

What is required to file your nomination papers to run for office?

Gordy Hulten, Champaign County Clerk

This document is intended to inform you of the requirements of filing. However, you should understand that the rules regarding the filing of nomination papers are subject to court challenge. While the statutes and documents from the Champaign County Clerk and the Illinois State Board of Elections can give guidance, final determination regarding the validity of nomination papers may end up in the court system.

The countywide established political parties are Republican and Democratic.

Offices to be elected are **County Clerk, County Executive, Sheriff, Treasurer, and County Board Members** in all eleven County Board districts.

Candidates may begin circulating petitions **Tuesday, September 5, 2017.**

Enclosed are forms (nomination papers) necessary for established political party candidates that include a:

Statement of Candidacy (Must be notarized.)

Loyalty Oath (Optional)

Petition (Complete top portion, make copies, then circulate. Each petition sheet must be notarized.)

Statement of Economic Interests

Candidate Information Sheet

DOCUMENTS WHICH NEED TO BE NOTARIZED SHOULD NOT BE SIGNED UNTIL THE CIRCULATOR IS IN THE PRESENCE OF THE NOTARY.

From **8 AM on November 27 through 5 PM on December 4, 2017**, candidates of the established political parties must file their nomination papers in the Champaign County Clerk's office for the 2018 Primary election. New political parties and Independents will file in June of 2018.

Statement of Economic Interests

Candidates for Precinct Committeeman do not need to file a Statement of Economic Interests (SEI).

Established political party candidates for county offices may file SEIs any time prior to the filing period or during the filing period. The deadline for candidates to file an SEI is **December 4, 2017**. Because the SEI for county offices is filed in the office of the Champaign County Clerk, it is not necessary to file a receipt for that statement with your nomination papers. Do not use the State of Illinois Statement of Economic Interests. Online SEI filings are not valid for candidates.

The chart shows the minimum number of valid signatures required to be on the ballot. There is no maximum number of signatures for the established political parties.

District	Term	Number to be Nominated/ Elected	Republican Signatures Required	Democratic Signatures Required
County Board District 1	Full	1	42	18
County Board District 1	Unexpired	1	42	18
County Board District 2	Full	1	27	16
County Board District 3	Full	1	40	20
County Board District 4	Full	1	39	27
County Board District 5	Full	1	35	25
County Board District 6	Full	1	25	28
County Board District 7	Full	1	30	31
County Board District 8	Full	1	19	26
County Board District 9	Full	1	26	31
County Board District 10	Full	1	29	32
County Board District 11	Full	1	19	21
Countywide Office	Full	1 each	326	251
Precinct Committeeman	Full	1 per precinct	10	10

When filing nomination papers:

