



Office of the City Clerk

Keesha Blumhoff
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Dixon, IL 61021
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August 28, 2018

Dear Mayor Candidate:

I am writing in an effort to provide essential information for you in filing candidate petitions in the City of Dixon. The City of Dixon is nonpartisan and a Council-Manager Form of Municipal Government.

Nonpartisan candidates running for offices within the City of Dixon in the Consolidated Primary Election on February 26, 2019 are required to file their nominating petitions in the City of Dixon Clerk's office. The filing dates are *Monday, November 19 through Friday, November 23, 2018 between the hours of 8:00am and 4:30pm. And Monday, November 26, 2018 between 8:00am and 5:00pm. **Dixon City Hall will be closed Thursday, November 22, 2018 and Friday, November 23, 2018.*

A Consolidated Primary Election will not be necessary if less than three (3) candidates file for the position of Mayor. If less than three file, then a Consolidated Primary Election is not necessary; the candidates name will be placed on the ballot for the Consolidated Election held on Tuesday, April 2, 2019.

When filing your petitions include:

- 1) Notarized petition with at least thirty-one (31) signatures.
(City Hall will NOT Notorize Election Paperwork)
- 2) Statement of Candidacy
- 3) A receipt showing that you filed a STATEMENT OF ECONOMIC INTEREST with the Lee County Clerk's office for this position.
- 4) A Loyalty Oath (optional)

Petitions should be completed, signed and notarized, and bound as required, prior to filing with the City Clerk/Local Election Official at City Hall. Persons filing as candidates should verify accuracy of general information provided herein by referring to the "2019 Candidate's Guide" (reviewing a copy in the City Clerk's Office, or it is available to download at <https://www.elections.il.gov/Downloads/ElectionInformation/PDF/2019CanGuide.pdf>, or by seeking legal counsel, or contacting the Office of the State Board of Elections, Springfield (217)782-4141 or Chicago (312)814-6440, prior to the date of filing. Signature requirements may also be verified with the State Board of Elections.

All petitions filed by persons waiting in line at the office of the City Clerk/Local Election Official as of 8:00am on the first day of filing or petitions filed by US mail and received in the office of the City Clerk/Local Election Official on the first day of filing, shall be deemed simultaneously filed (to be considered first). Petitions received in the last hour on the last day of

filing shall be deemed simultaneously filed (to be considered last). In the event of simultaneous filing, a lottery drawing approved by the State Board of Elections will be conducted to determine order of placement on the ballot.

I am also including as a courtesy, "A Candidate's Guide to Municipal Government". This document was compiled by the Illinois Municipal League in collaboration with the Municipal Clerks of Illinois. Running for elected office is a serious undertaking and requires preparation and effort. This booklet is intended to serve as a primer on local government for those seeking elected office.

This information and all related documents have been provided to you as a public service. The City of Dixon and its City Clerk make no representation regarding the accuracy or validity of this information and forms you have received. Please consult an attorney before taking action based upon the candidate forms. Anyone who uses them does so at his/her own risk.

Sincerely,

Keesha Blumhoff
City Clerk

STATEMENT OF CANDIDACY**NONPARTISAN**

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE OR SPECIAL DISTRICT

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)

STATE OF ILLINOIS)
) SS.
 County of _____)

I, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) 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, and residing at the places set opposite our respective names, 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 _____ full term or vacancy (circle one) 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.

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)	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	
11		IL	
12		IL	
13		IL	
14		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____,

in the City/Village/Unincorporated Area (circle one) 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 registered voters of the political division in which the candidate is seeking 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. _____

**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, and residing at the places set opposite our respective names, 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 _____ full term or vacancy (circle one) 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.

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9		IL	
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11		IL	
12		IL	
13		IL	
14		IL	

State of _____)
) SS.
County of _____)

I, _____ (Circulator's Name) do hereby certify that I reside at _____,

in the City/Village/Unincorporated Area (circle one) 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 registered voters of the political division in which the candidate is seeking 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. _____

**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, and residing at the places set opposite our respective names, 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 _____ full term or vacancy (circle one) 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.

