

AMENDMENTS

12/5/12

Public Act 97-1134 (effective 12/2/12) extended the filing period for the 2013 Consolidated Election. The following pages in this Guide were changed: 9 & 12

INTRODUCTION

(This guide includes Public Act 97-81 changes, which became effective 7-5-11)

The township caucuses will now be held on the first Tuesday in December preceding the date of the election. For the 2013 Consolidated Election, the township caucuses will be held on Tuesday, December 4, 2012.

The multi-township caucuses will now be held on the first Wednesday in December preceding the date of the election. For the 2013 Consolidated Election, the multi-township caucuses will be held on Wednesday, December 5th, 2012.

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.
(60 ILCS 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 1/45-55)

The costs of the caucus are borne by the township or multi-township.

(60 ILCS 1/45-10, 1/45-25, 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 for the township clerk to mail notification is Sunday, November 4th, 2012.

Not less than 30 days before the multi-township 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 for the multi-township clerk to mail notification is Monday, November 5th, 2012.

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

The "Township Central Committee" of the township shall consist of (i) in all counties of 3,000,000 or less, the elected or appointed precinct committeemen of each established political party within the township or (ii) in counties of 3,000,000 or more, the elected or appointed township committeemen of each established political party.

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 chairman's deadline to notify the clerk is Wednesday, November 14, 2012.

The "Multi-Township Central Committee" of each established political party shall consist of the elected or appointed precinct committeemen of each established political party within the multi-township district.

Not less than 20 days before the multi-township 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 chairman's deadline to notify the clerk is Thursday, November 15, 2012.

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 township publication deadline is Saturday, November 24th, 2012 [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 multi-township publication deadline is Sunday, November 25th, 2012 [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 2012 General Primary Election cannot participate in a Democratic caucus in December 2012).

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 **[60 ILCS 1/45-50]**

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 has been adopted by the township/multi-township central committee, must be approved and may be amended 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)*. The voters 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.
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(b)]

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 113th – 104th days prior to the township election (December 17th, 2012 – December 26th, 2012). The township clerk shall then 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.

Exception: If the township is entirely within the corporate limits of a city, village, or incorporated town under the jurisdiction of a board of election commissioners, the nomination papers shall be filed in the office of the board of election commissioners instead of the township clerk.

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 113th – 104th days prior to the multi-township election (December 17th, 2012 – December 26th, 2012).

CERTIFICATE OF NOMINATION BY CAUCUS [60 ILCS 1/45-20(b), 1/45-25(e)]

The Certificate of Nomination by Caucus (see sample form H-2) shall include for each candidate a Statement of Candidacy (see sample form P-1K), the Loyalty Oath (optional, see sample form P-1C), 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 of 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.

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/her 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 2013 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 must provide to each candidate at the time he files his nomination papers the Notice of Obligation (Form D-5) to comply with the Illinois Campaign Financing Act. However, if a candidate files his nomination papers by mail, or an agent of the candidate files his nomination papers, the clerk or secretary with whom the petitions were filed will send the notice to the candidate by first class mail. The notice will 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 State Board of Elections or county clerk upon request. Forms may also be downloaded from the State Board's website: www.elections.il.gov. (see the Candidate's Guide for 2013). (60 ILCS 1/45-35) [10 ILCS 5/7-12.7, 5/9-16(7), 10-6.1; 60ILCS 1/45-35].

CALENDAR

Sunday, November 4th, 2012

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.

Monday, November 5th, 2012

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.

Wednesday, November 14th, 2012

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, November 15th, 2012

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.

Thursday, November 15th, 2012

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.

November 19th – 26th, 2012

Filing period for established political party candidates who seek nomination at the Consolidated Primary, February 26th, 2013

Saturday, November 24th, 2012

Last day the township board shall publish a notice stating the time and location of the caucus for each political party.

Sunday, November 25th, 2012

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.

Tuesday, December 4th, 2012

Established political party township caucus.

Wednesday, December 5th, 2012

Established political party multi-township caucus.

Monday, December 17th, 2012

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.

December 17th – 26th, 2012

Filing period for new party, nonpartisan, and independent candidates who seek election at the April 9th, 2013 Consolidated Election.

Wednesday, December 26th, 2012

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 26th, 2013

Consolidated Primary Election

Tuesday, April 9th, 2013

Consolidated Election

AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS

At a caucus of the _____ Party in and for the Township of _____
 in _____ County of Illinois, held at _____, Illinois,
 on _____.
 (insert month, day, year)

STATE OF ILLINOIS)
) SS.
 County of _____)

 (Township)

I hereby certify that I am a registered voter in the Township aforesaid and that I am affiliated with the political party, aforesaid, and I am not prohibited from signing this affidavit by any of the reasons listed below; nor will I become an independent candidate or a new political party candidate at the upcoming election.

No participant shall be able to participate or to vote at any township or multi-township caucus 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 committeeman of another established political party;
3. a judge of election pursuant to Article 13 or 14 of The Election Code for another established political party;
4. a voter who voted in the primary election of another statewide established political party.

SIGNATURE OF VOTER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

This Affidavit was signed and sworn to before me by each of the persons whose signature appears thereon

 (insert month, day, year)

 (Caucus Judge)

CERTIFICATE OF NOMINATION BY CAUCUS

To _____
(Local Election Official)

We, the undersigned, do hereby certify that on _____ at a caucus of the _____ PARTY in the
(insert month, day, year)

_____ of _____ in _____ County, Illinois, the following nominations were made
(City, Village, Township)

for the respective offices herein designated, to be voted for at the _____ Election to be held on _____.
(insert month, day, year)

NAME OF CANDIDATE (As it is to appear on ballot)	OFFICE	RESIDENCE ADDRESS (Street and number)

Place an asterisk (*) after the name of each candidate who has changed names within three years and is required to report such changes pursuant to 10 ILCS 5/7-10.2 or 10-5.1, and attach a completed Form H-2A Name Change Supplement providing details as to said name change(s). Such candidate's former name(s) and the date(s) of the change(s) shall appear on the ballot along with the candidate's current name.

We also certify that at the last candidate election in this political subdivision aforesaid, the _____ PARTY
polled more than 5% of the entire vote cast.

(Secretary)

(Presiding Officer)

(Address)

(Address)

STATE OF ILLINOIS)
) SS
County of _____)

The persons whose names are subscribed to the above certificate personally appeared before me on _____
(insert month, day, year)
and upon their oaths stated that the same is true and correct to the best of their knowledge.

(Signature of Person Authorized to Administer Oaths in Illinois)

(Title)

Filed _____ in the office of _____
(insert month, day, year)

This certificate of nomination shall be accompanied by a Statement of Candidacy and a receipt for filing Economic Interests Statement for each candidate nominated.

**REQUEST FOR PRIMARY ELECTION
TOWNSHIP**

STATE OF ILLINOIS)
)
COUNTY OF _____) SS.

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.

Central Committee Chairman

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.

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested
Revised July, 2004
SBE No. P-1C

LOYALTY OATH
(OPTIONAL)

United States of America)
) SS.
State of Illinois)

I, _____, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me,
(Name of Candidate)

on _____.
(insert month, day, year)

(Notary Public's Signature)

(SEAL)

STATEMENT OF CANDIDACY
(NOMINATION BY CAUCUS)

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE OR TOWNSHIP	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 election to the office of _____ in the _____ (city, village or township), as duly nominated at said party's caucus, 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 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 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)