

Amended 7/14/2016

State of Illinois

# LOCAL ELECTION OFFICIAL'S HANDBOOK

for the

# 2017

# CONSOLIDATED ELECTIONS



Issued by the  
State Board of Elections

## AMENDMENT

**May 24, 2016: Page 42, resolutions or ordinances must be adopted not less than 79 days before a regularly scheduled election (instead of 92).**

**June 29, 2016: Page 12, seven days written notice of the time and place of political party lottery (instead of three days written notice & added reference).**

**July 14, 2016: Public Act 99-0522 became effective June 30, 2016. This changed the date in which the township clerk certifies to the election authority from 61 to “not less than 68 days” before the township election. Pages 11 & 21 have been updated.**

## PREFACE

This *Local Election Officials Handbook for the Consolidated Elections* has been prepared to be used as a guide for the administration of the Consolidated Primary and Consolidated Elections in the year 2017.

Local election officials responsible for the election of officers and/or referenda for municipalities, townships, libraries, parks, school districts and other special purpose districts should find the information contained in this publication beneficial in completing their duties as either a clerk or secretary. All citations contained herein refer to the Illinois Election Code, 10 ILCS 5/1-1 *et seq*, or as otherwise indicated. Legislative revisions and court decisions made after March 1, 2016, may not be included in this handbook. Please visit the State Board of Elections' website periodically for any changes/amendments to this publication. The website is located at [www.elections.il.gov](http://www.elections.il.gov).

This handbook is designed to assist local election officials with the administration and conduct of the election process. It is not intended to be used as a substitute for relevant statutes, the Illinois Constitution, or applicable case law. Whenever there is a question regarding the interpretation of information contained in this handbook, or of a particular section of the Election Code or any other statute, the user should contact competent legal counsel or State Board of Elections staff.

**STATE BOARD OF ELECTIONS**

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# CONSOLIDATED PRIMARY

Last Tuesday in February

February 28, 2017

[10 ILCS 5/2A-1.1(b)]

## - ESTABLISHED POLITICAL PARTY - OFFICES TO BE NOMINATED

**MUNICIPAL** - over 5,000 population and/or Special Charter

Mayor or President  
Clerk  
Treasurer  
Alderman or Trustees

Municipalities under 5,000 population may determine by ordinance (by November 15, 2016) that political parties shall nominate candidates for municipal offices by primary. [10 ILCS 5/7-1(b)]

Villages that have nominated and elected candidates at partisan primaries prior to Jan 1, 1992 or have elected by referendum to hold partisan primaries to nominate and elect their officers. [65 ILCS 5/3.1-25-20]

### **TOWNSHIPS in Cook County\*\***

**TOWNSHIPS and MULTI-TOWNSHIPS ASSESSMENT DISTRICTS**, with a population of more than 15,000 outside of Cook County\*\*. Townships over 5000 population coterminous or wholly within cities/villages not under commission form of government.

Supervisor	Highway Commissioner
Clerk	Collector (see below)
Assessor, Multi-township Assessor	Trustees

\*\*Townships may conduct a primary if the township central committee approves by November 15, 2016. [60 ILCS 1/45-55]

Counties having township organization with a population of **less than 100,000**, shall not have the township collector elected. The county collector shall be ex-officio township collector, and all the duties of the township collector shall devolve upon and be performed by the county collector. [60 ILCS 1/50-20, P.A. 97-857]

Counties having township organization with a population of **more than 100,000**, except in Cook County, may conduct a referendum to discontinue the office of Collector [60 ILCS 1/50-30]

Counties having township organization with a population of **more than 2,000,000**, shall not have a township collector elected on and after 7/27/2012. Upon the completion of the terms of office of township collectors holding office on this effective date, the township assessor shall be the ex-officio township collector, and all the duties of the township collector shall devolve upon and be performed by the township assessor. [60 ILCS 1/50-20, P.A. 97-857]

**- NONPARTISAN -**  
**OFFICES TO BE NOMINATED**  
[65 ILCS 5/3.1-25-60]

**MUNICIPAL** - Council-Manager form (councilmen at-large and from districts)

Mayor or President

Clerk

Treasurer (Council-Manager form only)

Council Members or Trustees or Commissioners

A village may conduct a nonpartisan primary if approved by referendum. (Municipalities incorporated after May 13, 1993 are nonpartisan unless they adopt the partisan format)

**- NONPARTISAN -**  
**OFFICES TO BE ELECTED**  
[65 ILCS 20/21-22 and 20/21-25]

**MUNICIPAL** – Special Election \* – City of Chicago alderman, if required.

\* Special Election would apply if vacancy in office occurred.

# CONSOLIDATED ELECTION

First Tuesday in April

April 4, 2017

[10 ILCS 5/2A-1.1b]

## ESTABLISHED POLITICAL PARTIES, INDEPENDENT AND NEW POLITICAL PARTY OFFICES TO BE ELECTED

### MUNICIPAL – Including Special Charter

Mayor or President  
Clerk  
Treasurer  
Aldermen or Trustees

### TOWNSHIP

Supervisor  
Clerk  
Assessor  
Multi-township Assessor  
Highway Commissioner  
Collector\* (if elected)  
Trustees

\*Counties having township organization, except Cook County, may conduct a referendum to discontinue the office of Collector [60 ILCS 1/50-30]

## NONPARTISAN OFFICES TO BE ELECTED

### MUNICIPAL - Council-Manager form (Council at-large and from districts), Commission form

Mayor or President  
Clerk

Treasurer (Council-Manager only)

Council Members or Commissioners or Trustees

MUNICIPAL – Aldermanic run-off elections, if required due to unexpired term created by a vacancy. [65 ILCS 5/3.1-10-51, 20/21-22 and 21-25]

MUNICIPAL – City of Chicago (run-off elections only)

(65 ILCS 20-21-5a, 21-12)

PARK DISTRICT – Commissioners, Trustees

PUBLIC LIBRARY DISTRICT - Trustees

TOWNSHIP AND MUNICIPAL LIBRARY - Trustees

REGIONAL BOARD OF SCHOOL TRUSTEES - Trustees

SCHOOL DISTRICT - Board Members, (including districts under article 33), School Directors

SCHOOL DISTRICT - Special Charter - Inspectors, Board Members

TOWNSHIP TRUSTEES OF SCHOOLS - (Cook County only)

COMMUNITY COLLEGE DISTRICT - Trustees

TOWNSHIP LAND COMMISSIONERS - (in counties under 220,000 population)

FIRE PROTECTION DISTRICT - Trustees

FOX WATERWAY MANAGEMENT AGENCY – Chairman, Directors:

2 Directors to be elected from Lake County; 1 Director to be elected from McHenry County

FOREST PRESERVE DISTRICT - Commissioners

ROAD DISTRICT - Clerk, Commissioner

SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY - Commissioners

OTHER SPECIAL PURPOSE DISTRICTS (see applicable statutes)

## **FILING PERIODS**

**(And caucus date information)**

**November 21-28, 2016** [10 ILCS 5/7-12(3), 10-6(4)]  
(Filed not more than 99 nor less than 92 days prior to the date of the primary)  
Filing period for candidates seeking nomination at the **FEBRUARY 28, 2017**  
**Consolidated Primary Election**. See page “iii.”  
Petitions may NOT be circulated prior to August 30, 2016. [10 ILCS 5/10-4]  
(No more than 90 days preceding the last day for the filing of the petition)

**December 12 -19, 2016** [10 ILCS 5/10-6(2)]  
(Not more than 113 nor less than 106 days prior to the consolidated election)  
Filing period for candidates seeking election at the **APRIL 4, 2017 Consolidated Election**.  
See page “v.”  
Petitions may NOT be circulated prior to September 20, 2016. [10 ILCS 5/10-4]  
(No more than 90 days preceding the last day for the filing of the petition)

In **MUNICIPALITIES** under 5,000 population, established political parties hold their caucuses on **December 5, 2016**, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2016. [10 ILCS 5/10-1(a)]

Note: Municipalities of 5,000 or less may determine by ordinance (by November 15, 2016) that established political parties shall nominate candidates for municipal offices by primary election. [10 ILCS 5/7-1 (b)]

**TOWNSHIP CAUCUS** – December 6, 2016 [60 ILCS 1/45-10]  
**MULTI-TOWNSHIP CAUCUS** – December 7, 2016 [60 ILCS 1/45-25]

**New political parties** file nominating petitions which must include a certificate stating the names and addresses of the party officers authorized to fill vacancies.

**Independent and nonpartisan** candidates **must** file nominating petitions.

# GLOSSARY OF TERMS

**BUSINESS DAY** - any day in which the office of an election authority, local election official or the State Board of Elections is open to the public for a minimum of seven hours.  
[10 ILCS 5/1-3 (22)]

**COMPUTATION OF TIME** - if the first or last day fixed by law to do any act required or allowed by the election code falls on a State holiday or a Saturday or a Sunday, the period shall extend through the first business day next following the day otherwise fixed as the first or last day, irrespective of whether any election authority or local election official conducts business on the State holiday, Saturday, or Sunday. [10 ILCS 5/1-6(a)]

**CONSOLIDATED ELECTION** - the biennial election held on the first Tuesday in April in odd-numbered years at which municipal, park district, library district, fire protection district, other special district and school district officers are elected. [10 ILCS 5/1-3(4), 2A-1.1(b)]  
This is a regularly scheduled election.

**CONSOLIDATED PRIMARY ELECTION** - the biennial election held on the last Tuesday in February in odd-numbered years at which candidates may be nominated for those offices to be filled at the Consolidated Election. [10 ILCS 5/1-3(4), 2A-1.1(b)] This is a regularly scheduled election.

**DISTRICT** - any area which votes as a unit for the election of any officer, other than the State or a unit of local government or school district, including but not limited to, legislative, representative, congressional and judicial districts, judicial circuits, county board districts, municipal and sanitary district wards, school board districts, and precincts.  
[10 ILCS 5/1-3(14)]

**ELECTION AUTHORITY** - the County Clerk, the Municipal Board of Election Commissioners or the County Board of Election Commissioners. [10 ILCS 5/1-3(8)]

**ELECTION JURISDICTION** - (1) an entire county, in the case of a county in which no city board of election commissioners is located or which is under the jurisdiction of a county board of election commissioners; (2) the territorial jurisdiction of a city board of election commissioners; and (3) the territory in a county outside of the jurisdiction of a city board of election commissioners. In each instance, election jurisdiction shall be determined according to which election authority maintains the permanent registration records of qualified electors.  
[10 ILCS 5/1-3(9)]

**ESTABLISHED POLITICAL PARTY** - a political party which at the last election received more than 5% of the entire vote cast in the district or political subdivision.  
[10 ILCS 5/7-2, 10-2]

**LOCAL ELECTION OFFICIAL** - the clerk or secretary of a unit of local government or school district, the treasurer of a township board of school trustees; and the regional superintendent of schools with respect to the various school officer elections and school referenda for which the regional superintendent is assigned election duties by the School Code. [10 ILCS 5/1-3(10)]

**NEW POLITICAL PARTY** - a new political party is initially formed by a petition filed with the local election official for that unit of government. The petition shall state the name of the party in five words or less. In addition, a new political party petition shall have attached thereto a certificate with the names and addresses of party officers authorized to fill vacancies in nomination. [10 ILCS 5/10-2]

**POLITICAL OR GOVERNMENTAL SUBDIVISION** - any unit of local government or school district; and for election purposes, any area electing regional boards of school trustees or township boards of school trustees. [10 ILCS 5/1-3(6)]

**QUESTION OF PUBLIC POLICY OR PUBLIC QUESTION (REFERENDUM)** - any question, proposition or measure submitted to the voters at an election dealing with subject matter other than the nomination or election of candidates, including, but not limited to, any bond or tax referendum and questions relating to the Constitution. [10 ILCS 5/1-3 (15)]

**REGULAR ELECTION** - the General, General Primary, Consolidated and Consolidated Primary Elections regularly scheduled in Article 2A. The even-numbered year municipal primary is a regular election only with respect to those municipalities in which a primary is required to be held on such date. [10 ILCS 5/1-3(2), 2A-1]

**SPECIAL ELECTION** - an election not regularly recurring at fixed intervals, regardless of whether it is held at the same time and place and by the same election of officers as a regular election. [10 ILCS 5/1-3(3)]

**VOTER** - for the purpose of determining eligibility to sign a nominating petition or a petition proposing a public question, the terms “voter,” “registered voter,” “qualified voter,” “legal voter,” “elector,” “qualified elector,” “primary elector” and “qualified primary elector” as used in the Election Code or in another statute shall mean a person who is registered to vote at the address shown opposite his signature on the petition or was registered to vote at such address when he signed the petition. [10 ILCS 5/3-1.2]

# REGISTRATION AND VOTER IDENTIFICATION

## DEPUTY REGISTRARS

[10 ILCS 5/4-6.2, 5-16.2, 6-50.2]

The election authority appoints all municipal, township and road district clerks or their duly authorized deputies as deputy registrars who may accept the registration of all qualified residents of the State. Precinct committeemen are also appointed as deputy registrars and may accept registrations from any qualified residents of the State.

Upon written request the election authority may appoint the following as deputy registrars (1) the chief librarian or designee, (2) the principal of any high school or vocational school or their designee, (3) the president or designee of a learning institution, (4) Healthcare and Family Services director or designees, (5) the Employment Security director or designees, (6) the president of corporations or designees, (7) official or member of a bonafide labor organization, and (8) official or member of a bonafide state civic organization (civic organizations must be certified by the State Board of Elections). The *Deputy Registrar Guidelines* booklet published by the State Board of Elections gives further information regarding Deputy Registrars.

## NATIONAL VOTER REGISTRATION ACT of 1993 (NVRA)

Under the provisions of NVRA, persons wishing to register to vote may do so at the following locations, provided they are conducting business at such offices: Drivers License Facilities, Department of Public Aid offices, Department of Public Health offices, Department of Mental Health and Developmental Disabilities offices, Department of Rehabilitation Services offices and military recruitment offices. These offices will accept voter registrations throughout the year; however, applications received by election authorities within 27 days of an election may not be processed until after that election. Individuals may also register to vote by obtaining a mail-in registration application or by registering on-line at the SBE website.

[10 ILCS 5/4-105, 5-105, 6-105]

## CLOSE OF REGULAR REGISTRATION

[10 ILCS 5/4-6, 5-5, 6-50]

Deputy registrars or their duly authorized deputies serving as deputy registrars may accept registrations at their respective offices at any time other than the 27 days preceding an election. The last day for regular registration before the Consolidated Primary is January 31, 2017 and the last day for regular registration before the Consolidated Election is March 7, 2017. Voter registration is open throughout the 27-day period preceding the Consolidated Primary in those precincts in which no primary election is scheduled and through “grace period registration”. Regular registration resumes two days after the Consolidated Primary and Consolidated Election. See “*Grace Period Registration*” on following page.

## **GRACE PERIOD REGISTRATION**

[10 ILCS 4-50, 5-50, 6-100]

Each election authority shall establish procedures for the registration of voters and for change of address during the period from the close of regular registration for an election through the day of the election. During this grace period, an unregistered qualified elector may register to vote, and a registered voter may submit a change of address form, in person in the office of the election authority, at a permanent polling place established under Section 19A-10 of the Illinois Election Code, at any other early voting site beginning 15 days prior to the election, at a polling place on election day, or at a voter registration location specifically designated for this purpose by the election authority. The election authority shall register that individual, or change a registered voter's address, in the same manner for registration and change of address.

If a voter who registers or changes his or her address during this grace period wishes to vote at the election or primary occurring during the grace period, he or she must do so by grace period voting. The election authority shall offer in-person grace period voting at the election authority's office, any permanent polling place established under Section 19A-10, and at any other early voting site beginning 15 days prior to the election, at a polling place on election day, where grace period registration is required by this section; and may offer in-person grace period voting at additional hours and locations specifically designated for the purpose of grace period voting by the election authority. The election authority may allow grace period voting by mail only if the election authority has no ballots prepared at the election authority's office.

## **VOTER IDENTIFICATION FOR BALLOT ENTITLEMENT**

[10 ILCS 5/4-21, 5-28.1, 6-31.1]

The Election Code provides that precincts established by county boards and city boards of election commissioners and used by the election authorities for the federal, state and county elections of even-numbered years will be the precincts for the Consolidated Primary, and Consolidated Elections. However, the election authority may cluster up to four contiguous precincts which shall constitute a clustered voting zone. Since boundary lines of most political subdivisions (municipalities, school districts, park districts, etc.) overlap and intersect county precincts, the election authority must identify and "code" voters in each precinct by residency in each political subdivision and district for the purpose of ballot entitlement.

Once the election authority has determined for each precinct under his/her jurisdiction which voters are entitled to vote in which political subdivision elections, this information is furnished to the judges of election in each precinct by means of "coded" precinct registration records (e.g., binder cards) or separate "coded" registration lists/signature rosters.

## **DIGITIZATION OF VOTER REGISTRATION**

[10 ILCS 5/4-33, 5-43, 6-79]

The election authority may develop and implement a system to prepare, use, and maintain a computer based voter registration file that includes a computer-stored image of the signature of each voter. The computer based voter registration file may be used for all purposes for which the original registration cards are to be used, provided that a system for storage of at least one copy of the original registration cards remains in effect. In the case of voter registration forms received via an online voter registration system, the original registration cards will include the signature received from the Secretary of State database. Most jurisdictions now use digitized registration records in the polling places; therefore, the old binder books have been replaced by a signature roster.

## **BOUNDARY CHANGES AND REDISTRICTING**

[10 ILCS 5/4-21, 5-28.1, 6-31.1]

The election authority is required to maintain permanent records of the boundaries of all political subdivisions partially or wholly within his jurisdiction. No later than five (5) days after redistricting, annexation, disconnection or adoption of any such governmental boundary change, whether by referendum or by ordinance, the local election official shall give notice of such change to each election authority having jurisdiction over any of the affected territory in the political subdivision. This notice shall contain a description of the boundary change and indicate the effective date of the change.

It is recommended that a political subdivision map showing the territory affected by the boundary change accompany the notice.

# NOMINATION PROCESS

## PETITION REQUIREMENTS

The *2017 Candidates Guide* published by the State Board of Elections gives an in-depth discussion of requirements for filing nominating papers.

Established party candidates for municipal offices and township offices are nominated by either a primary election or a caucus. Article 7 of the Election Code governs petition filing for a primary. Article 10 of the Code governs the filing of certificates of nomination for the caucus method of nomination. Article 10 also covers independent and new party candidate petition filings, in addition to nonpartisan filings for certain municipalities. Additional information on nonpartisan municipal elections is covered in the Municipal Code.

[65 ILCS 5/3.1-5-5 et seq.]

Schools and special purpose districts (e.g., parks and libraries) nominate candidates only on a nonpartisan basis. Information may be found in Article 10 and the respective statutes for each unit of local government.

