

Amended 6/29/2016

State of Illinois

# TOWNSHIP CAUCUS GUIDE

---

for

# 2017



Issued by the  
State Board of Elections

## AMENDMENTS

Page 14: Should be Tuesday, November 15, 2016, not Thursday, November 15, 2016

Page 15: Should be Monday, December 19, 2016, not Wednesday, December 19, 2016

## INTRODUCTION

**The township caucuses will be held on the first Tuesday in December preceding the date of the election. For the 2017 Consolidated Election, the township caucuses will be held on Tuesday, December 6, 2016. [60 ILCS 1/45-10]**

**The multi-township caucuses will be held on the first Wednesday in December preceding the date of the election. For the 2017 Consolidated Election, the multi-township caucuses will be held on Wednesday, December 7, 2016. [60 ILCS 1/45-25]**

The caucus method for nominating candidates for township office is used by most townships in Illinois. However, a primary election is required in those townships of over 5,000 population whose boundaries are co-extensive with or lie wholly within incorporated towns, villages or cities not under the commission form of government.

(60 ILCS 1/45-5)

In Cook County, and in townships with a population of more than 15,000 in counties other than Cook, the township central committee may decide to nominate its candidates by primary election. If the township central committee decides to hold a primary, it must file a statement of such determination with the county clerk no later than November 15, 2016 preceding the township election. (SBE Form M-11)

(60 ILCS 1/45-55)

The costs of the caucus are borne by the township or multi-township.

[10 ILCS 5/17-30, 60 ILCS 1/45-45]

## **Forms**

Election law prescribes the general format of election forms to be used. The State Board of Elections has prepared suggested forms and the official SBE form number to be used is included under each section 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, and all suggested forms are available to be copied from the back of this guide. Forms are also available for purchase from election supply companies.

**PRE-CAUCUS REQUIREMENTS  
(60 ILCS 1/45-10, 1/45-15, 1/45-25)**

**TOWNSHIP CLERK and MULTI-TOWNSHIP CLERK**

Not less than 30 days before the caucus, the **township clerk** must notify the chairman or membership of each township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus. The deadline for the township clerk to mail notification is Sunday, November 6<sup>th</sup>, 2016.

[60 ILCS 1/45-10(a)]

Not less than 30 days before the multi-township caucus, the **multi-township clerk** must notify the chairman or membership of each multi-township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus. The deadline for the multi-township clerk to mail notification is Monday, November 7<sup>th</sup>, 2016. [60 ILCS 1/45-25(c)]

**CHAIRMAN/TOWNSHIP CENTRAL COMMITTEE and  
CHAIRMAN/MULTI-TOWNSHIP CENTRAL COMMITTEE**

**The "Township Central Committee"** of the township shall consist of (i) in all counties of 3,000,000 or less, the elected or appointed precinct committeemen of each established political party within the township or (ii) in counties of 3,000,000 or more, the elected or appointed township committeemen of each established political party. [60 ILCS 1/45-15]

Not less than 20 days before the caucus, each chairman of the **township** central committee shall notify the township clerk by first-class mail of the time and location of the political party's caucus. The chairman's deadline to notify the clerk is Wednesday, November 16<sup>th</sup>, 2016.

[60 ILCS 1/45-10]

***NOTE:*** Public Act 98-443 effective 8/16/2013 states that if the chairperson of the township central committee fails to meet the requirements of this Section, the chairperson's political party shall not be permitted to nominate a candidate, either by caucus as provided for in this Section or as otherwise authorized by the Election Code, in the next upcoming consolidated election for any

*office for which a nomination could have been made at the caucus should the chairperson of the township central committee have met the requirements of this Section. [60 ILCS 1/45-10]*

**The “Multi-Township Central Committee”** of each established political party shall consist of the elected or appointed precinct committeemen of each established political party within the multi-township district. [60 ILCS 1/45-25]

Not less than 20 days before the multi-township caucus, each chairman of the **multi-township** central committee shall notify the multi-township clerk by first-class mail of the time and location of the political party’s caucus. The chairman’s deadline to notify the clerk is Thursday, November 17<sup>th</sup>, 2016. [60 ILCS 1/45-25]

***NOTE:*** *If the time and location of 2 or more political party caucuses conflict, the township clerk shall establish, by a fair and impartial public lottery, the time and location for each caucus. Also, it is advisable for the township /multi-township central committee to select a chairman prior to the caucus who would be chairman of the caucus proceedings. [60 ILCS 1/45-10]*

**TOWNSHIP BOARD OF TRUSTEES and  
MULTI-TOWNSHIP CENTRAL COMMITTEE**

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

At least 10 days before the caucus, the **multi-township** central committee must publish a notice of the time and location for each multi-township caucus. The multi-township publication deadline is Sunday, November 27<sup>th</sup>, 2016 [60 ILCS 60 1/45-25(c)].

