



**CITY OF CHAMPAIGN TOWNSHIP
2025 ASSESSOR AND SUPERVISOR ELECTIONS
INFORMATION FOR CANDIDATES**

I. ELECTION PACKET CONTENTS

****Pages are not numbered so that they can be printed, filled out, and submitted in compliance with applicable law.****

- Information for Candidates
- Loyalty Oath (Optional)
- Statement of Candidacy
- General Primary Petition
- Statement of Economic Interest Form
- City of Champaign Map
- Council Bill 91-31 Regarding Placement Of Campaign Materials
- Campaign Sign Placement Letter
- A Candidate’s Guide to Municipal Government Article
- Getting on the Ballot Article
- Assessor Pre-Election Qualifications
- Sample Forms

II. POSITIONS TO BE FILLED

Office	Term	Beginning/Ending
Township Assessor	Four (4) Years	* January 1, 2026/December 31, 2029
Township Supervisor	Four (4) Years	* May, 2025/April, 2029

*** REVISED August 19, 2024 - the beginning/ending dates for the offices referenced in the initial packet were switched**

After receipt of the official election results from the County Clerk, the term of elected office shall commence pursuant to 60 ILCS 1/50-15 .

III. ELIGIBILITY FOR OFFICE

- Qualified elector of the City of Champaign Township.

- Reside in the City of Champaign Township at least one (1) year preceding the filing of the statement of candidacy.
- Not in arrears in payment of any tax or indebtedness due to the City or Township.
- Not convicted in any state of infamous crime, bribery, perjury or other felony in the U.S.
- **For Township Assessor Candidates:** must meet certain statutory educational requirements as defined in Section 2-45 of the Property Tax Code (35 ILCS 200/2-45), and provide education certificate issued by the Illinois Department of Revenue.

IV. ELECTION DATES

- Petitions Available (First Date to Circulate) Tuesday, July 30, 2024
- First Day to File Petitions and Other Election Documents Monday, October 21, 2024
- Last Day to File Petitions and Other Election Documents Monday, October 28, 2024
- Consolidated Primary Election Tuesday, February 25, 2025
- Consolidated General Election Tuesday, April 1, 2025

V. ELECTION PACKET ITEMS TO BE FILED WITH THE CITY CLERK

In order to be placed on the ballot for the primary and subsequent election, the following items (**except the loyalty oath**, which is optional,) must be filed with the City Clerk:

- Loyalty Oath (optional), see the enclosed sample
- Statement of Candidacy - The name of the candidate must be as he/she wants it to appear on the ballot. The candidate's given name or names, initial or initials, a nickname by which the candidate is commonly known, or a combination of the above may be used in addition to the candidate's surname. No degree or title may be used or implied in connection with the candidate's surname (for example, "Reverend", "Father", "Dr.", "Captain", etc.) **except** that the title "Mrs." may be used in the case of a married woman.
- All candidates are candidates for "Nomination" in the Consolidated Primary Election to be held Tuesday, February 25, 2025, see the enclosed sample.
- General Primary Petition - Each page should be numbered by the candidate. The candidate's name should appear the same on each sheet, see the enclosed sample.
- Receipt for Filing the Statement of Economic Interest –
 - The **full statement** of economic interest form **must be filed** with the **Champaign County Clerk**, 1776 East Washington Street, Urbana, IL 61802, or electronically at sei.champaigncountyclerk.il.gov.
 - A **receipt** for filing the statement of economic interest must be filed **with the City Clerk**.

VI. SIGNATURE REQUIREMENTS FOR PETITIONS FOR NOMINATION

- Political Party Candidates:
 - Candidates may file petitions signed by at least .5% of the qualified “primary electors” of his/her party (10 ILCS 5/7-10(e)). The number of “primary electors” is determined by taking the total vote cast for the candidate of the political party who received the highest number of votes in the Township at the last regular election at which an officer was regularly scheduled to be elected from the Township (10 ILCS 5/7-10).

2021 Township Election Highest vote totals for established political parties are as follows:

	Republican	Democrat
Supervisor	(875)	(2,872)
Assessor	(0)	(3,051)

.5% of highest number of votes for Supervisor is $.5\% \times 2,872 = 143.6$. Therefore, 144 petitions for nomination must be filed to meet the signature requirement for Supervisor.

.5% of highest number of votes for Assessor is $.5\% \times 3,051 = 152.55$. Therefore, 153 petitions for nomination must be filed to meet the signature requirement for Assessor.

- **A minimum of twenty-five (25) signatures is otherwise required pursuant to 10 ILCS 5/7-10(e).**
- Independent Party Candidates:
 - Candidates must file petitions signed by not less than 5%, nor more than 8%, of the number of persons who voted in the last Township election, OR 50 more than the minimum, whichever is greater (10 ILCS 5/10-3).

VII. DATES, TIMES AND LOCATION FOR FILING

- Dates: Monday, October 21, 2024, through Monday, October 28, 2024
 - Note: The City Clerk’s Office is closed Saturday, October 26, 2024, and Sunday, October 27, 2024
- Times: 8:00 a.m. to 5:00 p.m., Monday – Friday (Central Standard Time)
- Location: All nomination papers must be filed in the office of the City of Champaign, City Clerk’s Office located at:
 - City of Champaign - City Building
 - City Clerk’s Office - 2nd Floor, Finance Department
 - 102 North Neil Street
 - Champaign, IL 61820

VIII. LOTTERIES

- Ballot Name Placement
 - If more than one candidate is present to file for the same office, at the City Clerk's Office, at the opening time of the first day when papers may be filed (8:00 a.m. on the first day of filing, Monday, October 21, 2024), or in the first mail received, a lottery will be conducted to determine order on the ballot.
 - If two or more petitions are filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day, Monday, October 28, 2024), a lottery will be conducted to determine the final ballot position.
 - If necessary, the lottery for ballot name placement will be held on:
 - Friday, November 8, 2024, 9:30 a.m.**
 - City of Champaign – City Building
 - City Council Chambers – 1st Floor
 - 102 North Neil Street
 - Champaign, IL 61820
- Political Party Placement
 - Placement on the ballot is determined by **lottery of parties that file for office, then by** the order in which candidates file with the City Clerk's office. If necessary, the City Clerk will hold a lottery for order of placement of established political parties on the ballot of the Consolidated Election prior to certification of the ballot.

