

# ByLaws Of The Lake Forest Caucus

## **Article I** **Name**

The name of this organization shall be the Lake Forest Caucus (“Caucus”).

## **Article II** **Purpose**

The purpose of the Caucus shall be to serve the community by recommending qualified individuals to serve the community in volunteer positions and to promote the process of civic involvement.

## **Article III** **Function**

The function of the Caucus shall be to elect its Officers and to recommend:

- Candidates for elective and certain appointive offices of the City of Lake Forest;
- Candidates for election to the Boards of Education of School Districts 67 and 115; and
- Candidates for election to the Caucus Committee.

## **Article IV** **Membership**

The Caucus is an open organization, inclusive of all Lake Forest registered voters, representing them effectively in the recommendation of qualified candidates for elective and certain appointive offices. All Lake Forest registered voters are members of the Caucus and eligible to participate in the vote at all Caucus public meetings.

## **Article V** **Meetings**

**Section 5.01 Annual Meeting.** All members of the Caucus are encouraged to attend and participate in the Annual meeting. The purposes of the Annual Meeting are to:

1. Receive the report of the Caucus President;
2. Receive the financial report of the Treasurer;

3. Receive and act upon the reports of the Caucus Committee, which shall include recommendations of candidates for: (1) elective offices of the City of Lake Forest; and, (2) election to the Boards of Education of School Districts 67 and 115;
4. Introduce the candidates for the above-referenced positions;
5. Consider any amendments to these Bylaws which are submitted in accordance with Article XI of these Bylaws; and
6. Consider any other pertinent business of the Caucus.

**Section 5.02** Notice of the Annual Meeting shall be formally announced. The Annual Meeting shall be held on a date that falls within both the sixty-day period prior to the first filing date for candidacy for City elective offices and the sixty-day period prior to the first filing date for candidacy for election to the Boards of Education of School Districts 67 and 115.

**Section 5.03 Spring Meeting.** All members of the Caucus are encouraged to attend and participate in the Spring Meeting. The purposes of the Spring Meeting are to:

- A. Receive the report of the Caucus President;
- B. Receive the financial report of the Caucus Treasurer;
- C. Receive and act upon the reports of the Caucus Committee's recommendations of candidates for election to tCaucus officer positions;
- D. Introduce the candidates for the above-referenced positions;
- E. Consider any amendments to these Bylaws which are submitted in accordance with Article XI of these Bylaws; and
- F. Consider any other pertinent business of the Caucus.

**Section 5.04** Notice of the Spring Meeting shall be formally announced. The Spring Meeting shall be held on a date after February 28th - but no later than April 1st.

**Section 5.05** Interim Meetings. All members of the Caucus are encouraged to attend and participate in any Interim Meetings. The purpose of an Interim Meeting is to bring before the Caucus Membership any and all pertinent business, including, but not limited to, amendments to these Bylaws and reports of the President and Treasurer. An Interim Meeting may be held at any time. Notice of Interim Meetings shall be formally announced.

**Section 5.06 Open Call for Candidates.** Early each Fall there may be held by each Ward of the Caucus Committee, a public meeting whose time and place shall be formally published. The purpose of the meeting shall be to educate and discuss how the Caucus system works, encourage the public to participate, and receive data sheets from any members of the public who wish to be considered for the Caucus or a Caucus recommended elected or appointed position for the upcoming year.

**Section 5.07 Voting.** All voting on recommended candidates for City and School Board elective office at the Annual Meeting, and the election of Caucus Officers at the Spring Meeting shall be by secret ballot. An affirmative vote of a majority of the Caucus members attending the Annual, Spring or Interim Meetings shall be necessary to take any action on the reports of the President, Treasurer, and Caucus Committee, or to enact any other business, other than amending these Bylaws.

## **Article VI**

### **Officers**

**Section 6.01** The seven (7) elected Officers of the Caucus shall be the President, Vice president, Treasurer, Internal Communications Chairman, External Communications Chairman, Fundraising Chairman, and Secretary. They shall be recommended by the Caucus Committee and elected to one-year terms of office at the Spring Meeting of the Caucus.

**Section 6.02** The President of the Caucus shall serve as Chairman of the Caucus Committee, the Executive Committee, and any other Committee deemed appropriate by the Executive Committee. In all other cases, the President shall serve as an ex officio member of Caucus Committees.

