

State of Illinois

TOWNSHIP CAUCUS GUIDE

2005



Issued by the State Board of Elections

INTRODUCTION

The caucus method for nominating candidates for township office is used by most townships in Illinois. However, a primary election is required in those townships of over 5,000 population whose boundaries are co-extensive with or lie wholly within incorporated towns, villages or cities not under the commission form of government. (60ILCS 1/45-5)

In Cook County, and in townships with a population of more than 15,000 in counties other than Cook, the township central committee may decide to nominate its candidates by primary election. If the township central committee decides to hold a primary, it must file a statement of such determination with the county clerk no later than November 15 preceding the township election. (60 ILCS 1/45-45)

For the year 2005, the township caucuses will be held on January 11. The multi-township caucuses will be held on January 12. The costs of the caucus are borne by the township or multi-township. (60 ILCS 1/45-45)

References:

THE TOWNSHIP ACT (60 ILCS 1 /1-1, et seq)

THE ELECTION CODE (10 ILCS 5/1-1, et seq)

PRE-CAUCUS REQUIREMENTS

(60 ILCS 1/45-10, 1/45-15, 1/45-25)

TOWNSHIP CLERK and MULTI-TOWNSHIP CLERK

Not less than 30 days before the caucus, the **township clerk** must notify the chairman or membership of each township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus. The deadline is December 12, 2004. However, applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day; December 13.

Not less than 30 days before the caucus, the **multi-township clerk** must notify the chairman or membership of each multi-township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus. The deadline is December 13, 2004.

CHAIRMAN/TOWNSHIP CENTRAL COMMITTEE and CHAIRMAN/MULTI-TOWNSHIP CENTRAL COMMITTEE

Not less than 20 days before the caucus, each chairman of the **township** central committee shall notify the township clerk by first-class mail of the time and location of the political party's caucus. The township notification deadline is December 22, 2004.

Not less than 20 days before the caucus, each chairman of the **multi-township** central committee shall notify the multi-township clerk by first-class mail of the time and location of the political party's caucus. The township notification deadline is December 23, 2004.

Note: If the time and location of two or more established political party caucuses conflict, the township/multi-township clerk shall establish, by a fair and impartial lottery, the time and location for each caucus. Also, it is advisable for the township/multi-township central committee to select a chairman prior to the caucus who would be chairman of the caucus proceedings.

TOWNSHIP BOARD OF TRUSTEES and MULTI-TOWNSHIP CENTRAL COMMITTEE

At least 10 days before the caucus, the **township board** must publish notice of the time and location for each party caucus. The deadline is January 1, 2005. However, applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day; January 3. [60 ILCS 1/45-10(b)].

At least 10 days before the caucus, the **multi-township** central committee must publish notice of the time and location for each multi-township caucus. The deadline is January 2, 2005. However, applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day; January 3. [60 ILCS 60 1/45-25(c)].

These notices must be published in a newspaper of general circulation in the township or multi-township district. (See SBE Form N-6)

ESTABLISHING RULES OF PROCEDURE (60 ILCS 1/45-50)

The township/multi-township central committee shall promulgate caucus **Rules of Procedure** prior to the holding of their respective established political party's caucus. The **Rules of Procedure** shall include, but not necessarily be limited to, the following:

1. No caucus shall commence earlier than 6:00p.m.
2. The caucus shall commence at the place specified in the notice of caucus.
3. Procedures by which qualified caucus participants shall determine by majority vote the duties of caucus judges of election. Caucus judges of election shall be appointed by a majority vote of the township or multi-township central committee. No judge of the Supreme Court, Appellate Court, Circuit Court or Associate Judge shall serve as a caucus judge of election.
4. Nominations for selection as a candidate shall be accepted from any qualified participant of the caucus.
5. Method of voting (i.e., written ballot, voice vote, show of hands, standing vote) for determining the candidate or candidates selected for nomination.
6. Whether candidates will be selected as a slate or as individual nominees for each office.
7. Whether written notice of intent to be a caucus nominee shall be required.
8. Other rules deemed necessary by the central committee at the time the rules are promulgated or by the majority of the qualified caucus participants when the rules are being considered at their meeting.

