

COAL CITY PUBLIC LIBRARY DISTRICT

LOCAL ELECTION OFFICIAL APPARENT
CONFORMITY POLICY

APPROVED BY
THE BOARD OF TRUSTEES OF THE
COAL CITY PUBLIC LIBRARY DISTRICT
MARCH 15, 2023

REVISED
MARCH 11, 2025

LOCAL ELECTION OFFICIAL APPARENT CONFORMITY POLICY

PURPOSE:

To comply with Illinois Election Code 10 ILCS 5/10-8 the Coal City Public Library District (Library) requires certificates of nomination, nomination papers, and petitions to submit public questions to a referendum, be filed as required by the Code, and be in apparent conformity with the provisions of this Act.

Eligible candidates are qualified electors of the Library District with one-year of residency in the Library District at the time the nomination papers are filed. Candidates must not be in arrears in the payment of a tax or any other indebtedness due to the Library District or have been convicted in any court in the United States of any infamous crime, bribery, perjury or other felony. Candidates must be 18 years old by the date of the Consolidated Election.

Circulators must fill out the top portion (heading) of the nominating petition pages which include information relative to the election, candidate, and office prior to the circulation of the petition sheet. The circulator must personally witness all signatures given and sign the required certificate stating that all signatures were given in their presence. No one may be considered a circulator of any petition page except the person who signs the circulator's statement.

Each candidate must complete and file a Statement of Candidacy. The form of the candidate's names, as printed and signed, should match the name as printed on the petition. Furthermore, the address of the candidate, the office for which the person is a candidate and statements that the person is qualified for the office specified should also match the information printed on the petition.

Candidates for Library Trustee must file with the Local Election Official (LEO) or Local Election Official designee at the Library, 85 N. Garfield Street, Coal City IL.

Each filing packet must contain nominating petition sheets. The signature requirement is qualified voters residing in the district equal to 2% of the votes cast in the last

election for library trustees or 50, whichever is less. The Library's attorney recommends at least 50 signatures. The following original documents are to be attached together:

- Nominating Petition sheets with at least 50 valid signatures, which must be notarized. The sheets must be numbered consecutively, beginning with the top sheet as number 1. (10ILCS 5/7-10,10-4);
- Statement of candidacy, which must be notarized;
- Receipt for Statement of Economic Interest;
- Loyalty oath, which must be notarized is optional.

In order to make sure all documents are filed with apparent conformity the LEO or designee will:

- Check to see if the candidate meets residency and age requirements.
- Review the nomination petition sheets checking for 50 signatures.
- Check petition sheets for proper notarization.
- Verify the Statement of Candidacy is signed and notarized.
- Check petition sheets for consecutive numbering.
- Ensure petition sheets are properly bound.
- Make sure the Statement of Economic Interest Receipt is attached.

The LEO or designee is not the police when it comes to inspecting petitions for compliance. The LEO or designee is looking for general compliance with the filing requirements. Petitions are generally taken at face value unless there are obvious deficiencies. Those whose petitions fail to meet apparent conformity will be notified in a timely manner.