

**BY-LAWS OF THE CLARENDON HILLS
COMMUNITY CAUCUS
(last revision October 1998)**

OBJECTIVES

The objectives and aims of the Clarendon Hills Community Caucus are to ensure honest and efficient management of Clarendon Hills village affairs by providing a means for non-partisan selection of village office candidates whose honesty and integrity are known and whose ability to manage village affairs has been demonstrated by success in other activities.

PRINCIPLES

The Clarendon Hills Community Caucus stands for the following principles:

- A. The Caucus endorses the concept of having the office seek the person. For this reason, the Caucus may recommend only one candidate for each office.
- B. Political party affiliations along national or state party lines, or otherwise, have no place in village affairs because they tend to obscure and confuse local issues and divide and weaken the forces of good local government.
- C. The residential character of the village shall prevail over commercial and industrial development in the village.

Wherefore, these objectives, principles and by-laws have been adopted.

PURPOSES

The Community Caucus shall:

- A. Nominate candidates for the following public offices:
 - 1. Village Board President
 - 2. Village Board Trustees
 - 3. Village Clerk
 - 4. Park District Commissioners
 - 5. Public Library Directors
 - 6. Such other public offices as may be created by law for the village; and
- B. Select Clarendon Hills Nominating Committee members for the joint Clarendon Hills-Hinsdale School District 181 Nominating Committee; and join with the Hinsdale Village Caucus in nominating candidates for the District 181 School Board.

TERMS OF OFFICE

The Caucus may nominate candidates for limited consecutive service in the various elective village offices as follows:

President of the Village	2 complete terms (4 years each)
Trustees of the Village	2 complete terms (4 years each)
Park District Commissioners	2 complete terms (4 years each)
Directors of the Public Library	2 complete terms (4 years each)
Village Clerk	Unlimited number of 4-year terms
District 181 School Board	2 complete terms (4 years each)

DEFINITIONS

- A. The word “Village” means the Village of Clarendon Hills, Illinois, a municipal corporation.
- B. The words “Clarendon Hills Community Caucus,” “Caucus” and “Community Caucus” mean the organization of eligible voters of the Village that is governed by these by-laws.
- C. The word “Chair” means the Caucus Chairman or Chairwoman, unless otherwise specified.
- D. The word “member” means any person residing in the Village of Clarendon Hills who is, or will be, eligible to vote for village officers at the next village election.

ARTICLE I – ANNUAL TOWN MEETING

1.1 ANNUAL TOWN MEETING

- A. The annual Community Caucus Town Meeting shall be on an acceptable date which is in accordance with the state election laws.
- B. At the conclusion of the Town Meeting held during an election cycle, the certificates of Caucus candidate selection and nomination shall be filed in accordance with the state election laws.

1.2 NOTICE OF ANNUAL TOWN MEETING

Notice of the annual Caucus Town Meeting shall be submitted to local newspapers for publication. Written notice of the meeting shall be mailed to all members of the Caucus who attended the preceding annual meeting and other persons designated by the Caucus officers. The notice shall state the meeting time and place and shall list the candidates selected to serve as nominees for the open Village and School District 181 offices.

1.3 TOWN MEETING ORDER OF BUSINESS

- A. Collection at the door of signatures for the attendance roster;
- B. Call to order by the Chair;
- C. Introduction of Caucus officers;
- D. Reading by the Chair of the Caucus objectives and principles;
- E. Statement by the Chair of offices for which nominations are to be made;
- F. Appointment of election judges and clerks;
- G. Reports by the chairpersons from each nominating committee recommending nominees for all village offices;
- H. Nomination and balloting of candidates for each village office;
- I. Report by the chair of the committee in charge of nominating Caucus officers and the School District 181 nominating committee members;
- J. Nomination and election of the Caucus Chair, Vice-Chair, Secretary, Treasurer and School District 181 nominating committee members;
- K. Reports from the Village President and from the Library Board, Park District and School District 181 representatives; and
- L. Signing of certificates of nomination (petitions) for Caucus nominees.

ARTICLE II – THE OFFICERS

2.1 OFFICERS

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

2.2 ELECTION

The Caucus officers shall be elected at the Town Meeting and shall office for a two-year term. The term shall commence on the first day following the primary election. The Chair and the Vice-Chair shall not hold the same office for more than one consecutive two-year term. The Chair, upon expiration of his or her term, may not become Vice-Chair; although the Vice-Chair may move up to Chair. Both the Secretary and Treasurer may be reelected for an indefinite number of terms.

2.3 DUTIES OF THE CHAIR

The Chair shall preside at the kick-off meeting, the nominating meeting and the annual Caucus Town Meeting and all recessed meetings thereafter. The Chair shall have the power to call special meetings at any time deemed necessary. The Chair shall not vote at Caucus meetings except in the case of a tie.

2.4 DUTIES OF THE VICE-CHAIR

The Vice-Chair shall assist the Chair in the performance of his duties and shall act as Chair in the event of the Chair's absence. The Vice-Chair shall retain the official attendance of all Caucus meetings and retain the reports of all committees.

2.5 DUTIES OF THE SECRETARY

The Secretary shall record the proceedings of all regular Caucus meetings and conduct, under the supervision of the Chair, all correspondence and other communications.

2.6 DUTIES OF THE TREASURER

The Treasurer shall collect and receive all funds paid or contributed to the Caucus and disburse funds upon appropriate order. The Treasurer shall report at the first regular Caucus meeting each year, in writing, all receipts and disbursements.

