

A close-up, vertical view of the American flag, showing the stars and stripes. The flag is draped and slightly wrinkled, with the blue field containing white stars and the red and white stripes visible. The flag occupies the left side of the page.

State of Illinois

# **TOWNSHIP CAUCUS GUIDE FOR 2021**

Issued by the  
Illinois State Board of Elections

*Issued: July 2020*

## **INTRODUCTION**

***Political Party Township Caucuses:*** Township caucuses shall be held by each established political party on the first Tuesday in December preceding the date of the township election. For the 2021 Consolidated Election, the township caucuses will be held on Tuesday, December 1, 2020. (60 ILCS 1/45-10)

***Political Party Multi-Township Caucuses:*** Multi-township caucuses shall be held by each established political party on the first Wednesday in December preceding the date of the multi-township election. For the 2021 Consolidated Election, the multi-township caucuses will be held on Wednesday, December 2, 2020. (60 ILCS 1/45-25(a))

***When to Hold a Primary Election:*** Most townships in Illinois use the caucus method of nominating established party candidates for township office; however, a primary election is required for nominations of political party candidates for township officers in townships of over 5,000 population whose boundaries are co-extensive with or lie wholly within incorporated towns, villages, or cities not under the commission form of government. (60 ILCS 1/45-5, 10 ILCS 5/7-1(a))

In counties with a population of more than 3,000,000 (e.g. Cook County) and in townships with a population of more than 15,000 in counties other than Cook, the township central committee of a political party may decide to nominate its candidates by primary election. If the township central committee decides to hold a primary, it must file a statement of that determination ([SBE Form M-11](#)) with the county clerk no later than November 15, 2020, preceding the township election. If any part of a township is within the jurisdiction of a board of election commissioners, the township central committee must promptly notify that board of the determination. (60 ILCS 1/45-55)

***Caucus costs:*** The costs of the caucus are borne by the (multi) township. (10 ILCS 5/17-30; 60 ILCS 1/45-45)

***NOTE:*** For the purposes of this guide, “(multi) township” is to indicate that the provision applies to both townships and multi-townships. When information differs (dates, etc.) multi-township and township have been separated.

## **FORMS**

Election law prescribes the general format of election forms to be used and the State Board of Elections (“SBE”) has prepared suggested forms. The suggested forms provided by the SBE may be utilized, or if the forms are not mandated, they can use a version of forms they create themselves that include the legal requirements set by the Election Code.

All suggested forms are available to be copied from the back of this guide. Forms are also available for purchase from election supply companies. Local election officials are advised to contact their election authority (county clerk or board of election commissioners) regarding the availability of forms.

## PRE-CAUCUS REQUIREMENTS for POLITICAL PARTIES

### **NOTICE of CAUCUS by TOWNSHIP CLERK and MULTI-TOWNSHIP CLERK**

Not less than 30 days before the caucus in a (multi) township, the (multi) township must notify the chair or membership of each (multi) township central committee by first-class mail of the chair's or membership's obligation to report the time and location of the political party's caucus. (60 ILCS 1/45-10(a))

The deadline for the **township clerk** to mail notification is Sunday, November 1, 2020. (60 ILCS 1/45-10(a))

The deadline for the **multi-township clerk** to mail notification is Monday, November 2, 2020. (60 ILCS 1/45-25c))

### **TOWNSHIP and MULTI-TOWNSHIP CENTRAL COMMITTEES**

Not less than 20 days before the (multi) township caucus, each chair of the (multi) township caucus shall notify the clerk by first-class mail of the time and location of the political party's caucus.

*Township Central Committee and Notice of Caucus:* The "**Township Central Committee**" shall consist of (i) in all counties of 3,000,000 or less, the elected or appointed precinct committee persons of each established political party within the township or (ii) in counties of 3,000,000 or more, the elected or appointed township committee persons of each established political party. (60 ILCS 1/45-15)

The **township central committee** chair's deadline to notify the clerk is Wednesday, November 11, 2020. (60 ILCS 1/45-10(a))

*Multi-Township Central Committee and Notice of Caucus:* The "**Multi-Township Central Committee**" of each established political party shall consist of the elected or appointed precinct committee member of each established political party within the multi-township district. (60 ILCS 1/45-25(b))

