



LOCAL ELECTION OFFICIALS WEBINAR

Illinois State Board of Elections



TABLE OF CONTENTS

01
**YOUR ROLE AS A LOCAL
ELECTION OFFICIAL**

02
**PETITION FILING
PROCEDURES**

03
APPARENT CONFORMITY

04
OBJECTIONS

05
BALLOT CERTIFICATION

06
PUBLIC QUESTIONS

A stylized graphic of the American flag. The top right corner features the stars and stripes of the flag, with red and white stripes flowing diagonally across a dark blue field. Several white and blue stars are scattered throughout the blue field. In the bottom right corner, there is a large, white, five-pointed star with a blue outline, set against a dark blue square background.

01

**YOUR ROLE AS A
LOCAL ELECTION
OFFICIAL**



YOUR ROLE AS A LOCAL ELECTION OFFICIAL

- Accept candidate petitions during the designated filing period
- Make petitions available for public inspection
- Accept any objections to nominations, in the event that they are filed
- Accept petitions for a public question
- Certify the ballot to the county clerk or board of election commissioners



ELECTION TIMELINE



THE ELECTIONS

**CONSOLIDATED PRIMARY:
FEBRUARY 28, 2023**

**CONSOLIDATED GENERAL ELECTION: APRIL 4,
2023**

A stylized graphic of the American flag, featuring red and white diagonal stripes on the left and a blue field with white stars on the right, set against a dark blue background.

02

PETITION FILING PROCEDURES

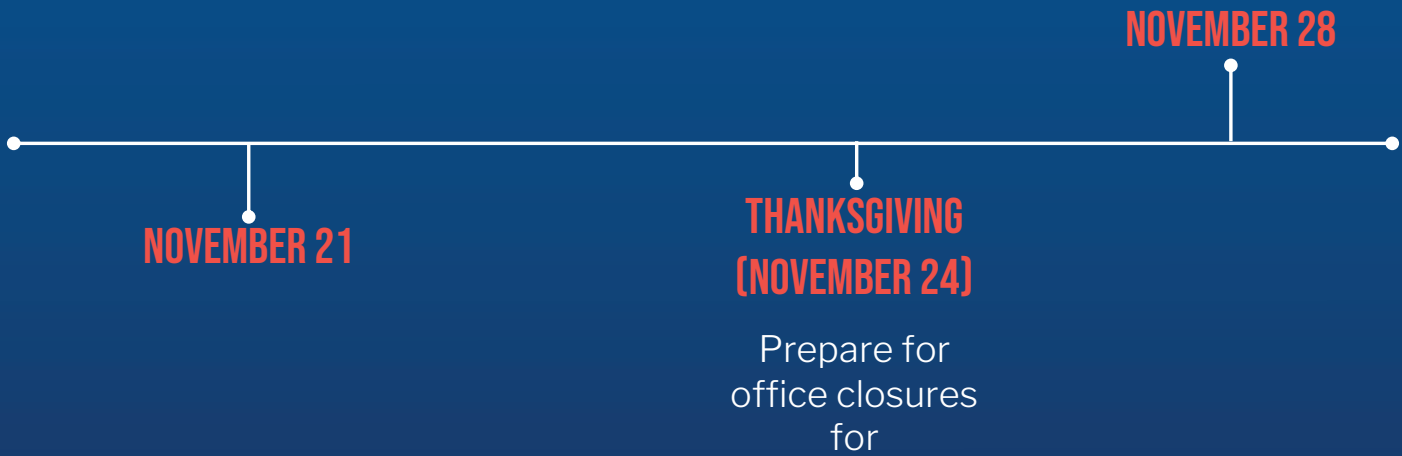
CIRCULATION PERIODS

90 Days

Consolidated Primary: August 30, 2022

**Consolidated General Election: September
20, 2022**

FILING PERIOD FOR PRIMARY



FILING PERIOD FOR THE CONSOLIDATED ELECTION





PETITIONS

- Suggested forms are available in our Candidate's Guide
- Candidates do not have to use the suggested forms
- Candidates can create their own forms, they just need to include the relevant language and information required by state law



