

SUGGESTED TOWNSHIP CAUCUS GUIDELINES

(Consolidated El/Caucus/TownshipCaucus guidelines16)

COUNTY CLERK DISCLAIMER: These guidelines are provided to you as a courtesy by the County Clerk's office; however, they should not be construed as the standing law nor are they legal and binding. Do not rely on the guidelines or any forms provided by the County Clerk's office as your sole information. It is your responsibility to understand the procedures of a Caucus, and if there are any clarifications or questions to the contents of the guidelines, or booklets given to you by the County Clerk, State Board of Elections or Township Officials of Illinois, you should seek legal advice. The Clerk hereby takes no responsibility of the contents of the guidelines or the forms, as there may be legislative changes that affect said guidelines or forms.

EA – ELECTION AUTHORITY PO – PRESIDING OFFICER
LEO – LOCAL ELECTION AUTHORITY (TOWNSHIP CLERK)
SBE – STATE BOARD OF ELECTIONS

For viewing documents pertaining to the 2017 Consolidated Election/Caucus:

State Board of Elections website: <http://www.elections.il.gov/> Click on the Abe Hat LEO at the top:



WHAT IS A CAUCUS: A meeting where registered voters of a particular political party gather to discuss and select candidates to run in the Consolidated Election. The Caucus method for nominating candidates for township office is used in Moultrie County. (60 ILCS 1/45-5)

STATE BOARD ELECTIONS:	www.elections.il.gov	1-800-527-8683
TOWNSHIP OFFICIALS:	www.toi.org	1-217-744-2212
COUNTY CLERK:	www.moultriecountyil.com	728-4389

- **PRINT the following guides/booklet/forms from the State Board of Elections website. GO** to the SBE website, top toolbar, right hand side, click on the Top Hat with L.E.O.'s under it. "Welcome Local Election officials" you will find the documents.
 - **"CANDIDATE'S GUIDE"**. You will probably not want to print this whole booklet since it has many, many pages that do not even pertain to Townships/Multi-Townships. Refer to the Index to find the pages referencing Townships/Multi-Townships, and print only the pages you need.
 - **"LOCAL ELECTION OFFICIAL'S HANDBOOK"**. This booklet explains what the Township Clerk should be doing in preparation of the Caucus and is very useful in answering numerous questions that may arise.

- **“TOWNSHIP CAUCUS GUIDE”**. This explains the requirements, notification/filing date periods, Caucus day procedures, etc.
- **“D-5 NOTIFICATION OF OBLIGATION”**. This must be given to all candidates.

You need to remember that the State Board of Election updates and revises the guides and forms throughout the Election process, so it is important that you periodically go into this site to see if there were any revisions. Make sure what you are printing off is for the correct election.

- **MUST** – HOLD A LOTTERY FOR PARTY PLACEMENT TO DETERMINE WHICH PARTY WILL APPEAR ON THE BALLOT FIRST.
- **MUST** – PUT DOWN BOTH PARTIES ON THE CERTIFICATION OF BALLOT IN THE ORDER AS DRAWN IN THE LOTTERY. IF THERE IS NO CANDIDATE RUNNING, YOU SHOULD LIST THAT PARTY AND WRITE “NO CANDIDATE”.

WHO CAN OR CANNOT PARTICIPATE AT A CAUCUS

- Registered voters within the Township/Multi-Township, affiliated with the party of the Caucus they are attending.
 - The County Clerk’s office will provide each Township with a current Voter List by District, which will be sent to Township Clerks.
 - A voter must be listed on the Voter List. All registered voters within the Township/Multi-Township are on that list...if a person’s name is not on the list, they cannot attend the Caucus.
 - The right column of that list shows how voters voted in the last General Primary Election. VR – voted Republican; VD – voted Democrat; blank – did not vote. Only people that voted the Party of the Caucus, or those that did not vote in the General Primary Election, but are registered, may attend that Party’s Caucus.

Date: 08/11/16
Time: 04:03
Excludes Private

MOULTRIE COUNTY
Voter List by Precinct
District: EAST NELSON TOWNSHIP

Name	Address	Precinct	Tele#	Voter #	Reg. Date	Sex	0316
Precinct: 0201							
ABDERHALDEN, JOYCE E	15 MASON CIRCLE SULLI 01951	0201-03		11838	03/20/03	F	
ADAMS, DEANNA K	1127 CR 1050E SULLI 01951	0201-03		5669	07/17/92	F	
ADAMS, PAUL F	1127 CR 1050E SULLI 01951	0201-03		5670	07/18/92	M	
AGGE, LISA A	50 ROLEY ESTS SULLI 01951	0201-03		418	09/29/81	F	VR
AGGE, RICHARD W	50 ROLEY ESTS SULLI 01951	0201-03		419	10/01/81	M	VR
ALLEN, BRENDA L	19 ROLEY ESTS SULLI 01951	0201-03		13588	12/03/05	F	VR
ALLEN, CURTIS L	19 ROLEY ESTS SULLI 01951	0201-03		13589	12/03/05	M	VR
ALVIS, DARREL G	401 STATE ST ALLEN 01951	0201-02		10431	10/25/00	M	
ALVIS, JEFF A	401 STATE ST ALLEN 01951	0201-02		15285	12/10/08	M	
ANDERSON, ESELENE G	1 MASONIC WAY SULLI 01951	0201-03		12832	09/03/04	F	VD
ANDERSON, JEFFREY L	1 MASONIC WAY SULLI 01951	0201-03		11486	09/06/02	M	VD

