



THE HINSDALE VILLAGE CAUCUS

Serving Hinsdale Since 1934

By-Laws

As Revised and Approved September 12, 2010

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Article I

Name, Purpose and Boundaries

Section 1 – Name

This organization shall be known as the Hinsdale Village Caucus, hereinafter referred to as the "Village Caucus" or "Caucus."

Section 2 – Purpose

The purpose of the Village Caucus is to provide a thoroughly objective process for recruiting, selecting, nominating and supporting the most highly qualified individuals available as candidates for Village offices.

Section 3 - Candidate Support

When the Village Caucus selects candidates and obtains their acceptance to run for a public office, it becomes an obligation of the Village Caucus to support its candidates, through publicity and financial support for the campaign.

Section 4 - Donations

In order to carry out the stated objectives of the Village Caucus, donations may be accepted from residents of the Village area and businesses involved with the Village, either by presence or ownership.

Section 5 – Term

The Village Caucus biannual term will start on

the date of the First Regular Meeting as provided in Article VII, Section 1 herein, of each even-numbered year and end on May 31 of the next following even-numbered year, corresponding with the election cycle ordinances of the Village.

Section 6 - Geographic Sections

The Village Caucus areas include the following Geographic Sections:

A. The Lane Section, generally northeast Hinsdale, consisting of that portion of Community Consolidated School District 181 ("School District 181") designated as The Lane School attendance area.

B. The Monroe Section, generally northwest Hinsdale and southern Oak Brook, consisting of that portion of School District 181 designated as the Monroe School attendance area.

C. The Oak Section, generally southeast Hinsdale, consisting of that portion of School District 181 designated as the Oak School attendance area.

D. The Madison Section, generally southwest Hinsdale, consisting of that portion of School District 181 designated as the Madison School attendance area.

E. The Elm Section, in the south Hinsdale, Willowbrook and Burr Ridge areas, consisting of that portion of School District 181 designated as the Elm School attendance area.

F. The Clarendon Hills Section, consisting of those portions of School District 181 designated as the Prospect School attendance area and the Walker School attendance area.

Article II

Delegates

Section 1 – Delegates

The Caucus is made up of a fixed number of Delegates randomly selected from a group of individuals representing each Geographic Section, in accordance with Section 7 of this Article II. In addition, Section Alternate Delegates are also designated to serve in the place of a Delegate who cannot continue in such role prior to the selection of the Nominating Committees pursuant to Article IV hereof. Delegate and Section Alternate Delegate shall be defined as a registered voter who satisfies the requirements of and selected by the process set forth in this Article II. All Delegates and Section Alternate Delegates are bound by these By-Laws.

Section 2 – Eligibility

A person must be a registered voter and be a resident of the Village Caucus area to be a Delegate or Section Alternate Delegate of the Village Caucus. Any such person who is an elected federal, state or local governmental official during his or her term of office shall be ineligible to serve as a Delegate or Section Alternate Delegate of the Village Caucus.

Section 3 - Limitations

A. No Delegate or Section Alternate Delegate during his or her term may also serve as an officer

of the Caucus.

B. Any Delegate or Section Alternate Delegate, whose residence is outside the boundaries of the Village of Hinsdale may not serve on any Nominating Committee except the School District 181 Nominating Committee, or vote on matters pertaining to the selection of candidates for any elective office of the Village of Hinsdale, the Hinsdale Public Library Board of Trustees (“Hinsdale Library Board”) and the officers of the Caucus.

C. The elected term in the Village Caucus of each Delegate and Section Alternate Delegate shall be two consecutive years. All terms of Delegates shall commence on the first day of the Caucus year for which they are appointed or elected.

D. No individual shall be permitted to serve as a Delegate or a Section Alternate Delegate immediately after serving four years of consecutive service as a Delegate to the Caucus, or to fill a vacancy until the lapse of one Caucus biannual term following his or her service as a Delegate.

E. Nothing shall prevent any Section from appointing as a Caucus Delegate a person who has served as a Section Alternate Delegate during the preceding biannual term.

Section 4 – Absences

It shall be the duty of any Delegate of the Caucus who anticipates absence from the First or Second Regular Meeting of the Caucus to notify his or her Section Chair. The Section Chair shall use his or her best efforts to arrange attendance of a Section Alternate Delegate at such meeting.

Section 5 - Final Determination

The Executive Committee shall be the sole judge of the qualifications of any Delegate or Section Alternate Delegate for the Caucus.

Section 6 - Section Delegates

Delegates shall be selected from each of the six Sections described in Section 6 of Article I. As nearly as possible, each Section shall have one Delegate for each 400 registered voters in said Section. The number of Delegates for each Section shall be determined by the Executive Committee of the Caucus from time to time based on verified Census figures or other population figures deemed reliable by the Village Clerk of Hinsdale. The six Sections of the Village Caucus area shall elect Delegates for two-year terms as follows:

- A. The Lane Section: Nine Delegates.
- B. Monroe Section: Ten Delegates, no more than one of which may reside in that portion of the Monroe Section outside the Village of Hinsdale.
- C. Oak Section: Nine Delegates.
- D. Madison Section: Nine Delegates.
- E. Elm Section: Nine Delegates comprised of seven who reside in the portion of the Elm Section within the Village of Hinsdale and two who reside in the portion of Elm Section outside the Village of Hinsdale.
- F. Clarendon Hills Section consisting of:
 - The Walker School area: Five delegates; and
 - The Prospect School area: Five delegates.

