

2023 Consolidated Election Calendar

ELECTION DEADLINES DURING THE DECEMBER – JANUARY HOLIDAY PERIOD

Like other Consolidated Election cycles, and inconveniently for many government offices that are ordinarily closed in late December and early January, the December-January holiday period is once again a key interval in the 2023 Consolidated Election cycle. Given that several important deadlines fall in late December or early January, it is critical for local election officials to review this calendar carefully, accurately note deadlines and line up appropriate personnel to fulfill the assigned election duties.

The last day for filing nominating papers is Monday December 19, 2022. Local election officials must by law keep their offices open on the last day of filing until 5:00 p.m. The deadline for objecting to nominating papers is five business days thereafter. What constitutes a “business day” varies depending on the local election authority’s holiday schedule, but for many that deadline for objections will be December 27 or 28, 2022, though for some the deadline could be sometime the week of January 2, 2023. Also, certain dates on the below calendar fall on Saturdays, Sundays, or legal holidays. The deadline for a particular act may be moved forward, backward or remain the same, depending on the law applicable to that deadline and whether the pertinent government office is open. See “WHAT IF OUR OFFICES ARE CLOSED DURING THE HOLIDAYS?” below.

While every effort has been made to provide accurate information in this Election Calendar, you should consult with legal counsel to verify the requirements and deadlines which apply to your particular circumstances. As noted above for the deadline for filing objections, some deadlines “float” depending upon the date on which a particular prior act occurred.

Complete information and forms, including the *2023 Election and Campaign Finance Calendar*, and the *2023 Candidate’s Guide* are posted on the website of the Illinois State Board of Elections (“SBE”), www.elections.il.gov. We expect the *2023 Local Election Officials Handbook* to be published by the SBE in the near future.

“WHAT IF OUR OFFICES ARE CLOSED DURING THE HOLIDAYS”

Objectors have five “business days” after the last day for filing nominating papers (12/19/22) to file objections. A “business day” means any day on which the office of a local election official is open to the public for at least seven hours. 10 ILCS 5/1-3. This year, as in years past, Christmas Eve and Christmas Day both occur during this five “business day” period, but this year they occur on Saturday and Sunday, respectively. The SBE advises that if the office of the local election official is closed for a day or days that would normally be a “business day” the affected local government unit must extend the deadline for filing objections. For example, an office that is closed Friday December 23 and Monday December 26 this year would need to accept objections until close of business on December 28, 2022.

Community colleges are typically closed during most of this time period. If offices are closed, say, from 12/23/22 and reopen 1/3/23, may the fifth “business day” occur on 1/3/23 or later? The Election Code does not clearly address this contingency. However, the Election Code does not effectively *fix* a date for filing objections by requiring that the action be performed by a specified number of days

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before the Consolidated Election (as it does for nominating petitions which must be filed no more than 113 nor less than 106 days before the election), or within a specified number of days after a date-specific deadline (as it does with respect to the lottery for ballot position for simultaneously filed nominating petitions, which must be held within nine days after the last date for petition filing).

We believe that a college or other district which customarily closes its offices during the holiday period may, if it chooses to do so, count “business days” consistent with its regular schedule – as long as it gives ample advance notice by publication, and by posting at the location of the local election official’s office, of the December and/or early January dates and times when the office will be open for at least seven hours to receive objection filings. Also, the local election official may formally designate another individual as his or her delegee to receive objection filings, provided that the person designated to do so receives clear instructions concerning the procedures required to be followed in performing these responsibilities.

If you are concerned about your district’s situation, and alternatives to scheduling “business days” for the local election official during the holiday period, please contact a Robbins Schwartz attorney.

OFFICIALS ELECTED AT THE APRIL 4, 2023 CONSOLIDATED ELECTION

School and community college board members, and most municipal and local government officials, are elected at the Consolidated Election on the first Tuesday in April of odd-numbered years. Next year’s Consolidated Election will be held on April 4, 2023. The last day for your county clerk or board of election commissioners to canvass your election results is April 25, 2023.