PETITIONS CONTINUED

- Local Election Officials will often offer candidate packets to potential candidates
- Not required to offer candidate packets, it is simply a courtesy
- Packets typically include:
 - Office hours during the filing period
 - Location and mailing address to file petitions
 - Time to be present for opening hour/lottery eligibility
 - Blank Copies of the proper suggested forms
 - Statement of Candidacy
 - Nomination Petition
 - Statement of Economic Interests (and instructions to file with county clerk)
 - Loyalty Oath (optional)
 - Signature Requirements
 - Any additional information you feel is relevant

The background of the slide features a dark blue field with white stars and red and white diagonal stripes, reminiscent of the American flag. The stripes are located in the top right and bottom left corners, while the stars are scattered throughout the blue field.

CIRCULATING PETITIONS FAQs & REMINDERS

- Circulator only needs to be US citizen and 18 by April 4, 2023.
- Circulators can only circulate petitions for one political party.
- Circulators cannot circulate petitions for independent candidates and new party candidates or more than one new party.
- Circulators cannot circulate petitions for new party candidates and established party candidates.
- Blank nomination papers may be reproduced prior to circulation, but signatures of the circulator and notary public must be originals.

10 ILCS 5/3-6; 10-4

SIGNING PETITIONS FAQs & REMINDERS

- Must sign their own signature, not for someone else!
- Must be registered in the same political subdivision as the candidate seeking nomination.
- May not sign petitions for a candidate of more than one political party for the same election.
- May sign petitions for one established party for a primary election and one new political party or independent candidate for the following General Election.

(10 ILCS 5/2A-
1.1b, 7-10, 8-8, 10-4)



PETITION FILING

- Do not accept any petitions before your opening hour
Do not accept any petitions after 5:00 PM on your closing day
- Date and time stamp petitions when they are filed
 - Issue receipt to filer
- Petitions can be filed by candidate, agent for candidate, or by mail
- Petitions should be made available for public inspection after they are filed

OPENING HOUR – WHAT’S THE BIG DEAL?

- Simultaneous filers are eligible for first spots on the ballot
- If multiple candidates are waiting in line when the office opens on the first day of filing, they are placed in a lottery to determine the order they are placed on the ballot

10 ILCS 5/7-12(6)

OPENING HOUR

- Considered 8 a.m. on the first day of filing or the normal opening time of your office.
- All people with petitions in line at the time of opening shall be deemed filed during opening hour.
- All petitions filed by mail and received after midnight on the first day of filing and in the first mail delivery shall be deemed as filed in the opening hour.
- Where 2 or more petitions are received simultaneously, a lottery shall be held to determine ballot order.

10 ILCS 5/7-12(6)

CLOSING HOUR

- Regardless of your office's regular closing hours, you must **stay open until 5:00 p.m. on the last day to file.**
- 2 or more petitions filed within the last hour shall be deemed filed simultaneously.
- Where 2 or more petitions are received simultaneously, a lottery shall be held to determine ballot order.

(10 ILCS 5/1-4) (from Ch. 46, par. 1-4)

Sec. 1-4. (a) In any case in which this Act prescribes a period of time within which petitions for nomination must be filed, the office in which petitions must be filed shall remain open for the receipt of such petitions until 5:00 P.M. on the last day of the filing period.

10 ILCS 5/1-4
10 ILCS 5/10-6.2



CAUCUS



**DECEMBER 5,
2022**



WHO?

Municipalities under 5,000 in population as well as townships (not elected during the 2023 election cycle) may hold caucuses to nominate their candidates. Notices will be posted or published with the dates and location of the caucus.

(10 ILCS 5/10-1(d))





VOTER PARTICIPATION

- Only those registered voters who reside within the territory for which the nomination is made shall be permitted to vote or take part in the caucus proceedings.
- No voter shall vote or take part in the proceedings of more than one caucus or meeting to make a nomination for the same office.