Section 7 - General Delegate Recruitment

General Delegate recruitment will take place at

the First Regular Meeting of the Caucus of the even-year preceding an election. General Delegate recruitment will include mass media announcements, such as newspapers, posters and flyers. At the Second Regular Meeting of the Caucus of the even-year preceding an election year, Delegates will be selected for Nominating Committees.

Section 8- Geographic Section Selection of Delegates and Section Alternate Delegates

Each registered voter present shall be eligible for selection as a Delegate or Section Alternate Delegate from the Section in which he or she resides. Selection shall take place by means of a random drawing from among eligible names performed by the Section Chair. The names of all eligible residents from a given Section shall be randomly drawn in serial fashion. The first names drawn, up to the number of Delegates provided for that Section in Article II, Section 6 above, shall be the duly selected Delegates to the Caucus, to serve the ensuing term of two years. The remaining names serially drawn shall be the Section Alternate Delegates for the same term.

Section 9 – Section Alternate Delegates

In the event that any Delegate of a Section resigns or is unable to serve prior to the selection by lottery of Nominating Committee assignments at the Second Regular Meeting of the Caucus, the first selected Section Alternate Delegate shall automatically become a Delegate of such Section. If a second Delegate vacancy occurs for that Section prior to the determination of Nominating Committee assignments at the Second Regular

Meeting of the Caucus, the second selected Section Alternate Delegate shall fill that vacancy, and so on in sequential fashion. If for any reason a Section fails to elect the specified number of Delegates and Section Alternate Delegates, or fails to elect Delegates or Section Alternate Delegates to fill vacancies, or if vacancies occur during the Caucus year prior to the selection by lottery for Nominating Committee assignments at the Second Regular Meeting of the Caucus, the Delegates of that Section may elect Delegates or Section Alternate Delegates to fill such vacancies.

Article III
Section Chairs

Section 1 - Selection

Each Geographic Section shall have both a Chair and a Vice-Chair. The Section Vice-Chair would be selected by the Section Chair with the approval of the Caucus Chair. The Section Vice-Chair shall be a current Caucus Delegate and therefore can serve on Nominating Committees.

Section 2 – Responsibilities

- A. The Caucus Chair, taking into consideration the recommendation of the respective outgoing Section Chair, shall appoint a Chair for each Section.
- B. It is the duty of the Section Chair to recruit registered voters in his or her Geographic Section to serve as Caucus Delegates and Section Alternate Delegates.
- C. It is the duty of the Section Chair to communicate the dates and times of regular and special Caucus meetings to potential Delegates

and Section Alternate Delegates, and to encourage their attendance at regular and special Caucus meetings.

D. Section Chairs shall be ineligible for any non-Caucus office over which the Caucus has nominating authority.

E. Section Chairs shall be ineligible to serve on any Nominating Committee of the Village Caucus.

F. Section Chairs, while members of the Executive Committee, are not Delegates of the Geographic Section and shall be ineligible to vote on any matters submitted to a vote at all Caucus meetings.

G. Section Chairs may serve as members of the Executive Committee in that capacity for only two consecutive years.

H. Section Chairs shall notify the next Section Alternate Delegate of his or her responsibilities as a Delegate in the event of a resignation or disqualification of a Delegate from that Geographic Section.

Article IV
Nominating Committee

Section 1 - Committees

At the Second Regular Meeting of the Village Caucus in each biannual term in which an election is to be held, Nominating Committees shall be certified to select candidates for the following offices:

- A. Officers of the Hinsdale Village Caucus: Chair, Vice-Chair, Recording Secretary, Communications Secretary and Treasurer.
- B. Members of the Hinsdale Public Library

Board.

C. President and members of the Board of Trustees of the Village of Hinsdale, the Village Clerk, and any other Village officers.

D. Members of the School District 181 Board of Education (“School District 181 Board”).

Section 2 – Composition

The number of Delegates appointed to each Nominating Committee shall be:

A. Five for the Village Caucus officers: One from each Hinsdale Geographic Section.

B. Ten for the Village of Hinsdale Library Board: Two from each Hinsdale Geographic Section.

C. Ten for the Village of Hinsdale President, Board of Trustees and other Village officers: Two from each Hinsdale Geographic Section.

D. Fourteen (all of whom must reside within School District 181 attendance area) for the School District 181 Board: Two members shall be chosen from each of the Geographic Sections from The Lane, Oak, Madison, Monroe and Elm. For the Clarendon Hills Geographic Section, two shall be selected from each the Prospect attendance area and the Walker attendance area.

For the Elm Geographic Section:

1. One representative shall reside in the Village of Hinsdale and one shall reside in the area outside of the Village of Hinsdale; and
2. Representatives shall be selected randomly from two separate pools of Delegates, one for the Village of Hinsdale and one for the area outside the Village of Hinsdale.