Did not vote

Voted R

Voted D

- A voter that did not vote in the last General Primary Election may attend either Caucus, but not both party caucuses. The Caucus they attend will designate their party of choice until the next scheduled General Primary Election. This is important in case the person wishes to run for an office in the next Primary Election and they would need to declare a party; the Caucus they attended would determine their party.
- NOTE: if a person voted “Democratic” and wants to be nominated at the “Republican” Caucus that can be done. The person **cannot attend the Caucus** but can be nominated and elected. This method may be contested. It is advisable for the candidate to seek legal counsel; the State Board of Elections and County Clerk’s office cannot authorize this method of being elected.

2. **MUST** sign in on the Affidavit of Voters Attending Township Caucus form upon entering the Caucus location. By signing the affidavit the voter is stating that they are a registered voter and affiliated with the established political party holding the Caucus.
3. **Cannot** become a Write-in Candidate for the same election.
4. **Cannot** become an Independent Candidate for a new political party for the same election.
5. **Cannot** sign petitions for an Independent or new political party candidate for the same election.
6. **Cannot** take part in the proceedings of more than one established political party (cannot attend both Democratic and Republican Caucus).
7. **Cannot** participate in any Township/Multi-Township Caucus of an established political party if they are, or was at anytime during the 12 months prior to the Caucus:
 - An elected or appointed Public Official of another established Political Party;
 - an elected or appointed officer, director, Precinct Committeeman or representative of the Township Committeeman of another established Political Party;
 - a Judge of Election pursuant to Article 13 or 14 of The Election Code for another established Political Party;
 - a voter who voted in the last General 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 **March 2016** General Primary Election cannot participate in a Democratic caucus in **December 2016**).

COUNTY CLERK RESPONSIBILITIES

- Will provide all Township/Multi-Township Clerk's a letter about 45 days prior to the Caucus, together with a copy of all the forms the Township Clerk/Presiding Officer will be needing to prepare for, and run, the Caucus.
- Will provide a **VOTER LIST BY DISTRICT** of all registered voters in the Township/Multi-Township, which will be used to verify that everyone attending the Caucus is a registered voter. Remember, if their name does not appear on the list, they are not registered and cannot attend the Caucus! And, they had to vote the same party at the last General Primary Election, or have not voted at all at the Primary, in order to attend the Caucus.

TOWNSHIP / MULTI-TOWNSHIP CLERK RESPONSIBILITIES

(LEO-Local Election Official (Township Clerk) PO-Presiding Officer

EA-Election Authority (County Clerk)

- **LEO: NOT LESS THAN 30 DAYS BEFORE THE CAUCUS**, the Township/Multi-Township Clerk must notify the chairman of each Township/Multi-Township central committee (the Democrat and Republican Precinct Committeeman, if none, then the party's Central Committee Chairman) by first-class mail of the Precinct Committeeman's obligation to report the time and location of the political party's caucus.
- **PO: 20 DAYS BEFORE CAUCUS** the Presiding Officer, Precinct Committeemen or Central Committee Chairman should have sent notice to the Township/Multi-Township Clerk of when/where/time/Presiding Officer of the Party's Caucus. If the time and location of the Political Party Caucuses conflict, the Township/Multi-Township Clerk shall establish, by a fair and impartial lottery, the time and location for each caucus. **NOTICE OF CAUCUS TO CLERK FORM TC-PO NC-CLK (SBE N-6)**

- **LEO: 10 DAYS BEFORE CAUCUS** - At least 10 days before the caucus, the Township/Multi-Township Clerk **must publish** notice of the time and location for each party caucus. The Presiding Office must sign the Notice prior to publishing/posting. In municipalities less than 500 population the Notice may be given by posting in 3 public places in the Municipality in lieu of publication. Note: It is a good idea for the Clerk to check with the Presiding Officer on whether they have taken care of the notice to avoid duplication. NOTICE OF CAUCUS [publication/post] FORM TC NTC TWP PUB (Township) FORM TC NTC M-TWP PUB (Multi-Township)
 - **IMPORANT**: Notice **must** be published in a newspaper (not a flyer that is mailed to residents) of general circulation in your township, which is the *News-Progress*, or posted, whichever is applicable.
 - Keep in mind that the *News-Progress* is only printed once a week, so allow for that; it is also a good idea to call the paper to find out their publication deadline date and time. Remember, the Notice cannot be in the form of a flyer that is mailed to residents, it must be published in a newspaper! (For the December 6 and 7 Caucuses the Notice must be published in the **NOVEMBER 23** edition of the *News-Progress*, which means the deadline to have notice(s) to the paper will be **NOON on MONDAY, NOVEMBER 18, 2016**.)
 - For cost effectiveness, you may do just one Notice of Caucus, which would include each Political Party's information on the same Notice; or you may do two separate Notices, one for each Political Party. That is your discretion.
 - To make sure that all citizens have seen the Notice, it is also recommended that a copy of Notice be posted in the Township Hall.

