

Winnetka Caucus and Winnetka Caucus Council Policies and Procedures

As Amended Through November 9, 2009

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WINNETKA CAUCUS AND WINNETKA CAUCUS COUNCIL POLICIES AND PROCEDURES

Article I. The Winnetka Caucus System and Membership

Rule 1 The Winnetka Caucus system began in 1917 to encourage and apply resident input to village, park, school, and library districts.

Rule 2 All voting age residents of the Village of Winnetka, School 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. However, members who do not reside in the Village of Winnetka are limited in the exercise of their rights to issues specifically related to the district 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 elected Caucus Council conduct the day-to-day business of the Caucus and make recommendations to the Caucus at the town meetings. They shall obtain in-depth knowledge of community functions, problems and possible solutions, and potential candidates for office.

Rule 5 The members of the Caucus Council are selected from all precincts named in Rule 2 to represent the residents of the community. Their terms are staggered in order to continually bring in fresh ideas and talents while retaining a degree of continuity.

Article II. Functions of The Winnetka Caucus Council

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 the residents. It communicates its findings and recommendations to the appropriate governing boards.

Rule 8 The Winnetka Caucus Council prepares and conducts an annual survey to solicit the views from 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 referred to herein to hear residents' concerns, to hear annual reports from board presidents, to discuss community matters, and to present survey results.

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 conformity with the platform.

Rule 13 In November, December or January, the Winnetka Caucus Council conducts the Annual Town Meeting of the Caucus where it:

- (a) recommends a platform; and
- (b) recommends candidates for election to fill vacancies in the offices of Village President, Village Trustees, Commissioners of the Winnetka Park District Board, members of the Winnetka Board of Education, and members of the Winnetka Library District Board.

Article III. Term of Office of the Caucus Council

Rule 14 The term of office of the Caucus Council will be as follows:

- (a) At the Annual Caucus Town Meeting at which candidates are selected to run in even numbered years, two members from each precinct and two members-at-large will be elected to serve through the General Primary Election to be held on the third Tuesday in March, approximately 2 1/4 years thereafter. These members will replace those whose terms will then be expiring.
- (b) At the Annual Caucus Town Meeting at which candidates are selected to run in odd numbered years, two members from each district and two members-at-large will be elected to serve through the Consolidated Election to be held on the first Tuesday in April, approximately 2 1/3 years thereafter. These members will replace those whose terms will then be expiring.
- (c) One member from each precinct may serve a third year. If more than one member from a precinct wishes to serve a third year on the Caucus Council, then one of the members wishing to serve a third year shall be selected by lot.

Rule 15 During the period between the Annual Town Meeting and the Consolidated Election in odd numbered years, and during the period between the Annual Town Meeting and the General Primary Election in even numbered years, the Caucus Council will consist of members elected in the immediately prior period ("Previously Elected Caucus Council") and those currently elected ("Currently Elected Caucus Council").

Rule 16 The Currently Elected Caucus Council shall use this period solely for the purpose of organizing itself. Issues and candidates for which the Caucus Council is responsible shall be dealt with by the Previously Elected Caucus Council during this interim period.

Article IV. Attendance

Rule 17 If any member of the Caucus Council fails to attend at least two of the first three scheduled meetings of the incoming Currently Elected Caucus Council ("Organizational Meetings"), or if a member fails to reasonably participate in Council, committee, or subcommittee 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 21 after notifying that member of its decision to replace him or her.

Rule 18 That member, in response to such notification, can 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 the appealing member or on his or her behalf at that meeting, then the Executive Committee's original declaration of the vacancy shall stand.

Article V. Vacancies

Rule 19 Any member of the Caucus Council who moves from his or her precinct to another precinct 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 20 A Caucus Council member moving out of an area represented by the Caucus is no longer eligible to serve on the Caucus Council.

Rule 21 Whenever a Caucus Council member moves out of his or her precinct or is removed from the Caucus Council pursuant to the procedures in Rule 17 or whenever a Caucus Council vacancy otherwise exists which is not filled under the procedures set forth in Article XV, 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 precinct 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 precinct. If the vacancy cannot be filled from such list, the Executive Committee first shall consult with other Caucus Council members from that precinct or area for possible names. In filling all vacancies, the Executive Committee shall follow the selection criteria set forth in the Nominators section of these Policies and Procedures.

Rule 22 Persons named by the Executive Committee to fill vacancies shall be approved by the Caucus Council if there is a meeting scheduled within 45 days. If no such meeting is scheduled, the selection made by the Executive Committee shall stand.

Rule 23 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 24 The successors chosen by the Executive Committee to fill any such vacancies shall serve the remainder of term of the member they replaced.