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

## ESTABLISHING RULES OF PROCEDURE (60 ILCS 1/45-50)

The township/multi-township central committee shall promulgate caucus **Rules of Procedure** prior to the holding of their respective established political party's caucus. The **Rules of Procedure** shall include, but not necessarily be limited to, the following:

1. No caucus shall commence earlier than 6:00p.m.
2. The caucus shall commence at the place specified in the notice of caucus.
3. Procedures by which qualified caucus participants shall determine by majority vote the duties of caucus judges of election. Caucus judges of election shall be appointed by a majority vote of the township or multi-township central committee. No judge of the Supreme Court, Appellate Court, Circuit Court or Associate Judge shall serve as a caucus judge of election.
4. Nominations for selection as a candidate shall be accepted from any qualified participant of the caucus.
5. Method of voting (i.e., written ballot, voice vote, show of hands, standing vote) for determining the candidate or candidates selected for nomination.
6. Whether candidates will be selected as a slate or as individual nominees for each office.
7. Whether written notice of intent to be a caucus nominee shall be required.
8. Other rules deemed necessary by the central committee at the time the rules are promulgated or by the majority of the qualified caucus participants when the rules are being considered at their meeting.

The **Rules of Procedure** shall be approved and may be added to or amended by a majority vote of the qualified participants at the caucus.

**CAUCUS PARTICIPATION**  
**(60 ILCS 1/45-50)**

Qualified individuals participating at a political party's caucus shall:

1. Be registered voters within the township/multi-township district (SBE Form H-1);
2. Sign an affidavit that he or she is a registered voter and affiliated with the established political party holding the caucus;
3. Not take part in the proceedings of more than one established political party township/multi-township caucus for the same election (the requirement also applies to township and multi-township clerks);
4. Be precluded from becoming an independent candidate or candidates for a new political party for the same election, or signing petitions for an independent or new political party candidate for the same election.

No person may participate at a township/multi-township caucus of an established political party if such person is or was at any time during the twelve months prior to the caucus:

1. An elected or appointed public official of another established political party;
2. An elected or appointed officer, director, precinct committeeman or representative of the township/multi-township committeeman of another established political party;
3. A judge of election appointed for another statewide established political party pursuant to Articles 13 or 14 of the Election Code;
4. A voter who voted in the primary election of another statewide established political party different from the party holding the caucus (e.g., a voter who cast a Republican ballot at the March 2016 General Primary Election cannot participate in a Democratic caucus in December 2016).

A voter participating at an established political party township or multi-township caucus shall not select for nomination more candidates than there are to be elected for each office.

**CAUCUS DAY PROCEDURES**  
**[60 ILCS 1/45-50]**

1. Upon entering the room where the caucus is held, caucus judges have each participant sign an affidavit stating that he or she is a registered voter in the township/multi-township and is affiliated with the established political party conducting the caucus (SBE Form H-1).  
[60 ILCS 1/45-50, c(3)]
  
2. At the appointed time, the chairman of the township/multi-township central committee shall call the meeting to order. The first order of business shall be to elect a secretary from the assembly. The secretary-elect should take his or her place next to the chairman and proceed to record the caucus business. The Rules of Procedure, which have been drafted by the township/multi-township central committees, must be approved and may be amended by a majority vote of the qualified participants attending the caucus.
  
3. The chairman, or presiding officer, shall then announce the method of voting selected by the township/multi-township central committee, introduce the caucus judges of election and announce the offices for which nominees are to be chosen.
  
4. The chairman shall call for opening nominations for each office according to the order in which the offices will appear on the township election ballot. Nominations from the floor may be made and no second is required; however, one or more members of the caucus may wish to offer a second as a form of endorsement. The chairman should repeat each nomination as is illustrated in the following:

Chairman: Nominations are now in order for candidates for the office of township supervisor.

Member: I nominate Mr. Smith.

Chairman: Mr. Smith is nominated. Are there any further nominations?