- **NOTARY PUBLIC**: Presiding Officer should arrange to have a Notary Public attend the Caucus to notarize paperwork at the end of the night. Some Township Clerks arrange for the Notary. The Notary must be a registered voter of the same party of the Caucus, and must reside in the Township. The Notary cannot attend or notarize for both political Caucuses.

- **LEO - PARTY PLACEMENT LOTTERY** - By statute, the order in which each Political Party appears on the Consolidated Election Ballot is determined by a public lottery **prior** to the Certification of Ballot to the Election Authority.
 - Lottery can actually be held prior to the Caucus, so the people attending the Caucus will be aware of which Political Party will be placed on the ballot first. A lottery **must be held** even if one Political Party has no candidates.
 - **Lottery** is held in the office of the Local Election Official (Township Hall)
 - Must give three (3) days written notice of the time and place for the lottery. I would recommend sending out and posting the Notice around the first day of the filing period, and hold the lottery the day after the last day of the filing period. Some even hold the Lottery prior to the Caucus date. By Statute, there is a deadline when the Lottery must be held, refer to the Election and Campaign Finance Calendar.
 - Notice must be sent to each Central Committee Chairman (this would be the Political Party Democrat and Republican Chairmen), to any "civic" organization that had pollwatcher credentials at the last Consolidated Election (there is usually none) and to the Precinct Committeeman, or their representative, that was responsible for running the Caucus.
 - Post the Notice in a conspicuous, open and public place.
 - A Representative of each political party should be present for the Lottery.
 - The Lottery may be performed by a coin toss, or by drawing.
 - Post the Lottery results at the Township location.

- Send results of the Lottery to the County Clerk's office.
- **PRESIDING OFFICER PACKET:**
 - To help each party's Presiding Officer with the Caucus, provide a packet containing:
 - **MEMO TO PRESIDING OFFICER** – Lists everything that is in the packet.
 - **NOTICE OF CAUCUS TO CLERK** – at least 20 days before the Caucus the Presiding Officer must give notice to the Township/Multi-Township Clerk of when/where/time/Presiding Officer of the Party's Caucus.
 - **GUIDELINES FOR RUNNING CAUCUS FOR PRESIDING OFFICER** – brief outline of running a caucus.
 - **CAUCUS CHECKSHEET FOR PRESIDING OFFICER** to use as a guideline for running the Caucus, and for making sure that everything is done in a timely manner.
 - **SUGGESTED CAUCUS RULES OF PROCEDURE** – these are just suggested, however, Rules of Procedure are to be stated before the Caucus begins.
 - **AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS** - everyone attending the Caucus **must** sign in upon entering the building. There are two sheets to this form. Provide this form for each party's Caucus, and a couple lined sheets of paper in case they have more people attend than there are lines for them to sign in on. After the Caucus, provide a copy of this form to the County Clerk's office.
 - **CANDIDATE FILING CHECKLIST FOR PRESIDING OFFICER** – this is a form generated from the County Clerk's office (Consolidated EL/Caucus/forms/checklist Candidate filing TC CL). Candidates that have successfully won their nomination must complete several forms that they file with the Presiding Officer and it is easier to have a check-off sheet ready to assist with the filing. When all items are checked-off, the Presiding Officer knows that everything is completed and filed correctly. (Provide 6-8 copies to each Presiding Officer).
 - **CERTIFICATE OF NOMINATION BY CAUCUS** After the Caucus, and after the filing period, the Presiding Officer and Secretary **must** place the successful winners, in the following order on this form: Supervisor, Clerk (if applicable), Assessor (if applicable), Commissioner, Trustees Note: Trustees are listed in the order which they were nominated, unless votes were tallied by writing, then they should be put in order of the highest votes received to the lowest received. (Caucus/form/Crt Nomination H-2)
 - TOWNSHIP FILING: The Presiding Officer will file this form, together with all Candidates nominating forms, with the **Township Clerk** during the filing period, as set by statute.
 - MULTI-TOWNSHIP FILING: The Presiding Officer will file this form, together with all Candidates nominating forms, with the **County Clerk** during the filing period, as set by statute.