E. In the event there are insufficient Delegates from a given Geographic Section for membership on a Nominating Committee as set forth above, additional Nominating Committee members shall be selected from the pool of Delegates not selected for a Nominating Committee (“Unassigned Delegates” as defined in Section 4 below.)

Section 3 – Limitations/Conflicts

A. A Delegate shall not be eligible to serve on the same Nominating Committee in successive biannual terms.

B. No two or more members of the same immediate family shall serve on the same Nominating Committee.

C. An immediate family member of an incumbent office holder may not serve on the Nominating Committee that is charged with nominating candidates to be endorsed by the Caucus for such office.

D. A Delegate shall resign from a Nominating Committee if an immediate family member of that Delegate is a candidate for a position for which the Nominating Committee will make a nomination.

E. Any person who is an employee of School District 181 or of the Village of Hinsdale or the Hinsdale Public Library may serve as a Delegate but shall not be eligible to serve on a Nominating Committee that is charged with nominating candidates to be endorsed by the Caucus for the Board of the public entity employing such Delegate.

F. Officers and members of the Executive Committee of the Village Caucus shall be ineligible for any non-Caucus office over which

the Caucus has nominating authority.

G. Officers and members of the Executive Committee of the Village Caucus shall be ineligible to serve on any Nominating Committee of the Village Caucus except as set forth in Article IV, Section 5.

Section 4 – Selection of Nominating Committee Members

A. Delegates shall be selected to serve on the several Nominating Committees at the Second Regular Meeting of the Caucus. The selection procedure shall be directed by the Caucus Chair in the following manner:

1. The Caucus Chair shall ask each Section Chair to verify that the number of Delegates for his or her Geographic Section specified in Article II, Section 6 is eligible to serve. In the event a Geographic Section does not have the requisite number of Delegates set forth in Article II, Section 6, the Caucus Chair shall direct the Recording Secretary to collect the names of Section Alternate Delegates from all Geographic Sections. Those Section Alternate Delegate names shall be randomly drawn by the Communications Secretary and assigned to fill the requisite number of Delegates from each Geographic Section.

2. The names of the Delegates from each Geographic Section shall be placed in a container, from which they can be drawn at random. Each Geographic Section shall have its own container, separate from that of other Geographic Sections, containing its Delegates’ names.

3. Members shall be selected for the respective Nominating Committees in the following order: (a) Caucus Officers; (b) Hinsdale Library Board;

(c) Village Board; and (d) School District 181 Board.

4. To select members for each Nominating Committee, the Caucus Chair will call upon each Section Chair in succession, to draw one name from that Geographic Section’s container. If the name picked is not subject to any of the limitations or conflicts stated in Section 3 above, that Delegate shall be seated on the applicable Nominating Committee. If the name picked is subject to a Section 3 limitation or conflict, the name shall be returned to the container and another name picked, until the name of a Delegate eligible to serve on a committee is selected. The Caucus Chair shall continue to call upon the Section Chairs successively, until the several Nominating Committees are filled, as specified in Section 2 above.

B. Ordinarily, at the conclusion of this selection process, there will be certain Delegates who have not been assigned to a Nominating Committee. Such “Unassigned Delegates” remain Caucus Delegates with full voting rights and privileges, for all purposes other than Nominating Committee service. Moreover, against the possibility that certain Delegates assigned to the Nominating Committees may subsequently resign or be unable to continue serving, the Unassigned Delegates shall serve as a pool of alternate Nominating Committee members to be selected to fill such vacancies. Following the selection of Nominating Committee members, the names of all Unassigned Delegates shall be consolidated into a single container, and all such names drawn from the container in random order. The first name selected shall be recorded as the “First Unassigned Delegate to serve as a Nominating Committee alternate;” the second name as the

“Second Unassigned Delegate to serve as a Nominating Committee alternate;” and so on. The resulting list of Unassigned Delegates shall also record the Geographic Section which each Unassigned Delegate represents. The Executive Board shall use the list of Unassigned Delegates to fill vacancies on Nominating Committees, as specified in Section 8 hereinafter.

Section 5 – Organization of Nominating Committees

After Nominating Committee members are selected at the Second Regular Caucus meeting, the Caucus Chair will appoint a member from the Executive Board to serve as Temporary Chair of each Nominating Committee. The Temporary Chair is not considered a member of the Nominating Committee and will have no voting rights or privileges. It is advisable that the Temporary Chair have previously served on a Nominating Committee. The Temporary Chair will organize the first and second meetings of the Nominating Committee. Not later than the third meeting of the Nominating Committee, the committee will select a Chair and such other officers such as a Vice-Chair or Secretary from within the Nominating Committee. One of the responsibilities of the Nominating Committee Chair shall then be to provide the information required in Article V, Section 5 (A) 14 to the Caucus Chair for publication.