(10 ILCS 5/10-1(e))



CAUCUS PROCEEDINGS

- The caucus may make ONE nomination for each office to be filled at the consolidated election.
- A Certificate of Nomination by Caucus (SBE Form H-2) shall be prepared to include:
 - a. the names and addresses of the candidates, along with the offices for which they are nominated; and
 - b. the established party name.
- The presiding officer and secretary of the caucus shall list their addresses and sign the Certificate of Nomination.
- The certificate shall be sworn by them to be true to the best of their knowledge and belief and must be notarized.



03

APPARENT CONFORMITY



APPARENT CONFORMITY CONTINUED...

- Statute does not define exactly what is included in apparent conformity or what it means for a petition to be in apparent conformity.
- Because there is no exact definition in statute, it is important for you to have a written policy in place and a criteria to refer to.

APPARENT CONFORMITY

(10 ILCS 5/10-8) (from Ch. 46, par. 10-8)

Sec. 10-8. Except as otherwise provided in this Code, certificates of nomination and nomination papers, and petitions to submit public questions to a referendum, being filed as required by this Code, and being in apparent conformity with the provisions of this Act, shall be deemed to be valid unless objection thereto is duly made in writing within 5 business days after the last day for filing the certificate of nomination or nomination papers or petition for a public question, with the

APPARENT CONFORMITY AT SBE

At the State Board of Elections, our policy is to review all nominating petitions filed to confirm that:

1. Signed Statement of Candidacy has been filed
2. Nominating sheets contain gross signatures equal to or exceeding 10% of the minimum number of signatures required for the office sought.

Those whose petitions fail to meet apparent conformity are notified in writing and given the opportunity to appear before the SBE at the 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.



APPARENT CONFORMITY CONTINUED...

POTENTIAL THINGS TO LIST IN A WRITTEN POLICY

- Remember – you are not the police when it comes to inspecting a petition for compliance
- Petitions are generally taken at face value unless there are obvious deficiencies
- Remember that you are looking for general compliance with the filing requirements

APPARENT CONFORMITY CONTINUED...

POTENTIAL THINGS TO LIST IN A WRITTEN POLICY

- A review of the number of signatures filed and a certain % required. Can be anything from 1 signature to 100% of the signature requirements.
- Candidate meets residency, age, or other office qualification requirements.
- Statement of Candidacy Filed and/or notarized.
- Petition sheets numbered consecutively
- Petition sheets properly bound
- Petition sheets properly notarized.
- Statement of Economic Interest Receipt attached if applicable.



04

LOTTERY

LOTTERY

In order to be eligible for lottery:

First ballot positions are for candidates who were in line at the time that the office opened on the first day to file.

Final ballot positions are for candidates who file between 4:00 and 5:00 on the final day to file.

A lottery is only necessary if there were more than one candidate for a given position filing simultaneously.

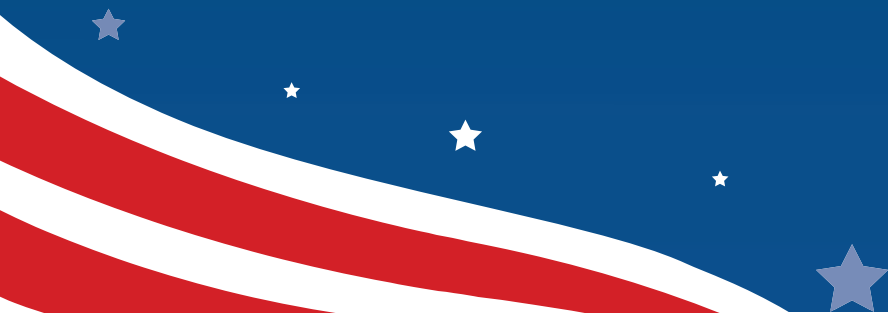
10 ILCS 5/10-6.2

LOTTERY CONTINUED

Must be conducted within 9 days following the last day for petition filing.

- Must be open to the public.
- You must provide 7 days written notice of the time and place the lottery will be conducted.
- Approved Lottery Procedures for simultaneous filings can be found in the State Board of Elections-Rules and Regulations
26 Ill. Admin. Code 100.10, et. seq.

