

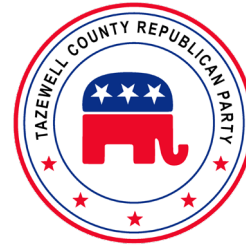


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# Tazewell County Republican Party

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Jim Rule - Chairman



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## Township Caucus Recommendations

### Caucus Preparation

1. The Township Clerk is the election official for elected township authorities. The Township Clerk works with the County Clerk (the election authority) to include April 6, 2021 voting for township offices in the same precincts and ballots as the other municipal election offices and referenda.
2. Township Republican Central Committee Chairman (TRCCC) notifies Township Clerk who will be the caucus chair. (before Nov. 1)
3. Township Clerk mails TRCCC notice requesting time and location of the caucus (by Nov. 1)
4. TRCCC mails Township Clerk time and location of the caucus using Notification of Caucus – Form N-6. (by Nov.11)
5. Township Clerk publishes notice of time and location of caucus. (by Nov. 21)
6. TRCCC acquires the ISBE – Affidavit of Voters Attending Township Caucus – Form H-1 in sufficient quantities to handle signatures for all voters attending the caucus, 10 voters per sheet.
7. TRCCC acquires voter list to verify qualifications for voters attending the township caucus by contacting the Tazewell County Clerk's office and requesting a township voter list which includes voting history.
8. TRCCC recruits judge(s)
  - a. Arrive early to collect signatures on the Affidavit of Voters Attending Township Caucus
  - b. Responsible for tallying the vote
9. TRCCC recruits a caucus secretary which will be voted in as the 1<sup>st</sup> act of the caucus
10. TRCCC acquires ISBE - Certificate of Nomination by Caucus – form H-2
11. Optionally, RTCC acquires the forms needed for each person nominated to an office
  - a. ISBE – Statement of Candidacy – Nomination by Caucus – form P-1K
  - b. ISBE – Loyalty Oath – form P-1C (Optional)
  - c. Statement of Economic Interest to file with Tazewell County Clerk
12. TRCCC drafts caucus rules
13. TRCCC manages Social Distancing guidelines and supplies
14. TRCCC contacts Republican incumbents to confirm renomination by caucus and to identify candidates to recruit for Democrat held offices.

### Caucus Day Procedures – December 1, 2021

1. See pages 8 and 9 of the ISBE Township Caucus Guide for 2021

### Post Caucus Procedures

1. Between Dec. 14 and Dec. 21, TRCCC completes ISBE – Certificate of Nomination by Caucus – form H-2. The TRCCC and the caucus secretary take an oath before the Township Clerk who signs the form. Accompanying the H-2 will be the following for each candidate nominated at the caucus.
  - a. ISBE – Statement of Candidacy – Nomination by Caucus – form P-1K

**Tazewell County Republican Central Committee**  
**127 N. Sampson St., P.O. Box 534, Tremont, IL 61568**  
**www.TazewellGOP.org - (309) 353-8467 - Info@TazewellGOP.org**

- b. ISBE – Loyalty Oath – form P-1C (Optional)
  - c. Candidate's receipt for Statement of Economic Interest
  - d. Candidate for Township Assessor is obligated to file a Certificate of Qualifications
- 2. The Township Clerk and the County Clerk perform all of the necessary tasks according to election law and Illinois State Board of Election (ISBE)

(if a multi-township caucus for assessor, repeat everything sometimes 1 day later)