Article VI. Call Of Meetings

Rule 25 The Winnetka Caucus Council Chair shall call meetings of the Caucus Council (1) in conformity with requirements contained in these Policies and Procedures; (2) in accord with the Executive Committee schedules; (3) upon his or her own volition; or (4) upon the request of twenty Caucus Council members.

Article VII. Completion of Business

Rule 26 The work of the Caucus Council must be completed in time to hold the Annual Caucus Town Meeting, and to file nominating petitions within the legal time limit prior to each of the election dates fixed by law.

Article VIII. Open Meetings

Rule 27 All meetings of the full Caucus Council and of its committees and subcommittees shall be open for observation by the public, but subject to the following exceptions: (1) prospective candidates may, at the discretion of the committee or subcommittee involved, be interviewed, their qualifications discussed and their candidacy voted upon in closed session, and (2) in extraordinary circumstances or to preserve order, the Council, its committees, or its subcommittees may meet in executive session.

Rule 28 The session of the full Caucus Council at which selections for candidates are voted upon, 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 29 While open Caucus Council, committee, or subcommittee meetings are open for observation by the public, they are not open to public participation. However, at any Caucus Town Meeting, participation by all Caucus members is permitted and strongly encouraged.

Article IX. Quorum and Voting at Caucus Council Meetings

Rule 30 A majority of all members of the Caucus Council, including the members-at-large, shall constitute a quorum. A roll call shall be held at the beginning of each meeting to determine the presence of a quorum.

Rule 31 Voting by proxy is not permitted.

Rule 32 All matters shall be decided by a majority vote of those present and voting.

Rule 33 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 34 Caucus Council members who reside in Precinct 19 of Winnetka (Indian Hill) can be counted only for the quorum of and vote for matters pertaining to the Village platform and candidate selections. However, there is no restriction on the voting of such members-at-large on matters not involving platform or candidate selection.

Article X. Amendments

Rule 35 Any member of the Caucus Council may propose amendments to these policies and procedures to the Rules Committee (See Article XIV, Rule 91). Amendments to these Policies and Procedures must be approved by a vote of the Caucus Council held not less than five (5) 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, VIII, X, XV, and XVIII 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.

Article XI. Parliamentary Rules and the Policies and Procedures

Rule 36 These Policies and Procedures govern the Winnetka Caucus and the Winnetka Caucus Council.

Rule 37 The rules contained in the latest edition of Robert's Rules of Order 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.

Article XII. Caucus Council Executive Committee

Rule 38 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, Schools, Parks, Library, Rules and Communications Committees. The Treasurer shall be the chair of the Finance Committee. 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 XV of these Policies and Procedures.

Rule 39 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. The outgoing Executive Committee shall make itself available in an advisory capacity to the incoming Executive Committee for a period of 45 days from the transition. It will be the responsibility of the outgoing Executive Committee Chair to oversee this process.

Rule 40 Third year Council Members are eligible to serve on the Executive Committee but may not server for more than a total of two years on the Executive Committee in any three year membership period.

Rule 41 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 42 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 and of meeting dates and shall mail that calendar to all Caucus Council members. That calendar can be amended with reasonable advance notice of changed deadlines and meeting dates.

Article XIII. Secretary

Rule 43 The Secretary's duties shall include preserving and organizing the following: reports and minutes of Caucus Council Committees and subcommittees, the minutes and platforms of the Caucus Town Meetings and the results of the citizens' annual survey not including the comments. The Secretary shall file copies of these documents with the Village Clerk and with the Winnetka Historical Society. The Secretary shall also maintain records of the addresses, tenure and committee memberships of all Caucus Council members.

Article XIV. Committees of the Caucus Council

Rule 44 The major committees of the Caucus Council are the Village, Schools, Parks and Library Committees. The Village Committee shall be divided into a Platform and Candidates Subcommittee (the "Village Subcommittees"). The Caucus Council standing committees are the New Trier High School Caucus Nominators Committee, Rules, Communications and Finance. Each committee shall, in the performance of its duties, emphasize commitment to the current Platform. The functions of these committees of the Caucus are set forth below.

Rule 45 Each chair of a committee or subcommittee of the Previously Elected Caucus Council must submit a written report for the Currently Elected Caucus Council Chair and for the chair of his or her particular committee or subcommittee of the Currently Elected 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 or subcommittee to report on the activities of the prior year and to answer questions.

Rule 46 The chair of a Major Committee shall be responsible for coordinating and supervising the activities of his or her committee, but shall not be a voting member except that such chair can vote to break ties. Each chair of a Major Committee shall be responsible for insuring that, when appropriate, a member(s) of his committee attends meetings of the relevant government boards and committee meetings of such boards to monitor compliance with the Caucus platform, gain knowledge of relevant issues, observe the performance of current board and committee members, and to acquire other relevant information. The Village Committee Chair is also responsible for coordinating the efforts of the Village Subcommittees to consult with government officials, persons with expertise, residents and others to gain needed information so as to eliminate duplicative efforts and the burden on those being consulted.

