



# Illinois State Board of Elections

Presents :

***Local Election Official  
Presentation***

***Consolidated Elections  
In 2013***



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**Spotlight**

**\*\*CHANGES IN CAMPAIGN FINANCING\*\***

July 1, 2010 marks the first stage of the implementation of **Public Act 96-0832** On

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**Illinois State Board of Elections News**

**The Campaign Disclosure Act (July 1, 2010)**  
The Campaign Disclosure Act as it will appear effective July 1, 2010. Changes that will be effective January 1, 2011, such as contribution limits and ...

**Public Hearings on proposed Campaign Finance Reform Rulemaking**  
The State Board of Elections will conduct public hearings on a proposed administrative rule amending Title 26, Part 100 and Part 125. These amendment...

**Important Changes to Illinois Disclosure**

**Top Documents**

1. 2010 Candidate's Guide
2. Illinois Voter Registration Application Form (English)
3. Important Changes to Illinois Disclosure Law (effective July 1, 2010)
4. 2010 election and campaign finance calendar
5. Registering to Vote in Illinois (pamphlet)

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**Event Calendar**

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# 110 ELECTION AUTHORITIES IN ILLINOIS

- ✓ 102 Counties in Illinois
  - All County Clerk's are the Election Authority – except in DuPage (101)
- ✓ 9 Board of Election Commissioners
  - 1 County Board – DuPage
  - 8 Municipal Boards -Aurora, Bloomington, Chicago, Danville, E. St. Louis, Galesburg, Peoria & Rockford



# LOCAL ELECTION OFFICIALS (LEO'S)

- ✓ Park District Secretary
- ✓ Library District Secretary
- ✓ School District Clerks
- ✓ Municipal Clerks
- ✓ Clerks of Other Various Districts



# POLITICAL SUBDIVISION

- ✓ Corporate boundaries of your district
- ✓ Follow guidelines of individual statutes

Examples:

Municipal Code

School Code

Library Code

Or Special Districts Code



# BOUNDARY CHANGES

- ✓ Leo's report changes – within 5 days
- ✓ EA will properly code each voter



# VOTER REGISTRATION

## Registrars

- Election Authorities
- Deputy Registrars
- Voter Registration Application

## Registration deadline

- Normal deadline – 28 days
- Grace period (in person) – 3 days



# VOTING TIMEFRAMES PRIOR TO ELECTION DAY

Registration Deadline – 28<sup>th</sup> day prior to each election

Grace Period – 27<sup>th</sup> to 3<sup>rd</sup> day prior to each election

Absentee Voting – 40<sup>th</sup> to 5<sup>th</sup> day prior to each election  
by mail

Absentee Voting – 40<sup>th</sup> to 1 day prior to each election  
in person

Early Voting – 15<sup>th</sup> to 3<sup>rd</sup> day prior to each election



# VOTER CODING

- ✓ Done by Election Authority
- ✓ Determines Ballot Entitlement for each voter

*This is a matter of identifying the group of political subdivisions each voter lives in ...and is entitled to vote in.*



# WHAT IS AN ESTABLISHED POLITICAL PARTY?

Statewide Established Parties - 2  
Democrat & Republican

Local Established Parties  
Might have “Citizens” or “Progressive” Party



# PARTISAN VS NONPARTISAN

- ✓ Partisan - Candidate runs under party label or as an independent
- ✓ Nonpartisan - Candidate runs without ANY label

If unsure – check with your attorney



# INDEPENDENTS

Candidates who choose not to be affiliated with any party



# NEW POLITICAL PARTIES

- ✓ Formed by petition
- ✓ Filed with LEO
- ✓ Name of Party – 5 words or less
- ✓ Nominate for ALL offices
- ✓ Must file certificate of party officers



# REFERENDA ARE QUESTIONS OF PUBLIC POLICY

May be placed on ballot by

- ✓ Petition
- ✓ Board Resolution/Ordinance



# TYPES OF REFERENDA

- ✓ Advisory

- ✓ Binding

- ✓ Back door referenda



# WHAT IS A VACANCY?

It is when a person cannot complete their term of office due to:

- ✓ resignation
- ✓ death
- ✓ conviction
- ✓ moving out of district



# OFFICIALS ARE NOMINATED BY...

- ✓ Primary Election
- ✓ Caucus
- ✓ Petition



# CONSOLIDATED ELECTIONS IN 2013

Consolidated Primary – February 26, 2013  
(Primary filing Nov. 19-26)