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(List all names during last 3 years) (List date of each name change)

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10		IL	
11		IL	
12		IL	
13		IL	
14		IL	

State of _____)
) SS.
County of _____)

I, _____ (Circulator's Name) do hereby certify that I reside at _____,

in the City/Village/Unincorporated Area (circle one) 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 registered voters of the political division in which the candidate is seeking 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. _____

CERTIFICATE OF ATTACHED LIST OF DELETIONS

We, the undersigned persons who have stricken signatures from the attached hereby certify that there is/are _____ page(s) of **CERTIFICATION OF DELETIONS** listing signatures which have been stricken, and are attached hereafter to the petitions of _____ (Name of Candidate) who is a candidate for election to the office of _____ at the _____ Election to be held on _____ (date of election).

The following are the page numbers indicated on the attached **CERTIFICATION OF DELETIONS**:

(CANDIDATE)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

Every person striking signatures from the petition shall each sign this certificate. This certificate shall be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and preceding any **CERTIFICATE OF DELETION** sheet.

SHEET NO. _____

CERTIFICATION OF DELETIONS

I, _____, Candidate or Circulator (circle one) do hereby certify that I have properly initialed the deletions of signatures, listed hereinafter by page and line numbers, from the petition of _____ (Name of Candidate) who is a candidate for election or nomination (circle one) to the office of _____ at the _____ Election to be held on _____ (date of election).

Page No.	Line No.	Page No.	Line No.	Page No.	Line No.

(Signature of Person Deleting Signatures)

Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition. If deletions are made, this **CERTIFICATION OF DELETIONS** shall be filed as part of the petition.

_____**ATTACH TO PETITION**_____

10 ILCS 5/7-10.1

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

L O Y A L T Y O A T H
(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 _____.
(insert month, day, year)

(Notary Public's Signature)

(SEAL)



STATE BOARD OF ELECTIONS STATE OF ILLINOIS

ARTICLE 29B FAIR CAMPAIGN PRACTICES ACT

10 ILCS 5/29B-5. Purpose. The Legislature hereby declares that the purpose of this Article is to encourage every candidate for public office in this State to subscribe to the Code of Fair Campaign Practices. It is the intent of the Legislature that every candidate for public office in this State who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play in order to encourage healthy competition and open discussion of issues and candidate qualifications and discourage practices that cloud issues or unfairly attack opponent. (Source: P.A. 86-873.)

10 ILCS 5/29B-10. Code of Fair Campaign Practices. At the time a political committee, as defined in Article 9, files its statement of organization, the State Board of Elections, in the case of a state political committee or a political committee acting as both a state political committee and a local political committee, or the county clerk, in the case of a local political committee, shall give the political committee a blank form of the Code of Fair Campaign Practices and a copy of the provisions of this Article. The State Board of Elections or county clerk shall inform each political committee that subscription to the Code is voluntary. The text of the code shall read:

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

(Print Name)

Date of Election

Name of Political Committee

A Candidate's Guide to Municipal Government

2019 Municipal Election Edition

Since 1913, the Illinois Municipal League (IML) has been the statewide organization representing all 1,298 municipalities in Illinois, including yours. Running for elected office is a serious undertaking and requires preparation and effort. This Candidate's Guide is intended to serve as a primer on local government for those seeking elected office. Following is information on the structure of municipal government and a summary of the functions and duties of local elected officials.

FORMS OF MUNICIPAL GOVERNMENT

Except for 14 municipalities operating under pre-1870 charters as incorporated towns, all other municipalities in Illinois are either cities or villages. Many municipalities operate under either an aldermanic-city or a trustee-village form of government. These standard forms of

government are subject to simple variations, such as the number of members of a legislative body, the terms of office and minority representation. There are also three more complicated variations of municipal government. These variations are called "strong mayor" form, "manager" form and "commission" form. Each form has its own rules for the selection and type of officers, their powers and responsibilities, and the general operations of government. An overview of these forms of government is provided below.

