

**SUMMARY OF FILING PROCEDURE
FOR GLENVIEW PARK DISTRICT CANDIDATES
APRIL 2, 2019 CONSOLIDATED ELECTION**

- PETITIONS AVAILABLE:** Nominating Petitions are available at the Park District's offices beginning September 18, 2018 during regular office hours (Monday- Friday 9:00 a.m.-5:00 p.m.) The first day to circulate nominating petitions is September 18, 2018.
- NUMBER OF VACANCIES:** Two (2) Park Commissioners are to be elected each for six-year (6) terms. (NOTE: The aforementioned are unpaid elected positions and may only be filled by persons who are registered voters and who have lived within the Park District boundaries for one (1) year prior to April 2, 2019.)
- NUMBER OF SIGNATURES:** Based on the total ballots cast in the last Park District Commissioner election, an estimated minimum 87 signatures of qualified voters, residing within the Park District boundaries are required on each candidate's Petition.
- FIRST DAY TO FILE:** First day to file Petitions is Monday, December 10, 2018 beginning at 9:00 a.m. Date and time of filing determines position on ballot.
- LAST DAY TO FILE:** Last day to file Petitions is Monday, December 17, 2018 no later than 5 p.m. Date and time of filing determines position on ballot.
- ETHICS STATEMENT:** Petitions must be accompanied by a Statement of Candidacy and receipt showing filing of an ethics statement (Statement of Economic Interests) with the County Clerk. The Statement of Economic Interests must be filed with the County Clerk (during the calendar year in which the nominating petitions are filed). Please note that although the ethics statement receipt does not necessarily have to be filed when candidates (including incumbent Commissioner candidates) file their Petitions, it is recommended they do so, otherwise the receipt must be filed at the Park District office **no later than** the last day to file on Monday, December 17, 2018 by 5 p.m.
- WHERE TO FILE:** Petitions must be filed with the Park District Secretary's designee at the Glenview Park District offices, 1930 Prairie Street, Glenview, IL. 60025.
- All Petitions filed by persons waiting in line at the office as of 9:00 a.m. on the first day for filing, as well as Petitions filed by mail that day, are deemed simultaneously filed as of 9:00 a.m. If two or more petitions are filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day) they shall also be deemed filed simultaneously. Whenever two or more Petitions are simultaneously filed, the election official shall break ties and determine the order of filing by means of a lottery.
- The Park District Secretary or designee conducts a lottery within nine (9) days following the last day of Petition filing to determine ballot position. Candidates involved in a lottery will be notified and may be present at the lottery. The lottery (if necessary) for the April 2 election will be held Wednesday, December 19, 2018 at 10:00 a.m. at the 1930 Prairie Street, Administrative Offices.
- ELECTION DATE:** April 2, 2019
- ADDITIONAL INFORMATION:** Michael McCarty Executive Director
Glenview Park District, 1930 Prairie Street, Glenview, Illinois 60025-2823
(224) 521-2250 Fax: (224) 521-2251