The **multi-township central committee** chair's deadline to notify the clerk is Thursday, November 12, 2020. (60 ILCS 1/45-25(c))

NOTE: If the time and location of 2 or more political party caucuses conflict, the (multi) township clerk shall establish, by a fair and impartial public lottery, the time and location for each caucus. Also, the SBE recommends the (multi) township central committee to select a committee chair prior to the caucus who would be chair of the caucus proceedings. (60 ILCS 1/45-10, 45-25(c))

#### **TOWNSHIP BOARD OF TRUSTEES and MULTI-TOWNSHIP CENTRAL COMMITTEE**

*Notice of Caucus by Publication:* At least 10 days before the caucus, the **township board or the multi-township central committee, whichever the case may be**, must publish a notice ([SBE Form N-6](#)) of the time and location for each party caucus. The notice must be published in some newspaper having a general circulation in the township. (60 ILCS 60 1/45-10(a), 1/45-25c))

For **townships**, the publication deadline is Saturday, November 21, 2020. (60 ILCS 1/45-10a))

For **multi-townships**, the publication deadline is Sunday, November 22, 2020. (60 ILCS 1/45-25(c))

## **ESTABLISHING RULES OF PROCEDURE**

The (multi) township central committees shall promulgate caucus Rules of Procedure prior to holding their respective established political party's caucus. The Rules of Procedure must be approved and may be amended by a majority vote of the qualified participants at the caucus. (60 ILCS 1/45-50(a))

The Rules of Procedure shall include, but are not necessarily limited to the following:

1. No caucus shall commence earlier than 6:00 p.m.
2. The caucus shall commence at the place specified in the notice of caucus.
3. Procedures by which qualified caucus participants shall determine by majority vote the duties of caucus judges of election. Caucus judges of election shall be appointed by a majority vote of the (multi) township central committee. No judge of the Supreme Court, Appellate Court, Circuit Court, or Associate Judge shall serve as a caucus judge of election.
4. Nominations for selection as a candidate shall be accepted from any qualified participant of the caucus.
5. Method of voting (i.e., written ballot, voice vote, show of hands, standing vote) for determining the candidate or candidates selected for nomination.
6. Whether candidates will be selected as a slate or as individual nominees for each office.
7. Whether written notice of intent to be a caucus nominee shall be required.
8. Other rules deemed necessary by the central committee at the time the rules are promulgated or by the majority of the qualified caucus participants when the rules are being considered at their meeting.
9. A participant in a caucus shall be entitled to only one vote for each office for which they are voting. A participant's vote shall not be weighted to be equal to more than one vote.

(60 ILCS 1-45-50(b)(1)-(9))

*NOTE: The voters participating at an established political party (multi) township caucus shall not select for nomination more candidates than there are to be elected for each office. (60 ILCS 1/45-50(d))*

## **CAUCUS PARTICIPATION**

*Requirements for Participation:* Individuals participating at a political party's (multi) township caucus:

1. Shall be registered under Article 4, 5, or 6 of the Election Code;
2. Shall be registered within the (multi) township district for which the nomination is made ([SBE Form H-1](#));
3. Shall sign an affidavit that they are a registered voter and affiliated with the established political party holding the caucus;
4. Shall not take part in the proceedings of more than one established political party (multi) township caucus for the same election (the requirement also applies to (multi) township clerks);
5. Shall not sign a petition of nomination for an independent or new political party candidate for the same election;
6. Shall not become an independent candidate or a candidate of another established political party or a new political party for the same election.

(60 ILCS 1/45-50(c)(1-6))

*Prohibitions on Participation:* No person may participate at a (multi) township caucus of an established political party if such person is or was at any time during the 12 months prior to the caucus:

1. An elected or appointed public official of another established political party;
2. An elected or appointed officer, director, precinct committeeperson, or representative of the township committeeperson of another established political party;
3. A judge of election appointed for another statewide established political party pursuant to Articles 13 or 14 of the Election Code;
4. A voter who voted in the 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 2020 General Primary Election cannot participate in a Democratic caucus in December 2020).

