

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

## Mayor-Alderman 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, 2020, 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 fewer than 5,000 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-aldermanic 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)

**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))

Aldermen 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 alderman, 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. (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 alderman 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 16-23, 2020 (not more than 99 nor less than 92 days prior to the consolidated primary). For new party candidates and independent candidates, December 14-21, 2020 (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 14-21, 2020.

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

# ELECTION CALENDAR AT A GLANCE

## CONSOLIDATED ELECTION - APRIL 6, 2021

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

**CONSOLIDATED ELECTION - APRIL 6, 2021**

**CANDIDATES for Mayor, President, Treasurer or Clerk offices will need the following required signatures for their petitions:**

<b><u>NAME OF MUNICIPALITY:</u></b>	<b><u>2017 VOTE CAST:</u></b>	<b><u>SIGNATURE MINIMUM:</u></b>	<b><u>REQUIREMENTS MAXIMUM:</u></b>
Bingham, Village of	27	1	51
Brownstown, Village of	57	2	52
Farina, Village of	65	3	53
Ramsey, Village of	271	13	63
St. Peter, Village of	76	3	53
St. Elmo, City of	290	14	64
Vandalia, City of	591	29	79

**Signature Requirements - 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. (10 ILCS 5/10-3)**

**CONSOLIDATED ELECTION - APRIL 6, 2021**

**CANDIDATES for Alderman or Trustee offices will need the following required signatures for their petitions:**

<b><u>NAME OF MUNICIPALITY:</u></b>	<b><u>2017 VOTE CAST:</u></b>	<b><u>SIGNATURE REQUIREMENTS</u></b>	
		<b><u>MINIMUM:</u></b>	<b><u>MAXIMUM:</u></b>
Bingham, Village of	27	1	51
Brownstown, Village of	57	2	52
Farina, Village of	65	3	53
Ramsey, Village of	271	13	63
St. Peter, Village of	76	3	53
St. Elmo, City of			
Alderman - Ward I	70	3	53
Alderman - Ward II	97	4	54
Alderman - Ward III	123	6	56
Vandalia, City of			
Alderman - Ward I	78	3	53
Alderman - Ward II	124	6	56
Alderman - Ward III	127	6	56
Alderman - Ward IV	262	13	63

**Signature Requirements - 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. (10 ILCS 5/10-3)**



# 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 )  
 ) SS.  
County of \_\_\_\_\_ )

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