- Said filing dates are provided to the Presiding Officer by the Township Clerk.
 - **NAME CHANGE SUPPLEMENT** – will only be used if a Candidate has changed names within the last three years.
 - **TOWNSHIP CAUCUS GUIDE** from the State Board of Elections website at: www.elections.il.gov
 - **CANDIDATE PACKETS** – each person winning the nomination will need to receive a Candidate Packet to complete their paperwork on a timely basis for filing with the Presiding Officer prior to the Presiding Officer’s filing date. The Township Clerk may make one packet for each office, or they may ask the Presiding Officer how many packets they would like pre-made-up. The County Clerk’s office is providing five (5) Statement of Economic Interest (yellow) forms. Each packet should have one of these included. If you preparing more than five candidate packets, you may copy the form on yellow legal paper, or you may obtain additional copies from the County Clerk’s office.
- **CAUCUS CANDIDATE PACKET PREPARATION:**
 Prepare Packets to give to each party’s Precinct Committeeman, or their representative, that will be the Presiding Officer for the party’s caucus. EX: If there are 7 positions open, you will be preparing 14 packets – 7 for each party. (Some Clerks will ask the Precinct Committeeman how many they expect at the caucus and only provide that many packets, or have the successful candidate stop by their office to pick up a packet, instead of wasting paper.) Following is what should be in each packet:
 - **Statement of Candidacy**
 - **Loyalty Oath**
 - **Notice – Candidates Who Have Changed Names**
 - **D-5 Notice of Obligation**
 - **Statement of Economic Interest** (Obtain these forms from the County Clerk’s office, or, have the candidate go to the Clerk’s office to fill one out, and file with the County Clerk.) This form must be filed with the County Clerk, the County Clerk will give the candidate a Receipt for Filing the Statement of Economic Interest, and the candidate will then staple the Receipt to their Statement of Candidacy.)
 - **INDEPENDENT CANDIDATE PACKET PREPARATION:** must have materials available to anyone desiring to be an **INDEPENDENT** Candidate.
 - If a partisan (Democrat or Republican) candidate **attends** a Caucus, is defeated, they **cannot** run as an Independent Candidate.
 - If a partisan (Democrat or Republican) candidate **does not attend** a Caucus, but is nominated and defeated, the person **may** run as an Independent Candidate at the Consolidated Election.
 - Prepare Independent Packets containing
 - **Independent Candidate Petition**
 - Refer to SBE Candidate’s Guide Booklet for figuring the number of signatures an Independent Candidate is required to have. Go to the Township section. If you cannot find the results of the last Consolidated Election, call the County Clerk’s office, because you will need that figure to calculate the number of signatures required. 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 elections in the Township (EX: 225 people voted x .05% - 11.25 round up to 12 plus 50 [more than the minimum] = 62; so a person would need between 12 to 62 signatures from registered voters within the Township. It is always advisable to get several more than the minimum number required.

- **Statement of Candidacy - Independent**
 - **Loyalty Oath**, optional for the candidate to fill out
 - **Notice – Candidates Who Have Changed Names**
 - **Statement of Economic Interest** (Obtain these forms from the County Clerk’s office, or, have the candidate go to the Clerk’s office to fill one out, and file with the County Clerk.) This form must be filed with the County Clerk, the County Clerk will give the candidate a Receipt for Filing the Statement of Economic Interest, and the candidate will then staple the Receipt to their Statement of Candidacy.)
 - **D-5 Notice of Obligation**
- **NOTE: Independent Candidates file with the Township Clerk** - During the filing period, should two or more Independent Candidates file at the same time during the opening hour on the first day of the filing period, or during the last hour of the last day of the filing period, then the Township Clerk must hold a **Lottery for Simultaneous Filing**, as specified by law. Petitions received by mail, on the first day of filing, are considered filing at the opening hour and would be included with any simultaneous filing lottery.
- Simultaneous Filing Lottery – must be conducted within 9 days after the last day of the Petition filing period. Lottery is open to the public
 - Township Clerk shall give 7 days written notice of the time and place of lottery to the candidates involved, and to any poll watchers present at the last election.
 - Notice must also be posted in a conspicuous, open and public place. The Notice does not have to be published in the paper.
 - Advisable for the Candidate, or their representative, to be present for the Lottery.
 - All ties are to be broken by a single drawing. Place all candidates’ names in alphabetical order, number each candidate, beginning with number one, place all numbers in a container, the first number drawn will be the first candidate listed on the ballot. For example, if five petitions are filed simultaneously, then five numbers, one, two, three, four and five shall be placed in the container; after the numbers are placed in the container, they shall be drawn one at a time from the container. The Candidate whose number is the first number drawn shall be certified first and so forth until all numbers are drawn.
 - Candidates that filed simultaneously are listed in the order as determined by the lottery, before any other candidates that filed after the opening hour filings.
 - Written result of the Simultaneous Filing Lottery should be filed with the County Clerk at the time of filing the Certification of Ballot.
- **PRE-FILING NOTICE** This Notice informs of the date/time/location of the filing period for the Certification of Nomination by Caucus and the Independent Candidate nomination papers. The Notice must be published **ten** (10) days prior to the filing period (Dec. 12). This Notice may be in the form of a press release issued to the *News-Progress*. There is no fee for a press release. Be sure to check with the *News-Progress* for their deadline date and time for accepting press releases/ads that will be published in their Wednesday edition. You don’t want to miss the publication deadline! Township Clerk must let both parties know the dates/time/location of the filing period. (Some Clerks publish this notice the same time they publish the Notice of Caucus, just to have it done, and not take the chance that it’s overlooked.)

