

A close-up, vertical view of the American flag, showing the stars and stripes. The flag is draped and slightly wrinkled, with the blue field containing white stars on the left side and the red and white stripes on the right. The lighting is soft, highlighting the texture of the fabric.

State of Illinois

**2023**  
**CANDIDATE'S**  
**GUIDE**

Issued by the  
Illinois State Board of Elections

*Issued: August 2022*

# PREFACE

## THE 2023 CANDIDATE'S GUIDE

---

This Candidate's Guide for 2023 has been prepared to provide information for candidates seeking office at the local level in 2023. It includes a listing of the offices to be nominated or elected, filing dates, general requirements for filing, and specific requirements for individual offices. In addition, information is provided regarding nomination procedures and the objection process, as well as a section that provides answers to some of the more frequently asked questions about nominating petitions and procedures.

All citations contained herein refer to the Illinois Election Code (10 ILCS 5/1-1 *et seq.*, as amended) or as otherwise indicated. This guide may be amended to include new legislation and court decisions as they arise. Please visit the Illinois State Board of Elections' website ([www.elections.il.gov](http://www.elections.il.gov)) for any updates.

**Legal information contained in this guide is not binding and should not be construed as legal advice or sufficient argument in response to an objection to any candidate's nominating papers. The State Board of Elections recommends that all prospective candidates consult with competent legal counsel when preparing their nomination papers.**

Statutory deadlines for filing objections and for withdrawing from all but one incompatible office will depend on the filing period. Specific deadline dates can be found in the SBE Election and Campaign Finance Calendar for 2023 located under "Election Guides." The calendar, this guide, and filing date announcements can be found on the State Board of Elections' website.

Additional information may be obtained by contacting your election authority (county clerk or board of election commissioners), your local election official (municipal clerk, township clerk, road district clerk, park district secretary, etc.), or the State Board of Elections.

## APPARENT CONFORMITY

---

The State Board of Elections conducts an apparent conformity review of all nominating petitions filed therewith. The review will take place after a petition is filed and will be limited to determining the following:

(1) Whether a signed Statement of Candidacy has been filed and (2) whether the filed nominating sheets contain gross signatures equal to or exceeding 10% of the minimum number of signatures required for the office sought.

All candidates whose petitions fail the apparent conformity review will be notified in writing and given the opportunity to appear before the State Board of Elections at its first meeting held to call petition objection cases before a determination is made to reject the candidate's petition on the basis of non-conformity.

Please note, SBE employees are not available during filing periods to notarize documents.

## OTHER PUBLICATIONS

---

The State Board of Elections produces [additional guides](#) that can be helpful when preparing to run for office. The Election and Campaign Finance Calendar lists more specific dates and deadlines to follow, and the County Officials Book has relevant contact information for elected county officials. On our website under "Campaign Disclosure," you can also find information regarding campaign finance disclosure and tutorials on the financial filing process.

## CONTACT INFORMATION

---

Illinois State Board of Elections – Springfield Office  
2329 South MacArthur Boulevard  
Springfield, Illinois 62704  
Phone: (217) 782-4141  
Fax: (217) 782-5959  
[webmaster@elections.il.gov](mailto:webmaster@elections.il.gov)  
[www.elections.il.gov](http://www.elections.il.gov)

Illinois State Board of Elections – Chicago Office  
69 W. Washington Suite LL08  
Chicago, IL 60602  
Phone: (312) 814-6440  
Fax: (312) 814-6485  
[webmaster@elections.il.gov](mailto:webmaster@elections.il.gov)  
[www.elections.il.gov](http://www.elections.il.gov)

# TABLE OF CONTENTS

<a href="#">Glossary</a>	1
<a href="#">Offices to be Nominated</a>	3
<a href="#">Offices to be Elected</a>	4
<a href="#">Candidate Filing Periods</a>	5
<b><a href="#">Types of Candidates</a></b>	<b>6</b>
<a href="#">Established Political Party Candidates – Nomination by Primary Election</a>	6
<a href="#">Established Political Party Candidates – Nomination by Caucus</a>	6
<a href="#">New Political Party Candidates</a>	8
<a href="#">Independent Candidates</a>	9
<a href="#">Nonpartisan Candidates</a>	10
<a href="#">Write-In Candidates</a>	11
<a href="#">Candidate Checklist</a>	12
<a href="#">Filing for Office</a>	13
<a href="#">General Filing Information</a>	13
<a href="#">Petition Preparation &amp; Formatting</a>	15
<a href="#">Signing and Circulating Petitions</a>	16
<a href="#">Statement of Candidacy</a>	18
<a href="#">Statement of Economic Interests Receipt</a>	19
<a href="#">Loyalty Oath</a>	19
<a href="#">Campaign Contributions</a>	19
<b><a href="#">Objections to Nominating Papers</a></b>	<b>21</b>
<b><a href="#">Lottery</a></b>	<b>23</b>
<b>Offices to be Nominated/Elected:</b>	
<a href="#">Commission Form – Municipal</a>	25
<a href="#">Mayor-Aldersperson and President-Trustee Form – Municipal</a>	27
<a href="#">Council-Manager Form – Municipal</a>	30
<a href="#">City of Chicago</a>	32
<a href="#">Park District</a>	34
<a href="#">Public Library District</a>	36
<a href="#">Library Trustee (Municipal – Township)</a>	38
<a href="#">Regional Board of School Trustees (Education Service Region)</a>	40
<a href="#">Board of Education Member</a>	42
<a href="#">School Director and Township Land Commissioner</a>	44
<a href="#">Township Trustee of Schools (Cook County)</a>	46
<a href="#">Board of Education Member (Article 33, School Code)</a>	48
<a href="#">Community College District</a>	50
<a href="#">Fire Protection District</a>	52
<a href="#">Public Water District</a>	53
<a href="#">Fox Waterway Agency (Lake and McHenry Counties)</a>	54
<a href="#">Fox Metro Water Reclamation District Trustee</a>	55
<a href="#">Forest Preserve District</a>	56
<a href="#">Springfield Metropolitan Exposition and Auditorium Authority</a>	57
<b><a href="#">Frequently Asked Questions</a></b>	<b>58</b>

# GLOSSARY

## 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))

**NOTE:** 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))

## CALL

---

A notice to members of the electoral board, the objector, and the candidate (or proponent of the referendum) of the time and place that the electoral board will convene to begin the hearing on the objection. (10 ILCS 5/10-10)

## 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, 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 or the 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)

For more information on established political parties, see page 6.

## LEADING POLITICAL PARTY

---

One of the two political parties whose candidates for governor at the most recent three gubernatorial elections received either the highest or second highest average number of votes. The political party whose candidates for governor

received the highest average number of votes shall be known as the first leading political party and the political party whose candidates for governor received the second highest average number of votes shall be known as the second leading political party. (10 ILCS 5/1-3(21))

## NEW POLITICAL PARTY

---

A party other than an established party, initially formed by a petition filed with the local election official for that unit of government. (10 ILCS 5/10-2)

For more information on new political parties, see page 8.

## NOTARY

---

Any individual appointed and commissioned to perform notarial acts. (5 ILCS 312/1-104(a)) A notarial act is any act that a notary is authorized to perform and includes taking an acknowledgement, administering an oath or affirmation, taking a verification upon oath or affirmation, and witnessing or attesting a signature. (5 ILCS 312/6-101(a))

## POLITICAL SLOGAN

---

Any word or words expressing or connoting a position, opinion, or belief that the candidate may promote, including but not limited to, any word or words conveying any meaning other than that of the personal identity of the candidate. (10 ILCS 5/7-17(b), 16-3(e))

## POLITICAL OR GOVERNMENTAL SUBDIVISION

---

Any unit of local government or school district in which elections are or may be held. (10 ILCS 5/1-3(6))

## REGISTERED VOTERS OF THE STATE, POLITICAL SUBDIVISION, OR DISTRICT

---

Whenever a statute requires that a nomination petition or a petition proposing a public question shall be signed by a specific percentage of the registered voters of the State, political subdivision, or district, the total number of voters to which the percentage is applied shall be the number of voters who are registered in the State, political subdivision, or district, as the case may be, on the date registration closed before the regular election next preceding the last day on which such petition may be filed. (10 ILCS 5/3-1.3)

## 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 their signature on the petition or was registered to vote at such address when they signed the petition. Any person, otherwise qualified under Section 3-1.2 of the Election Code, who has not moved to another residence but whose address has changed as a result of implementation of a 9-1-1 emergency telephone system shall be considered a "voter," "registered voter," "qualified voter," "legal voter," "elector," "qualified elector," "primary elector," and "qualified primary elector." (10 ILCS 5/3-1.2)

# CONSOLIDATED PRIMARY

Last Tuesday in February  
February 28, 2023  
(10 ILCS 5/2A-1.2(c))

## ESTABLISHED POLITICAL PARTIES – OFFICERS TO BE NOMINATED AT THE PRIMARY

- MUNICIPAL – over 5,000 population and/or Special Charter: (10 ILCS 5/2A-1.2(c))  
  
Mayor or President  
Clerk  
Treasurer  
Aldersperson or Trustee
- Municipalities of 5,000 or less population may determine by ordinance (no later than November 15, 2022) that political parties shall nominate candidates for municipal offices by primary. (10 ILCS 5/7-1(b))
- Villages that have nominated and elected candidates for president and trustees in partisan elections prior to January 1, 1992, may continue to hold partisan elections without conducting a referendum. (65 ILCS 5/3.1-25-20)

## NONPARTISAN – OFFICERS TO BE NOMINATED AT THE PRIMARY

- MUNICIPAL – Council-Manager form (council members at-large and from districts)  
  
Mayor or President  
Clerk  
Treasurer (Council-Manager form only)  
Council Members, Trustees, or Alderspersons

**NOTE:** A village may conduct a nonpartisan primary by referendum. (Municipalities incorporated after May 13, 1993, are non-partisan, unless they adopt the partisan format). (65 ILCS 5/3.1-25-60)

## NONPARTISAN – OFFICERS TO BE ELECTED AT THE PRIMARY

- MUNICIPAL – City of Chicago (If no candidate gets more than 50%, a runoff is required.)  
  
