

# Condensed 2010 Candidate's Guide

Prepared for candidates filing with the Lake County Clerk's office

**General Primary Election**  
February 2, 2010

**General Election**  
November 2, 2010

## WILLARD R. HELANDER

**Lake County Clerk**  
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[www.LakeCountyClerk.info](http://www.LakeCountyClerk.info)

This informational guide is a synopsis of the Illinois State Board of Elections Candidate's Guide and is subject to change by the State Board. For the full guide, visit their website at [www.elections.il.gov](http://www.elections.il.gov) or contact the Illinois State Board of Elections.

1020 S. Spring Street  
Springfield, IL 62704  
(217) 782-4141

100 W. Randolph  
Suite 14-100  
Chicago, IL 60601  
(312) 814-6440

General Number	377-2314
Voting by Mail	377-2406
Voter Registration	377-2410
Early Voting	377-2311
Petition Information	377-2309
Campaign Disclosure	377-2407
Statement of Economic Interests	377-2274

*All phone numbers are 847 Area Code*

## COURTESY PETITION PACKET FORMS

The Lake County Clerk prepares courtesy petition packets available in our office or on our website [www.LakeCountyClerk.info](http://www.LakeCountyClerk.info) beginning July 24, 2009 through the last day to file on November 2, 2009.

When filing petition papers, the required documents include a Statement of Candidacy, petition for nomination sheets containing signatures of qualified registered voters, and a receipt evidencing filing of a Statement of Economic Interests with the appropriate County Clerk.

Candidates may create their own petition papers pursuant to the State Board of Elections Candidate's Guide. It is advisable for competent legal counsel to review a candidate's completed documents and one's qualifications for candidacy. **The County Clerk and staff cannot give legal opinions on petition papers.** The County Clerk serves as Lake County Electoral Board chairman in hearings on legal objections to petition papers.

**Candidates are strongly advised to obtain competent legal counsel on qualifications for office, completion of petition papers, signature requirements, and the qualifications of signers and circulators, to guard against common errors.**

## LAKE COUNTY OFFICES TO BE ELECTED

### Nominated at February 2nd General Primary and Elected at the November 2nd General Election

#### Countywide Offices

4-year term	County Clerk
	Regional Superintendent of Schools
	Sheriff
	Treasurer

#### County Board Members

2-year term	Districts 4, 7, 13, 15, 18, 19, 21, 23
2-year unexpired term	District 8

#### North Shore Sanitary District Trustees

2-year term	Districts 1 and 4
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### Elected at the February 2nd General Primary

#### Precinct Committeemen

2-year term	All precincts
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# COMPLETING PETITION PAPERS

## Statement of Candidacy

The Statement of Candidacy is a separate form that must include, among other requirements, the candidate's name, candidate's voter registration address and office sought.

## Petition for Nomination Sheets

Each petition for nomination sheet must be consistent and identical including: the candidate's name, voter registration address and title of office (include district/ward and/or term where applicable) at the top of each sheet. The form of the candidate's name on every petition for nomination sheet should be the same and will determine how the candidate's name will appear on the ballot. The form of the candidate's name may include their given name, initials and/or nickname. No degree or title may be used with the exception of the title "Mrs."

Each petition for nomination sheet should have the candidate's name and information filled out completely before the petition is circulated. Incomplete headings on petition papers could lead to confusion among signers as to the office sought.

All petition sheets must be of the same size. Petition sheets obtained at our customer service counter are in an 8½" x 14" format. Petition sheets downloaded from the Internet are in an 8½" x 11" format. Candidates may choose either size but, **all petition sheets must be of uniform size (either letter or legal), fastened together and numbered.**

## Circulator Information

Circulators must be 18 years of age or older and citizens of the United States, but are not required to be registered voters. The circulator's name and legal address must be included and the circulator's affidavit must be signed in the presence of a notary. Each petition sheet must be notarized. The person circulating the petition for nomination may not notarize their own circulator's affidavit and signature.

