

State of Illinois

# TOWNSHIP CAUCUS GUIDE

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2009



Issued by the State Board of Elections

## INTRODUCTION

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)

For the year 2009, the township caucuses will be held on January 13<sup>th</sup>. The multi-township caucuses will be held on January 14<sup>th</sup>. The costs of the caucus are borne by the township or multi-township.

(60 ILCS 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 is December 14th, 2008.

Not less than 30 days before the 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 is December 15th, 2008.

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

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 township notification deadline is December 24, 2008`.

Not less than 20 days before the 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 township notification deadline is December 26, 2008.

**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 deadline is January 3, 2009 [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 deadline is January 4, 2009. [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 February 2008 primary cannot participate in a Democratic caucus in 2009).

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

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 should be reviewed at this time. Any amendments to the Rules of Procedure should be approved 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 78<sup>th</sup> – 71<sup>st</sup> days prior to the township election (January 19 - 26, 2009)\*. The township clerk shall 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.

### **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 78<sup>th</sup> – 71<sup>st</sup> days prior to the township election (January 19 - 26, 2009)\*.

**January 19 (state holiday; Martin Luther King's birthday) is the 78<sup>th</sup> day prior to the April 7, 2009 Consolidated Election and is the first day of filing for those offices which are open. Those offices that are closed in observance of Martin Luther King's birthday will begin to accept filings on January 20, 2009. The last day to file is January 26, 2009 regardless of whether the office was open on January 19, 2009.**

### **CERTIFICATE OF NOMINATION BY CAUCUS (See sample form H-2)**

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

[60 ILCS 1/45-20(b)]

## **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 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 2009 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 shall notify all candidates nominated at the township/multi-township caucus of their obligations under the Illinois Campaign Financing Act (60 ILCS 1/45-35) [10 ILCS 5/9-16(7)]. The Notice of Obligation (Form D-5) must be sent to each candidate by first class mail within 2 days of filing of the nomination papers. The notice must 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 county clerk or the State Board of Elections upon request. (See the Candidate's Guide for 2009.)

## CALENDAR

### **Saturday, November 15, 2008**

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.

### **Sunday, December 14th, 2008 \***

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, December 15th, 2008**

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.

### **December 8 – 15, 2008**

Filing period for established political party candidates who seek nomination at the Consolidated Primary, February 24, 2009.

### **Wednesday, December 24, 2008**

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

**Friday, December 26, 2008**

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.

**Saturday, January 3, 2009**

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

**Sunday, January 4, 2009**

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, January 13, 2009**

Established political party township caucus.

**Wednesday, January 14, 2009**

Established political party multi-township caucus.

**Monday, January 19, 2009**

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.

**January 19 (state holiday; Martin Luther King's birthday) is the 78<sup>th</sup> day prior to the April 7, 2009 Consolidated Election and is the first day of filing for those offices which are open. Those offices that are closed in observance of Martin Luther King's birthday will begin to accept filings on January 20, 2009. The last day to file is January 26, 2009 regardless of whether the office was open on January 19.**

**January 19 – 26, 2009\***

Filing period for new party, nonpartisan, and independent candidates who seek election at the Consolidated Election, April 7, 2009.

**Monday, January 26, 2009**

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 24, 2009**

Consolidated Primary Election  
(See Introduction)

**Tuesday, April 7, 2009**

Consolidated Election

- **January 19 (state holiday; Martin Luther King's birthday) is the 78<sup>th</sup> day prior to the April 7, 2009 Consolidated Election and is the first day of filing for those offices which are open. Those offices that are closed in observance of Martin Luther King's birthday will begin to accept filings on January 20, 2009. The last day to file is January 26, 2009 regardless of whether the office was open on Jan 19.**

### 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.**





## 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:

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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.

**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 )  
 )  
County of \_\_\_\_\_ ) SS.

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)