

STATE BOARD OF ELECTIONS

TO: Potential Candidates
FROM: State Board of Elections
SUBJECT: Petition Filing Instructions – 18th Congressional Special Election
DATE: April 2015

You are strongly advised to obtain legal advice on the following subjects: (1) your legal qualifications for office; (2) the proper method for completing the petition forms with respect to the office; (3) the minimum number of signatures required; and (4) the qualifications of the signers and circulators, etc. **The State Board of Elections does not provide legal advice to candidates.**

The attached forms are prescribed by Illinois Law and/or required by the State Board of Elections.

1. **Data Entry Card*** (For SBE office use only)
Complete the appropriate sections but **do not bind with the petition**. A line has been provided for the candidate to list (optional) his/her campaign website address. The Board's website will provide links to the websites of candidates who provide this information. Each set of petitions must be accompanied by a Data Entry Card.
2. **Statement of Candidacy***
3. **Loyalty Oath** (optional)
4. **Code of Fair Campaign Practices** (optional)
If you plan to file this statement, **DO NOT** bind this document with your petitions. Please submit it separately at the time of filing.
5. **Nominating Petition***
The packet contains 1 original petition sheet. Duplication of this sheet is permitted **prior** to circulation.
6. **Certificate of Officers Authorized to Fill Vacancies in Nomination for a New Political Party** (optional)
A New Political Party must file this form with the petition if it wishes to be able to fill any vacancy in nomination which may later arise.

7. Certificate of Deletions

In order to delete signatures, established party and new party candidates must file form SBE No. P-2A. Independent candidates must file both the SBE No. P-2A and P-2B forms. Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition.

*** The Candidate's name should appear in the same form on the Data Entry Card, Petition Sheets, and the Statement of Candidacy. The Board will certify every candidate's name as it appears on page #1 of the petition. Please see 10 ILCS 5/7-17, 8-8.1 and 10-5.1 for information on designation of names on petitions or nomination papers.**

PETITION FILING DATES

(Note: Anticipated Filing Dates. Past congressional special election schedules and requirements have been affected by litigation so as to reconcile conflicting federal and state law timing requirements. If these anticipated filing dates change through such litigation, updates to this page will be posted.)

Established Party	April 15-20, 2015
New Party/Independent	June 22-25, 2015

OFFICE HOURS

Nominating petitions may only be filed with the Board's Principal Office in Springfield. The Principal Board office will be open during the petition and objection filing periods from 8:00 a.m. through 5:00 p.m. (closed Saturday and Sunday). On the first day of filing, anyone who is in line as of 8:00 a.m., as well as those petitions received in **the first mail delivery***, will be deemed filed at 8:00 a.m. and are eligible for the lottery for ballot position. If a filer is in line as of 8:00 a.m. on the first day of filing, but the petition is not ready to be filed as of the time of processing the last filer in line as 8:00 a.m., then the petition will be deemed filed at the actual time of its filing (not as of 8:00 a.m.) and the candidate will not be eligible for the ballot position lottery. **A simultaneous lottery will also be held when 2 or more petitions are filed for the same office and party within the last hour of the filing deadline.**

* Individuals who wish to mail petitions and want to qualify for the 8:00 a.m. lottery must use the U. S. Postal Service and must address petitions to the State Board of Elections, P.O. Box 4187, Springfield, IL 62708. Mail is not delivered to the principal office street address until the afternoon and petitions sent to the street address do not qualify for the lottery. Petitions sent by delivery services other than the U.S. Postal Service do not qualify for the lottery.

In accordance with 10 ILCS 5/7-1 et seq., 8-1 et seq., and 10-1 et seq., nominations for a congressional office must be filed with the **principal office** of the State Board of Elections, 2329 South MacArthur Boulevard, Springfield, Illinois.

FILING CLOSES AT 5:00 P.M. ON THE LAST DAY OF FILING. A SIMULTANEOUS LOTTERY WILL ALSO BE HELD WHEN 2 OR MORE PETITIONS ARE FILED FOR THE SAME OFFICE AND PARTY WITHIN THE LAST HOUR OF THE FILING DEADLINE. P.A. 97-1044

PETITION COPY REQUESTS

Board staff will begin accepting requests for petition copies and/or CD's starting at 10:00 a.m. on the first day of the filing period. The Board accepts cash, checks or credit cards (American Express, Discover or MasterCard). No copies will be made until full payment is made either to the Springfield or Chicago office of the State Board.

