

**Civic Betterment Party**

**Village of Glen Ellyn**

**Statement of Principles and Procedures  
For Nominating Candidates for Elective Office  
("Bylaws")**

**Mission Statement**

It is the mission of the Civic Betterment Party to provide a nonpartisan nominating process that promotes the higher quality municipal and library government for Glen Ellyn by building on the volunteer spirit of the community and encouraging the participation of every resident.

**Article I – Object**

The object of the Glen Ellyn Civic Betterment Party is to provide a method by which all residents of the Village of Glen Ellyn (“Village”), qualified by the Laws of the State of Illinois to vote and who register as hereinafter provided in Article III (“Voters”), may participate in the selection of qualified citizens for the elective offices of the Village.

**Article II – Statement of Principles**

1. A town meeting is hereby established to provide a means for seeking the best qualified candidates for the elective offices in the Village (“Town Meeting”).
2. The Town Meeting is designed to give all Voters an opportunity to select the candidates who will seek elective offices.
3. A nominating committee broadly representing the residents of the Village shall solicit and select qualified nominees for the Town Meeting to consider as candidates who will seek elective office (“Nominating Committee”).
4. The Civic Betterment Party will make every effort to inform and communicate with the community as to its work and its recommendations.

**Article III – Voters**

All residents of the Village qualified by the Laws of the State of Illinois to vote as provided in Article XIII, provided the resident supplies identification and signs an affidavit certifying that the resident is a citizen of the United States, 18 years of age or older, and for at least 30 days prior to the date of the Town Meeting has resided within the Village limits of Glen Ellyn.

**Article IV – Town Meeting**

The Town Meeting shall function through the Glen Ellyn Civic Betterment Party, whose officers will be chosen by all Voters attending the Town Meeting. The officers will see to the proper functioning of the Town Meeting,

call and conduct the Town Meeting, secure funds to cover expenses of the activities of the Civic Betterment Party, and be responsible for its perpetuation.

The Nominating Committee, whose members shall be chosen by two complementary methods, by election at the Town Meeting; and by appointment by the President of the Civic Betterment Party, with the advice and consent of the Executive Committee, shall select nominees for the vacancies in the office to be filled in the next Village election.

The Voters attending the Town Meeting shall choose, from among those whose names are presented by the Nominating Committee, one candidate for each office to be filled.

### **Article V – Duties of Civic Betterment Party**

The duties of the Civic Betterment Party shall include the following: The Civic Betterment Party, functioning through its officers and membership, shall:

- A. Ascertain what Village offices are to be filled at the forthcoming biennial elections.
- B. Learn what qualifications are needed for the Village offices concerned.
- C. Determine currently applicable election law, and act as necessary in conformance with law while striving to fulfill the intent and spirit of these Principles and Procedures. In any case, currently applicable election law shall supercede these Principles and Procedures if they provide conflicting direction.
- D. Actively solicit, by means such as word of mouth, publication, notices, flyers, posters and signs, website promotion, mail, email and social media, the participation of the community, urging residents to advance names for consideration.
- E. Determine the eligibility and qualifications of those residents suggested for nomination.
- F. Select nominees and publicize their names for submission to the Town Meeting.
- G. Establish the date and publicize the Town Meeting, by means such as word of mouth, publication, notices, flyers, posters and signs, mail, email and social media, endeavoring to get a large and representative attendance.
- H. Prepare the agenda for the Town Meeting, preside (in the person of the President) at this meeting, submit the names of nominees recommended by the Nominating Committee, and determine the Civic Betterment Party's candidates for public office.
- I. Obtain signatures on the petitions for Civic Betterment Party candidates and provide for the preparation and signing of necessary petitions and forms, all as required by the Laws of the State of Illinois.
- J. Support the candidates, make known to the community their qualifications and abilities, and campaign for their election.
- K. Solicit the funds necessary for the work of the Civic Betterment Party. No more than \$1,000 in any one calendar year period shall be accepted by the Civic Betterment Party from any one person, business, or organization for use in financing the Party's activities or the elections of its candidates.
- L. Undertake other activities to create interest and enthusiasm for serving in elective office in Glen Ellyn and participating in the selection process, and to advance the mission and objectives of the Civic Betterment Party.