Section 6 – Confidentiality

In order to encourage members of the community to utilize the Caucus process, and to encourage free and frank discussion of potential candidates

among Nominating Committee members, each Delegate shall maintain all proceedings of Nominating Committees in strict confidence. Article VIII requires each Nominating Committee to provide its written recommendations to the Caucus as a whole, at the conclusion of its deliberations. That report shall be the sole and exclusive means by which the Nominating Committee and its members communicate with any person outside the Nominating Committee concerning their deliberations. With the sole exception of that report, no Delegate shall communicate (A) the identity of any potential candidate, (B) information about any potential candidate, or (C) any description, summary, or account of Nominating Committee evaluations, discussions, or deliberations to any person outside the Nominating Committee on which that Delegate serves.

Given the importance of confidentiality to Nominating Committee proceedings, any Caucus member becoming aware of a breach of confidentiality shall immediately report that occurrence to the chairperson of his or her Nominating Committee, to the Caucus Chair or the Caucus Vice-Chair. The Executive Committee is authorized to expel from the Caucus any member determined by a majority of the Executive Committee to have breached the confidentiality of Nominating Committee proceedings.

Section 7 - Resignation

If any member of a Nominating Committee finds himself or herself unable to serve effectively because of health, business requirements or other

activities, or because he or she will move from the Village Caucus area related to the Nominating Committee's work by the time of election for the specified board, he or she must immediately submit his or her written resignation to the Chair of the Nominating Committee. The Chair of the Nominating Committee will immediately notify the Executive Committee and the person shall no longer be a Delegate.

Section 8 – Replacement with Unassigned Delegates

When a Nominating Committee reports a vacancy to the Executive Committee, the Caucus Chair shall appoint an Unassigned Delegate to serve on that Nominating Committee subject to the eligibility requirements in Article IV, Section 2 and the limitations in Article IV, Section 3. The Caucus Chair shall fill committee vacancies in the order in which they are reported to the Executive Committee. Unassigned Delegates are eligible to fill vacancies on any Nominating Committee for which they would have been eligible for selection as a Delegate. The Caucus Chair shall appoint Unassigned Delegates to fill vacancies in the order in which their names were selected, subject to preserving the geographical balance of that Nominating Committee. For example, if a vacancy on a Nominating Committee is created by the resignation or removal of a Delegate from the Madison Geographic Section, the Caucus Chair shall fill that vacancy with the lowest numbered Unassigned Delegate from the Madison Geographic Section. If no Unassigned Delegates from the same Geographic Section are available, the Caucus Chair shall appoint the lowest numbered eligible Unassigned Delegate

without regard to Geographic Section. If an Unassigned Delegate refuses to fill a vacancy for which the Unassigned Delegate is eligible, then that Unassigned Delegate shall be removed from the list of Unassigned Delegates to fill vacancies on Nominating Committees.

Section 9 – Removal

Each Nominating Committee Chair shall have sole discretion to remove any member based on that member's failure to attend a sufficient number of Nominating Committee member meetings to permit that member to have an adequate basis to effectively take part in the deliberations and to ultimately choose the Committee's endorsed candidate(s). Any such removed Committee member shall have a right to appeal his or her removal to the Caucus Executive Committee by promptly notifying both the Caucus Chair and the Caucus Vice-Chair. The Caucus Chair or the Caucus Vice-Chair shall timely notify all members of the Executive Committee and the Executive Committee shall meet within five days after notification to hear the appeal of the removed Nominating Committee member.

Article V Caucus Officers

Section 1 - Titles

The officers of the Caucus shall consist of a Chair, a Vice-Chair, a Recording Secretary, a Communications Secretary and a Treasurer.

Section 2 – Election

Election for Caucus Chair, Vice-Chair and Communications Secretary shall be held at the First Regular Meeting in even-numbered years; election for Recording Secretary and Treasurer shall be held at the Third Regular Meeting in odd-numbered years. The term of the Recording Secretary and the Treasurer shall commence May 1 of the odd-numbered year of their election and conclude upon the expiration of the two year term. The term of the Caucus Chair, Vice-Chair and Communications Secretary shall be two years commencing upon their election and concluding upon the election of their successors. The staggered terms of office ensures continuity and facilitates training of the Executive Board. Caucus officers may serve no more than two consecutive terms for each office.

Section 3 - Qualifications

Only present or former delegates or present or former Executive Committee members of the Village of Hinsdale Caucus who are registered voters and current residents of the Village of Hinsdale shall be eligible for election as a Caucus officer except for the Caucus Chair. The Caucus Chair shall be a present or former Executive or Nominating Committee member who is a registered voter and current resident of the Village of Hinsdale.

Section 4 - Vacancies

A. In the event that the Caucus Chair shall cease to be a resident of the Village or in case of his or her death, resignation, refusal or inability for any reason to act as Caucus Chair, the Vice-Chair

shall become Caucus Chair to serve the term, or remainder thereof, for which the Chair was elected.

B. In the event that the Caucus Vice-Chair has replaced the Caucus Chair or shall cease to be a resident of the Village, or in the case of his or her death, resignation, refusal or inability for any reason to act as Vice-Chair, the Executive Committee shall elect one of its members as Vice-Chair to serve the term, or remainder thereof, for which the Vice-Chair was elected.

