

Civic Betterment Party

Village of Glen Ellyn

**Statement of Principles and Procedures
For Nominating Candidates for Elective Office**

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 (“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. The Civic Betterment Party will make every effort to inform and communicate with the community as to its work and its recommendations.

Article III – 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.

A 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, shall select nominees for the vacancies in the office to be filled in the next Village election (“Nominating Committee”).

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 IV – 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. Actively solicit, by publication, notices, and by mail, the participation of the community, urging citizens to advance names for consideration.
- D. Determine the eligibility and qualifications of those residents suggested for nomination.
- E. Select nominees and publicize their names for submission to the Town Meeting.
- F. Establish the date and publicize the Town Meeting, endeavoring to get a large and representative attendance.
- G. 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.
- H. Obtain signatures on the petitions for Civic Betterment Party candidates and provide for the preparation and signing of necessary petitions and forma all as required by the Laws of the State of Illinois.
- I. Support the candidates, make known to the community their qualifications and abilities, and campaign for their election.
- J. Solicit the funds necessary for the work of the Civic Betterment Party. No more than \$300 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.

Article V – 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 IV – Selection of Officers

The officers of the Civic Betterment Party shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Chairman 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 Chairman 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 VII – 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 Chairman 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 April 15th following the Town Hall Meeting at which their elections took place, and shall end four years hence.

Article VIII – 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 shall appoint the appointed committees, all with the consent of the officers of the Civic Betterment Party. He will appoint a Director of Education and Publicity, who will be responsible for public relations work as may be deemed desirable. He may appoint a Policy, Goals, or Platform Committee, if, in his 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 all funds, making all disbursements, making financial reports to the Town Meeting, and transferring remaining funds to his 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 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 IX – Selection of the Nominating Committee

The Nominating Committee shall consist of twenty-one members. Eight (8) members shall be elected at the Town Meeting (Elected Members.) Eight members shall be appointed by the President of the Civic Betterment Party (Appointed Members.) Additionally, the five elected officers of the Civic Betterment Party, as set forth in Article VI, shall be members of the Nominating Committee. Each member of the Nominating Committee, no matter how selected, shall have one vote on each matter before the Nominating Committee.

- A. Elected Members – Eight members shall be nominated and elected at the biennial Town Meeting for service for one two-year term, to commence upon the April 15th following the Town Meeting at which their election took place and to terminate two years hence.

No Elected Member shall serve more than one consecutive term as an Elected Member of the Nominating Committee.

- B. Appointed Members – Eight members shall be appointed by the President, with the consent of the officers, no later than eight months preceding any Village election. Their term of office shall commence upon appointment and terminate on the April 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.

- C. Office Members – Five members who are the officers of the Party shall serve on the Nominating Committee for such period of time as they remain in office.

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 such member(s) shall, at the time of their election or appointment, reside within the same public elementary school area boundary falling, in whole or in part, within the Village limits of Glen Ellyn.

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 X – Qualification and Vacancies

Each officer and member of the Nominating Committee at all times during his 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 I. 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, and any such appointee shall serve until the adjournment of the next Town Meeting conducted following such appointment.

Article XI – Meeting of Nominating Committee

The Nominating Committee shall hold its first meeting no later than September 1 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.

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

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 submitting to the Secretary of the Civic Betterment Party an application for this purpose. His 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.

The Nominating Committee shall invite all residents of Glen Ellyn to suggest names of potential candidates for office. Any person who wishes to be considered shall complete an application form disclosing his personal data and views on community issues and submit same to the Chairman of 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 the prospective candidate to appear before the Committee. Any potential candidate who requests a personal interview shall be granted it. The Nominating Committee shall 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.

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 who wishes to have his name submitted to and appear before the Town Meeting other than those selected by the Nominating Committee shall file with the President or Secretary of the Party, not less than four weeks before the Town Meeting, a letter stating his or her intention, together with a completed application form, a photograph and such other information as he or she

wishes to submit, in comparable form to that submitted by the Nominating Committee as to its recommended candidates. Such information shall be included with any publicity submitted by the Nominating Committee. At this time, nominations shall be closed. No initial nomination for Public Office from the floor at the time of the Town Meeting will be entertained unless there is a compliance with this procedure.

Article XII – 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 shall be decided by a majority vote of those present and voting except as hereinafter provided. Robert's Rules of Order shall govern the meeting except as otherwise provided herein. Each voter shall be entitled to one vote in filling each vacancy to be voted upon. Votes may be cast (i) in person on the day of the Town Meeting after the Town Meeting has been called to order and 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 rules published by the Civic Betterment Party, which shall include rules for registration, in a newspaper of general circulation throughout the community, not less than twice in the month preceding the month in which the Town Meeting is conducted. 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 must register to do so at the Town Meeting. Those nominees receiving the highest number of votes for offices to be filled shall have their names placed on the petitions which shall be 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.

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 restrict 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. Approval of Agenda

- E. President's explanation of the Town Meeting Procedure
- F. Report of the Nominating Committee
 - 1. Nomination of slate of nominees for elective offices
 - 2. Nomination of other candidates
 - 3. Candidate speeches
 - 4. Balloting
- G. Nominations for officers of the Civic Betterment Party
- H. Balloting for officers of Civic Betterment Party
- I. Nominations for elective membership to the Nominating Committee
- J. Balloting for membership to the Nominating Committee
- K. Consideration of any proposed amendments
- L. Other reports and other new or old business
- M. Obtain signatures on any and all petitions or other forms to be filed as required by the law of the State of Illinois
- N. Adjournment of the Town Meeting

Article XIII – 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.