ALDERMANIC-CITY FORM

The aldermanic-city form of municipal government is made up of two aldermen per ward elected for a four-year term. Terms are staggered so that half of the aldermen are elected every two years. The population of the city determines the number of aldermen. Under the aldermanic form of

Roles and Responsibilities of Elected Officials

A municipality functions as an organization made up of individuals with various roles and responsibilities. Below is an overview of those positions as well as their functions.

THE MAYOR OR PRESIDENT

The mayor is the chief executive officer of the city. The president is the corresponding chief executive officer of the village or town. The president, however, may alternately be referred to as the mayor. The mayor or the president performs all of the duties prescribed by law, including municipal ordinances, and is required to see that the laws and ordinances are faithfully executed. The village president has the same general supervisory powers and duties as the mayor, except where the Illinois Municipal Code specifically provides otherwise.

The mayor's term is four years unless the municipality has locally adopted a two-year term of office. The mayor is required to give the council information concerning the affairs of the city.

Under most forms of municipal government, the mayor or president is a member of the corporate authorities, but generally only presides over the council's or board's deliberations. The mayor or president casts a vote in the event of a tie or if a measure has received a favorable

vote of one half of the council, and there is no tie. The mayor or president may also vote when a vote greater than a majority of the corporate authorities is required.

As chief executive officer of the city responsible for seeing that all laws and ordinances are enforced, the mayor is, in effect, the administrative superior of all officers and employees, other than the aldermen.

The Illinois Liquor Control Act makes the mayor, or his designee, the Local Liquor Control Commissioner, with power to enforce the appropriate provisions of the Act and local ordinances relating to the subject.

THE CITY COUNCIL, VILLAGE BOARD OF TRUSTEES AND CORPORATE AUTHORITIES

The legislative body of the municipality is the council or board. It is the default repository of all municipal powers that have not been specifically delegated to some other office or board of the municipality. The language of the Illinois Municipal Code is such that in most cases the powers granted under it are to be exercised by the "corporate authorities." In cities, the corporate authorities are the mayor and the aldermen. In villages, the corporate authorities are the president and board of trustees, who

exercise the same powers and perform the same duties as the city council. In municipalities under the commission form, the corporate authorities consist of the mayor and four commissioners. Under the manager form, the mayor and council or president and board of trustees constitute the corporate authorities. It is important to note that sometimes statutory provisions require that actions be taken by a specific majority of the "aldermen or trustees," rather than the "corporate authorities." In those cases, the mayor or president does not vote on the matter.

THE MANAGER

Under the manager form of government, the manager is the chief administrative officer of the municipality and is therefore responsible for the efficient administration of all departments. He is vested by statute with the power and duty to enforce the laws and ordinances within the municipality. The manager is appointed and serves at the discretion of the council or board with no set term of office.

The manager appoints and removes all department directors. Appointments are to be made on the basis of merit and fitness. The manager also selects the municipal attorney. Because the manager

government, the mayor is the chief executive officer. The mayor, city clerk and city treasurer are elected to four-year terms.

TRUSTEE-VILLAGE FORM

Under the trustee-village form, the legislative body consists of six trustees, generally elected from the village at large. The number of trustees does not vary with the size of the municipality. Villages of over 25,000 population may have each of the six trustees elected by district instead of from the village. The village president and clerk are elected at

large, but the village treasurer is appointed. The term of the president, trustees and clerk is four years, unless reduced to two years by referendum. As with the mayor in the aldermanic-city form, the appointments to all non-elective offices are made by the president with the advice and consent of the board of trustees.

STRONG MAYOR FORM

This form of government has an elected mayor, clerk and treasurer and, depending upon the size of the community, from eight to 20 aldermen elected from wards. The

elected officials serve four-year terms. The functions of an ordinary mayor are generally merged with the powers accorded a municipal manager. The mayor is given the power, without the necessity of the advice and consent of the city council, to appoint and remove his administrative assistants, budget and finance director, heads of all departments, and all other officers of the municipality, and members of commissions, boards and agencies, except those covered by civil service. The powers of the council are purely legislative.

exercises control over all departments and divisions of the municipality, he must attend all meetings of the council or board and may take part in the discussions, but may not vote. The manager may recommend that the corporate authorities adopt such measures as he deems necessary or expedient. The manager also has those powers and duties granted in the statutes to clerks and comptrollers with respect to the preparation of a report of estimated funds necessary to defray the expense of the city or village for the fiscal year to be used by the corporate authorities in the preparation of an annual appropriation ordinance.