The following schedule applies for officials elected at the Consolidated Election:

4-YEAR TERM DISTRICTS

Elected	Term Begins	Term Ends
April 2019	May 2019	May 2023
April 2021	May 2021	May 2025
April 2023	May 2023	May 2027

6-YEAR TERM DISTRICTS

Elected	Term Begins	Term Ends
April 2017	May 2017	May 2023
April 2019	May 2019	May 2025
April 2021	May 2021	May 2027
April 2023	May 2023	May 2029

This schedule is intended as a general guide for community college, school, municipal, township, and local government officials and candidates, with the caveat that it does not include information regarding the February 28, 2023 Consolidated Primary Election. If you have any questions concerning the Consolidated Primary Election, please contact a Robbins Schwartz attorney.

Municipal officials elected in April 2023 will take office at the first regular meeting following the canvass of election results. Because the canvass may not take place until 21 days after the election, it is likely that most new municipal officials will assume office at the end of April or the beginning of May. However, municipalities may adopt an ordinance setting a different transition date, but the substitute date must not be later than the first regular meeting in June. The chart on the next page is a guide:

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OFFICE	TERM BEGINS
Boards of Education	At the organizational meeting to be held within 40 days after the election (on or before May 15, 2023).
Community College Trustees	At the organizational meeting to be held within 28 days after the election (on or before May 2, 2023).
Cook County Township Trustees of Schools	Third Monday of May (May 15, 2023)
Regional Boards of School Trustees	Third Monday of May (May 15, 2023)
Municipal Officials	First regular or special board meeting following the canvass, except as otherwise provided by ordinance, but no later than the first regular or special meeting in June.
Township Supervisor, Clerk, Highway Commissioner and Trustees	Third Monday of May (May 15, 2023)
Township Assessor	January 1 following election (January 1, 2024)

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
Tuesday, 9/20/22	196	Candidate	Candidates may begin circulating nominating petitions not more than 90 days preceding last day for filing nominating papers (12/19/22). (10 ILCS 5/10-4)
Tuesday, 10/4/22	182	Voter	<p>Deadline for voters within a school district that, for school year 2022-23 has more than 110% of funds needed to meet its State-defined “adequacy” funding target to file a petition for a referendum on the question of whether to reduce the 2023 tax extension for educational purposes.</p> <p>Such a petition must be filed with the election authority if the district is wholly within one county, or with the State Board of Elections if the district has territory in more than one county. (35 ILCS 200/18-206 and 10 ILCS 5/28-2)</p>
Sunday, 11/6/22	139	Township Clerk	Last day for Township Clerk to notify the chair or membership of each township central committee by first-class mail of the chair’s or membership’s obligation to report the time and location of the political party caucus. (60 ILCS 1/45-10)
Tuesday, 11/15/22	130	Township Central Committee	Last day for the township central committees having a population of over 3,000,000 and in townships having a population 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. (60 ILCS 1/45-55)
Wednesday, 11/16/22	129	Township Central Committee	Last day for each chairman of township central committee to notify the township clerk by first-class mail of the time and location of their political party’s caucus. (60 ILCS 1/45-25(a))
Saturday, 11/26/22	119	Township Board	Last day for a township board to publish a notice stating the time and location of the caucus for each political party. (60 ILCS 1/45-10)

