

**STATE BOARD OF ELECTIONS  
STATE OF ILLINOIS**

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**TO: INTERESTED GROUPS AND CITIZENS**

**RE: Application for certification as a “bona fide State civic organization”**

Enclosed is a copy of SBE Administrative Board Rule 207.50 which pertains to deputy registrars and the definition of a “bona fide State civic organization.” The information in this Rule should help you determine if your organization meets the qualifications necessary to be certified.

Also enclosed is an “Application for Certification” which may be used by organizations seeking certification pursuant to Illinois law (10 ILCS 5/4-6.2, 5/5-16.2 or 5/6-50.2). If you feel that your organization qualifies, complete the application and submit it to the State Board of Elections for approval. A copy of your organization’s written articles of incorporation, by-laws, charter, or a separate written declaration of your group’s goals and purposes must be submitted with the application.

Please be aware that the **last day** to apply for certification is 90 days prior to the election. If you have any questions or need further clarification regarding the rule or the application, please contact Mr. Blake Fawns in our Springfield office at (217) 782-1573

26 ILLINOIS ADMINISTRATIVE CODE Chapter 1, Section 207.50

**Section 207.50 Deputy Registrars; Definition of bona fide State civic organization**

- a) For the purpose of determining eligibility for appointment as a deputy registrar pursuant to Sections 5/4-6.2, 5/5-16.2 and 5/6-50.2 of the Illinois Compiled Statutes, a “bona fide State civic organization” is defined to mean any corporation, unincorporated association or organization which,
  - 1) as part of its written articles of incorporation, by-laws, charter, or by separate written declaration, has among its stated purposes the promotion of civic, patriotic or political goals, including the promotion of free and equal elections and the encouragement of political responsibility through informed and active participation of citizens in government;
  - 2) is organized or conducts its activities primarily within the State of Illinois;
  - 3) is organized on a not-for profit basis;

- 4) continuously maintains an office or business location within the State of Illinois, together with a current listed telephone number (post office box numbers will not be acceptable); and
- 5) files with the State Board of Elections not less than 90 days before the next ensuing election for which the organization seeks to accept registrations a written application verified by oath, which contains the following:
  - A) a statement that the organization has an interest in accepting registration of qualified persons in Illinois and wishes to have its officers and/or members appointed as deputy registrars for that purpose;
  - B) a description of the organization's qualifications to be designated as a bona fide State civic organization for the purpose of having its officers and/or members appointed as deputy registrars, including a copy of the organization's written articles of incorporation, by-laws, charter or separate written declaration;
  - C) a list, including street addresses (no post office box numbers will be accepted) and listed telephone numbers, of the organization's offices within the State from which the organization conducts its transactions;
  - D) a list of the names, street addresses (no post office box numbers will be accepted) and listed telephone numbers of each of the principal officers of the organization;
  - E) in the case of a parent organization which is also seeking the certification of any of its local chapters or affiliates, a list of the names, street addresses (no post office box numbers will be accepted) and listed telephone numbers of each local chapter affiliate or subsidiary of the parent organization for which it is seeking certification, including the names and addresses of the principal officer or officers of such local chapter, affiliate or subsidiary
- b) Any corporation, unincorporated association or organization which fulfills the requirements of paragraphs (a) (1) through (a) (5) of this Rule which shall be issued, within 7 days of the receipt of application, a certificate by the State Board of Elections certifying that the organization is, for purposes of Sections 5/4-6.2, 5/5-16.2 and 5/6-50.2 of the Election Code, a bona fide State civic organization.
- c) If the State Board of Elections determines that any corporation, unincorporated association or organization that is seeking certification as a bona fide State civic organization fails to fulfill any of the requirements of paragraph (a)(1) through (a)(5) of this Section, the Board shall notify such corporation, unincorporated association or organization in writing that it is not a bona fide State civic organization and such notice shall specify the reason for such determination.
- d) Any corporation, unincorporated association or organization that has been notified pursuant to paragraph (c) that it is not a bona fide State civic organization may request in writing that the State Board of Elections reconsider its determination. Upon receipt of such a written request, the Board, at its next regular or special meeting shall conduct a public hearing in accordance with Subpart C, Part 125, Practice and Procedure, to reconsider its earlier determination. The corporation, unincorporated association or organization requesting such reconsideration shall be notified of the public hearing and shall be given an opportunity to appear and to present such additional evidence or

argument which would tend to establish its eligibility under paragraph (a) as a bona fide State civic organization. The Board may request that the corporation, unincorporated association or organization provide additional data in support of its application for certification, such additional data shall be requested whenever the Board determines that such data will assist it in making an informed determination. Upon reconsideration, the Board shall make a determination, using the same standards as it did in making a Subpart (b) determination, whether the corporation, unincorporated association or organization is a bona fide State civic organization. The Board shall admit any evidence presented which supports or refutes the corporation's, unincorporated association's or organization's position that it meets the definition of a bona fide State civic organization, unless such evidence is unduly repetitive. Such determination shall be in writing and shall state the findings of the Board.

