

Bylaws of the Lake Forest Caucus (effective [March 31, 2020])

Article I. Organization and Purpose

Section 1.01 Name. The name of the organization shall be the Lake Forest Caucus.

Section 1.02 Organization. The Lake Forest Caucus (“Caucus”) shall be organized as a political action committee (or such other organizational form as the Executive Committee may deem advisable), under the laws of the State of Illinois.

Section 1.03 Purpose. The purpose of the Caucus shall be to serve the community by promoting civic engagement in the City of Lake Forest and, through the Caucus Committee, representing the community effectively in identifying, evaluating, and recommending qualified individuals to serve the community in elected or appointed volunteer positions, including candidates for:

- (a) election to the Boards of Education of School Districts 67 and 115;
- (b) election to the offices of Mayor and Alderman of the City of Lake Forest;
- (c) appointment to City of Lake Forest boards and commissions; and
- (d) election to the Caucus Committee.

Section 1.04 Calendar. The Caucus shall conduct its business and operate on an annual cycle, with each annual period aligned to the timing of the Old/New Meeting as set forth in Section 3.07.

Article II. Membership

Section 2.01 Caucus Membership. The general membership of the Caucus comprises all active registered voters residing in, and eligible to vote in municipal elections of, the City of Lake Forest. The general membership of the Caucus is eligible to attend, and vote on matters presented for Caucus approval at, all public meetings of the Caucus.

Section 2.02 Caucus Committee. The Caucus shall be governed by a committee of Caucus members, which shall be known as the Lake Forest Caucus Committee (“Caucus Committee”). The Caucus Committee shall be composed of seven (7) officers of the Caucus Committee (“Officers”) and thirty-six (36) Ward representatives (“Ward Representatives”), nine (9) from each Ward in the City of Lake Forest. The nine (9) Ward Representatives from each Ward shall comprise the Ward committee for their respective Ward (each, a “Ward Committee”). Each Ward Committee shall have a Ward Chair (each, a “Ward Chair”).

Section 2.03 Executive Committee. The Caucus Committee shall be governed by an executive committee (“Executive Committee”). The Executive Committee shall be composed of eleven (11) members, comprising the seven (7) Officers of the Caucus Committee and the four (4) Ward Chairs, and shall have the authority and responsibilities set forth in these Bylaws.

Article III. Meetings

Section 3.01 Public Meetings. The Caucus Committee shall convene public meetings of the Caucus membership at least twice annually, which shall include an annual meeting (“Annual Meeting”) and a Spring meeting (“Spring Meeting”). Public meetings may also include Interim Meetings and Open Call Meetings, pursuant to these Bylaws. The Officers shall make all necessary arrangements for public meetings of the Caucus.

Section 3.02 Annual and Spring Meetings. The Annual Meeting and the Spring Meeting each shall be convened as public meetings of the Caucus membership. All members of the Caucus are encouraged to attend and participate in the Annual and Spring Meetings.

- (a) The purpose of the Annual and Spring Meetings is to consider any pertinent business of the Caucus, including without limitation the following:
 - 1) Receive the report of the 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: (i) election to the offices of Mayor and Alderman of the City of Lake Forest, and (ii) election to the Boards of Education of School Districts 67 and 115 (at the Annual Meeting);
 - 4) Introduce the candidates for the above-referenced positions (at the Annual Meeting);
 - 5) Elect the Officers (at the Spring Meeting); and
 - 6) Consider and approve amendments to these Bylaws pursuant to Article IX.
- (b) Notice of each of the Annual Meeting and the Spring Meeting shall be given to the public by formal announcement. For purposes of these Bylaws, “formal announcement” shall mean an announcement to the public via local print or online publication, on the Caucus website or social media channels, and/or by other means likely to notify the public.
- (c) The Annual Meeting shall be held on a date that falls within both the 60-day period prior to the first filing date for candidacy for City of Lake Forest elective offices and the 60-day period prior to the first filing date for candidacy for election to the Boards of Education of School Districts 67 and 115. The Spring Meeting shall be held on a date in March.

Section 3.03 Interim Meetings. The Caucus Committee may hold Interim Meetings, which shall

be convened as public meetings of the Caucus membership. Interim Meetings may be held at any time. The Caucus Committee shall notify the public of any Interim Meeting by formal announcement. The purpose of an Interim Meeting is to bring before the Caucus membership any pertinent business, as determined by the President in consultation with Executive Committee members.