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
Friday, 12/2/22	123	County Clerk/ Board of Election Commissioner	Deadline to publish notice, if desired, of petition filing period (not less than 10 days prior to first day of filing). (105 ILCS 5/9-10)
Tuesday, 12/6/22	119	Township	Date on which the Township caucus shall be held. (60 ILCS 1/45-10)
Monday, 12/12/22	113	Community College Board Secretary, Municipal Clerk, or County Clerk/Board of Election Commissioners	<p>First day to file nominating petitions in the office of the Community College Board Secretary, Municipal Clerk or County Clerk/Board of Election Commissioners. (10 ILCS 5/10-6) The Secretary or Clerk or his/her representative must tender notices of obligation to report campaign contributions to candidates who file in person. The Secretary or Clerk must send this notice by first-class mail (certified mail preferred) within 2 business days of the filing to any candidate who files by mail or by agent. (10 ILCS 5/9-16; 110 ILCS 805/3-7.10) Note: If the Secretary or Clerk is an incumbent board member seeking re-election, a disinterested person must be a witness to the filing of the incumbent's petition. (110 ILCS 805/3-7.10)</p> <p>All petitions filed by persons waiting in line as of the designated opening hour, or petitions filed by mail and received after midnight of the first day of filing and delivered in first mail delivery, are deemed simultaneously filed. Also, two or more petitions filed within the last hour on the filing deadline date are deemed simultaneously filed. All other petitions filed shall be deemed filed in order of actual receipt. This order determines ballot position. For the first ballot position and the last ballot position, a random selection shall be made within 9 days following the last day for filing the petitions. Candidates must be sent written notice of the time and place of the lottery 7 days prior to the lottery. (10 ILCS 5/10-6.2)</p>
Monday, 12/12/22	113	Township	First day the established political party Certificate of Nomination by Caucus form may be filed in the office of the local election official, or board of

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
			election commissioners, with a Statement of Candidacy, Loyalty Oath (optional), and a receipt for filing a Statement of Economic Interest for each candidate. (60 ILCS 1/45-20, 45-25(e), 45-30)
Monday, 12/12/22	113	Candidate	Nomination papers for the office of Regional Board of School Trustees in a single county are filed in the office of the County Clerk. Petitions for the office of Multi-County Regional Board of School Trustees are filed in the State Board of Elections' Springfield office. (10 ILCS 5/10-6; 105 ILCS 5/6-10)
Friday, 12/16/22	109	Secretary of Board (mandatory if applicable)	If Board passes resolution to take action subject to potential backdoor referendum (e.g., issuance of working cash fund bonds, cf. 105 ILCS 5/20-7), notice must be published no later than 109 days before election (79 days plus 30 days). Note: Election specified must be within 15 months of notice of publication. (10 ILCS 5/28-2(c) and /28-2(f))
Monday, 12/19/22	106	Township	Last day the established political party Certificate of Nomination by Caucus form may be filed in the office of the local election official, or the appropriate board of election commissioners, with a Statement of Candidacy, Loyal Oath (optional), and a receipt for filing a Statement of Economic Interests for each candidate. (60 ILCS 1/45-20, 45-25(e), 45-30)
Monday, 12/19/22	106	Candidate; Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Last day to file nominating petitions in the office of the Community College Board Secretary or Municipal Clerk or County Clerk/Board of Election Commissioners (10 ILCS 5/10-6) Office must be kept open until at least 5 p.m. on this day for filing. (10 ILCS 5/1-4)

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
Monday, 12/19/22	106	Candidate; Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Last day for candidates to file <i>receipt for filing a Statement of Economic Interests</i> with the Community College Board Secretary or the Municipal Clerk or the County Clerk/Board of Election Commissioners (10 ILCS 5/10-5; 5 ILCS 420/4A-105)
Monday, 12/19/22	106	Community College Board Secretary; County Clerk/Board of Election Commissioners	Last day a Community College Board Secretary or County Clerk/Board of Election Commissioners may notify a candidate in writing of the <i>acceptance of his petition</i> . Acknowledgment of acceptance of petition must occur within 7 days of filing, or on the last day for filing, whichever is earlier. (105 ILCS 5/9-10; 110 ILCS 805/3-7.10)
Wednesday, 12/21/22	104	Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Last day for written notice of time and place of lottery for first and last ballot position to be given to all political party chairmen, civic organizations and candidates. Secretary must also publicly post time and place of lottery at the entrance of the office. (10 ILCS 5/10-6.2, 7-12(6))
(Date floats*) Tuesday, 12/27/22 to Monday, 1/2/23 *See note at end of this item.	92-98* *See note at end of this item.	Objector; Community College Board Secretary; County Clerk/Board of Election Commissioners; Municipal Clerk; State Board of Elections	Last day for filing <i>objections to nomination papers</i> of candidate, along with two copies, in the office where the original nomination papers were filed. (10 ILCS 5/10-8) The Secretary or Clerk should note the day and time of filing of the objection. Objections must be filed within 5 business days after the last day for filing. By noon on the second business day after receipt of the objections, the Board Secretary or Municipal Clerk or County Clerk/Board of Election Commissioners, as applicable, must send the objection via registered mail or receipted personal delivery to the Chairman of the Electoral Board, and a copy of the objections to the candidate. (10 ILCS 5/10-8)