(60 ILCS 1/45-50(a)(1-4))

## **CAUCUS DAY PROCEDURES**

*Please note that while some procedures below are explicitly required by 60 ILCS 1/45, some are simply suggested procedures to follow. For more information on caucus day procedures, review 60 ILCS 1/45 for specific information.*

1. Upon entering the room where the caucus is held, caucus judges have each participant sign an affidavit stating that they are a registered voter in the (multi) township and are affiliated with the established political party conducting the caucus. ([SBE Form H-1](#)) (60 ILCS 1/45-50(c)(3))
2. At the appointed time, the chair of the (multi) township central committee shall call the meeting to order. The first order of business shall be to elect a secretary from the assembly. The secretary-elect should take their place next to the chair and proceed to record the caucus business. The Rules of Procedure, which will have been drafted by the appropriate (multi) township central committee, must be approved and may be amended by a majority vote of the qualified participants attending the caucus. (60 ILCS 1/45-50(a))
3. The chair, or presiding officer, shall then announce the method of voting selected by the (multi) township central committee, introduce the caucus judges of election, and announce the offices for which nominees are to be chosen.
4. The chair shall call for opening nominations for each office according to the order in which the offices will appear on the township election ballot. Nominations from the floor may be made and no second is required; however, one or more members of the caucus may wish to offer a second as a form of endorsement. The chair should repeat each nomination as is illustrated in the following:  

Chair: Nominations are now in order for candidates for the office of township supervisor.  
Member: I nominate Mr. Smith  
Chair: Mr. Smith is nominated. Are there any further nominations?
5. When it appears that no one else wishes to make any further nomination for an office, the chair should again ask the assembly if anyone has a further nomination to offer and, if not, they shall declare the nominations closed and proceed to either vote on the nominations or proceed to open nominations for the next office, depending on the procedure that the (multi) township central committee has selected.

6. For **township caucuses**, the caucus judges of election are responsible for tallying the vote, with the township central committee acting as the canvassing board (60 ILCS 1/45-20(a)). For **multi-township caucuses**, there is some ambiguity in the statutory language, but in practice most multi-township caucuses are canvassed by the multi-township central committee. For jurisdictions operating under board of election commissioners, the board shall make abstracts or statements of the votes for all offices and questions voted on at the election. (10 ILCS 5/22-8) If any method other than a written ballot is employed, the canvass will be concurrent with the tallying. For instance, if a voice vote is issued, the caucus judges of election will make their report with the concurrence of the (multi) township central committee; such concurrence shall take the place of the canvass. The chair will then declare the candidates nominated.
7. If written ballots are used, the SBE advises having a centrally located ballot box over which the caucus judges of election can maintain control. A reasonable amount of time should be allowed for voting. When it appears that those wishing to vote have done so, the chair shall inquire as to whether there is anyone who has not completed their vote. If there is no reply from the floor, the chair shall declare the balloting closed. The caucus judges of election shall immediately begin tallying the votes. As soon as tallying has been completed, the (multi) township central committee shall proceed to canvass the caucus report. Upon completion of the canvass, the chair shall announce the results and declare the nominees).\* The voters participating at an established political party (multi) township caucus shall not select for nomination more candidates than there are to be elected for each office.
8. When the selection of all nominees has been completed, the chair shall call for a motion from the floor to adjourn. After the motion is seconded, a voice vote on adjournment shall be taken. Upon an affirmative vote, the Chair then adjourns the meeting.

*\* No candidate for nomination at a caucus shall be required to (1) circulate and file nomination petitions or (2) file a fee in order to become a candidate at the caucus. (60 ILCS 1/45-50(e))*

## POST CAUCUS PROCEDURES

### **MULTI-TOWNSHIP and TOWNSHIP CENTRAL COMMITTEE**

*Caucus Results:* The **township central committee** shall canvass and declare the results of the caucus. (60 ILCS 1/45-20(a))

For the **multi-township central committee** there is some ambiguity in the statutory language, but in practice most multi-township caucuses are canvassed by the multi-township central committee

*Filing of Certificate of Nomination by Caucus:* The chair of the (multi) township central committee shall file a Certificate of Nomination by Caucus ([SBE Form H-2](#)) listing each candidate nominated for township office at the caucus. The Certificate of Nomination by Caucus shall include for each candidate: a Statement of Candidacy ([SBE Form P-1K](#)), the Loyalty Oath (optional) ([SBE Form P-1C](#)), and a receipt for filing a Statement of Economic Interest with the county clerk. The Certificate of Nomination by Caucus shall be filed between 106 and 113 days prior to the (multi) township election (December 14, 2020 – December 21, 2020). (10 ILCS 5/7-60.1; 60 ILCS 1/45-20(b), 45-25(e), 45-30(a)) The Certificate of Nomination by Caucus shall be signed by both the chair and the secretary of the caucus who shall each also include their residence addresses.

