

A close-up, vertical view of the American flag, showing the stars and stripes. The flag is draped and folded, with the blue field with white stars at the top and the red and white stripes below. The lighting is soft, highlighting the texture of the fabric.

State of Illinois

# 2023 CANDIDATE'S GUIDE

Issued by the  
Illinois State Board of Elections

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# MAYOR OR PRESIDENT, ALDERPERSON OR TRUSTEE, CLERK, TREASURER

## Mayor-Aldersperson and President-Trustee Form – Municipal

**NOTE:** Candidates of established political parties file petitions to be placed on the consolidated primary election ballot in municipalities of over 5,000 population.

**Municipalities:** Municipalities of 5,000 or less population may determine by ordinance, no later than November 15, 2022, that political parties shall nominate candidates for municipal offices by primary election in accordance with Article 7 of the Election Code. (10 ILCS 5/7-1(b))

**Cities:** Cities of 10,000 or fewer inhabitants may, by ordinance, allow for the appointment of a city treasurer. (65 ILCS 5/3.1-15-5)

Villages of 5,000 or less inhabitants may, by resolution, choose to have the clerk appointed by the village president with the concurrence of the village board. (65 ILCS 5/3.1-25-90(a))

This procedure for election of officers includes municipalities which have adopted the managerial form and retained or later adopted the mayor-alderperson or president-trustee form of electing their officers. (65 ILCS 5/5-1-2)

### NOMINATION PAPERS

**Petitions:** Established Party ([SBE Form P-10](#), for primary); New Party ([SBE Form P-8](#) or [SBE Form P-8A](#), for consolidated election); Independent ([SBE Form P-3](#), for consolidated election); Nonpartisan ([SBE Form P-5](#), for primary, as applicable)

**Certificate of Officers:** New Party officers authorized to fill vacancies in nomination ([SBE Form P-8C](#))

**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](#)); Nonpartisan ([SBE Form P-1A](#))

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

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

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

### QUALIFICATIONS

Qualified elector of the municipality and one-year residency in the municipality preceding the election. (65 ILCS 5/3.1-10-5(a))

Alderspersons must reside in the ward at least one year prior to their election. Trustees elected from districts must reside in their municipality at least one year prior to their election. For trustees elected by district in villages with a population of over 5,000, each of the districts shall be represented by one trustee who shall have been a resident of the district for at least six months immediately before their election in the first election after redistricting. (65 ILCS 5/3.1-10-5(c), 3.1-25-75(a)(b))

If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which

the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. (65 ILCS 5/3.1-10-5(d))

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (65 ILCS 5/3.1-10-5(b))

## SIGNATURE REQUIREMENTS

**Established Party:** For president, mayor, trustee, or clerk, at least .5% (.005) of the qualified primary electors of their party in the city, incorporated town, town, or village. (10 ILCS 5/7-10(e))

For alderperson, at least .5% (.005) of the qualified primary electors of their party within their ward, but in no event shall the number of required signatures be less than 25. In the first primary election following redistricting of wards or trustee districts of a municipality or the initial establishment of wards or districts, a candidate's petition for nomination must contain the number of signatures equal to at least 0.5% of the total number of votes cast for the candidate of that political party who received the highest number of votes in the entire municipality at the last regular election at which an officer was regularly scheduled to be elected from the entire municipality, divided by the number of wards or districts. In no event shall the number of signatures be less than 25. (10 ILCS 5/7-10(e))

**New Party:** For the consolidated election, not less than 5% of the total number of persons who voted in the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-2)

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, a petition to form a new political party in a municipal ward or district shall be signed by qualified voters of the district or ward equal to not less than 5% of the total number of votes cast at the preceding municipal election, as the case may be, for the municipal office voted on throughout the municipality for which the greatest total number of votes were cast for all candidates, divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward. In the case of a petition to form a new political party within a political subdivision in which officers are to be elected from districts and at-large, such petition shall consist of separate components for each district from which an officer is to be elected. (10 ILCS 5/10-2)

**Independent:** For the consolidated election, 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 district or political subdivision in which such district or political subdivision 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 district or political subdivision, 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.

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, nomination papers for an independent candidate for alderperson or trustee of such municipality, shall be signed by qualified voters of the district or ward equal to not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the total number of votes cast at the preceding general municipal election, as the case may be, for the municipal office voted on throughout such county or municipality for which the greatest total number of votes were cast for all candidates divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward. (10 ILCS 5/10-3)

**Nonpartisan (City):** For the consolidated primary election, 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 district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. (10 ILCS 5/10-3, 10-3.1)

**Nonpartisan (Village):** 1% of the total vote cast at the last preceding election in the village for president. (65 ILCS 5/3.1-25-30)

## FILING DATES

For established political party candidates and nonpartisan candidates filing for a primary, November 21-28, 2022 (not more than 99 nor less than 92 days prior to the consolidated primary). For new party candidates and independent candidates, December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election). Caucus certificates for nomination for established party candidates are filed December 12-19, 2022.

## WHERE TO FILE

With the appropriate city or village clerk, or in those cities having a Board of Election Commissioners, with the clerk of that Board.

## TERM

4 years. The term may be reduced to 2 years by referendum. (65 ILCS 5/3.1-10-65) Any municipality of less than 500,000 population that originally voted to shorten terms may submit a proposition to lengthen terms. (65 ILCS 5/3.1-10-75(a))

## TERM BEGINS

The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election. (65 ILCS 5/3.1-10-15)

## 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 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.