

SUPERVISOR, CLERK, ASSESSOR, MULTI-TOWNSHIP ASSESSOR, TRUSTEES, AND HIGHWAY COMMISSIONER

Township

NOMINATION PAPERS

Petitions: Established Party ([SBE Form P-10](#), for primary); New Party ([SBE Form P-8](#), for consolidated election); Independent ([SBE Form P-3](#), for consolidated election)

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](#))

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

Statement of Economic Interests: Filed with the county clerk. (5 ILCS 420/4A-106; 60 ILCS 1/45-30)

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

NOMINATION BY PRIMARY ELECTION

If a determination to conduct a primary is made by the Township Central Committee, the Township Central Committee must file a statement of such determination with the county clerk no later than November 15, 2020. If the township or any part of the township is within the jurisdiction of a Board of Election Commissioners, the Township Central Committee shall notify the Board of Election Commissioners of such determination.

NOTE: The option to hold a primary only applies to townships in counties having a population of more than 3,000,000, or in townships of more than 15,000 population in counties of less than 3,000,000. (60 ILCS 1/45-55)

NOMINATION BY CAUCUS

Township Caucus Date – December 1, 2020

Multi-township Caucus Date – December 2, 2020

Caucus nomination papers include: 1) Certification by the Chairman and Secretary of the Township Caucus of the names of all candidates for office in the township nominated at the caucus, 2) a Statement of Candidacy for each candidate, and 3) a receipt from the county clerk showing that each candidate has filed a Statement of Economic Interests by the last day on which nomination papers are filed. Candidates for township assessor and multi-township assessor must also file a certificate of qualifications. For a description of township caucus procedures, see SBE Township Caucus Guide for 2021.

The multi-township caucus is conducted by the multi-township political committee for all voters of the party in that district. The procedure is the same as in a single township caucus.

QUALIFICATIONS

Legal voter of the township and one-year residency in the township. (60 ILCS 1/55-5)

A person is not eligible to hold any office if that person, at the time required for taking the oath of office, has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (60 ILCS 1/55-6)

(See assessor qualifications requirements on page 39 and 40)

SIGNATURE REQUIREMENTS

Established Party – Primary Election only: At least .5% (.005) of the qualified primary electors of their party in the township. The number of qualified primary electors is determined by taking the total vote cast for the candidate for such political party who received the highest number of votes in such township at the last regular election at which an officer was regularly scheduled to be elected from that township. (10 ILCS 5/7-10(e))

New Party – Consolidated Election only: Not less than 5% of the total number of persons who voted at the last regular election in the township in which such township voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3)

Independent – Consolidated Election only: 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 township in which such township 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 township, 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.

FILING DATES

Nomination by primary election, November 16-23, 2020 (not more than 99 nor less than 92 days prior to the consolidated primary).

New political party and independent candidates file during the December 14-21, 2020, filing period (not more than 113 nor less than 106 days prior to the consolidated election). Caucus certificates of nomination are filed during this filing period.

WHERE TO FILE

With the Township Clerk's office (or, if the township lies wholly within the jurisdiction of a Municipal Board of Election Commissioners, with the Municipal Board of Election Commissioners). Multi-township assessor candidates file with the election authority. (10 ILCS 5/7-12(3); 60 ILCS 1/45-20(b))

TERM

4 years and until their successors are elected and qualified. (60 ILCS 1/50-5, 50-10(a), 50-40))

TERM BEGINS

Township Supervisors and Township Clerks: Third Monday of the month following their election – May 17, 2021. (60 ILCS 1/50-15(b))

Township Trustees: Third Monday of the month following their election and until their successors are elected and qualified – May 17, 2021. (60 ILCS 1/50-40)

Township Assessors and Multi-township Assessors: On January 1 following their election – January 1, 2022. (35 ILCS 200/2-45(a); 60 ILCS 1/50-15(c))

Township Collectors: On January 1 following their election and qualification – January 1, 2022. (60 ILCS 1/50-15(a))

Highway Commissioner: Third Monday in May after their election (May 17, 2021) and until their successors are elected and qualified. (605 ILCS 5/6-116)

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 100 W. Randolph Street, Suite 14-100, Chicago, IL 60601.

