

This following document has been drafted by the Township Officials of Illinois (TOI) and is to act as a guide to assist townships in the appointment to fill a vacancy. The information contained herein should not be considered legal advice. It is advisory in nature. If you have specific legal questions, we encourage you to contact your township attorney.

If you have further questions regarding this issue, please feel free to contact TOI.

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STATE OF ILLINOIS,)
County of _____) ss.
Township of _____)

**WARRANT OF APPOINTMENT
OF THE _____ TOWNSHIP
BOARD OF TRUSTEES**

To _____ [Name of Township Clerk] _____, [Name of Township] _____, Township Clerk.

WHEREAS the office of _____ [Name of Vacated Office] _____ in said township became vacant [Date], 201[X] due to _____

THEREFORE, we the undersigned, being a majority of the members of the township board of trustees of said township, have appointed _____ [Name of Appointee] _____ to the office of [Name of Vacated Office] _____ for said township to hold said office until some other person shall be chosen or appointed and to have the same powers, and be subject to the same duties and penalties as if he had been chosen by the electors of said township.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed our seals at _____ dated this [Day of week] of [Day of week], [Date], 201[X].

_____ [Name of Clerk] _____, Clerk

_____ [Name of Supervisor] _____, Supervisor

(Seal)

Member of the Township Board of Trustees

Member of the Township Board of Trustees

Member of the Township Board of Trustees

Member of the Township Board of Trustees