees**

**Rule 67** In each year, the Village Candidates Committee shall be responsible for the selection of candidates to run for Village Trustees and, in appropriate years, Village President, in elections to be held in the spring of the following year. The candidates shall be selected in the manner described in Article V.

**Rule 68** In each year, the Village Platform Committee will prepare a platform with respect to Village issues in accordance with the procedures described in Article IV.

### **Role of Committee Chairs in Voting**

**Rule 69** The chairs of the Village Candidates Committee, the Schools Committee, the Parks Committee, the Library Committee, and the Village Platform Committee shall not be entitled to vote at meetings of their respective committees except when necessary to break tie votes.

## **IV. SURVEY & PLATFORM PREPARATION**

**Rule 70** In odd numbered years, and in any even numbered years when a special need to prepare a new platform exists, the Parks, Library, and Schools Committees may be referred to as the “Platform Committees.” Each Platform Committee shall appoint observers to attend committee meetings of the relevant governmental board; should consult with governmental officials, persons with expertise, residents, and others in order to gain information needed to prepare platform items; and should also review platform planks suggested or introduced at previous Town Meetings.

**Rule 71** The Platform Committees shall prepare questions relating to their substantive area for the annual village survey. The Executive Committee shall issue general parameters concerning length and/or number of questions. The survey is conducted in accordance with the Executive Committee calendar and is used as a method of ascertaining public opinion on current issues and for obtaining suggestions for candidates. The method of conducting the survey should take into account both the breadth of participation among members of the Caucus and the accuracy of the results as a measure of public opinion. If fiscally possible, the annual survey/questionnaire should be made available electronically and/or in hard copy, and should be directed to every household in Winnetka or which is otherwise part of the Caucus. In the event that the Executive Committee determines that it is cost-effective to only use electronic means to make the survey available, no hard copy or mailing shall be required. Up to

two adults in each household will be permitted to complete the survey. If deemed necessary by the Executive Committee, the written survey/questionnaire may be supplemented by a random survey (by telephone or otherwise) or other statistical sampling methods. The Caucus Council will strive to maintain the anonymity of survey respondents, will keep the identity of any respondent, if known, confidential, and, will, in all cases, respect the privacy of respondents.

**Rule 72** The Platform Committees shall submit their items for the survey to the Executive Committee in accordance with the schedule established by the Executive Committee. The Executive Committee shall review the questions and check for clarity and compliance with any formatting and/or structural guidelines issued by the Executive Committee. No question submitted by a Platform Committee shall be substantively altered, abridged, deleted, or enhanced without a representative of the relevant Platform Committee (usually the Platform Committee Chairperson, or if unavailable, his or her nominee) at the Executive Committee session. If the relevant Platform Committee representative does not agree to a proposed substantive change or deletion of a question, the proposed substantive change or deletion shall be made only if approved by a two-thirds or greater vote of the members of the Executive Committee present and the Platform Committee representative. The Chair of the Caucus Council, with the concurrence of the Chair of the Rules Committee and the Vice Chair of the Caucus Council, may determine which changes are substantive and which are made only for structural, formatting, or clarity purposes.

**Rule 73** The Chair of the Caucus Council shall direct the tabulation of Village residents' responses to the survey, taking into account currently available cost-effective technological tools for the same and the capabilities of members of the Caucus Council to perform the tabulation in a cost-effective manner. Upon request of any member of the Caucus Council, the Chair of the Caucus Council shall report upon the tabulation methods and make available any raw data used in such tabulation.

**Rule 74** After such tabulation and any further investigations that they deem appropriate, the Platform Committees shall prepare the first draft of the proposed platform. A draft proposed platform requires approval by a vote of at least two-thirds of the members of the relevant Platform Committee.

**Rule 75** Each Platform Committee shall submit its recommendations for a platform to the full Caucus Council for adoption.

**Rule 76** The draft of the proposed platform shall consist of a section prepared by each Platform Committee; and, if so desired to clarify and/or contextualize the platform, a preamble prepared by the chair, provided that the preamble shall not misrepresent the results of the survey. Before finalizing its proposed section, each Platform Committee is encouraged to submit a preliminary draft to the appropriate governmental board or its executive officer for comment. The draft platform must be submitted to the Executive Committee for discussion and possible revision no later

than the date set by the Executive Committee. The final draft of each Platform as approved by the Executive Committee must be posted on the Caucus web site at least fourteen days in advance of the meeting at which the Caucus Council will vote upon it.