Nomination papers filed by a candidate shall consist of:

1. STATEMENT OF CANDIDACY
2. NOMINATING PETITION SHEETS
3. RECEIPT FOR FILING A STATEMENT OF ECONOMIC INTERESTS. The statement itself is filed with the County Clerk of the county in which the principal office of the unit of local government with which the person is associated is located. **NOTE:** While the receipt need not accompany the nominating petitions at the time of filing, the receipt must be filed no later than 5:00 P.M. on the last day for filing petitions. Filing the receipt by the last day of the filing period will not change the initial date and time of filing the nominating petitions. [5 ILCS 420/4A; 10 ILCS 5/7-12(8), 10-5(3)]
4. LOYALTY OATH (optional).
5. NEW POLITICAL PARTY CANDIDATES  
If the new political party receives more than 5% of the votes cast at that election, it becomes an established political party. If it does not, it ceases to exist. [10 ILCS

5/10-2, 10-5, 10-11]

**NOTE:** Nomination papers must include a certificate stating the names and addresses of party officers authorized to fill vacancies in nomination. [10 ILCS 5/10-2, 10-5, 10-11]

No petition sheet may be circulated more than 90 days preceding the last day provided for the filing of such petitions. [10 ILCS 5/7-10 and 5/10-4] Petition circulation for established party candidates and non-partisan municipal office candidates begins on August 30, 2016, and the filing period for those petitions is November 21 – 28, 2016.

Petition circulation for independent, new party and non-municipal nonpartisan office candidates begins on September 20, 2016, and the filing period for those petitions is December 12 - 19, 2016.

### **STRIKING SIGNATURES**

[10 ILCS 5/7-10, 8-8, 10-3]

The person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition (SBE Form P-2A), provided that:

- (1) the person striking the signature shall initial the petition at the place where the signature is struck; and
- (2) the person striking the signature shall sign a certification listing the page number and line number of each signature struck from the petition. Such certification shall be filed as a part of the petition.
- (3) the persons striking signatures from the petition shall each sign an additional certificate specifying the number of certification pages listing stricken signatures which are attached to the petition and the page numbers indicated on such certifications. The certificate shall be filed as a part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signature and before the certifications of stricken signatures (SBE Form P-2B-this last step is only required for independent candidates).
- (4) all of the foregoing requirements are necessary to effect a valid striking of any signature.

## **NOMINATION BY CAUCUS - MUNICIPALITIES**

Established political party candidates for municipal offices are nominated by party caucus in cities, villages, and incorporated towns with a population of 5,000 or less. Municipal established party caucuses are to be held on December 5, 2016. [10 ILCS 5/10-1(a)]

NOTE: Municipalities with a population of 5,000 or less may, **no later than November 15, 2016**, determine by ordinance that political parties shall nominate candidates for municipal office by primary election. [10 ILCS 5/7-1(b)] **The municipality is responsible for all costs incurred relative to conducting a primary election.** [10 ILCS 5/17-30]

Notice of the time and place for holding the caucus is provided by the municipal clerk. In municipalities with a population of more than 500, the notice of the caucus must be printed in a newspaper published in the municipality. If the municipality does not have a newspaper, then the notice is printed in a newspaper published in the county with general circulation in the municipality. For municipalities of 500 population or less, notice of the caucus shall be given by the municipal clerk by posting the notice in 3 of the most public places in the municipality. The notice must be published or posted at least ten days before the caucus (SBE Form N-6). [10 ILCS 5/10-1(b)]

Only those voters who reside within the municipality for which the nomination is made shall be permitted to vote or take part in the proceedings of the caucus. However, no voter shall participate in more than one party caucus (SBE Forms H-1A). [10 ILCS 5/10-1(e)]

After each established political party caucus, each party shall file a Certificate of Nomination by Caucus (SBE Form H-2). This form lists each candidate nominated for office. The Certificate of Nomination shall be accompanied by each candidate's Statement of Candidacy (SBE Form P-1), their receipt for filing an economic interest statement, and the Name Change Supplement (SBE Form H-2A) if applicable. The Certificate of Nomination is filed with the municipal clerk between the 113<sup>th</sup> and 106<sup>th</sup> days (December 12 – 19, 2016) prior to the consolidated election. The municipal clerk shall then file a Certification of Ballot (SBE Form G-1) to the election authority (county clerk or board of election commissioners) not less than 68 days (January 26, 2016) before the April 4, 2017 Consolidated Election. This Certification of Ballot lists the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus. [10 ILCS 5/7-60.1, 5/10-1(a), 10-5.1]

The municipal clerk, prior to ballot certification to the election authority, shall determine by a fair and impartial method of random selection the order of placement of the established political party candidates for the consolidated election ballot. Such determination shall be made in the office of the municipal clerk and shall be open to the public. Three days written notice of the time and place of conducting such random selection shall be given to the county chairman of each established political party, and to each organization of citizens within the election jurisdiction which was entitled, under this Article, at the next preceding election, to have pollwatchers present on the day of election. Each clerk shall post in a conspicuous, open and public place, at the entrance of the office, notice of the time and place of such lottery. The municipal clerk shall then file the

Certification of Political Party Ballot Placement Lottery (SBE Form M-1) as part of his/her official certification of candidates to the election authorities whose duty it is to prepare the official ballot for the consolidated election in that political subdivision. [10 ILCS 5/10-6.2]

## NOMINATION BY CAUCUS – TOWNSHIPS

Procedures governing the conduct of an established party township caucus and the issuance of certificates of nomination are set forth in the Township Act 60 ILCS 1/1-1, as amended. Information is also provided in the *Township Caucus Guide* published by the State Board of Elections.

The regular township caucus date is **December 6, 2016**, the first Tuesday in December prior to the township election.

The multi-township caucus date is **December 7, 2016**, the first Wednesday in December prior to the township election.

The caucus method of nominating candidates for **township** office shall be used by all townships except in the following instances where a primary election is required:

1. In those townships over 5,000 population, co-extensive with or included wholly within incorporated towns, villages, or cities not under the commission form of government [60 ILCS 1/45-5], and
2. For townships in counties having a population of more than 3,000,000 and in townships with a population of more than 15,000 in counties of 3,000,000 or less, the Township Central Committee of each established political party may file a statement if they wish to nominate their candidates by a primary election. The statement must be filed with the county clerk and/or municipal board of election commissioners no later than **November 15, 2016**. Upon the filing of such statement, the provisions of general election law [10 ILCS et seq.] shall govern the nomination of candidates at such primary election. [60 ILCS 1/45-55]

### TOWNSHIP AND MULTI-TOWNSHIP CLERK RESPONSIBILITIES

Not less than 30 days before the caucus, the township/multi-township clerk shall notify the chairman or membership of the township/multi-township central committee by first-class mail of his or her obligation to report the time and location of their established political party's caucus (Township clerk – by November 6, 2016; Multi-township Clerk – by November 7, 2016). [60 ILCS 1/45-10(a); 45-25(c)]

### CHAIRMAN OF TOWNSHIP/MULTI-TOWNSHIP CENTRAL COMMITTEE RESPONSIBILITIES

Not less than 20 days before the caucus, the township/multi-township central committee shall notify the township/multi-township clerk by first-class mail of the time and location of their established political party's caucus (Township – November 16, 2016; Multi-township – by November 17, 2016). [60 ILCS 1/45-10]

At least 10 days before the caucus, the **township board** must publish notice of the time and location for each party caucus. The township publication deadline is Saturday, November 26<sup>th</sup>, 2016 [60 ILCS 1/45-10(a)]. At least 10 days before the caucus, the **multi-township** central

committee must publish notice of the time and location for each multi-township caucus. The multi-township publication deadline is Sunday, November 27<sup>th</sup>, 2016. [60 ILCS 60 1/45-25(c)]

These notices must be published in a newspaper of general circulation in the township or multi-township district. (SBE Form N-6)

### **CAUCUS RULES OF PROCEDURE**

The township/multi-township central committee shall promulgate caucus “Rules of Procedure” prior to the holding of their respective established political party’s caucus. [60 ILCS 1/45-50]

### **PARTICIPATION IN TOWNSHIP/MULTI-TOWNSHIP CAUCUS**

Only those voters who reside within the township/multi-township for which the nomination is made shall be permitted to vote or take part in the proceedings of the caucus. However, no voter shall participate in more than one party caucus (SBE Forms H-1). [10 ILCS 5/10-1(e), 60 ILCS 1/45-50]

### **POST CAUCUS PROCEDURES**

The chairman of the township central committee shall file a Certificate of Nomination by Caucus (SBE Form H-2), listing each candidate nominated for office. The Certificate of Nomination shall be accompanied by each candidate’s Statement of Candidacy (SBE Form P-1), their receipt for filing an economic interest statement, the Name Change Supplement (SBE Form H-2A) if applicable, and, in the case of assessor, the appropriate statement of qualification. The Certificate of Nomination is filed with the township clerk between the 113<sup>th</sup> and 106<sup>th</sup> days (December 12 – 19, 2016) prior to the township election. The township clerk shall then file a Certification of Ballot (SBE Form G-1) with the election authority (county clerk or board of election commissioners) not less than 68 days (January 26, 2017) before the April 4, 2017 Consolidated Election. This Certification of Ballot lists the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus. [10 ILCS 5/7-60.1, 5/10-1(a), 10-5.1, 60 ILCS 1/45-20(b)(c)]

The chairman of the multi-township central committee shall file a Certificate of Nomination by Caucus (SBE Form H-2), listing the candidate nominated for the office of assessor. The Certificate of Nomination shall be accompanied by the candidate’s Statement of Candidacy (SBE Form P-1), their receipt for filing an economic interest statement, the Name Change Supplement (SBE Form H-2A) if applicable, and, in the case of assessor, the appropriate statement of qualification. The Certificate of Nominations is filed with the election authority between the 113<sup>th</sup> and 106<sup>th</sup> days (December 12 – 19, 2016) prior to the township election [60 ILCS 1/45-25(e)]

If any person files nominating papers for candidacy for the office of **township or multi-township assessor** without also filing a copy of the certificate of qualifications as required by Section 2-45 of the Property Tax code, the clerk of the township, the board of election commissioners, or other appropriate authority as required by the Election Code shall refuse to certify the name of the person as a candidate to the proper election officials.  
[35 ILCS 200/2-45(e)]

The township clerk, prior to ballot certification to the election authority, shall determine by a fair and impartial method of random selection the order of placement of the established political party candidates for the consolidated election ballot. Such determination shall be made in the office of the township clerk and shall be open to the public. Seven days written notice of the time and place of conducting such random selection shall be given to the county chairman of each established political party, and to each organization of citizens within the election jurisdiction which was entitled, under this Article, at the next preceding election, to have pollwatchers present on the day of election. Each clerk shall post in a conspicuous, open and public place, at the entrance of the office, notice of the time and place of such lottery. The township clerk shall then file the Certification of Political Party Ballot Placement Lottery (SBE Form M-1) as part of his/her official certification of candidates to the election authorities whose duty it is to prepare the official ballot for the consolidated election in that political subdivision. [10 ILCS 5/10-6.2, 5/7-60]

**Exception:** If the township is entirely within the corporate limits of a city, village, or incorporated town under the jurisdiction of a board of election commissioners, the nomination papers and the results of the party ballot placement lottery form shall be filed in the office of the board of election commissioners instead of the township clerk.

**Note:** Refer to the 2017 Township Caucus Guide for more detailed information on establishing the caucus rules of procedure, caucus participation and post caucus procedures.

## GENERAL FILING INFORMATION

Candidate nominating petitions and caucus certificates of nomination shall be filed with the local election official (e.g., municipal clerk, township or road district clerk, city board of election commissioners, community college district secretary, park, library and fire protection district secretary, etc.) of the political subdivision in which the candidate is seeking election. However, candidates for the office of: (1) regional school trustee file with the county clerk if single county, or with the State Board of Elections if multi-county and (2) township school trustee (Cook County only) file with the township school treasurer (105 ILCS 5/5-4, 6-10). PA 98-115 effective July 29, 2013 states that candidates for school director and members of the board of education file with the county clerk or the county board of election commissioners, as the case may be, of the county in which the principal office of the school district is located (105 ILCS 5/9-10).

It is suggested that the local election official or county clerk/county board of election commissioners give a pre-filing notice indicating the time and location for the filing of nominating petitions (SBE Form N-3). The pre-filing notice may be in the form of a press release issued to a local newspaper. For school district offices the School Code (105 ILCS 5/9-10) states that if a pre-filing notice is given, it should be given at least ten days before the first day of the filing period. All filing offices shall remain open until 5:00 p.m. on the last day of the filing period. [10 ILCS 5/1-4, 7-12, 10-6.2]

When nomination petitions are filed, the local election official shall:

1. ACCEPT AND ISSUE A RECEIPT FOR NOMINATION PAPERS.  
Community college secretaries and county clerk/county board of election commissioners shall also within seven days of filing or on the last day for filing, whichever is earlier, acknowledge receipt of the petition. This receipt should bear the date and time of filing as well as the signature of the community college secretary or the county clerk/county board of election commissioners.) [10 ILCS 5/10-6.2, 105 ILCS 5/9-10; 110 ILCS 805/3-7.10];
2. TIME AND DATE STAMP PAPERS [10 ILCS 5/10-6.2]; and
3. PRESERVE NOMINATION PAPERS FOR SIX MONTHS [10 ILCS 5/10-7].

NOTE: All nomination papers when presented or filed shall be available for public inspection [10 ILCS 5/10-7], and should be available for copying at reasonable cost.

If a political subdivision does not have an official office, petitions are received by the local election official (or his/her designee) at a location and during the times designated by the official. Notice should be given in a newspaper of general circulation and posted in a conspicuous public location. **The location designated for petition filing must remain open until 5 p.m. on the last day of petition filing.** [10 ILCS 5/1-4]

If multiple sets of nomination papers are filed for a candidate to the same office, the local election official with whom the petitions are filed shall, within two business days, notify the candidate of his or her multiple petition filings and that the candidate has three business days after receipt of the notice to notify the local election official that he or she may cancel prior sets of petitions. If the candidate notifies the local election official, the last set of petitions filed shall be the only petitions to be considered valid by the local election official. If the candidate fails to notify the local election official, then only the first set of petitions filed shall be valid and all subsequent petitions shall be considered void.

[10 ILCS 5/7-12(11), 10-6.2]

The county clerk or the county board of election commissioners shall receive only those petitions from candidates for school director and members of the boards of education which include a statement of candidacy, the required number of voter signatures, the notarized signature of the petition circulator and a receipt from the county clerk showing that the candidate has filed the required statement of economic interests on or before the last day to file as required by the Governmental Ethics Act. [105 ILCS 5/9-10]

The County Clerk or BOE shall within 7 days of filing or on the last day of filing, whichever is earlier, acknowledge to the person filing the petition in writing the offices' acceptance of the petition. This may be done by a Receipt of Filing containing the date and time of filing.

## **PROHIBITIONS – DEFEATED CANDIDATES – PRIMARY DEFEATED CANDIDATES – CAUCUS**

Any established party candidate who filed nominating papers and who is defeated in the Consolidated Primary Election is not eligible to have his name placed on the Consolidated Election ballot as an independent candidate or as a candidate for another political party and is not eligible to file a declaration of intent to be a write-in candidate in the Consolidated Election. [10 ILCS 5/7-61, 10-3, 17-16.1]

Any candidate who seeks election to an office for which candidates are nominated on a nonpartisan basis and is defeated in the Consolidated Primary Election cannot file a declaration of intent to be a write-in candidate in the Consolidated Election. [10 ILCS 5/17-16.1, 18-9.1]

Any established party candidate who is a participant in a party caucus and who is nominated and defeated at the caucus is not eligible to have his name placed on the Consolidated Election ballot as an independent candidate or as a new party candidate and is not eligible to file a declaration of intent to be a write-in candidate. [10 ILCS 5/7-61, 5/10-3]

## **SIMULTANEOUS PETITION FILING-LOTTERY**

[10 ILCS 5/7-12 (6), 10-6.2; 105 ILCS 5/9-11.1, 9-11.2]

All petitions filed by persons waiting in line at the office of the local election official as of 8:00

a.m. or the normal opening hour of such office on the first day of filing shall be deemed simultaneously filed as of 8:00 a.m., or the opening hour, as the case may be.

Petitions filed by mail and received in the office of the local election official in the first mail delivery or pickup on the first day of filing shall be deemed simultaneously filed as of 8:00 a.m., or the opening hour of such office, as the case may be. All petitions received thereafter shall be deemed filed in the order of actual receipt.

Two or more petitions filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day) shall be deemed filed simultaneously and are included in the lottery drawing to determine the final ballot position.

When two or more petitions are simultaneously filed for the same office as of the opening hour of the filing period or within the last hour of the filing deadline, the local election official shall break ties and determine the order of filing by means of a lottery or other fair and impartial method of random selection approved by the State Board of Elections. The lottery shall be conducted within 9 days after the last day of the petition filing period and shall be open to the public. The local election official shall give 7 days written notice of the time and place of the lottery to the candidates involved, and any civic groups who had been entitled to have pollwatchers present at the last election, as well as posting the notice in a conspicuous open and public place. (See official SBE Election Calendar.)

The lottery system to be used by the local election officials is found in State Board of Elections' Rule and Regulations 201.40 and 202.40 on simultaneous filing lotteries (see pages 45 - 47). **Any other lottery or system of impartial random selection used to determine candidate ballot order for simultaneous petition filing must be approved by the State Board of Elections.** For special lottery provisions for school board candidates, grouped together by congressional townships or according to incorporated or unincorporated areas refer to pages 48-56 of this handbook for school officials. [105 ILCS 5/9-11.1, 9-11.2.]

## **CAMPAIGN DISCLOSURE DOCUMENTS**

[10 ILCS 5/9-16, 10-6.1]

At the time of filing, the local election official must provide each candidate with a Notice of Obligation (Form D-5). If the candidate files his petition in person, the local election official must give the notice to the candidate "over the counter" and obtain a receipt. If an agent files the candidate's petition or if the candidate files by mail, the local election official, within two business days of receipt of the candidate's petition, must send the notice to the candidate by first class mail. The notice briefly outlines who is required to file under the campaign disclosure law and the penalties for failure to file. A *Guide for Campaign Disclosure* and the necessary forms are available, upon request, from the State Board of Elections. They can also be downloaded from the State Board of Elections' website at [www.elections.il.gov](http://www.elections.il.gov).

When petitions for a public question are filed with the local election official, it's recommended that the local official provide a Notice of Obligation (Form D-5) to the proponent whose name is indicated on the certificate attached to the petition or to the attorney for the proponents if no name is listed.