C. In the event that no person shall have become Caucus Chair in accordance with the foregoing, then it shall be the duty of the Recording Secretary, the Communications Secretary or the Treasurer, to call a special meeting of the Caucus by notice as provided in Article VII, Section 2 to elect officers to fill the vacancies existing in the offices of Caucus Chair and Vice-Chair. In the event that no meeting is called in accordance with the foregoing within thirty days of the vacancy, then any ten Delegates of the Caucus may call the meeting.

D. In the event that the Recording Secretary, Communications Secretary or Treasurer shall cease to be a resident of the Village of Hinsdale, or in the case of death, resignation, refusal or inability of any such officer for any reason to act as such, the Caucus Chair with the advice and consent of the Executive Committee, shall appoint a successor with qualifications as specified above in Section 3, to serve the balance of the unexpired term.

Section 5 - Duties

A. It shall be the duty of the Chair of the Caucus to:

1. Act as executive officer of the Caucus.
2. Set the place and time of the meetings.
3. Preside at all regular and special meetings of the Caucus and of the Executive Committee.

4. Appoint such standing and special committees from time to time as are deemed necessary or advisable for the efficient conduct of the work of the Caucus. In addition, the Chair shall appoint members of the committees and designate their Chair.

5. Upon recommendation of the outgoing Section Chair, appoint Chairs for each Geographic Section pursuant to Article III.

6. Appoint officers pro tem.

7. Sign papers, certificates and other writings on behalf of the Caucus.

8. Assign and direct the duties of the Caucus officers and Delegates.

9. Arrange for an audit of the Treasurer's books, at his or her discretion.

10. Perform such other duties as may be assigned by majority vote of the Caucus.

11. Assign an officer to assist each Section Chair; one elected officer shall be assigned to assist each Section Chair.

12. Serve as an advisor to two Geographic Section Chairs, one from Hinsdale and the Clarendon Hills Section Chair.

13. Coordinate with the Communications Secretary the making public of the Nominating Committee application form to be submitted by persons interested in seeking Caucus endorsement for public office, applicable timelines, and an explanation of procedures helpful for those seeking Caucus endorsement.

14. Coordinate with the Communications Secretary any other information required to be made public under these By-Laws, including but

not limited to after dissemination to Caucus Delegates, the names and qualifications of the Nominating Committee nominees and any proposed floor nominees who have met the requirements of Article VIII, Section 4.

B. It shall be the duty of the Vice-Chair of the Caucus to:

1. Preside at regular and special meetings of the Caucus and of the Executive Committee in the absence of the Chair.

2. Sign papers, certificates, and other writings on behalf of the Caucus.

3. Perform such other duties in connection with the work of the Caucus as shall be assigned to him or her from time to time by the Chair.

4. Serve as an advisor to a Section Chair.

5. The Caucus Vice-Chair shall serve as Campaign Committee Chair. The Caucus Treasurer will serve as Caucus Campaign Committee Vice-Chair. The Caucus Campaign Committee Chair and Vice-Chair will organize the Campaign Committee and oversee all campaign activities for all nominated candidates.

C. It shall be the duty of the Recording Secretary of the Caucus to:

1. Act as Secretary of the Executive Committee and keep a record of its proceedings when it takes action to elect an officer, remove or disqualify a Delegate or makes a determination to change the number of Delegates from a Geographic Section and send notices of such meetings and copies of any minutes to each

member of the Executive Committee.

2. Make a record of all proceedings of each meeting of the Village Caucus.

3. Conduct, under supervision of the Chair, all correspondence and other communications of the Village Caucus, except those otherwise specified.

4. Prepare and process necessary papers, petitions and statements of candidacy for Caucus nominees, verifying vacancies, filing dates, etc., and be responsible for filing.

5. Maintain Village Caucus permanent records and any of the following that may be prepared:

a. Minutes of the regular, special and Executive Committee meetings.

b. Nominating Committee reports, samples of forms and procedures.

c. Results of Geographic Section elections and copies of any reports, samples of forms and procedures.

d. Special Committee files on policy and procedures.

6. Maintain operating supplies, stationery, forms, etc.

7. Serve as an advisor to a Section Chair.

D. It shall be the duty of the Communications Secretary to:

1. Make reservations and arrangements for all Village Caucus meetings, as well as Geographic Section election meetings and other committee meetings if requested.

2. Send notices of all meetings of the Village Caucus to all Delegates (including Unassigned Delegates), Section Alternate Delegates and officers as required under these

By-Laws. For any meeting at which current eligible Delegates including Unassigned Delegates will be asked to vote on nominees, such notice shall include the names of the each Nominating Committee's nominees and their qualifications and, when applicable, any information provided to the Executive Committee on any potential candidates to be nominated from the floor who have met the requirements of Article VIII, Section 4.

3. Keep a roster of all Village Caucus Delegates and Section Alternate Delegates, and a file of current Delegates and Unassigned Delegates and their eligibility.

4. Keep attendance and quorum records at Village Caucus meetings.

5. Keep files on residents, Geographic Section residence and data of Village Caucus Delegates and Section Alternate Delegates.