**Section 6.03** In addition to the above-referenced meetings, the President is empowered to chair the Annual, Spring, any Interim meeting, and any other duly called meeting of the Caucus. Notwithstanding the foregoing, the President may designate a member of the Executive Committee to chair any or all of these meetings.

**Section 6.04** Elected Officers of the Caucus Committee shall serve a maximum of three (3) consecutive one-year terms.

**Section 6.05** Terms of office for the seven (7) Caucus Officers elected at the Spring Meeting shall commence with the “Old/New” Caucus Committee Meeting in April succeeding the Spring Meeting. (The Old/New Meeting is the last Caucus Committee Meeting in April, at which time terms of office expire for outgoing, and commence for incoming Caucus Committee members and Caucus Officers.)

**Section 6.06** The elected Officers of the Caucus shall make all necessary arrangements for the Annual, Spring, and any Interim Meeting of the Caucus and shall maintain and preserve the books and records of the Caucus in accordance with the laws of the State of Illinois and these Bylaws.

## **Article VII**

### **Caucus Committee**

**Section 7.01** There shall be a Caucus Committee consisting of the seven (7) elected Caucus Officers and thirty-six (36) “Ward Members”, nine (9) of who shall be elected from each Ward in the City. Within Wards, each precinct should be represented insofar as possible. The nine (9) Caucus Committee members from a given ward shall be known collectively as the “Ward Committee”. Each member of the Caucus Committee shall have one vote in all issues.

**Section 7.02** The primary function of the Caucus Committee is to recommend candidates for elective and appointive offices.

**Section 7.03** The thirty-six (36) Ward members of the Caucus Committee shall be elected to one (1) three-year term. The terms of Ward members of the Caucus Committee shall be “staggered”, each year three (3) new member shall be elected by mail-in ballots in each Ward, replacing three (3) members whose terms expire. If an individual elected to a three-year term does not complete the term (“Original Term”), a replacement member shall be appointed by the Caucus Committee for the period ending with the Original Term. If the remainder of the Original Term is two (2) years or less, the appointee may run for a full three-year term upon completion of the Original term. No appointee serving longer than two (2) years shall be eligible for future service as a Ward member of the Caucus Committee. However, all elected and appointed Ward members of the Caucus Committee are eligible for election to a Caucus Officer position, whether or not they have completed their full term of office.

**Section 7.04** The terms of the new members of the Caucus Committee elected annually by the voters in the Wards shall commence with the Old/New Caucus Committee Meeting in April.

**Section 7.05** The Caucus President shall appoint a Chairman for each Ward Committee for a one-year term with the advice of the members of the respective Ward Committees and the Executive Committee. Ward Chairmen shall be selected from among current members of the Ward Committees and may be reappointed to additional one-year terms, subject to normal term limitations.

**Section 7.06** At the Annual Meeting, it shall be the duty of the Caucus Committee to recommend to the Caucus:

- A. Candidates for elective offer of the City of Lake Forest;
- B. Candidates for election to the Boards of Education of School Districts 67 and 115.

**Section 7.07** The Caucus Committee shall also recommend candidates to the Mayor of Lake Forest for each appointment to be made to certain City boards and commissions.

**Section 7.08** Voting. At any meeting of the Caucus Committee, there shall be a quorum present to recommend any candidate for elective or appointive office, or to enact any other business requiring a vote of the membership. A quorum of the Caucus Committee shall consist of one more than half the membership of the Caucus Committee at that given time. Voting on any actionable matter considered at a meeting where a quorum is not present must be deferred to the next meeting where a quorum is present.

**Section 7.09** An affirmative vote of a majority of the Caucus Committee members present and voting shall be necessary to take any action, including recommending candidates for elective or appointive office.

**Section 7.10** Voting on candidates to be recommended for elective or appointive office shall be by show of hands unless otherwise required by a member of the Caucus Committee.

**Section 7.11** Subject to temporary extenuating circumstances, a Ward Chairman shall recommend termination for any Ward member absent from more than fifty percent (50%) of either the full Caucus Committee meetings or Ward Committee meetings during 12-month period. Upon such recommendation, the full Caucus Committee shall vote on whether such member(s) should be terminated. An affirmative vote of two-thirds (2/3) of those members present and voting shall be required to effect terminations.

**Section 7.12** A Caucus Committee member whose full term has expired is immediately eligible for consideration as a candidate for an appointed or elected City or School Board position. A Caucus Committee member who leaves the Committee prior to the expiration of the member's full term is still eligible to be considered for, but may not begin to serve in, an appointed or elected City or School Board position for a period of one (1) year.