## **PETITION OBJECTIONS AND HEARINGS**

**[10 ILCS 5/10-8, 10-9(2), 10-10, 10-10.1]**

Any objections to nominating petitions must be filed with the filing officer (who received the original petitions) within 5 business days following the last day of the petition filing period. Objection petitions that do not include an original and two copies shall not be accepted. The filing officer shall note the day and hour upon the objector's petition, and shall, not later than 12:00 noon on the second business day after receipt of the objector's petition, transmit by registered mail or receipted personal delivery the original nomination petitions and the objections to the chairman of the proper electoral board. A copy of the objection must also be sent by registered mail or receipted personal delivery to the candidate against whose petition was filed.

**NOTE:** The county officers electoral board of a county with a population of less than 3,000,000 is required to hear and pass upon objections to the nominations of candidates for county offices and judicial offices of a district, sub-circuit, or circuit coterminous with or less than a county, for any district offices, for the office of multi-township assessor where candidates for such office are nominated in accordance with this Code, and for all special district offices. For school districts located in more than one county, the objection will be heard by the county officers electoral board in the county where the principal office of the school district is located. [10 ILCS 5/10-9(2)]

**Within 24 hours** after receipt of the objector's petition, the chairman of the electoral board shall **send a call by registered or certified mail**, to each of the members of the electoral board, objector and candidate and shall also cause the sheriff of the county or counties in which such officers and persons reside to serve a copy of such call upon each of the officers and persons. The call shall state the day, hour and place at which the electoral board shall meet. In the case of a County Officers Electoral Board, the hearing shall be held in the county courthouse. The Municipal Officers Electoral Board, The Township Officers Electoral Board and the Education Officers Electoral Board may meet at the location where the governing body of the municipality, township or school or community college district respectively. **The initial meeting** of the electoral board **shall not be less than three nor more than five days after receipt of objector's petitions** by the chairman of the electoral board.

**Within 5 days after the decision of the electoral board**, the candidate or objector aggrieved by the decision of the board may file petition for judicial review with the clerk of the circuit court. **Court hearings are to be held within 30 days after the filing of the petition** and the decision delivered promptly thereafter. If no petition for judicial review is filed **within 5 days after the decision of the electoral board, the electoral board shall transmit a copy of its ruling together with the original certificate of nomination or nomination papers or petitions and the original objector's petitions** to the officers or board with whom they were on file and such officer or board shall abide by and comply with the ruling so made to all intents and purposes.

The following **electoral boards** are designated to hear and pass upon objections to nomination petitions of candidates for political subdivision office:

**1. MUNICIPAL OFFICERS ELECTORAL BOARD [10 ILCS 5/10-9(3)]**

- a. Jurisdiction: Cities, villages and incorporated towns.
- b. Composition: Mayor or president (chairman), the municipal clerk and the councilman, alderman or trustee who has served the greatest number of years as a member of the council or board.

**2. TOWNSHIP OFFICERS ELECTORAL BOARD [10 ILCS 5/10-9(4)]**

- a. Jurisdiction: Townships
- b. Composition: Township supervisor, township clerk, and the township trustee having the longest term of continuous service as township trustee. The township supervisor is the chairman of the electoral board.

**3. COUNTY OFFICERS ELECTORAL BOARD 10 ILCS 5/10-9(2)]**

- a. Jurisdiction: The county officers electoral board of a county with a population of less than 3,000,000 is required to hear and pass upon objections to the nominations of candidates for county offices and judicial offices of a district, sub-circuit, or circuit coterminous with or less than a county, for any district offices, for the office of multi-township assessor where candidates for such office are nominated in accordance with this Code, and for all special district offices. For school districts located in more than one county, the objection will be heard by the county officers electoral board in the county where the principal office of the school district is located.
- b. Composition: County Clerk (Chairman), Clerk of the Circuit Court, and State's Attorney, or their designees. In DuPage and Peoria Counties, the county board of election commissioners shall constitute the County Officers' Electoral Board.

**4. EDUCATION OFFICERS ELECTORAL BOARD [10 ILCS 5/10-9(5)]**

- a. Jurisdiction: Community college districts.
- b. Composition: Presiding officer of the community college board (Chairman), the secretary of the community college board and the eligible elected community college board member who has the longest term of continuous service as a board member.

**5. MUNICIPAL BOARDS OF ELECTION COMMISSIONERS [10 ILCS 5/10-9(6)]**

Where a city, a school district, a community college district, or a special purpose district (e.g., fire protection district, etc.) is located entirely within the jurisdiction of a municipal board of election commissioners, that board shall constitute the electoral board for that political subdivision.

## **FILLING VACANCIES ON ELECTORAL BOARD WHEN MEMBER IS INELIGIBLE**

In the event that a member of the electoral board is a candidate for the office in question, he/she shall not be eligible to serve on that board and the position shall be filled as follows:

Municipal Officers Electoral Board - by the councilman or trustee who has served the second greatest number of years as councilman or trustee. [10 ILCS 5/10-9(6b)]

Township Officers Electoral Board – by the eligible elected town trustee who has had the second longest term of continuous service as trustee. [10 ILCS 5/10-9(6c)]

County Officers Electoral Board - by the county treasurer, and if he/she is ineligible to serve, by the sheriff of the county. [10 ILCS 5/10-9(6a)]

Education Officers Electoral Board - by the eligible elected community college district board member who has the second longest term of continuous service as a board member. [10 ILCS 5/10-9(6d)]

If the chairman of the electoral board is ineligible to act because he or she is a candidate for the office relevant to the objector's petition, then the replacement shall be chairman. In this case, the officer or board with whom the objector's petition is filed, shall transmit the certificate of nomination or nomination papers as the case may be, and the objector's petition to the substitute chairman of the electoral board. [10 ILCS 5/10-9]

When two or more eligible individuals, by reason of their terms of service on a city council or board of trustees, township board of trustees or community college district board, qualify to serve on an electoral board, the one to serve shall be chosen by lot.

Any other vacancies shall be filled by public members appointed by the Chief Judge of the Circuit Court for the county where the electoral board hearing is being held upon notification to the Chief Judge. The Chief Judge shall be so notified by a member of the electoral board or the officer or board with whom the objector's petition was filed. In the event that none of the individuals designated to serve on the electoral boards are eligible, the chairman of the electoral board shall be designated by the Chief Judge. [10 ILCS 5/10-9]

## **WITHDRAWAL FROM CANDIDACY**

[10 ILCS 5/7-12, 5/10-7]

Any candidate (including nonpartisan and independent candidates) who has filed petitions may withdraw his/her candidacy. The withdrawal must be in writing, signed by the candidate, dated and notarized. The written withdrawal must be submitted to the appropriate election official who received the original petitions not later than the date for certification of candidates for the ballot. No name so withdrawn shall be printed upon the ballots under the party appellation or title from which the candidate has withdrawn his name. If such request for withdrawal is received after the date for certification of the candidates for the ballot, then the votes cast for

the withdrawn candidate are invalid and shall not be reported by the election authority. (SBE Form P-25)

If petitions have been filed for one candidate for two or more incompatible offices, the candidate must withdraw from all but one within five business days following the last day of the filing period, or his name shall not be certified for any office.

## **WRITE-IN CANDIDATES**

[10 ILCS 5/7-5(d), 7-59(b); 65 ILCS 5/3.1-25-20]

For the Consolidated Primary and the Consolidated Election, an individual seeking to be a write-in candidate must file a declaration of intent to be a write-in candidate on or before the date of certification, December 29, 2016, which is 61 days prior to the Consolidated Primary and February 2, 2017, which is 61 days prior to the Consolidated Election.

An originally executed declaration must be filed with the proper election authority/authorities in order to have any write-in votes tallied for the candidate. It must also be filed with the proper local election official if such filing would require a primary (if the office sought would be uncontested without the write-in candidate). Forms for the write-in declaration of intent are supplied by the election authority. For those situations in which there may be an uncontested election, see page 19.

To qualify as a candidate for an established party in the Consolidated Election, write-in candidates at the Consolidated Primary Election for that party must receive a number of votes that equals or exceeds the number of signatures required on a petition for that office, but only if the number of candidates whose names appear on the primary ballot is less than the number of persons the party is entitled to nominate or elect to that office at the primary.

[10 ILCS 5/7-59(c)(1)]

The above paragraph does not apply in the following circumstances:

- (a) Number of votes he receives exceeds the number of votes received by at least one of the candidates whose name was printed on the ballot for nomination or election to the same office.
- (b) Number of candidates whose names appear on the ballot equals or exceeds the number of persons the party is entitled to nominate or elect to that office.

[10 ILCS 5/7-59(c)(2)]

# CERTIFICATION OF CANDIDATES

## CONSOLIDATED PRIMARY (if required)

The local election official (municipal clerk or township clerk) certifies to the election authority the names of all candidates and any public questions that have been filed not less than 68 days (December 22, 2016) before the Consolidated Primary. If the primary is partisan, the certification must also indicate the party affiliation of all candidates. The candidates are certified in the order the petitions were filed or as determined by lottery (for simultaneous filings). When a municipality is situated in two or more counties, the certification must be sent to the election authority in each county. (SBE Form G-1) [10 ILCS 5/7-13.1]

Note: In any city under the jurisdiction of a city board of election commissioners, the certification is sent to the board of election commissioners.

Municipalities that elect officers at nonpartisan primary and general elections shall conduct the elections as provided in the Election Code, except that no office for which nomination is uncontested shall be included on the primary ballot and no primary shall be held for that office. **An office is uncontested when not more than 4 persons to be nominated for each office have timely filed valid nominating papers (and/or declarations of intent to be write-in candidates) seeking nomination for the election to that office.**

[65 ILCS 5/3.1-20-45]

The Declaration of Intent to become a write-in must be filed on or before the 61st day (December 29, 2016) before the consolidated primary election. **When one or more but not all of the offices are uncontested, a primary is held for the contested offices only.**

[65 ILCS 5/3.1-20-45]

The names of candidates whose petitions have been held invalid by an electoral board are not certified unless the electoral board decision is reversed by a court pursuant to judicial review. [10 ILCS 5/7-13.1]

## **CONSOLIDATED ELECTION**

### **Certification of established party candidates (after the Primary):**

The local election official (municipal or township clerk), within five days following the canvass and proclamation of the results of the Consolidated Primary, certifies to the election authority the names of all candidates nominated at the Consolidated Primary. In the case of multiple offices (e.g., village or township trustees), the name of each candidate is placed on the Consolidated Election ballot according to the highest number of votes received in the primary. (SBE Form G-1) [10 ILCS 5/7-60.1]

### **Certification of Independent, New Party and Nonpartisan Candidates:**

Not less than 68 days (January 26, 2017\*) before the Consolidated Election, the local election official of each political subdivision participating in the election shall certify the names of all candidates whose nominating petitions have been filed in their offices, in the order so filed (or as determined by lottery for simultaneous filings), to each election authority in whose jurisdiction the political subdivision is located. (SBE Form G-1 and G-1A) Public questions(s) initiated by petition or board resolution must also be certified to the election authority. (SBE Form G-1B)

**\* Township clerks must certify candidates selected by caucus 68 days (January 26, 2017) prior to the Consolidated Election to the election authority [60 ILCS 1/45-20(c)]. However, it is recommended that township clerks use the 68 day deadline for candidates selected by caucus.**

If a political subdivision is located in two or more counties, the certification shall be made to the election authority of each county. If a political subdivision is situated partially within a municipality under the jurisdiction of a municipal board of election commissioners and partially within the county, the certification shall be made to both the board and to the county clerk.

Where a candidate's nominating papers or petitions have been objected to and the objection has been sustained by the electoral board established in Section 10-10, the words "OBJECTION SUSTAINED" shall be placed under the title of the office being sought by the candidate and the name of the aggrieved candidate shall not appear; and where a candidate's nominating papers or petitions have been objected to and the decision of the electoral board established in Section 10-10 is either unknown or known to be in judicial review, the words "Objection Pending" must be placed under the title of the office being sought by the candidate and next to the name of the candidate.

[10 ILCS 5/10-15 (6) (7)]

## **BALLOT PLACEMENT**

### Nomination by Primary (established party):

#### Candidate Names –

Candidates for multiple offices (e.g., village or township trustee) appear on the ballot, according to the number of votes cast at the primary in descending order (i.e., the candidate with the highest number of votes will be first on the ballot).

[10 ILCS 5/7-60.1]

#### Established Party Names --

The order in which each party appears on the Consolidated Election ballot is determined by a public lottery prior to the canvass and proclamation of the results of the primary. The lottery is held in the office of the local election official (municipal clerk or township clerk). The local election official must give three days written notice of the time and place for the lottery. The notice must be sent to each county chairman and each civic organization entitled to pollwatcher credentials at the preceding Consolidated Primary Election. The State Board of Elections recommends that local established political parties also be notified of the lottery. The notice must be posted in a conspicuous, open and public place. (SBE Form M-1)

In cities under the jurisdiction of a city board of election commissioners, the board makes the party placement determination within five days following the canvass and proclamation of the results of the Consolidated Primary. [10 ILCS 5/7-60.1]

### Nomination by Caucus (established party):

#### Candidate Names --

Caucus nominees must be certified and placed on the Consolidated Election ballot in the order they appear on the caucus certificate.

#### Established Party Names --

Determination of party placement on the ballot must be made prior to the certification by a public lottery which is held in the office of the local election official (municipal clerk or township clerk). The procedures for the lottery are the same as those listed for holding a lottery in municipalities or townships having a primary. The order of the party placement is part of the official certification. (SBE Form M-1)

### New Political Parties:

New political parties must be certified in the order in which the petitions were received or as determined by lottery if there is a simultaneous filing in the opening hour or in the last hour of the filing period on the first day. New parties appear on the ballot after established parties. [10 ILCS 5/10-14, 5/10-15]

### Independent Candidates:

Independent candidates must be certified in the order in which the petitions were filed or as determined by lottery if petitions were filed simultaneously by more than one candidate as of the opening hour or in the last hour of the filing period. Independents

are listed on the Consolidated Election ballot after new political parties. If there are no new parties, independent candidates follow established party candidates. [10 ILCS 5/16-3]

Nonpartisan Candidates:

No party name or designation may appear before the listing of nonpartisan candidates. Candidates for nonpartisan offices must be certified in the order the petitions are filed or as determined by lottery in the case of simultaneous filings in the opening hour or in the last hour of the filing period.

## **ADDITIONAL CERTIFICATION REQUIREMENTS**

[10 ILCS 5/7-60.1]

The following information must be included on the certification, if applicable:

1. In partisan elections, the party name or the word “Independent” must be included along with the candidate names. In nonpartisan elections, only the candidates’ names are listed (the word “**nonpartisan**” does not appear);
2. The number of candidates to be nominated or elected should be listed below the name of each office. It shall be printed in small letters with directions to voters: "Vote for one"; "Vote for not more than two"; "Vote for not more than three". If no candidate or candidates file for an office and if no person or persons file a declaration as a write-in candidate for that office, then below the title of that office the election authority instead shall print "No Candidate". [10 ILCS 5/7-19]
3. The terms of the office to be designated on the ballot (e.g. “unexpired two year term”), when a vacancy is to be filled for less than a full term, or when offices of a particular subdivision to be on the ballot at the same election are to be filled for different terms. [10 ILCS 5/7-13.1, 10-15]

### **IMPORTANT:**

The election authority, board of election commissioners, or local election official must issue an amended certification in the following situations:

[10 ILCS 5/7-60.1, 10-15]

1. The original certification is incorrect;
2. An electoral board of judicial review decision has been rendered, and their decision differs from the original certification.

# **VOTE BY MAIL, EARLY, AND GRACE PERIOD**

## **BALLOT REQUESTS**

[10 ILCS 5/4-50, 5/19, 5/19A]

Any qualified elector may request to vote prior to each election, and is no longer required to provide a reason or excuse for why they are voting prior to Election Day. The following is a brief description of the different voting options available, but each one will be explained in greater detail on the pages following this summary.

A vote by mail ballot may be applied for either in person, by mail or electronically on the website of the appropriate election authority (if available), not more than 90 nor less than 5 days prior to the date of such election, or by personal delivery not more than 90 nor less than one day prior to the date of such election. The URL address at which voters may electronically request a vote by mail ballot shall be fixed no later than 90 calendar days before an election and shall not be changed until after the election. Such a ballot shall be delivered to the elector only upon separate application by the elector for each election. [10 ILCS 5/19-2, 19-4]

The election authority shall provide printed slips giving full instructions regarding the manner of marking and returning the ballot in order that it may be counted. Also enclosed with each vote by mail ballot or application shall be written instructions on how voting assistance shall be provided pursuant to Section 17-14 and a document, written and approved by the State Board of Elections, informing the vote by mail voter of the required postage for returning the application and ballot, and enumerating the circumstances under which a person is authorized to vote a vote by mail ballot pursuant to this Article. The vote by mail voter shall make and subscribe to the certifications provided for in the application and on the return envelope for the ballot. After the voter endorses his or her certificate upon the back of the envelope, the envelope shall be mailed in person by such voter, postage prepaid, to the election authority issuing the ballot, or if more convenient, it may be delivered in person by either the voter or by any person authorized by the voter to take the ballot and ballot envelope of a voter for return to the election authority. If the voter authorized a person to deliver the ballot to the election authority, the voter and the person authorized to deliver the ballot shall complete the authorization printed on the exterior envelope supplied by an election authority for the return of the vote by mail ballot. The exterior of the envelope supplied by an election authority for the return of the vote by mail ballot shall include a (completed) authorization.

[10 ILCS 5/19-4, 19-5, 19-6]

***Note: Individual election authorities may accept electronic applications for vote by mail ballots through their websites, if a website is available. This also allows for an electronic signature on the application for a vote by mail ballot. [10 ILCS 5/19-2, 5/19-3, 5/19-4]***

An early ballot may be applied for only by personal appearance and must be voted on the premises of the election authority, except as otherwise provided, and returned to the election authority. The period for early voting by personal appearance begins the 40<sup>th</sup> day preceding a general primary, consolidated primary, consolidated, or general election and extends through the end of the day before Election Day. [10 ILCS 5/19A-5, 19A-10, and 19A-35]

During each general primary and general election, each election authority in a county with a population over 250,000 shall establish at least one permanent polling place for early voting by personal appearance at a location within each of the 3 largest municipalities within its jurisdiction. If any of the 3 largest municipalities is over 80,000, the election authority shall establish at least 2 permanent polling places within the municipality. All population figures shall be determined by the federal census. [10 ILCS 5/19A-10(c)]

During each general primary and general election, each board of election commissioners established under Article 6 of this Code in any city, village, or incorporated town with a population over 100,000 shall establish at least 2 permanent polling places for early voting by personal appearance. All population figures shall be determined by the federal census. [10 ILCS 5/19A-10(d)]

During each general primary and general election, each election authority in a county with a population of over 100,000 but under 250,000 persons shall establish at least one permanent polling place for early voting by personal appearance. The location for early voting may be the election authority's main office or another location designated by the election authority. The election authority may designate additional sites for early voting by personal appearance. All population figures shall be determined by the federal census. [10 ILCS 5/19A-10(e)]

No permanent polling place required by this section shall be located within 1.5 miles from another permanent polling place required by this Section, unless such permanent polling place is within a municipality with a population of 500,000 or more. [10 ILCS 5/19A-10 (f)]

Permanent polling places for early voting must be open beginning the 15<sup>th</sup> day before an election during the hours of 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. on weekdays.