- **TOWNSHIP CLERK** must be open until 5:00 p.m. on the last day of filing period, per State Statute. **LAST DAY OF FILING IS DECEMBER 19, 2016**.
- **TOWNSHIP CLERK RESPONSIBILITIES AFTER CAUCUS:**
 - **CERTIFICATION OF BALLOT – COMPLETION:** to be completed by the Township Clerk, using the Certificate of Nomination by Caucus form that was filed with the Township Clerk by each Party’s Presiding Officer.
 - Remember the Party Placement Lottery established which party is to be first and second on the ballot. First place goes on the left of the form, second on the right side of the form.
 - Offices should be listed in the order they are to appear on the ballot: Supervisor, Clerk (if applicable), Assessor (if applicable), Commissioner, Trustees. **NOTE:** Trustees are listed in the order which they were nominated, unless votes were tallied by writing, they should then be put in order of the highest votes received to the lowest received. This order should have been given to the Township Clerk on the Certification of Nomination Form filed by the Presiding Officer of the Caucus.
 - Even if a party has no candidates for a particular office, you **must** put the party down, and on line 1 write, “no candidate”.
 - **NOTE:** Independent candidates are listed on the Certification of Ballot **after** the Party position Candidates. Never list the Independent candidate before the Party Candidates!
 - **FILING Certification of Ballot:** Refer to the State of Illinois Election and Campaign Finance Calendar. Normally, this form is to be filed with the Election Authority within ten (10) days of the last day of filing of the Certificate of Nomination by Caucus. However, with law changes during the year, the date of filing may differ.
 - **MULTI-TOWNSHIPS DIFFER:** The Multi-Township Clerk is to file the Certificate of Nomination by Caucus from each party with the **County Clerk**, during the same filing dates that the Township Caucus Presiding Officer files the Certificate of Nomination by Caucus with the Township Clerk. **The Township Clerk does not file a Certification of Ballot for Multi-Townships!** Filing period is between the 113th and 106^h days prior to the Consolidated Election. Documents to be filed with County Clerk are:
 - Statement of Candidacy
 - Loyalty Oath, optional
 - Statement of Economic Interest Receipt
 - Statement of Qualification (for Assessors, if elected)
 - D-5 Notice of Obligation
 - **FORM D-5 Notice of Obligation to Candidate (Campaign Disclosure)** – is included in all Candidate packets. Whether candidates file with the Presiding Officer or County Clerk they must sign a receipt showing that this form was given to them. The receipt is located on the Candidate Filing Checklist, which is used by the Presiding Officer when candidates file. I would recommend having a couple of copies of the D-5 available in case a Candidate cannot remember having received the form. The receipt must be signed that the Candidate received it in case the Township is ever audited.

PRESIDING OFFICER RESPONSIBILITIES

- First of all, remember it is very important that everything is completed on a timely basis.
- Normally, the Party's Precinct Committeeman for the Township/Multi-Township acts as the Presiding Officer of the Caucus; however, if there is no Precinct Committee person for the Township District, the party's Central Committee Chairman, or his designee, will be the Presiding Officer.
- In Townships/Multi-Townships that have more than one Precinct Committeemen, (i.e. Marrowbone Township has two precincts, which means two Precinct Committeemen for each party) one Precinct Committeeman usually serves as the Presiding Officer and the other would serve as the Secretary.
- **20 days before Caucus - Notice of Caucus to Clerk**
(On or before, but not later than: **Twp. Nov. 16 Multi-Twp. Nov. 17**):
The Central Committee Chairman or Precinct Committeeman for each party is to send the Township Clerk notification of when/time/location/Presiding Officer of their party's Caucus. Prior to this time, it should be decided on who will be the Presiding Officer of the Caucus. (The Presiding Officer is normally the elected or appointed Democrat and Republican Precinct Committee person for the Township/Multi-Township District. If there is no Precinct Committee person, the Party's Central Committee Chairman, or a qualified designee will act as the Presiding Officer for the Caucus.)
- The Township Clerk will provide each Presiding Officer a Packet that contains the following:
 - **TOWNSHIP CAUCUS GUIDE** from the State Board of Elections website at: www.elections.il.gov
 - **CAUCUS GUIDELINES FOR PRESIDING OFFICER** check sheet to use as a guideline for running the Caucus. (caucus/forms/Instruction Guidelines for PO)
 - **AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS** Everyone attending the Caucus must sign in upon entering the building. There are two sheets to this form. Provide this form for each party's Caucus, and a couple lined sheets of paper in case they have more people attend than there are lines for them to sign in on.
 - **SUGGESTED CAUCUS RULES OF PROCEDURE** - Rules of procedure for running the Caucus should be established prior to the Caucus, to include how nominations shall be taken, and how votes will be recorded.
 - Suggested: Prepare a sheet of paper listing the office up for election, a line to write the nominated candidates name, a line for name of person who made the motion to nominate the candidate, a line for who seconded the nomination, a line to record the ayes and nays. There should be a motion to close the nominations, so you would need a line for the person who made that nomination, and a line for who seconded.
 - Remember: Trustee Candidates are listed on the ballot in the order in which they were nominated. So keeping track of how a Trustee is nominated is especially important.
 - **CERTIFICATE OF NOMINATION BY CAUCUS**— after the Caucus, and after the filing period, the Presiding Officer and Secretary must place the successful winners, in the following order on this form: Supervisor, Clerk (if applicable), Assessor (if applicable), Commissioner, Trustees You will note that the positions are already on the form. In the years that the Supervisor, Clerk, Assessor, and Commissioner do not run, put NA on the lines beside their names. Note: Trustees are listed in the order which they were nominated, unless votes were tallied by writing, then they should be put in order of the highest votes received to the lowest received
 - **MULTI-TOWNSHIP FILING:** The Presiding Officer will file the Certificate of Nomination by Caucus for the Multi-Township Caucus, together with all Candidate nominating forms, with the **COUNTY CLERK** during the filing period, as set by statute.