Section 3.04 Open Call Meeting by Ward. Each Ward Committee may hold an Open Call Meeting by Ward, which shall be convened as a public meeting open to all members of the Caucus residing in that Ward. The Open Call Meeting shall be held annually in early Fall. The Caucus Committee shall notify the public of each Open Call Meeting by formal announcement. The purpose of the Open Call Meeting is to educate Caucus members about the Lake Forest Caucus system, encourage their participation, and receive information from Caucus members who wish to be considered for membership on the Caucus Committee or other elected or appointed position for which the Caucus Committee makes recommendations.

Section 3.05 Voting at Public Meetings. All voting by the Caucus membership concerning candidates for elected positions shall be by written ballot and the results shall be verified by at least two members of the Caucus Committee. Except as otherwise required by these Bylaws (e.g., Section 9.02 addressing Bylaw amendments), a majority vote of those members present at a duly convened meeting shall be required to take action on any matter presented for a vote.

Section 3.06 Caucus Committee Meetings. The Caucus Committee shall meet regularly, as determined by the President, to conduct the business of the Caucus. Meetings shall be convened in accordance with these Bylaws.

Section 3.07 Old/New Meeting. The Caucus Committee shall convene an “Old/New” Caucus Committee meeting (the “Old/New Meeting”) annually in April as the last Caucus Committee meeting of each annual period of the Caucus (the “Old” meeting) and the first Caucus Committee meeting of the immediately succeeding annual period of the Caucus (the “New” meeting). The Old/New Meeting shall begin with the “Old” meeting, at the conclusion of which the terms of office expire for outgoing Officers and Caucus Committee members, followed by the “New” meeting, at the start of which the terms of office commence for incoming Officers and Caucus Committee members.

Article IV. Officers

Section 4.01 Officers. The Caucus shall have seven (7) Officers, who shall also serve as the Officers of the Caucus Committee. The Officers must be members in good standing of the Caucus at all times during their service as Officers. The Officers shall hold the following offices: President, Vice President, Treasurer, Secretary, External Communications Chair, Internal Communications Chair, and Fundraising Chair.

Section 4.02 Officer Roles. The responsibilities and qualifications of the Officers shall be as set forth in these Bylaws and as further determined by the Executive Committee in its policies and practices. Without limiting the foregoing:

- (a) The President shall serve as Chair of the Executive Committee and as an ex officio member of all Caucus Committee subcommittees. The President shall chair all meetings of the Caucus and the Caucus Committee, provided that the President may designate another member of the Executive Committee to chair a meeting in her or his stead.
- (b) The Treasurer shall be responsible for keeping the Caucus' financial records, monitoring contributions and expenditures, and filing statements and reports with the State of Illinois and other relevant authorities.
- (c) The Secretary shall maintain the records of meetings, voting and membership.
- (d) The Officers shall maintain and preserve the books and records of the Caucus in accordance with these Bylaws and the laws of the State of Illinois.

Section 4.03 Election. Candidates for Officer positions shall be recommended annually for office by the current Executive Committee from among the members in good standing of the Caucus Committee and shall be presented for election at the Spring Meeting.

Section 4.04 Term. Each Officer shall have a one-year term of office, which shall commence at the Old/New Meeting, as provided in Section 3.07. Each Officer is eligible to serve a maximum of three (3) one-year terms as an Officer, irrespective of which office(s) the Officer holds, which collectively shall be considered a full term. In order to serve as President, the member must have served at least one year previously as an Officer. Officers who have served a full term are no longer eligible to serve as an Officer.

Section 4.05 Vacancies. If an Officer vacates her or his office before the end of the one-year term to which elected, a replacement member shall be appointed by the President, with the advice and consent of the Executive Committee (other than the vacating Officer), to serve the remainder of the term. At the next Spring Meeting, the member appointed to fill the vacancy shall be eligible for election as an Officer in accordance with these Bylaws. An appointed Officer who has served as an appointee for six (6) months or more prior to the Old/New Meeting shall be deemed to have served a one-year term as an Officer. An appointed Officer who has served as an appointee for less than six (6) months prior to the Old/New Meeting shall be eligible to serve a full term as an Officer (i.e., an additional three (3) one-year terms).

Article V. Executive Committee

Section 5.01 Executive Committee. The Executive Committee shall be composed of the Officers and the Ward Chairs. 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 function of the Caucus; and (e) perform such other duties as may be granted to it by the Caucus Committee and/or consistent with the purpose of the Caucus and these Bylaws, including but not limited to the appointment of ad hoc committees.

Section 5.02 Voting. Each Executive Committee member (inclusive of the Ward Chairs) shall have one vote on all actionable matters considered by the Executive Committee under these Bylaws. A majority of the Executive Committee members then in office shall constitute a quorum. The affirmative vote of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be necessary to vote on such actionable matters. A Ward Chair may designate another member of their Ward Committee to represent them at any Executive Committee meeting.