From the 8<sup>th</sup> day preceding the election through the day before the election, permanent polling places established outside of the mandatory population guidelines in 19A-10 must be open:

Weekdays: 8:30 a.m. – 7:00 p.m. or 9:00 a.m. – 7:00 p.m.  
Saturdays: 9:00 a.m. – 12: 00 p.m.  
Holidays: 9:00 a.m. - 12:00 p.m.  
Sundays: 10:00 a.m. - 4:00 p.m.

From the 8<sup>th</sup> day preceding the election through the day before the election, permanent polling places designated by an election authority under subsections(c), (d) and (e) of Section 19A-10 must be open:

Weekdays: 8:30 a.m. – 7:00 p.m. or 9:00 a.m. – 7:00 p.m.  
Saturdays: 9:00 a.m. – 12:00 p.m.  
Sundays: 10:00 a.m. – 4:00 p.m.  
Holidays: Minimum of 8 hours  
Final weekend before election: Total of 14 hours

[10 ILCS 5/19A-15]

During the entire early voting period, permanent polling places designated by an election authority under subsections (c), (d), and (e) or 19A-10 must remain open for a total of at least 8 hours on any holiday. [10 ILCS 5/19A-15(b)]

An election authority may close an early voting polling place if the building in which the polling place is located has been closed by the State or unit of local government in response to a severe weather emergency or other force majeure. The election authority shall notify the State Board of Elections of any closure and shall make reasonable efforts to provide notice to the public of an alternative location for early voting.

The election authority shall publish during the week before the period for early voting and at least once each week during the period for early voting in a newspaper of general circulation in the election authority's jurisdiction.

The schedule must state:

- the location of each permanent and temporary polling place for early voting and the precincts served by each location.
- the dates and hours that early voting will be conducted at each location.

A copy of the schedule must be posted at any office or other location that is to be used as a polling place for early voting. The schedule must be posted continuously for a period beginning not later than the 10<sup>th</sup> day before the first day of the period for early voting by personal appearance and ending on the last day of that period. The election authority must make copies of the schedule available to the public in a reasonable quantity without charge during the period of posting. If the election authority maintains a website, it shall make the schedule available on its website. No additional permanent polling places for early voting may be established after the schedule is published under this Section. Additional temporary locations may be established after the schedule is published, provided that the location is open to all eligible voters. The location, dates, and hours shall be reported to the State Board of Elections and posted on the election authority's website. At least 10 days before the period for early voting begins, each election authority shall provide the State Board of elections with a list of all early voting sites and the hours each site will be open. [10 ILCS 5/19A-5, 19A-10, 19A-15, 19A-25 and 19A-35]

A **grace period ballot** may be applied for from the close of regular registration (27 days before an election) until and including the day of the election. During this grace period, an unregistered qualified elector may register to vote and a registered voter may submit a change of address form, in person in the office of the election authority, at a permanent polling place established under Section 19A-10, at any other early voting site beginning 15 days prior to the election, at a polling place on election day, or at a voter registration location specifically designed for this purpose by the election authority. [10 ILCS 5/4-50, 5-50, 6-100]

# ELECTION ADMINISTRATION

## NOTICE OF ELECTION

[10 ILCS 5/7-15, 7-18, 12-1, 12-4, 12-5, 12-6]

The election authority shall publish the notice of the Consolidated Primary and Consolidated Election. The following are notice requirements for the election of candidates as well as those for referenda.

**At least 60 days** prior to the election, the election authority shall provide public notice, calculated to reach the elderly and handicapped, of the availability of registration and voting aids and of the availability of assistance in marking a ballot and procedures for early voting or voting by mail. (Consolidated Primary deadline: December 30, 2016; Consolidated Election deadline: February 3, 2017) [10 ILCS 7-15, 12-1]

Not more than 30 nor less than 10 days before each election, the election authority shall publish a notice which shall include: [10 ILCS 5/12-4]

1. The time and place of holding the election. [10 ILCS 5/12-1]
2. Hours the polls will be open. (i.e., 6:00 a.m. - 7:00 p.m.) [10 ILCS 5/12-1]
3. Political subdivision offices for which candidates shall be elected. [10 ILCS 5/12-4]
4. List of addresses for precinct polling places (unless this list is separately published by the election authority not less than 10 days before the Consolidated Election) [10 ILCS 5/12-4]
5. The colors for primary ballots for the consolidated primary election (published at least 15 days before primary) [10 ILCS 5/7-18]

Notice shall be published:

1. once in one or more newspapers published in each political subdivision having such election; [10 ILCS 5/12-4]
2. if no such newspaper, then once in a local newspaper having circulation in the subdivision and once in a newspaper published in the county and having general circulation in all political subdivisions holding an election; or [10 ILCS 5/12-4]
3. whenever these notice requirements cannot be complied with because of the absence of any qualified newspaper, it shall be sufficient to post the required notice in five (5) public places in the political subdivision. [10 ILCS 12-6]

## **PUBLIC QUESTION(S) NOTICE**

[10 ILCS 5/12-5]

Notice shall be published by the election authority not more than 30 nor less than 10 days before the regular election at which a public question of a political subdivision is to be submitted. The notice shall be published once in a local community newspaper having general circulation in the political subdivision. The notice shall also be posted at the principal office of the election authority and at least 10 days before the election, the local election official shall post the notice at the principal office of the governmental subdivision, or if there is no principal office, at the building in which the governing body of the governmental subdivision held its first meeting of the calendar year in which the referendum is being held. In addition, the notice shall set forth the public question as it will appear on the ballot and shall include any information required by the statute authorizing the question, such as a description of boundaries for annexation questions.

## **PRECINCTS AND POLLING PLACES**

[10 ILCS 5/11-2, 11-7]

The Election Code provides that the voting precincts established by the county boards and boards of election commissioners shall be the precincts used for all elections. However, the election authority may cluster up to four contiguous precincts which shall constitute a clustered voting zone for the Consolidated Primary and Consolidated Election.

## **JUDGES OF ELECTION**

[10 ILCS 5/7-26, 13-2, 13-6, 14-3.1]

Judges of election selected by the county board are confirmed by the circuit court and certified for two years. The judges are obligated to serve at all regularly scheduled elections during the two-year period.

County boards and boards of election commissioners may select three judges (from the five appointed judges) to serve at the Consolidated Primary or Consolidated Election. Three judges may also be used for emergency referenda and special municipal primaries. Two judges must be affiliated with the first leading political party and one judge must be affiliated with the second leading political party for that precinct.

## **BALLOTS**

[10 ILCS 5/7-16, 7-20, 7-21, 16-3, 16-4.1, 24-11, 24A-6, 24B-18]

The election authority shall prepare and have printed the ballots for the Consolidated Primary and Consolidated Elections. In optical scan jurisdictions, the signature shall be printed on the front of the ballot.

Specimen ballots for the Consolidated Primary are distributed to each political party participating in the primary, to the election judges and to the appropriate local election officials. At least five days prior (February 23, 2017) to the primary, each local election official is required to publish a copy of the specimen ballot for their unit of local government. The specimen ballot must be published in two or more newspapers published within the political subdivision, or, if a newspaper is not published in the political subdivision, in two or more newspapers published in the county and having general circulation in the political subdivision holding the primary. It is not required to publish a specimen ballot for the Consolidated Election; however, specimen ballots must be available for public inspection and distribution at least five days prior to the election. [10 ILCS 5/7-21]

In every county of not more than 500,000 inhabitants, each election authority shall publish, prior to election day, a list of all nominations made for all offices to be voted for at such election, as near as may be in the form in which they shall appear on the general ballot. [10 ILCS 5/16-10]

### **POLLING PLACE PROCEDURES**

Election Day procedures in odd-year elections in the precinct polling places are substantially the same as even-year elections. At the Consolidated Primary and Consolidated Election, the judges of election shall process voters in the same manner now prescribed by law for the General Primary and General Election of even-numbered years.

The *2017 Manual of Instructions for Election Judges* published by the State Board of Elections provides detailed information about proper polling place procedures.

### **POLLWATCHERS** [10 ILCS 5/7-34, 17-23, 18-6]

Pollwatcher credentials shall be issued by and under the facsimile signature of the appropriate election authority or the Illinois State Board of Elections and shall be available for distribution to qualified individuals at least two weeks prior to the election. Pollwatchers must be registered to vote in Illinois, but are no longer required to be registered to vote in the jurisdiction in which they are serving. (Consolidated Primary deadline to have forms available: February 14, 2017; Consolidated Election deadline to have forms available: March 21, 2017)

## CANVASS AND PROCLAMATION

Local Canvassing boards have been abolished as per PA 94-0647 and PA 95-0141. A reference to a local or county canvassing board means (i) for elections in which the political subdivision that is choosing candidates or submitting a public question is located entirely within the jurisdiction of a single election authority, that election authority and (ii) for elections for offices and public questions not listed in Section 22-1 of the Election Code in which the political subdivision that is choosing candidates or submitting a public question is located within the jurisdiction of 2 or more election authorities, the election authority having jurisdiction over the location at which the political subdivision has its principal office. [10 ILCS 5/1-8]

## RECOUNTS AND CONTESTS

### DISCOVERY RECOUNTS

[10 ILCS 5/22-9.1]

Within five days after the last day for proclaiming the results of the election, any losing candidate who received votes equal to 95% of the number of votes received by any successful candidate for the same office may file a petition for a discovery recount with the election authority. Any five electors of the same area within which votes cast for a public question may file a petition for discovery if the losing side of the question would have prevailed had it received an additional number of votes equal to 5% of the total votes cast.

The petition shall ask that ballot applications, voter affidavits, ballots, voting machines, or ballot cards be examined, that automatic tabulating equipment be tested, and that ballots, recorded votes, or ballot cards be counted in specified precincts not exceed 25% of the total number of precincts within the jurisdiction. In jurisdictions having less than four precincts, a discovery recount is permitted in one of the precincts. The petition shall be accompanied by a fee of \$10.00 per precinct.

A three-day written notice to the successful candidate is required prior to the discovery recount. For questions of public policy the notice must inform interested individuals of the time and place of the discovery proceedings. Each candidate affected by the examination has the right to attend the discovery recount proceedings in person or by his representative. In the case of a discovery for a public question, equal numbers of acknowledged proponents and opponents must be allowed to attend. Upon completion of the discovery recount, the election authority shall reseal and secure the ballots for the remainder of the 60-day ballot preservation period.

The election authority conducts the discovery recount. The results of a discovery recount cannot be certified and a discovery recount cannot be used to amend or change the abstract of votes or used to deny the successful candidate his election. A discovery recount does not change the results for candidate elections or questions of public policy and the recount is not a prerequisite for an election contest or prevent an election contest.

## **ELECTION CONTESTS**

[10 ILCS 5/23-20, 23-26]

Within 30 days after the canvassing board proclaims the results of the Consolidated Election for the political subdivision, any losing candidate for office or any qualified voter in that political subdivision may contest the election of the winning candidate by filing a petition with the clerk of the circuit court. [Exception: A contest for the office of alderman is filed and heard by the city council. (65 ILCS 5/3.1-40-10)] The deadline for filing a contest for the Consolidated Primary is 10 days following the proclamation [10 ILCS 5/7-63]. In the City of Chicago, [65 ILCS 20/21-27] the deadline for primary contests of aldermanic races is 5 days after the election. Copies of the petition for contest shall be delivered to each election authority having custody of any ballots involved in the contest.

The circuit court shall hear and determine the election contest. If the court enters judgment in favor of the plaintiff, it shall either declare the plaintiff duly elected or, if evidence of mistake or irregularity in the conduct of the election is so substantial that it is impossible to determine the true results of the election as a whole, it may void the election and order a new election without regard to the consolidated election schedule.

A court hearing an election contest shall grant a petition for recount properly filed where, based on facts alleged in such petition, there appears a reasonable likelihood the recount will change the results of the election.

If a new election is ordered as a result of an election contest, the affected political subdivision pays the cost for conducting the election if such special election is not conducted at the time of a regular election.

## **ELECTION CONTESTS - REFERENDA**

[10 ILCS 5/23 – 24]

In the case of questions of public policy, any five electors of the political subdivision may contest the results within 30 days after the canvass and proclamation of results and the process is done in the same manner as in other cases of contested elections. The political subdivision is the defendant. Process is served against the political subdivision and the proceedings are held before the court.

# VACANCIES

A vacancy in nomination occurs when a candidate nominated for office dies, declines the nomination or, by reason of disability or legal disqualification, could not serve in the office if elected. [10 ILCS 5/7-61, 10-11) (26 Ill. Adm. Code, Chap. 1, Sec. 207.10]

## **VACANCIES IN NOMINATION – ESTABLISHED PARTIES**

After a **partisan** Consolidated Primary, the vacancy in nomination is filled by resolution of the municipal or township central committee of the established political party for which the vacancy exists. If no candidate's name was printed on the ballot for a particular office and if no person was nominated as a write-in candidate for that office, a vacancy in nomination is created and may be filled by the appropriate managing committee.

The managing committee of a local political party established only within the municipality or township is composed of the party officers. The officers are the party's candidates who were nominated at the primary. If no primary was held because every nomination was uncontested, then the remaining candidates are the party officers. [10 ILCS 5/7-61, 7-8(h)]

## **VACANCY ON OR AFTER THE PRIMARY**

Any vacancy in nomination occurring on or after the primary and prior to certification must be filled prior to the date of certification of the Consolidated Election ballot.

## **VACANCY AFTER CERTIFICATION**

Any vacancy in nomination occurring after the date of certification but prior to 15 days before the Consolidated Election must be filled within eight days of the event creating the vacancy. Within three days after the managing committee adopts its resolution to fill the vacancy, a notice of resolution is delivered to the election authority. The name of the person appointed to fill the vacancy will appear on the ballot instead of the name of the original nominee.

## **VACANCY WITHIN 15 DAYS OF ELECTION**

Any vacancy in nomination occurring 15 days or less before the Consolidated Election cannot be filled and the name of the original nominee shall appear on the ballot. If the result of the official canvass shows that the original nominee received the greatest number of votes, that candidate is proclaimed elected and a vacancy in office is created.

## **VACANCIES IN NOMINATION – NEW PARTIES**

Any vacancy in nomination of new political party candidates that occurs prior to the date of certification for the Consolidated Election may be filled by resolution by the party officers prior to the certification date. A vacancy occurring after certification but prior to 15 days before the Consolidated Election may be filled by resolution by the new party officers within eight days after the event creating the vacancy. The party officers are those individuals named in the certificate of officers attached to the petition to create a new political party. If the new political party failed to file a certificate of party organization, vacancies cannot be filled. Any vacancy occurring 15 days or less before the Consolidated Election cannot be filled and the name of the original nominee appears on the ballot. If the results of the official canvass shows that the original nominee received the highest number of votes, that candidate is proclaimed

elected which then creates a vacancy in office. [10 ILCS 5/10-11]

NOTE: Resolutions to fill vacancies in nomination must be sent by U.S. mail or personal delivery to the certifying officer or board within three days of the action by which the vacancy was filled. If the resolution is sent by mail and the postmark on the envelope is dated prior to expiration of the three-day period, the notice of resolution is deemed filed within the three-day limit. Failure to transmit a notice or resolution to the certifying officer or board authorizes the officer or board to certify the original candidate.  
[10 ILCS 5/7-61, 10-11]

A resolution to fill a vacancy in nomination must be notarized and include the name of the original nominee and the office vacated; the date the vacancy occurred; and the name and address of the nominee selected to fill the vacancy and the date of selection. [10 ILCS 5/7-61, 10-11]

### **VACANCIES IN NOMINATION - INDEPENDENT CANDIDATES**

Whenever the name of an independent candidate for an office is withdrawn or declared invalid a vacancy in nomination does not exist and the candidate cannot be replaced on the ballot by another person. [10 ILCS 5/10-7]

## VACANCIES IN OFFICE

[10 ILCS 5/25-2]

A vacancy in office occurs whenever a person cannot complete his/her term of office. We advise seeking the advice of your attorney, or the state's attorney of your county for direction as to filling vacancies in office. The information on the next few pages provides general information only for the filling of vacancies in certain offices.

Vacancies can occur for any of the following reasons:

1. The death of the incumbent.
2. His or her resignation in writing filed with the Secretary or Clerk of the Board.
3. His or her becoming a person under legal disability.
4. His or her ceasing to be an inhabitant of the district for which he or she was elected.
5. His or her conviction of an infamous crime, or of any offense involving a violation of official oath.
6. His or her removal from office.
7. His or her refusal or neglect to take his or her oath of office, or to give or renew his or her official bond, or to deposit or file such oath or bond within the time prescribed by law.
8. The decision of a competent tribunal declaring his or her election void.

No elective office except as herein otherwise provided becomes vacant until the successor of the incumbent of such office has been appointed or elected and qualifies for the office.

## **MUNICIPAL OFFICE VACANCIES**

[65 ILCS 5/3.1-10-50]

When a vacancy occurs in an elective municipal office with at least 28 months remaining in a four-year term, and the vacancy occurs at least 130 days before the next Consolidated Election, the vacancy is filled for the remainder of the term at that Consolidated Election. Until that Election, the vacancy is filled by interim appointment (exception: City Clerk and Treasurer, and officers in the Managerial form of government). If the vacancy occurs with less than 28 months remaining in the term, the appointee serves the remainder of the unexpired term.

For the office of **mayor**, the city council shall elect one of their members acting mayor. The appointee serves as acting mayor and council member. (Exception: Commission or Managerial form of government)

For the office of **village president**, the village board of trustees appoints one of the village trustees acting president until the Consolidated Election. For villages of less than 5,000 population, such appointment may be filled by any other qualified village resident if all members of the Board of Trustees either decline the appointment or are not approved for the appointment by a majority vote of the trustees presently holding office. The appointee serves as acting president and trustee.

A vacancy in the office of **city clerk** or **treasurer** is filled by the mayor with the advice and consent of the city council. The person so appointed shall hold office for the unexpired term of the officer elected, regardless of the amount of time left in the term. [65 ILCS 5/3.1-20-5]

If the vacancy is in any other elective office, the mayor or president shall appoint a qualified person to the office subject to the advice and consent of the city council or trustees until the next Consolidated Election. [65 ILCS 5/3.1-10-50]

When a vacancy occurs in an office that has a two-year term, the vacancy is filled by appointment for the remainder of the term. [65 ILCS 5/3.1-10-50]

The election of an acting mayor or acting president does not create a vacancy in the original office of the person on the city council or as a trustee, as the case may be, unless the person resigns from the original office following election as acting mayor or acting president.

