



REPORT TO TOWN BOARD

FROM: Thomas Yu, Township Attorney

DATE: January 16, 2024

SUBJECT: Appointment of Township Supervisor

A. Introduction: This Ordinance would appoint a Township Supervisor to serve the remainder of the current unexpired term following the resignation of the current Township Supervisor and consequent vacancy in the office.

B. Recommended Action: It is recommended that the Town Board follow the procedure outlined in this Report to appoint a new Township Supervisor to fill the vacant office.

C. Background:

1. Vacancy. City of Champaign Township Supervisor, Andy Quarnstrom, tendered his resignation letter to the Township Clerk on December 9, 2023, indicating his intent to resign effective March 1, 2024, or upon appointment of a replacement Township Supervisor, whichever is sooner. Resignations become effective upon acceptance by the Town Board, which has not yet occurred. 60 ILCS 1/60-20(a), (b).

A vacancy in a township office may be filled only as provided in the Illinois Township Code. 60 ILCS 1/60-5(a). A vacancy in the elected position of Township Supervisor due to resignation must be filled by Town Board appointment. The appointed person shall hold the office for the remainder of the unexpired term. Supervisor Quarnstrom was re-elected in the April 6, 2021 election and his term began May 17, 2021. 60 ILCS 1/50-15(b). Township supervisors serve for 4-year terms until their successors are elected; therefore, the current term extends to May 2025. 60 ILCS 1/50-10(a).

2. Required Qualifications. Pursuant to the Township Code, the mandatory minimum requirements to be eligible for appointment are as follows:

- Must have been a resident of the Township for at least one year;
- Must be of the same political party as the incumbent (in this instance, Democratic Party);
- Must be a legally registered voter in the City of Champaign Township; and
- Must not have been convicted of any “infamous crime, bribery, perjury, or other felony.”

The individual shall establish their political party affiliation by their record of voting in party primary elections or by holding or having held an office in a political party organization before the appointment. If the individual has not voted in a party primary election or is not holding or has not held an office in a political party organization before the appointment, then the individual shall establish their political party affiliation by their record of participating in a political party’s nomination or election caucus.

3. Candidates. Applications were accepted from interested candidates for Township Supervisor through January 8, 2024. The Township received six applications. Two candidates did not meet the residency requirement, and one candidate withdrew their application. The three remaining qualified candidates for consideration are in alphabetical order as follows:

- Rita Conerly
- Kyle Patterson
- Gilson Terriberry

4. Next Steps. The Town Board has been provided with the candidates' application materials and will conduct candidate interviews in open session at the January 16, 2024, Special Township Meeting. It is recommended that the Town Board follow the interview procedure as follows:

- (1) The candidates shall be interviewed in alphabetical order; and
- (2) Candidates will be given up to five minutes to make a statement of candidacy followed by Town Board questions.

Following candidate interviews, the Town Board may decide to nominate and appoint a Township Supervisor, or may postpone the appointment Ordinance to the January 23, 2024, Town Board Meeting.

An Ordinance to appoint a new Township Supervisor with a fillable blank is included with the January 16 agenda. When the Town Board is ready to proceed with the appointment, they will begin by making nominations.

The process for filling in the blank in the Ordinance is as follows:

- The Ordinance is moved and seconded in its present form; i.e., with the blank.
- After the Ordinance has been moved and seconded, the Town Board Chair will recognize Town Board members who have names that they wish to suggest to fill the blank. Note: there is no "second" required for any of the suggested names.
- Town Board members will be recognized in order of seniority. All Town Board members may, but are not required to, suggest a name to fill in the blank in the Ordinance.
- Names are voted on in order of suggestion.
- If a name receives a majority of a quorum of votes, it is inserted into the blank.
- After the name is inserted in the blank, the Town Clerk will call for a vote on the Ordinance with the name inserted.
- If no name suggested receives an affirmative vote of a minimum of a majority of a quorum of the Town Board after all Town Board members have had the opportunity to suggest a name, the Town Board may open the floor for another round of suggestions, reconsider existing applicants and vote again, postpone the Ordinance to a definite date in the future, or refer the Ordinance to a Study Session to discuss a different application and interview process.
- The appointment of the new Township Supervisor does not officially take effect until the successful candidate takes their oath of office. If the Ordinance passes, the person whose name was inserted has been appointed and will take the oath of office at a subsequent Town Board meeting.

- The Board will vote to formally accept the resignation of Andy Quarnstrom as Township Supervisor at the same meeting during which the oath of office is administered to the new Township Supervisor.

D. Alternatives:

1. Suggest a name to fill in the blank of the Ordinance and then pass the Ordinance appointing a Township Supervisor to fill the remainder of the current unexpired term.
2. Do not pass the Ordinance and provide alternative direction to the Township Attorney.

Prepared by:

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