Municipal Caucus Date – December 3, 2012  
(Caucus filing December 17-26)

Consolidated Election - April 9, 2013  
(Consolidated filing Dec. 17-26)



# A MUNICIPAL PRIMARY IS REQUIRED IF:

Population is over 5,000,  
and their candidates run by  
established political parties



# A MUNICIPAL PRIMARY MAY BE HELD IF:

- ✓ Established Political Party Municipalities
  - Have population under 5,000
  - File an ordinance requesting a primary by the previous November 15<sup>th</sup>, and cover the entire cost
- ✓ Nonpartisan Municipalities
  - Must pass a referendum to become a nonpartisan municipality



# PETITIONS CIRCULATED FOR...

Established Party Candidates  
– In Primary Election

Municipal Nonpartisan Candidates  
– In Primary Election

Independent & Nonpartisan Candidates  
– In Consolidated Election

New Political Party Candidates  
– In Consolidated Election



# CIRCULATING PETITIONS ... WHEN DO THEY START?

- ✓ May start 90 days prior to last day of filing
- ✓ First day for Primary - August 28, 2012
- ✓ First day for Consolidated – September 25, 2012

*We suggest that you not hand out petitions before the beginning of the circulation date*



# IS IT YOUR RESPONSIBILITY TO CALCULATE SIGNATURE REQUIREMENTS?

NO...but you do have all the information  
available to do the calculation.



# WHAT INFORMATION IS NEEDED?

- ✓ Previous election results
  - Number of persons who voted at the last regular election
  - Party candidates with highest votes

# CALCULATION EXAMPLES

1<sup>st</sup> Calculation:  $1000 \times .5\% = 5$

2<sup>nd</sup> Calculation:  $1000 \times 2\% = 20$

3<sup>rd</sup> Calculation:  $1000 \times 5\% = 50$

4<sup>th</sup> Calculation:  $1000 \times 5\% = 50$

$1000 \times 8\% = 80$

or 50 more than minimum = 50-100



# WHAT NEEDS TO BE FILED?

- ✓ Statement of Candidacy
- ✓ Petition sheets
- ✓ Economic Interest Receipt
- ✓ Loyalty Oath (optional)



# STATEMENT OF CANDIDACY

The candidate's notarized statement that:

- ✓ They reside in the district
- ✓ They are qualified to hold position
- ✓ They agree to file economic interest with county and provide receipt to you

**Need to use correct form!**

(check Candidate's Guide)



# PETITION SHEETS

Petition heading completed before circulation

Petitions:

- must be uniform & original
- must be numbered consecutively
- may use nicknames
- may NOT use titles
- signed by voters of political subdivision

Circulators statement at the bottom  
must be notarized



# PETITIONS...

## HOW MANY MAY I SIGN?

Party Petitions-Signer can only sign petitions for ONE political party per election.

Independent/Nonpartisan Petitions-Signer can only sign the number of petitions equal to the number to be elected for each office.



# NAME CHANGE

PA 95-0141 – Effective 8-13-07

- ✓ Within 3 years of the close of filing period
- ✓ Must list “formally known as” on petition and statement of candidacy
  - List each name & the date it changed
- ✓ Does NOT apply to
  - Adoption, marriage or divorce



# LOYALTY OATH

This is a notarized statement that expresses:

- ✓ No affiliation with communist party
- ✓ No affiliation with foreign agency or organization
- ✓ No desire to overthrow the government
- ✓ No attempt to unlawfully overthrow the government

This is an optional form!



# ECONOMIC INTEREST RECEIPT

This receipt must be filed with the LEO  
sometime during the filing period.

It must state the “office filed for”.

And it must have a current  
calendar year filing date.



# ORGANIZING PAPERWORK

## (By Candidate)

- ✓ Petition sheets must be fastened together
- ✓ Petition sheets must be numbered consecutively
- ✓ Also attached and *not* numbered are the:
  - Statement of Candidacy
  - Economic Interest Receipt and
  - Loyalty Oath



# WHERE DO THEY GET FILED?

Paperwork is filed with the  
Local Election Official

Exception: Regional School Trustees

Single County – with County Clerk

Multi-county – SBE



WHEN IS THE FILING  
FOR THE CONSOLIDATED  
PRIMARY ELECTION?