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
			<p>Within 24 hours of receiving these original documents, the Electoral Board Chairman must send a call by registered or certified mail to the members of the electoral board, the objector and the candidate. Notice must also be served by the County Sheriff. (10 ILCS 5/10-10) An Open Meetings Act notice and agenda must be posted 48 hours in advance of any electoral board meeting. Contact legal counsel for further direction and for preparation of the required notice and other documents. The initial Electoral Board meeting must be held not less than 3 days nor more than 5 days after receipt of the original documents by the Chairman. (10 ILCS 5/10-10)</p> <p>The Education Officers Electoral Board, which is responsible to hear and rule on objections to nominations to the office of community college board member is composed of the presiding officer of the college board, the secretary of the college board and the board member with the longest continuous service. (10 ILCS 5/10-9(5)) A Municipal Officers Electoral Board, to hear and rule on objections to nominations of candidates for municipal office, is composed of the mayor or president, the municipal clerk and the board member that has served the greatest number of years. (10 ILCS 5/10-9(3)) The County Officers Electoral Board, which is required to hear and pass upon objections to nominations of candidates for school board, is composed of the county clerk, the clerk of the circuit court and the State's attorney, or their designees. (10 ILCS 5/10-9(2))</p> <p><i>*Note: Objectors have five "business days" after the last day for filing nominating papers (12/19/22) to file objections. A "business day" means any day in which the office of a local election official is open to the public for at least seven hours. 10 ILCS 5/1-3. Some governmental offices may be closed or have limited hours on Friday (12/23/22) and Monday (12/26/22) in observance of the Christmas holiday. Therefore,</i></p>

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
			<i>the last date for filing objections may change if there are days where offices are not open for at least seven hours on a single day. Furthermore, many community colleges close entirely during this time period. If you are concerned about your individual situation, please contact a Robbins Schwartz attorney.</i>
Tuesday, 12/27/22 (Date floats *)	98	Candidate; Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Where a candidate has filed petitions for 2 or more incompatible offices , he/she must, within 5 business days following the last day for petition filing, withdraw as a candidate from all but one of such offices. Failure to do so will result in the candidate's name not being certified for or printed on the ballot for any office. (10 ILCS 5/10-7) *See note above concerning "business days" when calculating this deadline.
Wednesday, 12/28/22	97	Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Last day to hold ballot placement lottery. Where two or more petitions are filed or deemed filed at the opening hour of the filing period, or where two or more petitions are received within the last hour of the filing period, a lottery for ballot position shall be conducted within 9 days following the last day of filing. (10 ILCS 5/10-6.2)
Tuesday, 1/3/23 (Date floats*)	91	Secretary of Board or Municipal Clerk	Last day for submission by electorate of petitions for non-binding public policy questions and referenda to the Board Secretary or Municipal Clerk. (10 ILCS 5/28-2(a), 5/28-6, 5/28-7) Community college boards may not initiate advisory referenda. *Most offices will be closed on Monday 1/2/23 so the date extends to 1/3/23.
Tuesday, 1/10/23 (Date floats*)	84	Objector	Last day to file objections to petitions for the submission of local public policy questions to referendum. (Except: propositions to create a political subdivision and referenda held under the provisions of Article IX of the Liquor Control Act

