

STATE BOARD OF ELECTIONS

TO: POTENTIAL CANDIDATES (Independent & New Party)
FROM: STATE BOARD OF ELECTIONS
SUBJECT: PETITION FILING INSTRUCTIONS
DATE: MARCH 2018

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. For additional information on filing, the 2018 Candidate's Guide is available for download at www.elections.il.gov/.

- 1. Data Entry Card*** (For SBE office use only)
Complete the appropriate sections but **do not bind with the petition**. Additional lines have been provided for the candidate to list (optional) his/her campaign website address, email address and phone number. The Board's website will make available all information provided by the candidate and a link to the campaign website and email address. Each set of petitions must be accompanied by a Data Entry Card. **If the petition includes more than one candidate, complete a separate Data Entry Card for each candidate.**
- 2. Statement of Candidacy***
- 3. Loyalty Oath** (optional)
- 4. Statement of Economic Interests** (does not apply to Federal offices or political party offices) A receipt indicating that the Statement has been filed with the Office of the [Secretary of State, Index Department](#), 111 E. Monroe, Springfield, IL 62756, 217/782-7017 must be filed no later than **5:00 p.m. on the last day to file petitions with the State Board of Elections**. If you are filing for the office of Regional Superintendent of Schools you will need to file the Statement with the appropriate County Clerk's office, and file your receipt with our office.
- 5. 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.

6. **Nominating Petitions***

The packet contains one original petition sheet. Duplication of this sheet is permitted **prior** to circulation.

*** 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.**

7. **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 wished to be able to fill any vacancy in nomination which may later arise.

8. **Certificate of Deletions**

In order to delete signatures, 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.

OFFICE HOURS

Nominating petitions may only be filed with the Board's Principal Office in Springfield. The Principal Board office will be open **Monday - Friday** during the petition filing period from 8:00 a.m. through 5:00 p.m. 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 any 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.**

* The State Board of Elections **no longer maintains a P.O. Box.** All mailed petitions should be addressed to the State Board of Elections Springfield office at 2329 S. MacArthur Blvd., Springfield, IL 62704-4503. In order to be deemed filed in the opening hour lottery for ballot position, your petition packet has to be included in the first regular **United States Postal Service** mail delivery of the day (NOT UPS, FED Ex or any other carrier) on the first day of filing.

In accordance with 10 ILCS 5/7-1 et seq., 8-1 et seq., and 10-1 et seq., petitions for any Federal, State, Congressional, Legislative, Representative, Judicial District, Circuit or Subcircuit, or any division or district greater than one county 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

FILING PERIODS

JUNE 18 - 25, 2018

(First day to circulate - March 27, 2018)

- Governor/Lieutenant Governor
- Attorney General
- Secretary of State
- Comptroller
- Treasurer
- Representatives in Congress - All 18 Districts
- State Senators - For 4-Year Terms
 - Districts - 2,3,5,6,8,9,11,12,14,15,17,18,20,21,23,24,26,27,29,30,32,33,35,36,38,39,41,42,44,45,47,48,50,51,53,54,56,57,59
- Representatives in the General Assembly - All 118 Districts
- Regional Superintendent of Schools, Multi-county regions

PETITION COPY REQUESTS

Board staff will begin accepting requests for petition copies starting at 1:00 p.m. on the first day of the filing period.

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 an original **plus two copies**. Board staff will not make copies of objection petitions for filers. For objections which will be heard by an electoral board other than the State Board of Elections, it is mandatory that two copies of the objection be filed along with the original objection.

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

June 18 - 25, 2018 petition filing

July 2, 2018 - Last day to object

DEADLINE TO WITHDRAW FROM INCOMPATIBLE OFFICES

June 18 - 25, 2018 petition filing

July 2, 2018

BALLOT FORFEITURE

The Illinois Campaign Disclosure Act states that any candidate who owes a fine to the State Board of Elections cannot appear on an election ballot. **Therefore the name of any candidate whose committee has an outstanding assessment not paid by 10:30 a.m. on August 24, 2018 will not be certified for the November 6, 2018 General Election ballot. (10 ILCS 5/9-30)**

IMPORTANT NOTICE

Effective with the 2018 Primary Election and continuing thereafter, the State Board of Elections will implement a limited “apparent conformity” review of all nominating petitions filed with the Board. The review will take place after a petition is filed, and will be limited to determining the following: (1) whether a signed Statement of Candidacy has been filed, and (2) whether the filed nominating sheets contain gross signatures equal to or exceeding 10% of the minimum number of signatures required for the office sought.