**Rule 77** Caucus Council members may propose an amendment or amendments to the final draft of a Platform. Proposed amendments must be submitted to the Chair of the Caucus Council, with a written petition signed by at least five additional members of the Caucus Council, no later than five days before the Caucus Council meeting. Notwithstanding the foregoing, the Chair of the Caucus Council has the authority to permit a vote on non-substantive revisions to the Platform without such notice or written petition.

**Rule 78** Each of the Parks, Library, and Schools Committees, and the Village Platform Committee, shall monitor and report to the Caucus Council whether the relevant elected board members are taking the current Caucus Platform into account in their decision making. Designated members of such committees shall attend and participate, to the extent permitted, in meetings of the relevant boards and their respective committees and subcommittees and shall assist the Village Boards in complying with the Caucus Platform. Such committees shall present reports to the full Caucus Council prior to the Fall Town Hall Meeting and prior to the Caucus Council's consideration of Platform planks and any slate of candidates. The purpose of these reports is to monitor the status of the current and previous Caucus Platforms and to assist the Caucus Council in formulating a new Platform, and in the slating or re-slating of candidates to run for the respective governing boards. The committees should also present, as deemed necessary, additional periodic reports to the full Caucus Council throughout the year and, if requested, to the Executive Committee and to other committees of the Caucus Council.

## V. CANDIDATE SELECTION

**Rule 79** Each committee responsible for the selection of candidates in the current year (the "Candidates Committees") shall submit to the Caucus Council candidates for vacancies in the offices of Village President, Village Trustees, Winnetka Park Board Commissioners, Winnetka Board of Education Members, and Winnetka Library District Board Members, as appropriate.

**Rule 80** The Candidates Committees shall procure from the residents of the Village, from members of the Caucus Council, from the Caucus survey, and from other sources, suggestions for candidates for positions to be filled. The Candidates Committees, with the assistance of the Communications Committee, shall actively solicit candidates. There should be at least two separate solicitations, the last one at least one week prior to the start of interviews. Each committee shall keep a master list of prospective candidates and alternates for the past three years, so that all proposed

candidates are considered. The Candidates Committees shall review the master list, and directly invite all candidates and alternates who remain eligible to apply as candidates in the current year. All residents who express an interest in serving on one of the Village governing boards shall be invited to a personal interview with the respective committee. All interested residents, whether incumbent or not, shall be given equal consideration by the Candidates Committees, such that the Caucus nominees are selected based on merit.

**Rule 81** Each prospective candidate shall indicate his or her interest in serving on the relevant board in writing by the deadline set by the respective Candidates Committee, and shall submit a resume or background information and a completed questionnaire to the chair of the appropriate Candidates Committee at least five days prior to his or her interview. Failure of a prospective candidate to timely provide such information may result in the Candidates Committee rescheduling the interview or cancelling the interview if it cannot be reasonably rescheduled at least 2 weeks prior to the Fall Caucus Council Meeting. Said questionnaire shall be prepared by the Committee and shall include questions of general importance to the Village and questions of particular importance for the current year. For the benefit of review and candidate committee participation, interviews may be recorded at the discretion of the committee. Sensitive or otherwise confidential contents of the interview may be kept confidential at the request of the candidate and upon approval of the Candidates Committee. Any interview recordings will be destroyed as soon as the committee has made its final selection of candidates.

**Rule 82** Except for reasonable disclosures to the Executive Committee regarding the status of the candidate selection process, each Candidates Committee shall keep confidential its meetings and deliberations and all information it may receive regarding the individuals interviewed, including any recordings, if made, unless the individual interviewed agrees otherwise.

**Rule 83** Each Candidates Committee shall review the records of incumbent candidates as to whether they are taking the current Platform (as well as the Platform for any year during their tenure in office) into account in their decision-making. The consideration of the current Platform (and prior Platforms for any year during the incumbent's tenure in office) in any incumbent's decision making should be a factor in deciding whether or not to recommend said incumbent for another term.