Mayor  
Clerk  
Treasurer  
Aldersperson



# CONSOLIDATED ELECTION

First Tuesday in April

April 4, 2023

(10 ILCS 5/2A-1.2(c))

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

- MUNICIPAL – including Special Charter (10 ILCS 5/2A-1.2(c)(1))

Mayor or President  
Clerk  
Treasurer  
Aldersperson or Trustee

## NONPARTISAN – OFFICERS TO BE ELECTED

- MUNICIPAL – Council-Manager form (council members at-large and from districts), Commission form (10 ILCS 5/2A-29)

Mayor or President  
Clerk  
Treasurer (Council-Manager only)  
Council Members, Commissioners, Trustees, or Alderspersons

- MUNICIPAL – City of Chicago (run-off elections, if required) (65 ILCS 20/21-26)
- MUNICIPAL – Corporate authority run-off elections, if required due to unexpired term created by a vacancy (65 ILCS 5/3.1-10-51(b), 20/21-22 and 21-25)
- PARK DISTRICT – Commissioners, Trustees (10 ILCS 5/2A-38)
- PUBLIC LIBRARY DISTRICT – Trustees (10 ILCS 5/2A-1.2(c)(5))
- TOWNSHIP AND MUNICIPAL LIBRARY – Trustees (10 ILCS 5/2A-1.2(c)(5)(7))
- REGIONAL BOARD OF SCHOOL TRUSTEES – Trustees (10 ILCS 5/2A-50)
- SCHOOL DISTRICT – Board Members (including districts under article 33, however those districts are exempt from the non-primary provision of Section 2A-1.2(c)(12)), School Directors (10 ILCS 5/2A-1.2(c)(9)(12))
- SCHOOL DISTRICT - Special Charter – Inspectors, Board Members (10 ILCS 5/2A-49)
- TOWNSHIP TRUSTEES OF SCHOOLS (Cook County only) (10 ILCS 5/2A-51)
- COMMUNITY COLLEGE DISTRICT – Trustees (10 ILCS 5/2A-1.2(c)(13))
- TOWNSHIP LAND COMMISSIONERS (in counties under 220,000 population) (105 ILCS 5/15-24, 10 ILCS 5/2A-1.2(c)(17))
- FIRE PROTECTION DISTRICT – Trustees (10 ILCS 5/2A-1.2(c)(14))
- PUBLIC WATER DISTRICT – Trustees (70 ILCS 3705/4.2, 10 ILCS 5/2A-1.2(c)(17))
- FOX WATERWAY AGENCY – Directors (10 ILCS 5/2A-1.2(c)(10)):
  - 1 Director to be elected from Lake County; 2 full term directors and 1 2-year unexpired Director to be elected from McHenry County
- FOREST PRESERVE DISTRICT – Commissioners (10 ILCS 5/2A-1.2(c)(11))
- SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY – Commissioners (10 ILCS 5/2A-1.2(c)(15))
- OTHER SPECIAL PURPOSE DISTRICTS

# CANDIDATE FILING PERIODS (AND CAUCUS DATE INFORMATION)

## ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

**November 21-28, 2022** (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 election)

Filing period for candidates seeking nomination at the **FEBRUARY 28, 2023, Consolidated Primary Election**, see page 3.

Petitions may NOT be circulated prior to August 30, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

## INDEPENDENT, NEW PARTY, COMMISSION-MUNICIPAL, AND NON-MUNICIPAL NONPARTISAN OFFICE CANDIDATES

**December 12-19, 2022** (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, 2023, Consolidated Election**, see page 5.

Petitions may NOT be circulated prior to September 20, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

**New political parties:** The SBE does not require new political parties to submit a full-slate of candidates, in accordance with the Seventh Circuit's 2017 ruling which found the full-slate requirement unconstitutional. *Libertarian Party of Illinois v. Scholz, et al.*, 872 F.3d 518 (7th Cir. 2017).

## CAUCUS DATE INFORMATION

In **MUNICIPALITIES** of 5,000 or less population, established political parties hold their caucuses on December 5, 2022, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2022.

(10 ILCS 5/10-1(a))

**NOTE:** Municipalities of 5,000 or less may determine by ordinance (by November 15, 2022) that established political parties shall nominate candidates for municipal offices by primary election. (10 ILCS 5/7-1(b))



# TYPES OF CANDIDATES

## ESTABLISHED POLITICAL PARTY CANDIDATES IN MUNICIPALITIES – NOMINATION BY PRIMARY ELECTION

### DEFINING AN ESTABLISHED POLITICAL PARTY

---

A political party which, at the last election in any municipality in the State, polled more than 5% of the entire vote cast within such territorial area, as the case may be, has voted as a unit for the election of officers to serve the respective territorial area, is an “established political party” as to such municipality. (10 ILCS 5/7-2, 10-2)

### MUNICIPALITIES OVER 5,000 POPULATION

---

In the 2023 elections, municipalities over 5,000 in population and not governed by the commission or council-manager form of government or municipalities that have not adopted a nonpartisan primary system fall under the provisions of Article 7 (Established Political Parties) of the Election Code. Municipalities incorporated after May 13, 1993 are nonpartisan unless they adopt the partisan format. (10 ILCS 5/7-1 (*et seq.*))

### UNCONTESTED OFFICES

---

No office for which the 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. (10 ILCS 5/7-5(b); 65 ILCS 5/3.1-20-45)

### FILING PARTISAN IN THE CONSOLIDATED PRIMARY & GETTING DEFEATED FOR NOMINATION

---

A candidate for whom a nomination paper has been filed as a partisan candidate at a consolidated primary election, and who is defeated for nomination, is prohibited from being listed on the ballot at the consolidated election as an independent candidate or a candidate of another political party, and may not file a declaration of intent to be a write-in candidate at that consolidated election. (10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1)

## ESTABLISHED POLITICAL PARTY CANDIDATES IN MUNICIPALITIES – NOMINATION BY CAUCUS

### ELIGIBLE MUNICIPALITIES

---

Established political parties shall nominate candidates by caucus in municipalities with a population of 5,000 or less (10 ILCS 5/7-1(a), 10-1(d)). This provision does not apply to commission or council-manager forms of government, or to any municipality that has adopted a nonpartisan primary system, as candidates in these municipalities are elected on a nonpartisan basis. (10 ILCS 5/7-1(b), 10-1(d)) See page 1 for definition of “Established Political Parties.”

Municipalities of 5,000 or less population may determine by ordinance no later than November 15, 2022, that established political parties shall nominate candidates for municipal offices by a primary election in accordance with Article 7 of the Election Code. (10 ILCS 5/10-1(d))

## CAUCUS DATE FOR MUNICIPALITIES

---

The municipal caucuses shall be conducted on December 5, 2022. The municipal caucuses shall be conducted on the first Monday in December of even-numbered years, except that, when that Monday is a holiday or the eve of a holiday, the caucuses shall be held on the next business day following the holiday. (10 ILCS 5/10-1(a))

## VOTER PARTICIPATION

---

Only those registered voters who reside within the territory for which the nomination is made shall be permitted to vote or take part in the caucus proceedings ([SBE Form H-1A](#)). No voter shall vote or take part in the proceedings of more than one caucus or meeting to make a nomination for the same municipality. (10 ILCS 5/10-1(e))

## CAUCUS PROCEEDINGS

---

The caucus may make **ONE** nomination for each office to be filled at the consolidated election. (10 ILCS 5/10-1(a))

A Certificate of Nomination by Caucus ([SBE Form H-2](#)) shall be prepared to include:

- a. the names and addresses of the candidates, along with the offices for which they are nominated; and
- b. the established party name.

The presiding officer and secretary of the caucus shall list their addresses and sign the Certificate of Nomination. The certificate shall be sworn by them to be true to the best of their knowledge and belief and must be notarized. (10 ILCS 5/10-1(a))

## NOMINATION PAPERWORK

---

Candidates nominated by caucus must individually provide the following documents, which are filed with the caucus certificate of nomination:

- a. Statement of Candidacy ([SBE Form P-1K](#));
- b. Receipt for the filing of the candidate's Statement of Economic Interests. The receipt must be filed prior to the filing deadline; and
- c. Loyalty Oath (optional)

(See "Filing for Office" beginning on page 13 for more detailed information).

The Certificate of Nomination, along with the required individual candidate documentation, shall be filed with the appropriate municipal clerk during the regular filing period (December 12-19, 2022). (10 ILCS 5/10-1(a), 10-5)

Any vacancy in nomination by caucus of an established political party for a municipal office shall be filled in accordance with 10 ILCS 5/7-61.

## PARTICIPATING IN A CAUCUS & GETTING DEFEATED IN THE PRIMARY

---

A candidate who participated at a caucus and who is defeated at the caucus for nomination is ineligible to be listed as a candidate of another political party, an independent candidate, or to file a declaration of intent to be a write-in candidate at the consolidated election. (10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1)

# NEW POLITICAL PARTY CANDIDATES

## DEFINING A NEW POLITICAL PARTY

---

A political group wishing to form a new political party within a municipality must file petitions with a full slate of candidates for such political subdivision. The following court case has held that the full-slate requirement for new political parties is unconstitutional: *Libertarian Party of Illinois v. ISBE, et al.*, 872 F.3d 518 (7<sup>th</sup> Cir. 2017). Upon such filing, a new political party is created. That new political party remains a new political party for the election for which it filed a full slate of 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)

**New political parties:** The SBE does not require new political parties to submit a full-slate of candidates, in accordance with the Seventh Circuit’s 2017 ruling which found the full-slate requirement unconstitutional. *Libertarian Party of Illinois v. Scholz, et al.*, 872 F.3d 518 (7<sup>th</sup> Cir. 2017).

## CERTIFICATE OF OFFICERS FORM

---

The new political party petition must include a certificate ([SBE Form P-8C](#)) which includes the names and addresses of party officers authorized to fill vacancies in nomination. (10 ILCS 5/10-5, 10-7, 10-11)

Where a new political party petition is invalidated by an electoral board or upon judicial review or the entire new party slate withdraws, the new party officers cannot replace the entire slate of candidates on the pretext of filling vacancies in nomination. (10 ILCS 5/10-7, 10-11)

## NEW POLITICAL PARTY NAME

---

The new party name may not contain more than five words. Moreover, such party shall not bear the same name as, or include the name of any established party. (10 ILCS 5/10-2, 10-5)

However, see *Norman v. Reed*, 502 U.S. 279, 112 S.Ct. 698 (1992) and *Reed v. Kusper*, 154 Ill.2d 77, 607 N.E.2d 1198 (Ill. 1992)

## NOMINATION PAPERWORK

---

Petitions for new political party candidates must include the following:

- a. Statement of Candidacy for each candidate;
- b. Receipt for the filing of each candidate’s Statement of Economic Interests. The receipt must be filed prior to the filing deadline; (10 ILCS 5/10-5)
- c. Loyalty Oath (SBE Form P-1C) (optional);
- d. Certificate ([SBE Form P-8C](#)) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failing to file such certificate will not invalidate the petition, but if it is not filed, the new party will not be able to fill vacancies in nomination. (*Peoples Independent Party v. Petroff*, 191 Ill.App3d 706, 548 N.E. 2d 145 (5<sup>th</sup> Dist. 1989)). (10 ILCS 5/10-5)

(See “Filing for Office” beginning on page 13 for more detailed information).

## CANDIDATES SEEKING ELECTION FROM WARDS OR DISTRICTS & AT-LARGE

---

New party candidates seeking office where officers are elected from wards or districts and at-large (10 ILCS 5/10-2):

- In the case of a petition to form a new political party within a municipality in which officers are to be elected from wards or districts and at-large, such petition shall consist of separate components for each ward or district from which an officer is to be elected. Each component shall be circulated only within a ward or district of the political subdivision and signed only by qualified electors who are residents of such ward or district.
- Each sheet of such petition must contain a complete list of the names of the candidates of the party for all offices to be filled in the political subdivision at-large, but the sheets comprising each component shall also contain the names of those candidates to be elected from the particular ward or district. Each component of the petition ([SBE Form P-8A](#), [SBE Form P-8B](#)) for each ward or district from which an officer is to be elected must be signed by qualified voters of the ward or district equaling a number not less than 5% of the number of voters who voted at the last regular election in such ward or district at which an officer was elected to serve the ward or district.
- The entire petition, composed of all components, must be signed by a total of qualified voters of the entire political subdivision equaling in number not less than 5% of the number of voters who voted at the last regular election in such municipality at which an officer was elected to serve the municipality at-large.

## FILING PARTISAN IN THE CONSOLIDATED PRIMARY & GETTING DEFEATED FOR NOMINATION

---

A candidate for whom a nomination paper has been filed as a partisan candidate at a consolidated primary election, and who is defeated for nomination, is prohibited from being listed on the ballot at the consolidated election as an independent candidate or a candidate of another political party, and may not file a declaration of intent to be a write-in candidate at that consolidated election. (10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1)

## INDEPENDENT CANDIDATES

### DEFINING AN INDEPENDENT CANDIDATE

---

Independent candidates are defined as those individuals who are not candidates of any political party, but who are candidates in an election at which party candidates appear on the ballot. (10 ILCS 5/10-3)

### NOMINATION PAPERWORK

---

Independent candidates should follow the information contained in “Filing for Office” beginning on page 13 in preparing their nomination papers for filing.