[65 ILCS 5/3.1-10-50(d)]

### **Commission Form of Municipal Government**

If a vacancy occurs in the office of mayor or commissioner, the remaining members of the council, within 30 days after the vacancy occurs, shall appoint a person to fill the vacancy for the balance of the unexpired term or until the vacancy is filled by interim election and until the successor is elected and qualified. [65 ILCS 5/3.1-10-50, 4-3-4]

### **Managerial Form of Municipal Government**

If a vacancy occurs in the office of mayor or councilman, the remaining members of the council, within 60 days after the vacancy occurs, shall fill the vacancy by appointment of some person to the office for the balance of the unexpired term or until the vacancy is filled by interim election and until the successor is elected and has qualified.

[65 ILCS 5/3.1-10-50, 5-2-12(g)]

Whenever a vacancy in the office of a trustee in any village, whether incorporated under a general or a special Act, occurs during his or her term, the vacancy shall be filled for the remainder of the term as provided in 65 ILCS 5/3.1-10-50. During the period from the time that the vacancy occurs until a trustee is elected under this Section and has qualified, the vacancy may be filled by the appointment of a trustee by the president with the advice and consent of the remaining trustees. An appointment to fill a vacancy shall be made within 60 days after the vacancy occurs. [65 ILCS 5/5-2-12(g)]

### **TOWNSHIP OFFICE VACANCIES**

When a vacancy occurs in any township office (except township or multi-township assessor) the township board shall fill the vacancy by appointment, and the person so appointed shall hold their respective offices for the remainder of the unexpired term. If a vacancy on the township board is not filled within 60 days, then a special township meeting must be called under 60 ILCS 1/35-5 to select a replacement. The electors at the special township meeting may select a qualified person to fill the vacancy and to serve until the expiration of that term. At the meeting the electors may select the replacement officer by voice vote, and the person receiving the greatest number of votes shall be declared to be elected as the officer. Any person appointed to fill a vacancy shall be a member of the same political party as the person vacating the office. [60 ILCS 1/60-5(a)(b), 1/35-35]

#### **Township or Multi-township Assessor**

When any township or multi-township assessment district fails to elect an assessor or when a vacancy occurs, the township or multi-township board of trustees shall fill the vacancy in the township or multi-township assessment district by appointing a person qualified as required by 35 ILCS 200/2-45 or as revised by the Department of Revenue under 35 ILCS 200/2-52. A person appointed to fill a vacancy must be a member of the same political party as the person vacating the office. In the alternative, a township or multi-township assessment district shall contract with a person qualified under Section 2-45 or as revised by the Department of Revenue under Section 2-52 to do the assessing at a cost no greater than the maximum salary authorized for that township or multi-township assessment district under Section 2-70. [35 ILCS 200/2-45, 2-52, 2-60]

#### **Highway Commissioner and Clerk - Counties under Township Organization**

In counties under township organization the provisions of law applicable to resignations from township offices and filling vacancies shall apply to highway offices in townships not consolidated into township road districts in the same manner as other township officers.

[605 ILCS 5/6-120]

**Highway Commissioner and Clerk - Counties not under Township Organization**

When a vacancy occurs in road district offices, the presiding officer of the county board, with the advice and consent of the county board, shall fill the vacancy by certificate under the signature and seal of the county clerk; and the person so appointed shall hold their respective offices until the next regular election, and until their successors are elected and qualified. [605 ILCS 5/6-121]

**Highway Commissioner and Clerk - Consolidated District**

Any vacancy of highway commissioner or clerk shall be filled for the balance of the unexpired term by appointment by a majority of the members of the highway board of auditors. [605 ILCS 5/6-122]

**Highway Board of Auditors - Consolidated Township Road District**

Any vacancy in the office of highway board of auditors shall be filled by the highway board of auditors. [605 ILCS 5/6-123]

**PARK DISTRICT OFFICE VACANCIES**

For the office of park commissioner, the vacancy is filled by appointment by the remaining members of the park board. The appointed person holds office until the next Consolidated Election. At that time, a commissioner will be elected to fill the unexpired term subject to the following conditions [70 ILCS 1205/2-25]:

1. If less than 28 months remain in the term, the appointment is for the balance of the unexpired term;
2. If more than 28 months remain in the term, but there are less than 123 days before the next Consolidated Election, the appointed individual holds office until the second Consolidated Election following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term.

**PUBLIC LIBRARY AND MUNICIPAL OR TOWNSHIP LIBRARY OFFICE VACANCIES**

For the office of Library Trustee, the vacancy is filled by appointment by the remaining trustees until the next Consolidated Election. At that time a trustee is elected for the remainder of the term. If the vacancy occurs with less than 28 months remaining in the term and with less than 88 days before the next Consolidated Election, the appointment is for the balance of the term. [75 ILCS 5/4-4, 16/30-25]

**SCHOOL OFFICE VACANCIES UNDER ARTICLE 33 OF THE SCHOOL CODE**

For the office of school board member, the vacancy is filled by appointment by the school board until the next Consolidated Election. [105 ILCS 5/33-1]

## **SCHOOL DISTRICTS, TOWNSHIP LAND COMMISSIONERS, TOWNSHIP SCHOOL TRUSTEES, AND COMMUNITY COLLEGE DISTRICT VACANCIES**

Whenever a vacancy occurs in the office of **School District** and **Township Land Commissioner**, the remaining members shall notify the regional superintendent of that vacancy within five (5) days after its occurrence and shall proceed to fill the vacancy until the next regular school election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or if the vacancy occurs less than 88 days before the next regularly scheduled election, the person appointed shall serve the remainder of the unexpired term.

If the board fails to act within 45 days after the vacancy occurs, the appropriate regional superintendent of schools shall, within 30 days, fill the vacancy. The successor shall have the same type of residential qualifications as his or her predecessor and if the residential requirements contained in section 10-10.5, 11E-35 or 12-2, of the School Code apply, the successor, whether elected or appointed by the remaining members or a regional superintendent, shall be an inhabitant of the particular area from which his or her predecessor was elected. [105 ILCS 5/10-10]

A vacancy in the office of **Township School Trustee** shall be filled by the remaining trustees until the next regularly scheduled election at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 28 months remaining in the term, or if less than 88 days before the regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term. If the trustees fail to act within 30 days after the vacancy occurs, the appropriate regional superintendent of schools shall, within 15 days, fill the vacancy. The appointee shall have the same residential qualifications as the trustee who vacated the office. [105 ILCS 5/5-14]

A vacancy in the office of **Community College Trustee** shall be filled by the remaining trustees until the next regularly scheduled election. However, if the vacancy occurs with less than four months remaining before the next scheduled election, and the term of office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding election. If the term of office of the board member vacating the position is scheduled to expire at the upcoming election, the appointed member shall serve only until a successor is elected and qualified at that election. If the remaining trustees fail to act within 60 days after the vacancy occurs, the chairman of the State Board of Education shall fill that vacancy until the next regular election for board members. [110 ILCS 805/3-7]

## **FIRE PROTECTION DISTRICT VACANCIES**

Whenever a vacancy in the board of trustees occurs, the vacancy is filled by the board of trustees within 60 days after the vacancy occurs. If the vacancy is in a 3-member, 5-member, or 7-member appointed board, the vacancy is filled by the appropriate appointing authority, and if the vacancy is in an elected board, by the elected board within 60 days after the vacancy occurs. [70 ILCS 705/5]

### **FOX WATERWAY AGENCY VACANCIES**

Vacancies in the office of director or chairman shall be filled by the remaining members of the board, who shall appoint to fill the vacated office for the remainder of the term of such office. Such individual must be eligible for election to such office. However, if a vacancy occurs in the office of chairman or director with at least 28 months remaining in the term of such office, the office shall be filled for the remainder of the term at the next Consolidated Election. Until the office is filled by election, the remaining members of the board shall appoint a qualified person to the office. [615 ILCS 90/5]

### **FOREST PRESERVE DISTRICT VACANCIES**

Whenever a vacancy occurs in the office of commissioner, the vacancy shall be filled within 60 days by appointment of the president of the board of commissioners, with the advice and consent of the other commissioners. The appointee shall serve the remainder of the unexpired term. However, if more than 28 months remain in the term, the appointment shall be until the next Consolidated Election, at which time the vacated office of commissioner shall be filled by election for the remainder of the term.

If a vacancy occurs in the office of president of the board of commissioners, the remaining commissioners shall elect one of their number to serve as president for the balance of the unexpired term. [70 ILCS 805/3.5]

## **PUBLIC QUESTIONS (Referenda)**

[10 ILCS 5/28-1]

Article 28 of the Election Code shall govern the procedures for the initiation and submission of public questions at all regular elections and emergency referendum. These include: questions initiated by ordinance or resolution of a political subdivision's governing body, questions initiated by petition, advisory and legally binding questions.

### **QUESTIONS HAVING LEGAL EFFECT**

[10 ILCS 5/28-1]

Legally binding public questions are those authorized by a political subdivision statute (e.g., School Code, etc.) or another statute (e.g., Revenue Act, etc.). The following petition requirements specified in such statute shall govern in addition to the general petition requirements (e.g., uniform sized sheets consecutively numbered and securely bound, circulator's affidavit, etc.) of the Illinois Compiled Statutes:

- a. Number of petition signatures required;
- b. Qualifications (other than voter registration) of persons entitled to sign petition;
- c. Place of filing the petition;
- d. Form of the question to be submitted;
- e. Contents of the petition (e.g., description of boundaries or affected territorial area in the case of annexations or liquor issues).

Where a political subdivision or other statute so provides, public questions of a legally binding effect may be initiated by ordinance or resolution adopted by the political subdivision's governing body. Furthermore, there may be restrictions set forth in the statute governing the referenda that limit the public question to submission at a particular election. No public question shall be submitted to the voters of a political subdivision at any regularly scheduled election at which such voters are not scheduled to vote for candidates for nomination or for election to public office.

### **ADVISORY QUESTIONS**

[10 ILCS 5/28-1, 28-6(a)]

In the case of advisory public questions, the general petition requirements of the Election Code shall govern. Upon a written petition signed by 8% of the total votes cast for candidates for Governor in the preceding gubernatorial election cast by the registered voters of the municipality, township, county, or school district in the last regular election conducted in the municipality, township, county, or school district, it shall be the duty of the proper election officers to submit any question of public policy so petitioned for, to the electors of such political subdivision at any regular election named in the petition at which an election is scheduled to be held throughout such political subdivision under Article 2A of the Election

Code.

NOTE: Advisory questions of public policy can be initiated by resolution in municipalities, townships, counties and park districts.  
[65 ILCS 5/3.1-40-60; 60 ILCS 1/80-80; 55 ILCS 5/5-1005.5; 70 ILCS 1205/8-30]

NOTE: For municipalities and school districts, it is often not possible to calculate the exact minimum signature requirement for petitions to initiate an advisory question of public policy under 10 ILCS 5/28-6.

## **PETITION FILING TIMEFRAMES**

[10 ILCS 5/28-2]

Petitions for the submission of public questions to referendum- Must be filed with the appropriate officer or board not less than 92 days prior to a regular election to be eligible for submission on the ballot at such election.

Petitions for the submission of a question under Section 18-120 of the Property Tax Code- Must be filed with the appropriate officer or board no more than 10 months nor less than 6 months prior to the election at which such question is to be submitted to the voters.

Petitions for the submission of public question to referendum which proposes the creation or formation of a political subdivision- Must be filed with the appropriate officer or board not less than 122 days prior to a regular election to be eligible for submission on the ballot at such election.

Resolutions or ordinances of governing boards of political subdivisions which initiate the submission of public questions pursuant to law must be adopted not less than 79 days before a regularly scheduled election to be eligible for submission on the ballot at such election.

Unless a particular statute authorizing a public question specifies the regular election at which such question shall be submitted, the petition, resolution, or ordinance initiating such question may specify the regular election for its submission, and the question shall be limited to that election. However, no petition, resolution, or ordinance initiating a public question of a political subdivision may specify an election more than one year after the date on which it was filed or adopted. If the petition, resolution, or ordinance does not specify a regular election for submission, such question shall be certified for and submitted at the forthcoming election occurring not less than 92 days (for petitions) after its filing or 79 days (for resolution or ordinance) after its adoption. It is recommended that the local election official provide a Notice of Obligation (Form D-5) as provided under the Campaign Financing Act to the proponent whose name is indicated on the certificate attached to the petition or to the attorney for the proponents (if known) when no name is listed.

## **"BACK - DOOR" REFERENDA**

[10 ILCS 5/28-1, 28-2]

When a "back-door" referendum (i.e., question of acceptance or rejection of prior official action of a governing body submitted to the voters of a political subdivision) is permitted by a political subdivision statute, any time restrictions in another statute on the filing of the "back-door" petition shall be in addition to the filing deadlines specified above, for public question petitions. A back door referendum must appear on the ballot at an election no more than 15 months after the petition initiating the question is filed. Section 28-2 provides that the Secretary or Clerk of the political subdivision shall provide petition forms, signature requirements and filing deadlines for "back-door" referenda. The legal sufficiency of that form, if provided by the secretary or clerk of the political subdivision, cannot be the basis of a challenge to placing the back door referendum on the ballot.

EXAMPLE: If the statute provides that a "back-door" petition may be filed within 30 days after the publication of a local ordinance, such petition must still be filed not less than 79 days before the next regular election to be eligible for submission at that election. [10 ILCS 5/28-2(c)(e)]

## **CERTIFICATION OF PUBLIC QUESTIONS**

[10 ILCS 5/28-1, 28-5]

Not less than 68 days before a regular election, each local election official shall certify the public question initiated by petition, resolution or ordinance of the local governing body to the proper election authorities for submission to the voters of the political subdivision at that election. The certification shall include the form of question for placement on the ballot and the date on which the question was initiated, either by petition, resolution, ordinance or court order. Additionally, the certification for annexation to, disconnection from, or formation of political subdivisions shall include a description of the affected territory whenever such territory is not coterminous with an existing political subdivision.

Notwithstanding the method of initiation, not more than 3 public questions per political subdivision [other than (a) back-door referenda; (b) referenda to determine whether a disconnection may take place where a city is coterminous with a township is proposing to annex territory from an adjacent township; or (c) referenda held under the provisions of the Property Tax Extension Limitation Act] may be on the ballot in a political subdivision at the same election. If more than 3 questions are validly initiated by petition, resolution, or ordinance (or combination thereof), or more than 3 questions are certified by a local election official to the proper election authorities, the first three questions filed shall be certified and submitted to the voters for the upcoming election. Whenever the 3-question limitation prevents the certification and submission of a question at an election, the local election official in receipt of the initiating petition, resolution or ordinance or the election authority in receipt of the certification shall give notice of such limitation by registered mail as follows:

1. In the case of a petition, to the person designated on the attached certificate as the proponent or attorney for the proponents;

2. In the case of a certification from a local election official, the election authority shall give notice to the election official who shall notify the proponent or the local governing body, as the case may be;
3. In the case of a certification from a circuit court clerk pursuant to court order, the election authority shall notify the court, which shall give notice to the individuals cited in #1.

**IMPORTANT: When certifying a public question, the local election official must make certain that the question reads exactly as shown on the petition, resolution, ordinance, or court-order. It is recommended to proofread the question carefully. (SBE Form G-1B)**

## **OBJECTIONS TO PUBLIC QUESTION PETITIONS**

[10 ILCS 5/28-4]

1. For objections to petitions filed with local election officials:

Objections to a public question petition may be filed with the local election official with whom the petition was filed within 5 business days of the last day for petition filing. The provisions of 10 ILCS 5/10-8 through 10-10.1 relating to objections to nominating petitions, electoral board hearings on objections and judicial review shall be applicable to petitions for public questions of a political subdivision.

2. For objections to petitions filed with Circuit Court:

Objections shall be presented to the court prior to the date established for the hearing. Unless otherwise provided in the statute authorizing the public questions, the court shall:

- a. set a hearing on the objection petition;
- b. cause publication of notice of the hearing as soon as possible after the filing of the petition, but not more than 14 days after the filing of the petition for referendum and not less than 5 days before the date set for hearings, in a local newspaper published in the political subdivision, or if none, in a general circulation newspaper published in the county;
- c. insofar as practicable, conduct such hearing in the manner provided by Article 10 for electoral board objection hearings; and
- d. enter a final order not less than 7 days after the initial hearing.

## **CONTESTING REFERENDA ELECTIONS**

10 ILCS 5/23-24 shall govern the procedures for contesting a referendum election.

# **SIMULTANEOUS FILINGS – LOTTERY PROCEDURES**

## **STATE BOARD OF ELECTIONS - RULES AND REGULATIONS**

**(As codified under the Illinois Administrative Procedures Act)**

[10 ILCS 5/7-12(6); 8-9(2); 10-6.2, 105 ILCS 5/9-11.1]

### **Section 201.40 Simultaneous Filings for the Same Office**

Simultaneous filings of candidate nominating petitions for the same office occur at 8:00 a.m., or the opening hour, on the first day of filing (including the first mail delivery or pickup on the first day of filing), or within the last hour of the filing deadline. The lottery system to be used by the State Board of Elections, the election authority, or the local election official to break ties resulting from such simultaneous filings must be approved by the State Board of Elections. The following system has been so approved:

- a) The names of all candidates who filed simultaneously for the same office shall be listed alphabetically and shall be numbered consecutively commencing with the number one which shall be assigned to the candidate whose name is listed first on the alphabetical list; provided, however, that candidates filing a group petition for the same office shall be treated as one in the alphabetical listing using the name of the first candidate for such office to appear on the petitions as the name to be included in the alphabetical list. For example, if five candidates by the name of Downs, Brown, Edwards, Cook and Adams have filed simultaneously, they will be arranged alphabetically and assigned numbers as follows: Adams, one; Brown, two; Cook, three; Downs, four; and Edwards, five. However, if Cook and Adams filed a group petition and Cook's name appeared first on the petition, then the candidates would be arranged as follows: Brown, one; Cook and Adams, two; Downs, three; and Edwards, four.
- b) All ties will be broken by a single drawing. A number shall be placed in a container representing each number assigned to each candidate and group of candidates pursuant to the alphabetical listing procedures set forth in paragraph a) above. For example, if the largest number to be used for any office is five, then numbers one, two, three, four and five will be placed in a container. In this manner, sufficient numbers will be placed in the container to conduct a drawing for all offices at the same time.
- c) After the numbers are placed in the container they shall be drawn one at a time from the container after they have been thoroughly shaken and mixed. The candidate or group of candidates in the position on an alphabetical list corresponding to the first number drawn shall be certified ahead of the other candidates listed on the alphabetical list. The candidate or group of candidates in the position on the alphabetical list corresponding to the second number drawn will be certified second and so forth until all numbers have been drawn. For example, where no group petitions were filed, if candidates Adams, Brown, Cook, Downs, and Edwards filed simultaneously at 8:00 a.m. on the first day of filing, and the number three is first drawn, then candidate Cook, who is listed in the third position on the alphabetical list, shall be certified first on the ballot. If the number one is drawn second, then candidate Adams, who is listed in first position on the alphabetical list, shall be certified second on the ballot....and so on. For offices where group petitions were filed, using the example set forth above where candidates Cook and Adams file a group petition for the same office, and Cook's name appears first on the petition, and number three is drawn first, then candidate Downs would be listed first. If the number two is drawn second, then candidates Cook and Adams

would be certified second and third, respectively. If the number four is drawn third, then candidate Edwards would be certified fourth....and so on. In districts with fewer names on the alphabetical list than are in the drawing, then all numbers in excess of the number of candidates or group of candidates that appear on the particular alphabetical list shall be disregarded. Thus, if five numbers are placed in the container, and only four candidates or groups of candidates are on a particular list, then the number five shall be disregarded. For example, if candidates Adams and Cook, filing separate petitions, are the only candidates listed on the alphabetical list and five numbers are chosen in the following order: 3, 5, 4, 2 and 1, then candidate Cook's name will appear in the certification prior to the name of candidate Adams.

