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# Information for Candidates

for Town of Normal President of the Board of Trustees (Mayor)  
and Trustees (Councilmembers)

This document contains information regarding the 2021 Consolidated Election for the Town of Normal. **This document is not legal advice.** State law prohibits the Town Clerk from providing legal assistance or answering questions pertaining to specific election laws. All candidates and other interested parties are encouraged to obtain their own legal counsel if they have any questions or concerns about the election laws and procedures.

## ***Offices for Election***

One President of the Board of Trustees and Three Trustees will be elected for a Four-Year Term, which will expire in April 2025. The election is a nonpartisan election, and the President of the Board of Trustees and all Trustees are elected at large.

## ***Documents to be Filed***

To appear on the ballot, a candidate must file the following documents with the Town Clerk:

- **Receipt from County Clerk for filing Statement of Economic Interest.** This Statement must be filed with the County Clerk before the Nomination Petition is filed with the Town Clerk. Failure to do so will result in a delay in the petition filing and may result in the candidate's name not appearing on the ballot.
- **Nonpartisan Petition for Nomination.** A copy is attached. You will need to make additional copies as needed. The petitions should be notarized, and each page numbered.
- **Statement of Candidacy.** A copy is attached.
- **Loyalty Oath.** Filing this document is optional. A copy is attached.

## ***Where to File***

All petitions must be filed in the office of the Town Clerk, City Hall, Second Floor Uptown Station, 11 Uptown Circle, Normal, McLean County, Illinois between the hours of 8:30 a.m. and 5:00p.m., prevailing time.

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<b><i>When to File</i></b>	The time for filing is November 16, 2020 thru November 23, 2020.
<b><i>Number of Petition Signatures Required</i></b>	Under the Election Code the signature requirement for non-partisan elections is the same as for independent candidates in partisan elections (10 ILCS 5/10-3.1) The signature requirement for independent candidates is at least 5% but not more than 8% of the voters in the last municipal election (10 ILCS 5/10-3). According to the County Clerk, in the 2019 Municipal Election there were 5520 ballots cast, which included the office of Trustees, and in the 2017 Municipal Election there were 6336 ballots cast, which included the office of the President of the Board of Trustees.

Again, this document is not legal advice. Any question concerning document filing, petition signatures, or other election matters should be directed to your own legal counsel.

# President / Trustee

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## Election Calendar

<i>August 25, 2020</i>	First date to circulate petitions for Primary Election.
<i>November 5, 2020</i>	Pre-Filing Notice Published.
<i>November 16-23, 2020</i>	Filing Period for February 23, 2021, Consolidated Primary Election. (A Primary is held only if the number of candidates for office totals more than four times the number to be elected for any office.) Consolidated Election is April 6, 2021.
	Nominating petitions are filed with the local election official (Municipal Clerk).
	Nomination papers include the following: <ol style="list-style-type: none"><li>1. Statement of Candidacy.</li><li>2. Nomination Petition Sheets.</li><li>3. Receipt for filing a Statement of Economic Interest.</li><li>4. Loyalty Oath (optional).</li></ol>

### SIMULTANEOUS PETITION FILING – LOTTERY:

All petitions filed by individuals waiting in line at the office of the local election official (City Clerk) as of 8:30 a.m. on the first day of filing (November 16, 2020) are considered simultaneous filings. Petitions filed by mail and received in the office of the local election official in the first mail delivery on the first day of filing are also considered simultaneous filings. All petitions received thereafter are filed in the order of actual receipt. If two or more petitions are filed within the last hour of the filing deadline, they shall be deemed as being simultaneously filed and are included in the lottery drawing to determine the final ballot position.

In the event of simultaneously filed petitions, a lottery must be held within nine (9) days after the last day of the petition filing period.

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<b><i>November 25, 2020</i></b>	Written notice of the date, time, and place of the lottery to the candidates given by local election official.
<b><i>December 2, 2020</i></b>	Lottery (if necessary).  The dates for written notice and lottery are subject to change. The lottery is conducted within nine (9) days after the last day of the petition filing period, but seven (7) days written notice must be given.
<b><i>December 2, 2020</i></b>	Last day for local election official to receive objections to nomination petitions.
<b><i>December 17, 2020</i></b>	Last day to certify names of candidates to the County Clerk.
<b><i>February 23, 2021</i></b>	Consolidated Primary Election.  Primary Election held ONLY if 13 people file petitions for three Council positions and/or 5 people file petitions for Mayor.
<b><i>April 6, 2021</i></b>	Consolidated Election.