## **Article VIII**

### **Executive Committee**

**Section 8.01** The Executive Committee of the Caucus shall consist of ten (11) members comprising the seven (7) Elected Officers of the Caucus and the four (4) Ward Chairmen.

**Section 8.02** Elected Officers. The President, Vice President, Treasurer, Secretary, Internal Communications Chairman, External Communications Chairman, and Fundraising Chairman shall be residents of Lake Forest who have rendered the city valuable service, have interested themselves in the affairs of the community, and shall preferably have served as a member of the Caucus Committee.

- A. Each Officer is eligible for one-year term a maximum of three consecutive years, which shall be considered a "full term". In order to serve as President, the person must have served at least one year previously as an Officer of the Caucus Committee. Caucus Officers who have completed their full term of service on the Executive Committee shall no longer be eligible to serve as a Caucus Officer. Candidates for Caucus Officer/Executive Committee positions shall be recommended by the current Executive Committee, with the advice and consent of the Caucus Committee, and elected at the Spring Meeting.
- B. The Executive Committee and the Caucus Committee may adopt additional policies and procedures governing the nomination and recommendation of candidates for Caucus Officer/Executive Committee position. Insofar as possible, each Ward shall be represented by a Caucus Officer.
- C. Each Caucus Officer shall have one vote on all matters considered by the Executive Committee.
- D. If a Caucus Officer/Executive Committee member does not complete the one-year term of office to which elected, a replacement member shall be appointed by the Executive Committee, with the advice and consent of the Caucus Committee, to serve the remainder of the term. At the next Spring meeting, the individual appointed to fill the vacancy shall be eligible for election to a Caucus Officer position in accordance with procedures for electing Caucus

Officers/Executive Committee members. An Officer/Executive Committee member who has served as an appointee for more than six months prior to the next commencement date for new Officers (the Old/New Meeting in April) shall be considered to have served on year of Officer/Executive Committee eligibility. An appointee serving for less than six months prior to the next commencement date shall have full-term eligibility for additional service as a Caucus Officer/Executive Committee member.

**Section 8.03 Ward Chairmen.** The Ward Chairmen of the City's four (4) Wards are eligible to serve on the Executive Committee as long as they hold their positions. Ward Chairmen may designate another member of their Ward Committee to represent them at any Executive Committee Meeting. Each Ward Chairman or the Chairman's designee shall have one vote on all matters considered by the Executive Committee.

**Section 8.04** The terms of the new members of the Executive Committee shall commence with the Old/New Caucus Committee Meeting in April succeeding the Spring Meeting of the Caucus.

**Section 8.05** The responsibilities of the Executive Committee shall be to:

- A. Organize, coordinate, and give direction to the activities of the Caucus including but not limited to the raising and expenditure of funds for the operation of the Caucus;
- B. Coordinate the activities of the Caucus Committee;
- C. Coordinate the election of the candidates recommended by the Caucus Committee and approved by the Caucus;
- D. Educate members of the Caucus and the community about the purpose and fiction of the Caucus; and
- E. Provide advice and counsel, when requested, to the Mayor, City Council, Boards of Education, or any City Board or commission.
- F. The Executive Committee may also perform any other duties as may be granted to it by the Caucus Committee and/or consistent with the purpose of the Caucus as set forth in Article II of these Bylaws, including but not limited to the appointment of ad hoc Committees.

**Section 8.06** It shall also be the responsibility of the Executive Committee, with the assistance of other members of the Caucus Committee, to determine, by method(s) deemed appropriate, including working with another interested civic group(s), the attitudes and/or opinions of the citizens of the City of Lake Forest on matters of community interest in an effort to assure the best possible representative government for said citizens.

**Section 8.07** An Executive Committee member whose full term has expired is immediately eligible for consideration as a candidate for an appointed or elected City of School Board position. An Executive Committee member who leaves the Committee prior to the expiration of the member's full term is still eligible to be considered for, but may not begin to serve in, an appointed or elected City or School Board position for a period of one (1) year.

## **Article IX**

### **Public Availability of Caucus Documents**

It shall be the responsibility of the Secretary of the Secretary of the Caucus to keep on file with the reference Department of the Lake Forest Library, subject to acceptance, two (2) copies of these Bylaws and the roster of members of the Executive Committee and the Caucus Committee.