- d) All candidates shall be certified in the order in which petitions have been filed with the State Board of Elections, election authority or the local election official. In cases where candidates have filed simultaneously (whether during either the first day or last hour of filing), they shall be certified in the order determined by the lottery procedure outlined above.  
Exception: Some situations may exist where the law requires ballot order rotation on a district by district basis.

(Source: Amended at 5 Ill. Reg. 14140, effective December 4, 1981)

### **Section 202.40 Simultaneous Filings for the Same Office - New Parties**

[10 ILCS 5/7-12(6), 8-9(2), 10-6.2]

Simultaneous filings of new political party petitions of candidates occur at 8:00 a.m. on the first day of filing (including the first mail delivery or pickup on the first day of filing), or within the last hour of the filing deadline. The lottery system to be used by the State Board of Elections, the election authority, or the local election official to break ties resulting from such simultaneous filings must be approved by the State Board of Elections. The following system has been so approved:

- a) New political party petitions received shall be classified according to the political subdivision to which they relate. Within each classification, petitions filed simultaneously shall be numbered consecutively commencing with the number one;
- b) All ties in new political party filings shall be broken by a single drawing. A number shall be placed in a container representing each number assigned to the new political party petitions.

For example, if five petitions are filed simultaneously, then five numbers, one, two, three, four and five shall be placed in the container;

- c) After the numbers are placed in the container, they shall be drawn one at a time from the container after being thoroughly shaken and mixed. The new political party petition corresponding to the first number drawn shall be certified first and so forth until all numbers are drawn;
- d) All new political parties shall be certified after the established political parties in the order in which petitions have been filed or with regard to simultaneous filings, in the order determined by the lottery procedure above outlined.

(Source: Amended at 5 Ill. Reg. 14144, effective December 4, 1981)

# **School and Community College Candidate Ballot Placement Lottery Procedures**

The provisions apply to both school districts and community college districts.

This section was prepared to assist school and community college election officials with the administration of the election process. However, this section is not intended to be used as a substitute for the relevant statutes, the Illinois Constitution, or applicable case law. Questions regarding the interpretation of information contained in the handbook, or any particular section of the Illinois Election Code or any other statute should be referred to competent legal counsel.

## CANDIDATE BALLOT PLACEMENT

**Community unit school districts formed prior to January 1, 1975 under mandatory board representation may initiate a referendum by resolution order or by petition to elect board of education members at large from the district without restrictions.**  
[105 ILCS 5/10-10.5]

### Ballot Order

For all school districts electing candidates to a board of education in a manner other than at-large, candidates who file nominating petitions for an unexpired term shall be grouped together by area of residence as follows:

- (1) by congressional townships, or
- (2) according to incorporated or unincorporated areas.

Note: In school districts that elect their board members according to area of residence, the winner(s) of the unexpired term(s) shall be determined first and independently of those running for full terms.

For all school districts electing candidates to a board of education in a manner other than at-large, candidates who file nominating petitions for a full term shall be grouped together by area of residence as follows:

- (1) by congressional townships, or
- (2) according to incorporated or unincorporated areas.

Candidate groupings by area of residence for unexpired terms shall precede the candidate groupings by area of residence for full terms. The ballot order of each candidate grouping shall be determined by the order of petition filing or lottery. [105 ILCS 5/9-11.2]

The area of residence of the candidate determined to be first by order of petition filing or by lottery shall be listed first among the candidate groupings on the ballot. All other candidates from the same area of residence will follow according to order of petition filing or the lottery. The area of residence of the candidate determined to be second by the order of petition filing or the lottery shall be listed second among the candidate groupings on the ballot. All other candidates from the same area of residence will follow according to the order of petition filing or the lottery. The ballot order of additional candidate groupings by area of residence shall be established in like manner. [105 ILCS 5/9-11.2]

"Area of Residence" means congressional township, incorporated, and unincorporated territories.  
[105 ILCS 5/9-11.2]

## Simultaneous Petition Filing - Lottery Procedures

[10 ILCS 5/7-12(6), 8-9(2), 10-6.2, 105 ILCS 5/9-11.1]

Suggested Lottery Procedures for School Board Candidates Grouped Together by Congressional Township:

Simultaneous filings of candidate nominating petitions for the same office occur at 8:00 a.m., or the opening hour, on the first day of filing (including the first mail delivery or pickup on the first day of filing), or within the last hour of the filing deadline. The lottery system to be used by the State Board of Elections, the election authority, or the local election official to break ties resulting from such simultaneous filings must be approved by the State Board of Elections.

The following example is a school district where membership on the Board of Education is restricted to a maximum of three members from any one congressional township.

In this example, we have 10 candidates who have filed simultaneously, all for a full 4-year term;

- 5 from Township 42 - N, Range 8E
- 3 from Township 43 - N, Range 8E
- 2 from Township 42 - N, Range 6E

Candidate groupings by area of residence **for unexpired terms** shall precede the candidate groupings by area of residence for **full terms** on the ballot. Separate lottery procedures for an unexpired term are conducted in the same manner as for full term.

The candidate filing first or the first candidate determined by lottery will determine the first candidate grouping on the ballot. All other candidates from the same area of residence will follow according to order of petition filing or the lottery.

The candidate filing second or the second candidate determined by the lottery will determine the second candidate grouping on the ballot. All other candidates from the same area of residence will follow according to the order of petition filing or the lottery.

The ballot order of additional candidate groupings by area of residence shall be established in like manner.

Lottery procedures are as follows:

- a. The names of all 10 candidates who filed simultaneously shall be listed alphabetically and shall be numbered consecutively commencing with the number one, which shall be assigned to the candidate whose name is listed first on the alphabetical list.
- b. A number shall be placed in a container representing each number assigned to each candidate, pursuant to the alphabetical listing. In this example, numbers 1 through 10 shall be placed in the container.
- c. The numbers shall be drawn one at a time from the container. The candidate in the position on the alphabetical list corresponding to the first number drawn shall be certified first, and the candidate drawn second shall be certified second, and so on.

## LIST OF CANDIDATES

FILING AS OF 8:00 a.m., December 12, 2016

Larry Freeman Township 42 N Range 8E	12/12/16	8:00 a.m.
David Clute Township 43 N Range 8E	12/12/16	8:00 a.m.
Jim Allen Township 42 N Range 6E	12/12/16	8:00 a.m.
Dan Smith Township 42 N Range 8E	12/12/16	8:00 a.m.
John Gates Township 43 N Range 8E	12/12/16	8:00 a.m.
Allan Demien Township 42 N Range 8E	12/12/16	8:00 a.m.
Mary Randall Township 43 N Range 8E	12/12/16	8:00 a.m.
Doug Irving Township 42 N Range 6E	12/12/16	8:00 a.m.
Janet Bonkoski Township 42 N Range 8E	12/12/16	8:00 a.m.
Linda Glenn Township 42 N Range 8E	12/12/16	8:00 a.m.

## LIST OF CANDIDATES

**FILING AS OF 8:00 a.m., December 12, 2016**  
**(and including the first delivery or mail pickup on the first day of filing)**

<b>ASSIGNED NUMBER</b>	<b>CANDIDATE</b>	<b>AREA OF RESIDENCE</b>
1	Jim Allen	Township 42 N Range 6E
2	Janet Bonkoski	Township 42 N Range 8E
3	David Clute	Township 43 N Range 8E
4	Allan Demien	Township 42 N Range 8E
5	Larry Freeman	Township 42 N Range 8E
6	John Gates	Township 43 N Range 8E
7	Linda Glenn	Township 42 N Range 8E
8	Doug Irving	Township 42 N Range 6E
9	Mary Randall	Township 43 N Range 8E
10	Dan Smith	Township 42 N Range 8E

## LIST OF CANDIDATES

### OTHER FILINGS ON **December 12, 2016**

Per P.A. 97-1044 (Effective January 1, 2013) and P.A 98-115 (Effective July 29, 2013), 2 or more petitions filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day) shall be deemed filed simultaneously and are included in the lottery drawing to determine the final ballot position. [10 ILCS 5/7-12(6), 8-9(2), 10-6.2]

Lester Jacobs Township 43 N Range 8E	12/12/16	11:45 a.m.
Carol Smith Township 43 N Range 8E	12/12/16	4:16 p.m.
John Jones Township 42 N Range 6 E	1/17/05 12/12/16	4:59 p.m.

## LIST OF CANDIDATES

**FILING AS OF 8:00 a.m., December 12, 2016  
(and including the first delivery or mail pickup on the first day of filing)**

<b>ASSIGNED NUMBER</b>	<b>CANDIDATE</b>	<b>AREA OF RESIDENCE</b>
1	Jim Allen	Township 42 N Range 6E
2	Janet Bonkoski	Township 42 N Range 8E
3	David Clute	Township 43 N Range 8E
4	Allan Demien	Township 42 N Range 8E
5	Larry Freeman	Township 42 N Range 8E
6	John Gates	Township 43 N Range 8E
7	Linda Glenn	Township 42 N Range 8E
8	Doug Irving	Township 42 N Range 6E
9	Mary Randall	Township 43 N Range 8E
10	Dan Smith	Township 42 N Range 8E

The results of the lottery are as follows:

The numbers in the container were drawn in this order:

1, 4, 9, 2, 6, 3, 5, 7, 10, and 8.

## **CERTIFICATE OF BALLOT**

- Township 42 N Range 6E -

Jim Allen  
Doug Irving  
John Jones

- Township 42 N Range 8E -

Allan Demien  
Janet Bonkoski  
Larry Freeman  
Linda Glenn  
Dan Smith

- Township 43 N Range 8E -

Mary Randall  
John Gates  
David Clute  
Lester Jacobs  
Carol Smith

Remember that not only the candidate, but the candidate's area of residence is to be determined by lottery and all candidates from the same area must be grouped together on the ballot.

The first assigned number drawn in the lottery was number one candidate, Jim Allen, from 42 - N, Range 6E; therefore, all other candidates from 42 - N, Range 6E must be placed in the first group on the ballot following Jim Allen.

The second assigned number drawn in the lottery was number four candidate, Allan Demien, from 42 - N, Range 8E; therefore, all other candidates from 42 - N, Range 8E must be placed in the second group on the ballot following Allan Demien.

The third assigned number drawn in the lottery was number nine candidate, Mary Randall, from 43 - N, Range 8E; therefore, all other candidates from 43 - N, Range 8E must be placed in the third group on the ballot following Mary Randall.

The fourth assigned number drawn was number two candidate, Janet Bonkowski, from 42 - N, Range 8E, who will follow candidate Allan Demien, who was drawn first from the same township.

The fifth assigned number drawn was number six candidate, John Gates, from 43 - N, Range 8E, who will follow candidate Mary Randall, who was drawn first from the same township.

The sixth number drawn was number three candidate, David Clute, 43 - N, Range 8E, who will follow candidate John Gates from the same township.

The seventh assigned number drawn was number five candidate, Larry Freeman, 42 - N, Range 8E, who will follow candidate Janet Bonkoski from the same township.

The eighth assigned number drawn was number seven candidate, Linda Glenn, 42 - N, Range 8E, who will follow Larry Freeman from the same township.

The ninth assigned number drawn was number ten candidate, Dan Smith, 42 - N, Range 8E, who will follow Linda Glenn from the same township.

The tenth assigned number drawn was number eight candidate, Doug Irving, 42 - N, Range 6E, who will follow Jim Allen from the same township.

**Note: Other candidates are assigned positions within their grouping according to their time of filing.**

# FORMS

## **VARIOUS FORMS**

- H-1 Affidavit of Voter Attending Township Caucus
- H-1A Affidavit of Voters Attending Municipal Caucus
- H-2 Certificate of Nomination by Caucus
- H-2A Name Change Supplement to Certificate of Nomination by Caucus
- M-1 Certification of Political Party Ballot Placement Lottery
- N-3 Pre-Filing Notice
- N-6 Notice of Caucus

## **CERTIFICATE OF BALLOT FORMS**

- G-1 Certification of Ballot (Party Candidate)
- G-1A Certificate of Ballot (Independent & Nonpartisan Candidates)
- G-1B Certificate of Ballot (Referendum)
- G-2 Format 1
- G-3 Format 2
- G-4 Format 3
- G-5 Format 4
- G-6 Format 5
- G-7 Format 6
- G-8 Format 7
- G-9 Format 7A
- G-10 Format 8
- G-11 Format 8A
- G-12 Format 8B
- G-13 Page 2 for all Certificates of Ballot
- G-14 Format 9
- G-14A Format 9A

## **CAMPAIGN DISCLOSURE FORMS**

- D-5 Notice of Obligation
- Code of Fair Campaign Practices

## **NOMINATING PETITION FORMS**

- P-1 Statement of Candidacy
- P-1A Statement of Candidacy (Nonpartisan)
- P-1B Statement of Candidacy (Independent)
- P-1C Loyalty Oath
- P-1D Statement of Candidacy (New Political Party)
- P-1F Declaration of Intent to be a Write-in Candidate
- P-1K Statement of Candidacy (Caucus)
- P-2A Certificate of Deletions
- P-2B Certificate of Deletions (additional form for Independents)
- P-3 Independent Candidate Petition
- P-4 Nonpartisan Petition (non municipal/commission form of municipality)
- P-4-1 Fox Waterway Agency Petition
- P-4-2 Fire Protection District Petition
- P-5 Consolidated Primary Petition (nonpartisan - municipality other than  
commission form)
- P-6 Community College Trustee Petition (at large)
- P-6A Community College Trustee Petition (by district)
- P-7 Board of Education Petition (at large)
- P-7A Board of Education Petition (by districts)
- P-8 New Political Party Petition
- P-8A New Political Party Petition (City, Town or Village)
- P-8B New Political Party Petition (County)
- P-8C Certificate of Officers Authorized to Fill Vacancies for New Party
- P-9-1 Receipt for petition filing
- P-10 General Primary Petition
- P-21 Regional Board of School Trustee Petition (Multi-County)
- P-21A Regional Board of School Trustee Petition (Single County)
- P-22 School Trustee Petition (Cook County)
- P-25 Withdrawal of Candidacy

**AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS**

At a caucus of the \_\_\_\_\_ Party in and for the Township of \_\_\_\_\_  
 in \_\_\_\_\_ County of Illinois, held at \_\_\_\_\_, Illinois,  
 on \_\_\_\_\_.  
 (insert month, day, year)

STATE OF ILLINOIS            )  
   )    SS.  
 County of \_\_\_\_\_)

\_\_\_\_\_  
 (Township)

I hereby certify that I am a registered voter in the Township aforesaid and that I am affiliated with the political party, aforesaid, and I am not prohibited from signing this affidavit by any of the reasons listed below; nor will I become an independent candidate or a new political party candidate at the upcoming election.

No participant shall be able to participate or to vote at any township or multi-township caucus if such person is or was at any time during the twelve months prior to the caucus:

1. an elected or appointed public official of another established political party;
2. an elected or appointed officer, director, precinct committeeman or representative of the township committeeman of another established political party;
3. a judge of election pursuant to Article 13 or 14 of The Election Code for another established political party;
4. a voter who voted in the primary election of another statewide established political party.

SIGNATURE OF VOTER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

This Affidavit was signed and sworn to before me by each of the persons whose signature appears thereon  
 \_\_\_\_\_  
 (insert month, day, year)

\_\_\_\_\_  
 (Caucus Judge)

### AFFIDAVIT OF VOTERS ATTENDING MUNICIPAL CAUCUS

At a caucus of the \_\_\_\_\_ Party in and for the City/Village of \_\_\_\_\_  
in \_\_\_\_\_ County of Illinois, held at \_\_\_\_\_, Illinois,  
on \_\_\_\_\_.  
(insert month, day, year)

STATE OF ILLINOIS            )  
  ) SS.  
County of \_\_\_\_\_)

\_\_\_\_\_  
(City or Village)

I hereby certify that I am a registered voter in the City or Village aforesaid and that I am affiliated with the political party, aforesaid, and I will not participate in the caucus of another political party.

SIGNATURE OF VOTER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

This Affidavit was signed and sworn to before me by each of the persons whose signature appears thereon  
\_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
(Caucus Judge)

### CERTIFICATE OF NOMINATION BY CAUCUS

To \_\_\_\_\_  
(Local Election Official)

We, the undersigned, do hereby certify that on \_\_\_\_\_ at a caucus of the \_\_\_\_\_ PARTY in the  
(insert month, day, year)

\_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ County, Illinois, the following nominations were made  
(City, Village, Township)

for the respective offices herein designated, to be voted for at the \_\_\_\_\_ Election to be held on \_\_\_\_\_.  
(insert month, day, year)

NAME OF CANDIDATE (As it is to appear on ballot)	OFFICE	RESIDENCE ADDRESS (Street and number)

Place an asterisk (\*) after the name of each candidate who has changed names within three years and is required to report such changes pursuant to 10 ILCS 5/7-10.2 or 10-5.1, and attach a completed Form H-2A Name Change Supplement providing details as to said name change(s). Such candidate's former name(s) and the date(s) of the change(s) shall appear on the ballot along with the candidate's current name.

We also certify that at the last candidate election in this political subdivision aforesaid, the \_\_\_\_\_ PARTY  
polled more than 5% of the entire vote cast.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Presiding Officer)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

STATE OF ILLINOIS                    )  
  )   SS  
County of \_\_\_\_\_                )

The persons whose names are subscribed to the above certificate personally appeared before me on \_\_\_\_\_  
(insert month, day, year)  
and upon their oaths stated that the same is true and correct to the best of their knowledge.