All candidates whose petitions fail the apparent conformity review will be notified in writing and given the opportunity to appear before the State Board of Elections at its first meeting held to call petition objection cases, before a determination is made to reject the candidate’s petition on the basis of non-conformity.

Additionally, SBE employees will no longer be available during filing periods to notarize documents.

STATE BOARD OF ELECTIONS

DATA ENTRY CARD FOR INDEPENDENT & NEW PARTY

PLEASE PRINT name as it appears on the petition & statement of candidacy

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

*Campaign Phone: _____ and *Email: _____

*Campaign Website Address: www. _____

*This information is optional. If provided, these items will be available to the public on the SBE website.

SLATE: If more than one candidate is listed on the petition, name of first candidate (HEAD OF SLATE) _____

OFFICE: _____ GOVERNOR / LIEUTENANT GOVERNOR

_____ ATTORNEY GENERAL

_____ SECRETARY OF STATE

_____ COMPTROLLER

_____ TREASURER

_____ CONGRESS _____ DISTRICT

_____ LEGISLATIVE (SENATE) _____ DISTRICT

_____ REPRESENTATIVE _____ DISTRICT

_____ SUPERINTENDENT OF SCHOOLS

_____ COUNTIES

_____ CERTIFICATE OF QUALIFICATIONS

(non-incumbent superintendent candidates only)

_____ INDEPENDENT

NEW PARTY: _____

=====

OFFICE USE ONLY

FILING DATE: June, _____, 2018

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 _____

ATTACH TO PETITION

10 ILCS 5/7-10.1

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

L O Y A L T Y O A T H
(OPTIONAL)

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

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 ECONOMIC INTERESTS

TO BE FILED WITH
THE SECRETARY OF STATE



(Type or print name and address in the blank space below.)

(List each office or position of employment for which this Statement is filed.)

GENERAL DIRECTIONS

The interest (if constructively controlled by the person making the statement) of a spouse or any other party shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement.

(If more space is needed, please attach supplemental listing.)

1. List the name and instrument of ownership in any entity doing business in the State of Illinois, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were derived during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address or, if none, by legal description.) No time or demand deposit in a financial institution nor any debt instrument need be listed.

Business Entity

Instrument of Ownership

_____	_____
_____	_____
_____	_____
_____	_____

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor, or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year.

Name

Address

Type of Practice

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the nature of professional services rendered (other than to the State of Illinois) of each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement.

4. List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized during the preceding calendar year.

5. List the identity of any compensated lobbyist with whom the person making the statement maintains a close economic association, including the name of the lobbyist and specifying the legislative matter or matters that are the object of the lobbying activity, and describing the general type of economic activity of the client or principal on whose behalf that person is lobbying.

Lobbyist	Legislative Matter	Client or Principal
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

6. List the name of any entity doing business in the State of Illinois from which income in excess of \$1,200 was derived during the preceding calendar year, other than for professional services, and the title or description of any position held in that entity. (In the case of real estate, location thereof shall be listed by street address or, if none, by legal description.) No time or demand deposit in a financial institution nor any debt instrument need be listed.

Entity	Position Held
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

7. List the name of any unit of government that employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

8. List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year.

VERIFICATION

I declare that this Statement of Economic Interests (including any accompanying schedules and statements) 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 shall be a fine not to exceed \$1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment.

(Signature of person making Statement)

(Date)

NOTE: This statement must be filed in the Office of the Secretary of State, Index Department, Ethics Section, 111 E. Monroe, Springfield, IL 62756.



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

**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.