## **Village Boards**

### **Rule 84 Offices Other Than Village President**

Except for the office of Village President, which is separately set forth in Rule 85, none of the following persons may be interviewed (except as set forth in Rule 84(b)) or nominated by the Caucus Council for the offices of Village Trustee, Winnetka



Park Board Commissioner, Winnetka Board of Education Member, or Winnetka Library District Board Member, as listed in Rule 80:

- a. Members of the current Caucus Council or any individual living in the same household as a member of the current Caucus Council, unless the member has resigned prior to an interview with the Candidates Committee;
- b. Members of the current Park, School, Library, or Village Boards, except for re-nominations to the same Board, or members of the New Trier Township Board of Trustees, unless the member resigns upon nomination by the Candidates Committee. Such member may be interviewed so long as the member agrees to resign from their current Board position if nominated by the Candidates Committee;
- c. Any individual who would be one of three persons in a household that would be serving on any of the Park, School, Library, or Village Boards, individually or collectively;
- d. Any individual who would be one of two persons in a household that would be serving on the same elected board at the same time;
- e. Any individual who has resided in the Village or applicable district for fewer than two years prior to the date of the election in which they would run; and
- f. Any individual who would be elected to a third consecutive term on the Parks, School, or Library Boards; or a fifth consecutive term on the Village Board. A partial term served by an individual, if filled by appointment, shall not be considered a “term” for purposes of this Rule 84(f). Eligible individuals may be interviewed for more than one position, but cannot be nominated for more than one position.

### **Rule 85 Village President**

For the office of Village President: none of the following persons may be interviewed (except as set forth in Rule 85(f)) or nominated by the Caucus Council:

- a. Members of the current Caucus Council or any individual living in the same household as a member of the current Caucus Council, unless the member has resigned prior to an interview with the Candidates Committee;
- b. Any individual living in the same household as any current member of the Park, School, Library, or Village Boards;
- c. Any individual who would be serving as Village President at the same time that any member of that individual’s household would also be serving on the Park, School, Library, or Village Boards;
- d. Any individual who has resided in the Village or applicable district for fewer

than two years prior to the date of the election in which they would run;

- e. Any individual who would be serving a fifth consecutive term as Village President. A partial term served by an individual, if filled by appointment, shall not be considered a “term” for purposes of this Rule 85(e);
- f. Members of the current Park, School, or Library Boards, or members of the New Trier Township Board of Trustees, unless the member resigns upon nomination by the Candidates Committee. Such member may be interviewed so long as the member agrees to resign from their current Board position if nominated by the Candidates Committee; and
- g. Eligible individuals may be interviewed for more than one position, but cannot be nominated for more than one position.

**Rule 86** In order to vote, a member of the Candidates Committee must have been present at or reviewed the recorded interviews of all candidates considered. The Candidates Committee shall vote on each candidate separately, eliminating the nominees with the fewest affirmative votes until the necessary number of nominees to fill all open positions remain. The Chairs of the Candidates Committees will set a date to compare their list of nominees sufficiently in advance of the date for making public the candidates, according to Rule 88, to ensure no candidates are nominated for more than one position. To the extent the lists reveal duplicates, and there are additional qualified candidates for each position for which the candidate applied, the candidate’s preference will be determinative. The final list of nominees to fill all open positions will then receive an affirmative vote of a majority of the respective Candidates Committee. Proxy voting is permitted, but only if done in accordance with the mechanism established in Rule 104.

**Rule 87** Each Candidates Committee may, but is not required to, select alternates for the candidates. If alternates are selected, the Candidates Committee will rank them in order of preference so that the first alternate will fill the first vacancy, the second alternate will fill the second vacancy, etc.

**Rule 88** The written qualifications for each candidate and alternate chosen by the respective Candidates Committees must be made available to the full Caucus Council at least ten days in advance of the Fall Caucus Council Meeting, and will be made available to the media and public upon request beginning at least ten days before that Caucus Council meeting. This information should include biographical data about each proposed candidate, and a summary of the personal interview conducted by the Candidates Committee. Prospective candidates who expressed willingness to serve shall be notified whether they were selected by the respective Candidates Committee at least ten days in advance of the Fall Caucus Council Meeting.

**Rule 89** Prior to the final selection of the proposed candidates and alternates by the Candidates Committees, the chair of each such committee must give to its candidates

and alternates a copy of the most recent platform passed by the Caucus Council. Candidates should be respectful of the platform.