10 ILCS 5/10-6.2





APPROVED LOTTERY METHOD

The name of all candidates who filed simultaneously for the same office shall be listed alphabetically and shall be numbered consecutively starting with the number 1, which will be assigned to the candidate whose name is first on the alphabetical list.

- All ties will be broken by a single drawing. A number shall be placed in a container representing each number assigned to each candidate and group of candidates pursuant to the alphabetical listing.
- After the numbers are placed in the container, they shall be drawn one at a time from the container after they have been shaken and mixed.
- The candidate in the position on the alphabetical list corresponding to the first number drawn shall be certified ahead of other candidates, the second drawn will be certified second, and so forth.



ALTERNATIVE LOTTERY METHODS

Pursuant to Administrative Rules, Title 26, Chapter I, Part 201, Section 201.40:

“The lottery system to be used by the State Board of Elections, the election authority, or the local election official to break ties resulting from simultaneous filings must be approved by the State Board of Elections.”

A stylized graphic of the American flag, featuring red and white stripes and blue fields with white stars, positioned on the left side of the page.

05

OBJECTIONS

REQUIREMENTS OF OBJECTIONS

- Objections must be filed within 5 business days after the last day for filing nomination papers.
- Filed with authority the original petition was filed with.
- Only accepted if filed in writing with original and two copies.
- Objectors must live in the same jurisdiction or district as the candidate they are objecting to, must state their interest in the matter, identify the problem or deficiency with the petition or candidate , and the relief they seek.

REASONS FOR OBJECTIONS

Objections can be filed for reasons including, but not limited to:

- Not enough signatures
- Signatures from individuals who are not registered to vote or voters who do not live in the candidate's district
- Candidate's residency
- Validity of signatures
- Qualifications of candidate
- Content of petitions
- Failure to file Statement of Economic Interests



WRITE-IN CANDIDATES

- Must file a notarized “Declaration of Intent to be a Write-In Candidate” no later than 61 days prior to the election.
- ★ • Must be filed with the jurisdiction in which they are seeking to be a candidate.
- If running for an office that is in multiple jurisdictions, they need to file with each one.
- If a candidate is removed from the ballot after certification or seeks judicial review, they may file as a Write-In no later than 7 days prior to the election.

WRITE-IN CANDIDATES CONTINUED...

A winning Write-In candidate must file:

1. Statement of Candidacy
2. Receipt for filing the Statement of Economic Interests
3. Optional Loyalty Oath.

Must be filed within 10 days after deadline to canvass



A stylized graphic of the American flag, featuring red and white stripes on the left and a blue field with white stars on the right, all set against a dark blue background.

05

PUBLIC QUESTION



PUBLIC QUESTION **LEGALLY BINDING**

- Legally binding public policy questions are those authorized by a political subdivision statute (e.g., School Code, etc.) or another statute (e.g., Revenue Act, etc.). Questions of public policy which have any legal effect shall be submitted by referendum only as authorized by a statute or by the Illinois Constitution.
- Where a political subdivision or other statute so provides, public questions of a legally binding effect may be initiated by ordinance or resolution adopted by the political subdivision's governing body. Furthermore, there may be restrictions set forth in the statute governing the referenda that limit the public question to submission at a particular election. (10 ILCS 5/28-1)

PUBLIC QUESTION DATES

January 3, 2023

Last day for filing petitions for referenda for submission of questions for public policy.

January 17, 2023

Last day for local governing boards to adopt a resolution or ordinance to allow a binding public question.

Last day for Park Boards to authorize placement of advisory referenda on the ballot by resolution.

(10 ILCS 5/28-2(c))



06

BALLOT CERTIFICATION

BALLOT CERTIFICATION

- BY January 26, you must certify the names of all candidates whose nominating petitions have been filed in your office in the order they were filed, or as determined by the lottery to the EA your political subdivision is located in (suggested SBE Form G-1A).

