

Community College District 512 Trustee Election Packet

April 2, 2019
Consolidated Election

Candidate Documents Enclosed

- Candidate Information Sheet including Timetable of Dates Pertinent to April 2, 2019 Election
- Trusteeship Brochure – *Leadership that makes a difference*
- Community College District #512 Map
- Important Dates for Candidates for the Board of Trustees

Forms:

- **Statement of Candidacy** – Must be signed and notarized.
- **Petition for Nomination** – Minimum of 50 signatures of registered voters residing within District 512 required. Can duplicate more blank copies, if needed. Petition circulator must be at least 18 years old but does not need to be a registered voter. Completed petitions must be signed by the Circulator, notarized, numbered and bound together.
- **Statement of Economic Interests** – Must be filed in person at a Cook County Clerk office. The receipt is needed for petition filing.
- **Loyalty Oath** (Optional)
- **Withdrawal of Candidacy** – Must be filed no later than Thursday, January 24, 2019

CANDIDATE INFORMATION SHEET
CONSOLIDATED ELECTION – TUESDAY, APRIL 2, 2019

Harper College
Community College District #512
Board of Trustees

IMPORTANT: This information is intended as a general guide only. The Illinois State Board of Elections, the law firm of Robbins Schwartz, the Illinois Community College Trustees Association, and Harper College strongly recommend that all prospective candidates consult with competent legal counsel when preparing their nomination papers and prior to filing.

CANDIDATE QUALIFICATIONS

1. Each candidate must, on the date of his\her election,
 - be a citizen of the United States,
 - be 18 years of age or older,
 - be a registered voter, and
 - be a resident of the State of Illinois and territory that is included in Community College District #512 for at least one year immediately preceding his\her election.
 - The election or appointment to the Board of Trustees of a person who is a member of a common school board constitutes a resignation from that common school board, when applicable.

A petition signed by at least 50 registered voters residing within District #512 shall make nomination for election to the Board.

TERMS OF OFFICE OPEN

There are two six-year terms and one four-year term open on the Board of Trustees. The two six-year term successful candidates shall each serve terms beginning with the reorganizational Board Meeting in April or May 2019 and ending at the reorganizational Board Meeting in April or May 2025. The four-year term candidate will serve a term beginning with the reorganizational Board Meeting in April or May 2019 and ending at the reorganizational Board Meeting in April or May 2023.

By law, the last date on which the 2019 organizational meeting can be held is Tuesday, April 30, 2019 – within 28 days after the Consolidated Election.

NOMINATION PAPERS FILED BY A CANDIDATE SHALL CONSIST OF

1. Statement of Candidacy
2. Nominating Petition Sheets (signed by at least 50 registered voters residing within District #512)
3. Receipt for the filing of a Statement of Economic Interests
4. Loyalty Oath (optional)

NOMINATION PAPERS FILED BY A CANDIDATE SHALL BE IN THE FOLLOWING FORMAT

All nominating petition signature sheets must be:

1. Of uniform size, neatly fastened together at one edge in book form in a secure manner, and
2. Numbered consecutively, beginning with the top sheet as number “1”.

The Statement of Candidacy, Loyalty Oath (optional), and Receipt for filing a Statement of Economic Interests are to be attached (preferably on top) to the nominating petition signature sheets.

TIMETABLE OF DATES PERTINENT TO APRIL 2, 2019 ELECTION

First day to **circulate** nominating petitions – Tuesday, September 18, 2018

First day to **file** original nomination papers – Monday, December 10, 2018

Last day to **file** original nomination papers – Monday, December 17, 2018

Last day to file **objection** to nominating papers – Wednesday, January 2, 2019

Nomination papers may be filed either in person or by mail. By law, any nomination papers received by mail **prior** to the first day and time of filing or **after** the last day and time of filing will **not** be eligible for the election.