**Rule 90** Proposed candidates and alternates should be present at the meeting at which the Caucus Council votes (i.e., the Fall Caucus Council Meeting). Each proposed candidate shall make a presentation at that meeting if requested and answer questions posed by the members of the Caucus Council. The Executive Committee shall set the date of that meeting and notify the public well in advance.

**Rule 91** Any Caucus Council member may nominate a candidate to be voted on at the Fall Caucus Council Meeting in addition to candidates nominated by a Candidates Committee, provided (i) either the chair of the Candidates Committee or the Chair of the Caucus Council is notified of such nomination in writing at least five days before the date set for voting by the Caucus Council for such candidates, and (ii) the individual nominated must have previously indicated his or her interest and submitted his or her resume and completed questionnaire to and been interviewed by the current Candidates Committee in accordance with Rule 81.

**Rule 92** Should a selected candidate or alternate not be present when voting occurs on such candidate in the Caucus Council, the chair of the relevant Candidates Committee shall verbally notify him or her of the outcome of the voting. The Chair of the Caucus Council shall confirm the outcome to each selected candidate in writing.

**Rule 93** Promptly after the selections by the Caucus Council, each chair of a Candidates Committee shall notify and thank all individuals who expressed willingness to serve in the office covered by his or her Candidates Committee.

**Rule 94** If a candidate withdraws or becomes ineligible to serve before his or her election:

- a. If an alternate candidate has been selected under Rule 87, such alternate shall become the Caucus candidate; or
- b. If no alternate has been selected, the Executive Committee, in consultation with the relevant Candidates Committee, shall select an individual, who had been deemed qualified by the relevant Candidates Committee, from among those interviewed by the relevant Candidates Committee to become the Caucus candidate.

In either case, the new Caucus candidate shall be approved by the Caucus Council in accordance with Rule 111, and, if the Caucus Council meeting and/or Town Hall Meeting at which such approval was scheduled to be considered has not yet occurred, by the Caucus in accordance with Rules 125-129. No additional approval of the replacement candidate shall be necessary if the Town Meeting has already occurred. If such replacement occurs after the deadline for filing nominating petitions to place

the replacement candidate's name on the election ballot in accordance with state law, the Executive Committee shall be authorized to designate the replacement candidate as a "Caucus Write-in Candidate."

## **VI. MEETINGS OF THE CAUCUS COUNCIL**

### **General Meeting Matters**

#### **Attendance**

**Rule 95** If any member fails to reasonably participate in Council or committee functions, the Executive Committee shall discuss the absences with that member. If it finds that member cannot or will not participate reasonably in Caucus Council functions, the Executive Committee may declare his or her position vacant and fill the vacancy in accordance with the procedures in Rule 28 after notifying that member of its decision to replace him or her.

**Rule 96** That member, in response to a notification of any such declaration, may immediately state to the Executive Committee that he or she is appealing its decision to the Caucus Council. Under that circumstance, the Executive Committee shall not act on that membership until the next Caucus Council meeting, and shall act only if the Executive Committee action is upheld by a majority of the Council members attending that meeting. If the matter is not presented by, or on the behalf of, the appealing member at that meeting, then the Executive Committee's original declaration of the vacancy shall stand.

#### **Call of Meetings**

**Rule 97** The Winnetka Caucus Council Chair shall call meetings of the Caucus Council (a) in conformity with requirements contained in these Policies and Procedures; (b) in accord with the Executive Committee schedules; (c) upon his or her own volition; or, (d) upon the request of at least one-third of Caucus Council members.

**Rule 98** The Executive Committee will meet throughout the year as necessary to establish goals, maintain communication and uniformity of procedures between the committee chairs and the Executive Committee, and execute the agenda of the Caucus Council. If an agenda is not completed at the Fall or Spring Caucus Council meetings, the Chair may adjourn a meeting and continue it on another date and from date to date until the agenda is completed.

#### **Completion of Business**

**Rule 99** The work of the Caucus Council must be completed in time to hold the Fall Town Hall Meeting, and to file nominating petitions within the legal time limit prior

to each of the election dates fixed by law.