Section 5.03 Ward Chairs. The Ward Chairs are eligible to serve on the Executive Committee as long as they hold their positions as Ward Chairs. In the event a Ward Chair subsequently becomes an Officer, her or his prior service as a Ward Chair shall be deemed to count toward the term limit for service as an Officer.

Section 5.04 Transition. The outgoing Executive Committee shall endeavor to assist in the transition to the incoming Executive Committee prior to the beginning of its new term. The outgoing Executive Committee shall make itself available in an advisory capacity to the incoming Executive Committee for a period of ninety (90) days from the transition.

Article VI. Caucus Committee

Section 6.01 Ward Representatives. The Ward Representatives must be members in good standing of the Caucus at all times during their service as Ward Representatives and must reside in the respective Wards they represent. The Ward Representatives shall be elected by mail-in ballot by popular vote of the Caucus members who are residents of their respective Wards, except as otherwise provided in these Bylaws.

Section 6.02 Term. Each Ward Representative may serve a maximum of one (1) three-year term of office, provided that appointees and Ward Chairs may exceed such period of service to the extent provided in these Bylaws. The terms of the Ward Representatives on each Ward Committee shall be staggered such that each year, respectively, three (3) of the nine (9) Ward Representative terms shall expire. The term of each elected Caucus Committee member shall commence at the Old/New Meeting, as provided in Section 3.07.

Section 6.03 Vacancies. Whenever a vacancy arises on a Ward Committee, the President, in coordination with the Ward Chair and Ward Committee from that Ward, shall choose a successor to fill the vacancy as soon as reasonably practicable. The selected successor shall be approved or ratified by the Caucus Committee at its next scheduled meeting if there is a meeting scheduled within forty-five (45) days after the selection, otherwise the selection made by the President shall stand.

Section 6.04 Appointment. If a Ward Representative does not complete her or his term (the "Original Term"), a replacement member shall be appointed by the Caucus Committee for the remainder of 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. An appointee serving longer than two (2) years shall not be eligible for future service as a Ward Representative after completion of the Original Term. All members in good standing of the Caucus Committee

are eligible to serve on the Executive Committee, whether or not they have completed their full term as a Ward Representative.

Section 6.05 Relocation. Any Ward Representative who ceases to reside in her or his Ward shall be deemed to have vacated her or his position as a Ward Representative for that Ward. If the member relocates to a different Ward in the City of Lake Forest, such member may be eligible to serve as a Ward Representative for the new Ward or as a member of the Executive Committee, provided that such member's prior service on the Caucus shall count towards applicable provisions of these Bylaws regarding election, appointment and term limits. A Caucus Committee member who relocates outside of the City of Lake Forest is no longer eligible to serve on the Caucus Committee.

Section 6.06 Ward Chairs. The President shall appoint a Ward Chair for each Ward Committee for a one-year term, with the advice of members of the respective Ward Committee and the Executive Committee. Ward Chairs shall be selected from among members of the Ward Committees and may be reappointed for up to one additional one-year term. A Ward Chair may be appointed to serve in such capacity irrespective of whether the Ward Chair's Original Term has expired. If a Ward Chair is appointed to serve after expiration of her or his Original Term, the Ward Chair shall be appointed as a replacement member on the Ward Committee if a vacancy then exists; otherwise, the Ward Chair shall be appointed to a then expiring Ward Representative position and will serve subject to the term limits on service as a Ward Chair set forth herein.

Section 6.07 Quorum. At any meeting of the Caucus Committee, the presence of a quorum shall be required to recommend any candidate for elective or appointive office, or to enact any other business requiring a vote of the members. A majority (e.g., one-half plus one (1)) of the Caucus Committee members then in office shall constitute a quorum. Voting on any actionable matter at a meeting where a quorum is not present must be deferred until a quorum is present.

Section 6.08 Voting. Each member of the Caucus Committee shall have one vote on each actionable matter presented for a vote. Unless otherwise specified in these Bylaws, the affirmative vote of a majority of the Caucus Committee members present at a meeting at which a quorum is present shall be necessary to take any action, including recommending candidates for elective or appointive office. All voting concerning candidates for elected positions shall be by written ballot and the results shall be verified by at least two members of the Caucus Committee.