THE CLERK

The clerk keeps the corporate seal, which is to be provided by the corporate authorities, and all papers belonging to the municipality. The corporate authorities are free to disburse public records to other officers as efficiency and practicality require. The clerk attends all meetings of the corporate authorities, including executive sessions, and keeps a full record of their proceedings in the form of minutes. Usually the clerk, by custom or ordinance, publishes all ordinances, either in the local newspaper or in pamphlet form.

If no comptroller is elected or appointed, the clerk exercises general supervision over all officers of the municipality charged in any manner with the receipt, collection or disbursement of the municipal revenue. The clerk has custody and control of all municipal documents, books and papers the corporate authorities designate. Except under the manager form, it is also the clerk's duty to prepare an annual estimate of expenses for use in the preparation of the annual appropriation ordinance.

In many municipalities, the clerk is eligible to be the local registrar of vital statistics and, if appointed, must keep the records and make the reports to the State Registrar of Vital Records as prescribed by the statutes concerned with births.

Certain other powers and functions are delegated to the clerk by statute, including the power to administer oaths. As the local election authority, the clerk has various duties in the municipal election process.

THE TREASURER

The treasurer or an appointed finance officer is the custodian of all funds belonging to the municipality. As such, he keeps records that show a separate account for each fund or appropriation. The treasurer issues receipts for money

received and files copies thereof with the clerk, as well as issuing money only on warrants or bonds duly signed by the president or mayor and clerk. The treasurer keeps separate accounts for taxes levied for a specific purpose, bond funds and special assessment funds.

The treasurer is also the custodian of the following special funds, among others, if and when they are created: the police pension fund, the firefighters' pension fund, the house of correction pension fund, and the library employees' pension fund.

The treasurer is personally liable for all funds deposited with him, regardless of whether he is negligent in handling them.

Under oath, the treasurer must make a monthly report, or issue reports more often if required by the corporate authorities, showing the state of the treasury and its remaining balance as of the date of the report.

The treasurer is prohibited from making personal use of any municipal funds in his possession.

Excerpted from IML's *Illinois Municipal Handbook*, 2018 edition. Available online at www.impl.org/publications.

MANAGER FORM

The manager form of government is available to all municipalities under 500,000 in population. The municipality may retain its governmental structure as an aldermanic-city form, trustee-village form or commission form while adopting by referendum the features of the manager form. Under this form, the power of the council or board is purely legislative, except that it is empowered to approve all expenses and liabilities of the municipality. The manager is the administrative and executive head of

the government for some purposes. The manager appoints and removes all officers not required to be elected.

COMMISSION FORM

The commission form of government is limited to municipalities with a population under 200,000. This form allows voters to elect a mayor and four commissioners who serve as the council. At the first regular meeting after an election, the council designates each member to be either the commissioner of accounts and finances, public health and safety, streets and

public improvements or public property. The mayor serves as commissioner of public affairs. The council may elect the clerk and treasurer, as well as all the other officers whose appointment is not delegated. Each commissioner is given executive control over administrative departments assigned to him. By referendum, the electors may provide for the election of commissioners to specific departments.

Excerpted from IML's *Illinois Municipal Handbook*, 2018 edition. Available online at www.impl.org/publications.

What is Home Rule?

The Illinois Constitution of 1970 introduced home rule status into Illinois law. In short, a community with home rule status can adopt any policy unless specifically prohibited from doing so by state law or constitutional limitations. By comparison, a non-home rule community can only adopt policies for which express authority is provided by state law. This means that non-home rule governments are “creatures of the state” and dependent on obtaining grants of authority from the General Assembly and the Governor, while home rule governments are autonomous and able to exercise governing

authority independent of the General Assembly and Governor in most cases.

