



Village of Thomasboro

101 W. Main • P.O. Box 488 • Thomasboro, Illinois 61878-0488
Office (217) 643-2675 • Fax (217) 643-2100

CANDIDATE'S GUIDE

APRIL 2, 2019
CONSOLIDATED ELECTION

REQUIREMENTS FOR FILING NOMINATING PAPERS APRIL 2, 2019 CONSOLIDATED ELECTION

General Filing Requirements

All candidates must file the following papers, except as noted:

- 1) Statement of Candidacy (Form P-1B)
- 2) Nominating Petition Signature Forms (Form P-3)
- 3) Loyalty Oath (Form P-1C) – OPTIONAL

Petitions may be filed by mail or in person by either the candidate or a designated representative of the candidate.

Filing must be made at the following location:

Thomasboro Village Hall
101 W. Main Street, PO Box 488
Thomasboro, IL 61878

Filing must be made within the statutory filing period of **December 10, 2018 through December 17, 2018**. Regular office hours for the Village Clerk are Monday through Friday, 8:00am to 12:00pm. Filings may be arranged between 12:00pm and 5:00pm by appointment on any filing dates by contacting the Village Clerk at 643-2675 (W) or 417-5063 (C).

Nominating papers may be received no earlier than 8:00am on December 10, 2018 and no later than 5:00pm on December 17, 2018.

Nominating papers filed by mail must be received no earlier than the opening of the office on December 10, 2018 and no later than 5:00pm on December 17, 2018.

Petitions filed by mail and received in the first mail delivery on December 10, 2018 shall be deemed as filed at 8:00am on that day for the purposes of ballot order.

Determination of Ballot Order

Ballot position is determined as follows:

- a) On the first day of the filing period, petitions filed by all persons waiting in line at Village Hall as of 8:00am shall be deemed as filed simultaneously with any petitions received in the first mail delivery that day. A lottery for ballot position will be held for simultaneously filed petitions within nine (9) days following the last day of the filing period.

- b) Ballot position for all petitions received after 8:00am on December 10, 2018 shall be determined in order of the actual date and time received.

Nominating Petition Sheets

- 1) Petition Sheet Heading
 - a) The top portion of all nominating petition pages must be completed before the petitions may be circulated for signatures
 - b) The candidate's name must appear on the petition pages exactly as indicated on the Statement of Candidacy
 - c) Petition sheets filed with the Village Clerk must be the original sheets as signed by the voters and the circulator and not photocopies or duplicates of such sheets
- 2) Petition Circulators
 - a) The person circulating the petition must be 18 years of age or older and a citizen of the United States. The circulator must personally witness all signatures given and sign the required certificate at the bottom of the petition sheet
- 3) Petition Signatures
 - a) A registered voter must sign his or her own signature on the petition
 - b) Petition signers must be registered voters in the Village of Thomasboro at the time of signing
 - c) Petition signers must write their address, including street and village, on the petition sheet. The address must be the same as included on his or her current voter registration.
 - d) Signature Requirement: 11 minimum, 61 maximum
- 4) Petition Preparations
 - a) All petition pages must be original and uniform in size
 - b) All petition pages must be neatly fastened together in book form and secured at one corner (i.e. with a staple)
 - c) The signature pages must be numbered consecutively beginning with the top sheet as page "1"
 - d) Petitions should be bound together in the following order: Statement of Candidacy, Loyalty Oath (optional), and then the signature pages in page number order
 - e) Once filed with the Village Clerk, petitions cannot be altered or added to in any way.

Statement of Candidacy

Each candidate must complete and file a Statement of Candidacy (Form P-1B). This document sets out the name of the candidate as it will appear on the

ballot; the address of the candidate; the office for which he/she is a candidate; and a sworn statement that he/she is qualified for the office specified. This statement must be signed by the candidate and notarized, and must accompany the nominating papers at the time of filing.

Statement of Economic Interests

Each candidate is required to file a Statement of Economic Interests with the Champaign County Clerk. The SEI form must be filed with the county no later than December 17, 2018. When the candidate files the form, they will be given a receipt from the county clerk, which must accompany the nominating petitions when those papers are filed with the Village Clerk.

Campaign Disclosure – Notice of Obligation

The Village Clerk is required to provide each candidate with a D-5 Notice of Obligation to comply with the Illinois Campaign Financing Act at the time he/she files nominating petitions. The notice will 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 State Board of Elections or county clerk upon request.

Additional Information

The information in this packet has been taken from the 2019 Candidate's Guide published by the Illinois State Board of Elections. A complete copy of the guide may be downloaded from the Board's website: www.elections.il.gov

Notary Services

Please note that the nominating petitions and other necessary forms will require the signature of the candidate and/or circulator in the presence of a Notary Public. Notary services are available at Gifford State Bank, as well as several other banks, government facilities, and law offices. To avoid potential conflict of interest, the Village Clerk does not notarize election documents for the Village of Thomasboro.

Disclaimer

The information contained herein is presented in good faith; however, each candidate seeking office remains personally responsible for confirming election guidelines and complying with all legal requirements. As such, the Village of Thomasboro advises that candidates should seek guidance from qualified legal counsel or from the Illinois State Board of Elections regarding qualifications for office, proper nominating procedures, and filing requirements.