Last day to **withdraw** by filing notarized Withdrawal of Candidacy form – Thursday, January 24, 2019

HOURS TO FILE ORIGINAL NOMINATION PAPERS

Open Monday, December 10, 2018 through Monday, December 17, 2018
Monday-Thursday 8:00 am to 5:00 pm
Friday 8:00 am to 4:30 pm

Last Day to File Monday, December 17, 2018 – 8:00 a.m. to 5:00 p.m.

LOCATION TO FILE ORIGINAL NOMINATION PAPERS

Filing will take place in the Office of the Local Election Official (the Secretary of the Board of Trustees of Harper College, Community College District #512), who is represented by Chief of Staff and Board Liaison Dr. Maria Coons, in Wojcik Conference Center, Room W-301, located at 1200 W. Algonquin Rd., Palatine, IL 60067 (telephone 847-925-6143).

DETERMINATION OF BALLOT POSITION

1. On the **first day of filing**, petitions filed by persons waiting in line as of the **normal opening hour of the Office of the Local Election Official (8:00 a.m.)** shall be **deemed filed simultaneously** with petitions received in the first mail delivery or pickup of that day. Within nine days following the last day for petition filing, a lottery will, if needed, be held for simultaneous filings in order to break any tie for ballot position.
2. Ballot position for **all subsequent filings** is determined by date and time of filing.
3. On the **last day of filing at 5:00 pm**, if two or more nominating petitions for the same office are presented, they shall be **deemed filed simultaneously**. Within nine days following the last day for petition filing, a lottery will if needed be held for simultaneous filings in order to break any tie for ballot position.

ELECTION DAY: TUESDAY, APRIL 2, 2019

POLLS OPEN: 6:00 A.M. to 7:00 P.M.

INFORMATION ATTACHED

Candidate Information Sheet

Important information for prospective Board candidates.

Timetable

This timetable summarizes information from the first date on which nominating petition signature sheets may be circulated through the last date on which the Board organizational meeting may be held.

Trusteeship: Leadership That Makes A Difference

This brochure provides trustee information compiled by the Illinois Community College Trustees Association (ICCTA). This and other information may be found on its website:

www.iccta.communitycolleges.org

Communities in District #512

This map of communities in Community College District #512 will assist you in knowing where to circulate your nominating petitions. Please note, however, that parts of some these communities are not in District #512.

TO FIND THE FOLLOWING AND OTHER OFFICIAL DOCUMENTS ONLINE, GO TO:

<https://www.elections.il.gov/>

Candidate's Guide

The *State of Illinois Candidate's Guide*, issued by the Illinois State Board of Elections.

Petition for Nomination Sheets

Requirement: Petition for Nomination signature sheets must be signed by at least 50 registered voters residing within Community College District #512. (The Petition for Nomination signature sheets must be in the form required by law; you are encouraged to seek competent legal counsel for advice.)

Statement of Candidacy

The Statement of Candidacy form must be completed by the candidate, notarized, and filed with the original nominating petition signature sheets.

Statement of Economic Interests

The Statement of Economic Interests must be completed and filed in calendar year 2018 in the Cook County Clerk's Office, regardless of the candidate's county of residence. The Cook County Clerk will give the candidate a receipt for filing. **That receipt must accompany the original nominating petition signature sheets** filed in the office of the Local Election Official (Secretary to the Board of Trustees).

Loyalty Oath

Filing of the Loyalty Oath is optional.

Withdrawal of Candidacy

If applicable, the Withdrawal of Candidacy form must be completed, signed, notarized, and filed in the Office of the Secretary to the Board of Trustees no later than 5 p.m. on January 24, 2019.

Serving as a trustee is an excellent experience for all community-minded persons, regardless of age, sex, racial, or socioeconomic background. Anyone can benefit from serving on a board, and more importantly, all can contribute by sharing their own unique experiences and perspectives.

A board that most closely represents the demographic composition of the region it serves is not only desirable, but often essential for true representation of the district.

So don't let a feeling of inexperience keep you from seeking trusteeship. If it seems right for you, it's probably right for your community.

HOW DO I BECOME A TRUSTEE?