Home rule status is automatically conferred once a community achieves more than 25,000 residents. This automatic threshold has been in place since the ratification of the 1970 Illinois Constitution. Communities with 25,000 or fewer residents are permitted to become home rule following the passage of a referendum. Illinois presently has 215 home rule communities.

Excerpted from IML's *Home Rule vs Non-Home Rule* manual, 2014 edition. Available online at www.iml.org/publications.

A Note About Ethics

One area to become immediately familiar with are the local ordinances adopting the restrictions required by the State Officials and Employees Ethics Act. In 2003, the state of Illinois enacted legislation that regulated political activity by public officials and employees. The act also required all local governments to adopt an ordinance that included restrictions contained in the state act addressing prohibited political activities and the gift ban.

A recent change to the act came in November 2017 when Governor Bruce Rauner signed into law Public Act 100-0554, which required local governmental entities to adopt, by ordinance or resolution, a policy prohibiting sexual harassment. Although many governmental entities may have already had sexual harassment policies in place, the law sets forth new minimum standards for all policies. The Illinois Municipal League provided a model ordinance and model policy to assist members in complying with the law within the compressed timeline.

Local entities may have additional elements beyond those minimum requirements, so it is important to become familiar with all local ordinances.

Legal Services

IML attorneys are active in providing assistance to locally retained city attorneys throughout the state. With the input and assistance of the Home Rule Attorneys Committee, IML provides model ordinances, sample ordinances and model policies on a wide array of municipal issues. In addition, IML attorneys may file *amicus* briefs in support of municipalities in the appellate courts on cases with a statewide impact on member communities. IML also provides continuing legal education to municipal attorneys through two Municipal Attorneys Seminars, one each spring and another at IML's Annual Conference each fall. The seminars explore the latest developments in municipal law led by subject matter experts and leading municipal attorneys.

Illinois “Sunshine Laws”

Two important statutes govern openness in meetings and public documents that should be guiding principles of your local government service. These laws are the Open Meetings Act (5 ILCS 120/) (OMA) and Freedom of Information Act (5 ILCS 140/) (FOIA).

OPEN MEETINGS ACT

Open Meetings Act training is required once of all newly elected or appointed members of a public body covered by the act. All new officials must complete electronic training provided by the Attorney General's office within 90 days of taking office. A list of OMA designees must be submitted to the Attorney General's office. The list must name designated employees, officers or members, and those listed must take the training annually. To accomplish this, go to the Attorney General's website www.illinoisattorneygeneral.gov and click on the box “Ensuring Open and Honest Government,” then register. Next you will be guided through training and questions. When you are finished, you will receive a certificate.

The Open Meetings Act (OMA) is the guiding state statute on the conduct of meetings concerning an open format, with the public being able to witness the events and discussion of public officials when conducting the public's business. OMA requires openness, and the public has a right to be informed as to the conduct of their business. OMA also provides exceptions for closed “executive sessions” of the public body, but those are to be strictly construed. Meeting in closed session is not mandatory, but the statutory rules within OMA governing closed sessions must be followed. OMA also covers public notice, agenda of meetings, schedules of meetings, recording meetings, minutes, procedures for closing a meeting, and attendance by means other than physical presence. The provisions also include enforcement and penalties to assure compliance. The online training will provide you with a good working knowledge of the act's provisions.

The Attorney General's office, through the Public Access Counselor (PAC), has the authority to review requests alleging a violation of OMA. Any individual can also bring a civil action in the local circuit court alleging non-compliance.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) pertains to the public's right of access to the public records in the possession of public bodies in whatever form they exist. The provisions of FOIA are the guiding principles for allowing citizens and interested parties to have knowledge of government records, balanced by the fact that certain limited records shall be exempt from disclosure. The FOIA statute begins with a broad policy statement and definitions. It then provides for the copying or inspection, dissemination of information about the public body, and a list of types or categories of records and the ability to charge reasonable copying fees. The law also includes a list of public records and information exempt from disclosure to the public. Note: if a record can be determined to be exempt because of some information that can be deleted, then the redacted record must be tendered to the requester.