2.7 VACANCIES IN OFFICES

In the event of a vacancy in the office of Chair by reason of death, resignation, refusal of permanent inability to act for any reason, including change of residence to outside the village, the Vice-Chair shall assume the duties of the office and shall act as Chair for the remainder of the unexpired term. In the event of a vacancy in the office of Vice-Chair, Secretary of Treasurer, the Caucus shall hold a special meeting to elect a replacement for the unexpired term.

ARTICLE III - CAUCUS BUSINESS

3.1 PRIVILEGES OF MEMBERS

Caucus members have the following privileges:

- A. Initiate any action appropriate to the function of the Caucus;
- B. Serve on any nominating or other committee.
- C. Propose motions or resolutions; and
- D. Vote on any issue before any Caucus meeting.

3.2 CAUCUS MEETINGS

- A. There shall be one Town Meeting each year and at least two regular Caucus meetings during each biennial election cycle. The regular Caucus meetings are referred herein as the kick-off meeting and the nomination meeting.
- B. The Chair may call a special meeting or such meeting may be called by a petition duly signed by ten (10) members; such meeting to be held at a date and time approved by the Chair.
- C. Attendance by ten (10) Caucus members shall constitute a quorum for any regular Caucus meeting.

ARTICLE IV – NOMINATION OF CANDIDATES

4.1 ELECTION OF NOMINATING COMMITTEES

At the kick-off meeting, the members in attendance shall establish the following nominating committees:

- A. Village Trustees nominating committee for the purpose of selecting nominees for the offices of Village Board President, Village Trustees and Village Clerk;
- B. Park District nominating committee for the purpose of selecting nominees for the office of Park District Commissioner;
- C. Library Board nominating committee for the purpose of selecting nominees to the office of Public Library Director.
- D. Caucus Officer nominating committee for the purpose of selecting nominees for Caucus office positions.

- E. School District 181 Nominating committee for the purpose of selecting nominees for a position as caucus representative on the joint Clarendon Hills-Hinsdale School District 181 nominating committee. All members of this nominating committee and nominees must reside within School District 181; and
- F. Such other nominating committees as may be needed to fill public offices created by law for the village.

Each committee shall consist of at least three, nor more than twelve members. The Chair may combine any two or more of the nominating committees referenced above, excluding the Village Trustee nominating committee; however, the number of committee members on any one committee shall not exceed twelve.

A nominating committee shall not nominate, nor shall the Caucus nominate or recommend, any Caucus officers or nominating committee members for Village or District 181 office.

No one shall be elected or appointed to any nominating committee if their spouse or a member of their immediate family is an elected or appointed official or full-time paid employee of the Village, the Park District, Public Library, School District 181 or any other office as may be created by law for the Village.

The nominating committees shall be selected from interested member volunteers. If more members wish to serve than committee seats are available, the positions shall be subject to a vote of members present at the kick-off meeting. The volunteers with the highest vote totals at that meeting shall serve on the committees.

The members of each nominating committee shall select one of their members to be chair of that nominating committee.

4.2 PRESENTATION OF NOMINEES

At the nomination meeting, the chair of each nominating committee shall present the names of the nominees for the various offices. The names so reported shall be those selected by the majority of members on each respective nominating committee.

4.3 VOTING AT THE TOWN MEETING

Each member is entitled to cast one ballot for each elective office each time a vote is taken.

ARTICLE V – MISCELLANEOUS

5.1 ROBERT’S RULES OF ORDER

Except as otherwise provided in these by-laws, Robert’s Rules of Order, Revised, shall govern all regular Caucus meetings.

5.2 AMENDMENTS TO BY-LAWS

- A. These by-laws may be amended by a two-thirds (2/3) vote of members present, subject to the quorum requirement.
- B. A proposed by-law amendment must be presented at a Caucus meeting at least thirty days before any vote for final adoption.

5.3 CAUCUS REPRESENTATION AT THE JOINT CLARENDON HILLS-HINSDALE CAUCUS MEETING

The Caucus voting delegation to the joint School District 181 Clarendon Hills-Hinsdale Caucus meeting shall be proportionally equal in number to the Hinsdale Village Caucus voting delegation so as to ensure equal proportional representation at the caucus meeting. The number participating shall be determined as follows:

Upon certification to the Caucus by the Hinsdale Village Caucus of the number of delegates seated by that Caucus, the Chair shall determine the ratio of the certified number of Hinsdale village delegates to the total Hinsdale population of School District 181. This ratio shall then be multiplied by the total number of Clarendon Hills residents residing within School District 181. This number, rounded off to the nearest whole number, shall represent the maximum number of Clarendon Hills Caucus voting representatives seated at the joint meeting. This maximum number shall be certified by the Chair to the Hinsdale Community Caucus at least thirty days prior to the joint meeting.

Prior to the joint meeting, the Chair may designate the individuals to serve as the voting Caucus representatives and the individuals who may serve as alternates. All such representatives shall reside within District 181 and the village and shall be eligible for membership in the Caucus.

5.4 ORDER OF BUSINESS AT JOINT CLARENDON HILLS-HINSDALE CAUCUS MEETING

The order of business and quorum requirements of the joint Clarendon Hills-Hinsdale Caucus meeting shall be determined by the Caucus officers and the Hinsdale Village Caucus executive committee.