If you are 18 or older, a citizen of the United States, and have lived in your community college district for at least one year, then you can seek a board seat in your home district. The only other qualification is an honest commitment to the community college mission: that is, a belief in the value of the services and educational opportunities granted to more than 1 million Illinois citizens each year. Outside Chicago, elections are held in April of odd-numbered years, with trustees serving staggered six-year terms.

If you are interested in becoming a trustee and would like more information, call your local community college. Attending a board meeting and talking with current trustees is a great way to get a feel for the office.

You may also contact the Illinois Community College Trustees Association at 1-800-454-2282 or www.communitycolleges.org. ICCTA is a statewide organization providing legislative advocacy and educational programs for trustees.

WHAT ARE THE DEADLINES FOR THE 2019 TRUSTEE ELECTIONS?

- | | |
|-----------------------------|--|
| September 18, 2018 | First day to circulate nominating petitions (<i>a petition must be signed by at least 50 voters or 10 percent of the voters residing within the college district, whichever is less</i>) |
| December 10-17, 2018 | Period for filing nominating petitions with the local election official |
| April 2, 2019 | Election of community college trustees at the consolidated election |
| April 30, 2019 | Last day for community college boards to conduct organizational meetings and seat trustees elected on April 2 |

TRUSTEESHIP



*Leadership that makes
a difference*

I C C T A
ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

**For more information, contact
ICCTA at 1-800-454-2282 or
iccta@communitycolleges.org**

I C C T A
ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

401 E. Capitol Ave., Suite 200
Springfield, Illinois 62701-1711
Phone: 1-800-454-2282
Fax: 217-528-8662

ICCTA@communitycolleges.org
www.communitycolleges.org

LEADERSHIP THAT MAKES A DIFFERENCE

There is a unique bond between a community college and the people it serves that even the most prestigious university cannot match.

It is that bond, derived from the very nature of the community college -- with its "open door" admissions policy, affordable tuition, and programs tailored to local occupational interests -- that makes dedicated and "in-touch-with-the-people" college leadership absolutely essential.

Because a community college must address an array of interests as diverse as the district itself, the best leadership often arises not from those with in-depth knowledge of educational policy, but rather from those who have the pulse of their community and are willing to act tirelessly on its behalf.

These people are the 273 community college trustees serving the people of Illinois. True public servants, their diligent yet often unrecognized work helps build better schools, better communities, and a better quality of life for all of us.

WHAT IS A COMMUNITY COLLEGE TRUSTEE?

Each one of Illinois' 39 community college districts is represented by its own seven-member board of trustees, helping shape the activities of the one or more community colleges within its jurisdiction.

In 38 of the districts, a locally elected board of trustees provides college governance. Voters in two districts -- Lincoln Land Community College and Southwestern Illinois College -- elect trustees by regional subdistricts. (For the April 2015 consolidated election, no trustee seats are

scheduled for election in either the Lincoln Land nor Southwestern districts.)

In the city of Chicago, trustees are appointed by the mayor of Chicago and govern all seven community colleges within that district.

In addition, a non-voting student trustee is selected every spring to serve a one-year term on each local board.

Overall, it is the duty of the board to ensure that the priorities and spending of its district meshes with those of the community as a whole. It is therefore incumbent upon each trustee to do his or her part in accomplishing this daunting task.

This entails remaining neutral and balanced in looking at issues, avoiding the tendency to focus solely on one topic, and always keeping the overall interests of the community in mind.

In addition, trustees are required to work cooperatively with other board members, college administrators, and community leaders. It is easy to see how demanding being a trustee truly is. It is a position that requires dedication, diplomacy, integrity, and an open mind.

WHAT DOES A TRUSTEE DO?

Trustees are charged with several tasks essential to the operation of their institution, including:

- Approving the annual college budget
- Hiring and evaluating the college president
- Setting the college mission
- Participating in legislative advocacy
- Mentoring new trustees
- Helping shape a positive image of the college within the community

WHAT ARE MY COMMITMENTS?

