

Civic Betterment Committee

Village of Glen Ellyn

**Statement of Principles and Procedures for
Nominating Candidates for Elective Office
(“Bylaws”)**

Mission Statement

The Civic Betterment Committee strives to promote community involvement in local elections and to foster a spirit of volunteerism and civic pride in the Village of Glen Ellyn (the “Village”). To these ends, the Civic Betterment Committee shall provide a transparent, nonpartisan nominating process that is dedicated to finding and supporting high-quality nominees for key positions of local government in the Village. A longstanding motto of the Civic Betterment Committee is “neighbors nominating neighbors.”

Article I – Statement of Principles

1. A town meeting is hereby established to provide a means for identifying and presenting the community with the best-qualified candidates for the following elected offices in the Village (the “Town Meeting”): (i) Village President; (ii) Village Board of Trustee members; and (iii) Library Board members. If the position of Village Clerk is an elected (rather than appointed) position, then those Village Clerk candidate(s) will also be addressed at the Town Meeting in the same manner as the aforementioned Village offices.

2. The Civic Betterment Committee’s membership shall be comprised of a nominating committee (the “Nominating Committee”). The Nominating Committee will be tasked with identifying and presenting qualified nominees for the Town Meeting, where qualified voters will consider and vote for nominees to serve as candidates for elective office in the Village. A “Voter” is defined hereafter as any resident of the Village qualified to vote (however not necessarily registered to vote) pursuant to the Laws of the State of Illinois and any additional requirements that are set forth on the Civic Betterment Committee’s website, which are hereby incorporated by reference.

3. The Civic Betterment Committee will strive to inform and communicate with the community as to its work and recommendations.

Article II – The Civic Betterment Committee Name

The Civic Betterment Committee shall generally be either referred to as the “Civic Betterment Committee” or, from time to time, the “Glen Ellyn Civic Betterment Committee” for sake of identification of the organization with the Village. Notwithstanding the foregoing, the Civic Betterment Committee may also refer to itself as the “Civic Betterment Party” as needed, including, without limitation, for purposes of submitting applicant filings with the County or Village or to otherwise comply with applicable law.

Article III - Duties of Civic Betterment Committee

The Civic Betterment Committee, functioning through its officers and membership, shall:

- A. Ascertain what Village offices are to be filled at the forthcoming biennial elections;
- B. Ascertain what qualifications are needed for the Village offices concerned;
- C. Determine currently applicable election law and act as necessary to carry out its mission and statement of principles;
- D. Actively encourage the community—by means such as word of mouth, publication, notices, flyers, posters, signs, website promotions, mail, email and social media—to suggest Village residents for nomination to certain elected positions in the Village;
- E. Determine the eligibility and qualifications of those residents suggested for nomination, including through interviews and the resident’s submission of an application to the Civic Betterment Committee’s Nominating Committee;
- F. Select nominees and publicize their names for submission to the Town Meeting;
- G. Establish the date of, and provide publicity for, the Town Meeting by means such as word of mouth, publication, notices, flyers, posters, signs, website promotions, mail, email and social media;
- H. Prepare the agenda for the Town Meeting, preside at the meeting, submit the names of nominees recommended by the Nominating Committee, and conduct a voting process to determine the Civic Betterment Committee’s candidates for public office;
- I. Following the Town Meeting vote results, obtain signatures on the petitions for Civic Betterment Committee candidates and provide for the preparation and signing of necessary petitions and forms, as required by applicable law;
- J. Provide the community with information regarding candidate qualifications and abilities;
- K. Solicit and raise the funds necessary for the work of the Civic Betterment Committee, provided that no more than \$1,000 in any one calendar year period shall be accepted by the Civic Betterment Committee from any one person, business, or organization for use in financing the Party’s activities and the elections of its candidates; and
- L. Undertake any other activities that are reasonably appropriate to advancing the mission and principles of the Civic Betterment Committee.

Article IV – Civic Betterment Committee Officers

1. **Officer Positions.** The officers of the Civic Betterment Committee shall be as follows: (i) President; (ii) Vice President; (iii) Secretary; (iv) Treasurer; and (v) Chair of the Nominating Committee. The officers shall constitute a standing “Executive Committee.” The Executive Committee shall meet as often as necessary to administer the affairs of the Civic Betterment Committee.