Nomination papers must be filed in the office of the appropriate local election official or board of election commissioners during the filing period, December 12-19, 2022.

Whenever the name of an independent candidate for an office is withdrawn or an independent candidate’s petition is declared invalid by an electoral board or upon judicial review, no vacancy in nomination for that office shall exist. A vacancy in nomination contemplates a political party organization to fill it, but an independent candidate is not supported by a party structure. Therefore, vacancies for independent candidates cannot be filled. (10 ILCS 5/10-7)

### PARTISAN FILING AFTER PRIMARY DEFEAT

---

Any partisan (established or new party) candidate who is defeated for nomination in the consolidated primary is prohibited from being listed on the ballot at the consolidated election as an independent, established, or new party candidate, and from filing a declaration of intent to be a write-in candidate at the following consolidated election. (10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1)

# NONPARTISAN CANDIDATES

## NONPARTISAN OFFICES

---

Statutes governing certain units of government require candidates file for office on a nonpartisan basis. The ballot listing such candidates shall be printed without any party or “Independent” designation at its head. These offices to be elected at the April 4, 2023 Consolidated Election include:

- a. Candidates for municipal office in municipalities operating under council-manager (council members at-large) form of government. (10 ILCS 5/2A-27) (A village may adopt a system of nonpartisan primary and general elections for the election of village officers as provided in 65 ILCS 5/3.1-25-20 through 3.1-25-60, and in certain home-rule municipalities who have devised governmental systems unique to them). These candidates file for the February 28, 2023 Consolidated Primary. No primary is held for any uncontested office. Candidates for municipal office under the commission form of government file for the April 4, 2023 Consolidated Election. Municipalities incorporated after May 13, 1993 are nonpartisan unless they adopt the partisan format.
- b. Candidates for Library Trustee (10 ILCS 5/2A-1.2(c)(5))
- c. Candidates for Park District Commissioner or Park Trustee (10 ILCS 5/2A-38)
- d. Candidates for School Board Member in districts adopting Article 33 of the School Code (10 ILCS 5/2A-1.2(c)(9), (c)(12))
- e. Candidates for Regional Board of School Trustees (10 ILCS 5/2A-50)
- f. Candidates for School District Board Members, School Directors, and Township Land Commissioners (10 ILCS 5/2A-1.2(c)(9)(12))
- g. Candidates for Township Trustees of Schools in Cook County (10 ILCS 5/2A-51)
- h. Candidates for Community College District Trustees (10 ILCS 5/2A-1.2(c)(13))
- i. Candidates for Fire Protection District Trustees (10 ILCS 5/2A-1.2(c)(14))
- j. Candidates for Fox Waterway Agency Directors (10 ILCS 5/2A-1.2(c)(10))
- k. Candidates for Fox Metro Water Reclamation District (10 ILCS 5/2A-1.2(c)(17))
- l. Candidates for Forest Preserve District Commissioners (10 ILCS 5/2A-1.2(c)(11))
- m. Candidates for Public Water District Trustees (10 ILCS 5/2A-1.2(c)(17))
- n. Candidates for Springfield Metropolitan Exposition and Auditorium Authority (10 ILCS 5/2A-1.2(c)(15))

Nonpartisan candidates should follow the information contained in “Filing for Office” beginning on page 13 in preparing nomination papers for filing.

## THE CONSOLIDATED PRIMARY ELECTION

---

Nonpartisan candidates for office who are defeated at the consolidated primary may not file a declaration of intent to be a write-in candidate in the consolidated election. (10 ILCS 5/17-16.1, 18-9.1)

# WRITE-IN CANDIDATES

## HOW TO BECOME A WRITE-IN CANDIDATE

---

For the consolidated primary and consolidated election, a write-in candidate must file a notarized “Declaration of Intent to be a Write-In Candidate” ([SBE Form P-1F](#)) no later than 61 days prior to the election. However, whenever an objection to a candidate’s nominating papers for any office is sustained after the 61<sup>st</sup> day before the election, the candidate may file a notarized Declaration of Intent to be a Write-In Candidate form for that office with the proper election authority or authorities no later than seven days prior to the election. The declaration must be filed with the proper election authority or authorities in those jurisdictions in which they are seeking to be a write-in candidate. Any candidate who is required to file a certificate of qualifications (assessor, multi-township assessor) to participate as a candidate should file such certificate with the declaration of intent form. The “Declaration of Intent to be a Write-In Candidate” form can be obtained from the election authority’s office. (10 ILCS 5/7-59(b), 17-16.1, 18-9.1; 35 ILCS 200/2-45(b))

## QUALIFYING AT THE CONSOLIDATED ELECTION

---

For candidates running in the consolidated primary, to qualify as a candidate for the consolidated election, a write-in candidate must receive the number of votes that is equal to or greater than the number of signatures required on a nominating petition for that office if the number of candidates whose names appear on the consolidated primary ballot is less than the number of persons the party is entitled to nominate or elect to that office at the consolidated primary election. (10 ILCS 5/7-59(c)(1))

The number of votes required for a write-in candidate to be nominated or elected to an office at a primary election, as outlined above, does not apply if:

- a. The number of votes received exceeds the number of votes received by at least one of the candidates whose name was printed on the consolidated primary ballot for that same office; or
- b. The 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.

For nonpartisan municipal primaries, if the name of only one candidate for a particular office appeared on the primary ballot, the name of the person having the largest number of write-in votes shall not be placed upon the ballot at the general municipal election unless the number of votes received in the primary election by that person was at least 10% of the number of votes received by the candidate for the same office whose name appeared on the primary ballot. (65 ILCS 5/3.1-25-40(b))

## WINNING WRITE-IN CANDIDATES

---

Within five days following the completion of the canvass of results for the consolidated primary election, or prior to taking office after the consolidated election, write-in candidates who are declared nominated or elected must file a Statement of Candidacy, Loyalty Oath (optional), and a receipt for the filing of the Statement of Economic Interests. (10 ILCS 5/7-60.1) Any necessary qualification certificate that may be required for a particular office must also be filed. The winning write-in candidates should be notified of these requirements by the election authority.

Upon the filing of the necessary documents following the consolidated election, the election authority shall issue a certificate of election to the write-in winners, upon their application. (10 ILCS 5/22-18)

## UNCONTESTED PRIMARY

---

If the nomination for any office in the consolidated primary is uncontested, 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 22, 2022, which is 68 days prior to the consolidated primary. The declaration must be filed with the appropriate office with whom nomination papers for such office are filed. (10 ILCS 5/7-5(d), 7-13.1)



# CANDIDATE CHECKLIST

- Meet **residency, age, and other qualifications** for the specific office
  
- File paperwork with the **SBE Campaign Disclosure division** or the **Federal Election Commission** regarding finances (if needed)
  
- File a notarized **Statement of Candidacy** including (but not limited to):
  - Your name
  - Your address
  - Office sought
  - Party
  - Office location (for example, the district or county)
  - Date of the election
  
- File a **Statement of Economic Interests receipt** (does not apply to federal offices or political party offices)
  
- File a **Loyalty Oath** (optional)
  
- File a **Code of Fair Campaign Practices** (optional)
  
- File notarized **petition sheets** with the required number of signatures, numbered consecutively starting with the number "1"
  
- Include **Certificate of Deletions** with petitions, numbered consecutively starting with the number "1" (if applicable)
  
- Fill out **data entry card** (for people who file with the State Board of Elections) and place on top of nominating petition packet (does not need to be attached to packet)
  
- File with the appropriate** election authority (see specific office in this guide for details)

**Note:** This checklist is not binding and should not be construed as sufficient argument in response to any objection or legal argument. If you have further questions, you may contact the division of Election Operations at the State Board of Elections or your legal counsel.

# FILING FOR OFFICE

## GENERAL FILING INFORMATION

### OBTAIN LEGAL COUNSEL

---

Candidates are strongly advised to obtain legal counsel regarding their legal qualifications for office, the proper method for completing the petition forms with respect to the office, the minimum and maximum number of signatures required, the qualifications of signers and circulators, and other information.

**NOTE:** Candidates should contact the election authority or the local election official who is responsible for receiving the filing of the petition for nomination and/or election to office for further information as to the specific number of signatures required on a nominating petition for a specific office (or for the data needed to calculate that number).

### HOW CANDIDATES FILE

---

Candidates in jurisdictions using the partisan format may file for office in the following manner:

- a. as a candidate of an established political party;
- b. as a candidate of a new political party; or
- c. as an independent candidate.

Candidates must file on a nonpartisan basis in units of government where it is required that all candidates file on a nonpartisan basis. See page 10 for more detailed information on which offices file nonpartisan.

### NOMINATION PAPERS

---

Candidates must file the following papers, except as noted:

- a. Statement of Candidacy;
- b. Receipt for the filing of a Statement of Economic Interests;
- c. Loyalty Oath (optional);
- d. Certificate of Qualifications, when applicable (e.g., township/multi-township assessors);
- e. Nominating petition sheets (containing a sufficient number of original signatures) or Certificate of Nomination by Party Caucus.

**NOTE:** Certificate of Officers Authorized to Fill Vacancies (new party filings only). A new political party petition must have attached thereto a certificate ([SBE Form P-8C](#)) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will not invalidate the petitions, but will preclude the new party from being able to fill any vacancy that may occur. See *Peoples Independent Party v. Petroff*, 191 Ill.App.3d 706,548 N.E.2d 145 (5th Dist. 1989).

### FORMAT OF NOMINATION PAPERWORK

---

Election laws prescribe the general format of nomination paperwork to be submitted when seeking nomination for each office. The State Board of Elections (“SBE”) has prepared **suggested** forms for petitions, statements of candidacy, and other applicable forms. The official SBE form number to be used is included under each office in this guide. Local election officials are advised to contact their election authority (county clerk or board of election commissioners) regarding the availability of forms. The forms can be downloaded by clicking on the link or they may be obtained from your election authority. You may also purchase forms from election supply vendors.

## OBJECTIONS

---

A candidate's nomination papers may be challenged by the filing of an objection. The deadline for filing objections is five business days after the last day of the filing period. Objections to all nominating papers are heard by the proper electoral board as designated in the Election Code and decisions of the electoral board are subject to judicial review. (10 ILCS 5/10-8 through 10-10.1) See page 21 for more detailed information on objections.

## FILING NOMINATING PAPERWORK

---

Nominating papers may be filed by mail or in person, either by the candidate or a representative of the candidate.