## **Article VI – Offices**

The Civic Betterment Party shall function with respect to the nomination and endorsement of candidates for the following elective offices:

- A. Village President
- B. Village Board of Trustees
- C. Village Clerk
- D. Library Board

## **Article VII – Selection of Officers**

The officers of the Civic Betterment Party shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Chair of the Nominating Committee

The officers shall be nominated from the floor of the Town Meeting and shall be elected by the Voters. The President, Secretary and Chair of the Nominating Committee shall be elected in the same year the President of the Village is elected, and the other officers shall be elected in the years in which there is no presidential election. The President, with the consent of the officers, shall provide a nominee for each office to be filled.

## **Article VIII – Term of Office**

No person shall be eligible to serve as an officer in the same office for more than two consecutive four-year terms, except that no person shall be eligible to serve as Chair of the Nominating Committee for more than one four-year term. The President, with the consent of the officers, shall by appointment fill any vacancy occurring in any office. Such appointee shall serve until the original term expires. All terms shall begin on the May 15th following the Town Meeting at which their elections took place, and shall end four years hence.

## **Article IX – Duties of Officers**

The President shall preside at all general and special meetings of the Civic Betterment Party and be responsible for the progress of the Party's work. He or she shall appoint Nominating Committee members and fill officer vacancies as described in these bylaws. He or she may establish and shall appoint the appointed committees, all with the consent of the Executive Committee. He or she shall appoint a Director of Education and Publicity, who will be responsible for public relations work as may be deemed desirable. He or she may appoint a Policy, Goals, or Platform Committee, if, in his or her judgment, it becomes necessary or desirable and shall supervise its activities. Any statement which may be prepared by such Committee shall be subject to the approval of the Executive Committee.

The Vice President shall serve in the absence of the President, shall accept whatever administrative responsibilities may be delegated to him by the President and shall succeed to the office of President if the President is at any time unable or unwilling to act.

The Treasurer shall be responsible for raising funds, making all disbursements, making financial reports to the Town Meeting, complying with and reporting in accordance with currently applicable election law, and transferring remaining funds to his or her successor in office.

The Secretary shall take minutes at all meetings, shall give proper notice to members concerning time and location of Civic Betterment Party meetings, and shall keep copies of minutes, committee reports, publicity articles, mailings, and the like to form a permanent report of the activities of the Civic Betterment Party during his or her term of office.

The Chairman of the Nominating Committee shall preside at meetings of the Nominating Committee.

The officers shall constitute an Executive Committee as a standing committee, and it shall meet as often as may be necessary to administer the affairs of the Civic Betterment Party.

### **Article X – Selection of the Nominating Committee**

The Nominating Committee shall consist of twenty-one members. Each member of the Nominating Committee shall have one vote on each matter before the Nominating Committee. The Nominating Committee shall be constituted as follows:

- A. Officer Members – Five members who are the elected officers of the Party shall serve on the Nominating Committee for such period of time as they remain in office.
- B. Elected Members – Nominations shall be taken and up to 16 members shall be elected at the biennial Town Meeting for service for one two-year term, to commence upon the May 15th following the Town Meeting at which their election took place and to terminate two years hence.

No Elected Member shall be eligible to serve more than two consecutive terms as an Elected Member of the Nominating Committee, nor shall serve more than six consecutive years whether elected or appointed.

- C. Appointed Members – Any additional members needed to bring the Nominating Committee membership up to 21 members shall be appointed by the President, with the advice and consent of the Executive Committee, no later than 60 days preceding any Town Meeting. An Appointed Member's term of office shall commence upon appointment and terminate on the May 15th following adjournment of the next Town Meeting.

No Appointed Member shall serve more than one consecutive term as an Appointed Member of the Nominating Committee, nor shall serve more than six consecutive years whether appointed or elected.

The election and appointment of members of the Nominating Committee shall be carried out so as to give the Nominating Committee broad geographical representation. To achieve this end, election of Elected Members and appointment of Appointed Members shall be made in such a manner so that not more than four elected or appointed member(s) shall, at the time of their election or appointment, reside within any one of the following five districts within the Village limits of Glen Ellyn:

District 1: The south side of Roosevelt Road.

District 2: The north side of Roosevelt Road, the south side of the Union Pacific Railway tracks and the west side of Park Boulevard.

District 3: The north side of Roosevelt Road, the south side of the Union Pacific Railway tracks and the east side of Park Boulevard.

District 4: The north side of the Union Pacific Railway tracks and the west side of Main Street.

District 5: The north side of the Union Pacific Railway tracks and the east side of Main Street.