Rule 47 Committees of the Caucus Council may meet in private homes or public buildings, as desired or may meet or take action on any matter by telephonic or electronic participation, as desired.

Parks, Library and Schools Committees

Rule 48 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 under the subheading "Candidate Selection" in this Article XIV.

Rule 49 The Parks, Library and Schools Committees will prepare platforms for their respective areas in odd numbered years, in accordance with the procedures described under the subheading "Platform Preparation" in this Article XIV. 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.

Village Committee

Rule 50 In each year, the Village Candidates Subcommittee 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 under the subheading "Candidates Selection" in this Article XIV.

Rule 51 In each year, the Village Platform Subcommittee will prepare a platform with respect to Village issues in accordance with the procedures described under the subheading "Platform Preparation" in this Article XIV.

Rule 52 The chairs of the Village Subcommittees shall not be entitled to vote at meetings of their respective subcommittees except when necessary to break tie votes.

Platform Preparation

Rule 53 Each committee or subcommittee responsible for the preparation of a platform in the current year (the "Platform Committees") shall submit its recommendations for a platform to the full Caucus Council for adoption.

Rule 54 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 55 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 to be conducted in accordance with the Executive Committee calendar and is used as one method of ascertaining public opinion on current issues and of 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 or in hard copy and directed to every household in Winnetka or which otherwise is part of the Caucus. Up to two heads of 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 56 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. No question submitted by a Platform Committee shall be substantively altered, abridged, deleted, or enhanced without the 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 representative of the relevant Platform Committee does not agree to a proposed substantive change or deletion of a question, the Platform Committee representative may elect to call for a vote of the Executive Committee on the change or deletion. In such a vote, adopting the proposed substantive change or deletion shall require a two-thirds or greater vote of those present in favor of making the change or deletion. When the role of Platform Committee representative is being filled by the Chairperson's nominee, the nominee shall be entitled to cast the vote of the Platform Committee's Chairperson on the proposed change or deletion.

Rule 57 The Platform Committees shall tabulate Village residents' responses to the survey.

Rule 58 After such tabulation and any further investigations that they deem appropriate, the Platform Committees shall prepare the first draft of the proposed platform.

Rule 59 The first draft of the platform shall consist of a section prepared by each Platform Committee and a preamble prepared by the relevant chair. This draft must be submitted to the Caucus Council for discussion by the date set by the Executive Committee. Before the final draft is completed, it may be submitted by the Platform Committee to the appropriate governmental board or their executive officers or committee chair for comment.

Rule 60 Each of the Parks, Library and Schools Committee and the Village Platform Subcommittee shall monitor and report to the Caucus Council the relevant boards' compliance with the current Caucus Platform. Designated members of such committees and subcommittee shall attend and participate, to the extent permitted, in meetings of the relevant boards and of their respective committees and subcommittees and shall assist the Village Boards in complying with the Caucus Platform. Such committees and subcommittee shall present reports to the full Caucus Council prior to the Spring or Biennial Town 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 and subcommittee 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.

Candidates Selection

Rule 61 Each committee or subcommittee 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, Winnetka Library District Board Members, and New Trier Township High School Caucus delegates, as appropriate,.

Rule 62 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 shall, with the assistance of the Communications Committee, actively solicit candidates. There should be at least 2 separate solicitations, the last one at least 1 week prior to the start of interviews. Each committee shall keep a master list of prospective candidates and alternates for the past 3 years so that all proposed candidates are given consideration. 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 committees such that the Caucus nominees are selected on the basis of merit.

Rule 63 Each prospective candidate shall indicate his or her interest in serving on the relevant board in writing and shall submit a resume or background information and a completed questionnaire to the chair of the appropriate Candidates Committee at least 5 days prior to his or her interview. 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 censored at the request of the nominee 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 64 Each Candidates Committee shall keep confidential the names of all people considered or suggested for any position, unless the individual agrees otherwise. After the Candidates Committee has identified preliminarily who will be interviewed in initial round of interviews, it shall (a) notify the individuals that if they desire to be interviewed, their names will be disclosed to the public, (b) permit any individual who so desires to remove his/her name from consideration prior to the initial round of interviews, and (c) no sooner than 5 days after the notice has been delivered to each individual, announce to the Caucus Council and the public only the names and addresses of all individuals remaining on the preliminary list. If, after such announcement and prior to the end of the initial round of interviews, additional individuals ask to be interviewed, the Committee, in its discretion, may add such individuals to the initial round of interviews and, if so added, shall disclose such additional names as soon as practicable thereafter in the manner set forth in the preceding sentence. Except as set forth herein and except for reasonable disclosures to the Executive Committee regarding the status of the candidates selection process, each Candidates Committee shall keep confidential its meetings and deliberations and all information it may receive regarding the individuals being interviewed including any recordings, if made.