IX. LAST DAY TO FILE OBJECTIONS TO NOMINATING PETITIONS

- **Monday, November 4, 2024**
8:00 a.m. to 5:00 p.m.
City of Champaign – City Building
City Clerk's Office – 2nd Floor, Finance Department
102 North Neil Street
Champaign, Illinois 61820

X. WITHDRAWAL OF CANDIDACY

- Petitions may be withdrawn, after filing, by presenting a written, signed and notarized letter to:
 - Thursday, December 19, 2024**
 - 8:00 a.m. – 5:00 p.m.
 - City of Champaign – City Building
 - City Clerk's Office – 2nd Floor, Finance Department
 - 102 North Neil Street
 - Champaign, Illinois, 61820

XI. PLACEMENT OF CAMPAIGN MATERIALS & SIGNAGE

- Materials: enclosed is a copy of Council Bill 91-31, that allows for campaign materials (multiple copies of one piece) to be placed on display in the Main Lobby of the City Building. This Council Bill was approved to provide voters and candidates an opportunity to have a central location for campaign materials.
 - Candidates may bring campaign materials to the City Clerk's Office, and the materials will be displayed accordingly.
- Signage: enclosed is a letter from the City's Zoning Administrator that provides guidance on the rules governing campaign sign placement.

XII. MORE INFORMATION

- Candidates are responsible for the accuracy of the forms and petitions filed. An error may be grounds for non-certification of same.
- All forms submitted for candidacy are considered public record and will be available for public inspection upon filing.
- In order to preserve the impartiality of the election process, the City of Champaign Clerk's Office and other City/Township employees are not authorized to offer advice or provide review of nomination papers for prospective candidates; and staff will not notarize candidate documents.
- **You are urged to consult with your own legal representative, or the State Board of Elections, with respect to any and all of the information provided in this packet.** The Illinois State Board of Elections offers a [Candidate's Guide](#), which provides useful information. The State Board of Elections can also be reached at 217-782-4141, www.elections.il.gov.

STATEMENT OF CANDIDACY

NAME:	OFFICE:
ADDRESS – ZIP CODE:	A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term
	DISTRICT:
	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)
)
County of _____) SS.

I, _____ (Name of Candidate) 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 and am a qualified Primary voter of the _____ Party; that I am a candidate for Nomination/Election to the office of _____ in the _____ District, to be voted upon at the primary 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 _____ (Name of Party) Primary ballot for Nomination/Election for 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 Interests to be Filed with Aaron Ammons, Champaign County Clerk

You can file online at sei.champaigncountyclerk.com

INSTRUCTIONS:

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable.

Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

BASIC INFORMATION:

Name: _____

Job title: _____

Office, department, or agency that requires you to file this form (the entity you are associated with)

Other offices, departments, or agencies that require you to file a Statement of Economic Interests form:

Full mailing address: _____

Preferred e-mail address (optional): _____

QUESTIONS:

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset

Date Sold (if applicable)

COMPLETE BUT DO NOT DETACH

This section will be returned to you when the Statement is filed with the County Clerk.

Office or Position of Employment for which this statement is filed

Name _____

Address _____

City/State/ZIP Code _____

Receipt is hereby acknowledged of your Statement of Economic Interests, filed pursuant to the Illinois Governmental Ethics Act. The Statement was filed on this date:

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owned jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

Name of Unit of Government

Title or Nature of Services

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

Name of Lobbyist

Relationship to Filer

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation

Public Utility

VERIFICATION: "I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Signature: _____ Date: _____

COUNCIL BILL NO. 91 - 31

A RESOLUTION
ESTABLISHING COUNCIL POLICY
RELATING TO CAMPAIGN MATERIALS
IN THE CHAMPAIGN CITY BUILDING

WHEREAS, the Champaign City Council desires to maximize public participation in and information concerning candidates for Mayor and City Council; and

WHEREAS, City elections are held in the Spring at a time when voter participation is generally low; and

WHEREAS, there is no central location currently available where all candidates's literature can be obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHAMPAIGN, ILLINOIS, as follows:

Section 1. That a display table or stand will be made available in the first floor atrium of the City Building to display multiple copies of one piece of literature per official council or mayoral candidate from the first day that petitions may be filed through the date of the general election.

Section 2. That all persons who file for nomination to City office shall be informed by the City Clerk of the opportunities afforded by Section 1 within two (2) weeks following the filing date.

Section 3. That notwithstanding any of the above provisions, it will not be the policy of the City Council to allow posters or electioneering by candidates in the City Building or in other City facilities.

Section 4. That this Resolution shall be interpreted so that the First Amendment rights of individuals are protected.

Section 5. That this Resolution shall be codified as part of Volume II of the Champaign City Code, 1985.

COUNCIL BILL NO. 91 - 31

PASSED: FEBRUARY 19, 1991

APPROVED: _____
Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

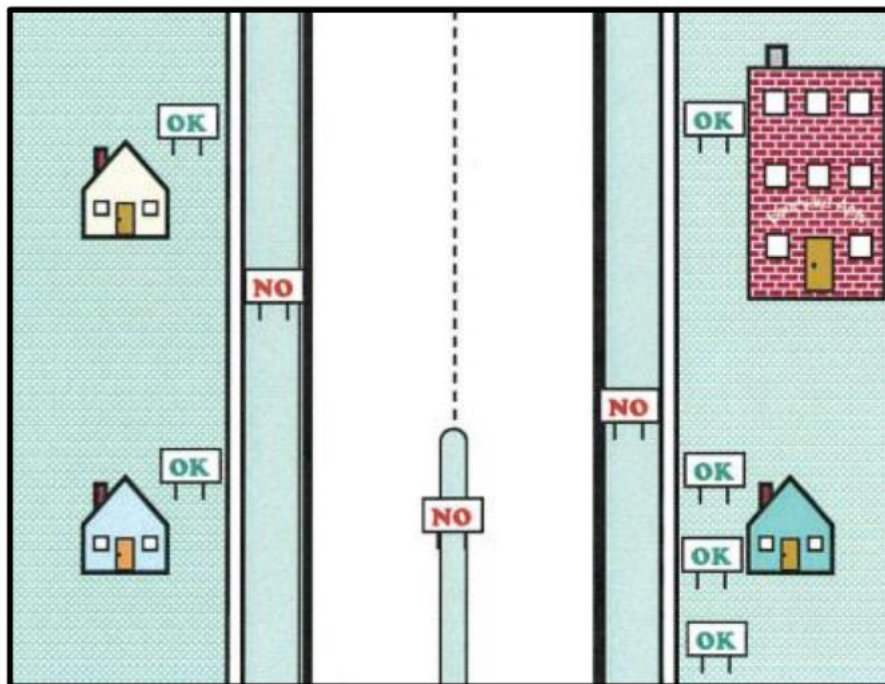
2024-2025 Election Sign Information

Dear candidate, parties, and supporters:

As the 2024-2025 election season approaches, the City of Champaign would like to remind you of the rules governing campaign signs.

Per Sec. 37-411(a), no campaign signs may be placed in the public right-of-way. All campaign signs must be placed on private property with the permission of the property owner. Signs placed illegally on public property will be removed and may be recycled.

Along streets with sidewalks, the property line between the public right-of-way and the adjacent private lot typically runs just inside the edge of the sidewalk. Signs may not be placed in the parkway between the sidewalk and the road but may be placed along the inside edge of the sidewalk provided they do not obstruct the sidewalk.