### **Open Meetings**

**Rule 100** All meetings of the full Caucus Council and any of its committees shall be open for observation by the public, subject to the following exceptions:

- a. Prospective candidates may, at the discretion of the committee involved, be interviewed, their qualifications discussed, and their candidacy voted upon in closed session; and,
- b. In extraordinary circumstances or to preserve order, the Council or its committees may meet in closed session, provided that, upon the request of any member of the Caucus, the chair of the body that conducted the closed session shall be required to report on the proceedings of that closed session at the next public meeting of that body, or to provide written minutes of the same, at the chair's election.

**Rule 101** The session of the full Caucus Council at which selections for candidates are voted upon (i.e., the Fall Caucus Council Meeting), and at which time persons selected may make presentations and may be questioned by the Council members, shall always be open to the public.

**Rule 102** While open Caucus Council and committee meetings are open for observation by the public, they are not open to public participation (meaning, that non-members may not vote under any circumstances, and may not speak at such meetings unless recognized by the chair). However, at any Caucus Town Hall Meeting, participation by all Caucus members is permitted and strongly encouraged.

### **Quorum**

**Rule 103** The presence (in person or by proxy) of a majority of all members of the Caucus Council, including the members at-large, shall constitute a quorum.

**Rule 104** Voting by proxy is permitted only if the proxy is granted by e-mail or other writing. (for all purposes in these Rules, "proxy voting" or "voting by proxy" shall mean one person entitled to a vote delegates to another the right to cast one's vote.)

**Rule 105** All matters shall be decided (a) by a majority vote of those present (in person or by proxy) and voting; or (b) informally without a meeting if all the members entitled to vote on such a matter give unanimous consent by e-mail or other writing. Unanimous consent by e-mail or other writing can be given if no objection is returned in response to a call for unanimous consent.

**Rule 106** The following Caucus Council members who do not reside in Winnetka cannot vote on platform issues or to select candidates unless the platform or selection to be voted upon pertains to their area of special representation on the Caucus Council:

the member-at-large as to the Winnetka Park District; the member at-large as to the Winnetka-Northfield Library District; or members of the Caucus Council who have moved from their district within Winnetka to a place outside of Winnetka and have become members at-large by virtue of residing in one of these named districts. However, there is no restriction on the voting of such members at-large on matters not involving platform or candidate selection.

**Rule 107** Any residents of Winnetka who only pay taxes to the Village of Winnetka and not to the Winnetka Park District, the Winnetka-Northfield Library District, or the Winnetka Public Schools, and who serve on the Caucus Council, can be counted only for the quorum of and vote for matters pertaining to the Village platform and Village candidate selections. However, there is no restriction on the voting of such members on matters not involving platform or candidate selection.

### **Amendments**

**Rule 108** Any member of the Caucus Council may propose amendments to these Policies and Procedures to the Rules Committee (See Rule 54). Amendments to these Policies and Procedures must be approved by a vote of the Caucus Council held not less than five days after the text of the proposed amendments has been sent to all members. However, two-thirds or more of the members present at a meeting of the Caucus Council shall have the power to waive the five-day notice requirement if the Rules Committee requests the waiver of this requirement so as to expedite a vote on proposed amendments. Amendments to Articles I, II, III, and VI must also be approved by a vote of the Caucus at a Town Meeting. Amendments to be voted on at any Town Meeting must be published not later than ten days before such Town Meeting.

### **Parliamentary Rules**

**Rule 109** These Policies and Procedures govern the Winnetka Caucus and the Winnetka Caucus Council. The Chair of the Rules Committee shall be responsible for maintaining a current copy of these Policies and Procedures on the Caucus' website.

**Rule 110** The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the Winnetka Caucus Council and the Winnetka Caucus in all cases to which they are applicable and in which they are not inconsistent with the Policies and Procedures, as adopted. The Policies and Procedures are considered to be the constitution of the Winnetka Caucus and its Caucus Council.