2. **Qualifications.** Each officer of the Executive Committee shall at all times during his or her term as an officer reside within the Village and shall be a Voter as defined herein. No person serving in an elected 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 on the Executive Committee unless he or she resigns from that office before being seated.

3. **Timing of Officer Elections.** The officers shall be nominated from the floor of the Town Meeting and shall be elected by the Voters pursuant to Article VII of these Bylaws. The President, Secretary, and Chair of the Nominating Committee shall be elected in the same year that the President of the Village is elected. The remaining officers shall be elected in the years in which there is no presidential election. The President, with the advice and consent of the Executive Committee, shall provide a nominee for each office to be filled.

4. **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 advice and consent of the Executive Committee, 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 he or she was appointed and shall end four years hence.

5. **Officer Duties.** The duties of the Civic Betterment Committee officers are as follows:

A. The President shall preside at all general and special meetings of the Civic Betterment Committee and be responsible for the progress of its work. With the advice and consent of the Executive Committee, the President (i) shall appoint members to fill vacancies in the Nominating Committee and fill officer vacancies in the Executive Committee as described in these Bylaws, and (ii) may establish and appoint the following committees and special directors:

i. The President may appoint a Director of Education and Publicity, who will be responsible for public relations work as may be deemed desirable.

ii. The President may appoint and supervise a Policy, Goals, or Platform Committee and a Director for each. Any statement which may be prepared by such Committee shall be subject to the approval of the Executive Committee.

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

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

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

E. The Chairperson of the Nominating Committee shall preside at meetings of the Nominating Committee.

Article V – The Nominating Committee

1. **Objectives.** Pursuant to the mission of the Civic Betterment Committee, the Nominating Committee is charged with finding and slating high-quality nominees for consideration by the Voters at the Town Meeting. The Nominating Committee shall invite and encourage all residents of the Village to suggest names of potential candidates for office. Nominating Committee members shall also solicit and encourage qualified residents to present themselves to the Nominating Committee as potential candidates for office. The Nominating Committee shall slate those candidates for consideration at the Town Meeting whom it concludes will act in a nonpartisan manner and in

the best interests of the Village. The Nominating Committee shall be as inclusive as possible in its process of finding and slating candidates for the Town Meeting, and shall make no discriminations based on race, ethnicity, religion, gender, gender identification, sexual orientation, disability, or age.

2. **Committee Composition.** The Nominating Committee shall consist of twenty-one members and shall be comprised of the entire membership of the Civic Betterment Committee. Each member of the Nominating Committee shall have one vote on each matter before the committee. The Nominating Committee shall be constituted as follows:

A. **Officers:** Members of the Executive Committee 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 pursuant to Article VII of these Bylaws for service for one two-year term. The two-year term shall commence upon the May 15th following the Town Meeting at which he or she was elected and will 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 he or she 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, due to vacancies or otherwise, shall be appointed by the President, with the advice and consent of the Executive Committee. Appointments can be made 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 elected or appointed.

3. **Qualifications.** Each member of the Nominating Committee shall at all times during his or her term as a member reside within the Village and shall be a Voter as defined herein. No person serving in an elected 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 or she resigns from that office before being seated.

Article VI – Meetings of the Nominating Committee

1. **Meeting Dates and Notice Procedures.** The Nominating Committee shall meet under the circumstances set forth below. At all meetings, a majority of the members of the Nominating Committee present shall constitute a quorum. Any one or more members of the Nominating Committee may participate in a meeting by means of conference telephone, video conference, or other similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

A. The Nominating Committee shall hold its first meeting no later than May 15th of each year preceding a year in which an election shall be held for offices for which nominees shall be presented at the Town Meeting.

B. The outgoing Nominating Committee and those newly elected shall also meet before May 15th following the election cycle as described above for the purposes of assessing the effectiveness of the Civic Betterment Committee in the recent election, identifying opportunities for improvement, and providing for an

orderly transition between the current and newly elected members of the Nominating Committee.

C. In addition to the foregoing, the Nominating Committee shall meet as often as shall be reasonably necessary to make its selections and carry out its responsibilities.