Rule 65 Each Candidates Committee shall review the records of incumbent candidates as to their compliance with the current Platform. Said compliance should be a factor in deciding whether or not to recommend said incumbent for another term.

Village Boards and New Trier Caucus Delegates

Rule 66 Except for the office of Village President, which is separately set forth in Rule 66.1, none of the following persons may be interviewed or nominated by the Caucus Council for the following offices listed in Rule

- (i) Village Trustee, Winnetka Park Board Commissioner, Winnetka Board of Education Member, Winnetka Library District Board Member, and New Trier Township High School Caucus Delegate;
- (ii) Members of the current Caucus Council;
- (iii) Executive Committee of the prior year's Caucus Council;
- (iv) Members of the current or prior year's Park, School, Library or Village Boards, or delegates to the New Trier High School Caucus, except for re-nominations to the same Board or Caucus;
- (v) Adults living in the same household as any of the above;
- (vi) Those who have resided in the village or applicable district for less than two years prior to the date of the election in which they would run.
- (vii) Those that would be serving a 3rd consecutive term. Eligible persons may be interviewed for more than one position but cannot be nominated for more than one.

Rule 66.1. Village President

For the office of Village President: none of the following persons may be interviewed or nominated by the Caucus Council:

- (a) Members of the current Caucus Council;

- (b) Executive Committee of the prior year's Caucus Council;
- (c) Adults living in the same household as any of the above;
- (d) Those who have resided in the village or applicable district for less than two years prior to the date of the election in which they would run.
- (e) Those that would be serving a 3rd consecutive term as Village President.
- (f) Eligible persons may be interviewed for more than one position but cannot be nominated for more than one.

Rule 67 In order to vote, a member of the Candidates Committee must have been present at or reviewed the recorded interviews of all candidates being considered. The Candidates Committee shall vote on each candidate separately, eliminating the nominees with the fewest votes until the necessary number of nominees remain who receive the affirmative vote of a majority of the then membership of the Candidates Committee. Proxy voting is not permitted.

Rule 68 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 10 days in advance of the meeting at which they select candidates and alternates, and will be made available to the media and public upon request beginning at least 10 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.

Rule 69 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 that has been passed by the Caucus Council. Candidates should be supportive of the platform.

Rule 70 Proposed candidates and alternates should be present at the meeting at which the Caucus Council votes. Each proposed candidate shall make a presentation at that meeting 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 71 Any Caucus Council member may nominate a candidate to be voted on at the 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 5 days before the date set for voting by the Caucus Council for such candidates and (ii) the person 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 63.

Rule 72 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. In 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 71 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 a 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, provided that all remaining candidates have received a number of votes equal to or greater than a majority of those voting. Available alternates will be presented and voted on if an insufficient number of candidates to fill the slate have received a number of affirmative votes equal to or greater than a majority of the persons voting.
- (c) In the event of a contested election where the number a 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 Run-off Voting (IRV). 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 has the names of all the nominees for the position in alphabetical order. Each voter shall record his or her choices for the positions to be filled in order of preference, the number "1" indicating first choice, "2" 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 on a blank ballot.
 - (iii) The completed ballots shall be divided into piles according to the indicated first preferences of the voters – one pile for each candidate. The number of completed ballots in each of the candidate's piles shall be recorded. Any nominee that has a majority of the votes shall be elected to the slate. iii) 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 number of ballots in each of the candidates' piles shall be recorded again, and any nominee that them has the majority of votes shall be elected to the slate. iv) If no nominee has a majority of votes, 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 therefore 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. If at any point two or more candidates are tied for the least popular position, the ballots in their piles shall be redistributed in a single step, all of the tied names shall be treated as eliminated. 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).
- (v) 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.

Rule 73 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 74 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 75 Promptly after the selections by the Caucus Council, each chair of a Candidates Committee shall notify and thank all persons who expressed willingness to serve in the office covered by his or her committee.

Rule 76 If a candidate withdraws or becomes ineligible to serve before his or her election, (a) if an alternate candidate has been selected under Rule 73, 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 from among those interviewed by the relevant Candidates Committee to become the Caucus candidate. In each case, the new Caucus candidate shall be approved by the Caucus Council or Caucus in accordance with Rules 72-75 and/or 125-131 if the Caucus Council meeting and/or Town Meeting at which such approval was scheduled to be considered has not yet occurred. 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."