6. Keep other files and records as necessary.

7. Be responsible for maintaining the Caucus website and coordinating publicity requirements with the Caucus Chair.

8. Serve as an advisor to a Section Chair.

E. It shall be the duty of the Treasurer of the Caucus to:

1. Be responsible for the financial affairs of the Caucus, and to:

a. Maintain the checkbook, make deposits, and write checks as authorized by the Executive Committee.

b. Maintain the permanent overall record of Village Caucus finances.

c. Maintain separate records of receipts of gifts and donations.

2. Make regular reports to the Executive Committee and the Village Caucus membership.

3. Be responsible for P.O. Box 553, and coordinate processing of incoming mail and communications, forwarding to appropriate officers or committees.

4. Act as Chair of the Finance Committee, should one be established.

5. Arrange for transfer of records and accounts, new signature cards and forms and the training of the new Treasurer at the end of the term of office.

6. Serve as an advisor to a Section Chair.

7. Serve as Campaign Vice-Chair.

Article VI

Executive Committee

Section 1 - Composition

Approximately one month before the beginning of each Village Caucus biannual term or as soon thereafter as possible, an Executive Committee shall be established consisting of the Village Caucus officers and six Section Chairs. The immediate past Chair of the Village Caucus shall serve as Advisor to the Executive Committee without vote. The Chair of the Village Caucus is authorized to appoint such standing and special committees as he or she deems advisable. In the event that any member of the Executive Committee, other than Village Caucus officers, resigns from the Executive Committee, the Chair of the Village Caucus shall appoint a successor to fill such vacancy.

Section 2 – Purpose

The purpose of the Executive Committee is to provide continuity of Village Caucus functions

between meetings and to maintain the interest of residents of the Village Caucus area in the activities and the objectives of the Caucus.

Section 3 - Duties

The duties of the Executive Committee shall include:

A. Responsibility for the publicity of the Village Caucus, through local newspapers and other suitable means, to enlist the interest and support of as many citizens as possible in the purpose of the Caucus.

B. Act as the final judge of the qualifications and eligibility of any Delegate, Section Alternate Delegate and Unassigned Delegate.

C. Consideration of policies of the Village Caucus and recommendations to the Village Caucus in regard thereto; reviewing from time to time the By-Laws and proposing such amendments thereto as may be necessary or advisable, as provided in Article XIV.

D. Assistance to the various Nominating Committees in the performance of their assignments as requested by the Nominating Committee.

E. Act as final judge should any Delegate be removed from further participation in the Hinsdale Village Caucus and should any such Delegate exercise his or her right to appeal his or her removal to the Executive Committee.

F. Act as final judge as to whether the requirements were met for any person seeking to make or be nominated by a floor nomination pursuant to Article VIII, Section 4.

G. Performance of such other duties in connection with the work of the Village Caucus

as shall from time to time come before the Executive Committee or be assigned to it by a majority vote of the Village Caucus itself.

Section 4 – Executive Committee Quorum

A majority of the members of the Executive Committee shall constitute a quorum for any meeting of the Committee.

Article VII

Meetings: Regular, Special and Quorum

Section 1 - Regular Meetings

There shall be a minimum of three regular meetings of the Caucus in each biannual term. The First, Second and Third Regular Meetings are traditionally held around May, September and December respectively, in the first year of the Caucus biannual term. The Third Regular Meeting shall be for the purpose of selecting candidates for Hinsdale Trustee and other Village officers, the Hinsdale Library Board, the Board of Elementary School District 181 and Caucus officers. The Third Regular Meeting shall be held before the deadline for filing the respective nominating petitions for the candidates to be elected during the Caucus biannual term.

Section 2 - Special Meetings

- A. The Chair may call special meetings whenever he or she deems it advisable by due notice to the Delegates at least fourteen days before the meeting.
- B. Any ten Delegates may request a special meeting by submitting such request in writing to

the Chair or in the absence of a Chair to any other officer. The officer shall call a special meeting within thirty days after receipt of such request. Due notice to the Delegates of meeting of the Village Caucus shall be as such special meetings shall be sent at least fourteen days before the meeting.

Section 3 – Quorum

The presence of a simple majority of current eligible Delegates, including Unassigned Delegates, at any regular or special meeting of the Village Caucus, shall constitute a quorum for that meeting.

Article VIII

Nominations for Caucus Endorsement

Section 1- Number of Candidates

Each Nominating Committee shall propose one person as a candidate for each office to be filled. The person proposed as a candidate shall be the man or woman who in the judgment of the Nominating Committee is best qualified for office as to ability, experience, integrity and public concern. Each Nominating Committee shall obtain the consent of its nominee or nominees to serve. No person shall simultaneously seek Caucus endorsement for multiple candidacies.

