



OFFICE OF THE CLERK AND RECORDER
DEKALB COUNTY, ILLINOIS

Tasha Sims
County Clerk & Recorder

110 East Sycamore Street
Sycamore, Illinois 60178

815.895.7147 | office
815.895.7148 | facsimile
dekalbcountyclerkil.gov

August 2023

Petition Packet Instructions

During the circulation period, if you have any questions or need help, please don't hesitate to contact the Elections' staff. They are available to help in anyway they can prior to the filing period.

815-895-7147

The required forms needed for filing are in this packet and are PDF fillable forms. The Elections' Office staff ask you to utilize our forms; the information is easier to read when typed and will ensure less mistakes when entering data for the ballot setup.

Please read through the entire document before you begin your data entry.

All forms are built around a "full term" for an office. If you are running for an unexpired term, you must make sure that all the appropriate areas are completed with that information.

The heading of the nomination petition pages must include information relative to the election, the candidate, the office, political party, and the candidate's place of residence. The headings on any particular page must be completed prior to circulation of that petition and the heading on each sheet shall be the same.

Only 1 circulator may circulate a petition and must witness all signatures placed upon the petition.

Each candidate must complete and file a Statement of Candidacy. The form of the candidate's name, as printed and signed, should match the name as printed on the petition. The address of the candidate, office sought, party designation, and qualifying statements should also match the information printed on the petition.

Standard procedure is to have the candidate's name spelled the same throughout all the required forms.

A check off sheet is included in the packet; it is suggested that you utilize this form before you file your Petition Packet to ensure that you have completed all necessary forms before you come to the office to file.

Please note: Once the petition packet has been filed it cannot be modified, altered or added to in any way; with one exception, the Statement of Economic Interests receipt may be filed and added to the packet by the close of petition filing.



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Dear Precinct Committeeperson Candidate,

My office staff and I would like to congratulate you on your decision to serve the public as a representative of your party. If you have already been serving as a Committeeperson, thank you for continuing your service. After your County Convention and as a newly sworn in Precinct Committeeperson you will have a responsibility, regarding the Elections' office, that is essential to DeKalb County Residents for fair and secure elections.

Providing a list of names for individuals wishing to be Election Judges representing your party, is one of the most important jobs that you and your Party Chairperson will do for my office. Our goal is to staff each Precincts, with at least, 5 Election Judges on Election Day. We not only utilize individuals on Election Day, we also train some judges to work during Early Voting and as Election Day Registration Judges utilizing our Voter Registration program. Over the last several years we have had many of our judges retire or move out of state; which has had a negative effect on the size of our list and reduced the number of alternates available.

During your petition circulating process, whether you are obtaining signatures for yourself or another candidate, you might find it easier to locate Election Judges rather than waiting until this summer. Below are the qualifications needed to be an Election Judge:

-  Be a registered voter in DeKalb County
-  Able to perform the 4 basic functions of math
-  Must speak and write the English language
-  Available for every election during the next 2-year cycle

Those interested may fill out a copy of the attached Election Judge Application, visit our website at: <http://dekalb.il.clerkserve.com> or contact the office at 815-895-7147 or electionjudges@dekalbcounty.org. Training sessions take place before every election for all new judges and are also available as a refresher course for experienced judges.

High School Juniors and Seniors, and students at NIU, who are not registered to vote in DeKalb County, are also able to serve as Election Judges. They must follow a slightly different program, obtain permission from their school, parent/guardian and have at least a 3.0 g.p.a.. If you have children or grandchildren, who might be interested, please have them contact the office to serve. Students in this program are not eligible to be appointed by a party, but do represent their chosen party.

If, my office staff or I may be of service to you, please don't hesitate to contact us at 815-895-7147.

Sincerely,

Tasha Sims
DeKalb County Clerk & Recorder



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Office Use Only:
Res. Prec: _____
Assn Prec: _____
Date Trained: _____

ELECTION JUDGE APPLICATION

Full Name: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number/s: (Home) _____ (Cell – If available) _____

Email address: _____

Which party do you represent? (circle one) Democratic Republican

Are you willing to pick-up supplies the day before the Election? Yes No

Are you willing to return supplies after the polls close? Yes No

Are you willing to work in a different polling place? Yes No

If yes, how far are you willing to travel? _____

I understand that in order to meet the legal requirements and to qualify as an election judge, I must:

- Be a United States citizen or will be a citizen at the time of election.
- Be of good repute and character
- Be skilled in the four fundamentals of arithmetic
- Be of good understanding and capable
- Be a resident of and be registered to vote in DeKalb County
- Be responsible for my transportation to and from the polling place where I have been scheduled to work.
- Complete a training session provided by the County Clerk.