1. Completed nomination papers must include at least two documents. The first is a notarized Statement of Candidacy. The second is a notarized set of petitions which contain the required number of valid signatures to be placed on the ballot. Your nomination papers must be bound with either staples or a prong fastener. **Do not** use paper clips to bind your papers. Please bind your papers in the following order: Statement of Candidacy; Loyalty Oath (optional); Petition pages (numbered consecutively).
2. The top portion of your petitions including the candidate name, office, term, and district must be completed prior to circulating a petition. A petition circulated without that information is invalid.
3. Each petition sheet must be notarized and the pages must be sequentially numbered. **Do not** number the Statement of Candidacy or Loyalty Oath. All the petition pages should be uniform and of the same size. To ensure uniformity, it is recommended that you complete one petition form with your candidate information and make copies of it instead of filling out each petition sheet separately.
4. Your name will appear on the ballot the same way that it appears on the first page of your petitions. Print legibly.
5. You must include the office for which you are running, and the district (if any) in which you are running. If there are both a Full Term and an Unexpired Term for an office, the Statement of Candidacy and petitions must state whether you are running for a Full Term or Unexpired Term.
6. Your Statement of Candidacy must have the same name, office, term and district as your petitions.
7. If you are running as a candidate for one of the established political parties, then you are a candidate for nomination in the March 20, 2018 Primary Election. If you are running for Precinct Committeeman you are running for election. The petition forms we provide already contain the proper wording.
8. The Champaign County Clerk's office will publish a voter guide on our website. The completed Candidate Information sheet may be turned into our office with the filing of your nomination paperwork or anytime through December 29, 2017, for inclusion to our online voter guide for the March 20, 2018 Primary Election. If this information is not received, the information for the voter guide will be taken from your Statement of Candidacy. Candidates will be given another chance to provide information prior to the November 6, 2018 General Election. The Candidate Information Sheet also includes information about the phonetic pronunciation of your name for use with the AutoMark Voter Assistance Terminal which is used for voting by the blind and others. We urge you to take a moment to complete this.
9. There is no maximum number of signatures allowed for established political party candidates. It is highly recommended that candidates file with a great deal more signatures than required. Signatures can be invalidated for many reasons. Make sure that all people who sign your petitions are registered voters.
10. Errors in nomination papers do not necessarily result in removal from the ballot. A candidate who files nomination papers which are invalid will remain on the ballot unless someone files an objection and that objection is upheld.
11. More than one candidate can be listed on a petition but all candidates must be running in the same jurisdictional area. For example, candidates for countywide offices could be listed on the same petition. However, a candidate for Sheriff could not be listed with a candidate for County Board.
12. It is recommended that you make a copy of your petitions before filing them. The originals are filed with our office.
13. A lottery to determine ballot order for simultaneous filings for the same party and office will be conducted at the Champaign County Clerk's office at 10:00 AM on Wednesday, December 12, 2017.

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Additional information may be found in the 2018 Candidates Guide available on our website.

**COUNTY BOARD MEMBER – FULL TERM
ESTABLISHED POLITICAL PARTY
STATEMENT OF CANDIDACY**

NAME	ADDRESS-ZIP CODE	OFFICE	DISTRICT	PARTY
		County Board Member	_____ Full Term	

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 three years List date of each name change

STATE OF ILLINOIS }
 } SS.
 County of Champaign }

I, _____, being first duly sworn (or affirmed), say that I reside at
Name of Candidate
 _____, _____, _____, in the
Street Address City/Village/Unincorporated Area Zip Code
 County of Champaign, 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 Nomination to the office of County Board Member,
Name of Party
 District _____, for a full term, to be voted upon at the Primary Election to be held on March 20, 2018, 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 _____ Primary Ballot for Nomination for such office.
Name of Party

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

COUNTY BOARD MEMBER – FULL TERM ESTABLISHED POLITICAL PARTY PRIMARY ELECTION PETITION

We, the undersigned, members of and affiliated with the _____ Party and qualified primary electors of the _____ Party, in County Board District _____, County of Champaign in the State of Illinois, do hereby petition that _____ who resides at _____, _____ County of Champaign and State of Illinois, shall be a candidate of the _____ Party for the nomination for the office of COUNTY BOARD MEMBER, for a full term, County Board District _____, in the County of Champaign in the State of Illinois, to be voted for at the Primary Election to be held on March 20, 2018.

If required pursuant to 10 ILCS 5/7-10.2, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____

List all names during last three years

List date of each name change

Table with 4 columns: Name (Voter's Signature), Street Address or County Road Number, City, Town or Village, County. Rows 1-10.

State of Illinois }
County of Champaign } SS.

I, _____ do hereby certify that I reside at _____, _____, County of Champaign, State of Illinois, that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition qualified voters of the _____ Party in the political division in which the candidate is seeking nomination, and that their respective residences are correctly stated as above set forth.

Circulator's Signature

Signed and sworn to (or affirmed) by _____ before me, on _____

Circulator's Name

Insert Month, Day, Year

(SEAL)

Notary Public's Signature

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required to file) to each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement.

4. List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized during the preceding calendar year.

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year.

