

Local Election Officials Information for the February 28, 2023 Consolidated Primary Election April 4, 2023 Consolidated Election

Note: All publications by the Illinois State Board of Elections are now available on the State Board's website at www.elections.state.il.us or the Cook County Clerk's website at wwwcookcountyclerk.il.gov. This includes the 2023 Election Calendar, the 2023 Candidate's Guide and the 2023 Local Election Official's Handbook.

Introduction

The Consolidated Primary Election and Consolidated Election will include elections for the following political subdivisions:

- Municipalities (Villages/Cities/Towns)
- Townships (Vacancies)
- Park Districts
- Library Districts
- Elementary and High School Districts
- Community College Districts
- Township School Trustees
- Fire Protection Districts

Voter Registration, Grace Period Registration and Early Voting

A) Deadline for registration:

Consolidated Primary Election

- The last day for regular voter registration is Tuesday, January 31*
- Online voter registration closes on Sunday, February 12

Consolidated Election

- The last day for regular voter registration is Tuesday, March 7
- Online voter registration closes on Sunday, March 19

*Registration is closed until Thursday, March 2, in those districts where a Primary Election will be conducted.

B) Grace Period Registration and Voting Period

Consolidated Primary Election

- Wednesday, February 1 – Monday, February 27

Consolidated Election

- Wednesday, March 8 – Monday, April 3

- C) Early Voting Period
Consolidated Primary Election
- Monday, February 13 – Monday, February 27
- Consolidated Election
- Monday, March 20 – Monday, April 3

Nomination Papers

Candidates are strongly advised to seek legal advice with regards to the circulation and filing of nomination papers.

- A) 2023 Candidate's Guide published by the **State Board of Elections**. It is an extremely informative booklet for all potential candidates and contains links to download samples of the various forms a candidate will need to file.
- B) Forms required:
- Petition sheets
 - Statement of Candidacy
 - Receipt for filing Statement of Economic Interest
 - Loyalty Oath (optional)
- C) Filing dates:
- Consolidated Primary Election
Monday, November 21 thru Monday, November 28
 - Consolidated Election
Monday, December 12 thru December 19
- D) Pre-Filing Notice given by local election official
- At least 10 days prior to filing period
- E) Place for filing/office hours:
- Filed with local election official
 - Must stay open until 5:00 PM on the last day
- F) Receipt for filing/notice of acceptance of filing
- G) Notice of Obligation (D-5)
- If candidate files "in person", then notice may be given over-the-counter
 - If another party files for candidate, notice must be mailed within 2 business days to candidate
 - The D-5 was revised in July of 2013
- H) Simultaneous filings/lottery (7 days written notice must be given)

- Lottery is conducted by the local election official
- Lottery must be conducted within 9 days after the last day for filing nomination papers (Wednesday, December 28)
- Lottery must be conducted for filings taken during last hour on last day of filing if running for the same office

I) Viewing/Purchase of nomination papers:

- Pursuant to the Freedom of Information Act, nomination papers are Public records and must be made available for inspection by all interested parties
- Such parties should be required to complete a request form and you may charge the parties duplicating costs

Objections

- A) Filed within 5 business days after last day to file nomination papers Tuesday, December 27: Last day for filing objections to nomination papers of candidates who filed during the December 12 – December 19 filing period.

The objection period consists of five business days.

- B) Filed with local election official (where the petitions were filed)

C) Electoral Boards:

- **NEW NOTICE AND CONSENT TO EMAIL SERVICE** for Candidates and Objectors have them complete form for email service BEFORE they leave your office- email completed forms back to Cook County Clerk
- In the event an objection is filed it is strongly suggested that you contact your attorney so that you may be advised as to the proper procedures
- County Clerk's Office hears electoral board cases for Elementary and High School Districts, Library Districts, Park Districts, Fire Protection Districts and Township Trustee of Schools
- If an objection is filed against a candidate for Library Districts, Park Districts, Fire Protection or Township Trustee of Schools, contact Holly Figliuolo at 312-603-0928 or holly.figliuolo@cookcountyil.gov

D) Notice to Election Official:

- It is imperative that you keep the County Clerk's Office apprised of pending electoral board hearings/judicial review proceedings

Withdrawal of Candidacy

A) Incompatible Offices

- Consolidated Primary Election – Monday, December 5
- Consolidated Election – Tuesday, December 27