- a. Information on where to file is included under each office as listed elsewhere in this guide.
- b. Filings must be made within the appropriate filing period; see page 5 for information on the filing periods.
- c. Filings must be received no earlier than 8:00 a.m. or the normal opening hour of such office, whatever the case may be, on the first day of the appropriate filing period and no later than 5:00 p.m. or the close of business, whichever is later, on the last day of that filing period. (10 ILCS 5/1-4, 7-12(6), 10-6.2)

*Welsh vs. Education Officers Electoral Bd. for Proviso High School Dist. 209, 322 Ill.App.3d 568, 750 N.E.2d 222 (1st Dist. 2001)*

**NOTE:** The State Board of Elections will **NOT ACCEPT** any petition for filing after 5:00 p.m. on the last day of the filing period. This applies to any individual(s) waiting in line as of the 5:00 p.m. deadline who has not yet filed their petition(s). (26 Il. Adm. Code §202.10(b))

- d. Petitions sent by mail (United States Post Office only) and received **AFTER** midnight of the first day for filing, and in the **first U.S. Postal Service delivery** of that day, shall be deemed filed as of 8:00 a.m. or as of the normal opening hour of such day. (26 Il. Adm. Code §202.20(a)) Candidates who file by mail with the SBE, and who wish to qualify for the lottery, must **mail** petitions to the Springfield office at **2329 S. MacArthur Blvd., Springfield, IL 62704-4503**. Nominating petitions received through other delivery systems are not considered "mail" and will not be included in the lottery. It is important to note that petitions received **BEFORE** the first day of filing cannot be accepted. (10 ILCS 5/7-12(6), 10-6.2)

## BALLOT POSITION LOTTERY

---

- a. The lottery is held within nine days following the last day to file petitions. Petitions filed in person at 8:00 a.m. on the first filing day or at the normal opening hour of such day, and petitions filed by mail and received in the first mail delivery of the first filing day, are included in the lottery drawing to determine the first ballot position. All other petitions, besides ones filed in the last hour of the filing deadline, are placed on the ballot in the order they are filed.
- b. Petitions filed in person at 8:00 a.m. on the first filing day or at the normal opening hour of such day, as the case may be, and petitions filed by mail and received in the first mail delivery of the first filing day are included in the lottery drawing to determine the first ballot position.
- c. Petitions filed in person after 8:00 a.m. on the first filing day or after the normal opening hour of such day, as the case may be, and petitions filed by mail and received after the first mail delivery of the first filing day are not included in the lottery drawing and are placed on the ballot in the order filed. (10 ILCS 5/7-12(6), 10-6.2)
- d. 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. (10 ILCS 5/7-12(6), 10-6.2)

## MULTIPLE FILINGS OF NOMINATION PAPERS

---

If multiple sets of nomination papers are filed for a candidate for the same office, the SBE, appropriate election authority, or local election official where the petitions are filed shall, within two business days, notify the candidate of

the multiple petition filings and that the candidate has **three business days after receipt of the notice** to notify the appropriate filing authority that the prior set of petitions may be canceled.

If the candidate notifies the proper filing authority, the last set of petitions filed shall be the only petitions to be considered valid. If the candidate fails to notify the proper filing authority, only the first set of petitions filed shall be valid and all subsequent petitions shall be void. (10 ILCS 5/7-12(11), 10-6.2)

**NOTE:** If petitions for nomination have been filed for the same person for more than one political party, the candidate's name shall not be certified for the primary ballot for any party. (10 ILCS 5/7-12(9))

## INCOMPATIBLE OFFICES

Incompatible offices are those where the same person cannot serve in simultaneously. If petitions for nomination have been filed for the same person for two or more incompatible offices, that person must withdraw ([SBE Form P-25](#)) as a candidate from all but one of such offices **within five business days** following the last day for petition filing. If petitions are filed for the same person for more than one political party, the candidate shall not be certified for either primary ballot for any office.

**NOTE:** When a candidate withdraws their nomination papers, the original petition is not returned to the individual, but remains in the office of either the State Board of Elections, the election authority, or local election official in which they filed. (10 ILCS 5/7-10, 10-4)

*The Office of the Illinois Attorney General has issued a number of opinions on incompatibility of offices. For questions concerning the same, contact the Opinions Division of the Attorney General's office at (217) 782-9070.*

# PETITION PREPARATION & FORMATTING

## PETITION SHEET HEADING

- a. The top portion (heading) of the nominating petition pages which include information relative to the election, the candidate, the office, and political party, as applicable, must be completed prior to the circulation of the petition sheet.
- b. **The State Board of Elections will certify each candidate's name as it appears on the first numbered page of the petition.** Other election authorities or local election officials may follow a different policy with regard to petitions filed with them.
- c. The candidate's given name(s), initial(s), nickname by which the candidate is commonly known, or a combination thereof, may be used in addition to the candidate's surname. No other designation such as a political slogan, title, degree, or nickname suggesting or implying possession of a title, degree, or professional status, or similar information may be used in connection with the candidate's surname.  
(10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e))

**NOTE:** If a candidate has changed their name, whether by a statutory or common law procedure in Illinois or any other jurisdiction, within three years before the last day for filing the petition or certificate for office, whichever is applicable, then: (i) the candidate's name on the petition or certificate must be followed by "formerly known as (list all prior names during the 3-year period) until name changed on (list date of each such name change)" and (ii) the petition or certificate must be accompanied by the candidate's affidavit stating the candidate's previous names during the period specified in (i) and the date(s) each of those names were changed. Failure to meet these requirements shall be grounds for denying certification of the candidate's name for the ballot or removing the candidate's name from the ballot, as appropriate, but these requirements do not apply to name changes resulting from adoption to assume an adoptive parent's or parents' surname, marriage to assume a spouse's surname, or dissolution of marriage or declaration of invalidity of marriage to assume a former surname.  
(10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e))

- d. A political slogan is defined as any word or words expressing or connoting a position, opinion, or belief that the candidate may espouse, including but not limited to any word or words conveying any meaning other than that of the personal identity of the candidate. A candidate may not use a political slogan as part of their name on the ballot, notwithstanding that the political slogan may be part of the candidate's name. (10 ILCS 5/7-17(b), 16-3(e))

**NOTE:** The State Board of Elections, a local election official, or an election authority shall not certify to any election authority any candidate name designation that is inconsistent with this statutory reference. (10 ILCS 5/7-17(c), 16-3(f))

- e. The form of name on the petition sheets must match the form of name on the Statement of Candidacy. **THE CANDIDATE'S NAME SHOULD APPEAR IN EXACTLY THE SAME FORM ON THE PETITION SHEETS, STATEMENT OF CANDIDACY, AND LOYALTY OATH.**

Failure to match the name on the petition to the name on the Statement of Candidacy may result in the candidate not being certified for ballot.

- f. Petitions of candidates for specified offices, which are to be filed with the same officer, may contain the names of two or more candidates of the same political party for the same or different offices. However, each candidate must submit their individual Statement of Candidacy, receipt for filing the Statement of Economic Interests, and optional Loyalty Oath. (10 ILCS 5/7-10)
- g. Each sheet of the petition other than the statement of candidacy and candidate's statement shall be of uniform size and contain above the space for signatures an appropriate heading. The heading must provide the name of the candidate(s) on whose behalf the petition is signed, the office sought, the political party represented, and the place of residence. The heading of each sheet shall be the same. (10 ILCS 5/7-10, 10-4)
- h. Petition sheets which are filed with the proper local election official, election authority, or the State Board of Elections must contain the **original** signatures of the voters and the original signature of the circulator thereof, and shall not be photocopies or duplicates of such sheets. (10 ILCS 5/7-10, 10-4)

## SIGNING AND CIRCULATING PETITIONS

### PETITION CIRCULATOR REQUIREMENTS

- a. A petition circulator must be 17 years of age and a qualified voter in Illinois. **The circulator must personally witness all signatures given and sign the required certificate stating that all signatures were given in their presence.** No one may be considered a circulator of any petition page except the person who signs the circulator's statement. (10 ILCS 5/7-10, 10-4)
- b. Petition sheets must not be circulated more than 90 days preceding the last day for the filing of the petitions. The circulator's statement on a candidate's petition must specify either the dates on which the sheets were circulated, the first and last dates on which the sheet was circulated, or that none of the signatures on the sheet were signed more than 90 days preceding that last day for filing of the petitions. (10 ILCS 5/7-10, 10-4)
  - 1) Petitions circulated for established political party candidates and nonpartisan candidates who are required to file for the February 28, 2023 Consolidated Primary Election may be circulated starting August 30, 2022 for the filing period November 21-28, 2022.
  - 2) Petitions circulated for independent candidates, new political party candidates, and nonpartisan candidates who are required to file for the April 4, 2023 Consolidated Election may be circulated starting September 20, 2022 for the filing period December 12-19, 2022.
- c. A petition circulator may not circulate for more than one political party. (10 ILCS 5/10-4) *Schober v. Young, 322 Ill.App.3d 996, 751 N.E. 2d 610 (4th Dist. 2001)*
- d. A petition circulator may not circulate for independent candidates in addition to candidates for an established political party. (10 ILCS 5/10-4)

- e. A petition circulator may not circulate for more than one new political party. (10 ILCS 5/10-4)
- f. A petition circulator may not circulate for independent candidates in addition to candidates for a new political party. (10 ILCS 5/10-4)
- g. A petition circulator must complete the circulator's statement at the bottom of each petition sheet certifying address, age, and citizenship information as well as that the signatures on that sheet were signed in their presence; are genuine; to the best of their knowledge, the persons so signing were duly registered voters of the political subdivision for which the candidate(s) shall be nominated or elected; and that their respective registration addresses are correctly stated therein. This statement shall be sworn to and signed before an officer authorized to administer oaths in Illinois. (10 ILCS 5/7-10, 10-4)
- h. Petition circulators shall indicate on such petition their residence address, written or printed, including the street address or rural route number of the circulator, as well as the circulator's city, village, or town. (10 ILCS 5/7-10, 10-4)

## PETITION SIGNER REQUIREMENTS

---

- a. A signer **MAY NOT** sign petitions for a candidate of more than one political party for the same primary election. (10 ILCS 5/7-10)
- b. A signer may sign the petitions of one established political party for the consolidated primary election and one new political party or independent for the subsequent consolidated election. (10 ILCS 5/10-3)
- c. A signer must sign their own signature on the petition. The signer cannot sign for someone else, such as another member of their family. (10 ILCS 5/7-10, 10-4)
- d. A petition signer may change party affiliation from one election to another. *Kusper v. Pontikes*, 414 U.S. 51, 94 S.Ct. 303 (1973), *Sperling v. County Officers Electoral Board*, 57 Ill.2d 81, 309 N.E.2d 589 (Ill. 1974)
- e. Petition signers must be registered voters in the political subdivision in which the candidate is seeking nomination or election. (10 ILCS 5/7-10, 10-2, 10-3, 10-4)

Petition signers shall indicate on such petition their residence address, written or printed, including the street address or rural route number, as well as their city, village or town, county, and state. However, the state, county, city, village, and town of residence may be pre-printed on the petition form when all of the electors signing the petition form reside therein. Standard abbreviations may be used in writing the residence address. **A petition signer must be a registered voter from the address shown opposite their signature on the petition.** (10 ILCS 5/3-1.2, 7-10, 10-4)

- f. Signatures may be stricken from the petition by the circulator or the candidate ([SBE Form P-2A](#)), prior to filing, in the following manner:
  - 1) The person striking the signature must initial the petition at the place where the signature is stricken. (10 ILCS 5/7-10, 10-3)
  - 2) The person striking the signature must sign a certification ([SBE Form P-2A](#)) listing the page number and line number of each signature stricken from the petition. Such certification shall be filed as part of the petition. (10 ILCS 5/7-10, 10-3)
  - 3) The person striking signatures from independent candidate petitions must sign an additional certificate ([SBE Form P-2B](#)) specifying the number of certification pages listing stricken signatures, which are attached to the petition, and the page numbers indicated on such certifications. This additional certificate must be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and before the certifications of stricken signatures ([SBE Form P-2A](#)). This last step is required statutorily only for independent candidates. (10 ILCS 5/10-3)
  - 4) All of the foregoing requirements are necessary to affect a valid striking of any signature.