Section 2- Written Reports from Nominating Committees

The Chair of each Nominating Committee shall prepare and file with the Chair of the Village Caucus the following:

- A. the form application for candidates seeking nomination by that Nominating Committee;
- B. the timeline under which the Nominating Committee will be operating; and
- C. a written report of nomination of candidates and their qualifications, who have been approved by a majority of the Nominating Committee. The Nominating Committee Chair shall use his or her best efforts to get the written report to the Caucus Chair at least twenty one days before the Third Regular Meeting of the Caucus. The Caucus Chair shall make the names and written qualifications of such nominees promptly available to the public after dissemination to Delegates. Any member of the Nominating Committee may file a separate statement of his or her views regarding any nomination with the Chair of the Village Caucus not later than fourteen days before the Third Regular Meeting.

Section 3- Oral Reports and Availability of Reports

At the Third Regular Meeting the Chair of each Nominating Committee shall make an oral report of the nomination of candidates of each Nominating Committee. The report of each Nominating Committee Chair shall contain the biographical information and the qualifications of each proposed candidate and shall include a statement of the basis for the Nominating Committee's selection of such candidate.

Section 4 - Floor Nominations

- A. In addition to the nominations reported by the Nominating Committees, any Delegate may nominate an individual for any public office or

Village Caucus office from the floor of the Village Caucus meeting so long as the following conditions are satisfied:

1. the person so nominated must have previously indicated his or her interest to the Nominating Committee and submitted his or her resume and completed application to, and been interviewed by, the respective Nominating Committee;
2. the name, resume and completed application for such nominee must have been made available by the potential nominee to the Executive Committee not later than seven days before the Third Regular Meeting;
3. the nominee is nominated and seconded by current eligible Delegates at the Third Regular Meeting who are eligible to vote for such nominee in the upcoming election; and
4. the nominee satisfies any other requirement applicable to the offices corresponding to each Nominating Committee.

B. The Delegate making a floor nomination will be given three minutes to speak about his or her nominee at the Caucus meeting at which Delegates vote to endorse candidates.

C. Voting will proceed as set forth in Article XI.

Article IX

Notices

Notification of all Caucus Meetings shall be performed by the Communications Secretary or such other official as provided in these By-Laws such that:

A. Notice of the First Regular Meeting (traditionally held in May) of the Village Caucus shall be sent by the Communications Secretary to

all officers, Delegates and Section Alternate Delegates not later than fourteen days before the date of the meeting, stating time, place and general purpose of the meeting. The general purpose of this meeting is orientation and education of Delegates, and to certify eligibility of Delegates elected by each Geographic Section.

B. Notice of the Second Regular Meeting (traditionally held in September) of the Village Caucus shall be sent by the Communications Secretary to all officers, Delegates and Section Alternate Delegates not later than fourteen days before the date of the meeting. At the Second Regular Meeting, the Chair of the Caucus will conduct the process to select Delegates by a random drawing to serve on Nominating Committees.

C. Notice of the Third Regular Meeting (traditionally held around December) of the Village Caucus shall be sent by the Communications Secretary to all officers and Delegates including Unassigned Delegates not later than fourteen days before the date of the meeting, containing:

1. Time and place of meeting;
2. The names of the candidates nominated

by each Nominating Committee and the written qualifications of those nominees.

D. Notice of the name of any individual who is seeking a floor nomination at the Third Regular Meeting, certifying that such individual has met the requirements of Article VIII, Section 4 together with the resume and completed application shall be promptly sent by the Communications Secretary to all Caucus officers and Delegates including Unassigned Delegates.

E. In the event candidates are nominated by the

Village Caucus who are different from those recommended by the Nominating Committee, the Executive Committee shall prepare and issue a public statement which will include the biographical information and qualifications of each Village Caucus endorsed candidate. Such public statement shall be in writing and shall be made available to the public.

F. Notice shall be made in writing and shall be delivered by either U.S. Mail or electronic mail.

Article X

Order of Business

Section 1 - First Regular Meeting

The order of business at the First Regular Meeting of the Village Caucus should be as follows:

- A. Attendance and quorum report
- B. Introduction of officers and members of the Executive Committee
- C. Orientation and open forum
- D. Confidentiality discussion
- E. Section meetings - Selection of new Delegates from Geographic Sections
- F. Approval of minutes of the previous meeting.
- G. Treasurer's Report
- H. Report of Executive Committee
- I. Report of Standing Committees
- J. Report of Special Committees
- K. Old Business
- L. New Business
- M. Announcements and adjournment

Section 2 - Second Regular Meeting

The order of business at the Second Regular

Meeting of the Village Caucus should be as follows:

- A. Attendance and quorum report
- B. Introduction of officers and members of the Executive Committee
- C. Approval of minutes of the previous meeting
- D. Treasurer's Report
- E. Report of Executive Committee
- F. Report of Standing Committees
- G. Report of Special Committees
- H. Old Business
- I. New Business
- J. Confidentiality commitment
- K. Selection of Nominating Committees
 - 1. Caucus Officer Nominating Committee
 - 2. Hinsdale Library Board Nominating Committee
 - 3. Village Board Nominating Committee
 - 4. School District 181 Board Nominating Committee
- L. Selection of Nominating Committee alternates
- M. Confirmation of Nominating Committees and alternates
- N. Announcements and adjournment

Section 3 - Third Regular Meeting

The order of business at the Third Regular Meeting of the Village Caucus shall be as follows:

- A. Attendance and quorum report
- B. Introduction of officers and members of the Executive Committee
- C. Approval of minutes of the previous meeting.
- D. Selection of Candidates for offices
 - 1. Reports of Nominating Committees for the Caucus Officers, the Hinsdale Library Board, the

Hinsdale Trustees and other Village Officers, and the School District 181 Board.