Along streets without sidewalks, the property line between the public right-of-way and the adjacent private lot typically runs between 12-16 feet inside the edge of the street pavement. If you have questions about the distance for a particular location, you are welcome to contact the Planning and Development Department at (217) 403-8800 or via email at zoning@champaignil.gov.



Planning and Development Department • Zoning Administrator • 102 North Neil Street Champaign, IL 61821 • 217-403-8800

The City does not regulate the number of temporary campaign signs that may be placed on any individual lot. Per Sec. 37-421, temporary campaign signs located in residential zoning districts shall not exceed six (6) square feet in area. This size limit is individual, not collective. As an example, a residentially zoned lot could have six signs of six square feet each but could not have one sign of thirty-six (36) square feet.

Please be careful when placing signs near intersections or driveways in order not to obstruct views of oncoming traffic. Signs that obstruct visibility pose a hazard to public safety and may be removed.

If you have questions about sign regulations or would like to report a sign violation, please contact the Planning and Development Department at (217) 403-8800 or via email at zoning@champaignil.gov.

Regards,

Kat Trotter
Zoning Administrator
Planning and Development Department
City of Champaign
zoning@champaignil.gov

Sec. 37-411. – Prohibited illegal or nonconforming signs.

No person shall erect, construct, establish, maintain, enlarge, or relocate any of the following:

- (a) Any sign, whether temporary or permanent, or outdoor advertising sign structure, not erected by the City or its agents, which extends over or touches upon any City property or public right-of-way unless specifically permitted by this article. The appearance on such a sign or outdoor advertising sign of the name or part of the name of any person, business, institution, or other knowledge or said person, business, institution or other commercial or non-commercial entity.

A Candidate's Guide to Municipal Government



2023 Municipal Election Edition

Since 1913, the Illinois Municipal League (IML) has been the statewide organization representing all 1,295 municipalities in Illinois, including yours. Running for elected office is a serious undertaking and requires preparation and effort. This guide is intended to serve as a primer on local government for those seeking elected office. The following information is on the structure of municipal government and a summary of the functions and duties of local elected officials.

FORMS OF MUNICIPAL GOVERNMENT

Except for 14 municipalities operating under pre-1870 charters as incorporated towns, all other municipalities in Illinois are either cities or villages. Many municipalities operate under either an aldermanic-city or a trustee-village form of government. These standard forms of government are subject to simple variations, such as the number of members of a legislative body, the terms of office and minority representation. There are also three more complicated variations of municipal government. These variations are called strong mayor form, managerial form and commission form. Each form has its own rules for the selection and type of officers, their powers and responsibilities, and the general operations of

government. An overview of these forms of government is provided below.

ALDERMANIC-CITY FORM

The aldermanic-city form of municipal government is made up of two alderpersons per ward elected for four-year terms. Terms are staggered so that half of the alderpersons are elected every two years. The population of the city determines the number of alderpersons. Under the aldermanic form of government, the mayor is the chief executive officer. The mayor, city clerk and city treasurer are elected to four-year terms.

TRUSTEE-VILLAGE FORM

Under the trustee-village form, the legislative body consists of six trustees, generally elected from the village at large. Villages with a population of less than 5,000 may, by referendum, reduce the number of trustees from six to four. Villages with a population of more than 25,000 may have each trustee elected by district instead of from the village at large. The village president and village clerk are elected at large, but the village treasurer is appointed. The term of the village president, trustees and clerk is four years, unless reduced to two years by referendum.

COMMISSION FORM

The commission form of government is limited to municipalities with a population of less than 200,000. This form allows voters to elect a mayor and four commissioners who serve as the council. At the first regular meeting after an election, the council designates each member to be either the commissioner of accounts and finances (also serves as mayor pro tempore), public health and safety, streets and public improvements or public property. The mayor serves as commissioner of public affairs. The council may appoint the clerk

and treasurer, as well as all the other officers whose appointment is not delegated. Each commissioner is given executive control over the administrative departments assigned to them. By referendum, the electors may provide for the election of commissioners to specific departments. Mayors in a commission form do not have veto authority.

MANAGERIAL FORM

The managerial form of government is available to all municipalities with a population of less than 500,000. The municipality may

retain its governmental structure as an aldermanic-city form, trustee-village form or commission form while adopting, by referendum, the features of the managerial form. Under this form, the power of the council or board is purely legislative, except that it is empowered to approve all expenses and liabilities of the municipality. The municipal manager is the administrative and executive head of government. The manager appoints and removes all directors of departments, including chiefs of police and fire departments if authorized by local ordinance. The

Roles and Responsibilities of Elected Officials

A municipality functions as an organization made up of individuals with various roles and responsibilities. Below is an overview of those positions, as well as their functions.

THE MAYOR OR PRESIDENT

The mayor is the chief executive officer of the city. The president is the corresponding chief executive officer of a village or town. The president, however, may alternatively be referred to as the mayor. The mayor or the president performs all of the duties prescribed by law or municipal ordinance, and is required to see that the laws and ordinances are faithfully executed. The president has the same general supervisory powers and duties as the mayor, except where the Illinois Municipal Code specifically provides otherwise.

The mayor's or president's term is four years unless the municipality has adopted a two-year term of office. The mayor or president is required to annually give the council information concerning the affairs of the city.

Under most forms of municipal government, the mayor or president is a member of the corporate authorities, but generally only presides over the council's or board's deliberations. The mayor or president casts a vote in

the event of a tie or if a measure has received a favorable vote of one-half of the council, and there is no tie. The mayor or president may also vote when a vote greater than a majority of the corporate authorities is required.

As chief executive officer of the municipality responsible for seeing that all laws and ordinances are enforced, the mayor or president is, in effect, the administrative superior of all officers and employees, other than the alderpersons and trustees, subject to the provisions for commission and managerial forms of government.

The Illinois Liquor Control Act makes the mayor, president, or their designee, the Local Liquor Control Commissioner, with power to enforce the appropriate provisions of the Act and local ordinances relating to the subject.

THE CITY COUNCIL, BOARD OF TRUSTEES AND CORPORATE AUTHORITIES

The legislative body of the municipality is the council or board. It is the default repository of all municipal powers that have not been specifically delegated to some other office or board of the municipality. The language of the Illinois Municipal Code is such that in most cases the powers granted under it are to be exercised by the "corporate authorities."

In cities, the corporate authorities are the mayor and the alderpersons. In villages and towns, the corporate authorities are the president and board of trustees, who exercise the same powers and perform the same duties as a city council. In municipalities under the commission form, the corporate authorities consist of the mayor and four commissioners. Under the managerial form, the mayor and council or president and board of trustees constitute the corporate authorities. It is important to note that sometimes statutory provisions require that actions be taken by a specific majority of the "alderpersons or trustees," rather than the "corporate authorities." In those cases, the mayor or president does not vote on the matter.