5. When it appears that no one else wishes to make any further nomination for an office, the chairman should again ask the assembly if anyone has a further nomination to offer and, if not, he shall declare the nominations closed and proceed to either vote on the nomination(s) or proceed to open nomination(s) for the next office, depending on the procedure that the township/multi-township central committee has selected.
6. The caucus judges of election are responsible for tallying the vote, with the township/multi-township central committee acting as the canvassing board. Obviously if any method other than a written ballot is employed, the canvass will be concurrent with the tallying. For instance, if a voice vote is issued, the caucus judges of election will make their report with the concurrence of the township/multi-township central committee; such concurrence shall take the place of the canvass. The chairman will then declare the candidate(s) nominated.
7. If written ballots are used, it would be advisable to have a centrally located ballot box over which the caucus judges of election can maintain control. A reasonable amount of time should be allowed for voting. When it appears that those wishing to vote have done so, the Chairman shall inquire as to whether there is anyone who has not completed his or her vote. If there is no reply from the floor, the chairman shall declare the balloting closed. The caucus judges of election shall immediately begin tallying the votes. As soon as tallying has been completed, the township/multi-township central committee shall proceed to canvass the caucus judges' of election report. Upon completion of the canvass the chairman shall announce the results and declare the nominee(s)\*. The voters participating at an established political party township or multi-township caucus shall not select for nomination more candidates than there are to be elected for each office.
8. When the selection of all nominees has been completed, the chairman shall call for a motion from the floor to adjourn. After the motion is seconded, a voice vote on adjournment shall be taken. The Chairman, upon an affirmative vote then adjourns the meeting.

\*No candidate for nomination at a caucus shall be required to circulate and file nomination petitions to become a candidate at the caucus or file a fee to become a candidate at the caucus. [60 ILCS 1/45-50 (e)]

## POST CAUCUS PROCEDURES

### **CHAIRMAN, TOWNSHIP CENTRAL COMMITTEE [10 ILCS 5/7-60.1, 60 ILCS 1/45-20(b)(c)]**

The chairman of the township central committee shall file a Certificate of Nomination by Caucus (SBE Form H-2), listing each candidate nominated for office. The Certificate of Nomination by Caucus shall include for each candidate a Statement of Candidacy (SBE Form P-1K), the Loyalty Oath (optional - SBE Form P-1C), and a receipt for filing a Statement of Economic Interest with the county clerk. The Certificate of Nomination by Caucus is filed with the township clerk between the 113<sup>th</sup> – 106<sup>th</sup> days prior to the township election (December 12<sup>th</sup>, 2016 – December 19<sup>th</sup>, 2016). The Certificate of Nomination by Caucus shall be signed by both the chairman and the secretary of the caucus. The chairman and secretary of the caucus shall also include their residence addresses.

The township clerk shall then file a Certification of Ballot (SBE Form G-1) with the election authority (county clerk or board of election commissioners). This certifies to the election authority (pursuant to the general election law of Illinois) the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus. This must be filed not less than 61 days before the April 4, 2017 Consolidated Election (Feb 2, 2017).

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

election authorities whose duty it is to prepare the official ballot for the consolidated election in that political subdivision.

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

**Note:** The filing deadline for the township clerk to file the certification of ballot with the election authority is 61 days before the election; however, it is not necessary to wait until the deadline to file the certification.

**CHAIRMAN, MULTI-TOWNSHIP CENTRAL COMMITTEE [60 ILCS 1/45-20(b), 1/45-25(e), 1/45-30(a)]**

The chairman of the multi-township central committee shall file a Certificate of Nomination by Caucus (SBE Form H-2), listing each candidate nominated for office. The Certificate of Nomination by Caucus (SBE Form H-2) shall include for each candidate a Statement of Candidacy (SBE Form P-1K), the Loyalty Oath (optional - SBE Form P-1C), and a receipt for filing a Statement of Economic Interest with the county clerk. The Certificate of Nomination by Caucus is filed with the election authority between the 113<sup>th</sup> – 106<sup>th</sup> days prior to the multi-township election (December 12<sup>th</sup>, 2016 – December 19<sup>th</sup>, 2016).

The Certificate of Nomination by Caucus (SBE Form H-2) shall include for each candidate a Statement of Candidacy (SBE Form P-1K), the Loyalty Oath (optional - SBE Form P-1C), and a receipt for filing a Statement of Economic Interest with the county clerk. The Certificate of Nomination by Caucus shall be signed by both the chairman and the secretary of the caucus. The chairman and secretary of the caucus shall also include their residence addresses.