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
			and Section 20 of the Property Tax Code.) Objections to petitions for local referenda are filed with the same office that has the original petitions. (10 ILCS 5/10-8, 28-4) *Most offices will be closed on Monday 1/2/23 so the date extends to 1/10/23.
Tuesday, 1/17/23	77	Municipal Boards; School Boards; Community College Boards	Last day for board to adopt resolution for a referendum on a binding public policy question . (10 ILCS 5/28-2, 5/28-5)
Tuesday, 1/17/23	77	Municipal Boards; School Boards; Township Boards.	Last day for Municipal, School, Park and Township Boards to place advisory referenda on the ballot by resolution. (60 ILCS 1/30-205; 65 ILCS 5/3.1-40-60; 105 ILCS 5/9-1.5).
Thursday, 1/26/23	68	Community College Board Secretary; Municipal Clerk; County Clerk/Board of Election Commissioners	Last day for local election official to certify names of candidates to each election authority with the term of office (vacancy), residency requirements, and number of candidates to be elected to office. (10 ILCS 5/10-15)
Thursday, 1/26/23	68	Candidate	Last date a candidate may file a signed and notarized withdrawal of nomination papers in the office of the Board Secretary. (10 ILCS 5/10-7, 5/10-15) <i>Note: Court decisions have upheld the rights of candidates to withdraw at later dates. Whether to implement a late withdrawal is within the discretion of the election authority responsible for printing the ballots.</i>
Thursday, 1/26/23	68	Community College Board Secretary; Municipal Clerk; County	Last day for local election official to certify all public questions to each election authority having jurisdiction over the political subdivision. (10 ILCS 5/28-5)

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
		Clerk/Board of Election Commissioners	
Thursday, 1/26/23	68	Township Clerk	Last day for the township clerk to hold the party placement lottery and file the Certification of Political Party Ballot Placement Lottery with the election authority. (10 ILCS 5/7-60, 7-60.1, 10-6.2)
Thursday, 1/26/23	68	Township Clerk	Last day that the township clerk can certify to the election authority a Certification of Ballot. This certificate must list the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus that was filed with their office. (10 ILCS 5/7-13.1; 60 ILCS 1/45-20)
Thursday, 2/2/23	61	Candidate	Last day a person may file with proper election authority by 5:00 pm a notarized declaration of intent to be a write-in candidate. (10 ILCS 5/17-16.1). Write-in votes shall only be counted for persons who have filed a declaration of intent.
Friday, 2/3/23	60	Election Authority	First day election authority can publish Notice of Referendum . The election authority shall post a copy of the notice at its principal office. The Board Secretary or Municipal Clerk must post a copy of the notice at its principal office. (10 ILCS 5/12-5)
Thursday, 2/16/23	47	County Clerk/Board of Election Commissioners	First day for election authority to publish: (1) the location of each permanent and temporary site for early voting and the precincts served by each location; and (2) the dates and hours that early voting will be conducted at each location. (10 ILCS 19A-25(a))

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
Thursday, 2/23/23	40	Election Authority	To be eligible to obtain <i>pollwatcher credentials</i> , last day for civic organizations and referendum proponents or opponents to register the names and addresses of their principal officers with the election authority. (10 ILCS 5/17-23, 5/18-6) First day for early voting at the office of the election authority and temporary locations designated by the election authority. (10 ILCS 5/19A-15, 19A-20)
Sunday, 3/5/23	30	Election Authority	First day election authority can publish <i>Notice of Consolidated Election</i> . The notice must include the polling hours, and the offices for which candidates will be elected. Such notice must also include a list of precinct polling addresses unless published separately at least 10 days prior to Consolidated Election. (10 ILCS 5/12-4)
Tuesday, 3/7/23	28	Election Authority	Last day for registration or transfer of registration in the office of the election authority. Exception: grace period registrants. (10 ILCS 5/4-6, 4-16; 5-5, 5-23; 6-29, 6-50, 6-53, 6-54)
Wednesday, 3/15/23	20	Employee/Election Judge	Last date for employee to give employer written notice that they will be absent from place of employment on Election Day because they have been appointed as an election judge under the provisions of 10 ILCS 5/13-1 or 13-2.
Sunday, 3/19/23	16	Voter	Last day for voters to register to vote through the State Board of Elections website. (10 ILCS 5/1A-16.5)
Monday, 3/20/23	15	Election Authority	First day for early voting at permanent polling places other than the office of the election authority. These permanent polling places are to be open on holidays, Saturdays and Sundays. (10 ILCS 5/19A-15(b))
Tuesday, 3/21/23	14	Election Authority	Last day for the election authority to have <i>pollwatcher credentials</i> available for distribution. (10 ILCS 5/17-23, 5/18-6) Credentials may be