THE MANAGER

Under the managerial form of government, the manager is the chief administrative officer of the municipality and is, therefore, responsible for the efficient administration of all departments. Managers are vested by statute with the power and duty to enforce the laws and ordinances within the municipality. The manager is appointed and serves at the discretion of the council or board with no set term of office.

The authority to make an appointment to fill a vacancy in an elected municipal office depends on the form of government of the municipality.

IML developed a fact sheet on filling vacancies in elected municipal offices available at iml.org/factsheets.

manager may appoint all officers not required to be elected and members of commissions, boards and agencies

provided for in Articles 3 and 4 of the Illinois Municipal Code, except those covered by civil service.

STRONG MAYOR FORM

This strong mayor form of government has an elected mayor, clerk and treasurer and from eight to 20 alderpersons elected from wards depending upon the size of the community. The elected officials serve four-year terms. In the strong mayor form of government, the mayor is given the power, without the necessity of the advice and consent of the city

council, to appoint and remove their administrative assistants, budget and finance director, heads of all departments, all other officers of the municipality, and members of commissions, boards and agencies provided for in Articles 3 and 4 of the Illinois Municipal Code, except those covered by civil service. The powers of the council are purely legislative.

Excerpted from IML's Illinois Municipal Handbook. Available for purchase online at iml.org/publications.

The manager appoints and removes all department directors. Appointments are to be made on the basis of merit and fitness. The manager also selects the municipal attorney. Because the manager exercises control over all departments and divisions of the municipality, they must attend all meetings of the council or board and may take part in the discussions, but may not vote. The manager may recommend that the corporate authorities adopt such measures as the manager deems necessary or expedient. The manager also has those powers and duties granted in statute to clerks and comptrollers with respect to the preparation of a report of estimated funds necessary to defray the expenses of the city, village or town for the fiscal year to be used by the corporate authorities in the preparation of an annual appropriation ordinance.

THE CLERK

The clerk keeps the corporate seal, which is to be provided by the corporate authorities, and all papers belonging to the municipality. The corporate authorities are free to disburse public records to other officers as efficiency and practicality require. The clerk attends all meetings of the corporate authorities, including closed sessions, and keeps a full record of their

proceedings in the form of minutes, unless the clerk is the subject of the closed meeting, and their presence creates a conflict of interest. Usually the clerk, by custom or ordinance, publishes all ordinances, either in a local newspaper or in pamphlet form.

If no comptroller is elected or appointed, the clerk exercises general supervision over all officers of the municipality charged in any manner with the receipt, collection or disbursement of municipal revenue. The clerk has custody and control of all municipal documents, books and papers the corporate authorities designate. Under the managerial form, it is also the clerk's duty to prepare an annual estimate of expenses for use in the preparation of the annual appropriation ordinance.

In many municipalities, the clerk is eligible to be the local registrar of vital statistics and, if appointed, must keep the records and make reports to the State Registrar of Vital Records as prescribed by statute concerned with births.

Certain other powers and functions are delegated to the clerk by statute, including the power to administer oaths. As the local election authority, the clerk has various duties in the municipal election process.

THE TREASURER

The treasurer or appointed finance officer is the custodian of all funds belonging to the municipality. As such, they keep records that show a separate account for each fund or appropriation. The treasurer issues receipts for money received and files copies thereof with the clerk, as well as issues money only on warrants or bonds duly signed by the mayor or president and clerk. The treasurer keeps separate accounts for taxes levied for a specific purpose, bond funds and special assessment funds.

The treasurer is personally liable for all funds deposited with them, regardless of whether they are negligent in handling them.

Under oath, the treasurer must make a monthly report, or issue reports more often if required by the corporate authorities, showing the state of the treasury and its remaining balance as of the date of the report.

The treasurer is prohibited from making personal use of any municipal funds in their possession.

Excerpted from IML's Illinois Municipal Handbook. Available for purchase online at iml.org/publications.

What is Home Rule?

The Illinois Constitution of 1970 introduced home rule into Illinois law. In short, a community with home rule status can adopt any policy unless specifically prohibited from doing so by state law or constitutional limitations. By comparison, a non-home rule community can only adopt policies for which express authority is provided by state law. This means that non-home rule governments are “creatures of the state” and dependent on obtaining grants of authority from the General Assembly and the Governor, while home rule governments are more autonomous and able to exercise governing authority independent of the General Assembly and Governor in most cases.

Home rule status is automatically conferred once a community achieves more than 25,000 residents, unless revoked by voter referendum. Communities with 25,000 or fewer residents are permitted to become home rule following the passage of a referendum. Illinois presently has 219 home rule communities.

Excerpted from IML's *Manual on Home Rule vs. Non-Home Rule Status*. Available for purchase online at iml.org/publications.

A Note About Ethics

One area to become immediately familiar with is the local ordinance adopting the restrictions required by the State Officials and Employees Ethics Act. In 2003, the State of Illinois enacted legislation that regulates political activity by public officials and employees. The Act also requires all local governments to adopt an ordinance that includes restrictions addressing prohibited political activities and the gift ban.

The Act has been amended to require local governmental entities to adopt, by ordinance or resolution, a policy prohibiting sexual harassment, and to provide a mechanism in that policy for the reporting and independent review of allegations of sexual harassment of elected officials by other elected officials. Although many governmental entities already had sexual harassment policies in place, the law sets forth minimum standards for sexual harassment policies.

Ethics reform legislation enacted in 2021, included in Public Act 102-0664, amended the Lobbyist Registration Act to expand the definition of “lobbying” to include any communication with an official, including the soliciting of others to communicate, for the ultimate purpose of influencing any executive, legislative or administrative action at the municipal level. The amendments also prohibit municipal officials from compensated lobbying on behalf of any lobbyist or lobbying entity who is registered to lobby their municipality. The Act also provides that no unit of local government with a population of 500,000 or less may regulate lobbying in a manner inconsistent with the Act.

SEXUAL HARASSMENT TRAINING

Public Act 101-0221 amended the Illinois Human Rights Act, which mandates that all Illinois

employers, including municipalities, provide sexual harassment training to all employees. This training is required to be completed annually. IML developed a model ordinance and model policy to assist in complying with the law, as well as a sexual harassment prevention training program. These resources are available online at iml.org/harassmentprevention.

STATEMENT OF ECONOMIC INTERESTS FORM

Effective January 1, 2022, Public Act 102-0664 changed the Statement of Economic Interests form that must be filed by elected officials, some appointed officials and employees, as well as candidates for elected office. IML developed a fact sheet to assist municipal officials and candidates in the completion of the Statement of Economic Interests form, available at iml.org/factsheets.

Illinois Sunshine Laws

Two important statutes govern public meetings and public documents that should be guiding principles of your local government service. These laws are the Open Meetings Act (5 ILCS 120/) and Freedom of Information Act (5 ILCS 140/).