## PREPARING PETITION SHEETS

---

- a. The petition signature sheets must be **original** and of **uniform size**. (10 ILCS 5/7-10, 10-4)
- b. The petition **signature** sheets must be numbered consecutively, beginning with the top sheet as number “1.” (10 ILCS 5/7-10, /10-4)
- c. The following original documents are to be attached (preferably on top) to the nominating petition signature sheets:
  - 1) Statement of Candidacy;
  - 2) Loyalty Oath (optional)
  - 3) Receipt for filing the Statement of Economic Interests (not required for federal or party office). The receipt may be filed at any time during the filing period and will not change the initial date and time of filing.  
**The above documents are NOT page numbered.**
  - 4) Any certifications related to the striking of signatures shall be attached immediately following the last petition page and numbered consecutively beginning with the number “1.” (10 ILCS 5/7-10, 10-3)
  - 5) For all new political party petitions, the petition must have attached thereto a certificate ([SBE Form P-8C](#)) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will result in the party forfeiting its right to fill vacancies in nomination, but will not invalidate the petition. (10 ILCS 5/10-5, 10-11)
  - 6) Any other documentation which may be required to qualify for a specific office.
- d. The petition signature sheets must be **neatly fastened together** in book form by fastening them together at one edge in a secure and suitable manner.

**NOTE: A petition once filed shall not be altered or added to.** However, the receipt for an economic interest statement filing may be filed no later than 5:00 p.m. on the last day on which nomination papers may be filed. (10 ILCS 5/7-10, 7-12, 10-4, 10-5)

## STATEMENT OF CANDIDACY

### COMPLETING A STATEMENT OF CANDIDACY FORM

---

Each candidate, whether an individual candidate or one whose name appears on a group petition or certificate of nomination, must complete and file a Statement of Candidacy. The form of the candidate’s name, as printed and signed, should match the name as printed on the petition. Furthermore, the address of the candidate, the office for which the person is a candidate, political party designation, if applicable, and statements that the person is qualified for the office specified, if required, should also match the information as printed on the petition. See each individual office in this guide for the recommended SBE Statement of Candidacy form. **THIS STATEMENT MUST ACCOMPANY THE NOMINATION PAPERS.** (10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e))

filing as a SLATE Petitions filed with the same officer (for specified offices) may contain the names of two or more candidates of the same political party. However, each candidate must submit an individual Statement of Candidacy, optional Loyalty Oath, and Statement of Economic Interests receipt. (10 ILCS 5/7-10)

## STATEMENT OF ECONOMIC INTERESTS RECEIPT

### OBTAINING A STATEMENT OF ECONOMIC INTERESTS FORM

Candidates filing with the State Board of Elections may obtain Statement of Economic Interests forms from the State Board of Elections or the Index Division of the office of the Secretary of State. Candidates filing with county or local election authorities may obtain Statement of Economic Interests forms from the county clerk's office.

### FILING THE FORM

The completed Statement of Economic Interests **form** must be filed with the Index Division of the office of the Secretary of State, located at 111 East Monroe in Springfield, IL 62756, for candidates who file petitions with the State Board of Elections, or it may be filed with the county clerk in the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) For more information on filing the form, contact your election authority or the Secretary of State's Index Division at (217) 782-7017 or (312) 814-8218.

**NOTE:** The Statement of Economic Interests is not required for federal or party offices.

### FILING THE RECEIPT

Each candidate must file a **receipt** indicating that they have filed a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. (10 ILCS 5/7-10, 7-12, 8-8, 10-5; 5 ILCS 420/1-101, *et seq.*)

**NOTE:** The receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed (i.e. county officers). (10 ILCS 5/7-12(8))

Candidates are advised to file their receipt at the same time they file their nominating petitions. While the receipt does not need to accompany the nominating petitions at the time of filing, it must be filed not later than 5:00 p.m. for the State Board of Elections, or the close of business for other offices, on the last day to file those petitions.

**NOTE:** The date and time at which a nominating petition was filed is not changed when the receipt of economic interests is filed at another time during the filing period. (10 ILCS 5/7-12, 10-5)

## LOYALTY OATH

The filing of the Loyalty Oath is optional. The following court cases have held that the requirement for filing the Loyalty Oath is unconstitutional: *Communist Party of Indiana v. Witcomb*, 414 U.S. 441, 94 S. Ct. 656 (1974); *Communist Party of Illinois v. Ogilvie*, 357 F. Supp. 105 (N.D. Ill. 1972); and *Socialist Workers Party v. Ogilvie*, 357 F. Supp. 109 (N.D. Ill. 1972)

## CAMPAIGN CONTRIBUTIONS

### NOTICE OF OBLIGATION

The official with whom nomination papers are filed must provide to each candidate at the time they file nomination papers a notice of obligation to comply with the Illinois Campaign Financing Act. If a candidate files their nomination papers by mail, or an agent of the candidate files the nomination papers, the clerk or secretary with whom the petitions were filed will send the notice to the candidate by first class mail. The notice will state that the manual of instructions and forms for statements required to be filed under Article 9 of the Election Code are available from the State Board of Elections. Forms may also be downloaded from the SBE's website. (10 ILCS 5/7-12(7), 9-16, 10-6.1; 60 ILCS 1/45-35)

## WHO IS REQUIRED TO FILE WITH THE SBE?

---

Candidates, groups, or individuals who raise or spend more than \$5,000 in any 12-month period in support of or in opposition to a candidate, question of public policy, or for electioneering communication, generally must file paperwork to create a political committee with the State Board of Elections. Once created, political committees must then file disclosure reports with the Board, detailing the money they raise and spend. This filing obligation continues until a committee ceases operations, disposes of any remaining assets, and files an acceptable “Final Report” with the Board.

**NOTE:** Electioneering communication is defined as any broadcast, cable, or satellite communication, including radio, TV, or internet communication, that refers to a clearly identified candidate, political party, or question of public policy that will appear on the ballot, is made within the 60 days before a general or consolidated election, or 30 days before a primary election, is targeted to the relevant electorate, and is clearly an appeal to vote for or against the candidate or question. Electioneering communication does not include communications by Section 501(c)(3) organizations, exclusively between labor unions and their members, or Section 501(c)(6) organizations and their members.

Any entity other than a natural person who spends more than \$5,000 during a 12-month period on independent expenditures, or other expenditures supporting or opposing a candidate, must organize as a political committee and file disclosures with the Board. Individuals who spend more than \$3,000 during any 12-month period on independent expenditures supporting or opposing a particular candidate are required to file a special written disclosure with the Board. This disclosure, which must be filed within two business days of exceeding the \$3,000 threshold, gives information about the person making the independent expenditure as well as the dates, amounts, and nature of the spending. Once the threshold is reached, the individual is required to report additional independent expenditures made in connection with the same election, in \$1,000 increments, until the conclusion of the election.

**NOTE:** Independent expenditures are roughly defined as any payment or expenditure including an electioneering communication, made to expressly advocate for or against a candidate or question of public policy, provided the spending is not made in concert or connection with a candidate or their committee.

## INFLUENCING VOTERS WITH PUBLIC FUNDS

---

No public funds shall be used to urge any elector to vote for or against any candidate or proposition, or be appropriated for political or campaign purposes to any candidate or political organization. This provision shall not prohibit the use of public funds for dissemination of factual information relative to any proposition appearing on an election ballot, or for dissemination of information and arguments published and distributed pursuant to law in connection with a proposition to amend the Constitution of the state of Illinois. (10 ILCS 5/9-25.1)

## FAIR CAMPAIGN PRACTICES ACT

---

Candidates and committees are urged to abide by the provisions for campaigning outlined in the Fair Campaign Practices Act. This is a voluntary statement made and filed prior to an election, vowing that the candidate making the statement will conduct a positive, rather than a negative, campaign. Filling out and filing the “Code of Fair Campaign Practices” is voluntary. (10 ILCS 5/29B *et. seq.*)

The State Board of Elections and the county clerks shall accept, at all times prior to an election, all completed copies of the Code of Fair Campaign Practices that are properly subscribed to by a candidate or the chair of a political committee in support of or opposition to a question of public policy, and shall retain them for public inspection until 30 days after the election. (10 ILCS 5/29B *et. seq.*)

## MORE ON CAMPAIGN CONTRIBUTIONS

---

For more information on filing reports, campaign finance questions and committee related questions, click [here](#) for frequently asked questions on campaign disclosure. If you have further questions, visit the Campaign Disclosure section of our website or contact our office to speak to a member of our Campaign Disclosure staff.

# OBJECTIONS TO NOMINATING PAPERS

## FILING OBJECTIONS

---

Nomination papers shall be deemed to be valid unless objections are filed in writing, **with an original and two copies**, within **five business days after the last day for the filing of nomination papers**. Objection petitions that do not include two copies thereof shall not be accepted.

The last day to file an objection will depend on the filing period. For specific deadlines, see the SBE Election and Campaign Finance Calendar for 2023 located under "Election Guides." The objector's petitions are filed with the same office in which the nominating petitions are filed. (10 ILCS 5/7-13, 10-8)

## PROCESSING OBJECTIONS

---

No later than 12:00 noon on the second business day after receipt of an objector's petition, the State Board of Elections, election authority, or local election official shall transmit by registered mail or receipted personal delivery the Certificate of Nomination or nomination papers and the original objector's petition to the chair of the proper electoral board designated in Section 10-9 or their authorized agent. The official shall transmit a copy of the objector's petition, by registered mail or receipted personal delivery, to the candidate whose Certificate of Nomination or nomination papers are objected to, addressed to the place of residence designated in said Certificate of Nomination or nomination papers. (10 ILCS 5/10-8)

## STATE BOARD OF ELECTIONS AS THE ELECTORAL BOARD

---

Within 24 hours of the receipt of the objector's petition, the Chair of the State Board of Elections shall send a call, by registered or certified mail, to the objector and candidate whose Certificate of Nomination or nomination papers are objected to stating the day, hour, and place at which the State Board of Elections shall meet to hear the objection. (10 ILCS 5/10-10)

## IN CASES WHERE THE SBE IS NOT THE ELECTORAL BOARD

---

The chair of the electoral board shall send a call by registered or certified mail to each of the members of the electoral board, the objector and the 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 within 24 hours after the receipt of the objector's petition. (10 ILCS 5/10-10)

## ELECTORAL BOARD MEETING

---

The meeting of the electoral board shall not be less than three nor more than five days after receipt of the objector's petition by the chair of the electoral board. The Municipal Officers Electoral Board, the Township Officers Electoral Board, and the Education Officers Electoral Board may meet at the location (other than their county courthouse) where the governing body of the municipality, township, school, or community college district, respectively, holds its regularly scheduled meetings, if that location is available, provided that voter records may be removed from the offices of an election authority only at the discretion and under the supervision of the election authority. The electoral board on the first day of its meeting shall adopt rules and procedures for the introduction of evidence and the presentation of arguments and may, in its discretion, provide for the filing of briefs by the parties to the objection or by other interested persons. **The county officer's electoral board hears objections to the nominations of candidates for school district offices.** (10 ILCS 5/10-10)

## FILING FOR JUDICIAL REVIEW

---

Within five days after the decision of the Electoral Board, the candidate or objector aggrieved by the decision may file a 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 a decision delivered promptly thereafter.

If no petition for judicial review has been filed within five 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.

(10 ILCS 5/10-8, 10-9, 10-10, 10-10.1)

# LOTTERY

## FILINGS REQUIRING A LOTTERY

---

Simultaneous filings of candidate nominating petitions for the same office occur for those candidates **in line at 8:00 a.m.** (or whenever the opening hour of the business may be) or for petitions received after midnight of the first day for filing in the first U.S. Postal Service delivery of that day, on the first day of filing. Simultaneous filings can also occur during the last day of filing **during the last hour** of the filing deadline between 4:00 p.m. and 5:00 p.m., or the last hour of regular business operations of the filing entity. 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.

## CONDUCTING THE LOTTERY

---

Per State Board of Elections' Administrative Rules (codified under the Illinois Administrative Procedures Act), Title 26, Chapter 1, Section 201.40, the following system has been approved:

1. 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. Candidates filing a group petition for the same office shall be treated as one 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. If the same candidates filed, but 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.
2. 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 1 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.
3. 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 the 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.