## Voting

**Rule 111** The Caucus Council shall vote on all candidates as described in (a), (b), and (c) below.

- a. An election where the number of candidates is less than or equal to the number of positions available for the slate will be considered an uncontested election and a voice vote may be held. If alternates are available for an uncontested election, if any candidate receives less than a majority of affirmative votes, then available alternates will be presented and voted on as candidates;
- b. If a contested election arises because of a nomination pursuant to Rule 91 and the number of candidates exceeds the number of available positions on the slate by one, then the voters will cast a ballot with a maximum number of names equal to positions on the slate. Ballots with the number of names less than the positions to be filled will be counted, but no ballot listing the same name more than once will be counted. The candidate receiving the smallest number of votes in such election will be rejected and the remaining candidates will form the Caucus's slate. If alternates are available, and any of the remaining candidates has not received a number of votes equal to or greater than a majority of those voting, then available alternates will be presented and voted on as candidates;
- c. In the event of a contested election where the number of candidates is two or more greater than the number of available positions for the slate, the election shall be held by conducting a vote for each position on the slate using a preferential voting method known as Instant Runoff Voting. The vote for the first position on the slate shall include all nominees for the slate. The vote for the second position shall include all nominees except the person elected in the first vote and so on until all positions on the slate have been filled. Each vote shall be conducted as follows:
  - i. There shall be a ballot that lists the names of all the nominees for the position in alphabetical order. Each voter shall record his or her choices for the position to be filled in order of preference, the number "1" indicating first choice, "2" indicating second choice, and so on, through all of the voter's choices;
  - ii. Alternatively, voters may be asked to list the candidates in the order of their preference, with the voter's first choice listed first and designated with the number "1", second choice listed second and designated with the number "2", and so on, on a blank ballot;
  - iii. The completed ballots shall be divided into piles according to the indicated first preferences of the voters with one pile for each candidate. The number of completed ballots in each candidate's pile shall be recorded. Any

nominee that has a majority of the votes shall be elected to the slate. If no nominee has the majority of votes, the candidate whose name was designated as first choice by the fewest number of voters shall be eliminated. The ballots of that eliminated candidate shall be redistributed into the other piles according to the names marked as second choice on those ballots. The new number of ballots in each candidate's pile shall be recorded again, and any nominee that has a majority of votes shall be elected to the slate. If no nominee has a majority of votes, then the above process shall be repeated by redistributing each time the ballots cast for the candidate who received the fewest votes, according to the marked second choice or most preferred choice among those not yet eliminated, until a candidate has a majority of votes and is elected to the slate;

- iv. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it shall not be placed in any pile, but shall be set aside.
  - v. If at any point two or more candidates are tied for the least popular position, all of the tied names shall be treated as eliminated, and the ballots in their piles shall be redistributed in a single step.
  - vi. In the event of a tie in the winning position, which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles, the election shall be resolved in favor of the candidate that was strongest in terms of first choices (by referring to the record of the first distribution); and
  - vii. The record of the balloting shall consist of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
- d. Voting by voice is acceptable only for uncontested elections, but even in an uncontested election any member of the Caucus Council may request that written ballots be used. Written ballots shall be used in all contested elections.

### **Spring Caucus Council Meeting**

**Rule 112** The Spring Caucus Council Meeting will be held early in the calendar year, and no later than March 1st. The Chair of the Outgoing Caucus Council shall preside. Prior to the meeting, the Chair of the Outgoing Caucus Council shall, in conjunction with the Executive Committee of the Outgoing Caucus Council, attempt to recruit members to fill any remaining vacancies on the Incoming Caucus Council. The agenda for the Spring Caucus Council Meeting shall include the following items:



- a. Explanation of the Caucus system, the functions of the Caucus Council, and its method of operation;
- b. Introduction of officers selected by the Officers Selection Committee, and the election of any Executive Committee positions left vacant by the Officers Selection Committee. After the election, the new Chair of the Incoming Caucus Council shall preside;
- c. The Chair's presentation of his or her goals for the coming year and the calendar for the year ahead;
- d. Collection of Caucus Council member background information by the incoming Secretary;
- e. Presentation of new members who were nominated and approved at the Fall Caucus Council Meeting or who volunteered prior to the Spring Caucus Council meeting to fill any vacancies, and selection of members of the Caucus Council, to the extent that any vacancies exist;
- f. Committee selection and creation; committee selection should consider such matters as committee assignment preferences, geographical distribution, possible conflicts of interest, and a preference for new committee members each year; any disagreements will be resolved by the Incoming Chair;
- g. The meeting will then be recessed to permit the newly formed committees to meet informally to set up the time and place of their first meeting.

