
**School Board Member
Filing Information**

**Courtesy Packet
Pete Duncan
Macoupin County Clerk**

CONSOLIDATED ELECTION – APRIL 1, 2025

**School Board Member
Carlinville School District #1**

**4-year term
2 -year term (if applicable)**

ELIGIBILITY: Any person who, on the date of election, is a citizen of the United States, of the age of 18 years or over, a resident of the State and the territory encompassing the district for one year preceding the election, and a registered voter is eligible. A member shall not be a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012 and cannot serve as a school trustee. (105 ILCS 5/10-10)

CIRCULATION PERIOD: August 20, 2024 – November 18, 2024 (10 ILCS 5/7-10)

SIGNATURE REQUIREMENTS: Petition must be signed by at least 50 qualified voters or 10% of the voters, whichever is less, residing within the district [10 ILCS 5/7-10(c)]

NOMINATION PAPERS must contain:

1. Statement of Candidacy: (10 ILCS 5/7-10, 8-8, 10-5)

The Statement of Candidacy form must include, among other requirements, the candidate's name, the candidate's legal address and the office sought. The form of the candidate's name should match the name as printed on the petition sheets, and may include a candidate's given name, initials, a nickname, or a combination thereof in addition to the candidate's surname.

Changes cannot be made after the filing of the nomination papers.

2. Petition for Nomination: CC #P-10 (10 ILCS 5/7-10, 7-10.2)

The form of the candidate's name for inclusion on the ballot will be taken from the first numbered page of the nominating petition. The top of each petition page must include the candidate's name, legal address, title of office, term and district (if applicable). The form of the candidate's name should be the same on every petition for nomination page. The form of the candidate's name may include their given name, initials, or nickname. No degree or title may be used.

Candidates must have the required number of signatures as indicated above.

The person circulating the petition for nomination must complete and sign the bottom portion in the presence of a notary. Each petition page must be notarized. The person circulating the petition for nomination may not notarize their own circulator's affidavit and signature. Blank petition pages may be photocopied or additional forms are available from the Macoupin County Clerk's office. **All petition pages must be the same size (either legal or letter), fastened together and numbered.**

3. Statement of Economic Interests: (10 ILCS 5/7-10, 7-12, 8-8, 10-5; 5 ILCS 420/1-101 et seq)

Required by the Illinois Governmental Ethics Act, **this form must be filed with the County Clerk and a receipt issued.** The receipt must be filed with the petition papers. The receipt is the only form that may be added to your petition papers once they have been filed. Filing the receipt later will not change the date or time of the original filing, but it must be filed with the County Clerk's office by close of business on **November 18, 2024.** **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.

4. Loyalty Oath: CC #P-1C (optional) (10 ILCS 5/7-10.1)

If completed, file with nomination papers.

FILING DATES AND PROCEDURES: [10 ILCS 5/10-6(2)]

1. Nomination papers are filed **Tuesday, November 12, 2024 through Monday, November 18, 2024**, with the **Macoupin County Clerk** during normal office hours. Petitions may be filed in person by the candidate or a representative, or by mail.

Nomination papers received in the mail before the first day of the filing period will be returned to the sender as not filed.

2. Nomination papers will be stamped noting the day and hour filed. A receipt is issued to the filer. All petitions filed by persons waiting in line at 8:30 a.m. on the first day of filing, **November 12, 2024**, and those petitions received in the day's first mail delivery are deemed "**simultaneously**" filed. All petitions received from 4:00 p.m. to 5:00 p.m. on the last day of filing, **November 18, 2024** are also deemed "**simultaneously**" filed.

3. Candidates for established political parties appear first on the ballot followed by new political party candidates and, finally, by independent candidates. Ballot position within each of these categories is determined by the time of filing. A public lottery determines ballot position when two or more petitions from the same political party are simultaneously filed for the same office. The Macoupin County Clerk will notify candidates involved in the lottery of the time and place the lottery is to be held.

This packet of information is being provided by the Macoupin County Clerk's office as a courtesy to prospective candidates. Information and suggested forms are also available on the Illinois State Board of Elections website at www.elections.il.gov. It is important to note that Nominating Petition papers are subject to legal challenge by objectors if improperly completed. Please be advised that the Clerk and staff are not able to provide legal opinions to individuals regarding their petition papers. Prospective candidates are encouraged to consult their own legal advisors on questions related to qualifications for office, preparation of petition papers, circulator requirements, signature requirements, etc., because once the petition papers are officially filed they cannot be changed or amended.