B) Single Offices

- Consolidated Primary Election – Thursday, December 22

- Consolidated Election – Thursday, January 26
- C) Procedures for withdrawing – The deadline will be enforced
Form is filed where the petitions were filed and must be notarized

Certification of Candidates/Referenda

A) Certificate of Ballot

- All jurisdictions must certify candidates online using the E-Certification tool which is available on the Clerks website: cookcountyclerk.com
- proper completion of Certificate of Ballot
- results of lottery (if applicable)
- prior to Certification all local election official will be mailed information about the certification of candidates

B) Important dates regarding certification for the April 4 Consolidated Election:

Monday, December 12

- First day for filing, in the office of the local election official and the County Clerk's Office, the original nomination papers for independent, new political party and nonpartisan candidates in municipalities, library districts, park districts, school districts, college districts and fire protection districts.
- First day to file established political party caucus Certificates of Nomination in the office of the local election official

Monday, December 19

- Last day for filing in the office of the local election official, and the County Clerk's Office, original nomination papers of candidates.
- Last day for filing in the official of the local election official established political party caucus certificates.

Tuesday, December 27

- Last day to file objections to nomination papers of candidates whose nomination papers were filed between December 12 and December 19. Objections are filed in the same office where the nomination papers were filed.
- Last day to file objections to established political party caucus certificates.
- Last day to withdraw (incompatible offices)

Tuesday, January 3

- Last day to file petitions for the submission of questions of public policy to referenda.

Tuesday, January 10

- Last day to file objections to petitions for the submission of questions of public policy to referenda.

Friday, January 13

Unofficial copy of Certificate of Ballot should be sent to the County Clerk's Office. This form may be faxed to 312-603-9786 or emailed (not both)

Monday, January 17

- Last day for local governing boards to adopt a resolution or ordinance to allow a public question to appear on the ballot.

Thursday, January 26

- Last day for local election official to certify all candidates to the County Clerk's Office. **Official** copy of Certificate of Ballot must be filed with the County Clerk's Office by this date.
- Last day for circuit court clerk and local election official to certify any questions of public policy to the election authority having jurisdiction over the political subdivision.
- Withdrawal deadline for single offices

D) Certificates of Ballot must include all offices, whether or not there have been any filings for such office.

E) Proofs of Ballot

- Sent to local election official
- Verification of information pertaining to certification
- Ballot numbers are assigned at a later date in February

F) Notice of Pending Litigation

- Important that you notify County Clerk's Office of pending electoral board hearings/judicial review.
- Please notify colleen Gleason at the Cook County Clerk's Office either by phone at 312-603-1127 or e-mail at colleen.gleason@cookcountyil.gov.

Legal Notices

A) County Clerk responsible for election notices.

B) Types of notices; when and where published:

- Notice of election, notice of referenda and notice of polling places
- Dates are pursuant to statute

Write-In Candidates

A) Procedures for becoming a write-in candidate

B) Deadlines for filing with the County Clerk's Office:

Consolidated Primary Election

- Thursday, December 29 - last day for candidates to file as a write-in candidate in political subdivisions who are conducting a primary election.

Consolidated Election:

- Thursday, February 2 - Would only be extended if an Electoral Board or judicial review proceeding could affect someone remaining on the ballot.
- C) Notification to election judges and local election officials
- Notice of candidates who have filed as write-in candidates will be sent to the election judges in their Election Day envelope.
 - Notice will be sent to local election officials.

Canvassing Results

- A) County Clerk's Office is responsible for conducting the canvass.
- Election night precinct tape results are incomplete; the results do not include early voting totals, mail ballot totals, provisional totals and late arriving mail ballot totals.
- B) Last day to conduct the canvass
- Consolidated Primary Election - Tuesday, March 21
 - Consolidated Election - Tuesday, April 25
- C) Local election officials will be able to download an Abstract of votes after the canvass is completed from the Cook County Clerk's website www.cookcountyclerk.com after **5 p.m.** on April 25.

Discovery Recounts/Election Contests

- A) Discovery Recount petitions are filed with the County Clerk's Office.
- B) Must be filed within 5 days after the last day for conducting the canvass.
- C) Election Contest petitions are filed with the Clerk of the Circuit Court.

Disclaimer

Specific questions about legal requirements regarding candidate filing, objections and preparing a resolution/petition for a referendum question should be referred to competent legal counsel for the local unit of government, as the County Clerk's Office cannot give legal advice.