While the job is rewarding, it does require a significant amount of time, interest, dedication and energy on the part of each trustee. More specifically, all trustees are expected to:

- Attend monthly board and committee meetings
- Participate in special college activities
- Stay informed on educational trends and issues at the state and federal levels
- Be involved in state and national trustee associations

WHY ME?

Perhaps a better question to ask yourself is "Why *not* me?"

Many Americans are making positive changes in their communities as members of religious groups or societies aimed at helping youth or the poor. Just as important, however, is the need for able members of the community to contribute skills, knowledge and perspectives in charting the course of their local community college.

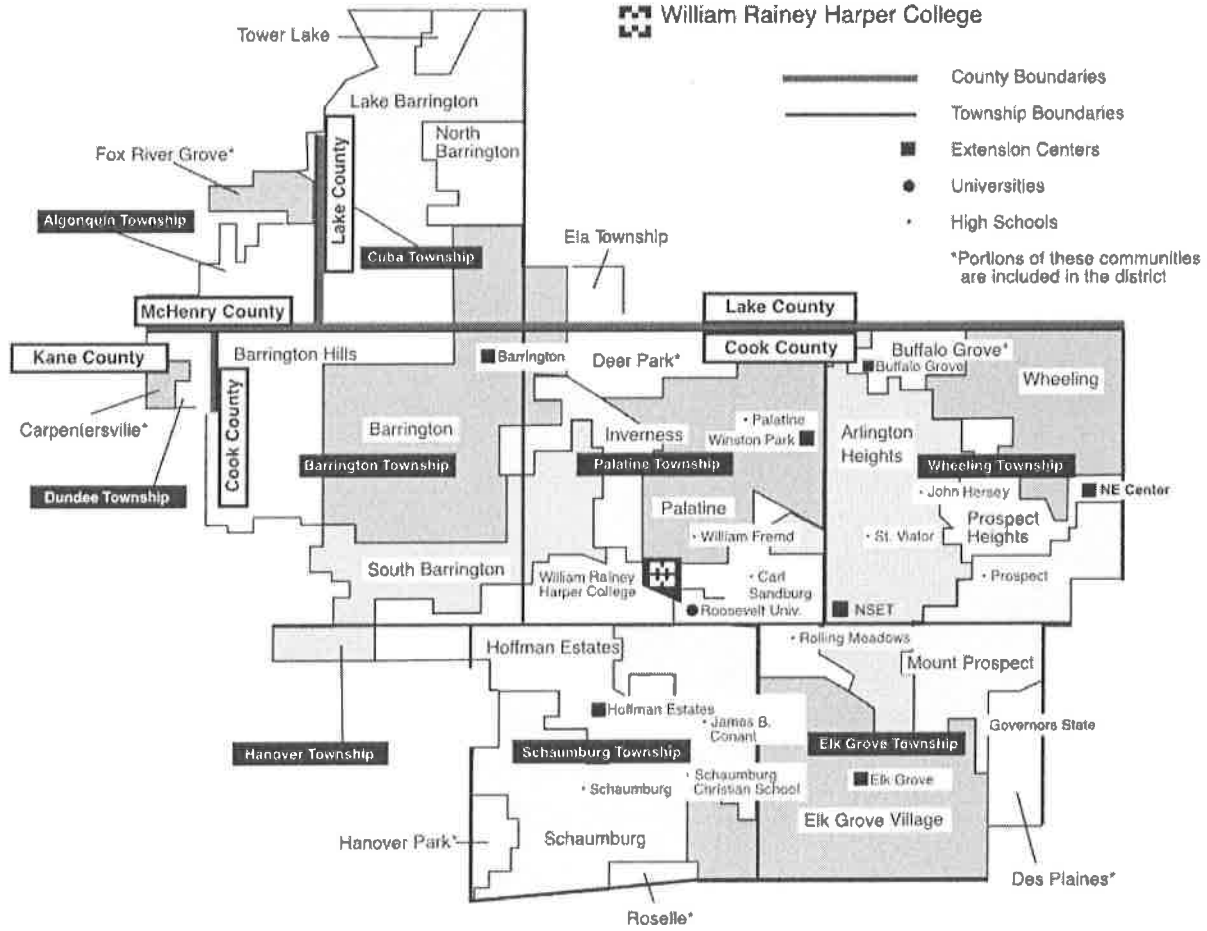
Excellence in any community begins with teaching and learning, and on the community college level, that begins with a strong board.