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## STATEMENT OF CANDIDACY

## NONPARTISAN

NAME:	OFFICE:  A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term
ADDRESS – ZIP CODE:	CITY, VILLAGE OR SPECIAL DISTRICT:

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS )  
 ) SS.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_ being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_, in the City, Village, Unincorporated Area of \_\_\_\_\_

(if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein, that I am a candidate for Nomination/

Election to the office of \_\_\_\_\_ in the \_\_\_\_\_  
(Name of City, Village or Special District)

to be voted upon at the election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for Nomination/Election to such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Candidate) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**CONSOLIDATED PRIMARY PETITION  
(NONPARTISAN - MUNICIPALITY OTHER THAN COMMISSION FORM)**

We, the undersigned, qualified voters in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of Illinois, do hereby petition that the name of \_\_\_\_\_, who resides at \_\_\_\_\_ in the City, Town or Village of \_\_\_\_\_ Zip Code \_\_\_\_\_ County of \_\_\_\_\_ State of Illinois, be placed upon the ballot as a candidate for nomination for the office of \_\_\_\_\_ at the Consolidated Primary election to be held on \_\_\_\_\_ (date of primary election); provided that if no primary election is required, the candidate's name will appear on the ballot at the Consolidated Election for election to said office and term.

**A Full Term is sought, unless an unexpired term is stated here: \_\_\_\_\_ year unexpired term**

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	
6.			,IL	
7.			,IL	
8.			,IL	
9.			,IL	
10.			,IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_ (Circulator's Name) do hereby certify that I reside at \_\_\_\_\_ in the City/Village/Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) (Zip

Code) \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

SHEET NO. \_\_\_\_\_

# STATEMENT OF ECONOMIC INTERESTS

Kathy Michael, McLean County Clerk

115 East Washington Street, Room 102, Bloomington, IL 61701

Name: \_\_\_\_\_ Filing for Calendar Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Full post office address including city and zip code

Home Address: \_\_\_\_\_  
Full address including city and zip code

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Position(s): \_\_\_\_\_  
Each office or position of employment for which this statement is filed Unit of Government

Additional Position(s): \_\_\_\_\_  
Each office or position of employment for which this statement is filed Unit of Government

Please check one of the following: ☐ Candidate OR ☐ Annual Filing OR ☐ Supplemental

## GENERAL DIRECTIONS

The interest (if constructively controlled by the person making the statement) of a spouse or any other party, shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement. **If additional space is needed, please attach supplemental listing.**

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by the street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

Business Entity	Instrument of Ownership	Position of Management
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year.

Name	Address	Type of Practice
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required to file) to each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement.

\_\_\_\_\_  
\_\_\_\_\_



4. List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized during the preceding calendar year.

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5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year.

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6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

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7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

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8. List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year.

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#### VERIFICATION

"I declare that this Statement of Economic Interests (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed \$1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

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(Signature of Person Making the Statement)

(Date)



This will be returned to you when  
your statement is filed in the  
County Clerk's Office

**Return to County Clerk's Office  
with Statement**

Receipt is hereby acknowledged  
of your Statement of Economic  
Interest, filed pursuant to the  
Illinois Governmental Ethics Act.  
The Statement was filed as of this  
date.

\_\_\_\_\_  
(Office(s) or Position(s) of Employment for which this Statement is Filed)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

State

\_\_\_\_\_  
Zip

Clerk's Date Stamp Here

**All pages** must be returned to the McLean County Clerk for filing either in person or by mail. We  
will return this receipt to you.

**Location:** 115 East Washington Street, Room 102  
Bloomington, IL 61701

**Mailing Address:** Kathy Michael, McLean County Clerk  
PO Box 2400  
Bloomington, IL 61702-2400

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested  
Revised July, 2004  
SBE No. P-1C

**LOYALTY OATH**  
(OPTIONAL)

United States of America       )  
  )  
State of Illinois                )       SS.

I, \_\_\_\_\_, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)

on \_\_\_\_\_  
(insert month, day, year)

\_\_\_\_\_  
(Notary Public's Signature)

(SEAL)