Nov. 19<sup>th</sup> – 26<sup>th</sup>

(between the 99<sup>th</sup> & 92<sup>nd</sup> day prior to election)



# LOCAL ELECTION OFFICIAL Publications / Notices

- ✓ Recommended LEO procedure:
  - Publish and post a “pre-filing notice”
- ✓ Required LEO procedure for *Primary*.
  - Publish “Specimen Ballot”



# LEO FILING PROCEDURES

- ✓ Accept filing
- ✓ Time and date stamp
- ✓ Provide itemized receipt
- ✓ Becomes public record
- ✓ Provide a “D-5”



# WHAT IS A “D-5” (NOTICE OF OBLIGATION) ?

A “D-5” is an official notification which explains filing obligations for Campaign Financing Law Requirements.

A D-5 must be given to every candidate and to each group filing a referendum.

- either in-person

- or by first class mail within 2 business days



# ESTABLISHED PARTY BALLOT CERTIFICATION (after the Primary)

- ✓ LEO certifies (Consolidated Election) ballot to EA within 5 days after Primary canvas
- ✓ Order of candidates for Consolidated Election determined by highest votes received in the Primary Election



**THE MUNICIPAL CAUCUS IS**

**December 3, 2012**



# NOTICE OF CAUCUS

The LEO should :

-give 10 days notice

-If population is over 500 - publish

-If under 500 – post in 3 public places



# Caucus Guidelines

- ✓ Held in place of a primary
- ✓ Party function
- ✓ Follow “Robert’s Rules of Order”
- ✓ Responsible for cost
- ✓ Clear record of winning nominees



# MUNICIPAL CAUCUS PARTICIPATION

- ✓ Must be registered voter
- ✓ May participate in only ONE party caucus
- ✓ If participant is nominated and defeated, they cannot run as write-in, Independent or NP.
- ✓ If participant is not nominated, they can run as write-in, Independent or NP.



# POSSIBLE CAUCUS PROCEDURES

- ✓ Chairman calls the meeting to order
- ✓ Secretary elected
- ✓ Review, amend and vote on the  
“Rules of Procedures”
- ✓ Chairman announces method of voting
- ✓ Introduces caucus judges
- ✓ Proceeds with adopted rules

# WHEN THE CAUCUS IS OVER...



- Cannot have more nominees than positions to be elected
- Cannot require candidates to circulate and file petitions
- Losing caucus participants cannot run as an independent, new party or write-in candidate



# POST CAUCUS PROCEDURES

Each winning nominee must complete

- Statement of Candidacy
- Loyalty Oath (optional)
- Economic Interest (file receipt)



# CERTIFICATE OF NOMINATION BY CAUCUS

A “Certificate of Nomination by Caucus”  
must be filed with the LEO

- Between ***December 17<sup>th</sup> - 26<sup>th</sup>***
- Signed by chairman and secretary
- Filed in person/by mail/by agent
- Along with each candidate’s papers



# WHEN IS THE FILING FOR THE CONSOLIDATED ELECTION?

Dec. 17<sup>th</sup> - 26<sup>th</sup>

(between the 113<sup>th</sup> & 104<sup>th</sup> day prior to election)



# CONSOLIDATED FILING PERIOD

## December 17 – 26, 2012

- ✓ Each party will file with the LEO
- ✓ Multi-townships file with Election Authority
- ✓ Multi-county Regional School Board file with the State Board of Elections
- \* It is during this filing period that Independents and New Parties can file



# OBJECTIONS

- ✓ **Must be filed within five business days following the last day of filing**
  - Primary objection deadline is Dec. 3<sup>rd</sup>
  - Consolidated objection deadline is Jan. 3<sup>rd</sup>
- ✓ **Time and date stamp the original and one copy and then deliver them by noon of 2<sup>nd</sup> business day to:**
  - Chairman of Electoral Board (originals)
  - Candidate being objected to (copy)



# ELECTORAL BOARD RESPONSIBILITY

Their responsibility is to hear and rule on all objections

*Composition of the board is based on the type of political subdivision  
(refer to LEO Handbook)*



# ELECTORAL BOARD NOTIFICATION

Chairman's responsibility within 24 hours of receipt is to notify:

- each electoral board member
- the objector
- the candidate

Notification shall include day, hour  
and place of meeting



# ELECTORAL BOARD MEETING

Initial meeting held 3 – 5 days  
after receipt of objector's petitions



# JUDICIAL REVIEW

The candidate or objector aggrieved by the decision of the electoral board now has just five days to file a petition for judicial review with the clerk of the circuit court.