\_\_\_\_\_  
(Signature of Person Authorized to Administer Oaths in Illinois)

\_\_\_\_\_  
(Title)

Filed \_\_\_\_\_ in the office of \_\_\_\_\_  
(insert month, day, year)

**This certificate of nomination shall be accompanied by a Statement of Candidacy and a receipt for filing Economic Interests Statement for each candidate nominated.**

**NAME CHANGE SUPPLEMENT TO  
CERTIFICATE OF NOMINATION BY CAUCUS**

To \_\_\_\_\_  
(Local Election Official)

We, the undersigned, do hereby certify that the following candidate(s), nominated at a caucus of the \_\_\_\_\_ PARTY in the \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ County, Illinois on, \_\_\_\_\_ have made a change of name within three years of the last day for the filing of the attached Certificate of Nomination by Caucus, as follows:

NAME OF CANDIDATE (current name)	FORMERLY KNOWN AS (list all prior names)	NAME WAS CHANGED ON (list date of each name change)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Presiding Officer)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

STATE OF ILLINOIS                    )  
  ) SS  
County of \_\_\_\_\_ )

The persons whose names are subscribed to the above certificate personally appeared before me on \_\_\_\_\_ and upon their oaths stated that the same is true and correct to the best of their (insert month, day, year) knowledge.

\_\_\_\_\_  
(Signature of Person Authorized to Administer Oaths in Illinois)

\_\_\_\_\_  
(Title)

Filed \_\_\_\_\_ in the office of \_\_\_\_\_  
(insert month, day, year)

### CERTIFICATION OF POLITICAL PARTY BALLOT PLACEMENT LOTTERY

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
(Political Division)

We, the undersigned, do hereby certify that a lottery held on \_\_\_\_\_  
( insert month, day, year )  
at \_\_\_\_\_, in the office of \_\_\_\_\_ at  
(Local Election Official)  
\_\_\_\_\_, Illinois for the purpose of determining the position placement  
of certain political parties on the official ballot for the \_\_\_\_\_ Election to be held on  
\_\_\_\_\_ in the aforesaid political division, the following positions for the respective  
(insert month, day, year)  
political parties were established:

Position No. 1, the \_\_\_\_\_ Party

Position No. 2, the \_\_\_\_\_ Party

We also certify that we were present at said lottery; that said lottery was conducted pursuant to law, and that we duly witnessed the above specified results.

DATED: \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
of the \_\_\_\_\_ Party

\_\_\_\_\_  
of the \_\_\_\_\_ Party

\_\_\_\_\_  
(Election Official)

A suggested form. To be submitted by Local Election Official to the Election Authority



## NOTICE OF CAUCUS

NOTICE IS HEREBY GIVEN

THAT ON \_\_\_\_\_,  
(insert month, day, year)

A CAUCUS OF THE \_\_\_\_\_ PARTY

IN \_\_\_\_\_ OF \_\_\_\_\_

\_\_\_\_\_ COUNTY, ILLINOIS

WILL BE HELD

AT \_\_\_\_\_

COMMENCING AT \_\_\_\_\_ O'CLOCK \_\_\_\_ M

FOR THE PURPOSE OF NOMINATING CANDIDATES FOR THE FOLLOWING OFFICES:

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DATED: \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
Presiding Officer

To be published not less than 10 days before the caucus. In municipalities under 500 population notice shall be given by posting in 3 public places in the municipality in lieu of publication.

**CERTIFICATION OF BALLOT**  
(Party Candidates)

**Local election official must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision**

TO: \_\_\_\_\_, Election Authority

FROM: \_\_\_\_\_, Local Election Official in and for

\_\_\_\_\_  
(Political Division)

in the County of \_\_\_\_\_ and State of Illinois.

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification of ballot, consisting of \_\_\_\_\_ page(s) is a true and correct listing of all OFFICES AND CANDIDATES in the order that they are to appear on the ballot, to be voted on at the \_\_\_\_\_ Election to be held on the \_\_\_\_\_.  
(insert month, day, year)

Dated: \_\_\_\_\_  
(insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Local Election Official)

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

PARTY : \_\_\_\_\_ PARTY: \_\_\_\_\_

Candidates: Candidates:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

---

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_ PARTY: \_\_\_\_\_

Candidates: Candidates:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

---

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

PARTY: \_\_\_\_\_ PARTY: \_\_\_\_\_

Candidates: Candidates:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

Additional sheets for candidates for \_\_\_\_\_ political division.

---

Office _____	District or Ward _____
Term of Office _____	
Number to be voted for _____	
PARTY: _____	PARTY: _____
Candidates:	Candidates:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

---

Office _____	District or Ward _____
Term of Office _____	
Number to be voted for _____	
PARTY: _____	PARTY: _____
Candidates:	Candidates:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

### CERTIFICATION OF BALLOT

**Local election officials of a political subdivision must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

TO: \_\_\_\_\_, Election Authority

FROM: \_\_\_\_\_, Local Election Official in and for

\_\_\_\_\_  
(Political Division)

in the county of \_\_\_\_\_ and State of Illinois.

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification of ballot, consisting of \_\_\_\_\_ page(s) is a true and correct listing of all OFFICES AND CANDIDATES in the order that they are to appear on the ballot, to be voted on at the \_\_\_\_\_ Election to be held on \_\_\_\_\_.  
(insert month, day, year)

DATED: \_\_\_\_\_,  
(insert month, day, year)

\_\_\_\_\_  
(Local Election Official)

(SEAL)

**Check One:**  Independent  Nonpartisan

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

---

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

Office \_\_\_\_\_ District or Ward \_\_\_\_\_

Term of Office \_\_\_\_\_

Number to be voted for \_\_\_\_\_

CANDIDATES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**CERTIFICATION OF BALLOT**  
(Public Questions)

**Local election official must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision, not less than 68 days prior to the elections.**

TO: \_\_\_\_\_, Election Authority

FROM: \_\_\_\_\_ Local Election Official in and for

\_\_\_\_\_  
(Political Division)

in the County of \_\_\_\_\_ and State of Illinois.

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification of ballot, consisting of \_\_\_\_\_ page(s) is a true and correct listing of the public questions in the order that they are to appear on the ballot to be voted on at the \_\_\_\_\_ Election to be held on \_\_\_\_\_, and the dates upon which they were initiated.  
(insert month, day, year)

Dated: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
(insert month, day, year) (Local Election Official)

**SPACE FOR PUBLIC QUESTION**

This public question was initiated by (check one and fill in the appropriate date):  
\_\_\_\_ petition filed on \_\_\_\_\_, 20 \_\_\_\_ or  
\_\_\_\_ resolution/ordinance/court order adopted/entered on \_\_\_\_\_, 20 \_\_\_\_ (a certified copy is attached hereto)

USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

Page 1 of \_\_\_\_\_ pages

If the enabling statute(s) for any public question include any special requirements (such as a requirement that separate vote totals be generated for territory within and outside of a political subdivision, or that a legal description be included on the ballot), provide the details of those requirements (use a separate sheet if necessary).

SPACE FOR PUBLIC QUESTION

This public question was initiated by (check one and fill in the appropriate date):

petition filed on \_\_\_\_\_, 20\_\_ or

resolution/ordinance/court order adopted/entered on \_\_\_\_\_, 20\_\_ (a certified copy is attached hereto)

SPACE FOR PUBLIC QUESTION

This public question was initiated by (check one and fill in the appropriate date):

petition filed on \_\_\_\_\_, 20\_\_ or

resolution/ordinance/court order adopted/entered on \_\_\_\_\_, 20\_\_ (a certified copy is attached hereto)

Page \_\_\_\_ of \_\_\_\_ pages

If the enabling statute(s) for any public question include any special requirements (such as a requirement that separate vote totals be generated for territory within and outside of a political subdivision, or that a legal description be included on the ballot), provide the details of those requirements (use a separate sheet if necessary).

**CERTIFICATE OF BALLOT**  
(For School Districts)

**FORMAT 1**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
Signature Date  
(For additional candidates use another page.)

OFFICIAL BALLOT  
FOR MEMBERS OF THE BOARD OF SCHOOL DIRECTORS  
TO SERVE AN UNEXPIRED 2-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF SCHOOL DIRECTORS  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

FORMAT 1  
This format is used by Boards of School Directors.  
(School Directors are elected at large)

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School District)

**FORMAT 2**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE A FULL 4-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

## FORMAT 2

This format is used when school board members are elected at large. Membership on the school board is not restricted by area of residence.

Types of school districts generally using this format are:

Common school districts;

Community unit and community consolidated school districts formed after January 1, 1975;

Community unit school districts formed prior to January 1, 1975 that elect board members at large and without restriction by area of residence within the district under subsection (c) of Section 11A-8;

Community unit, community consolidated and combined school districts in which more than 90% of the population is in one congressional township;

High school districts in which less than 15% of the taxable property is located in unincorporated territory; and unit districts (OLD TYPE);

Combined school districts formed after July 1, 1983.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any **unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.**

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 3**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: The board of education shall be composed of members from both the incorporated and the unincorporated area; not more than 5 board members shall be selected from any city, village or incorporated town.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, NOT MORE THAN \_\_\_\_ MAY BE ELECTED FROM THE INCORPORATED AREAS.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM  
 THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ AREA

○ \_\_\_\_\_

○ \_\_\_\_\_

○ \_\_\_\_\_

○ \_\_\_\_\_

○ \_\_\_\_\_

\_\_\_\_\_ AREA

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ AREA

<input type="radio"/>	_____

\_\_\_\_\_ AREA

<input type="radio"/>	_____

### FORMAT 3

This format is used by community unit, community consolidated and combined school districts when the territory is less than 2 congressional townships, or 72 square miles, but consists of more than one congressional township, or 36 square miles, outside the corporate limits of any city, village or incorporated town within the school district. The School Code requires that not more than 5 board members shall be selected from any city, village or incorporated town in the school district. At least two board members must reside in the unincorporated area of the school district.

This format applies to community unit and community consolidated school districts formed prior to January 1, 1975 and combined school districts formed prior to July 1, 1983.\*

\*If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term. 105 ILCS 5/9-12.1

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 4**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date  
 (For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: Membership on the board of education is restricted to a maximum of 3 members from any congressional township.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, MEMBERS MAY BE ELECTED IN THE FOLLOWING NUMBERS FROM EACH CONGRESSIONAL TOWNSHIP.

NOT MORE THAN \_\_\_\_\_ MAY BE ELECTED FROM TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
 NOT MORE THAN \_\_\_\_\_ MAY BE ELECTED FROM TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
 NOT MORE THAN \_\_\_\_\_ MAY BE ELECTED FROM TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
 (Include each remaining congressional township in district as needed.)

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM  
 THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN  
 INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

VOTE FOR A TOTAL OF \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_

<input type="radio"/>	_____

Township \_\_\_\_\_ Range \_\_\_\_\_

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR A TOTAL OF \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_

<input type="radio"/>	_____

Township \_\_\_\_\_ Range \_\_\_\_\_

<input type="radio"/>	_____

**FORMAT 4**

This format applies to community unit and community consolidated school districts formed prior to January 1, 1975 and combined school districts formed before July 1, 1983 when the territory of the school district is greater than 2 congressional townships, or 72 square miles. This format applies only when less than 75% of the population is in one congressional township. Congressional townships of less than 100 inhabitants shall not be considered for the purpose of such mandatory board representation. In this case, not more than 3 board members may be selected from any one congressional township.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 5**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: Membership on the board of education is to consist of 4 members from the congressional township that has at least 75% but not more than 90% of the population, and 3 board members from the remaining congressional townships in the school district.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, MEMBERS MAY BE ELECTED IN THE FOLLOWING NUMBERS FROM EACH CONGRESSIONAL TOWNSHIP.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM

FROM (name) \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

VOTE FOR ONE

○ \_\_\_\_\_  
 ○ \_\_\_\_\_  
 ○ \_\_\_\_\_  
 ○ \_\_\_\_\_  
 ○ \_\_\_\_\_

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR \_\_\_\_\_

\_\_\_\_\_ shall be elected from (name) \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

(name) \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VOTE FOR \_\_\_\_\_

\_\_\_\_\_ board members shall be elected from the remaining congressional townships.

The remaining Congressional Townships

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FORMAT 5**

This format is used by community unit and community consolidated school districts formed prior to January 1, 1975, and combined school districts formed prior to July 1, 1983, when the territory of the school district is greater than 2 congressional townships, or 72 square miles and when at least 75%, but not more than 90% of the population resides in one congressional township. In this case, 4 school board members shall be selected from that one congressional township and the 3 remaining board members shall be selected from the rest of the district. If a congressional township has the same boundaries as a political township, the township may be identified on the ballot by both its township name and by township number and range.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

If the vacancy is in remaining congressional township, indicate "remaining congressional township" instead of specific township. List area of residence for full terms according to time and date of filing or by lottery, if required. All candidates from one area of residence are listed together.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 6**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM

VOTE FOR ONE

<input type="radio"/>	_____

(-OR-)

OFFICIAL BALLOT

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR ONE

<input type="radio"/>	_____

**REVERSE SIDE**

OFFICIAL BALLOT

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

\_\_\_\_\_  
(Precinct name or number)

School District No. \_\_\_\_\_, County \_\_\_\_\_,  
Illinois

Election Tuesday \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
(facsimile signature of Election Authority)

\_\_\_\_\_  
(County)

**FORMAT 6**

This format is used by school districts in which voters have approved a referendum to elect school board members by school board district. The school district is then divided into 7 school board districts, each of which elects one member to the board of education.

When there is a FULL 2-YEAR TERM to elect; appropriate adjustments should be made to the format. If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 7**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: More than 15% but less than 30% of the taxable property of this high school district is located in the unincorporated territory of the district, therefore, at least one board member shall be a resident of the unincorporated areas.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, AT LEAST ONE MEMBER SHALL BE ELECTED FROM THE UNINCORPORATED AREA.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM  
 THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN  
 INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

**FORMAT 7**

This format is used by high school districts if more than 15% but less than 30% of the taxable property is located in the unincorporated territory of the school district. In this case, at least one board member shall be a resident of the unincorporated territory.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
(For School Districts)

**FORMAT 7A**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: More than 15% but less than 30% of the taxable property of this high school district is located in the unincorporated territory of the district, therefore, at least one board member shall be a resident of the unincorporated areas.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, MEMBERS MAY BE ELECTED FROM ANY AREA OR AREAS.

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE AN UNEXPIRED 2-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

**FORMAT 7A**

This format is used by high school districts if more than 15% but less than 30% of the taxable property is located in the unincorporated territory of the school district and on the basis of existing board membership no board member is required to be elected from the unincorporated area.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 8**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: Thirty percent (30%) or more of the taxable property of this high school district is located in the unincorporated territory of the district, therefore, at least two board members shall be residents of the unincorporated territory.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, AT LEAST TWO MEMBERS SHALL BE ELECTED FROM THE UNINCORPORATED AREA.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM  
 THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN  
 INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

<p><b>FORMAT 8</b>          This format is used by high school districts if more than 30% of the taxable property is located in the unincorporated territory of the school district. In this case, at least two board members shall be residents of the unincorporated territory.</p>
---

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 8A**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: Thirty percent (30%) or more of the taxable property of this high school district is located in the unincorporated territory of the district, therefore, at least two board members shall be residents of the unincorporated territory.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, AT LEAST ONE MEMBER SHALL BE ELECTED FROM THE UNINCORPORATED AREA.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM  
 THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN  
 INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR A TOTAL OF \_\_\_\_\_

\_\_\_\_\_ Area

<input type="radio"/>	_____

\_\_\_\_\_ Area

<input type="radio"/>	_____

<p><b>FORMAT 8A</b>          This format is used by high school districts if more than 30% of the taxable property is located in the unincorporated territory of the school district. In this case, at least two board members shall be residents of the unincorporated territory.</p>
--

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**CERTIFICATE OF BALLOT**  
 (For School Districts)

**FORMAT 8B**

**The county clerk or county board of election commissioners must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

To: (Election Authority)		School District Name:	
From: (County Clerk or County BOEC)		School District Number:	
Date of Election:		Number of Pages:	

I certify that this certificate of ballot is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on the date specified above.

\_\_\_\_\_  
 Signature Date

(For additional candidates use another page.)

**OFFICIAL BALLOT**

Instructions to voter: Thirty percent (30%) or more of the taxable property of this high school district is located in the unincorporated territory of the district, therefore, at least two board members shall be residents of the unincorporated territory.

ON THE BASIS OF EXISTING BOARD MEMBERSHIP, MEMBERS MAY BE ELECTED FROM ANY AREA OR AREAS.

FOR MEMBERS OF THE BOARD OF EDUCATION  
 TO SERVE AN UNEXPIRED 2-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

FOR MEMBERS OF THE BOARD OF EDUCATION  
TO SERVE A FULL 4-YEAR TERM

VOTE FOR \_\_\_\_\_

<input type="radio"/>	_____

**FORMAT 8B**

This format is used by high school districts if more than 30% of the taxable property is located in the unincorporated territory of the school district. In this case, at least two board members shall be residents of the unincorporated territory.

If 6-year terms have been adopted, appropriate adjustments should be made to the format and any unexpired terms must indicate whether it is a 4-year or a 2-year unexpired term.

**BALLOTS -- REVERSE SIDE CONTENTS**

- (a) On the reverse side of each ballot contained in 5/9-12, **EXCEPT THE BALLOT UNDER FORMAT 6**, shall be printed the following:

**OFFICIAL BALLOT**

\_\_\_\_\_ County, Illinois

School District No. \_\_\_\_\_, \_\_\_\_\_ County, Illinois

Election Tuesday, \_\_\_\_\_  
(insert month, day, year)

(facsimile signature of election authority)

- (b) If 6-year terms have been adopted under 5/9-5, appropriate adjustments should be made to each ballot in 5/9-12. In the case of any unexpired term each ballot format must indicate whether it is a 4-year or a 2-year unexpired term.

**REVERSE SIDE FOR FORMAT 6**

**OFFICIAL BALLOT**

DISTRICT \_\_\_\_\_ (1 through 7)

(Precinct name or number)

School District No. \_\_\_\_\_, \_\_\_\_\_ County, Illinois

Election Tuesday, \_\_\_\_\_  
(insert month, day, year)

(facsimile signature of election authority)

(County)

**CERTIFICATE OF BALLOT**  
(For Community College Districts)

FORMAT 9

**Local election official must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

TO: \_\_\_\_\_ Election Authority

FROM: \_\_\_\_\_ Local Election Official in and for \_\_\_\_\_  
(Community College District)

in the County of \_\_\_\_\_ and State of Illinois.

I, the undersigned Local Election Official in and for the community college district aforesaid, do hereby state that this certificate of ballot, consisting of \_\_\_\_\_ page(s), is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on \_\_\_\_\_.  
(insert month, day, year)

DATED: \_\_\_\_\_  
(insert month, day, year) \_\_\_\_\_  
(Local Election Official/Community College Secretary)

For additional candidates use another page.