- e) In the event that the State Board of Elections determines that a corporation, unincorporated association or organization which has been issued a certificate pursuant to the provisions of paragraph (b) no longer fulfills the requirements of Subsection (a)(1) through (a)(5) and is no longer a bona fide State civic organization, the Board shall notify such corporation, unincorporated association or organization that its certificate is being suspended pending a public hearing on the question of whether the certificate should be revoked. Such notice shall be in writing, shall specify the reasons for the proposed revocation, and shall notify the corporation, unincorporated association or organization that it has the opportunity to appear at the public hearing and to present evidence and argument why the certificate should not be revoked. Following the public hearing, the Board shall make its determination whether to revoke the certificate. Such determination shall be in writing and shall state the findings of the Board.

(Source: Added at 8 Ill Reg. 21615, effective October 22, 1984)



**APPLICATION FOR CERTIFICATION**

**AS A BONA FIDE**

**STATE CIVIC ORGANIZATION**

Our organization is an organization which has an interest in accepting voter registrations of qualified persons in Illinois and wishes to have its own duly elected or appointed officers and/or a reasonable number of qualified members appointed as deputy registrars for that purpose. We are hereby requesting to be certified as a bona fide State civic organization for purposes of Sections 5/4-6.2, 5/5-16.2 and 5/6-50.2 of the Illinois Election Code (10 ILCS 5/1-1, et. seq.). In accordance with SBE Rule No. 207.50, the following information is being provided as part of this application:

Please type or print. If more space is needed, place information on a separate piece of paper and attach.

1. Name of Organization: \_\_\_\_\_

2. Address of office(s) and county within the State from which the organization conducts its transactions  
(NOTE: post office box numbers alone will not be accepted):

Email address if available: \_\_\_\_\_

3. Current listed telephone number of Organization: (        ) \_\_\_\_\_ - \_\_\_\_\_

4. List the names, titles, addresses (post office boxes are NOT acceptable) and listed telephone numbers of the principal officers of the Organization:

5. Does the Organization have among its stated purposes the promotion of civic, patriotic or political goals, including the promotion of free and equal elections or the encouragement of political responsibility through informed and active participation of citizens in government?

\_\_\_\_\_Yes                      \_\_\_\_\_No

(If the answer is Yes, please attach a copy of the Organization's written articles of incorporation, by-laws, charter, or separate written declaration of goals and purposes.)

6. Is the Organization organized within the State of Illinois or does it conduct its activities primarily within the State of Illinois?

\_\_\_\_\_Yes                      \_\_\_\_\_No

7. Is the Organization organized on a not-for-profit basis?

\_\_\_\_\_Yes                      \_\_\_\_\_No

8. Does the Organization continuously maintain an office or business location within the State of Illinois, together with a current listed telephone number?

\_\_\_\_\_Yes                      \_\_\_\_\_No

9. Describe the Organization's qualifications to be designated as a bona fide State civic organization for the purpose of having its officers and/or members appointed as deputy registrars.

10. In the case of a parent organization which is also seeking the certification of any of its local chapters or affiliates, list or attach the names, addresses (post office box numbers will not be accepted), county and listed telephone numbers of each local chapter, affiliate or subsidiary of the parent organization for which it is seeking certification, including the names and addresses of the principal officer or officers of such local chapter, affiliate or subsidiary: (If not a parent organization, write "not applicable".)

I, \_\_\_\_\_, the undersigned, state under oath that I am (name of officer)

a principal officer of the Organization making this application and that I have examined the statements contained in this application and that to the best of my knowledge and belief, such statements are true and complete.

\_\_\_\_\_

Signature and **TITLE** of Person  
Filing This Application

\_\_\_\_\_

Date

Sworn and Subscribed to

before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: Applications must be received not less than 90 days before the next election for which the organization seeks to accept registrations. Send completed application to:**

**State Board of Elections  
2329 S. MacArthur Blvd.  
Springfield, IL 62704-4503  
Attn: Blake Fawns**