4. If two or more nominating petitions for the same office are presented between 4:00 p.m. and 5:00 p.m. on the last day for filing, they shall be deemed to be simultaneously filed and the last ballot position will be determined by a separate lottery using the same procedures detailed above. No nominating petitions will be accepted after 5:00 p.m.
5. 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, they shall be certified (in the order determined by the lottery procedure outlined above) prior to candidates who filed for the same office who filed their petitions at a later time, except in those situations where the law requires rotation on a district-by-district basis.

# MAYOR AND COMMISSIONERS

Commission Form – Municipal

## NOMINATION PAPERS

**Petitions:** Nonpartisan, non-municipal, or municipal-commission form ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Qualified elector of the municipality and one-year residency in the municipality preceding the election. (65 ILCS 5/3.1-10-5(a))

If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. (65 ILCS 5/3.1-10-5(d))

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (65 ILCS 5/3.1-10-5(b))

## SIGNATURE REQUIREMENTS

Equal to at least 1% of the total vote cast for mayor at the last preceding mayoral election of the municipality. (65 ILCS 5/4-3-8)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Municipal Clerk, or in those municipalities which have a municipal Board of Election Commissioners, with the clerk of that Board.

## TERM

4 years and until their successors are elected and qualified. (65 ILCS 5/4-3-4)

## TERM BEGINS

The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election.

(65 ILCS 5/3.1-10-15)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# MAYOR OR PRESIDENT, ALDERPERSON OR TRUSTEE, CLERK, TREASURER

## Mayor-Aldersperson and President-Trustee Form – Municipal

**NOTE:** Candidates of established political parties file petitions to be placed on the consolidated primary election ballot in municipalities of over 5,000 population.

**Municipalities:** Municipalities of 5,000 or less population may determine by ordinance, no later than November 15, 2022, that political parties shall nominate candidates for municipal offices by primary election in accordance with Article 7 of the Election Code. (10 ILCS 5/7-1(b))

**Cities:** Cities of 10,000 or fewer inhabitants may, by ordinance, allow for the appointment of a city treasurer. (65 ILCS 5/3.1-15-5)

Villages of 5,000 or less inhabitants may, by resolution, choose to have the clerk appointed by the village president with the concurrence of the village board. (65 ILCS 5/3.1-25-90(a))

This procedure for election of officers includes municipalities which have adopted the managerial form and retained or later adopted the mayor-alderperson or president-trustee form of electing their officers. (65 ILCS 5/5-1-2)

## NOMINATION PAPERS

**Petitions:** Established Party ([SBE Form P-10](#), for primary); New Party ([SBE Form P-8](#) or [SBE Form P-8A](#), for consolidated election); Independent ([SBE Form P-3](#), for consolidated election); Nonpartisan ([SBE Form P-5](#), for primary, as applicable)

**Certificate of Officers:** New Party officers authorized to fill vacancies in nomination ([SBE Form P-8C](#))

**Statement of Candidacy:** Established Party ([SBE Form P-1](#), for primary, [SBE Form P-1K](#), for caucus); New Party ([SBE Form P-1D](#)); Independent ([SBE Form P-1B](#)); Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Qualified elector of the municipality and one-year residency in the municipality preceding the election. (65 ILCS 5/3.1-10-5(a))

Alderspersons must reside in the ward at least one year prior to their election. Trustees elected from districts must reside in their municipality at least one year prior to their election. For trustees elected by district in villages with a population of over 5,000, each of the districts shall be represented by one trustee who shall have been a resident of the district for at least six months immediately before their election in the first election after redistricting. (65 ILCS 5/3.1-10-5(c), 3.1-25-75(a)(b))

If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which

the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. (65 ILCS 5/3.1-10-5(d))

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (65 ILCS 5/3.1-10-5(b))

## SIGNATURE REQUIREMENTS

**Established Party:** For president, mayor, trustee, or clerk, at least .5% (.005) of the qualified primary electors of their party in the city, incorporated town, town, or village. (10 ILCS 5/7-10(e))

For alderperson, at least .5% (.005) of the qualified primary electors of their party within their ward, but in no event shall the number of required signatures be less than 25. In the first primary election following redistricting of wards or trustee districts of a municipality or the initial establishment of wards or districts, a candidate's petition for nomination must contain the number of signatures equal to at least 0.5% of the total number of votes cast for the candidate of that political party who received the highest number of votes in the entire municipality at the last regular election at which an officer was regularly scheduled to be elected from the entire municipality, divided by the number of wards or districts. In no event shall the number of signatures be less than 25. (10 ILCS 5/7-10(e))

**New Party:** For the consolidated election, not less than 5% of the total number of persons who voted in the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-2)

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, a petition to form a new political party in a municipal ward or district shall be signed by qualified voters of the district or ward equal to not less than 5% of the total number of votes cast at the preceding municipal election, as the case may be, for the municipal office voted on throughout the municipality for which the greatest total number of votes were cast for all candidates, divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward. In the case of a petition to form a new political party within a political subdivision in which officers are to be elected from districts and at-large, such petition shall consist of separate components for each district from which an officer is to be elected. (10 ILCS 5/10-2)

**Independent:** For the consolidated election, not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3)

Example: If 1,000 voters cast ballots at the last regular election in the district or political subdivision, the formula of 5% - 8% would result in a signature requirement of 50 – 80. Illinois statutes (10 ILCS 5/10-3) require a difference of 50 between the minimum and maximum. Therefore, the signature requirement would be 50 – 100.

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, nomination papers for an independent candidate for alderperson or trustee of such municipality, shall be signed by qualified voters of the district or ward equal to not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the total number of votes cast at the preceding general municipal election, as the case may be, for the municipal office voted on throughout such county or municipality for which the greatest total number of votes were cast for all candidates divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward. (10 ILCS 5/10-3)

**Nonpartisan (City):** For the consolidated primary election, not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3, 10-3.1)

**Nonpartisan (Village):** 1% of the total vote cast at the last preceding election in the village for president. (65 ILCS 5/3.1-25-30)

## FILING DATES

For established political party candidates and nonpartisan candidates filing for a primary, November 21-28, 2022 (not more than 99 nor less than 92 days prior to the consolidated primary). For new party candidates and independent candidates, December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election). Caucus certificates for nomination for established party candidates are filed December 12-19, 2022.

## WHERE TO FILE

With the appropriate city or village clerk, or in those cities having a Board of Election Commissioners, with the clerk of that Board.

## TERM

4 years. The term may be reduced to 2 years by referendum. (65 ILCS 5/3.1-10-65) Any municipality of less than 500,000 population that originally voted to shorten terms may submit a proposition to lengthen terms. (65 ILCS 5/3.1-10-75(a))

## TERM BEGINS

The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election. (65 ILCS 5/3.1-10-15)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.



# MAYOR, COUNCILMEMBERS AT-LARGE (AND FROM DISTRICTS IN SOME CITIES), CLERK, TREASURER

## Council-Manager Form of Government – Municipal

**NOTE:** Upon adoption of the managerial form of government, the procedures for electing municipal officers will remain the same as prior to the adoption of 65 ILCS, Article 5. A referendum may be approved by the voters to establish a different type of municipal organization in conjunction with the managerial form.

The council-manager form is the only form of municipal government covered (for election of officers) by Article 5 of the Municipal Code (65 ILCS/5). Other cities and villages which have adopted Article 5 and have retained or later adopted the mayor-alderperson form or the president-trustee village form will follow the provisions under Article 3.1 of the Municipal Code (65 ILCS/5) for the election of officers. Cities and villages which have adopted or retained a commission form would follow provisions under Article 4 of the Municipal Code (65 ILCS/5) for the election of officers.

Refer to the appropriate section of this guide for either mayor-alderperson, president-trustee, or commission form if the municipality is also a managerial form.

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-5](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the municipality and one-year residency in the municipality preceding the election. (65 ILCS 5/3.1-10-5(a))

If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. (65 ILCS 5/3.1-10-5(d))

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (65 ILCS 5/3.1-10-5(b))

### SIGNATURE REQUIREMENTS

Cities and villages that retained or later adopted Article 3.1 of the Municipal Code (65 ILCS 5/3.1), see Mayor-Alderman and President-Trustee form for signature requirements.

If a city has adopted the nonpartisan form of government as authorized by Article VII of the Constitution, the signature requirements are those in 10 ILCS 5/10-3 of the Election Code (Independent signature requirements) as authorized by the second paragraph of 10 ILCS 5/10-3.1.

**Signature requirements are governed by the form of government prior to the adoption of Council-Manager.**

**Council-Manager (formerly Commission):** 1% of the total vote cast at the last preceding election in the municipality for mayor. (65 ILCS 5/4-3-8, 5-2-12)

**Council-Manager (formerly nonpartisan President/Trustee):** 1% of the total vote cast at the last preceding election in the village for president.

**Council-Manager (formerly a city/village whose candidates ran as independents):** Signature requirements are those set out for independent candidates in 10 ILCS 5/10-3 of the Election Code, as authorized by [5/10-3.1](#) (second paragraph).

## FILING DATES

November 21-28, 2022 (not more than 99 nor less than 92 days prior to the consolidated primary).

## WHERE TO FILE

With the municipal clerk, or in those cities having a Board of Election Commissioners, with the clerk of that Board.

## TERM

4 years. The term may be reduced to 2 years by referendum. (65 ILCS 5/3.1-10-65) Any municipality of less than 500,000 population who originally voted to shorten terms may submit a proposition to lengthen terms. (65 ILCS 5/3.1-10-75(a))

## TERM BEGINS

The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election. (65 ILCS 5/3.1-10-15)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# MUNICIPAL – CITY OF CHICAGO

## Mayor, Clerk, Treasurer and Alderperson

**NOTE:** Please contact the Chicago Board of Election Commissioners for further information as to whether any vacancies in office(s) exist that need to be filled by election in 2023.

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-5](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the Cook County Clerk. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the Cook County Clerk.

### QUALIFICATIONS

Qualified elector of the municipality and one-year residency in the municipality preceding the election. (65 ILCS 5/3.1-10-5(a))

For alderpersons, one-year residency in the ward preceding the election. (65 ILCS 20/21-14(a))

If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. (65 ILCS 5/3.1-10-5(d))

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (65 ILCS 5/3.1-10-5(b))

### SIGNATURE REQUIREMENTS

All nominations in the city shall be by petition. Each petition for nomination of mayor, city clerk, and city treasurer must be signed by at least 12,500 legal voters of the city. (65 ILCS 20/21-28(b)) Each petition for alderperson must be signed by at least 473 legal voters in the ward. (65 ILCS 20/21-28(a))

### FILING DATES

November 21-28, 2022 (not more than 99 nor less than 92 days prior to the consolidated primary).

### WHERE TO FILE

With the Chicago Board of Election Commissioners, 69 W. Washington, 6<sup>th</sup> Floor, Chicago, IL 60602.

## TERM

4 years. No person shall be elected to the office of city treasurer for two terms in succession. (65 ILCS 20/21-5(b), 20/21-12, 20/21-22(a))

## TERM BEGINS

Mayor, clerk, treasurer, and alderman terms begin at noon on the third Monday in May following the election. Terms begin on May 15, 2023. (65 ILCS 20/21-5(b), 20/21-12, 20/21-22(a))

## REDISTRICTING

\*In the election following redistricting, a candidate for alderperson may be elected from any ward containing a part of the ward in which he or she resided for at least one year next preceding the election that follows the redistricting, and, if elected, that person may be reelected from the new ward he or she represents if he or she resides in that ward for at least one year next preceding the reelection. (65 ILCS 20/21-14(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# PARK COMMISSIONER, TRUSTEE

## Park District

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

**Park Commissioner:** must be a qualified elector of the park district with one-year residency in the park district preceding the election. (70 ILCS 1205/2-11)

A person is not eligible to serve as park commissioner if that person is in arrears in the payment of a tax or other indebtedness due to the park district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (70 ILCS 1205/2-11)

**Pleasure Driveway and Park District Trustees:** shall be legal voters of and reside within the park district. (70 ILCS 1205/2-15)

### SIGNATURE REQUIREMENTS

Signature requirements for general park district commissioners and pleasure driveway and park district trustees: Petition must be signed by not less than 2% of the number of ballots cast at the last election for trustee or commissioner in the district, but in no case by less than 25. (70 ILCS 1205/2-11, 2-17)

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Park District Secretary.