The **Rules of Procedure** shall be approved and may be added to or amended by a majority vote of the qualified participants at the caucus.

CAUCUS PARTICIPATION
(60 ILCS 1/45-50)

Qualified individuals participating at a political party's caucus shall:

1. be registered voters within the township/multi-township district (see sample form H-1);
2. sign an affidavit that he or she is a registered voter and affiliated with the established political party holding the caucus;
3. not take part in the proceedings of more than one established political party township/multi-township caucus for the same election (the requirement also applies to township and multi-township clerks);
4. be precluded from becoming an independent candidate or candidates for a new political party for the same election, or signing petitions for an independent or new political party candidate for the same election.

No person may participate at a township/multi-township caucus of an established political party if such person is or was at any time during the twelve months prior to the caucus:

1. an elected or appointed public official of another established political party;
2. an elected or appointed officer, director, precinct committeeman or representative of the township/multi-township committeeman of another established political party;
3. a judge of election appointed for another established political party pursuant to Articles 13 or 14 of the Election Code;
4. a voter who voted in the primary election of another statewide established political party different from the party holding the caucus (e.g., a voter who cast a Republican ballot at the March, 2004 primary cannot participate in a Democratic caucus in 2005).

A voter participating at an established political party township or multi-township caucus shall not select for nomination more candidates than there are to be elected for each office.

CAUCUS DAY PROCEDURES

1. Upon entering the room where the caucus is held, caucus judges have each participant sign an affidavit stating that he or she is a registered voter in the township/multi-township and is affiliated with the established political party conducting the caucus (see sample form H-1). [60 ILCS 1/45-50, c(3)]
2. At the appointed time, the chairman of the township/multi-township central committee shall call the meeting to order. The first order of business shall be to elect a secretary from the assembly. The secretary-elect should take his place next to the chairman and proceed to record the caucus business. The Rules of Procedure which have been adopted by the township/multi-township central committee should be reviewed at this time. Any amendments to the Rules of Procedure should be approved by a majority vote of the qualified participants attending the caucus.
3. The chairman, or presiding officer, shall then announce the method of voting selected by the township/multi-township central committee, introduce the caucus judges of election and announce the offices for which nominees are to be chosen.
4. The chairman shall call for opening nominations for each office according to the order in which the offices will appear on the township election ballot. Nominations from the floor may be made and no second is required; however, one or more members of the caucus may wish to offer a second as a form of endorsement. The chairman should repeat each nomination as is illustrated in the following:

Chairman: Nominations are now in order for candidates for the office of township supervisor.

Member: I nominate Mr. Smith.

Chairman: Mr. Smith is nominated. Are there any further nominations

5. When it appears that no one else wishes to make any further nomination for an office, the chairman should again ask the assembly if anyone has a further nomination to offer and, if not, he shall declare the nominations closed and proceed to either vote on the nomination(s) or proceed to open nomination(s) for the next office, depending on the procedure which the township/multi-township central committee has selected.
6. The caucus judges of election are responsible for tallying the vote, with the township/multi-township central committee acting as the canvassing board. Obviously if any method other than a written ballot is employed, the canvass will be concurrent with the tallying. For instance, if a voice vote is issued, the caucus judges of election will make their report with the concurrence of the township/multi-township central committee; such concurrence shall take the place of the canvass. The chairman would then declare the candidate(s) nominated.
7. If written ballots are used, it would be advisable to have a centrally located ballot box over which the caucus judges of election can maintain control. A reasonable time should be allowed for voting. When it appears that those wishing to vote have done so, the Chairman shall inquire as to whether there is anyone who has not completed his or her vote. If there is no reply from the floor, the chairman shall declare the balloting closed. The caucus judges of election shall immediately begin tallying the votes. As soon as tallying has been completed, the township/multi-township central committee shall proceed to canvass the caucus judges' of election report. Upon completion of the canvass the chairman shall announce the results and declare the nominee(s)*. No more than the exact number of offices to be filled at the election shall be taken.
8. When the selection of all nominees has been completed, the chairman shall call for a motion from the floor to adjourn. After the motion is seconded, a voice vote on adjournment shall be taken. The Chairman, upon an affirmative vote, adjourns the meeting.