**Rule 113** At least five days prior to the Spring Caucus Council Meeting, the Outgoing Caucus Council Chair (coordinating with the Incoming Chair) shall send to all members of the Incoming Caucus Council a notice of that meeting, a copy of the Policies and Procedures, copies of the platforms, as amended, which were adopted at the two most recent Fall Town Hall Meetings, and a personal background questionnaire to be filled in and brought to the first meeting. The questionnaire shall request basic biographical information, committee assignment preferences, and willingness to serve as a committee chair.

**Rule 114** A bank resolution shall be passed authorizing the incoming Treasurer and Caucus Council Chair to receive, deposit, and disburse monies of the Caucus Council.

**Rule 115** Each Caucus Council member, other than Executive Committee members unless otherwise stated, serves on one of the Major Committees (i.e., Parks Committee, Library Committee, Schools Committee, Village Platform Committee, or Village Candidates Committee), as well as on one of the following standing committees: Rules, Finance and Fundraising, Communications, or New Trier Township High School Caucus Nominators.

**Rule 116** The Executive Committee may tailor the membership of each standing committee to the appropriate size for the functions performed and should consider whether representation on each standing committee by members from each of the Village, Parks, Schools, and Library Committees would be appropriate. For example, it may be beneficial for the Communications Committee to have representation from each of the Major Committees to assist with the preparation and implementation of the annual survey/questionnaire. In addition, if desired, a standing committee may organize itself into subcommittees for specific purposes. The Executive Committee may also tailor the membership of each Major Committee to ensure broad community representation on each committee.

**Rule 117** A member at-large residing in the Winnetka School District, but not in Winnetka, shall serve on the Schools Committee.

**Rule 118** A member at-large residing in the Winnetka Park District, but not in Winnetka, shall serve on the Parks Committee.

**Rule 119** Any members at-large residing in the Winnetka-Northfield Library District, but not in Winnetka, should serve on the Library Committee.

**Rule 120** Any members at-large residing in Avoca School District 37 shall serve on one of the Village Committees.

**Rule 121** Each such member at-large shall also serve on one standing committee.

**Rule 122** All officer nominations and committee appointments for the Incoming Caucus Council shall remain subject to, and contingent upon, the selection of the Caucus Council members and officers in accordance with Article II and the Rules governing the Spring Caucus Council Meeting. In no event shall the Incoming Caucus Council or its Executive Committee act for, or on behalf of, the Caucus as a whole until after the Spring Caucus Council meeting, except for organizational activities as provided in Rule 25.

### **Spring Town Hall Meeting**

**Rule 123** A town meeting shall be scheduled each spring at which the heads of village boards shall be invited to: (a) give reports on matters of public interest before their boards and what has been done by their boards as to the platform requests passed at the prior Annual Town Meeting; and, (b) answer questions of Caucus members. Such other matters as may be necessary and appropriate to bring before the Caucus may also be considered. Villagers are encouraged and will be given the opportunity to share their comments and concerns with the Caucus Council. Testimonials may be presented to outgoing officials in recognition of their services.

### **Fall Caucus Council Meeting**

**Rule 124** The Fall Caucus Council Meeting shall be held at least twenty-one days before the Fall Town Hall Meeting. Notice shall be given to the public well in advance of this meeting. Once a quorum has been established, the meeting shall address the following matters, in addition to any other items that the Executive Committee places on the agenda:

- a. Candidates selected by the Candidates Committees shall be presented by the committee chairs, shall make presentations if requested, and may be questioned by the Council members;
- b. The Caucus Council shall vote on candidates;
- c. The Caucus Council shall vote on the proposed platform, if any. Unless the platform is amended in accordance with Rule 126(b), the platform is final once voted on by the Caucus Council; and
- d. The Caucus Council shall vote on proposed amendments to these Policies and Procedures, if any.

### **Fall Town Hall Meeting**

**Rule 125** The Fall Town Hall Meeting shall typically be held in November, after the Fall Caucus Council Meeting, and sufficiently in advance of the candidate filing deadline established by election authorities. Unless there is an emergency, the Executive Committee shall set the date for the Fall Town Hall Meeting at least thirty days in advance. Sufficient advance notice of the time and place of this meeting shall be given to the Caucus members along with copies of the proposed platform. The names of candidates and alternates recommended by the Caucus Council shall be made available to the public at least twenty-one days prior to the date for the Annual Caucus Town Meeting and shall be published as soon as reasonably possible after their selection by the Caucus Council. The Caucus Council will publish all proposed platforms on its web site ten days before the Town Meeting.

