

How to  
Navigate  
Running for  
School Board

Critical School  
Board Election  
Information

**ILLINOIS ASSOCIATION OF SCHOOL  
BOARDS WORKSHOP**

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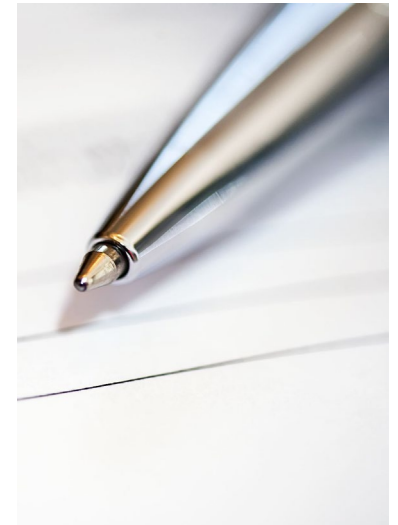
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# Nominating Papers: Required Documents

The procedures for the proper filing of a complete set of nominating petitions to run as a candidate for a seat on a board of education require preparation of the following 3 documents:

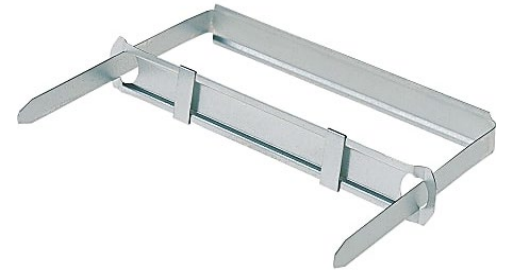
1. Your petition sheets containing at least 50 valid signatures (better to have more than 50 as a cushion)
2. Your Statement of Candidacy
3. Your Statement of Economic Interests (and filed copy/receipt for filing with your nominating petitions)



# First Document – Your Petition Sheets

After the circulation of your petition sheets and collection of the required number of valid signatures on your signature petition sheets, the next steps will be:

- The circulator(s) of your petition sheets appear before a notary and sign the circulator's affidavit at the bottom of each petition sheet verifying that they were the person who collected the signatures on that sheet.
- Make at least one set of copies. The originals will have to be filed and left with the County election department.



# First Document – Your Petition Sheets

- Compile all the petition sheets together and bind them securely. We recommend use of a Metal Prong Fastener for 2-Hole Punch (see below) to fasten your sheets together at the top.
- Number each petition consecutively, starting with the top petition sheet and numbering sheets “1, 2, 3 ...”.



# Second Document – Your Statement of Candidacy

A school board candidate must complete and file a Statement of Candidacy Form as follows:

- The recommended Statement of Candidacy form for use by school board member candidates is the “Non-Partisan” State Board of Election form P-1A.
- At the top of the form, you should insert your name as a candidate. The name should match the name you used in the heading of your candidate signature Petition Sheets.

The link for the form is available at:

[https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20\(Nonpartisan\)%20P-1A.pdf](https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20(Nonpartisan)%20P-1A.pdf)

# Second Document – Your Statement of Candidacy

- Your address as a candidate and the office of “member of the board of education” [or “director”, if district has school directors] should be filled in at the top of the form.
- After completing the form, as the candidate you must sign your Statement of Candidacy before a notary public.
- The Statement of Candidacy should then be securely on top of your consecutively numbered signature petition sheets (but the Statement of Candidacy is not numbered) and fastened with the Petition Sheets as your nomination papers as a candidate for filing.

The link for the form is available at:

[https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20\(Nonpartisan\)%20P-1A.pdf](https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20(Nonpartisan)%20P-1A.pdf)

# Third Document – Your Statement of Economic Interests

A school board candidate must complete and file a Statement of Economic Interests Form as one of the 3 documents required to be filed by a candidate, as follows:

- Form: Statement of Economic Interests forms can be obtained from your county clerk's office.
- Filing the Form: The completed Statement of Economic Interests form must be filed with the county clerk in the county in which the principal office of the school district is located. (5 ILCS 420/4A-106)

**Note:** The “content” of the Statement of Economic Interests is not a matter for review by the County electoral board. As long as you have properly included your name, address and office sought, any issues regarding the clarity, accuracy and completeness of the form is solely the jurisdiction of the applicable State's Attorney.

# Third Document – Your Statement of Economic Interests

- Filing the Receipt: Each candidate must file a receipt in addition to their nominating petitions indicating that they have filed a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. (10 ILCS 5/10-5; 5 ILCS 420/1-101, et seq.)
- The receipt for filing your Statement of Economic Interests is due prior to the end of the period for the filing of nominating petitions.
- *The receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed (i.e. county officers). As a “belt and suspenders” protection, we recommend filing it anyway.*

**Note:** The “content” of the Statement of Economic Interests is not a matter for review by the County electoral board. As long as you have properly included your name, address and office sought, any issues regarding the clarity, accuracy and completeness of the form is solely the jurisdiction of the applicable State’s Attorney.



# Filing With County Election Official

After you and/or your circulators have gathered the required number of signatures:

- Make copies and fasten a second set of all your documents and have the election clerk time stamp your copy as “filed” when you file your originals.
- Present your securely fastened nomination packet to the election official at your local County election office. [If in two or more counties, the county where the principal office of the school district is located]

# Filing With County Election Official

- A candidate does not have to file their nominating petitions in-person; a representative or designee of the candidate can do so.
- The receipt for filing your Statement of Economic Interests does not have to be filed at the same time as your petition sheets and Statement of Candidacy, but is due prior to the end of the period for the filing of nominating petitions. As noted before, the law does currently provide that *the receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed (i.e. county officers). We still recommend filing it anyway.*

# Filing Period & Ballot Position

The time period for filing your petitions, and your ballot position, will be as follows:

- The first day to file your nominating petitions began on November 12<sup>th</sup>. Your petitions are to be filed in the election department of your local County clerk's office. The last day to file your petitions will be November 18<sup>th</sup>.
- Candidates' names will be placed on the ballot for your office in the order in which nominating petitions are filed and received by the County clerk election department.

# Filing Period & Ballot Position

- A candidate filing their petitions at the opening of the County clerk's office on November 12<sup>th</sup> will have their name placed first on the ballot, among the candidates running for the same office, for the April 1st, 2025 Consolidated Election.
- If more than one person files their petitions at the same time when the office first opens on November 12<sup>th</sup>, there will be a lottery to determine which candidate's name will appear first on the ballot. Any candidates waiting in line when the office first opens on November 12<sup>th</sup>, will be considered to have filed their petitions at the same time as other candidates in line when the office opens on November 12<sup>th</sup>. The County election officials will notify you of any such lottery.

# Filing Period & Ballot Position

- The same rule applies to ballot position for any candidate filing their petitions during the last hour for filing on the last day for filing, November 18<sup>th</sup>. Any candidate filing during that period will have their name appear last on the ballot for candidates for the same office. If multiple candidates file during that hour, a lottery will be conducted to determine ballot position.