OBJECTIONS

Objections may be filed in either the Springfield or Chicago office of the State Board of Elections. Under the provisions of 10 ILCS 5/10-8, individuals who wish to file an objection to a candidate's nominating petition must file **BOTH** an original **plus two copies**. Board staff will not make copies of objection petitions for filers.

Historically, the Board's offices receive numerous objection filings on the last day to file. Potential objectors are cautioned that all objections must be **FILE STAMPED NO LATER THAN 5:00 P.M.** on the last day to file objections (5 business days following the last day to file nominating petitions). Please plan accordingly. **NO OBJECTION FILING WILL BE ACCEPTED AFTER 5:00 P.M., EVEN IF THE OBJECTOR IS IN LINE FOR PROCESSING PRIOR TO 5:00 P.M.**

OBJECTION FILING DATES

Established Party

April 21 - 27, 2015

New Party/Independent

June 26 – July 2, 2015

2015 Special Election – 18th Congressional District

OFFICE: **U.S. REPRESENTATIVE IN CONGRESS**

MINIMUM AGE: 25 years (United States Constitution, Article 1, Section 2)

RESIDENCY: United States citizen for seven years. Inhabitant of Illinois at the time of the election and a registered voter.
(United States Constitution, Article I, Section 2)

SIGNATURE REQUIREMENTS: **ESTABLISHED PARTY CANDIDATES**
Democratic – 626 signatures
Republican – 1,014 signatures

INDEPENDENT CANDIDATES
12,602 – 20,163 signatures

NEW PARTY CANDIDATES
12,602 signatures

PETITIONS: **ESTABLISHED PARTY:** SBE No. P-11
INDEPENDENT: SBE No. P-3
NEW PARTY: SBE No. P-8

STATEMENT OF CANDIDACY: **ESTABLISHED PARTY:** SBE No. P-1
INDEPENDENT: SBE No. P-1B
NEW PARTY: SBE No. P-1D

LOYALTY OATH: (Optional) Filed with nomination papers. SBE No. P-1C

FILING DATES:** **ESTABLISHED PARTY:**
April 15, 2015 – April 20, 2015

INDEPENDENT AND NEW PARTY:
June 22, 2015 – June 25, 2015

****NOTE: Anticipated Filing Dates. Past congressional special election schedules and requirements have been affected by litigation so as to reconcile conflicting federal and state law timing requirements. If these anticipated filing dates change through such litigation, updates to this page will be posted.**

WHERE TO FILE: State Board of Elections, 2329 S. MacArthur Blvd, P.O. Box 4187, Springfield, Illinois 62708. (Use P.O. Box for mailing)

CAMPAIGN DISCLOSURE: Filed with the Federal Election Commission, 999 “E” Street N.W., Washington, DC 20463 (Telephone: 800/424-9530).

NOTE: These filing requirements are subject to change by the FEC. We advise that you contact the FEC for the latest information on filing requirements.

STATE BOARD OF ELECTIONS

DATA ENTRY CARD

PLEASE PRINT name as it appears on the 1st page of the petition

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

Campaign Website Address (optional): www. _____

OFFICE 18TH CONGRESSIONAL DISTRICT

DEMOCRATIC _____

REPUBLICAN _____

NEW PARTY _____

INDEPENDENT _____

=====

OFFICE USE ONLY

FILING DATE: _____

TIME: _____

STATEMENT OF CANDIDACY Y or N

HOW FILED: C - CANDIDATE

LOYALTY OATH Y or N

A - AGENT

ECONOMIC INTEREST Y or N

M - MAIL

LAST PAGE NUMBER _____

CODER INITIALS _____

STATEMENT OF CANDIDACY

NAME	ADDRESS-ZIP CODE	OFFICE	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)
) SS.
County of _____)

I, _____ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the _____ Party; that I am a candidate for 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)