D. Notice of each meeting shall be given to each voting member by email not less than two weeks prior to the meeting.

2. **Applications for Consideration by the Nominating Committee.** Any person who wishes to be considered as a Civic Betterment Committee candidate shall complete an application form. The template application form and its contents shall be approved by the Executive Committee and, in the interest of transparency, shall be made available on the Civic Betterment Committee's website. The applicant shall complete and submit the application to the Chair of the Nominating Committee. Upon receipt of the application form, the Nominating Committee Chair shall distribute it to the other committee members for review.

3. **Civic Betterment Committee Members Shall Not Apply.** No member of the Civic Betterment Committee shall apply or be submitted as a candidate nominee for any Village office by the Nominating Committee. A Civic Betterment Committee member must first resign or terminate his or her membership in order to submit an application. A member may terminate his or her membership by submitting a notice of resignation to the Secretary.

4. **Interviews Before the Nominating Committee.** 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 encourage qualified prospective candidates to appear before the Committee, with the understanding that personal circumstances may preclude an in-person meeting. Any potential candidate who timely requests an interview before the Nominating Committee shall be granted the opportunity for an interview.

5. **Selection Criteria.** Pursuant to the mission of the Civic Betterment Party, the Nominating Committee shall review applicant materials and conduct applicant interviews to determine which applicants should be slated for consideration at the Town Meeting. The Nominating Committee shall endeavor to select not less than twice the number of nominees for each office to be filled at the next succeeding election. The Nominating Committee shall be guided by the following considerations when making its selections:

- whether the potential candidate meets the legal qualifications for the office for which he or she is seeking election;
- whether the potential candidate has a grasp of the role and responsibilities of the office for which he or she is seeking election, including, without limitation, time commitments and availability; and
- whether the potential candidate, if elected to office, would act in a nonpartisan manner and in the best interests of the Village.

6. **Process for Selecting Nominees for the Town Meeting.** The Nominating Committee shall schedule a meeting or meetings in which to discuss and then vote on potential candidates to be presented at the Town Meeting. After adequate time for discussion of the candidates has been provided, voting by the Nominating Committee shall be held by secret ballot. A potential candidate shall be deemed selected for presentation at the Town Meeting if a majority of the Nominating Committee members present at the meeting vote for the potential

candidate. In the case of a tie, a second vote on the potential candidate will be held. In the case of another tie, the President, with the advice and consent of the Executive Committee, shall determine if the potential candidate shall be deemed selected for presentation at the Town Meeting.

7. **Recusals from Discussing and Selecting a Nominee for the Town Meeting.** If a Nominating Committee member has an interest in a potential candidate that may result in a personal gain for that member or for her or his immediate family, or that may result in a benefit to another organization to which he or she has allegiance, he or she must make full disclosure of such interest before any discussion or vote on such candidate. Further, the Nominating Committee member shall not be present for any discussion or vote in connection with the matter.

8. **Applicant Privacy.** 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.

Article VII – Town Meeting

1. **Objectives.** The Civic Betterment Committee shall facilitate and preside over the Town Meeting. The principal business of the Town Meeting is the nomination of candidates for elective office, the election of Executive Committee officers, and the election of members of the next Nominating Committee.

2. **Scheduling, Notice, Quorum, and Rules of Order.** The Town Meeting shall be called by the Civic Betterment Committee sufficiently in advance of election dates to allow ample time for filing of petitions within legal time limits. The Executive Committee shall preside over the conduct of the Town Meeting. A quorum shall consist of Voters residing within the limits of the Village, 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 less. Robert's Rules of Order shall govern the meeting except as otherwise provided herein.

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

- Call to Order
- Reading and approval of the minutes of the last Town Meeting
- Treasurer's report
- President's report and explanation of the Town Meeting Procedure
- Consideration of any proposed Bylaws amendments
- Nominations for officers of the Civic Betterment Committee
- Nominations for elective membership to the Nominating Committee
- Report of the Nominating Committee
 - Nomination of slate of nominees for elective offices
 - Nomination of other candidates
 - Candidate speeches
- Voting for selection of candidates

- Other reports and other unfinished or new business
- Adjournment of the Town Meeting

4. **Presentment of Potential Candidates Who Have Been Slated by the Nominating Committee.** The Civic Betterment Committee 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 Committee and shall be made available for publication in the news media and the Civic Betterment Committee's website prior to the Town Meeting.