New Trier Township High School Caucus Nominators Committee

Rule 77 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 78 The High School Nominators Committee shall seek and select delegates and alternates to the High School Caucus, following the procedures set forth under the subtitle "Candidates Selection" as if the delegates and alternates to the High School Caucus were candidates for vacancies on the governing boards, except the provisions of Rules 65 and 69 shall not apply.

Rule 79 The proposed delegates and alternates shall be presented to the Caucus Council for a vote, following the same procedures set forth for the selection of other candidates, Rules 61 et seq.

Rule 80 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 Rules 53 et seq.

Rule 81 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.

Communications Committee

Rule 82 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.

Rule 83 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 precincts.
- (b) A list of the members of the Caucus Council from each precinct.
- (c) An information sheet briefly describing the role and function of the Caucus system in the Winnetka community.
- d. A preliminary schedule of Caucus Council and Town Meetings and other significant dates relevant to activities of the Caucus.
- (d) 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.

- (e) An invitation to identify issues of importance to the 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 High School Caucus.
- (f) At the discretion of the Finance Committee, a solicitation of contributions to the Caucus.
- (g) The Policies and Procedures of the Winnetka Caucus Council.

The Communications Chair may designate a Technology Sub-Chair whose sole responsibility will be to update and maintain the Caucus website and to supervise the exploration of internet communications as a means of increasing community participation.

Rule 84 Once each calendar year at least 28 days prior to the annual Open Spring Meeting provided for in Article XIX, the Communications Committee shall make available either electronically or in hard copy to each household within Winnetka, the following materials:

- (a) Invitation and Agenda for the Open Spring 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 the 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 High School Caucus.
- (d) At the discretion of the Finance Committee, a solicitation for contributions to the Caucus Council.

Rule 85 The Communications Committee shall propose for approval by the Caucus Council the presentation of suitable testimonials to be given at Town Meetings of the Caucus to the outgoing officials in recognition of their services.

Rule 86 The Communications Committee is responsible for all general mailings, except as otherwise indicated herein, and the printing and the distribution of the annual survey. This committee shall keep an exact count of the number of returned surveys and shall report this to the Caucus Council.

Rules Committee

Rule 87 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 88 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 in order to obtain signatures of residents. These petitions provide the legal means for (1) placing on the ballot for the following election the names of the candidates chosen by a Caucus Town Meeting and (2) the organization of the party or ticket for that particular election.

Rule 89 The Rules Committee shall file the statements of candidacy and petitions (containing the legal number of signatures of qualified voters) with the proper authorities at the proper times.

Rule 90 The Rules Committee shall see that ethics statements are prepared and filed and that all legal steps are taken to insure proper and valid election of the candidates chosen at Caucus Town Meetings. (See Rule 82)

Rule 91 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 92 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 in September or October, but may be presented at any other time.

Rule 93 It shall be the responsibility of the Rules Committee to obtain the latest map of the precincts covered by the Caucus and lists of all registered voters in those precincts from the Clerk of Cook County, Illinois. The map in effect on September 1 of each year shall govern the selection of Caucus Council members.

Finance Committee

Rule 94 The Finance 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 95 The Treasurer of the Caucus Council shall serve as chair of the Finance Committee.

Rule 96 Each year, the Executive Committee shall determine if it is necessary 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 "20__ Winnetka Village Caucus Party," and shall file all required campaign contribution reports mandated by the various statutes governing campaign financing.

Rule 97 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.

Article XV. Selection of Members

Rule 98 Annually, in accordance with the procedures of this Article XV, the Council will select nominees to replace Council members whose terms will be expiring in the upcoming year. Each year, the Chair and Secretary of the Caucus Council, through the Annual Survey and other appropriate means, shall invite all qualified residents of Winnetka 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 and conveying such names to the appropriate Precinct Nominators. The four present Caucus Council members from each precinct and the at-large members from the Park and School districts shall constitute the "Precinct Nominators" for their respective precincts or at-large districts.

Rule 99 The Precinct Nominators shall contact all persons identified by the Secretary and, in addition, shall independently solicit residents in their respective precincts or districts to serve on the Caucus Council. The Precinct Nominators shall meet prior to October 15 each year to select two nominees from their respective precincts or districts and shall secure those nominees' agreements to serve as Caucus Council members for the upcoming term.