# IF NO PETITIONS ARE FILED FOR JUDICIAL REVIEW...

Electoral Board returns to LEO:

- ✓ Copy of ruling
- ✓ Original nomination papers
- ✓ Original objector petitions

Result: Leo complies with ruling



# WHAT IS A LOTTERY ?

The process of determining ballot order  
by a fair and impartial method of  
random selection



# WHEN IS A LOTTERY HELD ?

A lottery is held to determine candidate and party placement on the ballot.

## “Simultaneous filing” lottery

When two or more petitions are filed at 8:00AM (or the opening hour) on the first day for filing. The first mailing is also considered an 8:00AM filing.

## “Ballot Party Placement” lottery

When there is more than one established party to be listed on the ballot for a political subdivision. This is held prior to the canvass and proclamation of the primary results, or prior to certification when a caucus is held.



# WRITE-IN CANDIDATES

A “Declaration of Intent to be a Write-in Candidate” must be filed at least 61 days prior to the election.

## Deadlines to file as write-in:

-Consolidated Primary - Dec. 27<sup>th</sup>, 2012

filed with...LEO and Election Authority

-Consolidated Election - Feb. 7<sup>th</sup>, 2013

filed with...Election Authority



# INELIGIBLE CANDIDATES FOR CONSOLIDATED ELECTION

- ✓ Nominated and defeated while attending a caucus
- ✓ Defeated in the Primary Election

Are ineligible to run as a ...

-write-in candidate

-independent candidate

-or new party candidate



# WITHDRAWAL

- ✓ Incompatible offices
  - Withdraw within 5 business days from last day of filing
  - Must always be prior to certification date
- ✓ Requirements
  - Must be in writing, signed, dated and notarized

**Once filed - never give any papers back**

# CERTIFICATION DEADLINE

LEO → EA

Primary deadline: Dec. 20, 2012

Consolidated deadline: January 31, 2013



# CERTIFICATE OF BALLOT

- ✓ LEO files “Certificate of Ballot” with the Election Authority
- ✓ Certification must include:
  - Office, term & party affiliation
  - Candidates in the order they are to appear on the ballot



# ADDITIONAL CERTIFICATION REQUIREMENTS

- ✓ Party name must be included
- ✓ “Independent” must be included
- ✓ “Nonpartisan” must NOT be included



# BALLOT ORDER

1<sup>st</sup> -Established Party candidates

2<sup>nd</sup> -New Political Party candidates  
-in the order filed

3<sup>rd</sup> -Independent candidates  
-in the order filed



# CAN YOUR CERTIFICATION BE AMENDED?

## YES

The LEO must issue an amended certification if:

- ✓ The original certification is incorrect
- ✓ A candidate has withdrawn, or
- ✓ An electoral board or judicial review decision has been rendered.



# THE ELECTION AUTHORITY...

- ✓ Publishes notices
- ✓ Lines up polling places & judges
- ✓ Prints ballots
- ✓ Issues pollwatcher credentials
- ✓ Conducts election



# UNOFFICIAL TOTALS!

- ✓ Election Day in-precinct ballots
- ✓ Centrally counted ballots
- ✓ Provisional ballots – yet to be decided
- ✓ Absentee ballots – yet to arrive



# CANVASSING BOARD

PA 94-647 - Effective 1-1-06

PA 95-141 – Effective 8-13-07

These public acts abolished the local  
canvassing boards  
and provided that all the  
canvasses be done by the  
*election authority!*



# DISCOVERY RECOUNT....

To be eligible:

- must be within 5%
- can select 25% of precincts
- cost is \$10 per precinct

Eligible to:

- examine equipment
- examine ALL election supplies for precinct
- does NOT change results



# ELECTION CONTEST

If any discrepancies are found, it is up to the losing candidate to petition the court by:

- filing a petition with the circuit clerk
- filing petition within 30 day of canvas
- petition must list specific points

**This is treated as a regular lawsuit.**



# LET THE “TERMS” BEGIN....

Terms vary based on the political subdivision.

Some examples are:

*-the third Monday of the month following their election*

*-the first regular meeting following the canvas of election results*

*-within 28 days after the election*



# QUESTIONS?

You can call your Election Authority,  
your Attorney, or  
the State Board of Elections!

**Thank You**