Responsibilities That Election Judges Accept:

- Attend the training session provided by the County Clerk.
- Assist and share responsibility for the operation of the voting site.
- Assist with closing procedures and packing of election supplies (until approximately 8:30PM)

I understand that this application does not guarantee I will be serving as an election judge but will be available to be called upon to serve.

Signature: _____

Date: _____



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**PRECINCT COMMITTEE PERSON ESTABLISHED PARTY CANDIDATE
PETITION FILING CHECKLIST FOR THE MARCH 19, 2024
GENERAL PRIMARY ELECTION**

Required Forms:

_____ **Statement of Candidacy (P-1)**

(The information that appears in the "Name" section on the form will be the one used on the ballot.)

_____ **Petition(s) (P-27)** (including the required number of signatures and pages numbered consecutively start with the number "1" at the bottom of the page.)

Optional Forms:

_____ **Loyalty Oath (P-1C)**

1st Day to Circulate Petitions is: September 5, 2023

Filing Period: Z

1st Day to File: Nov. 27, 2023 at 8:30a

Last Day to File: Dec. 4, 2023 at 5:00p

**Notarized Petition Packets must be filed with the Elections' Office of the
DeKalb County Clerk & Recorder located at:**

**110 E Sycamore Street, Sycamore (DeKalb County Administration Building)
1st Day of filing will take place in Conference Room East, and in the Elections'
office thereafter.**

STATEMENT OF CANDIDACY

NAME:		OFFICE:	
		TERM:	
ADDRESS:		DISTRICT:	
CITY	ZIP CODE	PARTY:	

Telephone Number: _____ **Email Address:** _____

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)
)
County of DeKalb) SS.

I, _____ (Name of Candidate) 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 DeKalb, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the _____ Party; that I am a candidate for Nomination/Election to the office of _____ in the _____ District, to be voted upon at the primary election to be held on March 19, 2024 and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) 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 _____ (Name of Party) Primary ballot for Nomination/Election for such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Candidate) (Date)

(SEAL)

(Notary Public's Signature)

**PRECINCT COMMITTEEPERSON
PRIMARY PETITION**

We, the undersigned, members of and affiliated with the _____ Party and qualified primary electors of the _____ Party, in _____ (township name and precinct number) in the County of _____, State of Illinois, do hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____ and State of Illinois, shall be a candidate of the _____ Party for election to the office of **PRECINCT COMMITTEEPERSON**, for _____ (township name and precinct number), to be voted for at the primary election to be held on **March 19, 2024** (date of election).

If required pursuant to 10 ILCS 5/7-10.2, 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 for 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 qualified voters of the _____ Party in the political division in which the candidates is seeking nomination/elective office, and that 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. _____

LOYALTY OATH (OPTIONAL)

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

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 _____
(Date)

(Notary Public's Signature)

(SEAL)



TASHA SIMS
OFFICE OF THE DEKALB
COUNTY CLERK & RECORDER

SIGNATURE REQUIREMENTS AND FILING DATES

GENERAL PRIMARY – MARCH 19, 2024

First day to circulate Primary Petitions: September 5, 2023

The filing period for Primary Petitions: November 27 – December 4, 2023

(For established political parties)

All petitions must be filed in the office of the County Clerk no later than 5:00 P.M. on Monday, December 4, 2023. Attached to the petition should be a Statement of Candidacy signed by the candidate and notarized. Additionally, a receipt for the Economic Interest Statement must be filed with the petition by the end of the filing period. (Exception – Precinct Committeemen are not required to file an Economic Interest Statement.)

Signature Requirements: County Wide Candidates

Democrat – 124 (Minimum)

Republican – 135 (Minimum)

(For all offices, petitions must be signed by at least .5% (.005) of the votes cast for any candidate of the party who received the highest number of votes in the county at the last General Election (November 8, 2022). The party candidate with the highest vote in the county could be any Federal, State, or County Candidate.

[10ILCS 5/7-10 (c)]

Democrat – Amanda Christensen – $24,732 \times .005 = 123.66$ --- 124 signatures

Republican – Andy Sullivan – $26,907 \times .005 = 134.535$ --- 135 signatures

Signature Requirements – County Board Candidates

Democrat and Republican – 25 Minimum

(For offices elected by District, petitions must be signed by at least .5% (.005) of the qualified electors of the party in the entire county who cast votes at the last preceding General Election (November 8, 2022) divided by the number of County Board districts, but in no event shall the number of signatures be less than 25.

[10 ILCS 5/7 – 10 (c)]

Signature Requirements – Precinct Committee Persons

Democrat and Republican – 10 Minimum

(A minimum of 10 signatures of primary electors of the party for the precinct. [10 ILCS 5/7 – 10 (i)]