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200 was derived during the preceding calendar year other than for the professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

8. List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year.

VERIFICATION

"I declare that this statement of economic interests (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed \$1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

(signature of person making statement)

(date)

**DO NOT DETACH
THIS WILL BE RETURNED AS YOUR RECEIPT
Gordy Hulten
CHAMPAIGN COUNTY CLERK**

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Vital Records: (217)384-3720
Elections: (217)384-3724
Fax: (217)384-1241
TTY: (217)384-8601

Candidate Information Sheet

An online voter guide will be available on our website at www.champaigncountyclerk.com. Please provide us with the following information for inclusion in the upcoming voter guide. The information you provide need not be an official campaign address but represents the address to which you wish communications to your campaign be directed.

It is recommended that you do not submit governmental e-mail, phone, or website addresses as this may violate the Illinois Governmental Ethics law.

Name: _____
Campaign Address: _____

Campaign Phone: _____
Campaign E-mail: _____
Campaign Website: _____
Campaign Fax: _____

Please submit only information which you wish to have published. Failure to respond will result in only your name being published.

Candidates must also provide a phonetic spelling of their name, using the symbols and characters in our guide. Failure to provide the phonetic spelling may result in a candidate's name being pronounced incorrectly on the Voter Assistance Terminal.

Phonetic Pronunciation of Ballot Name: _____

Thank you,

Gordy Hulten
Champaign County Clerk

Stressed Vowel Sounds

EE	(FEET) feet
I	(FIT) fit
E	(BED) bed
A	(KAT) cat (KAD) cad
AH	(FAH-thur) father (PAHR) par
AH	(HAHT) hot (TAH-dee) toddy
UH	(FUHJ) fudge (FLUHD) flood
UH	(CHUHRCH) church
AW	(FAWN) fawn
U	(FUL) full
OO	(FOOD) food
OU	(FOUND) found
O	(FO) foe
EI	(FEIT) fight
AI	(FAIT) fate
OI	(FOIL) foil
YOO	(FYOOR-ee-uhs) furious

Unstressed Vowel Sounds

Uh	(SO-fuh) sofa (FING-guhr) finger
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Certain Vowel Sounds with R

AHR	(PAHR) par
ER	(PER) pair
IR	(PIR) peer
OR	(POR) pour
OOR	(POOR) poor
UHR	(PUHR) purr

Consonant Sounds

B	(BED) bed
D	(DET) debt
F	(FED) fed
G	(GET) get
H	(HED) head
HW	(WHICH) which
J	(JUHG) jug
K	(KAD) cad
L	(LAIM) lame
M	(MAT) mat
N	(NET) net
NG	(SING-uhr) singer
P	(PET) pet
R	(RED) red
S	(SET) set
T	(TEN) ten
V	(VET) vet
W	(WICH) witch
Y	(YET) yet
CH	(CHUCRCH) church
SH	(SHEEP) sheep
TS	(ITS) its (PITS-feeld) Pittsfield
TH	(THEI) thigh
TH	(THEI) thy
ZH	(A-zuhr) azure (VI-zuhn) vision
Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston

Pronunciation Guide

- In the "NAME ON BALLOT" column, enter the name as it appears on your ballot (First, Middle, Last)
- In the "PRONOUNCED AS" column, enter the breakdown using the PRONUNCIATION KEY below. Capitalize STRESSED syllables, use lower case for unstressed syllables.
- You should also add any notes such as rhyming examples, silent letters, etc. Also provide pronunciations for ambiguous place names, first names and surnames. Use dashes (-) to separate syllables.

NAME ON BALLOT	PRONOUNCED AS
William Mishaud	mee-SHO ('d' is silent)
Sue Jahn	HAHN (rhyme: fawn)
Tim Beauprez	boo-PRAI (rhyme: hooray)
Robert Maniscalco	man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte Anthony	mahn-TAI
Tanya Smither	TAWN-yuh (not TAN)