- 2. Floor nominations for those who have satisfied all of the requirements of Article VIII, Section 4.
 - 3. Voting for nominees
 - E. Treasurer's Report
 - F. Report of Executive Committee
 - G. Report of Standing Committees
 - H. Report of Special Committees
 - I. Old Business
 - J. New Business
 - K. Announcements and adjournment
 - L. Sign candidate petitions
- Section 4 - Other Meetings

The order of business at any other meeting of the Village Caucus shall be as directed by the Chair.

Article XI

Voting

Section 1

Subject to the limitations and provisions of Article II, each current eligible Delegate present at a meeting of the Village Caucus shall be entitled to one vote in person on each matter submitted to a vote at such meeting. Voting by proxy is prohibited. In all elections, each current eligible Delegate shall have the right to vote for as many nominees as the number of positions to be filled on each ballot, but shall not have the right to accumulate his or her vote. No member of the Executive Committee of the Village Caucus shall vote on any matters submitted to a vote at any Caucus meeting. In the event of a tie, after

additional ballots, the Caucus Chair will vote to break the tie.

Section 2

If more candidates are nominated than the number required to serve as candidates for public office, only the number required to serve shall be selected. If a simple majority vote is lacking for any of the places to be filled, further votes shall be taken with respect to such places only, in each instance dropping the name receiving the lowest number of votes. Voting on all matters shall be oral unless a Delegate of the Village Caucus requests a vote by written ballot; provided however, written ballots shall be used in all contested elections. The names of the nominees from the Nominating Committees shall be placed on any written ballot followed by any additional floor nominees who have met the requirements of Article VIII, Section 4.

ARTICLE XII

**Village Caucus Policy
on Tenure of Public Office**

Section 1 - Term Limits Imposed by the Caucus

Although public statutes do not limit the time of consecutive service in the various elective offices of School District 181 or the Village of Hinsdale, it shall be the policy of the Village Caucus to provide limits on consecutive terms of service for candidates it sponsors as follows:

- A. Members of the School District 181 Board – two consecutive four-year terms.
- B. Members of Hinsdale Library Board – two

consecutive four-year terms.

C. Members of Hinsdale Village Board of Trustees – two consecutive four-year terms.

D. President of Hinsdale Village Board of Trustees - one four-year term.

E. Village of Hinsdale Clerk - four-year term, no limit.

Note: Terms of public office are established by statute as:

1. Members of the School District 181 Board - four-year term. Seven members to be elected as specified by the Illinois Legislature.

2. Members of Hinsdale Library Board—four-year term. Seven members, two elected every odd year, one additional member elected every four years.

3. Members of Village of Hinsdale Board of Trustees – four-year term. Six members, three elected every two years.

4. President of Hinsdale Village Board - four-year term.

5. Village of Hinsdale Clerk – four-year term.

Section 2 - Unexpired Term

The Village Caucus policy to limit the time of consecutive service in office (noted above in Section 1) shall not include time served to fill out an unexpired term, whether the service of the office holder was by appointment or election for a portion of an unexpired term.

Article XIII

Parliamentary Authority

Section 1 - Roberts Rules of Order

All meetings of the Caucus, its Sections and its

committees shall be conducted in accordance with the procedures set forth in Robert's Rules of Order, unless otherwise authorized in these By-Laws.

Section 2 - Suspension of By-Laws

The procedural requirements established by these By-Laws may be suspended during any meeting of the Caucus, its Geographic Sections or its committees for the duration of that meeting or a part thereof by consent of a two-thirds majority of current eligible Delegates present at the meeting.

Article XIV

Amendment of By-Laws

Section 1 - Requirements to Amend By-Laws

These By-Laws of the Caucus may be amended upon a vote in favor of same by two-thirds of the Delegates present at the time of such vote provided that the number of Delegates present constitutes at least a majority of current eligible Delegates.

Section 2 - Procedure to Amend By-Laws

Amendments to the Caucus By-Laws may be proposed and acted upon as follows:

A. Any officer or any Delegate may propose amendments to these Caucus By-Laws at any regular or special meeting of the Caucus, whereupon the Chair shall refer such proposals to a Committee appointed for the purpose of considering same and making recommendation with regard thereto; such recommendations will be brought before the Village Caucus at the next

regular or special meeting; or

B. Any officer or any Delegate may propose that a committee be constituted to review the By-Laws generally or any specified parts thereof and to make recommendations for amendments to the By-Laws. Such recommendations shall be made in writing, shall be promulgated to the Delegates by either U.S. mail or electronic mail, and will be brought before the Village Caucus at the next regular or special meeting occurring at least fourteen days after date of mailing, whether by U.S. Mail or by electronic mail.