The Civic Betterment Party is committed to including members on the Nominating Committee without regard to age, ancestry, color, marital status, national origin, pregnancy, race, religion, gender, sexual orientation, veteran status, the physical or mental disability or medical condition of an otherwise qualified individual, or any other consideration protected by federal, state or local laws.

### **Article XI – Qualification and Vacancies**

Each officer and member of the Nominating Committee at all times during his or her term as an officer or member of the Nominating Committee shall reside within the Village of Glen Ellyn and shall be a Voter as defined in Article III. No person serving in an elective office of Federal, State, County, Township or municipal government, including but not limited to park, library, and school boards, employees of the Village, including employees of the library, or holders of office at the precinct level or above in any other political party shall be eligible to serve as an officer or member of the Nominating Committee unless he shall resign such office before being seated.

Vacancies on the Nominating Committee shall be filled by appointment by the President, with the advice and consent of the Executive Committee, and any such appointee shall serve until the May 15<sup>th</sup> following the adjournment of the next Town Meeting conducted after such appointment.

### **Article XII – Meeting of Nominating Committee**

The Nominating Committee shall hold its first meeting no later than the second Monday in September of each year preceding a year in which an election shall be held for offices for which nominees shall be recommended to the membership of the Civic Betterment Party, and the Committee shall meet as often thereafter as shall be necessary to make its selection. The Committee shall announce that nominations are open.

The outgoing Nominating Committee and those newly elected shall also meet before May 15<sup>th</sup> following the election cycle as described above for the purposes of assessing the effectiveness of the Civic Betterment Party in the recent election, identifying opportunities for improvement and providing for an orderly transition between current and newly elected officers and members of the Nominating Committee

At all meetings, a majority of the members of the Nominating Committee present shall constitute a quorum.

The Nominating Committee shall invite all residents of Glen Ellyn to suggest names of potential candidates for office. Nominating Committee members shall solicit and encourage qualified residents to present themselves to the Nominating Committee as potential candidates for office.

In accordance with the mission of the Civic Betterment Party, the Nominating Committee is charged to be as inclusive as possible in its process of finding and slating candidates for the Town Meeting but also to only slate candidates whom it believes, if elected to office, will act in the best interests of the residents of Glen Ellyn in a non-partisan manner that will promote quality government and the volunteer spirit of the community.

Any person who wishes to be considered as a Civic Betterment Party candidate shall complete an application form approved by the Executive Committee disclosing his or her personal information and views on community issues and submit the application to the Chair of the Nominating Committee, and shall make every effort to appear before the Nominating Committee (with the understanding that personal circumstances may preclude the

latter). Upon receipt of the application form, the Nominating Committee Chair shall distribute it to the committee members for review. After giving due consideration to the information obtained from the application form and other information known about a prospective nominee, the Nominating Committee shall invite and strongly encourage qualified prospective candidates to appear before the Committee. Any potential candidate who requests a personal interview shall be granted it. The purpose of the meeting with the candidate is to ascertain:

1. Whether the potential candidate meets the legal qualifications for the office which he or she is seeking.
2. The potential candidate's understanding of the position and the body for which he or she is seeking election, and to provide information to the candidate on the position and the body.
3. As possible, whether the potential candidate, if elected to office, can be expected to act in the best interests of the residents of Glen Ellyn in a non-partisan manner that will promote quality government and the volunteer spirit of the community.

No member of the Nominating Committee and no officer of the Civic Betterment Party shall be submitted as a candidate nominee by the Nominating Committee. Any member of the Nominating Committee and any officer of the Civic Betterment Party may be considered for nomination upon his or her submission to the Secretary of the Civic Betterment Party of an application for this purpose. His or her membership on the Nominating Committee or as an officer of the Civic Betterment Party shall terminate as of the date of receipt of an application form by the Secretary.

To honor the applicants' privacy, the contents of all application materials, discussions, individual meetings and deliberations relating to specific residents before the Nominating Committee shall be kept confidential by members of the Nominating Committee during and after the members' terms.

The Nominating Committee shall endeavor to select and submit to the officers of the Civic Betterment Party not less than twice the number of nominees for each office to be filled at the next succeeding election. All persons nominated must be able to meet the requirements established by the State of Illinois for holding elective office.

The Civic Betterment Party shall publicize the names of those nominees recommended by the Nominating Committee not less than five weeks prior to the date of the Town Meeting. A brief synopsis of personal data and views of each nominee shall be prepared by the Civic Betterment Party and shall be made available for publication in the news media prior to the Town Meeting.