### TERM

5 Commissioners: 6-year term. (70 ILCS 1205/2-12)

7 Commissioners: 6-year term, by resolution or referendum. (70 ILCS 1205/2-10(a))

5-7 Commissioners: 4-year term, by resolution or referendum. (70 ILCS 1205/2-12(a))

**Pleasure Driveway and Park District**

President and 6 trustees: 4-year term. (70 ILCS 1205/2-15)

**Township Park District**

3 Commissioners: 6-year term. (70 ILCS 1205/2-19)

**TERM BEGINS**

Commissioners and Pleasure Driveway and Park District Trustees shall serve until their successors are elected and qualified. (70 ILCS 1205/2-12, 2-15)

**CAMPAIGN DISCLOSURE**

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

## Public Library District

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

### SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Library District Secretary.

### TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

### TERM BEGINS

The third Monday of the month (May 15, 2023) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.



# LOCAL LIBRARY BOARD – TRUSTEE

## Municipal – Township

**NOTE:** In villages under the commission form of government, the Library Board of Trustees are appointed by the village council. (75 ILCS 5/4-2)

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Resident of incorporated town, village, or township involved. (75 ILCS 5/4-3.3)

### SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the commission form of government), or township. (75 ILCS 5/4-3.3)

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

Local municipal or township clerk.

### TERM

7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution). (75 ILCS 5/4-3.1)

7 Trustees: 4 years for Township Public Libraries. (75 ILCS 5/4-3.2)

### TERM BEGINS

Trustees hold office until their successors are elected and qualified. (75 ILCS 5/4-3.1) Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. (75 ILCS 5/4-6)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# REGIONAL BOARD OF SCHOOL TRUSTEE (REGIONAL OFFICE OF EDUCATION)

## NOMINATION PAPERS

**Petitions:** Single county Regional School Trustee ([SBE Form P-21A](#)); Multi-county Regional School Trustee ([SBE Form P-21](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

No person shall be eligible for the office of member of the regional board of school trustees who is not a voter of the educational service region and qualified to vote in the election for members of the regional board of school trustees, or who is a member of a school board, or who is a school board employee, or who holds any county office. (105 ILCS 5/6-3)

The regional board of school trustees, in both single county and multi-county educational service regions, shall consist of seven members. In single county regions, not more than one trustee may be a resident of any one congressional township; however, in case there are fewer than seven congressional townships in the region, then not more than two of such trustees may be residents of the same congressional township. In two-county regions, at least two trustees shall be residents of each county. In regions of three or more counties, at least one trustee shall be a resident of each county. If more than seven counties constitute the educational service region, the regional board of school trustees consists of one resident of each county. (105 ILCS 5/6-2)

## SIGNATURE REQUIREMENTS

Petitions must be signed by at least 50 qualified voters from the educational service region. In addition, the petition shall specify the county and township (or road district) of the candidate's residence. (105 ILCS 5/6-10)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

Single county region candidates file with the county clerk.

Multi-county region candidates file with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704. (105 ILCS 5/6-10)

## TERM

7 members: 6-year terms. (105 ILCS 5/6-17)

## TERM BEGINS

Third Monday in May following the election (May 15, 2023). (105 ILCS 5/6-17)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# BOARD OF EDUCATION MEMBER

## Boards of Education

### NOMINATION PAPERS

**Petitions:** At-Large ([SBE Form P-7](#)); Districts 1-7 ([SBE Form P-7A](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Any person who, on the date of election, is a citizen of the United States, of the age of 18 years or over, a resident of the State and the territory encompassing the district for one year preceding the election, and a registered voter is eligible. A member shall not be a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012 and cannot serve as a school trustee. (105 ILCS 5/10-10)

### SIGNATURE REQUIREMENTS

Petitions must be signed by at least 50 qualified voters or 10% of the voters, whichever is less, residing within the district. (105 ILCS 5/9-10)

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO 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)

### TERM

4 years (may be changed to 6 years by referendum). (105 ILCS 5/9-5)

If reapportionment is required under 9-22 of the school code, the members are divided into two groups, with terms of 4 years and 2 years or 2 years and 4 years.

### TERM BEGINS

Within 40 days after the election. (105 ILCS 5/10-16)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# SCHOOL DIRECTOR\* AND TOWNSHIP LAND COMMISSIONER\*\*

\*In districts having a population fewer than 1,000.

\*\*In counties of fewer than 220,000 inhabitants containing townships with common school lands, there shall be three land commissioners elected in the same manner as provided for election of school directors. (105 ILCS 5/15-24)

## NOMINATION PAPERS

**Petitions:** Board of Education Petition ([SBE Form P-7](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Any person who, on the date of election, is a citizen of the United States, of the age of 18 years or over, is a resident of the State and of the territory of the district for at least one year immediately preceding the election, is a registered voter, is not a school trustee or a school treasurer, and is not a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012 shall be eligible to the office of school director or land commissioner. (105 ILCS 5/10-3)

## SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 qualified voters or 5% of the voters, whichever is less, residing within the district. (105 ILCS 5/9-10)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

School Director candidates 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)

Township Land Commissioner candidates file with the Township Land Commissioner's Secretary. (105 ILCS 5/9-2(d))

## TERM

4 years. (105 ILCS 5/10-4)

## TERM BEGINS

School Directors and Land Commissioners shall meet and organize within 40 days after the election by appointing one of their number president and another clerk. (105 ILCS 5/10-5, 10-16,)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.



# TOWNSHIP TRUSTEE OF SCHOOLS

Cook County

## NOMINATION PAPERS

**Petitions:** ([SBE Form P-22](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the Cook County Clerk. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

No person shall be eligible to the office of trustee of schools who is not a resident of the township and at least 18 years of age. If there are 3 or more school districts in a township which are subject to the jurisdiction of the trustees of schools of that township, no 2 trustees shall reside, when elected, in the same school district; except that in townships in which at least 90% of the electors reside in one school district which is subject to the jurisdiction of the trustees of schools of that township, this restriction shall not apply. No person shall be eligible to the office of trustee of schools and school director or school board member at the same time. (105 ILCS 5/5-3)

## SIGNATURE REQUIREMENTS

At least 5% or 500 of the voters of the school township in which the person is seeking nomination and election who last cast votes in the most recent election, whichever is less. (105 ILCS 5/5-4)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Township Treasurer. (105 ILCS 5/5-4)

Filed 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)

## TERM

6 years. (105 ILCS 5/5-13)

## TERM BEGINS

Third Monday of the month following election (May 15, 2023). (105 ILCS 5/5-14)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# BOARD MEMBER – BOARD OF EDUCATION

City of Peoria Only under 105 ILCS 5/33

## NOMINATION PAPERS

**Petitions:** ([SBE Form P-7A](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the Peoria County Clerk. See page 19 regarding filing the receipt.

**Fair Campaign Practices** (5 ILCS 420/4A-106)

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the Peoria County Election Commission.

## QUALIFICATIONS

To be eligible for election to the board, a person shall be a citizen of the United States, shall have been a resident of the district for at least one year immediately preceding the election, and shall not be a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012. (105 ILCS 5/33-2)

## SIGNATURE REQUIREMENTS

At least 200 qualified voters of the district. (105 ILCS 5/33-2)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Peoria County Election Commission, 4422 Brandywine Drive, Suite 1, Peoria, IL 61614.

## TERM

5 years (may be changed to 4-year terms by referendum). (105 ILCS 5/33-1, 33-1(a))

## TERM BEGINS

All terms shall commence on July 1 following the election (July 1, 2023). (105 ILCS 5/33-1)

## REDISTRICTING

If by reapportionment a board member no longer resides within the board voting district from which the member was elected, the member shall continue to serve in office until the expiration of the member's regular term. All new members shall be elected from the board voting districts as reapportioned. (105 ILCS 5/33-1c)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# COMMUNITY COLLEGE DISTRICT TRUSTEE\*

\* Southwestern Illinois Community College District Trustees (522) and Lincoln Land Community College District Trustees (526) run from separate sub-districts; all others run at-large.

## NOMINATION PAPERS

**Petitions:** Community College Petition ([SBE Form P-6](#)); Southwestern Illinois Community College District ([SBE Form P-6A](#)); Lincoln Land Community College ([SBE Form P-6A](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Each member must on the date of the election be a citizen of the United States, of the age of 18 years or over, and a resident of the State and the territory which on the date of the election is included in the community college district for at least one year immediately preceding the election. (110 ILCS 805/3-7(c))

Lincoln Land Community College (526): Each member must also be a resident of the trustee district they represent for at least one year immediately preceding the election, except that in the first consolidated election for each trustee district following reapportionment, a candidate for the board may be elected from any trustee district that contains a part of the trustee district in which the member resided at the time of the reapportionment and may be reelected if a resident of the new trustee district the member represents for one year prior to reelection. (110 ILCS 805/3-7)

## SIGNATURE REQUIREMENTS

At least 50 qualified voters or 10% of the voters, whichever is less, residing within the district. (110 ILCS 805/3-7.10)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Secretary of the Board of the Community College District or designated representative. **If the Secretary is an incumbent board member seeking re-election, a disinterested person must witness the filing of the Secretary's petition.** (110 ILCS 805/3-7.10)

## TERM

6 years, beginning on the date the member is officially determined to be elected to the board by a canvass conducted pursuant to the Election Code. (110 ILCS 805/3-7(b))

Lincoln Land Community College (526) and Southwestern Illinois Community College (522): The trustees are divided into 2 groups (as equally as possible for LLCC 526), with terms of 4 & 6 years or 6 & 4 years. [110 ILCS 805/3-7a and 3-7c]

All of the trustees are up for election in 2023 for Lincoln Land Community College (526) and Southwestern Illinois Community College (522).

## **TERM BEGINS**

Following the canvass and within 28 days of the election. (110 ILCS 805/3-8)

## **CAMPAIGN DISCLOSURE**

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# FIRE PROTECTION DISTRICT TRUSTEE

## NOMINATION PAPERS

**Petitions:** Fire Protection District ([SBE Form P-4-2](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Resident of the fire protection district. (70 ILCS 705/4a)

**NOTE:** In the case of a multi-county district, the number of trustees for each county shall be proportional to the number of district residents from that county in relation to the district's total population. Not more than one trustee can be from a municipality unless that municipality has more than 50% of the population in the district. (70 ILCS 705/4(4))

No person is eligible to serve on the board of any fire protection district if that person has been convicted of a felony under the laws of this State or comparable laws of any other state or the United States or is in arrears in the payment of a tax or other indebtedness due to a fire protection district. (70 ILCS 705/10.1)

## SIGNATURE REQUIREMENTS

At least 25 voters or 5% of the voters, whichever is less, residing within the district. (70 ILCS 705/4a)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Secretary of the Fire Protection District Board.