## **Article X**

### **Policies on Public Officials**

**Section 10.01** Historically, it has been the policy of the Caucus to support term limits for public officials. The Caucus shall consider candidates for re-election or reappointment to various offices of the City consistent with City policies on term limitations. In the absence of School Board policies on term limitations, the Caucus recommends that School District 67 and 115 Board members be elected to not more than two (2) consecutive four-year terms. The Caucus further recommends that individuals appointed to fill School Board vacancies of less than two years duration be eligible to serve up to two (2) consecutive 4-year terms in addition to the partial term created by the vacancy; and that individuals appointed to fill vacancies of two the Caucus to consider candidates for reelection to District 67 and 115 School Boards according to the above recommendations.

**Section 10.02** It is the policy of the Caucus to achieve geographically balanced representation, by Ward, to the greatest extent possible in making its recommendations for all elective and appointive positions, except the District 115 Board of Education.

## **Article XI**

### **Amendments**

**Section 11.01** No amendment to these Bylaws shall be adopted unless the proposed amendment shall have been recommended by the Caucus Committee and filed with the Secretary of the Caucus at least thirty (30) days prior to the Annual, Spring, or Interim Meeting at which it is to be considered.

**Section 11.02** The Caucus Committee shall consider all proposals to amend these Bylaws. Such proposals receiving an affirmative vote of a majority of the Caucus Committee shall be recommended for adoption by the Caucus membership and filed with the Secretary. It shall be the responsibility of the President or the President's designee to report recommended Bylaw amendments to the Caucus membership at the next Annual, Spring, or Interim Meeting. No amendment to these Bylaws shall be adopted by the Caucus unless two-thirds (2/3) of the members present and voting at the Annual, Spring, or Interim Meeting at which the amendment is considered shall vote in favor of such adoption.

**Section 11.03** The previous Sections notwithstanding, the Executive Committee, with the advice and consent of the Caucus Committee, may modify these Bylaws to clarify their true intent, provided the intended meaning of these Bylaws is not changed.

## **Article XII** **Special Notes**

**Section 12.01** It is recommended that during the period of 2000-2003 when the Caucus Committee transitions from thirty-two (32) Ward members serving three and four year terms to appoint one new member for the term starting in the year 2000, bringing the membership of each Ward to nine, with three elected in the year 2001 dropping the membership of each Ward to nine. During this transition period, a quorum of the Caucus Committee shall be one (1) more than half the total membership existing at any given time.

**Section 12.02** Initially adopted in 1954; amended in January 1976, December 1981, January 1983, December 1983, January 1987, January 1989, December 1989, December 1992, November 1993, December 1994, July 1995, December 1996, July 1997, May 1998, May 2000, and December 2003, March 2016.

**Amendment (March, 2016). Internal Communications Chairman.** Because of the rise of electronic communication including both the use of Websites to communicate as well as email management and social media such as Facebook, etc., the need for additional communication was recognized by the Caucus Committee, in addition from the Caucus itself. As such, the need created in addressing the additional workload required addressing such a communications issue required a solution. A newly created Executive position was created to serve the Internal Communication needs of the Lake Forest Caucus and it's committee. That post split the role of Communications into two entities, an External Communications Chairman and the newly created post of Internal Communications Chairman. The new Chairman's post is described below.

**LAKE FOREST CAUCUS EXECUTIVE COMMITTEE  
JOB DESCRIPTIONS  
INTERNAL COMMUNICATIONS CHAIR**

**Major Duties:**

- Responsible for “internal” communications of the Caucus Committee as voted by the Executive Committee and/or the Caucus Committee such as meeting reminders.
- Prepare, manage and maintain the Caucus website materials and information as approved by the Executive Committee. This includes but is not limited to Caucus Committee bios & headshots, the calendar, meeting notices, etc.
- Manage and maintain the Caucus Volunteer Profile Sheet (VPS) database. Including, but not limited to improving search functionality and assist with event invite lists.

**Election, Term Requirements for Office:**

- Subject to Bylaws under Executive Committee as per Article VI.
- Elected by recommendation of the Caucus Committee at the Spring Meeting of the Caucus to serve a one year term. Term starts at the Old/New Caucus Committee meeting in the spring.
- May be elected to serve a second and third one-year term of office, provided term limits for Executive Committee members are not exceeded.
- Must be a resident and registered voter of Lake Forest as per ByLaws.
- Must have rendered the City valuable service, have interested themselves in the affairs of the community, and shall preferably have served as a member of the Caucus Committee and Executive Committee.