* No candidate for nomination at a caucus shall be required to circulate and file nomination petitions to become a candidate at the caucus or file a fee to become a candidate at the caucus. [60 ILCS 1/45-50 (e)]

POST CAUCUS PROCEDURES

CHAIRMAN, TOWNSHIP CENTRAL COMMITTEE (60 ILCS 1/45-20)

The chairman of the township central committee shall file a Certificate of Nomination by Caucus listing each candidate nominated for office. The Certificate of Nomination by Caucus is filed with the township clerk between the 78th – 71st days prior to the township election (January 17 - 25, 2005)*. The township clerk shall certify to the election authority (pursuant to the general election law of Illinois) the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus.

CHAIRMAN, MULTI-TOWNSHIP CENTRAL COMMITTEE [60 ILCS 1/45-25(e)]

The chairman of the multi-township central committee shall file a Certificate of Nomination by Caucus listing each candidate nominated for office. The Certificate of Nomination by Caucus is filed with the election authority between the 78th – 71st days prior to the township election (January 17 -25, 2005)*.

- **January 17 (state holiday; Martin Luther King's birthday) is the 78th day prior to the April 5, 2005 Consolidated Election and is the first day of filing for those offices which are open. Those offices that are closed in observance of Martin Luther King's birthday will begin to accept filings on January 18, 2005. Filing is extended to January 25 for all townships, regardless of whether the office was open on January 17, 2005.**

CERTIFICATE OF NOMINATION BY CAUCUS (See sample form H-2)

The Certificate of Nomination by Caucus shall include for each candidate a Statement of Candidacy (see sample form P-1), the Loyalty Oath (optional), and a receipt for filing a Statement of Economic Interests with the county clerk (60 ILCS 1/45-20, 1/45-25 and 1/45-30). The Certificate on Nomination by Caucus shall be signed by both the chairman and the secretary of the caucus. The chairman and secretary of the caucus shall also include their residence addresses. [60 ILCS 1/45-20(b)]

NOMINATED CANDIDATES FOR ASSESSOR

The Certificate of Nomination by Caucus, Statement of Candidacy, the Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests filed on behalf of a candidate for the office of township/multi-township assessor are not valid unless the candidate files with the township clerk/election authority proof of his qualifications pursuant to the provisions of the Property Tax Code (35 ILCS 200/2-45). The township clerk/election authority shall refuse to certify the names of candidates who fail to file such proof of qualifications. (See State Board of Elections Candidate's Guide for 2005 for more information regarding these qualifications.

The township clerk or board of election commissioners, as the case may be, shall notify the candidates for township assessor of the obligation to file proof of their qualifications as provided in Section 2-45 of the Property Tax Code.

The election authority shall notify the candidates for multi-township assessor of the obligation to file proof of their qualifications. (60 ILCS 1/45-40).

TOWNSHIP CLERK/ELECTION AUTHORITY – Campaign Financing Obligations

The township clerk or election authority with whom caucus certificates of nomination are filed shall notify all candidates nominated at the township/multi-township caucus of their obligations under the Illinois Campaign Financing Act (60 ILCS 1/45-35) [10 ILCS 5/9-16(7)]. The Notice of Obligation (Form D-5) must be sent to each candidate by first class mail within 2 days of filing of the nomination papers. The notice must state that the manual of instructions and forms for statements required to be filed under Article 9 of the Election Code are available from the county clerk or the State Board of Elections upon request. (See paragraphs "F" and "H" on page 16 of the Candidate's Guide for 2005.)