## **NOMINATED CANDIDATES FOR ASSESSOR**

The Certificate of Nomination by Caucus, Statement of Candidacy, the Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests filed on behalf of a candidate for the office of township/multi-township assessor are not valid unless the candidate files with the township clerk/election authority proof of his/her qualifications pursuant to the provisions of the Property Tax Code (35 ILCS 200/2-45(e)). The township clerk/election authority shall refuse to certify the names of candidates who fail to file such proof of qualifications (see State Board of Elections Candidate's Guide for 2017 for more information regarding these qualifications).

The township clerk or board of election commissioners, as the case may be, shall notify the candidates for township assessor of the obligation to file proof of their qualifications as provided in Section 2-45 of the Property Tax Code.

The election authority shall notify the candidates for multi-township assessor of the obligation to file proof of their qualifications. (60 ILCS 1/45-30(b), 1/45-40).

## **TOWNSHIP CLERK/ELECTION AUTHORITY – Campaign Financing Obligations**

The township clerk or election authority with whom caucus certificates of nomination are filed must provide to each candidate at the time he or she files his nomination papers the Notice of Obligation (SBE Form D-5) to comply with the Illinois Campaign Financing Act. However, if a candidate files his nomination papers by mail, or an agent of the candidate files his 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 or county clerk upon request. All suggested forms are available to be copied from the back of this publication. [10 ILCS 5/7-12(7), 5/9-16, 5/10-6.1; 60ILCS 1/45-35]

**FILING LOCATION REMINDER [60 ILCS 1/45-20(b)(c), 1/45-25(e)]**

The township central committee files the certification of nomination by caucus with the township clerk. The township clerk will retain the Certificate of Nomination by Caucus and all candidate paperwork. The township clerk will then file a Certification of Ballot (SBE Form G-1) with the election authority (county clerk or board of election commissioners).

The multi-township central committee files the certificate of nomination by caucus directly with the election authority (county clerk or board of election commissioners), who will retain the Certificate of Nomination by Caucus and all candidate paperwork.

# CALENDAR

## **Sunday, November 6<sup>th</sup>, 2016**

Last day the township clerk shall notify the chairman or membership of each township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus.

## **Monday, November 7<sup>th</sup>, 2016**

Last day the multi-township clerk shall notify the chairman or membership of each multi-township central committee by first class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus.

## **Tuesday, November 15<sup>th</sup>, 2016**

Last day for the township central committees in Cook County and in townships having a population of over 15,000 in counties other than Cook County to notify the appropriate election authority that their specific party will nominate candidates by primary election.

## **Wednesday, November 16<sup>th</sup>, 2016**

Last day each chairman of the township central committee shall notify the township clerk by first-class mail of the time and location of their political party's caucus

## **Thursday, November 17<sup>th</sup>, 2016**

Last day each chairman of the multi-township central committee shall notify the multi-township clerk by first-class mail of the time and location of their party's caucus.

## **November 21<sup>st</sup> – 28<sup>th</sup>, 2016**

Filing period for established political party candidates who seek nomination at the February 28<sup>th</sup>, 2017 Consolidated Primary Election.

## **Saturday, November 26<sup>th</sup>, 2016**

Last day the township board shall publish a notice stating the time and location of the caucus for each political party.

## **Sunday, November 27<sup>th</sup>, 2016**

Last day for multi-township central committee of each established political party to publish the notice stating the time and location of the multi-township caucus.

## **Tuesday, December 6<sup>th</sup>, 2016**

Established political party township caucus.

**Wednesday, December 7<sup>th</sup>, 2016**

Established political party multi-township caucus.

**Monday, December 12<sup>th</sup>, 2016**

First day established political party Certificate of Nomination by Caucus may be filed in the office of the township clerk/election authority with a Statement of Candidacy, Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests for each candidate.

**December 12<sup>th</sup> – 19<sup>th</sup>, 2016**

Filing period for new party, nonpartisan, and independent candidates who seek election at the April 4<sup>th</sup>, 2017 Consolidated Election.

**Monday, December 19<sup>th</sup>, 2016**

Last day established political party Certificate of Nomination by Caucus may be filed in the office of the township clerk/election authority with a Statement of Candidacy, Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests for each candidate. Candidates for township/multi township assessor are obligated to file a certificate of qualifications as provided in Section 2-45 of the Property Tax Code.