REPRESENTATIVE IN CONGRESS PRIMARY PETITION

We, the undersigned, members of and affiliated with the _____ Party and qualified primary electors of the _____ Party, in the _____ Congressional District of the State of Illinois, do hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____ County of _____ and State of Illinois, shall be a candidate of the _____ Party for the nomination for the office of **REPRESENTATIVE IN CONGRESS** of the State of Illinois, for the _____ Congressional District to be voted for at the primary election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/7-10.2, 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)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1			IL
2			IL
3			IL
4			IL
5			IL
6			IL
7			IL
8			IL
9			IL
10			IL
11			IL
12			IL
13			IL
14			IL
15			IL

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older, 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 _____ Party in the political division in which the candidate is seeking nomination/elective office, and that their respective residences are correctly stated, as above set forth.

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (Circulator's Signature) (insert month, day, year)

(SEAL)

SHEET NO. _____

(Notary Public's Signature)

STATEMENT OF CANDIDACY
INDEPENDENT

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE, TOWNSHIP, COUNTY, DISTRICT OR STATE

If required pursuant to 10 ILCS 5/10-5.1, 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, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for election to the office of _____ in the _____ to be _____
Name of City, Village, Township, County, District or State

voted upon at the election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek election) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

(Signature of Candidate)

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

(SEAL)

(Notary Public's Signature)

STATEMENT OF CANDIDACY
NEW POLITICAL PARTY

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

If required pursuant to 10 ILCS 5/10-5.1, 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, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for election to the office of _____ in the _____
Name of City, Village, Township, County, District or State

to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek election) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

(Signature of Candidate)

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

(SEAL)

(Notary Public's Signature)

**CERTIFICATE OF OFFICERS
AUTHORIZED TO FILL VACANCIES IN NOMINATION
FOR A NEW POLITICAL PARTY**

We, the undersigned, duly certify that the persons whose names and addresses are listed below are the designated officers of the _____ who are authorized to fill vacancies in nomination
(Name of New Political Party)
pursuant to 10 ILCS 5/10-11.

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

Signed: _____
(CHAIRMAN)

Attest: _____
(SECRETARY)

(Use additional sheets if necessary)

A new political party petition shall have attached thereto a certificate stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file this form results in the party forfeiting the right to fill vacancies. It does not alone invalidate the petition.

CERTIFICATE OF ATTACHED LIST OF DELETIONS

We, the undersigned persons who have stricken signatures from the attached hereby certify that there is/are _____ page(s) of **CERTIFICATION OF DELETIONS** listing signatures which have been stricken, and are attached hereafter to the petitions of _____ (Name of Candidate) who is a candidate for election to the office of _____ at the _____ Election to be held on _____ (date of election).

The following are the page numbers indicated on the attached **CERTIFICATION OF DELETIONS**:

(CANDIDATE)

(Circulator)

Every person striking signatures from the petition shall each sign this certificate. This certificate shall be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and preceding any **CERTIFICATE OF DELETION** sheet.



STATE BOARD OF ELECTIONS STATE OF ILLINOIS

ARTICLE 29B FAIR CAMPAIGN PRACTICES ACT

10 ILCS 5/29B-5. Purpose. The Legislature hereby declares that the purpose of this Article is to encourage every candidate for public office in this State to subscribe to the Code of Fair Campaign Practices. It is the intent of the Legislature that every candidate for public office in this State who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play in order to encourage healthy competition and open discussion of issues and candidate qualifications and discourage practices that cloud issues or unfairly attack opponent. (Source: P.A. 86-873.)

10 ILCS 5/29B-10. Code of Fair Campaign Practices. At the time a political committee, as defined in Article 9, files its statement of organization, the State Board of Elections, in the case of a state political committee or a political committee acting as both a state political committee and a local political committee, or the county clerk, in the case of a local political committee, shall give the political committee a blank form of the Code of Fair Campaign Practices and a copy of the provisions of this Article. The State Board of Elections or county clerk shall inform each political committee that subscription to the Code is voluntary. The text of the code shall read:

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

(Print Name)

Date of Election

Name of Political Committee