CALENDAR

Monday, November 15, 2004

Last day for the township central committees in Cook County and in townships having a population of over 15,000 in counties other than Cook County to notify the appropriate election authority that their specific party will nominate candidates by primary election.

Monday, December 13, 2004 *

Last day the township clerk shall notify the chairman or membership of each township central committee by first-class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus. * Applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day from December 12.

Monday, December 13, 2004

Last day the multi-township clerk shall notify the chairman or membership of each multi-township central committee by first class mail of the chairman's or membership's obligation to report the time and location of the political party's caucus.

December 6 – 13, 2004

Filing period for established political party candidates who seek nomination at the Consolidated Primary, February 22, 2005.

Wednesday, December 22, 2004

Last day each chairman of the township central committee shall notify the township clerk by first-class mail of the time and location of their political party's caucus.

Thursday, December 23, 2004

Last day each chairman of the multi-township central committee shall notify the multi-township clerk by first-class mail of the time and location of their party's caucus.

Monday, January 3, 2005 *

Last day the township board shall publish a notice stating the time and location of the caucus for each political party. * Applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day from January 1.

Monday, January 3, 2005 *

Last day for multi-township central committee of each established political party to publish the notice stating the time and location of the multi-township caucus. * Applying the statute on statute (5 ILCS 70/1.11) this deadline would be extended to the next business day from January 2.

Tuesday, January 11, 2005

Established political party township caucus.

Wednesday, January 12, 2005

Established political party multi-township caucus.

Monday, January 17, 2005

First day established political party Certificate of Nomination by Caucus may be filed in the office of the township clerk/election authority with a Statement of Candidacy, Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests for each candidate.

January 17 – 25, 2005*

Filing period for new party, nonpartisan, and independent candidates who seek election at the Consolidated Election, April 5, 2005.

Tuesday, January 25, 2005

Last day established political party Certificate of Nomination by Caucus may be filed in the office of the township clerk/election authority with a Statement of Candidacy, Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests for each candidate. Candidates for township/multi township assessor are obligated to file a certificate of qualifications as provided in Section 2-45 of the Property Tax Code.

Tuesday, February 22, 2005

Consolidated Primary Election
(See Introduction)

Tuesday, April 5, 2005

Consolidated Election

- January 17 (state holiday; Martin Luther King's birthday) is the 78th day prior to the April 5, 2005 Consolidated Election and is the first day of filing for those offices which are open. Those offices that are closed in observance of Martin Luther King's birthday will begin to accept filings on January 18, 2005. Filing is extended to January 25 for all townships, regardless of whether the office was open on Jan 17, 2005.

**REQUEST FOR PRIMARY ELECTION
TOWNSHIP**

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

Notice to the Clerk of _____ County. At a meeting held on _____,
(insert month, day, year)
the _____ Township Central Committee of the _____
Party _____ Township, County of _____ and State of Illinois, determined
that the candidates for _____ Township offices to be elected at the election on
_____ shall be nominated at a Primary election pursuant to 60 ILCS 5/6A-2.
(insert month, day, year)

Said Central Committee therefore requests you conduct a Primary Election for the nomination of
candidates for _____ Township offices.

_____ Township
Central Committee Chairman

_____ Township
Central Committee Secretary

Dated: _____
(insert month, day, year)

Filed: _____ in the office of the election authority.
(insert month, day, year)

NOTICE OF CAUCUS

NOTICE IS HEREBY GIVEN

THAT ON _____,
(insert month, day, year)

A CAUCUS OF THE _____ PARTY

IN _____ OF _____

_____ COUNTY, ILLINOIS

WILL BE HELD

AT _____

COMMENCING AT _____ O'CLOCK ____ M

FOR THE PURPOSE OF NOMINATING CANDIDATES FOR THE FOLLOWING OFFICES:

DATED: _____
(insert month, day, year)

Presiding Officer

To be published not less than 10 days before the caucus.
In municipalities under 500 population notice shall be given
by posting in 3 public places in the municipality in lieu
of publication.