Rule 100 In the event that there are a greater number of eligible persons from a given precinct or district who desire to serve on the Caucus Council than there are available places on the Caucus Council for that precinct or district, then the Precinct Nominators for that precinct or 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 given preference over a person who has previously served on the Caucus Council;
- (b) Among 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;
- (c) 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;
- (d) If, after the application of the foregoing criteria, there remain a greater number of eligible persons from the precinct or district who desire to serve on the Caucus Council than there are available Council positions, then the Precinct Nominators for the precinct or district shall choose from among the remaining potential nominees by lot. In the event the Precinct Nominators are unable to find a sufficient number of eligible persons from a given precinct or district, they may make inquiries of other precincts or districts as to whether there might be eligible persons desiring to serve for which there is not an available place. In the discretion of the Precinct Nominators, such a person could be chosen as an additional at-large Council member, provided however that no precinct or district may have more than 5 representatives on the Caucus Council.

Rule 101 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 102 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 any term which ended in any of the previous four years (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 (1) the current Caucus Council or (2) a current governing board (including any nominee); and
- (e) Not either (1) 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 or (2) 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.
- (f) The Precinct Nominators shall not knowingly nominate any person who does not satisfy these requirements. For purposes of clause (e) of this paragraph, a person who has a relationship to one aspect of village affairs (such as a teacher in the School District) shall not be automatically deemed to have an interest that would lead to an appearance of impropriety if (i) the relationship is disclosed, (ii) the person does not serve on the regular Committee of the Caucus Council to which such relationship relates (for example, the Schools Committee for a teacher), and (c) the person agrees to recuse him/herself from all votes with respect to candidates, platforms and other issues related to such regular Committee. 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 103 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 Rule 66 of these Policies and Procedures regarding the ineligibility of Caucus Council members and those adults residing with them for nomination to any office for which the Caucus Council makes nominations.

Rule 104 The names of the nominees selected by the Precinct Nominators shall be presented by the Chair for approval at a fall meeting of the Caucus Council.

Rule 105 The Executive Committee shall be authorized to appoint a committee of Caucus Council members to assist the Vice Chair to coordinate the activities of the Precinct Nominators and to insure timely compliance by the Precinct Nominators with the provisions of this Article XV.

Article XVI. Organizational Meetings

First Caucus Council Meeting

Rule 106 The first organizational meeting of the Incoming Caucus Council (consisting of Currently Elected Caucus Council members and the Previously Elected Caucus Council members whose terms will extend into the following year) is called by the Chair of the Previously Elected Caucus Council not later than November 15th of the year in which the Incoming Caucus Council is selected.

Rule 107 At least five days prior to that meeting, the Chair of the previously elected Caucus Council 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 Annual Caucus Town 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 subcommittee chair.

Rule 108 The Chair of the Previously Elected Caucus Council shall serve as acting chair at the first organizational meeting of the Currently Elected Caucus Council. The acting chair shall:

- (a) Explain the Caucus system and outline the functions of the Caucus Council and its method of operation;
- (b) Cause the background questionnaires to be collected; and
- (c) Instruct the representatives of each of the precincts to choose at that meeting one of their number who has had prior Caucus experience (when possible) to serve as a member of the Officer Selection Committee.

Officer Selection Committee

Rule 109 The Executive Committee of the Previously Elected Caucus Council shall provide the Officer Selection Committee of the Currently Elected Caucus Council with job descriptions and suggested qualifications for each position, copies of Caucus Council members' biographical questionnaires, and guidelines for the process. The Executive Committee and the Officer Selection Committee of the Previously Elected Caucus Council shall make themselves available in an advisory capacity to the Officer Selection Committee of the Currently Elected Caucus Council as needed.

Rule 110 The members of the Officer Selection Committee shall, at its first meeting, choose a committee chair, vice-chair and secretary. The Officer Selection Committee shall prepare a slate of nominees for the Executive Committee positions, to be circulated before the second meeting of the Currently Elected Caucus Council and presented to the second meeting of the Currently Elected Caucus Council, subject to the following requirements (in addition to the requirements with respect to eligibility for membership in the Caucus Council):

- (a) The Committee may nominate as officers of the Caucus Council no more than four persons who served as second-year members of the Previously Elected Caucus Council to each serve a third year.
- (b) The Committee may nominate no more than three members of the Executive Committee of the Previously Elected Caucus Council to serve on the Executive Committee of the Caucus Council.
- (c) The Chair of the Executive Committee of the Previously Elected Caucus Council shall not serve a second successive term in that capacity.

- (d) A chair of a major committee of the Previously Elected Caucus Council may not serve as chair of the same committee of the Currently Elected Caucus Council, and a Village Subcommittee Chair of the Previously Elected Caucus Council may not serve as chair of the Village Committee or either of the Village Subcommittees of the Currently Elected Caucus Council.
- (e) Members of the Officer Selection Committee may serve as officers of the Currently Elected Caucus Council.
- (f) Members of the Incoming Caucus Council residing in the at-large Winnetka Caucus jurisdictions listed in Appendix A may not serve as officers.