TOWNSHIP AND MULTI-TOWNSHIP ASSESSOR QUALIFICATIONS – REVISED 8/23/2019

All candidates for township or multi-township assessor must file a Certificate of Educational Qualification with their nomination papers under Section 2-45 of the Property Tax Code. (35 ILCS 200/2-45) Candidates who are filing nomination papers, participating in a caucus, or participating as a write-in candidate must meet one of the minimum education requirements described below. The requirements for township or multi-township assessors are generally based upon the equalized assessed value (“EAV”) of the assessment jurisdiction. Individuals appointed to fill a vacancy or individuals contracted to perform the work in a jurisdiction must also meet the applicable education requirements.

Important: Note that the Illinois Department of Revenue (“IDOR”) pre-appointment and pre-election education requirements are different from the Certified Illinois Assessing Officer (“CIAO”) maintenance requirements.

Introductory assessment jurisdiction

In an **introductory** assessment jurisdiction with \$10 million or less in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(b) of the Property Tax Code requires that a candidate must possess one of the following qualifications (35 ILCS 200/2-45(b)):

- Passed the Township Assessor-Introductory Course offered by IDOR.
- Passed the Basic Course offered by the Illinois Property Assessment Institute prior to January 1, 1997.
- Possess a designation approved for larger assessment jurisdictions.

Intermediate assessment jurisdiction

In an intermediate assessment jurisdiction with more than \$10 million in non-farm EAV and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, the qualifications differ depending upon whether the candidate was previously elected in any such jurisdiction.

If the candidate has not been previously elected to office in an assessment jurisdiction that in 1994 and thereafter had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(d) of the Property Tax Code requires that a candidate must possess one of the qualifications for an introductory assessment jurisdiction under Section 2-45(b). (35 ILCS 200/2-45(d))

If the candidate was previously elected to office in an assessment jurisdiction that in 1994 and thereafter had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(d) of the Property Tax Code requires that a candidate must possess one of the designations for a larger assessment jurisdiction under Section 2-45(c). (35 ILCS 200/2-45(d))

Larger assessment jurisdiction

In a larger assessment jurisdiction with more than \$25 million in non-farm EAV or more than \$1 million in commercial and industrial EAV, Section 2-45(c) of the Property Tax Code requires that a candidate must possess one of the following designations (35 ILCS 200/2-45(c)):

- A currently active CIAO designation from the IPAI.
- A currently active AAS, CAE, or MAS designation from the IAAO.
- A currently active MAI, SREA, SRPA, SRA, or RM designation from the Appraisal Institute.
- A currently active IFA, IFAS, or IFAC designation from the National Association of Independent Fee Appraisers.
- A currently active ASA designation from the American Society of Appraisers.

All candidates are required to complete the Pre-appointment/Pre-election Certification Application for a Certificate of Qualification.

For any additional information regarding the education requirements for township or multi-township assessor, contact the Property Tax Assessment Education Program Unit by email at rev.PropTaxEd@illinois.gov.

ELECTION CALENDAR AT A GLANCE

CONSOLIDATED ELECTION - APRIL 6, 2021

September 22, 2020	PETITION CIRCULATION
	First day to circulate petitions for independent and new political parties, as well as for nonpartisan offices (90 days before last day to file).
November 21, 2020	PUBLICATION - TOWNSHIP CAUCUS
	Last day the township board shall publish a notice stating the time and location of the caucus for each political party.
November 22, 2020	PUBLICATION - MULTI-TOWNSHIP CAUCUS
	Last day the multi-township central committee shall publish a notice stating the time and location of the caucus for each political party.
November 27, 2020	PUBLICATION - MUNICIPAL CAUCUS
	Last day for municipal clerk to publish notice of municipal caucus in municipalities with population over 500 (in municipalities with a population of under 500, notice shall be given by municipal clerk posting the notice in three of the most public places in the municipality).
December 1, 2020	TOWNSHIP CAUCUS
	Date on which the Township Caucus shall be held (in those townships which have not adopted the primary system).
December 2, 2020	MULTI-TOWNSHIP CAUCUS
	Date on which the Multi-township Caucus shall be held.
December 7, 2020	MUNICIPAL CAUCUS
	Date on which the Municipal Caucus shall be held (in municipalities under 5,000 population) which have established political parties
December 14, 2020	CONSOLIDATED ELECTION CANDIDATE FILING BEGINS
	First day for new political party, nonpartisan, and independent candidates to file nomination papers
	CAUCUS CERTIFICATE OF NOMINATION
	First day established political party caucus certificates of nomination may be filed in the office of the local election official.
December 21, 2020	CONSOLIDATED ELECTION CANDIDATE FILING ENDS
	Last day for new political party, nonpartisan, and independent candidates to file nomination papers.
	CAUCUS CERTIFICATE OF NOMINATION
	Last day established political party caucus certificates of nomination may be filed in the office of the local election official.
December 29, 2020	OBJECTIONS
	Last day to file objections to nominating petitions of new political party, nonpartisan, and independent candidates.