- **TOWNSHIP FILING:** The Presiding Officer of each party will file the Certificate of Nomination by Caucus for the Township Caucus, together with all Candidates nominating forms, with the **TOWNSHIP CLERK** during the filing period, as set by statute.
 - Said filing dates are provided to the Presiding Officers by the Township Clerk.
 - **Candidate Filing Checklist for Presiding Officer** – this is a form generated from the County Clerk’s office (Caucus/checklist Candidate filing). Candidates who have successfully won their nomination must complete several forms that they file with the Presiding Officer and it is easier to have a check-off sheet ready to assist with the filing. When all items are checked-off, the Presiding Officer knows that everything is completed and filed correctly.
 - ✓ **FORM D-5 Notice of Obligation to Candidate (Campaign Disclosure)** – is included in all Candidate packets. Whether candidates file with the Presiding Officer or County Clerk they must sign a receipt showing that this form was given to them. The receipt is located on the Candidate Filing Checklist, which is used by the Presiding Officer when candidates file. I would recommend having a couple of copies of the D-5 available in case a Candidate cannot remember having received the form. The receipt must be signed that the Candidate received it in case the Township is ever audited.
- Before the Caucus the Presiding Officer will name a couple of unbiased people to be Caucus Judges. Caucus Judges will check people in as they enter the building and will assist in the tallying of votes if the President and Secretary need assistance. Some Townships do not use Caucus Judges - the Presiding Officer and Secretary officiate the Caucus.
 - Presiding Officer should arrange to have a Notary Public attend Caucus to notarize paperwork. Most Township Clerks arrange for the Notary.
 - Not less than 20 days before the caucus, the Presiding Officer for the Caucus shall notify the Township/Multi-Township Clerk by first-class mail of the time and location of the political party’s caucus. (Township Clerk is responsible for publishing a Notice with that information 10 days before the Caucus. However, with the *News-Progress* printed only one day a week, the Clerk needs this information as soon as possible to be able to complete the Notice of Caucus to deliver to the Newspaper before the publication deadline for Wednesday’s publication, and the publication day most likely will have to be 15 days before the Caucus.)
 - The Presiding Officer will reside over the Caucus. The section “Caucus Day” explains more of the Presiding Officer’s duties.

CAUCUS DAY

- **CHECK IN CAUCUS PARTICIPANTS:** All participants of the Caucus must sign in upon entering the room where the Caucus is held.
 - Whoever is signing participants in, whether it is the Presiding Office, Secretary or appointed Caucus Judges, they must first look up the persons name on the **VOTER LIST BY PRECINCT** that was provided by the County Clerk’s office. People attending the Caucus:
 - Must be registered voters.
 - Look at the Voter List by District – go to the column on the right that shows the last General Primary Election date (ex: March 15, 2016 will show up as 0316)

- VR means they voted Republican; VD means they voted Democrat; blank means they did not vote in 0316.

Date: 08/11/16
Time: 04:03
Excludes Private

MOULTRIE COUNTY
Voter List by Precinct
District: EAST NELSON TOWNSHIP

Name	Address	Precinc	Tele#	Voter #	Reg. Date	Sex	0316
Precinct: 0201							
ABDERHALDEN, JOYCE E	15 MASON CIRCLE SULLI 61951	0201-03		11838	03/20/03	F	
ADAMS, DEANNA K	1127 CR 1650E SULLI 61951	0201-03		5569	07/17/92	F	
ADAMS, PAUL F	1127 CR 1650E SULLI 61951	0201-03		5570	07/16/92	M	
AGGE, LISA A	50 ROLEY ESTS SULLI 61951	0201-03		418	09/29/81	F	VR
AGGE, RICHARD W	50 ROLEY ESTS SULLI 61951	0201-03		419	10/01/81	M	VR
ALLEN, BRENDA L	19 ROLEY ESTS SULLI 61951	0201-03		13588	12/03/05	F	VR
ALLEN, CURTIS L	19 ROLEY ESTS SULLI 61951	0201-03		13589	12/03/05	M	VR
ALVIS, DARREL G	401 STATE ST ALLEN 61951	0201-02		10431	10/25/00	M	
ALVIS, JEFF A	401 STATE ST ALLEN 61951	0201-02		15285	12/10/08	M	
ANDERSON, ESELENE G	1 MASONIC WAY SULLI 61951	0201-03		12832	09/03/04	F	VD
ANDERSON, JEFFREY L	1 MASONIC WAY SULLI 61951	0201-03		11486	09/06/02	M	VD