## TERM

6 years. (70 ILCS 705/4a)

## TERM BEGINS

Third Monday in May following the election (May 15, 2023). (70 ILCS 705/4a)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# PUBLIC WATER DISTRICT TRUSTEE

## NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Resident of the district. (70 ILCS 3705/4.2(c))

**NOTE:** In the case of a multi-county district, the number of trustees for each county shall be proportional to the number of district residents from that county in relation to the district's total population. (70 ILCS 3705/4(4))

No trustee or employee of such district shall be directly or indirectly interested in any contract, work, or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district. (70 ILCS 3705/4)

## SIGNATURE REQUIREMENTS

Nomination of a candidate for Trustee shall be signed by at least 0.5% of the total number of registered voters of the political subdivision for which the nomination is made or a minimum of 25, whichever is greater. (10 ILCS 5/10-3.1)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Secretary of the Water District.

## TERM

4-year terms (staggered). (70 ILCS 3705/4.2(d)(1))

## TERM BEGINS

First Monday following the month of election (May 1, 2023) or until successors have been elected and qualified, whichever occurs later. (70 ILCS 3705/4.2(d)(4))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.



# FOX WATERWAY AGENCY

1 Director to be elected from Lake County, 2 full term Directors and 1 2-year unexpired Director to be elected from McHenry County

## NOMINATION PAPERS

**Petitions:** Fox Waterway Agency ([SBE Form P-4-1](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Must be a resident of a member county and the territory of the agency and at least 18 years of age. (615 ILCS 90/5)

## SIGNATURE REQUIREMENTS

For Directors, at least 200 qualified voters of such county who reside within the territory of the agency. For Chairman, at least 200 qualified voters of **each** member county who reside in the territory. (615 ILCS 90/5)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election). (615 ILCS 90/5)

## WHERE TO FILE

With the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704.

## TERM

4 years and until their successors are elected and qualified. (615 ILCS 90/5)

## TERM BEGINS

Third Monday in May (May 15, 2023) following the election. (615 ILCS 90/5)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# FOX METRO WATER RECLAMATION DISTRICT TRUSTEE

## NOMINATION PAPERS

**Petitions:** Fox Metro Water Reclamation District ([SBE Form P-4-3](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Must be a resident of a member county and the territory of the agency and at least 18 years of age.

## SIGNATURE REQUIREMENTS

At least 100 signatures of registered voters residing within the Fox Metro Water Reclamation District. (70 ILCS 2405/3)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704.

## TERM

4 years and until their successors are elected and qualified. (70 ILCS 2405/3)

## TERM BEGINS

First Tuesday after the first Monday in the month following the month of their election. (70 ILCS 2405/3)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# FOREST PRESERVE DISTRICT COMMISSIONER

(In counties with a population of more than 30,000 but less than 90,000)

## NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Must be a resident of the forest preserve board district. (70 ILCS 805/3.5(a))

## SIGNATURE REQUIREMENTS

Nomination of a candidate for Trustee shall be signed by at least 0.5% of the total number of registered voters of the political subdivision for which the nomination is made or a minimum of 25, whichever is greater. (10 ILCS 5/10-3.1)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Secretary of the District.

## TERM

5 Commissioners: 4-year terms. (70 ILCS 805/3.5(b))

## TERM BEGINS

On the third Monday of the month (May 15, 2023) following the election. (70 ILCS 805/3.5(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY BOARD MEMBER

## NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** 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. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

## QUALIFICATIONS

Registered voter and qualified to vote within the metropolitan area. (70 ILCS 200/255-70)

## SIGNATURE REQUIREMENTS

Nomination of a candidate for member of the Board shall be made by a petition filed with the county clerk, signed by at least 50 voters qualified to vote at the election. (70 ILCS 200/255-75)

## FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

## WHERE TO FILE

With the Sangamon County Clerk, 200 S. 9<sup>th</sup> Street, Rooms 101 & 105, Springfield, IL 62701.

## TERM

4-year terms. (70 ILCS 200/255-65, as modified by U.S District Court consent decree entered July 11, 1988)

## TERM BEGINS

Within 15 days of election. (70 ILCS 200/255-90)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# FREQUENTLY ASKED QUESTIONS

## SIGNING PETITIONS

### Are abbreviations allowed on petitions?

---

Standard abbreviations may be used in writing the resident's address, including the street number.

### How should the voter sign their name when they sign the petition?

---

The voter should sign the petition with the same name that they are registered to vote with; however, signing with a nickname will not invalidate the signature, provided the voter can be identified and it can be shown that the voter is lawfully registered to vote and qualified to sign the petition.

### Are pencil signatures allowed?

---

Yes, but it is advisable to use a pen with dark ink.

### Can ditto marks be used on the petitions?

---

Though ditto marks are not specifically prohibited, it is suggested they be avoided. The use of ditto marks could be objected to and the outcome of an objection cannot be predicted. A circulator can, however, fill in any missing information, except a voter's signature.

### May a voter sign a petition for someone else?

---

No. A registered voter must sign the petition in their own person. They may not sign for someone else, such as another member of their own family. (10 ILCS 5/7-10, 10-4)

### Can a voter sign more than one established party candidate's petition?

---

Yes, a signer can sign petitions for as many candidates of the same established political party as they want, but they cannot sign petitions for different established parties in the same election.

## CIRCULATING PETITIONS

May a candidate circulate their own petitions?

---

Yes.

When can the circulator start collecting signatures?

---

No more than 90 days prior to the last day for filing petitions. (10 ILCS 5/7-10, 8-8, 10-4)

If a candidate finds something wrong with their petitions after they are filed, can a new set of petitions be circulated and filed before the end of the filing period?

---

Yes, but the candidate must cancel the original set of petitions in writing. If the candidate fails to cancel the original set of petitions, then only the original petitions shall be considered filed and all subsequent petitions shall be void. (10 ILCS 5/7-12(11), 10-6.2)

May a circulator circulate petitions for an independent candidate and a partisan candidate, or for more than one political party?

---

No person shall circulate or certify petitions for candidates of more than one political party, or for an independent candidate or candidates in addition to one political party, to be voted upon at the next primary or general election, or for such candidates and parties with respect to the same political subdivision at the next consolidated election. (10 ILCS 5/10-4)

May a circulator circulate petitions for a partisan candidate, or for more than one political party?

---

No. (10 ILCS 5/10-4)

Does the circulator have to be a registered voter?

---

No, but they must be a United States citizen and be 18 years of age, or 17 years of age by the immediately following general or consolidated election. (10 ILCS 5/3-6) They must also include their current address on the circulator's affidavit.

May a circulator sign as a voter on the petition they are circulating?

---

Yes, as long as the circulator is a registered voter in the applicable political subdivision or district.

Can a petition sheet be circulated by more than one individual?

---

No. Only the person who signs the page as circulator can circulate that sheet. By signing as a circulator, the circulator is attesting that all signers signed in their presence. (10 ILCS 5/7-10)

Who can remove a signature from a nominating petition?

---

Only the circulator or the candidate on whose behalf the petition was circulated may strike a signature; however, an individual can submit a written request to the proper filing office to have their name removed from the petition before the petition is filed. (10 ILCS 5/7-10, 10-3)

### Must the notary of the petition be an Illinois notary and may the notary also be a signatory of the petition?

Under the provisions of the Uniform Recognition of Acknowledgements Act (765 ILCS 30/2): “Notarial acts may be performed outside this State for use in this State with the same effect as if performed by a notary public of this State by the following persons authorized pursuant to the laws and regulations of other governments in addition to any other person authorized by the laws and regulations of this State...” “(1) a notary public authorized to perform notarial acts in the place in which the act is performed...”

It has not been definitively determined whether a notary may also be a signatory to a petition. Some electoral boards and circuit courts have upheld petitions where the notary was also a signer of the petition, but the issue has not yet been decided by the Supreme Court or any appellate court in Illinois. A cautious candidate might wish to avoid using a petition signer as the notary so as to avoid the risk of having to defend against an objection on this issue.

*For additional information, contact the Index Department of the Secretary of State’s office, 111 E. Monroe, Springfield, IL 62756-0001, (217) 782-7017.*

### Must the notary put the date of his commission expiration on the document?

Yes, the notary stamp indicates the date the commission expires.

### Must the notary public live in the same county as the candidate?

No, but the notary must be authorized to administer oaths in the place where the notary act is performed.

## FILING PETITIONS

### May a candidate file in person or by mail?

---

A candidate may file either in person or by mail. However, if the candidate wishes to be in the lottery for the first ballot position, it is advisable to file in person as only candidates whose petitions are received in the first mail delivery on the first day of filing are eligible for the lottery. Candidates should mail by United States Postal Service when mailing to the Illinois State Board of Elections. (10 ILCS 5/7-12(6), 8-9(2), 10-6.2)

### May a petition contain the names of two or more candidates of the same established party?

---

Yes. An established political party petition may contain the names of candidates for several offices to be filled at the upcoming election. The nominating papers must contain a separate Statement of Candidacy signed by each candidate and a receipt for the filing of a Statement of Economic Interests by each candidate. The Loyalty Oath is optional. (10 ILCS 5/7-10)

### May a candidate file more than one set of petitions for the same office?

---

Yes. However, upon notice from the filing office, the candidate must make a selection in writing to the filing office; otherwise, the set of petitions filed first will be considered the official filing.

### May a candidate file for more than one office?

---

Yes, however, the candidate must withdraw from all but one office within five business days following the last day of petition filing if the offices are incompatible. The withdrawal notice must be in writing and notarized. If the candidate does not withdraw, their name will not be certified for any office. (10 ILCS 5/7-12(9))

### Does a candidate have to file their own nominating papers?

---

No. The candidate or an agent of the candidate can file the candidate's petitions.

### May a candidate file their own petition and petitions for other candidates at the same time?

---

Yes.

### When may petitions be mailed?

---

There are no statutory requirements regarding a time element for mailing petitions; however, all petitions must be received during the filing period. All petitions received in the office prior to the opening of the office on the first day of the filing period or after the close of the office on the last day of the filing period will be returned to the sender. (10 ILCS 5/7-12.6, 10-6.2)

### May a petition that has been filed be changed?

---

No. Once filed, a petition may not be added to or altered; however, the receipt(s) for filing Statements of Economic Interests may be filed at any time during the filing period. (10 ILCS 5/7-10, 7-12)



### If you are first in line or your petition is in the first mail delivery of the day, will you be first on the ballot?

Not necessarily. If there are two or more candidates in line prior to the opening of the office filing from the same party and for the same office, they would be considered as filing simultaneously along with any petition in the first mail delivery, and will be involved in a lottery to determine ballot position. (10 ILCS 5/7-12(6), 8-9(2), 10-6.2)

**NOTE:** Candidates who file petitions during the last hour of filing (between 4:00 p.m. and 5:00 p.m.) on the last day to file petitions are also eligible for a lottery to determine the final ballot position.  
(Illinois Administrative Rules, Title 26, Section 201.40)

### May a candidate file as an independent for a school office?

No. "Independents" run in partisan elections but choose not to associate with a political party, so the word "independent" identifies them on the ballot label. All candidates for school offices run on a "nonpartisan" basis.

### When are petitions open to the public?

Upon their filing with the proper office. As a practical matter, there will be some delay in availability while the State Board of Elections or the election authority processes each petition. All certificates of nomination and nomination papers when presented or filed shall be open (under proper regulation) to public inspection and the State Board of Elections, election authorities, and local election officials having charge of nomination papers shall preserve the same in their respective offices not less than six months. (10 ILCS 5/10-7)

# STATE BOARD OF ELECTIONS

*State of Illinois*



## **BOARD MEMBERS**

*Ian K. Linnabary, Chair*

*Cassandra B. Watson, Vice Chair*

*William J. Cadigan*

*Laura K. Donahue*

*Tonya L. Genovese*

*Catherine S. McCrory*

*William M. McGuffage*

*Rick S. Terven, Sr.*

## **EXECUTIVE DIRECTOR**

*Bernadette M. Matthews*