CONSOLIDATED ELECTION - APRIL 6, 2021

INDEPENDENT CANDIDATES for **Multi-Township Assessor** offices will need the following required signatures for their petitions:

<u>MULTI-TOWNSHIP DIST:</u>	<u>2017 VOTE CAST:</u>	<u>SIGNATURE REQUIREMENTS MINIMUM:</u>	<u>REQUIREMENTS MAXIMUM:</u>
<u>MTA District #1:</u> Bear Grove Hurrican South Hurricane Shafter	341	17	67
<u>MTA District #3:</u> Bowling Green Carson Loudon	407	20	70
<u>MTA District #5:</u> Otego Sefton Wheatland	333	17	67
<u>MTA District #7:</u> Kaskaskia Pope Seminary	315	16	66
<u>MTA District #9:</u> LaClede Lone Grove Wilberton	373	19	69

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**

- File a **Code of Fair Campaign Practices**

- 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.

STATEMENT OF CANDIDACY

INDEPENDENT

NAME:	CITY, VILLAGE, TOWNSHIP, COUNTY, DISTRICT or STATE
ADDRESS – ZIP CODE:	OFFICE: A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term

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

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

STATE OF ILLINOIS)
)
County of _____) SS.

I, _____ being first duly sworn (or affirmed), say that I reside at _____,
in the City, Village, Unincorporated Area of _____ (if unincorporated, list municipality that
provides postal service) Zip Code _____ in the County of _____, State of Illinois;
that I am a qualified voter therein, that I am a candidate for election to the office of _____ in
the _____ to be voted upon at the election to be held on _____ and that
(Name of City, Village, Township, County, District or State) (date of election)

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

(Signature of Candidate)

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

(SEAL)

(Notary Public's Signature)

Statement of Economic Interest +

can be picked up &
filed in County Clerks
office.

_____**ATTACH TO PETITION**_____

10 ILCS 5/7-10.1

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

LOYALTY OATH
(OPTIONAL)

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

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

(Signature of Candidate)

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

on _____
(insert month, day, year)

(Notary Public's Signature)

(SEAL)



STATE BOARD OF ELECTIONS STATE OF ILLINOIS

ARTICLE 29B FAIR CAMPAIGN PRACTICES ACT

10 ILCS 5/29B-5. Purpose. The Legislature hereby declares that the purpose of this Article is to encourage every candidate for public office in this State to subscribe to the Code of Fair Campaign Practices. It is the intent of the Legislature that every candidate for public office in this State who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play in order to encourage healthy competition and open discussion of issues and candidate qualifications and discourage practices that cloud issues or unfairly attack opponent. (Source: P.A. 86-873.)

10 ILCS 5/29B-10. Code of Fair Campaign Practices. At the time a political committee, as defined in Article 9, files its statement of organization, the State Board of Elections, in the case of a state political committee or a political committee acting as both a state political committee and a local political committee, or the county clerk, in the case of a local political committee, shall give the political committee a blank form of the Code of Fair Campaign Practices and a copy of the provisions of this Article. The State Board of Elections or county clerk shall inform each political committee that subscription to the Code is voluntary. The text of the code shall read:

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

(Print Name)

Date of Election

Name of Political Committee

INDEPENDENT CANDIDATE PETITION

We, the undersigned, qualified voters in the _____ of _____ in the County of _____ and State of Illinois, do hereby petition that the following named person shall be an Independent Candidate for election to the office hereinafter specified to be voted for at the _____ Election to be held on _____ (date of election).

NAME:	OFFICE:
ADDRESS - ZIP CODE:	
A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term	

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)
FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____

(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	
6.			,IL	
7.			,IL	
8.			,IL	
9.			,IL	
10.			,IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area of _____ (if unincorporated, list municipality that provides postal service) (Zip Code) _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (Insert month, day, year)

(SEAL)

(Notary Public's Signature)