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DATE	DAYS BEFORE ELECTION	PERSON RESPONSIBLE	EVENT
			distributed prior to this date, at the discretion of the election authority. Pollwatchers must meet certain qualifications.
Monday, 3/27/23	8	Election Authority, Secretary of Board or Municipal Clerk	Last day for election authority to publish <i>Notice of Consolidated Election</i> and <i>Notice of Referenda</i> (may include precinct polling place addresses). The election authority shall post a copy of the notice at its principal office. The Board Secretary must post a copy of the notice at the District's principal office. (10 ILCS 5/12-4, 5/12-5)
Thursday, 3/30/23	5	Election Authority	Last day for election authority to receive application by mail from any registered voter presently in the United States. (10 ILCS 5/19-12.2)
Friday, 3/31/23	4	Election Authority	Last day election authority shall have ballots printed and available for inspection by candidates and their agents. (10 ILCS 5/16-5)
Monday, 4/3/23	1	Election Authority	Last day for election authority (except counties with populations of 500,000 or more) to publish a list of all nominations that are to be voted at the election. (10 ILCS 5/16-10)
Monday, 4/3/23	1	Election Authority, Voter	Last day for early voting at the office of the election authority and locations designated by the election authority. (10 ILCS 5/19A-15, 19A-20) Last day for any registered voter, presently within the confines of the United States, to request a vote by mail ballot in person at the office of the election authority. (10 ILCS 5/19-2)
Tuesday, 4/4/23	0	Election Authority	ELECTION DAY – Consolidated Election. First Tuesday in April in odd-numbered years, unless delayed by Passover. (10 ILCS 5/2A-1.1(b))

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DATE	DAYS AFTER ELECTION	PERSON RESPONSIBLE	EVENT
Tuesday, 4/25/23	21	Election Authority (County Clerk or Board of Election Commissioners)	Within 21 days of election, election authorities canvass the election results and proclaim winners, and success or failure of public propositions. (10 ILCS 5/22-17)
Monday, 5/1/23 (Date floats*)	27	Unsuccessful Candidate	<p>Within 5 days after the last day for proclamation of results, a candidate may file a petition with the election authority for a discovery recount of not more than 25% of precincts, if he/she received at least 95% of number of votes cast for any successful candidate for the same office. (10 ILCS 5/22-9.1) The petition for a discovery recount is filed with the County Clerk with a fee of \$10 per precinct. (10 ILCS 5/22-9.1)</p> <p>*The 5th day falls on a Sunday and so Monday 5/1/23 becomes the last day.</p>
Monday, 5/1/23 (Date floats*)	27	Write-in candidate	<p>Within 5 days of the proclamation of results, a successful write-in candidate must file a Statement of Candidacy and Receipt for filing Statement of Economic Interest with the County Clerk. (10 ILCS 5/7-60.1, 5/10-5; 5 ILCS 420/4A-101; 10 ILCS 5/22-7)</p> <p>*The 5th day falls on a Sunday and so Monday 5/1/23 becomes the last day.</p>
Tuesday, 5/2/23	28	Community College Board	Within 28 days of the election date, the organizational meeting of community college boards is held. Elect President, Vice President and Secretary to two-year terms. However, the Board may, by resolution, establish one-year terms for these officers. (110 ILCS 805/3-8)
Monday, 5/15/23	40	School Board	Within 40 days of the election date, the organizational meeting of school boards is held. Elect President, Vice President and Secretary to two-year terms. However, the Board may, by resolution, establish one-year terms for these officers. (105 ILCS 5/10-13, 5/10-13.1, 5/10-14, 5/10-16)