Second Caucus Council Meeting

Rule 111 The second meeting of the Currently Elected Caucus Council shall be held not more than 2 weeks after the Annual Caucus Town Meeting. The Chair of the Previously Elected Caucus Council shall preside and shall request a report from the Officer Selection Committee as to its nominations for members of the Executive Committee. Nominations shall also be accepted from the floor. Elections will be by ballot in the event that there are nominations from the floor. If there are nominations from the floor, the Chair of the Previously Elected Caucus Council (acting in consultation with the Currently Elected Caucus Council) shall cause the election to be conducted in a manner such that the results comply with the requirements of Rule 108 (including without limitation clauses (a) and (b) of that Rule). After the election, the new Chair of the Currently Elected Caucus Council shall preside. Within 10 days after the second meeting of the Currently Elected Caucus Council, the Officer Selection Committee shall submit a written report summarizing its activities to the Chair. This report shall be made available to the Officer Selection Committee of the immediately succeeding Caucus Council.

Rule 112 The Chair of the Currently Elected Caucus Council shall become a member-at-large of the Caucus Council after his or her election; the newly elected Executive Committee shall appoint a resident of his or her precinct to replace him or her as a representative from that precinct. The Chair shall be the official spokesman for the Caucus Council and shall be entitled to vote on all matters, and the Chair shall conduct all meetings of the Executive Committee and the Caucus Council and Town Meetings.

Rule 113 A bank resolution shall be passed authorizing the Treasurer or Caucus Council Chair to receive, deposit and disburse monies of the Caucus Council.

Rule 114 Before the third organizational meeting, the Executive Committee will make the committee and standing committee assignments, including, where appropriate, the chairs thereof, taking into consideration such matters as committee assignment preferences, geographical distribution and possible conflicts of interest. The assignments shall be mailed by the Executive Committee to the Caucus Council members at least five days prior to the third organizational meeting. Any problems with assignments should be called to the attention of the Caucus Council Chair prior to the third meeting, and any assignments or reassignment relating to committees after the third meeting shall be subject to the approval of the Caucus Council, except for committee assignments for persons who become members of the Caucus Council after the third meeting, in which case the Executive Committee shall make such assignments.

Rule 115 Each Caucus Council member, other than Executive Committee members unless otherwise stated, serves on one of the Parks Committee, Library Committee, Schools Committee, Village Platform Subcommittee, or Village Candidates Subcommittee, as well as on one of the following standing committees: Rules, Finance, 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 regular 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.

Rule 117 The member-at-large residing in School District No. 36, but not in Winnetka, shall serve on the Schools Committee.

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

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

Rule 120 Each of the members-at-large residing in the Indian Hill Road Territory of Precinct 19 shall serve on one of the Village Subcommittees.

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

Rule 122 All officer nominations and committee and subcommittee appointments for the Incoming Caucus Council shall remain subject to, and contingent upon, the election of the Caucus Council members in accordance with Rule 127. 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 election required in Rule 127.

Third Meeting

Rule 123 The third Caucus Council organizational meeting will be held (a) if the Annual Caucus Town Meeting described in Rule 126 shall be held in January, as soon as practical after such Town Meeting or (b) if such Annual Town Caucus Meeting shall have been held in the preceding December, not later than January 21st of the year in which the Incoming Caucus Council will serve. Appointments to all committees and subcommittees will be announced at that meeting.

Rule 124 The meeting will then be recessed to permit the Parks, Library and Schools Committees and the Village Subcommittees to meet informally so as to set up the time and place of their first meeting.

Article XVII. General Meeting Matters

Rule 125 Subsequent to the third meeting of the Caucus Council, the Executive Committee and the various committee and subcommittee chairs will plan to meet and establish their goals. Additional meetings will be held as needed to maintain communication and uniformity of procedures between such chairs and the Executive Committee. If an agenda is not completed at the Caucus Council meeting, the Chair may adjourn a meeting and continue it on another date and from date to date until the agenda is completed.

Article XVIII. The Annual Caucus Town Meeting

Rule 126 The Annual Town Meeting shall be held in the period from November to the following January. The Executive Committee shall set the date for the Annual Caucus Town Meeting at least 30 days in advance unless there is an emergency. 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 28 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 shall hold a forum open to the public within 14 days prior to the date for the Annual Caucus Town Meeting at which forum any member of the public may question the candidates and alternates (if any) recommended by the Caucus Council and any person who has submitted his or her Rule 127(e) challenge.

