



REPORT TO TOWN BOARD

FROM: Thomas Yu, Township Attorney

DATE: February 2, 2023

SUBJECT: Township Assessor Vacancy Process Update – Information Only

A. Introduction: The purpose of this Information Only report is to inform the Town Board of the statutory process for filling a vacancy in the office of Township Assessor.

B. Background: On January 11, 2023, Township Assessor Paul Faraci was sworn in as Illinois State Senator for the 52nd District of Illinois. Assessor Faraci was selected to replace the late Senator Scott Bennett for the remainder of Bennett’s two-year term. The offices of Township Assessor and State Senator are not incompatible; i.e., an individual is not prohibited from holding these offices simultaneously.

Faraci was elected Township Assessor in the 2021 election; his term began January 1, 2022 and will expire in 2026. Faraci plans to continue as Township Assessor until a successor to his office is selected. Along those lines, he has submitted his resignation letter to the Township Clerk, which will be effective once formally accepted by the Township Board at its next regular meeting of March 7, 2023.

C. State Statute: Illinois law (35 ILCS 200/2-60) provides for two options to fill a vacancy in the office of Township Assessor. One option is for the Board to appoint a qualified Assessor (as defined in 35 ILCS 200/2-45) to complete the remaining term. The appointed individual must be of the same political party as the incumbent, must be a legally registered voter in the Township, and must have been a resident of City of Champaign Township (co-terminus with the City of Champaign) for at least one year prior to the date of swearing in.

A second option is for the Township to contract with a qualified Assessor for the remainder of the term, at a cost no greater than the maximum salary previously authorized for the Township Assessor by ordinance.

Regardless of whether a replacement Assessor is appointed or selected to contract with the Township, the new Assessor must possess at least one of the following qualifications:

1. A currently active Certified Illinois Assessing Officer designation from the Illinois Property Assessment Institute;
2. A currently active AAS, CAE, or MAS designation from the International Association of Assessing Officers;
3. A currently active MAI, SREA, SRPA, SRA, or RM designation from the Appraisal Institute; or
4. A currently active professional designation by another appraisal or assessing association approved by the Department of Revenue.

A person is not eligible to be appointed or selected to contract as the new Assessor unless a copy of their qualifications from the Department of Revenue is filed with the Town Clerk. 35 ILCS 200/45.

In addition, a person is not eligible to hold office if they have been convicted of any “infamous crime, bribery, perjury, or other felony” at the time of taking the oath of office. 60 ILCS 1/55-6.

D. Next Steps: The Township will post a notice describing the vacancy and required qualifications and soliciting letters of interest from qualified individuals interested in the Township Assessor position. All applications are due to be submitted via email to the Town Clerk by 5pm on February 21 at shannon.myers@champaignil.gov.

Applicants to contract as the new Assessor must provide a cover letter, proof of meeting the above professional qualifications, and a resume. Applicants to be appointed the new Assessor must provide the same documentation, as well as proof of party affiliation, proof of residence, and voter registration status. A committee of staff members will review the submitted applications and will bring a recommendation to the Town Board at the March 7 meeting.

Whether an individual will be appointed or selected to contract with the Township will depend on the number and qualifications of applicants. The qualifications for appointment are more stringent than those for an independent contractor. There may be no candidates that meet all of the requirements for appointment. If, for example, a qualified applicant exists, but is not a member of the same political party as the outgoing Assessor (Democratic Party), the Township may decide to execute a contract with that individual. Any such contract will be submitted to the Town Board for consideration and approval.

The Township will appoint an individual or approve a contract with a qualified applicant such that the new Assessor’s term shall begin on the day the current Assessor’s resignation is effective.

Prepared by:

Jennifer Bannon
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