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DATE	DAYS AFTER ELECTION	PERSON RESPONSIBLE	EVENT
Thursday, 5/25/23	51	Unsuccessful Candidate	Unsuccessful candidate must, within 30 days after the proclamation of results by the canvassing agency, file any petition in the circuit court to contest the election. (10 ILCS 5/23-20)
Wednesday, 10/4/23	6 months	Secretary of Board	Nominating papers may be disposed of. (10 ILCS 5/10-7)

CONSOLIDATED ELECTION – CANDIDATE GUIDE TO AVOIDING OBJECTIONS

The Election Code, School Code, Municipal Code, Township Code, Park District Code, and Community College Act set forth specific filing requirements for persons seeking election to local office. Care must be taken to comply with all filing deadlines and requirements to avoid objections.

OFFICES

- Board of Education
105 ILCS 5/10-10
- Elective Municipal Office
65 ILCS 5/3.1-10-5
- Regional Board of School Trustees
105 ILCS 5/6-2
- Park District Board
70 ILCS 1205/2-11
- Community College Board of Trustees
110 ILCS 805/3-7
- Township Board
60 ILCS 1/55-5

QUALIFICATIONS

U.S. citizen; 18 years of age; registered voter. (10 ILCS 5/3-1)

School Board: A resident of the territory of the district for at least one year immediately preceding this election. (105 ILCS 5/10-3, 5/10-10)

Regional Trustee: Qualified voter of the educational service region. (105 ILCS 5/6-10)

College: Resident for at least one year of the State and territory which on the date of the election is included in the community college district. (110 ILCS 805/3-7)

Elective Municipal Office: See 65 ILCS 5/3.1-10-5.

Park District: qualified elector of the park district and has resided therein at least one year prior to election or appointment. 70 ILCS 1205/2-11.

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Township: legal voter and has been a resident of the township for one year. 60 ILCS 1/55-5.

Notes: A school trustee or treasurer may not also serve as a school board member. (105 ILCS 5/10-10)

DEFINITIONS

Local Election Official: The clerk or secretary of a unit of local government or a school district.

Election Authority: A County Clerk and/or Board of Election Commissioners.

Electoral Board: A three-member board that hears and decides objections to nomination papers or petitions.

WHERE TO FILE

For community college board positions, candidates file in the office of the community college district with the local election official (usually Secretary of Board or designee). Candidates for municipal office file with the municipal clerk. Candidates for township office file with the township clerk. Candidates for Park district commissioner file with the park district secretary. Candidates for school board now file with the county clerk or the county board of election commissioners, as the case may be, of the county in which the principal office of the school district is located. On the last filing day, the office must be open until at least 5:00 p.m. to accept filings.

WHAT TO FILE

1. **Statement of candidacy.** (10 ILCS 5/10-5) Designate whether filing for a full-term or to fill an unexpired term arising due to a vacancy. (105 ILCS 5/10-10; 110 ILCS 805/3-7) *When both full-term seats and short-term seats (due to vacancies) are available, candidates should be especially mindful of the need to designate the correct term. Revised SBE forms have made it so that a full-term is the default selection unless an unexpired term is specifically noted in the designated area of the form.*
2. **Petition for nomination.** (10 ILCS 5/10-4, 5/10-5) Most successful election objections are based on errors in a candidate's nominating petition. Thus, you must strictly adhere to the rules governing nominating petitions.

Form of petition. The petition signature sheets must be in the form required by law. The heading on each page must be identical. Each page of the petition must also contain a "circulator's affidavit" stating his/her address and that he/she circulated the petition; certifying that the signatures on that page of the petition were signed in his/her presence, and the signatures are genuine; and either (1) indicating the dates on which that page of the petition was circulated, (2) indicating the first and last dates on which the petition sheet was circulated, or (3) certifying that none of the signatures were signed more than 90 days preceding the last day for filing of the petition. (10 ILCS 5/10-4)

The original petitions with accompanying documents must be neatly fastened together at the top in a secure and suitable manner in book form. Do not use paper clips or staples, but instead punch holes at the top edge and bind through the holes. *Each petition signature page must be numbered consecutively.*