A candidate may circulate his/her own petition. A petition circulator may **not** circulate for more than one political party per election. A circulator who has circulated petitions for any established political party candidate may not circulate petitions for independent or new political party candidates.

## Petition Signer Information

All petition signers must be registered voters in the candidate's district and must sign in the presence of the circulator. Registered voters should sign as their name appears on their voter registration record. The petition signer must legibly record their legal voter registration address. A post office box address is not permissible. Abbreviations or ditto marks are not recommended.

## Statement of Economic Interests

Required by the Government Ethics Act, each candidate for office must file the Statement of Economic Interests with the appropriate County Clerk. The Statement of Economic Interests filing receipt must be filed with the petition papers and is the only form that may be added to petition papers after they have been filed. Filing the receipt later will not change the date or time of the original filing, but it **MUST** be filed by 5:00 p.m. on the last day of the filing period. **NOTE:** A candidate who filed a Statement of Economic Interests for the same unit of government within the calendar year need only file a duplicate receipt, which is available at the County Clerk's office. Candidates for precinct committeemen are exempt from filing a Statement of Economic Interests.

## Loyalty Oath

The Loyalty Oath is an optional form that may be filed with the nomination sheets. Failure to file a Loyalty Oath has no bearing on the sufficiency of nomination sheets.

## Certification of Deletions

This form is completed by the candidate or circulator deleting a name from the petition for nomination sheet. A separate form must be used by each person (i.e. candidate or circulator) striking signatures.

## Certificate of Attached List of Deletions (for independent candidates)

This form must be completed by independent candidates **in addition to** the Certification of Deletions if names are desired to be deleted from the Petition for Nomination.

## Striking Signatures

Before filing petitions for nomination, candidates may desire to strike the names of non-registered signers in order to ensure that a sufficient number of qualified signatures are submitted. Signatures can only be stricken from petitions prior to filing. The circulator or candidate must draw a line through the person's name and address, and initial to the left or right of the name being deleted. Each circulator or candidate striking a signature must complete a Certification of Deletions form for any deletions made.

In the case of independent candidates, there is a maximum number of signatures not to be exceeded. Independent candidates must also complete the Certificate of Attached List of Deletions form in addition to the Certification of Deletions form when striking signatures. If signatures are deleted, these forms should follow the last petition sheet with the Certificate of Attached List of Deletions first (independent candidates only), followed by the Certification of Deletions numbered consecutively beginning with sheet number "1."

## Avoid Common Errors

Follow all instructions carefully. Each petition for nomination sheet must:

- Contain exactly the same information in the heading of each petition sheet, e.g., if candidate's nickname is listed on one sheet, it must be on all sheets.
- Be printed on the same size paper, i.e., either legal or letter.
- Be fastened together in a secure manner.
- Be numbered in consecutive order with the top sheet as number "1."
- Be notarized by someone other than the circulator.
- **Include a Statement of Economic Interests with the filing receipt.**

Common reasons for challenge include:

- Failure to state the office candidate is seeking or the specific district to be represented.
- Insufficient number of signatures of currently registered voters in the district.
- Forms improperly completed or incomplete.
- Every petition sheet not consecutively numbered.

## FILING COMPLETED NOMINATION SHEETS

Petition papers may be filed by mail or in person by the candidate or their representative. Any nomination sheets filed by mail and received before the first day of the filing period will be returned to the sender. **All filings must be received** (not postmarked) **by 5:00 p.m. on the final day of the filing period.** Petitions filed by persons waiting in line at 8:30 a.m. on the first day of filing as well as petitions received in the first mail delivery, are considered to have been “simultaneously” filed. Simultaneously filed petitions for the same office and political party participate in a lottery for ballot position.

State law requires that candidates for established political parties appear first on the ballot, followed by new political party candidates, and independent candidates are listed last. Ballot position within each of these categories is determined by the time of filing or lottery in the case of simultaneous filers.

