

SUPERVISOR, CLERK, ASSESSOR, MULTI-TOWNSHIP ASSESSOR, TRUSTEES, AND HIGHWAY COMMISSIONER

Township

NOMINATION PAPERS

Petitions: Established Party ([SBE Form P-10](#), for primary); New Party ([SBE Form P-8](#), for consolidated election); Independent ([SBE Form P-3](#), for consolidated election)

Statement of Candidacy: Established Party ([SBE Form P-1](#), for primary, [SBE Form P-1K](#), for caucus); New Party ([SBE Form P-1D](#)); Independent ([SBE Form P-1B](#))

Loyalty Oath (optional): All candidates ([SBE Form P-1C](#))

Statement of Economic Interests: Filed with the county clerk. (5 ILCS 420/4A-106; 60 ILCS 1/45-30)

Fair Campaign Practices Act (voluntary): Filed with the State Board of Elections or the county clerk.

NOMINATION BY PRIMARY ELECTION

If a determination to conduct a primary is made by the Township Central Committee, the Township Central Committee must file a statement of such determination with the county clerk no later than November 15, 2020. If the township or any part of the township is within the jurisdiction of a Board of Election Commissioners, the Township Central Committee shall notify the Board of Election Commissioners of such determination.

NOTE: The option to hold a primary only applies to townships in counties having a population of more than 3,000,000, or in townships of more than 15,000 population in counties of less than 3,000,000. (60 ILCS 1/45-55)

NOMINATION BY CAUCUS

Township Caucus Date – December 1, 2020

Multi-township Caucus Date – December 2, 2020

Caucus nomination papers include: 1) Certification by the Chairman and Secretary of the Township Caucus of the names of all candidates for office in the township nominated at the caucus, 2) a Statement of Candidacy for each candidate, and 3) a receipt from the county clerk showing that each candidate has filed a Statement of Economic Interests by the last day on which nomination papers are filed. Candidates for township assessor and multi-township assessor must also file a certificate of qualifications. For a description of township caucus procedures, see SBE Township Caucus Guide for 2021.

The multi-township caucus is conducted by the multi-township political committee for all voters of the party in that district. The procedure is the same as in a single township caucus.

QUALIFICATIONS

Legal voter of the township and one-year residency in the township. (60 ILCS 1/55-5)

A person is not eligible to hold any office if that person, at the time required for taking the oath of office, has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (60 ILCS 1/55-6)

(See assessor qualifications requirements on page 39 and 40)

SIGNATURE REQUIREMENTS

Established Party – Primary Election only: At least .5% (.005) of the qualified primary electors of their party in the township. The number of qualified primary electors is determined by taking the total vote cast for the candidate for such political party who received the highest number of votes in such township at the last regular election at which an officer was regularly scheduled to be elected from that township. (10 ILCS 5/7-10(e))

New Party – Consolidated Election only: Not less than 5% of the total number of persons who voted at the last regular election in the township in which such township voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3)

Independent – Consolidated Election only: Not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the township in which such township voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3)

Example: If 1,000 voters cast ballots at the last regular election in the township, the formula of 5% – 8% would result in a signature requirement of 50 – 80. Illinois statutes (10 ILCS 5/10-3) require a difference of 50 between the minimum and maximum. Therefore, the signature requirement would be 50 – 100.

FILING DATES

Nomination by primary election, November 16-23, 2020 (not more than 99 nor less than 92 days prior to the consolidated primary).

New political party and independent candidates file during the December 14-21, 2020, filing period (not more than 113 nor less than 106 days prior to the consolidated election). Caucus certificates of nomination are filed during this filing period.

WHERE TO FILE

With the Township Clerk's office (or, if the township lies wholly within the jurisdiction of a Municipal Board of Election Commissioners, with the Municipal Board of Election Commissioners). Multi-township assessor candidates file with the election authority. (10 ILCS 5/7-12(3); 60 ILCS 1/45-20(b))

TERM

4 years and until their successors are elected and qualified. (60 ILCS 1/50-5, 50-10(a), 50-40))

TERM BEGINS

Township Supervisors and Township Clerks: Third Monday of the month following their election – May 17, 2021. (60 ILCS 1/50-15(b))

Township Trustees: Third Monday of the month following their election and until their successors are elected and qualified – May 17, 2021. (60 ILCS 1/50-40)

Township Assessors and Multi-township Assessors: On January 1 following their election – January 1, 2022. (35 ILCS 200/2-45(a); 60 ILCS 1/50-15(c))

Township Collectors: On January 1 following their election and qualification – January 1, 2022. (60 ILCS 1/50-15(a))

Highway Commissioner: Third Monday in May after their election (May 17, 2021) and until their successors are elected and qualified. (605 ILCS 5/6-116)

CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 W. Randolph Street, Suite 14-100, Chicago, IL 60601.

All candidates for township or multi-township assessor must file a Certificate of Educational Qualification with their nomination papers under Section 2-45 of the Property Tax Code. (35 ILCS 200/2-45) Candidates who are filing nomination papers, participating in a caucus, or participating as a write-in candidate must meet one of the minimum education requirements described below. The requirements for township or multi-township assessors are generally based upon the equalized assessed value (“EAV”) of the assessment jurisdiction. Individuals appointed to fill a vacancy or individuals contracted to perform the work in a jurisdiction must also meet the applicable education requirements.

Important: Note that the Illinois Department of Revenue (“IDOR”) pre-appointment and pre-election education requirements are different from the Certified Illinois Assessing Officer (“CIAO”) maintenance requirements.

Introductory assessment jurisdiction

In an **introductory** assessment jurisdiction with \$10 million or less in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(b) of the Property Tax Code requires that a candidate must possess one of the following qualifications (35 ILCS 200/2-45(b)):

- Passed the Township Assessor-Introductory Course offered by IDOR.
- Passed the Basic Course offered by the Illinois Property Assessment Institute prior to January 1, 1997.
- Possess a designation approved for larger assessment jurisdictions.

Intermediate assessment jurisdiction

In an intermediate assessment jurisdiction with more than \$10 million in non-farm EAV and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, the qualifications differ depending upon whether the candidate was previously elected in any such jurisdiction.

If the candidate has not been previously elected to office in an assessment jurisdiction that in 1994 and thereafter had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(d) of the Property Tax Code requires that a candidate must possess one of the qualifications for an introductory assessment jurisdiction under Section 2-45(b). (35 ILCS 200/2-45(d))

If the candidate was previously elected to office in an assessment jurisdiction that in 1994 and thereafter had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, Section 2-45(d) of the Property Tax Code requires that a candidate must possess one of the designations for a larger assessment jurisdiction under Section 2-45(c). (35 ILCS 200/2-45(d))

Larger assessment jurisdiction

In a larger assessment jurisdiction with more than \$25 million in non-farm EAV or more than \$1 million in commercial and industrial EAV, Section 2-45(c) of the Property Tax Code requires that a candidate must possess one of the following designations (35 ILCS 200/2-45(c)):

- A currently active CIAO designation from the IPAI.
- A currently active AAS, CAE, or MAS designation from the IAAO.
- A currently active MAI, SREA, SRPA, SRA, or RM designation from the Appraisal Institute.
- A currently active IFA, IFAS, or IFAC designation from the National Association of Independent Fee Appraisers.
- A currently active ASA designation from the American Society of Appraisers.

All candidates are required to complete the Pre-appointment/Pre-election Certification Application for a Certificate of Qualification.

For any additional information regarding the education requirements for township or multi-township assessor, contact the Property Tax Assessment Education Program Unit by email at rev.PropTaxEd@illinois.gov.