5. **Presentment of Potential Candidates Who Have Not Been Slated by the Nominating Committee.** 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 Committee and appear on the pre-printed ballots used in advance voting and voting on the day of the Town Meeting.

6. **Matters up For Discussion and Debate.** The Civic Betterment Committee is responsible for providing a reasonable opportunity for discussion and debate. The President shall designate in advance the time allowed for candidate speeches in support of nominations. After this business has been transacted, and as time permits, other subjects important to the community as a whole may be discussed.

7. **Voting for Selection of Candidates.** 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 either be cast (i) in person on the day of the Town Meeting before balloting on the matter is declared closed, or (ii) by advance ballot cast during the 10 day period immediately preceding the date of the Town Meeting and in accordance with the rules of the Civic Betterment Committee. The rules of the Civic Betterment Committee shall be posted on its website, hereby incorporated by reference, and shall include rules for registration, voting eligibility (*e.g.*, identification, proof of residency, affidavits), and voting process (*e.g.*, drive-through voting). Current sitting members of the Civic Betterment Committee shall not tabulate votes. In the event that the votes tabulated for any one position is a margin of 10 votes or less, the Civic Betterment Committee can recount the votes to confirm the accuracy of the count upon the immediate request of an affected candidate.

8. **Voting for Members of the Nominating Committee.** The President shall present a list of potential Nominating Committee members for a vote at the Town Meeting. Additional residents of the Village who are present at the Town Meeting may also volunteer themselves to be considered by Voters present at the Town Meeting for membership on the Nominating Committee, in which case the President has the discretion to temporarily suspend the meeting to address the floor nomination. For the selection of members of the Nominating Committee, each Voter shall be entitled to one vote for each open position on the Nominee Committee. Voters must vote for a different person to the extent that they cast votes for more than one open position. Votes shall be cast in person, by voice vote or otherwise, on the day of the Town Meeting before balloting on the matter is declared closed. No votes shall be cast in advance of the Town Meeting. The candidates for membership to the Nominating Committee who receive the most votes shall be slotted into each open position. If there is a tie among two or more candidates for an open position, the Executive Committee shall decide by majority vote which of those candidates shall fill the position.

9. **Voting for Members of the Executive Committee.** For the selection of the officers of the Executive Committee, each Voter shall be entitled to vote for one candidate for each office that is open. Votes shall be cast in person, by voice or otherwise, on the day of the Town Meeting before balloting on the matter is

declared closed. No votes shall be cast in advance of the Town Meeting. The candidates for office who receive the most votes shall be elected to that office. If there is a tie among two or more candidates for an office, members of the Nominating Committee who are not on the Executive Committee shall decide by majority vote which of those candidates shall fill the open position.

10. **Adjournment of Town Meeting.** The Town Meeting shall not be adjourned until balloting for Village, Library, and Civic Betterment Committee candidates concludes and the voting results are announced.

11. **Filing of Petitions for Winning Candidates.** 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 with the assistance of the Civic Betterment Committee pursuant to the Laws of the State of Illinois. If after the Town Meeting no candidate for a position exists due to a candidate withdrawal or for any other reason, the Nominating Committee may recommend another candidate who had previously applied and been considered by the Nominating Committee pursuant to Article VI to the Executive Committee for approval.

Article VIII – Amendment of the Bylaws/Special Meetings

These Bylaws 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 these Bylaws and/or such other matters as determined by the Executive Committee (“Special Meeting”). The date of such Special Meeting, the proposed amendment(s) to the Bylaws, and all other matters to be considered shall be publicized in writing no less than 14 days prior thereto. The proposed amendment shall be ratified at the Town Meeting or Special Meeting provided the following conditions are met:

- i. A quorum, which for the purposes of this Article VIII shall be two-thirds of the members of the Civic Betterment Committee, is present in person and voting; and
- ii. Two-thirds of those voting on any proposed amendment shall vote in favor of any such amendment.

Article IX – Rules of Order

Robert’s Rules of Order (“ROR”) shall govern all meetings of the Civic Betterment Committee and its sub-committees. To the extent that any meeting rules or procedures set forth in these Bylaws conflict with the ROR, the procedures in these Bylaws shall govern.