**Rule 126** The agenda of the Fall Town Hall Meeting shall be as follows:

- a. Voting on any amendments to these Policies and Procedures required to be approved by the full Caucus in accordance with Rule 108;
- b. Voting on any amendments to the Platforms. Any Caucus member can propose an amendment to a Platform provided that the Caucus member gives both the Chair of the Caucus Council and the chair of the current relevant Platform Committee at least five days prior to the Annual Town Meeting: (i) a draft of the proposed amendment, and (ii) a petition signed by at least twenty-

- five members of the Caucus in support of the amendment;
- c. The presentation of the reports of the Major Candidates' Committees including recommendations of the Caucus Council;
  - d. Voting on the candidates. If there are no nominations from the floor to run against a Caucus Council candidate slate, voting for that candidate slate shall be by voice vote. If there are nominations from the floor, the governing procedures shall be as follows in sub section (e) below;
  - e. Any Caucus member may nominate a candidate from the floor in addition to the Caucus Council candidate slate, provided that: (i) the Caucus member gives both the Chair of the Caucus Council and the chair of the current relevant Candidates Committee written notice identifying the person to be nominated and the position for which such nomination is being made at least fourteen days prior to the date of the Annual Town Meeting, and (ii) the person nominated must either have previously indicated his or her interest in the position for which he or she is nominated to the current relevant Candidates Committee and submitted his or her completed resume and questionnaire to such committee in a timely fashion in accordance with Rule 82, or be supported by a petition signed by seventy-five members of the Caucus, which petition must be submitted to the Chair of the Caucus Council at least five days before the Annual Caucus Town Meeting. In the case of a nominating petition, such petition shall be accompanied by a written statement of the nominee indicating his or her willingness to serve and an acknowledgment that the original petition shall become the sole and exclusive property of the Winnetka Caucus;
  - f. Voting shall be done as described in Rule 111 for the Caucus Council Meeting;
  - g. The authorization for the preparation, circulation, and filing of nominating petitions for the Caucus nominees selected;
  - h. The acting upon the recommendation of the Caucus Council as to the method of filling any vacancy in the slate that may occur after the Caucus Town Meeting and before the election to be held for that position;
  - i. The consideration of such other matters as may come before the Caucus.

**Rule 127** In order to permit the presentation of a wide range of views and to permit the agenda to progress, the Chair may set time limits on the presentation of views on a subject, may limit the number of persons speaking on behalf of candidates for the various board positions who are being voted upon, shall provide for candidates to board positions to answer questions in an orderly fashion, may limit the number of times that one person may address the same subject, and may provide for the alternation between pro and con views. The Chair may also provide that all persons who have not yet spoken shall speak first before a person may address a subject a second time and may limit the overall time devoted to a subject after recognition that

the subject should have a sufficient airing of views before time limits should be applied. One person cannot yield to another person who has already spoken in an attempt to circumvent the intent of these limitations.

**Rule 128** The Caucus Council Chair or, upon his or her direction, the Executive Committee, may select a parliamentarian for this meeting. The parliamentarian need not be a member of the Caucus Council. The Chair may replace the parliamentarian with another person at any time. The person chosen as parliamentarian must agree not to publicly address any issue at the meeting except those directed to him as parliamentarian. The parliamentarian is on hand to give advice to the Chair, who makes the decisions, and, if asked by the Chair or by a Caucus member, to state his or her ruling or interpretation. Questions or inquiries intended for the parliamentarian should be addressed through the Chair because the Chair is the presiding officer. The parliamentarian's opinion or ruling is purely advisory.

**Rule 129** There is no quorum requirement at the Fall Town Hall Meeting.

#### **Actions Taken Following Town Meetings Involving Selection of Candidates**

**Rule 130** After the Fall Town Hall Meeting, the Outgoing Caucus Council shall take the appropriate action to encourage a representative turnout at the election in which the names appear on the ballot and otherwise to reasonably assist in the election the Caucus candidates.

#### **Consultation with Community Leaders and Members**

**Rule 131** The Caucus Executive Committee and Village Committee Chairs shall periodically invite the presidents of the Village Board, the Park District, the Library District, and the School District to Caucus Council or committee meetings to discuss implementation of the planks of the then current platform, to answer questions, and to share their concerns.