PLEASE CONTACT YOUR EA TO SEE IF THEY HAVE A
SPECIFIC FORM THEY PREFER YOU USE!

- If a political subdivision is located in two or more counties, the certification shall be made to the election authority of each county. If a political subdivision is situated partially within a municipality under the jurisdiction of a municipal board of election commissioners and partially within the county, the certification shall be made to both the board and to the county clerk.

- Public question(s) initiated by petition or board resolution must also be certified to the election authority (suggested SBE Form G-1B).

(10 ILCS 5/10-15(6)(7))

CERTIFICATION OF BALLOT

Local election officials of a political subdivision must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.

TO: _____, Election Authority

FROM: _____, Local Election Official in and for

(Political Division)

In the county of _____ and State of Illinois.

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification of ballot, consisting of _____ page(s) is a true and correct listing of all OFFICES AND CANDIDATES in the order that they are to appear on the ballot, to be voted on at the _____ Election to be held on _____
(insert month, day, year)

DATED: _____
(insert month, day, year)

(SEAL)

(Local Election Official)

Check One: ☐ Independent ☐ Nonpartisan

Office _____ District or Ward _____

Term of Office _____

Number to be voted for _____

CANDIDATES:

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF BALLOT

Local election officials of a political subdivision must certify to each election authority (county clerk or board of election commissioners) who prepares ballots for the political subdivision.

TO: Will County Clerk, Election Authority

FROM: John Doe, Secretary, Local Election Official in and for

Happyville Community College District #123

(Political Division)

in the county of Will and State of Illinois.

I, the undersigned Local Election Official in and for the political division aforesaid, do hereby state that this certification of ballot, consisting of ## page(s) is a true and correct listing of all OFFICES AND CANDIDATES in the order that they are to appear on the ballot, to be voted on at the Consolidated Election to be held on April 4, 2023.
(insert month, day, year)

DATED: January 26, 2023,
(insert month, day, year)

(SEAL)

John Doe
(Local Election Official)

Check One: ☐ Independent ☒ Nonpartisan

Office Trustee District or Ward _____

Term of Office 6 Years

Number to be voted for 3

CANDIDATES:

1. Candidate A
2. Candidate B
3. Candidate C
4. Candidate D
5. Candidate E

Note:
You can modify
the form to add
additional lines if
needed, or simply
continue listing
them below the
last line

BALLOT CERTIFICATION FOR PUBLIC QUESTIONS

If petition was filed to initiate question

If resolution was passed by board

Shall bonds in the amount of
\$..... be issued by the
Board of Community College District
No....., County of.... and State of
Illinois for the purpose of (Here
print the purpose of the public
measure) bearing interest at the
rate of not to exceed the maximum
rate authorized by the Bond
Authorization Act, as amended at the
time of the making of the contract?

YES

NO

SPACE FOR PUBLIC QUESTION

This public question was initiated by (check one and fill in the appropriate date):

☐ petition filed on _____, 20__ or
☐ resolution/ordinance/court order adopted/entered on _____, 20__ (a certified copy is attached hereto)

Shall bonds in the amount of
\$XX.XX be issued by the Board of
the Community College District
NO., County of...and State of
Illinois for the purpose of (adding a
skating rink) bearing interest at the
rate of not to exceed the maximum
rate authorized, by the Bond
Authorization Act, as amended at
the time of making of the contract.

YES

NO

USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH TO THIS SHEET

Page 1 of ____ pages

If the enabling statute(s) for any public question include any special requirements (such as a requirement that separate vote totals be generated for territory within and outside of a political subdivision, or that a legal description be included on the ballot), provide the details of those requirements (use a separate sheet if necessary).

BALLOT CERTIFICATION...CONTINUED

If electoral board or judicial review proceedings are still pending,

“OBJECTION PENDING”

shall be placed under the title of the office being sought by the candidate and next to the name of the candidate.

Provide an amended ballot certification to the election authority when this has been resolved



QUESTIONS?



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217-782-4141
[Elections.il.gov](https://elections.il.gov)



BKOUSTAS@ELECTIONS.IL.GOV

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