OPEN MEETINGS ACT

The Open Meetings Act (OMA) is the guiding state statute on the conduct of meetings concerning an open format, with the public being able to witness the events and discussion of public officials when conducting the public's business. OMA requires openness. The public has a right to be informed as to the conduct of their business and the right to an opportunity to address public officials under the rules established and recorded by the public body. OMA provides exceptions for closed sessions of the public body, but those exceptions are to be strictly construed. Meeting in closed session is not mandatory, but the statutory rules within OMA governing closed sessions must be followed. OMA covers public notices, meeting agendas, meeting schedules, recording meetings, minutes, procedures for closing a meeting and attendance by means other than physical presence. OMA has been amended to authorize remote meetings in the case of declared emergencies and disasters. The provisions of OMA also include enforcement procedures and penalties to assure compliance.

The Illinois Attorney General's Office, through the Public Access Counselor (PAC), has the authority to review allegations of violations of OMA. Any individual can also bring a civil action in circuit court alleging non-compliance.

Each municipality must submit a list of OMA designees to the PAC. The list must name designated employees, officers or members, and those listed must complete OMA training within 30 days of their designation and annually thereafter. All newly elected or appointed members of a public body are required to complete OMA training within 90 days of taking office. An elected or appointed member of a public body subject to OMA who has successfully completed the training and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training, so long as they are not an OMA designee. Training is available through the Freedom of Information Act (FOIA) and OMA Training Portal on the Illinois Attorney General's website at illinoisattorneygeneral.gov.

IML is an authorized provider of the required OMA training and offers online training through the IML Education Resources webpage at iml.org/education. Certificates are provided to those who complete the training. IML also offers

the opportunity for OMA training in person at IML workshops and the IML Annual Conference.

FREEDOM OF INFORMATION ACT

FOIA pertains to the public's right of access to public records in the possession of public bodies in whatever form they exist. The provisions of FOIA are the guiding principles for allowing citizens and interested parties to have knowledge of government records, balanced by the fact that certain limited records may be exempt from disclosure. The FOIA statute begins with a broad policy statement and definitions. It then provides guidelines for the copying or inspection of records, dissemination of information about the public body, the maintenance of a list of types or categories of records and the ability to charge reasonable copying fees. The law also includes a list of public records and information exempt from disclosure to the public. It should be noted that if a record can be determined to be exempt because of some information that can be deleted, then the redacted record must be tendered to the requester.

FOIA requires each public body to designate one or more official(s) or employee(s) to act as its Freedom of Information Act officer(s). Those individuals must complete training within 30 days of being appointed and annually thereafter. FOIA training is available through the Illinois Attorney General's website at illinoisattorneygeneral.gov.

The PAC can review the denial of documents under a FOIA request when asked by the requester. An individual may also file suit in circuit court to enforce FOIA compliance.

Both OMA and FOIA should be embraced with a spirit of public service and desire to keep the public informed and educated about the public's business.

IML offers FOIA training through the IML Education Resources webpage at iml.org/education and in person at IML workshops and the IML Annual Conference. IML has also provided a model ordinance on FOIA available at iml.org/ordinances, along with a fact sheet on fulfilling requests for public records available at iml.org/factsheets.

Excerpted from IML's *The Sunshine Laws*. Available for purchase online at iml.org/publications. For more information regarding Illinois' sunshine laws, visit the Illinois Attorney General's website at illinoisattorneygeneral.gov. The PAC is also authorized to assist and provide guidance to local governments. Their office number is (877) 299-3642.

November						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CALENDAR FOR MUNICIPAL OFFICIALS

Every December, IML publishes the Calendar for Municipal Officials in the *Review* magazine. Throughout the year, each edition of the *Review* includes monthly reminders for tasks that must be completed. Those entries include the provisions for the annual budget (due prior to the beginning of the fiscal year) or appropriation ordinance (due by the end of the first quarter of the fiscal year), the annual property tax levy ordinance (which must be filed with the county clerk by the last Tuesday in December) and the annual audit (due to be filed with the Illinois office of the Comptroller within 180 days of the end of the fiscal year). Additional reminders include annual appointments and reappointments for boards and commissions, salaries for elected officials (which must be set at least 180 days before taking office or a new term) and numerous other acts that must be completed throughout the year. The Calendar for Municipal Officials is available at iml.org/calendar.

IML Annual Conference & Education Opportunities

IML offers a number of convenient and affordable opportunities to meet the professional development needs of municipal officials and staff.

The IML Annual Conference is *the* municipal event of the year. We offer more than 2,000 attendees unparalleled access to education and professional development, as well as the opportunity to network with fellow elected and appointed officials.

Each year, the event offers dozens of diverse sessions that provide innovative ideas, proven best practices and practical information over the course of three days. Conference topics are carefully selected to ensure the most relevant, timely solutions to problems facing Illinois communities. The speakers who present them are among the best in their field.

IML provides online Article 3 (Police) and Article 4 (Fire) Pension Trustee Certification, free of charge,

to meet the state-mandated 16-hour initial training and eight-hour annual training requirements for local pension board trustees. This offers trustees the opportunity to meet their certification requirements when it is most convenient for them, and at a considerable savings to the pension funds. This training is available at iml.org/pensiontrustees.

IML offers Open Meetings Act training and Sexual Harassment Prevention training materials that meet State of Illinois mandates.

In addition to the IML Annual Conference, education opportunities and workshops are offered throughout the year in person and online. Newly Elected Officials Workshops are conducted in odd-numbered years and Not So Newly Elected Officials Workshops being offered in even-numbered years. Municipal Attorneys Seminars are usually held in the spring and at the IML Annual Conference in the fall. Learn more about IML's education opportunities online at iml.org/education.

Media Engagement

An election cycle inevitably generates media attention. Dealing with the media need not be adversarial, nor is it even a “necessary evil,” as some candidates would argue. Quite to the contrary, the press can be a valuable resource to your community and to you personally. Failure to build a relationship with the press and to keep them informed can create unending problems.

The business of government is to be conducted in the open. Dealing with the press is a legitimate part of that process. Following are several suggestions to consider when working with the media.

FIRST, BE HONEST

Always give reporters and the media honest answers to their questions. If you cannot be honest, then do not talk to the press on a particular issue, but never give false information.

SECOND, RETURN TELEPHONE CALLS OR MESSAGES

Reporters are doing their jobs. Part of your role is keeping constituents informed, and your constituents read the newspaper, online news, social media, blogs and listen to local radio shows. Returning messages from the media is imperative.

THIRD, TAKE THE TIME TO EXPLAIN YOUR POSITION

While you may be familiar with an issue that has gone on for a long time in your municipality, the reporter (and, for that matter, your constituents) may not have any idea what the matter is about or why it has been so difficult to solve. You may need to take time to explain the historical background of what has occurred and why you are taking a particular position.