OFFICIAL BALLOT

FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE A 6-YEAR TERM  
VOTE FOR NOT MORE THAN \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE AN UNEXPIRED 4-YEAR TERM  
VOTE FOR NOT MORE THAN \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE AN UNEXPIRED 2-YEAR TERM  
VOTE FOR NOT MORE THAN \_\_\_\_\_

<input type="checkbox"/>	_____

FORMAT 9  
This format is used by Community College Districts. Trustees are elected at large to 6-year terms.

**CERTIFICATE OF BALLOT**  
(For Community College Districts)

**FORMAT 9A**

**Local election official must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.**

TO: \_\_\_\_\_ Election Authority

FROM: \_\_\_\_\_ Local Election Official in and for \_\_\_\_\_  
(Community College District)

in the County of \_\_\_\_\_ and State of Illinois.

I, the undersigned Local Election Official in and for the community college district aforesaid, do hereby state that this certificate of ballot, consisting of \_\_\_\_\_ page(s), is a true and correct listing of all candidates, in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on \_\_\_\_\_.  
(insert month, day, year)

DATED: \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
(Local Election Official/Community College Board Secretary)

---

For additional candidates use another page.

**OFFICIAL BALLOT**

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

**FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE A FULL \_\_\_\_\_-YEAR TERM  
VOTE FOR ONE**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE AN UNEXPIRED 4-YEAR TERM  
VOTE FOR ONE

<input type="checkbox"/>	_____

DISTRICT \_\_\_\_\_ (1 THROUGH 7)

FOR TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT  
TO SERVE AN UNEXPIRED 2-YEAR TERM  
VOTE FOR ONE

<input type="checkbox"/>	_____

**FORMAT 9A**  
This form is used by Community College Districts in which trustees are elected from sub-districts.

## D-5 NOTICE OF OBLIGATION

TO: All Candidates for Nomination, Election or Retention to Public Office and for Questions of Public Policy

This letter is to officially notify you of your filing obligation under Article 9 of the Election Code (An Act to Regulate Campaign Financing).

**ALL CAMPAIGN DISCLOSURE DOCUMENTS, INCLUDING THE D-1 STATEMENT OF ORGANIZATION, MUST BE FILED WITH THE STATE BOARD OF ELECTIONS ONLY.**

**The Act requires a political committee to file a form D-1, Statement of Organization, within 10 business days of the creation of such committee, except any political committee created within the 30 days before an election must file a Statement of Organization within 2 business days. Required forms and A Guide to Campaign Disclosure are available from the Board offices and online. Failure to file or late filing of a Statement of Organization will result in a civil penalty being imposed by the Board.**

Committees who must file fall within five categories: Candidate Political Committee, Political Party Committee, Political Action Committee, Ballot Initiative Committee, or Independent Expenditure Committee.

### 10 ILCS 5/9-1.8 Political Committees

**Candidate Political Committee:** means the candidate himself or herself or any natural person, trust, partnership, corporation, or other organization or group of persons designated by the candidate that accepts contributions or makes expenditures during any 12 month period in an aggregate amount exceeding \$5000 on behalf of the candidate.

**Political Party Committee:** means the State central committee of a political party, a county central committee of a political party, a legislative caucus committee, or a committee formed by a ward or township committeeman of a political party. A legislative caucus committee means a committee established for the purpose of electing candidates to the General Assembly by the person elected President of the Senate, Minority Leader of the Senate, Speaker of the House of Representatives, Minority Leader of the House of Representatives, or a committee established by 5 or more members of the same caucus of the Senate or 10 or more members of the same caucus of the House of Representatives.

**Political Action Committee:** means any natural person, trust, partnership, committee, association corporation, or other organization or group of persons, other than a candidate, political party, candidate political committee, or political party committee, that accepts contributions or makes expenditures during any 12 month period in an aggregate of amount exceeding \$5000 on behalf of or in opposition to a candidate or candidates for political office. Political Action Committee includes any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons, other than a candidate, political party, candidate political committee, or political party committee, that makes electioneering communications during any 12 month period in an aggregate amount exceeding \$5000 related to any candidate or candidates for public office.

**Ballot Initiative Committee:** means any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons that accepts contributions or makes expenditures during any 12 month period in an aggregate amount exceeding \$5000 in support of or in opposition to any question of public policy to be submitted to the electors. Ballot initiative committee includes any natural person, trust, partnership, committee, association, corporation, or other organization or group of persons that makes electioneering communications during any 12 month period in an aggregate amount exceeding \$5000 related to any question of public policy to be submitted to the voters. The \$5000 threshold applies to any contributions or expenditures received or made with the purpose of securing a place on the ballot for, advocating the defeat or passage of, or engaging in electioneering communication regarding the question of public policy, regardless of the method of initiation of the question of public policy and regardless of whether petitions have been circulated or filed with the appropriate office or whether the question has been adopted and certified by the governing body.

**Independent Expenditure Committee:** means any trust, partnership, committee, association, corporation, or other organization or group of persons formed for the exclusive purpose of making independent expenditures during any 12-month period in an aggregate amount exceeding \$5000 in support of or in opposition to (i) the nomination for election, election, retention, or defeat of any public official or candidate or (ii) any question of public policy to be submitted to the electors. "Independent expenditure committee" also includes any trust, partnership, committee, association, corporation, or other organization or group of persons that makes electioneering communications that are not made in connection, consultation, or concert with or at the request or suggestion of a public official or candidate, a public official's or candidate's designated political committee or campaign, or an agent or agents of the public official, candidate, or political committee or campaign during any 12-month period in an aggregate amount exceeding \$5000 related to (i) the nomination for election, election, retention, or defeat of any public official or candidate or (ii) any question of public policy to be submitted to the voters.

STATEMENT OF CANDIDACY

Table with 5 columns: NAME, ADDRESS-ZIP CODE, OFFICE, DISTRICT, PARTY

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS (List all names during last 3 years) UNTIL NAME CHANGED ON (List date of each name change)

STATE OF ILLINOIS )
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_, in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the \_\_\_\_\_ Party; that I am a candidate for Nomination/Election to the office of \_\_\_\_\_ in the \_\_\_\_\_ District, to be voted upon at the primary election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official \_\_\_\_\_ (Name of Party) Primary ballot for Nomination/Election for such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_ (Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

STATEMENT OF CANDIDACY

NONPARTISAN

Table with 4 columns: NAME, ADDRESS-ZIP CODE, OFFICE, CITY, VILLAGE OR SPECIAL DISTRICT

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS (List all names during last 3 years) UNTIL NAME CHANGED ON (List date of each name change)

STATE OF ILLINOIS )
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_ in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein, that I am a candidate for Nomination/Election to the office of \_\_\_\_\_ in the \_\_\_\_\_ Name of City, Village or Special District to be voted upon at the election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for Nomination/Election to such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_ (Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)



ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested  
Revised July, 2004  
SBE No. P-1C

**L O Y A L T Y   O A T H**  
(OPTIONAL)

United States of America                    )  
  )       SS.  
State of Illinois                                )

I, \_\_\_\_\_, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)

on \_\_\_\_\_.  
(insert month, day, year)

\_\_\_\_\_  
(Notary Public's Signature)

(SEAL)

STATEMENT OF CANDIDACY  
NEW POLITICAL PARTY

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE, TOWNSHIP, COUNTY, DISTRICT OR STATE	PARTY

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS )  
 )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_, in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein, that I am a candidate for election to the office of \_\_\_\_\_ in the \_\_\_\_\_  
Name of City, Village, Township, County, District or State

to be voted upon at the election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek election) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Candidate) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**DECLARATION  
OF  
INTENT TO BE A WRITE-IN CANDIDATE**

To: \_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois.  
*(Election Authority)*

I, \_\_\_\_\_, state that I am a qualified primary elector of the \_\_\_\_\_  
Party (for use in primary only) and a resident of the \_\_\_\_\_ precinct of the (1)\* township of \_\_\_\_\_  
(2)\* City/Village of \_\_\_\_\_ or (3)\* \_\_\_\_\_ ward in the City of \_\_\_\_\_  
residing at \_\_\_\_\_ in such City, Village or Town, and State of Illinois, that It's my  
intention to be a \_\_\_\_\_ Party (for use in primary only) write-in candidate for the office of  
\_\_\_\_\_, full term or vacancy (circle one) at the \_\_\_\_\_  
election to be held on \_\_\_\_\_ (date of election).

Under penalties as provided by law pursuant to 10 ILCS 5/29-10 the undersigned certifies  
that the statements set forth in this request are true and correct.

\*Fill in either (1), (2) or (3)

\_\_\_\_\_  
*(Signature of Candidate)*

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on  
*(Name of Candidate)*

\_\_\_\_\_  
*(insert month, day, year)*

(SEAL)

\_\_\_\_\_  
*(Notary Public's Signature)*

An original Declaration of Intent must be filed with *each* election authority [county clerk(s) or board(s) of election commissioners in the territory] not later than 61 days before the election.

**STATEMENT OF CANDIDACY**  
(NOMINATION BY CAUCUS)

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE OR TOWNSHIP	PARTY

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS )  
 ) SS.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_, in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the \_\_\_\_\_ Party; that I am a candidate for election to the office of \_\_\_\_\_ in the \_\_\_\_\_ (city, village or township), as duly nominated at said party's caucus, to be voted upon at the election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Candidate) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)



### CERTIFICATE OF ATTACHED LIST OF DELETIONS

We, the undersigned persons who have stricken signatures from the attached hereby certify that there is/are \_\_\_\_\_ page(s) of **CERTIFICATION OF DELETIONS** listing signatures which have been stricken, and are attached hereafter to the petitions of \_\_\_\_\_ (Name of Candidate) who is a candidate for election to the office of \_\_\_\_\_ at the \_\_\_\_\_ Election to be held on \_\_\_\_\_ (date of election).

The following are the page numbers indicated on the attached **CERTIFICATION OF DELETIONS**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(CANDIDATE)

\_\_\_\_\_  
(Circulator)

Every person striking signatures from the petition shall each sign this certificate. This certificate shall be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and preceding any **CERTIFICATE OF DELETION** sheet.



**NONPARTISAN PETITION**  
**(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)**

We, the undersigned, qualified voters in the \_\_\_\_\_ in the County of \_\_\_\_\_ (unit of government) \_\_\_\_\_ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan Candidate for election to the office hereinafter specified, in the aforesaid unit of government, to be voted for at the election to be held on \_\_\_\_\_ (date of election).

NAME	OFFICE	ADDRESS--ZIP CODE
	office title:  full term or ____ year vacancy (circle one)	

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)  
in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_.  
(Name of Circulator) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**PETITION FOR NOMINATION  
(FOX WATERWAY MANAGEMENT AGENCY)**

We, the undersigned, qualified voters in the Fox Waterway Management Agency, in the County of \_\_\_\_\_ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan Candidate for election to the office hereinafter specified, in the political division aforesaid, to be voted for at the \_\_\_\_\_ Election to be held on \_\_\_\_\_ (date of election).

NAME	OFFICE	ADDRESS--ZIP CODE

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	
13		IL	
14		IL	
15		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)

in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**PETITION FOR NOMINATION  
Fire Protection Districts**

To the Secretary of the Board of Trustees of \_\_\_\_\_ (name of fire district)

We, the undersigned being \_\_\_\_\_ (number of signatories or 5% or more) of the voters residing within the district, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ (name of candidate)

in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_ County of \_\_\_\_\_, State of Illinois, in this district shall be a candidate for the office of \_\_\_\_\_ of the Board of Trustees, full-term or \_\_\_\_\_ year vacancy (circle one) to be voted for at the election to be held \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)

in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

SHEET NO. \_\_\_\_\_

CONSOLIDATED PRIMARY PETITION (NONPARTISAN – MUNICIPALITY OTHER THAN COMMISSION FORM)

We, the undersigned, qualified voters in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois, and residing at the places set opposite our respective names, do hereby petition that the name of \_\_\_\_\_, who resides at \_\_\_\_\_ in the City, Town or Village of \_\_\_\_\_ Zip Code \_\_\_\_\_ County of \_\_\_\_\_ State of Illinois, be placed upon the ballot as a candidate for nomination for the office of \_\_\_\_\_ full term or vacancy (circle one) at the Consolidated Primary election to be held on \_\_\_\_\_ (date of primary election); provided that if no primary election is required, the candidate's name will appear on the ballot at the Consolidated Election for election to said office and term.

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_ (List all names during last 3 years) (List date of each name change)

Table with 4 columns: NAME (VOTER'S SIGNATURE), STREET ADDRESS OR RR NUMBER, CITY, TOWN OR VILLAGE, COUNTY. Rows 1-15.

State of \_\_\_\_\_ ) County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_ (Circulator's Name) (Street Address)

in the \_\_\_\_\_ of \_\_\_\_\_ (City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_ (Name of Circulator) (insert month, day, year)

(Notary Public's Signature)

(SEAL)

SHEET NO. \_\_\_\_\_

**PETITION FOR NOMINATION  
TO THE SECRETARY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. \_\_\_\_\_**

We, the undersigned, being (\_\_\_\_\_ or more) (or 10% or more) of the voters residing within said district, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (If unincorporated, list municipality that provides postal service) in \_\_\_\_\_ Township in said district shall be a candidate for the office of member of the Board of Trustees, full term or \_\_\_\_ year vacancy (circle one) to be voted for at the Consolidated Election to be held on \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)

in the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_, that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_.  
(Name of Circulator) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

SHEET NO. \_\_\_\_\_

**PETITION FOR NOMINATION  
TO THE SECRETARY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. \_\_\_\_\_  
FOR COMMUNITY COLLEGES WHICH ELECT FROM DISTRICTS RATHER THAN AT-LARGE**

We, the undersigned, being ( \_\_\_\_\_ or more) (or 10% or more) of the voters residing within said district, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (If unincorporated, list municipality that provides postal service) in \_\_\_\_\_ Township in said district shall be a candidate for the office of member of the Board of Trustees \_\_\_\_\_ District, full term or \_\_\_\_\_ year vacancy (circle one) to be voted for at the Consolidated Election to be held on \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)  
in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)  
County of \_\_\_\_\_, State of \_\_\_\_\_, that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (insert month, day, year)

\_\_\_\_\_  
(Notary Public's Signature)

(SEAL)

PETITION FOR NOMINATION

TO THE COUNTY CLERK OR COUNTY BOARD OF ELECTION COMMISSIONERS HAVING JURISDICTION OVER  
\_\_\_\_\_ SCHOOL DISTRICT NUMBER \_\_\_\_\_ IN \_\_\_\_\_ COUNTY, ILLINOIS

We, the undersigned, being ( \_\_\_\_\_ or more) (or 10% or more) (or 5% or more) of the voters residing within said district, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (If unincorporated, list municipality that provides postal service) in Township \_\_\_\_\_ in said district shall be a candidate for the office of \_\_\_\_\_ full term or \_\_\_\_ year vacancy (circle one) of the Board of Education (or Board of Directors) to be voted for at the Consolidated Election to be held on \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)  
in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)  
County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_.  
(Name of Circulator) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**PETITION FOR NOMINATION  
FOR SCHOOL BOARDS WHICH ELECT FROM DISTRICTS RATHER THAN AT-LARGE OR BY TOWNSHIP**

**TO THE COUNTY CLERK OR COUNTY BOARD OF ELECTION COMMISSIONERS HAVING JURISDICTION OVER  
SCHOOL DISTRICT NUMBER \_\_\_\_\_ IN \_\_\_\_\_ COUNTY, ILLINOIS**

We, the undersigned, being ( \_\_\_\_\_ or more) (or 10% or more) (or 5% or more) of the voters residing within \_\_\_\_\_ district, (specify district number 1 - 7) hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in the City, Village, Unincorporated Area (circle one) of \_\_\_\_\_ (If unincorporated, list municipality that provides postal service) in said district shall be a candidate for the office \_\_\_\_\_ of the Board of Education (or Board of Directors) full term or \_\_\_\_\_ year vacancy (circle one) \_\_\_\_\_ District (specify district 1 - 7) to be voted for at the Consolidated Election to be held on \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)  
in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_.  
(Name of Circulator) (Circulator's Signature) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)







**CERTIFICATE OF OFFICERS  
AUTHORIZED TO FILL VACANCIES IN NOMINATION  
FOR A NEW POLITICAL PARTY**

We, the undersigned, duly certify that the persons whose names and addresses are listed below are the designated officers of the \_\_\_\_\_ who are authorized to fill vacancies in nomination  
(Name of New Political Party)  
pursuant to 10 ILCS 5/10-11.

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (Zip Code)

\_\_\_\_\_  
(City) (Zip Code)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (Zip Code)

\_\_\_\_\_  
(City) (Zip Code)

Signed: \_\_\_\_\_  
(CHAIRMAN)

Attest: \_\_\_\_\_  
(SECRETARY)

(Use additional sheets if necessary)

A new political party petition shall have attached thereto a certificate stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file this form results in the party forfeiting the right to fill vacancies. It does not alone invalidate the petition.

### RECEIPT FOR FILING

Receipt is hereby acknowledged of the petition or caucus certificate of:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
OFFICE

\_\_\_\_\_  
DISTRICT PARTY

This petition/caucus certificate is deemed filed at: \_\_\_\_\_ o' clock (AM) (PM) on \_\_\_\_\_  
(insert month, day, year)

DATED: \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
SIGNATURE OF ELECTION AUTHORITY





**PETITION FOR NOMINATION FOR  
SINGLE-COUNTY REGIONAL SCHOOL TRUSTEES  
TO BE FILED WITH THE COUNTY CLERK**

We, the undersigned, being 50 or more of the voters qualified to vote, hereby petition that \_\_\_\_\_ who resides at \_\_\_\_\_ in Township (or Road District) \_\_\_\_\_, in \_\_\_\_\_ County, shall be a candidate for the office of **MEMBER OF THE REGIONAL BOARD OF SCHOOL TRUSTEES** of \_\_\_\_\_ County full term or vacancy (circle one) to be voted for at the Consolidated Election to be held on \_\_\_\_\_ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1			IL
2			IL
3			IL
4			IL
5			IL
6			IL
7			IL
8			IL
9			IL
10			IL
11			IL
12			IL

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ do hereby certify that I reside at \_\_\_\_\_,  
(Circulator's Name) (Street Address)

in the \_\_\_\_\_ of \_\_\_\_\_,  
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)  
County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older, that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)





# STATE BOARD OF ELECTIONS

## *State of Illinois*

**Charles W. Scholz, Chairman**  
**Ernest L. Gowen, Vice Chairman**  
**William J. Cadigan**  
**Andrew K. Carruthers**  
**Betty J. Coffrin**  
**John R. Keith**  
**William M. McGuffage**  
**Casandra B. Watson**

**Steven S. Sandvoss**  
**Executive Director**

**2329 South MacArthur Blvd.**  
**Springfield, Illinois 62704**  
**Telephone: 217/782-4141**

**James R. Thompson Center**  
**Suite 14-100**  
**Chicago, Illinois 60601**  
**Telephone: 312/814-6440**

[www.elections.il.gov](http://www.elections.il.gov)