### Registration and Signature Verification

Individuals may wish to verify that signatures on petitions for nomination are bona fide signatures of registered voters residing in the candidate's district. **Call (847) 377-2410 for appointments to ensure adequate staff assistance.** Persons seeking to verify validity of signatures should secure photocopies of the petition papers prior to the appointment and prepare a list of records to be inspected.

### Viewing Petition Forms

All petition papers filed in the Lake County Clerk's office are public record available for public viewing. Photocopies are also available for purchase at \$0.50 per page.

### Campaign Disclosure Requirements

Campaign Disclosure laws require candidates and political action committees to disclose contributions and/or expenditures. As set forth in the *Act*, each candidate receives a Notice of Obligation form at the time of filing. Candidates who file by mail or through a representative receive the notice by mail. An instruction manual and required filing forms are available from the State Board of Elections or our office at (847) 377-2407.

## Withdrawal of Candidacy

Established political party candidates who have filed nominating petitions for two or more incompatible offices must withdraw petitions for all but one office by December 2, 2009. Independent and new political party candidates are required to withdraw by June 28, 2010. Questions regarding incompatibility of office should be directed to the Attorney General's office in Springfield at (217) 782-1090.

Established political party candidates who wish to withdraw their nominating petitions (do not desire to seek office) must do so by December 9, 2009. Independent and new political party candidates must withdraw by September 2, 2010. Withdrawal of Candidacy forms are available at [www.LakeCountyClerk.info](http://www.LakeCountyClerk.info) or from our office.

## Pollwatchers

Candidates, political party representatives, and proponents/opponents of a referendum qualify to observe elections as pollwatchers. To qualify as a pollwatcher you must: be a registered voter in Illinois and have valid credentials which bear the raised embossed seal of Lake County (photocopies of credentials are not valid).

Pollwatchers must have separate credentials issued for **each** voting site selected to observe and are required to surrender their credentials at the site and sign the Pollwatcher Register. A complete guide for pollwatchers as well as credentials are available at our customer service counter.

## Electioneering

Campaigning is strictly prohibited within 100 feet of the entrance to the room where voting occurs. NOTE: If the room is located within a school building, church, or other organization founded for the purpose of religious worship, campaigning is limited to the outside of the building. Private schools and places of worship are entitled to ban all electioneering on premises. Electioneering prohibitions include displaying campaign buttons, distributing campaign literature, posting signs, soliciting votes and defacing or marking voting booths and signs.

Candidates should request permission before placing signs on public or private property adjacent to voting locations. A growing number of municipalities prohibit posting political signs on public right-of-ways and/or restrict times for posting signs. Please contact the local municipalities regarding their sign ordinances.

# IMPORTANT ELECTION DATES

## 2009

8/4 First day to circulate petitions for Established Political Party candidates.

10/26–11/2 Filing period for Established Political Party

## 2010

1/5 Last day to register to vote.

1/6–1/26 Grace Period registration/voting at the County Clerk's office.

1/11–1/28 Early Voting

## **2/2 GENERAL PRIMARY ELECTION**

3/23 First day for Independent and New Political Party candidates to circulate petitions to be on the ballot in the General Election.

6/14–6/21 Filing period for Independent and New Political Party candidates

10/5 Last day to register to vote.

10/6–10/26 Grace Period registration/voting at the County Clerk's office.

10/11–10/28 Early Voting

## **11/2 GENERAL ELECTION**

Courtesy of

**Willard R. Helander**

**Lake County Clerk**

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Waukegan, Illinois 60085  
(847) 377-2400

TTY: (847) 377-2022

[www.LakeCountyClerk.info](http://www.LakeCountyClerk.info)

[www.AmlRegistered.info](http://www.AmlRegistered.info)

[www.VoteEarly.info](http://www.VoteEarly.info)