FOURTH, IF YOUR STORY IS NOT GETTING ACROSS, CONSIDER WRITING AN OP-ED PIECE

If an issue is important enough or you believe the facts are not being reported fully, consider writing your own op-ed piece. A letter to the editor is usually short and subject to editing by the publication; however, an op-ed piece carries more significance and may be longer. This could be an opportunity to tell your story the way you want to tell it.

FIFTH, MEET WITH THE EDITORIAL BOARD

For all of the reasons listed above, it can be helpful to meet with a newspaper’s local editorial board. This may be particularly helpful when the editorial

board may be expected to weigh in on complicated or controversial issues.

SIXTH, DEVELOP A THICK SKIN

Because you do not write the articles, news stories will rarely appear as one-sided cheering sections for you or your position. Keep your perspective on this. Reasonable people can disagree, and not everyone will invest in a particular issue with as much importance as you might.

FINALLY, BE RESPECTFUL AND THOUGHTFUL IN YOUR PUBLIC AND PRIVATE BEHAVIOR

We live in an era of cell phone cameras and social media; everyone should act accordingly. Off-hand comments and remarks that are insensitive to others — whether in real life or online — are unacceptable. Such comments will hurt your credibility and will distract from your legitimate goals and objectives. Remember that as long as you are a public figure, your private actions and casual remarks will shape the public’s perception of you, and possibly your community.

Excerpted from *IML’s Handbook for Newly Elected Officials*. Available for purchase online at iml.org/publications.

Legal Services

IML attorneys are active in providing assistance to locally-retained municipal attorneys throughout the state. With the input and assistance of the Home Rule Attorneys Committee, IML provides model and sample ordinances and model policies on a wide array of municipal issues.

In addition, IML attorneys may file *amicus* briefs in support of municipalities in the appellate courts or

Illinois Supreme Court on cases with a statewide impact on communities. IML also provides continuing legal education to municipal attorneys through Municipal Attorneys Seminars, usually held each spring and at IML’s Annual Conference each fall. The seminars explore the latest developments in municipal law, led by subject matter experts and leading municipal attorneys.

You've Been Elected! Now What Do You Do?

Once in office, municipal officials can look forward to their public service and the continuing support of IML as we fulfill our mission to Educate, Advocate and Empower municipal officials throughout the state. Be sure to take full advantage of the resources available through IML, some of which are listed below.

IML MEMBERSHIP SERVICES

- Legislative advocacy at the state and federal levels
- Full-time in-house legal counsel
- Comprehensive website (iml.org) with the latest news, legislative updates, events, fact sheets and valuable resources
- Educational opportunities throughout the year in person and online, including Open Meetings Act training, Freedom of Information Act training, Sexual Harassment Prevention training, Newly Elected Officials Workshops and an Annual Conference in Chicago (iml.org/educationresources)
- Article 3 and Article 4 Pension Trustee Certification (iml.org/pensiontrustees)
- *Statehouse Briefing* (emailed weekly)

- Illinois Municipal *Review* magazine (mailed monthly)
- *Legal Bulletin* (published monthly)
- *Federal Focus* (emailed monthly or as needed)

IML PUBLICATIONS

IML has an extensive library of free or affordably-priced publications designed to address a wide range of municipal topics. Below is a list of publications that can be ordered online at iml.org/publications:

- *Conflicts of Interests, Ethics and Liability of Illinois Elected Officials*
- *Illinois Municipal Directory*
- *Financing Municipal Improvements*
- *Handbook for Newly Elected Officials*
- *Manual on Home Rule vs. Non-Home Rule Status*
- *Illinois Municipal Handbook*
- *Illinois Municipal Policy Journal*
- *Manual on Liquor Licensing and Regulation*
- *Manual on Police and Fire Disciplinary Matters*
- *Manual on Municipal Forms of Government*
- *Parliamentary Motion Guide*
- *The Sunshine Laws (OMA & FOIA)*
- *Zoning Handbook for Municipal Officials*

QUESTIONS?

Should you have non-political questions at any point during your candidacy or after the election, please feel welcome to contact us.

The Municipal Clerks of Illinois and the Illinois State Board of Elections are also valuable resources.

Illinois Municipal League
(217) 525-1220
iml.org

Municipal Clerks of Illinois
mci.iml.org

Illinois State Board of Elections
(217) 782-4141 or (312) 814-6440
elections.il.gov

A Candidate's Guide to Municipal Government was originally developed in partnership with the Municipal Clerks of Illinois (MCI).

Revised July 14, 2022



Self-Evaluation Services

Maybe you struggled through a contentious campaign to be elected or your new role is fraught with tension. Maybe the board is too acrimonious to be effective. As a benefit of membership, IML staff can assist with convening a closed session of the governing body to develop solutions to issues that may be impacting your municipality.

Regardless of the issues at hand, a self-evaluation session can serve as an opportunity to focus on

future success. The Open Meetings Act affords municipal governments the opportunity to meet in closed session for the subjects of "self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member." (5 ILCS 120/2(c)(16)).

Contact IML at (217) 525-1220 to discuss whether these services might benefit your community.

Getting on the Ballot: Top Ten Mistakes for Candidates to Avoid When Circulating and Filing Nominating Petitions

By James A. Rhodes and Scott Uhler, Klein, Thorpe and Jenkins, Ltd.

Municipal election season will arrive shortly with municipal candidates circulating and filing nomination petitions for elected office. Each election season we see objections to new and incumbent candidates' petitions and these candidates' names being stricken from ballots because of certain failures to follow the requirements of the Illinois Election Code. Section 10 of the Election Code generally sets forth the most fundamental requirements regarding the collection of signatures and preparation of a candidate's nominating petitions for independent, nonpartisan and new party candidates for office. Section 10-4 of the Election Code specifically provides:

No signature shall be valid or be counted in considering the validity or sufficiency of such petition unless the requirements of this Section are complied with.

While a number of courts have held that a candidate need not strictly comply with each of the Election Code requirements regarding voter signatures and candidate nominating petitions, whether a candidate has substantially complied with the requirements of the Election Code can be based upon the specific facts of each case. Thus, a failure to strictly follow the requirements of the Election Code is more likely to result in objections to nomination petitions, costs to both the candidate and the municipality with respect to the electoral board hearing process and, where a candidate has not "sufficiently" complied with certain requirements, the invalidation of a candidate's nominating petitions. Candidates are advised, therefore, to become familiar with these basic requirements in the proper circulation and preparation of their nominating petitions.

The purpose of this article is to highlight those issues which most commonly result in problems for candidates in the circulation and filing process of their nominating petitions, in order to reduce the possibility of successful objections to a candidate's nomination papers. The following are our top ten issues.