Section 6.09 Removal. The Executive Committee shall have the authority, in its discretion, to initiate the removal of a Caucus Committee member under any of the following circumstances: (a) a member ceases to meet eligibility or other requirements under these Bylaws for service as a member; (b) a new member fails to attend at least two (2) of the first three (3) regularly scheduled meetings of the annual cycle; (c) a member fails to reasonably participate in Caucus Committee or sub-committee meetings or functions; or (d) a member is otherwise unable to properly discharge his or her duties as a Caucus Committee member due to a material conflict of interest or other material violation of Caucus Committee policies or procedures. The Executive Committee shall first discuss the grounds for removal with that member and afford the member an opportunity to respond. If the Executive Committee finds that the member is unable or unwilling to resolve the circumstances giving rise to removal, the Executive Committee may declare his or her position

vacant and fill the vacancy in accordance with these Bylaws after notifying the member of its decision to replace him or her. The member may appeal such decision to the Caucus Committee by promptly notifying the Executive Committee of such appeal, in which case the Executive Committee shall not act on the removal until the next Caucus Committee meeting, and the removal shall become effective only if affirmed by the vote of two-thirds (2/3) of the Caucus Committee members present at such meeting. Absent an appeal, the Executive Committee's original declaration of the vacancy shall stand.

Section 6.10 Future Service. A Caucus Committee member (including an Executive Committee member) who completes her or his then current term of office is eligible for consideration as a candidate for and may serve in an appointed or elected City or School Board position immediately after expiration of her or his term on the Caucus Committee. A Caucus Committee member (including an Executive Committee member) who vacates her or his Caucus Committee position prior to the expiration of the member's then current term of office is 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 following her or his departure from Caucus Committee membership.

Article VII. Public Availability of Caucus Bylaws and Roster

Section 7.01 Publication. It shall be the responsibility of the Secretary and the External Communications Chair to keep a current copy of the Bylaws and Caucus Committee roster available to the public on the Caucus Committee website.

Article VIII. Policies and Procedure

Section 8.01 Policies and Procedures. The Executive Committee, with the advice and consent of the Caucus Committee, may promulgate and adopt policies and procedures consistent with these Bylaws governing the operations of the Caucus and the Caucus Committee. Such policies and procedures shall be binding on the Caucus, Caucus Committee and its members in accordance with their terms and may include, without limitation, policies and procedures relating to conflicts of interest, privacy and confidentiality, and removal.

Section 8.02 Policy on Term Limits. The Caucus shall consider candidates for re-election or reappointment to City of Lake Forest elected offices and boards and commissions consistent with City policies on term limits. In the absence of School Board policies on term limits, the general policy of the Caucus shall be to endorse individuals for service on the District 67 and 115 School Boards for not more than two (2) consecutive four-year terms (on each Board, respectively). Notwithstanding the foregoing, the Caucus Committee may determine based on the circumstances that it would be in the interest of the community to endorse a School Board member for a third four-year term, by the affirmative vote of no less than two-thirds (2/3) of the Caucus Committee members present and voting at the meeting at which such candidate is being considered. An individual appointed to fill a School Board vacancy who has served as an appointee for two (2) years or more shall be deemed to have served one four-year term on the School Board. The term of appointment of a School Board appointee who has served as an appointee for less than two (2) years shall not be deemed to count against the term limits described herein.

Section 8.03 Policy on Geographic Balance. It shall be the general policy of the Caucus to achieve geographically balanced representation, by Ward, to the extent practicable in making its recommendations for all elected and appointed positions, except for the District 115 Board of Education or as otherwise consistent with City of Lake Forest policies.

Article IX. Amendments

Section 9.01 Amendments. No amendment to these Bylaws shall be effective unless presented and approved, or otherwise authorized, in accordance with this Article IX.

Section 9.02 Caucus Approval. All proposals to amend these Bylaws shall be subject to Caucus Committee review and approval. Except as provided in Section 9.03, any proposal(s) receiving an affirmative vote of a majority of the Caucus Committee shall be recommended for adoption by the Caucus at a public meeting of the Caucus (i.e., Annual, Spring, or Interim Meeting). Any such proposed amendment(s) to these Bylaws shall be filed with the Secretary of the Caucus, who will make the proposed amendment(s) available to the public on the Caucus website at least thirty (30) days prior to the public meeting at which it is to be considered. The President (or the President's designee) shall report recommended Bylaw amendment(s) to the Caucus membership at such meeting prior to consideration for adoption. Any proposed amendment shall be effective upon adoption by an affirmative vote of no less than two-thirds (2/3) of the Caucus members present and voting at the public meeting at which the amendment is being considered.

Section 9.03 Ministerial Amendments. The Executive Committee, with the advice and consent of the Caucus Committee, may modify these Bylaws to correct typographical errors or otherwise clarify their true intent, provided the substantive meaning of these Bylaws is not changed.

Article X. Notes

Bylaws 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, December 2003, March 2016, and [March, 31 2020].