



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## INSTRUCTIONS FOR CANDIDATES FOR THE OFFICE OF TRUSTEE

WEST CHICAGO PUBLIC LIBRARY DISTRICT

**QUALIFICATIONS:** Candidates must:

1. Be a qualified elector (registered voter) residing in the West Chicago Library District;
2. Have resided in the West Chicago Public Library District for not less than one year prior to the filing of his/her nomination papers; and
3. Not have been convicted in any court in the United States of any infamous crime, bribery, perjury, or other felony; and
4. Not be in arrears in the payment of a tax or other indebtedness due to the West Chicago Library District.

**FILING PERIOD:** December 12 – December 19, 2022 (not more than 113 nor less than 106 days prior to the Consolidated Election).

**FILING TIME:** Monday, December 12 – Friday, December 16 from 10:00 a.m. to 5:00 p.m.; Saturday, December 17 from 10:00 a.m. to 1:00 p.m.; and Monday, December 19 from 10:00 a.m. to 5:00 p.m. in the Administrative Office.

**BALLOT ORDER:** The order of the ballot is determined by the order in which the petitions are filed. If two or more candidates are waiting to file petitions when the Library opens a lottery will take place to determine who will be first on the ballot. Anyone who mails in a petition, which is received that morning is considered part of the tie and will also be included in the lottery. After this, order is determined by the order in which petitions are filed. A similar lottery will be held at filing closing time, if more than one person files during the last hour.

**LOTTERY:** If a lottery becomes necessary, the local election official will give seven (7) days written notice of the time and place of the lottery to the candidates involved and a notice will be posted. Both lotteries, if necessary, will be held on Tuesday, December 27, 2022 at the Library. The lotteries will be public and scheduled as follows: 10:00 a.m., first place lottery; 10:15 a.m., last place lottery.

**SIGNATURE AND REQUIREMENTS:** A number of qualified voters residing in the District equivalent to at least 2% of the votes cast at the last election for library trustee, or 50, whichever is less. To be eligible to sign a petition, a person must be a registered voter and a resident of the Library District.

**CIRCULATORS:** The person circulating the petition must be at least 18 years old and a U.S. citizen at the time the petition is circulated. The person does not have to be a registered voter. **All signatures must be taken in the presence of the person circulating the petitions.**

**CANDIDATES MUST FILE THE FOLLOWING:** [All of which is included in the Petition Packet, with the Local Election Official (Library Board Secretary) or her deputy at the time and place given above]:

1. Receipt for filing Statement of Economic Interest (Statement must be filed with the County Clerk of the county in which the principal office of the Library is located (DuPage) by Monday, December 19, 2022, the last day to file. The Statement must be filed during the calendar year in which the nominating petitions are filed.
2. Statement of candidacy (must be notarized)
3. Petitions (must be notarized)
4. Loyalty Oath, which is optional (must be notarized)

These documents are to be attached (preferably on top) to the nominating petitions.

**CANDIDATES SHOULD RECEIVE FROM THE LIBRARY AT THE TIME OF FILING:**

1. Notice of obligation to comply with the Illinois Campaign Financing Act (the library will obtain receipt signed by candidate for this). If candidates file by mail, the Notice will be sent to him or her by first class mail.
2. Receipt for filing petition and Statement of Candidacy.

**OBJECTIONS:** May be filed with local election official within five (5) business days following the last day of the petition filing period.

**CAMPAIGN FINANCIAL DISCLOSURE:** File with the State Board of Elections and County Clerk.

Please refer to the Candidate's Guide<sup>1</sup> for complete information.

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<sup>1</sup> <https://www.elections.il.gov/Main/Publications.aspx>