The Certificate of Nomination by Caucus for the **township central committee** shall be filed with the township clerk or the appropriate board of election commissioners, if applicable. (60 ILCS 1/45-20(b))

The Certificate of Nomination by Caucus for the **multi-township central committee** shall be filed in the office of the election authority. (60 ILCS 1/45-25(e))

*Certification of Ballot:* The **township clerk** shall file a Certification of Ballot ([SBE Form G-1](#)) with the election authority (county clerk or board of election commissioners). This certifies to the election authority (pursuant to the general election law of Illinois) the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus. This must be filed not less than 68 days before the April 6, 2021, Consolidated Election, which is January 28, 2021. (10 ILCS 5/7-60.1, 60 ILCS 1/45-20(c))

*Ballot Placement Lottery:* The local election authority shall, prior to certification, determine by a fair and impartial method of random selection the order of placement of the established political party

candidates for the Consolidated Election ballot. Such determination shall be made in the office of the local election official and shall be open to the public. Three days written notice of the time and place of conducting such random selection shall be given by each local election official to the county chair of each established political party, and to each organization of citizens within the election jurisdiction which was entitled, under Article 7 of the Election Code, at the next preceding election, to have pollwatchers present on the day of election. Each local election official shall post in a conspicuous, open and public place, at the entrance of the office, notice of the time and place of such lottery. The local election official shall then file the Certification of Political Party Ballot Placement Lottery ([SBE Form M-1](#)) as part of their official certification of candidates to the election authorities whose duty it is to prepare the official ballot for the consolidated election in that political subdivision. (10 ILCS 5/7-60.1)

*Exception – Townships under Board of Election Commissioners:* If the township is entirely within the corporate limits of a city, village, or incorporated town under the jurisdiction of a board of election commissioners, the nomination papers and the results of the party ballot placement lottery form shall be filed in the office of the board of election commissioners instead of the township clerk.

#### **NOMINATED CANDIDATES FOR ASSESSOR**

The Certificate of Nomination by Caucus, Statement of Candidacy, the Loyalty Oath (optional), and receipt for filing a Statement of Economic Interests filed on behalf of a candidate for the office of (multi) township assessor are not valid unless the candidate files with the township clerk or board of election commissioners, as the case may be, proof of their qualifications pursuant to Section 2-45 of the Property Tax Code. (35 ILCS 200/2-45(e)) In accordance with the Property Tax Code, a candidate for (multi) township assessor cannot file nominating papers or participate as a candidate unless a copy of the certificate of their qualifications is filed with the township clerk, board of election commissioners, or other appropriate authority as required by the Election Code. (35 ILCS 200/2-45(b)) See the 2021 State Board of Elections' Candidate's Guide for more information regarding these qualifications.

The appropriate election authority shall notify the candidates for township assessor or multi-township assessor of the obligation to file proof of their qualifications as provided in Section 2-45 of the Property Tax Code. (60 ILCS 1/45-40)

#### **TOWNSHIP CLERK/BOARD OF ELECTION COMMISSIONERS – Campaign Finance Reporting Obligations**

The township clerk or board of election commissioners, as the case may be, with whom caucus Certificates of Nomination are filed must provide the D-5 Notice of Obligation to comply with the Illinois Campaign Financing Act to each candidate at the time they file their nomination papers. (10 ILCS 5/7-127, 5/10-6.1) However, if a candidate files their nomination papers by mail, or an agent of the candidate files their nomination papers, the Board or the county clerk with whom the petitions were filed will send the notice to the candidate by first class mail within 2 business days. (10 ILCS 5/9-16) 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. (10 ILCS 5/9-15(3)) All suggested forms are available to be copied from the back of this publication.