The act requires each public body to designate one or more officials or employees to act as its Freedom of Information officer(s). Those individuals must take online training within 30 days of being appointed and annually thereafter. This is also available through the Attorney General's website.

The PAC can review denial of documents under a FOIA request when asked by the requester. An individual may also file suit in the local circuit court to enforce FOIA.

Both of these “Sunshine Laws,” OMA and FOIA, should be embraced with a spirit of public service and desire to keep the public informed and educated about the public's business. A strong word of encouragement — adhere to the provisions of both laws in your municipal public office; it will serve you well as an elected official and keep your constituents included in their government.

Excerpted from IML's *Sunshine Laws* manual, 2016 edition. Available online at www.iml.org/publications.

For more information regarding Illinois' sunshine laws, visit the Illinois Attorney General's website at www.ag.state.il.us/government/index.html. The PAC is also authorized to assist and provide guidance to local governments. Their office number is (877) 299-3642.

February						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MUNICIPAL CALENDAR

Every December, IML publishes the Municipal Calendar in the *Review* magazine. Throughout the year, each month, the *Review* includes that month's reminders for tasks that must be completed. Those entries include the provisions for the annual budget or appropriation ordinance (due by the end of the first quarter of the fiscal year), the annual property tax levy ordinance (which must be filed with the county clerk by the last Tuesday in December), and the annual audit (due to be filed with the Comptroller within 180 days of the end of the fiscal year). Additional reminders include annual appointments and reappointments for boards and commissions, salaries for elected officials (which must be set at least 180 days before taking office or a new term), and numerous other acts that must be completed throughout the year. You may review that resource at any time on the IML website.

IML Annual Conference & Training Opportunities

The Illinois Municipal League offers a number of a convenient and affordable opportunities to meet the professional development needs of elected officials and staff.

The IML Annual Conference is the municipal event of the year, and you might be surprised by the scope of this event. We offer more than 2,000 registrants unparalleled access to education and professional development as well as the opportunity to network with fellow elected officials.

Each year, the event offers more than 60 diverse sessions that provide innovative ideas, proven best practices and practical information over the

course of three days. Conference topics are carefully vetted to ensure we offer the most relevant, timely solutions to the problems facing Illinois communities. The speakers who present them are among the best in their field.

In addition to the three-day annual conference, we also offer trainings and workshops throughout the year. Newly Elected Officials training is conducted in odd-numbered years with Not So Newly Elected Officials training offered in even-numbered years. Municipal Attorneys Seminars are held in the spring and fall, with the latter held on the first day of the annual conference. Learn more about training opportunities online at www.iml.org/training.

Media Engagement



An election cycle inevitably generates media attention. Dealing with the media need not be adversarial, nor is it even a “necessary evil,” as some candidates would argue. Quite to the contrary, the press can be a valuable resource to your community and to you personally. Conversely, failure to build a relationship with the press and to keep them informed can create unending problems.

The business of government is to be conducted in the open. Dealing with the press is a legitimate part of that process. Following are several suggestions to consider when working with the media.

FIRST, BE HONEST. Always give reporters and the media honest answers to their questions. If you cannot be honest, then do not talk to the press on a particular issue. But do not lie.

SECOND, RETURN TELEPHONE CALLS OR MESSAGES. Reporters are doing their jobs. Part of your role is keeping constituents informed, and your constituents read the newspaper, online news, Facebook, Twitter, blogs, and listen to the local

radio show. Returning messages from the media is therefore imperative.

THIRD, TAKE THE TIME TO EXPLAIN YOUR POSITION.

While you may be familiar with an issue that has gone on for the last 30 years in your municipality, the reporter (and, for that matter, constituents) may not have any idea what the matter is about or why it has been so difficult to solve. You should take the time to explain the historical background of what has occurred and why you are taking a particular position.