Did not vote

Voted R

Voted D

- The only voters allowed to attend your Caucus are the ones who have voted your party (VR or VD), or voters who did not vote in the last primary (which space would be blank).
 - If they voted the opposite party, they are not allowed in your party's caucus! Turn them away. They cannot attend the Caucus, even to observe.
- If the participant is eligible to attend they must sign the **AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS**, which was previously provided to the Presiding Officer prior to the Caucus.
- A Secretary must be elected from the assembly, and will take a place next to the Chairman and proceed to record the Caucus proceedings.
 - In Townships/Multi-Townships that have more than one Precinct Committeemen, for instance, Marrowbone Township has Marrowbone 1 Precinct and Marrowbone 2 Precinct, which means there are 2 Republican and 2 Democrat Precinct Committeemen For each party, one Precinct Committeeman usually serves as the Presiding Officer and the other would serve as the Secretary.
 - The Township Clerk may act as the Secretary for his Political Party's Caucus in the year they are not running for office. If the Clerk's position is up for election, the Clerk cannot be Secretary of the Caucus.
 - The Clerk cannot be the acting Secretary for the other Political Party's Caucus.
 - **RULES OF PROCEDURE** should have been established by the Precinct Committeeman; or their representative prior to the Caucus. The Rules of Procedure should be reviewed before the assembly of participants.
 - If there are any amendments to the Rules of Procedure, they should be approved by a majority vote of the qualified participants attending the caucus.
 - If the nominations/voting is going to be done as a Slate – that must be stated in the Rules.

- **OPENING NOMINATIONS/VOTING:** The Presiding Officer shall announce the **method of voting – written ballot, voice vote, show of hands, stand, etc.;** introduce the Caucus Judges of Election, if any, and announce the offices up for nomination.
 - The Presiding Officer should call for opening nominations for each office according to the order in which the offices will appear on the Township ballot. In 2017 it will be: Supervisor, Clerk (if elected), Assessor (if elected), Commissioner, Trustees (4).
 - Nominations from the floor may be made. A second is not required; a second is usually a formality and is oftentimes a form of endorsement for the candidate.

Sample:

Presiding Officer: Nominations are now in order for candidates for the office of Township Supervisor

Member: I nominate Mr. Smith

Presiding Officer: Do I hear a second? (Remember, a second is optional, not really needed.)

Member: Second

Presiding Officer: Mr. Smith is nominated. Are there any further nominations?

If there is another nomination for Township Supervisor, repeat the above steps.

If there are no other nominations:

Presiding Officer: Hearing no other nominations, nominations are now closed.

Upon no further nominations, close nominations for Township supervisor

Take and record the Vote for each nomination

Declare the winner: Mr. Smith received 28 votes; Mr. Clark received 22 votes, Mr. Smith will be the Township Supervisor candidate for the (Dem/Rep) Party on the April 4, 2017 Consolidated Ballot.

- **TALLY VOTES:** Caucus judges or the Township/Multi-Township Central Committee should tally the votes for each office, or the slate.
 - **Voice vote/show of hands/standing** is given, the concurrence of the Caucus judges/Central Committee takes place and the Presiding Officer would then declare the candidate(s) nominated.
 - **Written Ballots** should be placed in a centrally located ballot box with Caucus Judges/Central Committee person standing nearby. After a reasonable time, Presiding Officer should ask if everyone has not completed their vote. Upon no reply, Presiding Officer declares balloting closed. Votes would then be tallied and Presiding Officer would then declare the candidate(s) nominated.
- **ADJOURNMENT** of meeting.

AFTER CAUCUS

- PRESIDING OFFICER:
 - Shall provide each successful candidate a “Candidate Packet” that was previously furnished to the Presiding Officer by the Township Clerk.
 - Candidates may complete and file their Statement of Candidacy, Loyalty Oath (optional), Statement of Economic Interest Receipt with you, either on the night of the Caucus or anytime prior to your filing period with the Township Clerk.
 - Note: Candidates are to file the Statement of Economic Interest [the long yellow form] with the County Clerk, obtain a receipt and staple that receipt to their Statement of Candidacy **PRIOR** to filing with you. If a Candidate does not have their Statement of Economic Interest Receipt because they have not filed the form with the County Clerk’s office, they will need to get that form to you **before** you file the Certificate of Nomination by Caucus papers with the Township/Multi-Township Clerk. This form needs to be timely filed in order for them to be a valid candidate.
 - **CERTIFICATE OF NOMINATION BY CAUCUS** – Presiding Officer and Secretary must complete the Certificate of Nomination by Caucus and sign the form before a Notary Public. The Party Placement Lottery that was held determined which party was to be placed on the ballot first, therefore you must list the first place party on the left side of the form, the second place party on the right side of the form. The order in which the offices are to appear on this form are: Supervisor, Clerk (if applicable), Assessor (if applicable), Commissioner, Trustees. NOTE: Trustees are listed in the order in which they were nominated, unless votes were tallied by writing, they should then be put in order of the highest votes received to the lowest received.
 - **FILE** – Certificate of Nomination by Caucus and all candidates nominating papers with the **Township** during the filing period, which is between the 113th and 106th day prior to the Consolidated Election (10 ILCS 5/10-6(2)). The actual dates should have been provided to you by the Township Clerk. REMEMBER: It is very important that candidates file their paperwork in the correct order: Statement of Candidacy, Loyalty Oath (if used) and Statement of Economic Interest Receipt
 - **Do not** file with the County Clerk.
 - **Do not** file prior to the filing dates.
 - Make sure you have all the Candidates’ paperwork attached to the Certificate of Nomination by Caucus, including the Receipt of the Statement of Economic Interest before filing with the Township.
 - Provide the County Clerk a copy of the Affidavit of Voters Attending Township Caucus.