**Thursday, February 2<sup>nd</sup>, 2017**

The last day (61 days prior to the Consolidated Election) for the township clerk to hold the party placement lottery and file the Certification of Political Party Ballot Placement Lottery (SBE Form M-1) with the election authority (county clerk or board of election commissioners).

**Thursday, February 2<sup>nd</sup>, 2017**

The last day (61 days prior to the Consolidated Election) that the township clerk can certify to the election authority (county clerk or board of election commissioners) a certification of ballot (SBE Form G-1). This certificate of ballot must list the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus that was filed with his/her office.

**Tuesday, February 28<sup>th</sup>, 2016**

***Consolidated Primary Election***

**Tuesday, April 4<sup>th</sup>, 2017**

***Consolidated Election***

## FORMS

	Code of Fair Campaign Practices
D-5	Notice of Obligation
G-1	Certification of Ballot (Party Candidate)
H-1	Affidavit of Voter Attending Township Caucus
H-2	Certificate of Nomination by Caucus
M-1	Certification of Political Party Ballot Placement Lottery
M-11	Request for Primary Election – Township
N-6	Notice of Caucus
P-1C	Loyalty Oath
P-1K	Statement of Candidacy – Nomination by Caucus





## **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 untrammelled 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

# D-5 NOTICE OF OBLIGATION

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

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

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

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

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

## 10 ILCS 5/9-1.8 Political Committees

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

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

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

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

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

**CERTIFICATION OF BALLOT**  
(Party Candidates)

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

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

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

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

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

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

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

(SEAL)

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

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

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

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

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

Candidates: Candidates:

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

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

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

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

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

USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

---

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

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

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

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

Candidates: Candidates:

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

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

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

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

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

---

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

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

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

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

Candidates: Candidates:

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

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

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

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

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

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

---

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

---

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

**AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS**

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

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

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

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

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

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

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

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

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





### CERTIFICATION OF POLITICAL PARTY BALLOT PLACEMENT LOTTERY

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

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

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

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

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

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

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

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

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

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

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

**REQUEST FOR PRIMARY ELECTION  
TOWNSHIP**

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

Notice to the Clerk of \_\_\_\_\_ County. At a meeting held on \_\_\_\_\_,  
(insert month, day, year)  
the \_\_\_\_\_ Township Central Committee of the \_\_\_\_\_  
Party \_\_\_\_\_ Township, County of \_\_\_\_\_ and State of Illinois, determined  
that the candidates for \_\_\_\_\_ Township offices to be elected at the election on  
\_\_\_\_\_ shall be nominated at a Primary election pursuant to 60 ILCS 5/6A-2.  
(insert month, day, year)

Said Central Committee therefore requests you conduct a Primary Election for the nomination of  
candidates for \_\_\_\_\_ Township offices.

\_\_\_\_\_ Township  
Central Committee Chairman

\_\_\_\_\_ Township  
Central Committee Secretary

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

Filed: \_\_\_\_\_ in the office of the election authority.  
(insert month, day, year)

## NOTICE OF CAUCUS

NOTICE IS HEREBY GIVEN

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

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

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

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

WILL BE HELD

AT \_\_\_\_\_

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

FOR THE PURPOSE OF NOMINATING CANDIDATES FOR THE FOLLOWING OFFICES:

---

---

---

---

---

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

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

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

ATTACH TO PETITION

10 ILCS 5/7-10.1

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

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

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

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

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

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

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

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

(SEAL)

**STATEMENT OF CANDIDACY**  
**(NOMINATION BY CAUCUS)**

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

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

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

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

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

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

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

(SEAL)

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

# STATE BOARD OF ELECTIONS

*State of Illinois*

**Charles W. Scholz, Chairman**  
**Ernest L. Gowen, Vice Chairman**  
**William J. Cadigan**  
**Andrew K. Carruthers**  
**Betty J. Coffrin**  
**John R. Keith**  
**William M. McGuffage**  
**Casandra B. Watson**

**Steven S. Sandvoss**  
**Executive Director**

**2329 South MacArthur Blvd.**  
**Springfield, Illinois 62704**  
**Telephone: 217/782-4141**

**James R. Thompson Center**  
**Suite 14-100**  
**Chicago, Illinois 60601**  
**Telephone: 312/814-6440**

[www.elections.il.gov](http://www.elections.il.gov)