In addition to the sense of pride that trustees feel in helping build their communities, their work enables them to strengthen their communication skills and gain a broader perspective of the events and institutions shaping their district.

Community College District 512 Map

Community College District 512

 William Rainey Harper College



Source: 2017-2018 College Plan

Important Dates

Candidates for the Board of Trustees

Circulate Petitions

September 18, 2018 through December 17, 2018

Filing Period

December 10, 11, 12, 13, 14, and 17, 2018

W-301 office hours:

Monday-Thursday 8:00 am to 5:00 pm

Friday 8:00 am to 4:30 pm

Statement of Economic Interests

Must be added to filing packet no later than December 17, 2018 by 5:00 pm

Objections Accepted

December 18, 19, 20, 21, 2018 and January 2, 2019

W-301 office hours:

Monday-Thursday 8:00 am to 5:00 pm

Friday 8:00 am to 4:30 pm

Harper College is closed December 24, 2018 - January 1, 2019

Withdrawal of Candidacy

Last day to withdrawal is January 24, 2019

Board Organizational Meeting

April 24, 2019

STATEMENT OF CANDIDACY

NONPARTISAN

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

(for unexpired terms, specify "2 year unexpired term" or "4 year unexpired term" along with the office in the "OFFICE" space provided above)
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)
County of _____) SS.

I, _____ 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 _____, 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)

PETITION FOR NOMINATION
TO THE SECRETARY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. _____

We, the undersigned, being (_____ or more) (or 10% or more) of the voters residing within said district, hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area of _____ (If unincorporated, list municipality that provides postal service) in _____ Township in said district shall be a candidate for the office of member of the Board of Trustees, to be voted for at the Consolidated Election to be held on _____ (date of election).

(If running for an unexpired term state "2 year unexpired term" or "4 year unexpired 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)	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 of 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 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)

(Notary Public's Signature)

(SEAL)



STATEMENT OF ECONOMIC INTERESTS
TO BE FILED WITH THE COOK COUNTY CLERK

COOK COUNTY CLERK - For official use

FOR CANDIDATES ONLY

(type or hand print)

NAME: _____

FULL MAILING ADDRESS: _____

OFFICE: _____

GENERAL DIRECTIONS

The interest (if constructively controlled by the person making the statement) of a spouse or any other party, shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement. If additional space is needed, please attach supplemental listing. (Use blue or black ink only.)

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

BUSINESS ENTITY	INSTRUMENT OF OWNERSHIP	POSITION OF MANAGEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year.

NAME	ADDRESS	TYPE OF PRACTICE
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required file) and the nature of the entity to which they were rendered if fees exceeding \$5,000 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement. ("Professional services" means services rendered in the practice of law, accounting, engineering, medicine, architecture, dentistry, or clinical psychology.)

4. List the identity (including the address or legal description of real estate) of any capital asset from which a gain of \$5,000 or more was realized during the preceding calendar year.

5. List the name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year.

6. List the name of any entity doing business with a unit of local government in relation to which the person is required to file from which income in excess of \$1,200 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. No time or demand deposit in a financial institution nor any debt instrument need be listed.

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file.

8. List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year.

VERIFICATION

"I declare that this statement of economic interests (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed \$1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Sign Here:

(SIGNATURE OF PERSON MAKING THE STATEMENT BLUE OR BLACK INK ONLY) (DATE)

ATTACH TO PETITION

10 ILCS 5/7-10.1

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

LOYALTY OATH
(OPTIONAL)

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

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)