- TOWNSHIP CLERK
 - During the filing period, which is established by the State Board of Elections (by statute), each party's Precinct Committeeman, or their representative, will be filing the Certificate of Nomination by Caucus, together with all candidate's paperwork, with the Township Clerk.
 - Accept and issue a Receipt for Filing Nomination paper. You may type up your own receipt but remember it must bear the date and time of filing, as well as your signature as Local Election Official.
 - It is also recommended placing the date and time filed, in the upper right hand corner, on each candidate's papers that are filed with the Certificate of Nomination.
 - Township Clerk will prepare a **Certification of Ballot**. This form will be filed with the County Clerk, and it certifies all offices and candidates as they are to appear on the ballot. It is important that this form is filled out correctly, and in its entirety.
 - Top Portion Sample:
 - TO: Moultrie County Clerk
 - FROM: your name - your Township, Clerk
 - Political Division – your Township name
 - County of Moultrie
 - Consisting of 3 pages (or, how many ever you have)
 - Voted on at the **CONSOLIDATED ELECTION** to be held on **APRIL 4, 2017**
 - Date and sign, place the township seal, if you have one.
 - Lower Sections are to list offices/candidates to be placed on the April ballot. **List them in the following order: Supervisor, Clerk (if applicable), Assessor (if applicable), Road Commissioner, Trustees.** Following is an example of how to fill out a portion:
 - Office: Township Supervisor
 - District: your Township name
 - Term of Office: 4 years
 - Number to be Voted for: One (EXCEPT for Township Trustee, that will be 4)
 - Party: _____ blank line on the left is for the party that won the Party Placement Lottery.
 - Party: _____ blank line on the right is for the other party.
 - Candidates: List in the order in which they were certified to you on the Certification of Nomination SBE # H-2. Be sure to put the right candidates with the right party! This is particularly important for the Trustee position.
 - Consecutively number the bottom of each page.
 - Staple the Certification of Ballot in the upper left hand corner.
 - File the Certification of Ballot with the County Clerk – refer to the State of Illinois Election and Finance Calendar. Last day to file for the **APRIL 4, 2017 CONSOLIDATED ELECTION** is **JANUARY 26, 2017**. However, the Election Authority would appreciate receiving this as early as possible!
- **The Presiding Officer will complete a Certificate of Nomination MULTI-TOWNSHIP CANDIDATE FILINGS are NOT with the Presiding Officer or the Township Clerk. All Multi-Township filings are with the County Clerk!**

INDEPENDENT CANDIDATES

Independent Candidates are individuals who wish to appear on the ballot to run for a specific office, are not candidates of another political party, but who will be a candidate in an Election at which party candidates appear on the ballot.

- If a partisan (Democrat or Republican) candidate **attends** a Caucus, is defeated, they cannot run as an Independent Candidate.
- If a partisan (Democrat or Republican) candidate **does not attend** a Caucus, but is nominated and defeated, the person may run as an Independent Candidate at the Consolidated Election.
- Nomination papers, together with signature requirements, filing dates, etc. may be obtained from the Township Clerk. Refer to the section above entitled, Township Clerk Independent Candidate
- **Independent Candidates file their Petition Nomination papers with the Township Clerk** during the Caucus filing period, between the 113th and 106th days prior to the Consolidated Election. NOTE: It is extremely important that all paperwork is properly put together and stapled in the upper left hand corner, prior to filing.

WRITE-IN CANDIDATES

An individual seeking to be a write-in candidate must file a Declaration of Intent to be a Write-in Candidate on or before the date of certification, which is 61 days prior to the Consolidated Election.

- Candidates may obtain the Declaration of Intent form from the County Clerk's office.
- Candidates filing to be a write-in for the Consolidated Election must file their completed Declaration of Intent form with the County Clerk.
- Municipal Clerk must then notify the County Clerk, in writing, that a Declaration of Intent had been filed in that office.
- **For the April 4, 2017 Consolidated Election, the last day a person may file to be a Write-in candidate is February 2, 2017.**