1. PROPER COLLECTION OF QUALIFYING SIGNATURES

There are a number of challenges which can be raised to the signatures of voters which are collected by a candidate on his or her nominating petitions. Among the more common are allegations that a signature is not genuine because it is: (a) "printed" and not signed in cursive, (b) that a signature is illegible, and therefore invalid, (c) that the person signing the petition sheet was not a qualified voter; (d) that a candidate has collected too few or too many signatures; or (e) the voters signing the candidate's petitions are not qualified. The Election Code requires that a candidate collect a minimum number of signatures (depending on the office the candidate is seeking) on petition sheets, to substantiate a basic showing of support from the registered voters of the local government unit to which the candidate seeks election. Under the Illinois Election Code those petition sheets must be "signed" by "qualified voters".

a. "Printing" Name on Candidate's Petition Sheet

While there is no legal prohibition on a voter printing their name and not "signing" it in cursive, challenges are frequently made contending that "printing" a name is not "signing" it. Further, if a voter signed their voter registration card in cursive, and then prints their name on a candidate's nominating petition sheets, a legal challenge to that name could be made by an objector

contending the “printed” signature of the voter does not match their “cursive” signature (or vice versa) on their voter registration card. To minimize this problem, we recommend a nominating petition sheet include a space for both a cursive signature, and the printed name, of any voter signing the sheet.

b. Voter Signatures that are Illegible

Having a voter both sign their name in cursive, and print their name on a nominating petition sheet, and set forth their street address, in a legible fashion, reduces the possibility that the voter cannot be confirmed as a “qualified voter” because their writing on the petition sheet is illegible. At any rate, the person collecting signatures (the circulator) should be able to read the name of the voter signing and/or printing their name on a nominating petition sheet. If a name cannot be read by the person circulating the petition sheet, an objector could challenge the signature as invalid because it is not possible to confirm that it matches any particular voter’s signature on their voter registration card.

c. Signing Nominating Petition Sheet for Another Voter

It may seem like common sense, but the Election Code requires that any voter signature on a candidate’s nominating petition sheet must be placed there personally by the voter. It is not uncommon for a person to sign a nominating petition sheet for themselves, and for their spouse, when they are signing a nominating petition sheet, by assuming such an action is reasonable and authorized and may be proper under other circumstances. However, if objected to, such a practice is unlawful and a person signing both their name and the name of another on a nominating petition sheet would result in one, and possibly both of the signatures being stricken as invalid. A person circulating a nominating petition sheet should therefore ensure that any voter signing the sheet signs only for his or herself.

d. Not Enough or Too Many Signatures

Each municipality (Village Board or City Council) has a specific minimum number of voter signatures which must be collected in order for a candidate to properly file their nominating petition sheets. Those thresholds can be found in the Illinois Election Code, the Illinois Municipal Code and/or the Illinois State Board of Elections’ *State of Illinois Candidate’s Guide 2016*, available at the Illinois State Board of Elections website:

www.elections.state.il.us/Downloads/ElectionInformation/PDF/2016CanGuide.pdf.

If the minimum number of signatures is not collected on a candidate’s nominating petition sheets, they can be rejected by the local election official with whom they are to be filed, or they can be challenged by an objector. For independent candidates (not candidates of a political party) seeking nomination in a partisan election there is also a maximum number of signatures which can be filed, but exceeding the maximum cannot result in invalidation of a candidate’s nominating petitions.

e. Unqualified Voters Signing Petition Sheets

A “qualified voter” who is eligible to sign a candidate’s nominating petition is defined in the Election Code as:

For the purpose of determining eligibility to sign a nominating petition or a petition proposing a public question the term ... “qualified voter” ... shall mean a person who is registered to vote at the address shown opposite his signature on the petition or was registered to vote at such address when he signed the petition... 10 ILCS 5/3-1.2

In addition to this basic requirement, a voter signing a candidate’s nominating petition sheets must be registered to vote at an address within the boundaries of the governmental body for

which the candidate is seeking election, *e.g.*, the village or city.

2. FILING A PROPER STATEMENT OF CANDIDACY

There are three basic forms which comprise a proper filing of “nominating petitions” by a candidate: the nominating petition sheets upon which the voter signatures are collected, a statement of candidacy and a receipt for the filing of the candidate’s statement of economic interests. All three of these documents must be filed in order to constitute a lawful, proper filing. The requirements related to the completion of the Statement of Candidacy form for each particular local government office in Illinois are provided in the Illinois State Board of Elections booklet *State of Illinois Candidate’s Guide 2016* available at the Illinois State Board of Elections website: www.elections.state.il.us/Downloads/ElectionInformation/PDF/2016CanGuide.pdf.

The Statement of Candidacy form for your particular office can be found in the Illinois State Board of Elections booklet *State of Illinois Local Elected Official’s Handbook for the 2017 Consolidated Elections* available at the Illinois State Board of Election website: www.elections.state.il.us/Downloads/ElectionInformation/PDF/2017LEOBook.pdf.

The name of the office being sought, the candidate’s name and the candidate’s address should be the same in the heading of this form, and in the body of this form, as is set forth in the heading of each of the nominating petition sheets upon which signatures are collected. After being completed, this statement must also be signed by the candidate in front of a notary public.

3. A CANDIDATE SHOULD STATE THE OFFICE CORRECTLY ON ALL PETITION SHEETS

The office being sought by the candidate should be set forth with specificity by the candidate, both as to the length of the term and the office itself. The proper office should be stated on the candidate’s signature sheets and in the Statement of Candidacy. In running for an office for a particular government seat, the seat could be for a commissioner (Park District), a trustee (Library or Village Board), an alderman (City Council) or possibly a member (Board of Education). The governing entity and the local government itself should be stated specifically, *i.e.*, for “election as alderman of the City Council of the City of Main Street ...” or for “election as trustee of the Board of Trustees of the Village of Main Street...”. If a candidate simply indicates he or she is running for “trustee” in the Village of Main Street and there are library trustees as well as village trustees being elected, that could cause confusion in the minds of voters. So the specific office, the governing body, and the governmental unit itself should all be specifically stated in the heading of the nominating petition signature sheets and in the candidate’s statement of candidacy. If there can be any uncertainty in the minds of voters about what governmental entity you are seeking election to, or the nature of the governmental seat, a potential objection can be made to lack of specificity and potential confusion raised in the minds of voters as to the office being sought.

4. A CANDIDATE SHOULD STATE THE TERM OF OFFICE CORRECTLY

In addition to naming the specific office, and the specific governing entity or board of the specific governmental unit, there can be different “seats” on a particular governing entity or board that are up for election. A candidate should indicate whether he or she is running for a full term (and specify the years, *e.g.*, 2, 4 or 6 year term, as applicable) for a seat on a governing board, or whether he or she is running to fill the unexpired term of a vacant seat on the board, which must be specifically stated. If there are seats up for election that are of differing terms (usually that would be due to a vacancy on the board with an unexpired term remaining to be completed), if the candidate does not specify whether he or she is seeking a full term or seeking to fill a vacant seat on a board with an unexpired term, there could be confusion in the minds of voters, which can result in a successful objection to the candidate’s nominating petitions.