FOURTH, if your story is not getting across, consider writing an “Op-Ed” piece. If an issue is important enough or you believe the facts are not being reported fully, consider writing your own Op-Ed piece. A letter to the editor is usually short and subject to editing by the publication; however, an Op-Ed piece carries more significance and is longer. This is an opportunity to tell your story the way you want to tell it.

FIFTH, for all of the reasons listed above, it also can be helpful to meet with a newspaper’s editorial board.

This may be particularly helpful when the editorial board may be expected to weigh in on complicated or controversial issues.

SIXTH, DEVELOP A THICK SKIN. Because you do not write the stories, the stories will rarely appear as one-sided cheering sections for you or your position. Keep your perspective on this. Reasonable people can disagree, and not everyone will invest a particular issue with as much importance as you.

FINALLY, be respectful and thoughtful in your public and private behavior. We live in an era of cell phone cameras and social media, and everyone should act accordingly. Off-hand comments and remarks that are insensitive to others — whether in real life or online — are unacceptable. Such comments will hurt your credibility and will distract from your legitimate goals and objectives. Remember that as long as you are a public figure, your private actions and casual remarks will shape the public’s perception of you, and possibly your community.

*Excerpted from IML’s *You’ve Been Elected! Now What Do You Do?* manual, 2015 edition. Available online at www.iml.org/publications.*

You've Been Elected! Now What Do You Do?

Once in office, municipal officials can look forward to their public service and the continuing support of the Illinois Municipal League (IML) as we fulfill our mission to Educate, Advocate and Empower our municipal members throughout the state. Be sure to take full advantage of the resources available through IML, some of which are listed below.

IML MEMBERSHIP SERVICES

- Legislative advocacy at the state and federal level
- Full-time in-house legal counsel
- Comprehensive website (www.iml.org) with the latest news, legislative updates, events and valuable resources for municipal officials
- Educational opportunities throughout the year, including Newly Elected Officials training and an Annual Conference in Chicago
- *Statehouse Briefing* (emailed weekly)
- *Illinois Municipal Review* magazine (mailed monthly)
- *Legal Bulletin* (emailed monthly)
- *Federal Focus* (emailed as needed)

IML PUBLICATIONS

IML also has an extensive library of affordably-priced publications designed to answer a wide range of municipal questions. Below is a list of publications that can be ordered online at www.iml.org/publications:

- *Conflict of Interests and Liability of Illinois Elected Municipal Officials*
- *Illinois Municipal Directory*
- *Financing Municipal Improvements*
- *Home Rule vs. Non-Home Rule*
- *Illinois Municipal Handbook*
- *Illinois Municipal Policy Journal*
- *Liquor Licensing and Regulation*
- *Manual on Police and Fire Disciplinary Matters*
- *Municipal Forms of Government*
- *Parliamentary Motion Guide*
- *Sunshine Laws (OMA & FOIA)*
- *You've Been Elected! Now What Do You Do?*
- *Zoning Handbook*

QUESTIONS?

Should you have non-political questions at any point during your candidacy or after the election, please feel welcome to contact us. The Municipal Clerks of Illinois and the Illinois State Board of Elections are also valuable resources.

Illinois Municipal League
(217) 525-1220
www.iml.org

Illinois State Board of Elections
(217) 782-4141 or (312) 814-6440
www.elections.il.gov

Municipal Clerks of Illinois
www.mci.iml.org

This Candidate's Guide was developed in partnership with the Municipal Clerks of Illinois (MCI).

August 1, 2018



Self-Evaluation Services

Maybe you struggled through a contentious campaign to be elected, or your new role is fraught with tension. Maybe the board is too acrimonious to be effective. As a benefit of membership, Illinois Municipal League staff can assist with convening an executive session of the governing body to develop solutions to issues that may be impacting your municipality.

Regardless of the issues at hand, a self-evaluation session can serve as an opportunity to focus on future success. While good governance and the interests of

the public demand much of the work of city councils and village boards be conducted in open session, the Open Meetings Act affords local government the opportunity to meet in executive session for the subjects of "self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member." (5 ILCS 120/2(c)(16).

Contact the Illinois Municipal League at (217) 525-1220 to discuss whether these services might benefit your community.