The importance of strict compliance with the Election Code's requirements for the form of petitions cannot be overemphasized. Many types of deficiencies have been found to be cause for invalidating a nominating petition. The following are just a few examples:

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- Failure to consecutively number petition pages. *El-Aboudi v. Thompson*, 293 Ill. App. 3d 191, 687 N.E.2d 1166 (2d Dist. 1997) (citing cases).
- Failure to bind the nomination papers securely. *Girot v. Keith*, 341 Ill. App. 3d 902, 793 N.E.2d 935 (3d Dist. 2003).
- One complete set of original nominating papers must be submitted. A petition, once filed, cannot be withdrawn from the Secretary's office or supplemented by additional sheets. See, *WITHDRAWAL OF CANDIDACY* below.

The petition circulator must personally appear before the notary public who notarizes the circulator's affidavit. *Bowe v. Chicago Electoral Board*, 79 Ill.2d 469, 404 N.E.2d 180 (1980). We strongly recommend that school, municipal and local government staff and board members do not notarize candidate petitions, especially while on government-owned property or while on duty as a government employee.

Number of signatures. Candidate petitions for boards of education or community college boards must be signed by at least 50 voters or 10% of the registered voters, whichever is less, residing within the district. Petitions for candidates for the office of school director must be signed by at least 25 voters or 5% of the registered voters, whichever is less, residing within the district. We recommend that candidates obtain at least three times the required minimum number of signatures. For other local government offices the signature requirement is based in the number of ballots cast and the last election.

Requirements that a petition contain the signatures of a certain number or percentage of a district's registered voters also apply to voter-initiated petitions for referendums on public questions. In this context, too, there is safety in surplus numbers. See *Let Forest Park Vote on Video Gaming v. Village of Forest Park Municipal Officers Electoral Board*, 101 N.E.2d 152 (1st Dist. 2018) (upholding validity of referendum petition seeking to place a public question regarding video gaming on the November General Election ballot despite non-conforming headings on six of a total 276 petition sheets, where the number of signatures on the remaining 270 sheets contained more the statutory minimum number of signatures needed to place the question before voters).

3. **Receipt for filing a Statement of Economic Interests.** (5 ILCS 420/4A-101 *et seq.*)

Note: The actual Statement of Economic Interests is filed with the County Clerk of the county in which the principal office of the unit of government is located. (5 ILCS 420/4A-106) Both the statement and the receipt should indicate the **full title** of the office sought, including the name of the school district and vacancy, if any. (E.g., "Member of the Board of Education of Apple School District 12, Lincoln County, Illinois, full term.")

4. **Loyalty Oath.** (10 ILCS 5/7-10.1) Court cases have held that the filing of the Loyalty Oath is optional.

HOW TO FILE

The candidate may file by mail or in person commencing during the normal opening hour starting Monday, December 12, 2022, through 5:00 p.m., Monday, December 19, 2022. (10 ILCS 5/10-6) All candidates who file as of the normal opening hour of the first day shall be deemed simultaneously filed. Similarly, nominating papers delivered in the first mail of the first filing day are also considered simultaneously filed. All other candidates are listed in order of actual receipt, except that candidates that file within the final hour



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on the last day of the filing period (*i.e.*, the last hour on December 19, 2022) are deemed simultaneous. If a simultaneous filing occurs at the opening moment of the filing period, or in the last hour of the last day of the filing period the order of filing for the first and last positions is determined by public lottery. Each candidate who simultaneously filed must receive seven days' prior written notice of the time and place of the lottery. A candidate may send a representative to file his/her petitions.

WITHDRAWAL OF CANDIDACY

On or before January 26, 2023, any candidate may withdrawal his or her candidacy by submitting a notarized statement of withdrawal to the local election official. (10 ILCS 5/10-7)

PETITION CIRCULATORS

Petition circulators need not be registered voters or even reside in the district. They must, however, be at least 18 years of age and be U.S. citizens. Petitions may be circulated by persons who are 17 years of age and qualified to vote in Illinois.

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