5. EACH PERSON SIGNING A PETITION FOR NOMINATION MUST SIGN IN THE PRESENCE OF THE CIRCULATOR

The Election Code requires that each circulator of a candidate's signature sheets must certify that each signature on the sheet of the petition was signed in his or her presence. The person who signs the circulator's affidavit need not be the person who physically presents the sheet to each signatory; however, the circulator must actually be present and see each of the signatories sign the petition. Circulators should therefore be aware that they cannot allow the petition to be removed from their presence in order to receive a signature from someone who they cannot physically observe sign the petition.

6. A CANDIDATE MUST FILE SECURELY BOUND NOMINATION PETITIONS

The Election Code requires that the sheets constituting the petition for nomination "shall be neatly fastened together in book form, by placing the sheets in a pile and fastening them together at one edge in a secure and suitable manner." The purpose of this requirement is to prevent tampering and preserve the integrity of the petition. Courts have found that the key requirement is that the nominating petitions be fastened in a secure and suitable manner. It is recommended that all sheets be stapled or bound by hole punch clips (universal metal binder). It is also recommended that paper clips and binding clips be avoided, as those manners of fastening, if not secure, could be determined to not provide a secure fastening and invalidate a petition.

7. A CANDIDATE MUST CONSECUTIVELY NUMBER EACH PAGE OF THE PETITION FOR NOMINATION

A candidate must also number each signature sheet constituting the petition for nomination consecutively. This requirement has been found to aide in the identification and description of each petition and again, guard against tampering with the petition. Numbering of petition sheets for each circulator, rather than numbering all the sheets in consecutive order, has been found to be a fatal flaw which can result in a disqualification of the candidate.

8. EACH CIRCULATOR OF PETITION FOR NOMINATION SHEETS MUST SIGN A CERTIFICATION ON EACH SHEET BEFORE A NOTARY PUBLIC

Any circulator of a petition for nomination must be at least 18 years of age and a citizen of the United States. Each sheet of a nomination petition must contain a circulator's statement, signed by the circulator of the petition and providing the circulator's street address or rural route number, as the case may be, as well as the county, city, village or town, and state. The circulator's statement should certify that the signatures on that sheet of the petition were signed in his or her presence; certify that the signatures are genuine; and either (1) indicate the dates on which that sheet was circulated, or (2) indicate the first and last dates on which the sheet was circulated, or (3) indicate that none of the signatures on the sheet were signed more than 90 days preceding the last day for the filing of the petition; certify that to the best of his or her knowledge and belief the persons so signing were at the time of signing the petition duly registered voters of the political subdivision or district for which the candidate or candidates are to be nominated and certify that their respective residences are correctly stated therein. The circulator's statement must be signed and sworn to personally before a notary public. A failure of the person who circulated the petitions to personally appear before a notary public who acknowledged his or her signature can invalidate those petition sheets.

9. A CANDIDATE MUST FILE HIS OR HER STATEMENT OF ECONOMIC INTERESTS PROPERLY AND IN THE CORRECT OFFICE

One of the three required documents that must be filed to be a proper, lawful filing by a candidate of their nominating petitions is a Statement of Economic Interests. The form is available from the county clerk where the principal office of the local government to which the candidate seeks election is located (usually available online, and can be printed). The form must be completed (the instructions are in the form itself) and filed by all candidates, even if the candidate is currently an elected official and has already filed a statement of economic interests in relation to the office to which they seek election. The requirements related to the completion and filing of the Statement of Economic Interests form in Illinois are included in the Illinois State Board of Elections booklet *State of Illinois Candidate's Guide 2016* available at: www.elections.state.il.us/Downloads/ElectionInformation/PDF/2016CanGuide.pdf.

All candidates for local elective office are required to file their statement of economic interests in the office of their applicable county clerk. There are candidates who are required to file their Statement of Economic Interests with the office of the Illinois Secretary of State (generally State officials and judges). Statements of Economic Interests should not be filed with the Illinois State Board of Elections. The filing must be made in a written or printed form (cannot be filed electronically).

10. A CANDIDATE MUST FILE THE RECEIPT EVIDENCING THE FILING OF THE STATEMENT OF ECONOMIC INTERESTS WITH HIS OR HER NOMINATION PETITION

A candidate must be certain he or she receives a written or printed receipt indicating that the Economic Interests Statement was filed with the county and showing the date of filing. The receipt received from the applicable county clerk must then be filed along with your nominating petitions. Including this receipt for the filing of your Statement of Economic Interests, along with the filing of your nominating petition signature sheets and your Statement of Candidacy, is required in order for your filing to be considered lawful and complete.

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STATEMENT OF CANDIDACY

NAME: Mickey J. Mouse	OFFICE: Township _____ City of Champaign Township
ADDRESS – ZIP CODE: 100 N. Neil St. Champaign, IL 61820	A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term
	DISTRICT: City of Champaign, Illinois
	PARTY: Team Disney

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 Disney UNTIL NAME CHANGED ON 12/01/2023
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS)
County of Champaign) SS.

I, Mickey J. Mouse (Name of Candidate) being first duly sworn (or affirmed), say that I reside at 100 N. Neil St., in the City, Village, Unincorporated Area of Champaign (if unincorporated, list municipality that provides postal service) Zip Code 61820, in the County of Champaign, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the Team Disney Party; that I am a candidate for Nomination/Election to the office of Township _____ City of Champaign Township in the _____ District, to be voted upon at the primary election to be held on February 25, 2025 (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 Team Disney (Name of Party) Primary ballot for Nomination/Election for 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)

GENERAL PRIMARY PETITION

We, the undersigned, members of and affiliated with the Team Disney Party and qualified primary electors of the Team Disney Party, in the City of Champaign of Champaign in the County of Champaign, and State of Illinois, do hereby petition that the following named person or persons shall be a candidate(s) of the Team Disney Party for the nomination/election for the office or offices hereinafter specified to be voted for at the Primary Election to be held on February 25, 2025 (date of election).

NAME: Mickey J. Mouse OFFICE: Township, City of Champaign Township ADDRESS: 101 N. Neil St. Champaign, IL 61820 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)

Table with 5 columns: NAME (VOTER'S SIGNATURE), VOTER'S PRINTED NAME (optional), STREET ADDRESS OR RR NUMBER, CITY, TOWN OR VILLAGE, COUNTY. Rows include Pluto Dog, Daisy Duck, Minnie Mouse.

State of Illinois) County of Champaign)

SS.

I, Mickey Mouse (Circulator's Name) do hereby certify that I reside at 101 N. Neil St. in the City/Village/Unincorporated Area of Champaign (if unincorporated, list municipality that provides postal service)(Zip Code) 61820, County of Champaign, State of Illinois that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition qualified voters of the Team Disney Party in the political division in which the candidates is seeking nomination/elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by before me, on (Name of Circulator) (Insert month, day, year)

(SEAL)

(Notary Public's Signature)