Rule 127 The agenda of the Annual Caucus Town 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 Article X.
- (b) The adoption of a platform.
- (c) The presentation of the reports of the Major Candidates' Subcommittees including recommendations by 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:
- (e) A nomination from the floor can be made for any of the available seats for a specific board; provided that (i) a 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 14 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 63 or be supported by a petition signed by 75 members of the Caucus, which petition must be submitted to the Chair of the Caucus Council at least 5 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) A person can only be nominated one time to run for a position on a specific board at any given Annual Caucus Town Meeting. The term "board" shall include the village council and for purposes of this subparagraph, the position of President of the Village Council shall be considered to be a position on that board.
- (g) Voting shall be done as described in Rule 72 for the Caucus Council Meeting.
- (h) The authorization for the preparation, the circulation, and the filing of nominating petitions for the Caucus nominees selected.
- (i) 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.
- (j) The election of those Caucus Council members whose terms commence immediately after said election.
- (k) The consideration of such other matters as may come before the Caucus.

Rule 128 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, should 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 129 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 130 There is no quorum requirement at the Town Meeting.

Article XIX. The Spring Open Meeting

Rule 131 A town meeting shall be scheduled each spring at which the heads of village boards shall be invited: (a) to 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) to answer questions of Caucus members. Such other matters as may be necessary or 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.

Article XX. Actions Taken Following Town Meetings Involving Selection of Candidates

Rule 132 After Town Meetings involving selection of candidates, the present Caucus Council shall take the necessary action to insure a representative turnout at the election in which the names appear on the ballot and otherwise to reasonably assist in the election of those who have become the Caucus candidates.

Article XXI. Caucus Council Meeting with Presidents of all Boards

Rule 133 The Caucus Executive Committee and Village Subcommittee 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.

APPENDIX A AT-LARGE WINNETKA CAUCUS JURISDICTIONS

School District - At Large addresses/precincts :

Village of Glencoe

Glenwood Avenue (Nos. 96-158), Glencoe, Prec. 7
Green Bay Road (Nos. 2-154), Glencoe, Prec. 7
Scott Avenue (Nos. 162-258), Glencoe, Prec. 7
Sheridan Road (Nos. 110, 111, 135, 145, 153), Glencoe, Prec. 7
Woodlawn Avenue (even Nos. 176-250), Glencoe, Prec. 7
Park District - At Large addresses/precincts :

Village of Northfield

Ash Street (Nos. 1700-1799), Northfield, Prec. 74
Colonial Lane (Nos. 1685-1799), Northfield, Prec. 74
Crestwood Village (Nos. 270-315), Northfield, Prec. 74
Elder Lane (Nos. 1617-1633), Northfield, Prec. 20
Frontage Road (Nos. 74-550), Northfield, Prec. 20, 74
Lagoon Drive (Nos. 110-346), Northfield, Prec. 20
Latrobe Avenue (Nos. 176-350), Northfield, Prec. 20
.Linder Avenue (Nos. 313-347), Northfield, Prec. 20
Lockwood Avenue (Nos. 205-347), Northfield, Prec. 20
Mt. Pleasant Street (Nos. 1550-1799), Northfield, Prec. 20, 74
New Willow Road (even Nos. 1500-1698), Northfield, Prec. 20
Northfield Square (Nos. 1700-1799), Northfield, Prec. 74
Orchard Lane (Nos. 1642-1750), Northfield, Prec. 20, 74
Walnut Avenue (Nos. 320-360), Northfield, Prec. 74

Village of Glencoe

Glenwood Avenue (Nos. 96-158), Glencoe, Prec. 7
Green Bay Road (Nos. 2-154), Glencoe, Prec. 7
Happ Road (Nos. 2-350), Northfield, Prec. 74
Harding Road (Nos. 1550-1799), Northfield, Prec. 20-74
Scott Avenue (Nos. 162-258), Glencoe, Prec. 7
Scott Lane (Nos. 256-260), Glencoe, Prec. 7
Sheridan Road (Nos. 110, 111, 135, 145, 153), Glencoe, Prec. 7
Woodlawn Avenue (even Nos. 176-250), Glencoe, Prec. 7

Village of Kenilworth

Kenilworth Avenue (No. 37), Kenilworth, Prec. 23
Sheridan Road (Nos. 421-525), Kenilworth, Prec.23
Winnetka Avenue (No. 124), Kenilworth, Prec. 23

Winnetka Village Council/Village President – Unincorporated areas:

At-Large Village addresses/precincts:

Village of Winnetka

Hill Road (Nos. 850, 874, 888, 920, 950, 982, 984, 988), Winnetka Prec. 21
Indian Hill Road (Nos. 17-48), Winnetka, Prec. 21
Locust Road (Nos. 73, 75, 77, 79, 81, 85, 87), Winnetka Prec. 21
Fox Lane (Nos. 20, 25, 46, 58, 66, 72, 77), Winnetka Prec. 21