Any person meeting the legal qualifications for office who has not been slated by the Nominating Committee may be nominated from the floor of the Town Meeting. Those who are nominated from the floor will have an opportunity to speak at the Town Meeting and will be write-in candidates. Only those people slated by the Nominating Committee will appear in pre-meeting publicity from the Civic Betterment Party and appear on the pre-printed ballots used in advance voting and voting on the day of the Town Meeting..

If after the Town Meeting no candidate for a position exists due to a candidate withdrawal or any other reason, the Nominating Committee shall be empowered to recommend a candidate to the Executive Committee for resolution according to state law, with preference given to a nominee receiving the next highest number of votes at the Town Meeting for the open position.

### **Article XIII – Conduct of Town Meeting**

The Town Meeting shall be called by the Civic Betterment Party sufficiently in advance of election dates to allow ample time for filing of petitions within legal time limits. The officers of the Civic Betterment Party shall be the officers of the Town Meeting.

A quorum shall consist of Voters residing within the limits of the Village of Glen Ellyn, equal in number to 10% of the entire vote cast for all candidates for President of the Village at the last preceding general Village election, or 50, whichever is lesser. All matters except the selection of Village and Library office candidates shall be decided by a majority vote of those present and voting at the Town Meeting except as hereinafter provided. Robert's Rules of Order shall govern the meeting except as otherwise provided herein. For the selection of Village and Library office candidates, each voter shall be entitled to one vote in filling each vacancy to be voted upon, and votes may be cast (i) in person on the day of the Town Meeting before the balloting on the matter is declared closed or (ii) by advance ballot cast only during the seven day period immediately preceding the date of the Town Meeting and in accordance with the rules of the Civic Betterment Party, which shall include rules for registration, which shall be posted on the Civic Betterment Party website no less than ten days before advanced balloting begins. Voting shall be by written secret ballot. Cumulative voting shall not be permitted. Three elections judges shall be appointed by the President of the Civic Betterment Party to count and certify the results of the elections. All Voters who wish to vote at the Town Meeting or by advance ballot must provide proof of residency and sign an affidavit before voting. Those nominees receiving the highest number of votes for offices to be filled shall have their names placed on the petitions which shall be circulated and filed by the Civic Betterment Party pursuant to the Laws of the State of Illinois.

The Civic Betterment Party is entrusted with the responsibility of providing reasonable opportunity for discussion and debate. The principal business of the Town Meeting is the nomination of candidates for elective office, the election of officers of the Civic Betterment Party, and the election of members to the next succeeding Nominating Committee for the Civic Betterment Party. The President of the Civic Betterment Party shall designate in advance the time allowed for speeches in support of nominations. After this business has been transacted at the Town Meeting, other subjects important to the community as a whole may be discussed. The Town Meeting shall not be adjourned until balloting for Village, Library and Civic Betterment candidates concludes.

These subjects may include, for instance, reports of the representatives of the various Village boards on matters which may be of interest and significance to those in attendance.

The agenda of the Town Meeting, though not necessarily in this order, shall include, but not necessarily be restricted to, the following:

- A. Call to Order
- B. Reading of the minutes of the last Town Meeting, and their approval
- C. Treasurer's report
- D. President's report and explanation of the Town Meeting Procedure
- E. Consideration of any proposed bylaws amendments
- F. Nominations for officers of the Civic Betterment Party
- G. Nominations for elective membership to the Nominating Committee
- H. Report of the Nominating Committee

1. Nomination of slate of nominees for elective offices
  2. Nomination of other candidates
  3. Candidate speeches
- I. Other reports and other unfinished or new business
  - J. Adjournment of the Town Meeting

**Article XIV – Amendment of the Statement/Special Meeting**

This statement may be amended from time to time in any respect at any Town Meeting or Special Meeting, as hereinafter defined. The Executive Committee may call a Special Meeting at any time for the consideration of amendments to this statement and/or such other matters as determined by the Executive Committee (“Special Meeting”). The date of such Special Meeting, the proposed amendment(s) and all other matters to be considered shall be publicized no less than 30 days prior there to and further provided that:

- A. The proposed amendment(s) is provided to the President of the Civic Betterment Party at least 45 days prior to the Town Meeting or Special Meeting at which the amendment(s) is to be considered;
- B. A quorum, as herein above defined, is present and voting; and
- C. Two-thirds of those voting on any proposed amendment shall vote in favor of any such amendment.
- D. Robert’s Rules of Order shall govern the meeting except as otherwise provided herein.