### **FILING LOCATION REMINDER**

The township central committee files the Certification of Nomination by Caucus with the township clerk or board of election commissioners. The township clerk or board will retain the Certificate of Nomination by Caucus and all candidate paperwork. The township clerk or board will then file a Certification of Ballot ([SBE Form G-1](#)) with the election authority county clerk or board of election commissioners). (10 ILCS 5/7-60.1, 60 ILCS 1/45-20(b))

The multi-township central committee files the certificate of nomination by caucus directly with the election authority county clerk or board of election commissioners), who will retain the Certificate of Nomination by Caucus and all candidate paperwork. (60 ILCS 1/45(e))

## **CALENDAR**

### **Sunday, November 1, 2020**

Last day for the township clerk to notify the chair or membership of each township central committee by first-class mail of the chair's or membership's obligation to report the time and location of the political party's caucus.

### **Monday, November 2, 2020**

Last day for the multi-township clerk to notify the chair or membership of each multi-township central committee by first-class mail of the chair's or membership's obligation to report the time and location of the political party's caucus.

### **Sunday, November 15, 2020**

Last day for the township central committees having a population of over 3,000,000 (Cook County) and in townships having a population of over 15,000 in counties other than Cook County, to notify the appropriate election authority that their specific party will nominate candidates by primary election.

### **Wednesday, November 11, 2020**

Last day for each chair of a township central committee to notify the township clerk by first-class mail of the time and location of their political party's caucus.

### **Thursday, November 12, 2020**

Last day for each chair of a multi-township central committee to notify the multi-township clerk by first-class mail of the time and location of their party's caucus.

### **Monday, November 16 – Monday, November 23, 2020**

Filing period for established political party candidates who seek nomination at the February 23, 2021, Consolidated Primary Election.

### **Saturday, November 21, 2020**

Last day for a township board to publish a notice stating the time and location of the caucus for each political party.

### **Sunday, November 22, 2020**

Last day for the multi-township central committee of each established political party to publish the notice stating the time and location of the multi-township caucus.

### **Tuesday, December 1, 2020**

Established political party township caucus.

### **Wednesday, December 2, 2020**

Established political party multi-township caucus.

### **Monday, December 14, 2020**

First day the established political party Certificate of Nomination by Caucus form may be filed in the office of the local election official, or board of election commissioners, with a Statement of Candidacy, Loyalty Oath (optional), and a receipt for filing a Statement of Economic Interests for each candidate.

### **Monday, December 14 – Monday, December 21, 2020**

Filing period for new party, nonpartisan, and independent candidates who seek election at the April 6, 2021, Consolidated Election.

### **Monday, December 21, 2020**

Last day the established political party Certificate of Nomination by Caucus form may be filed in the office of the local election official, or the appropriate board of election commissioners, with a Statement of Candidacy, Loyalty Oath (optional), and a receipt for filing a Statement of Economic Interests for each candidate. Candidates for (multi) township assessor are obligated to file a Certificate of Qualifications as provided in Section 2-45 of the Property Tax Code.

### **Thursday, January 28, 2021**

- The last day (68 days prior to the Consolidated Election) for the township clerk to hold the party placement lottery and file the Certification of Political Party Ballot Placement Lottery ([SBE Form M-1](#)) with the election authority (county clerk or board of election commissioners).
- The last day (68 days prior to the Consolidated Election) that the township clerk can certify to the election authority (county clerk or board of election commissioners) a Certification of Ballot ([SBE Form G-1](#)). This certificate must list the offices and names of the nominees for each office as they appear upon the Certificate of Nomination by Caucus that was filed with their office.

### **Tuesday, February 23, 2021**

Illinois Consolidated Primary Election to be held.

### **Tuesday, April 6, 2021**

Illinois Consolidated Election to be held.

## **FORMS**

	Code of Fair Campaign Practices
	D-5 Notice of Obligation
<a href="#"><u>SBE Form G-1</u></a>	Certification of Ballot Party Candidate)
<a href="#"><u>SBE Form H-1</u></a>	Affidavit of Voter Attending Township Caucus
<a href="#"><u>SBE Form H-2</u></a>	Certificate of Nomination by Caucus
<a href="#"><u>SBE Form M-1</u></a>	Certification of Political Party Ballot Placement Lottery
<a href="#"><u>SBE Form M-11</u></a>	Request for Primary Election – Township
<a href="#"><u>SBE Form N-6</u></a>	Notice of Caucus
<a href="#"><u>SBE Form P-1C</u></a>	Loyalty Oath
<a href="#"><u>SBE Form P-1K</u></a>	Statement of Candidacy – Nomination by Caucus

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## *State of Illinois*



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