



Boulder Point  
0 Boulder Hill Pass • Montgomery, IL 60538  
(630) 554-1010  
[www.oswegolandparkdistrict.org](http://www.oswegolandparkdistrict.org)

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**DATE:** August 20, 2024  
**TO:** Park Board Commissioner Nonpartisan Candidates  
**FROM:** Cindy Benson, Park Board Secretary  
**SUBJECT:** **COURTESY PETITION PACKET FOR OFFICE OF PARK DISTRICT COMMISSIONER  
CONSOLIDATED ELECTION – APRIL 1, 2025**

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The Oswegoland Park District is governed by a group of five (5) commissioners. Beginning August 20, 2024, the Oswegoland Park District will have petition packets available for circulation for two (2) open Park Board Commissioner seats for the following terms for the April 1, 2025, Consolidated Election:

- (1) Six-Year Term
- (1) Unexpired Four-Year Term

**ELIGIBILITY/RESIDENCY:** See Illinois Compiled Statute (70 ILCS 1205/2-11)

**CIRCULATION PERIOD:** **August 20, 2024 through November 18, 2024** (10 ILCS 5/10-4)

**SIGNATURE REQUIREMENTS:** Petitions must be signed by not less than 2% of the number who voted in the last election for Commissioner within the District, but in no case less than 25 of such voters. (70 ILCS 1205/2-11)

**FILING DATES AND PROCEDURES:** (10 ILCS 5/10-6, 10-6.2; 70 ILCS 1205/2-11)

1. Petition packets are filed between the hours of **8:30 am and 4:30 pm on Monday, November 12, 2024 through Friday, November 15, 2024** and between the hours of **8:30 am and 5:00 pm on Monday, November 18, 2024** at the Oswegoland Park District Boulder Point facility only, located at 0 Boulder Hill Pass, Montgomery, IL. Petition packets may be filed in person by the candidate or a representative, or by mail. No petition packets will be accepted before or after these stated dates and times, nor at any other Park District location. Packets received in the mail before the first day of the filing period will be returned to the sender as not filed.
2. Petition papers will be stamped noting the day and hour filed. A receipt will be issued to the filer. All petitions filed by persons waiting in line at the opening of normal office hours on the first day of filing, 8:30 am on Tuesday, November 12, 2024, and those petitions received in the day's first mail delivery are deemed "simultaneously" filed. Two or more petitions filed within the last hour of the filing deadline on Monday, November 18, 2024, shall be deemed filed simultaneously for last position on the ballot.

## PETITION PACKET ENCLOSURES:

- **STATEMENT OF CANDIDACY:** (10 ILCS 5/10-4, 10-5, 10-5.1)  
The form of the candidate's name for inclusion on the ballot will be taken from this Statement of Candidacy form. The form of the candidate's name may include their given name, initials, or nickname. This form must include, among other requirements, the candidate's name, the candidate's residence address, and the office sought. The form of the candidate's name may include his or her given name, initials, or nickname. Changes cannot be made after the filing of the petition papers.
- **PETITION FOR NOMINATION:** (10 ILCS 5/10-3.1, 10-4, 10-5.1)  
The top of each Nonpartisan Petition page must include the candidate's name, legal address, unit of government, title of office, and term (indicate full term or unexpired 4-year term). The heading of each petition sheet shall be the same. Candidates must have the required number of signatures as indicated above under "Signature Requirements." The person circulating the petition for nomination must complete and sign the bottom portion in the presence of a notary. Each petition page must be notarized. The person circulating the petition for nomination may not notarize their own circulator's affidavit and signature. Blank petition pages may be photocopied. All petition sheets must be numbered and be neatly fastened together in book form at one edge in a secure and suitable manner.
- **STATEMENT OF ECONOMIC INTERESTS:** (5 ILCS 420/4A-105, 420/4A-106; 10 ILCS 5/10-5)  
Required by the Illinois Governmental Ethics Act, this form must be filed with the Kendall County Clerk and a receipt issued. Candidates are advised to file their receipt at the same time they file their nominating petition papers. While the receipt does not need to accompany the petition papers at the time of filing, it must be filed no later than 5:00 pm on November 18, 2024.
- **LOYALTY OATH (optional):** (10 ILCS 5/7-10.1)  
This form is an *optional* form for the candidate to complete. If a candidate opts to complete this form, it must be signed by the candidate and notarized. It is then filed with the petition papers.
- **PUBLICATIONS INCLUDED:**
  - Serving on a Park District Board Brochure
  - Policy Governance Principles Handout

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*This packet of information is being provided by the Oswegoland Park District as a courtesy to prospective candidates. Information and suggested forms are also available on the Illinois State Board of Elections website at [www.elections.il.gov](http://www.elections.il.gov). Please be advised that Oswegoland Park District staff are not able to provide election advice or legal opinions. Prospective candidates are encouraged to consult their own legal counsel on questions related to qualifications for office, preparation of petition papers, circulator requirements, signature requirements, etc., because once petition papers are officially filed they cannot be changed or amended. For general questions, Park Board Secretary, Cindy Benson, may be reached at (630) 554-4461 or [cbenson@oswegolandpd.org](mailto:cbenson@oswegolandpd.org).*

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Cindy Benson, Park Board Secretary

**STATEMENT OF CANDIDACY**

**NONPARTISAN**

<b>NAME:</b>	<b>OFFICE:</b>  A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term
<b>ADDRESS – ZIP CODE:</b>	<b>CITY, VILLAGE OR SPECIAL DISTRICT:</b>

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 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 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)

**NONPARTISAN PETITION  
(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)**

We, the undersigned, qualified voters in the \_\_\_\_\_ in the  
(unit of government)  
County of \_\_\_\_\_ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan  
Candidate for election to the office hereinafter specified, in the aforesaid unit of government, to be voted for at the election to be held  
on \_\_\_\_\_ (date of election).

<b>NAME:</b>	<b>OFFICE:</b>
<b>ADDRESS:</b>	A Full Term is sought, unless an unexpired term is stated here: _____ 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)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**STATEMENT OF ECONOMIC INTERESTS**

**INSTRUCTIONS:**

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable.

Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

**BASIC INFORMATION:**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Office, department, or agency that requires you to file this form: \_\_\_\_\_

Other offices, departments, or agencies that require you to file a Statement of Economic Interests form: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Preferred e-mail address (optional): \_\_\_\_\_

**QUESTIONS:**

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

\_\_\_\_\_

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset

Date Sold (if applicable)

\_\_\_\_\_

\_\_\_\_\_

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below.

List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

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4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

Name of Unit of Government

Title or Nature of Services

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5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

Name of Lobbyist

Relationship to Filer

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6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

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7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation

Public Utility

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**VERIFICATION:**

"I declare that this statement of economic interests (including any attachments) 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 is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Printed Name of Filer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If this statement of economic interests requires ethics officer review prior to filing, the applicable ethics officer must complete the following:

CERTIFICATION OF ETHICS OFFICER REVIEW:

"In accordance with law, as Ethics Officer, I reviewed this statement of economic interests prior to its filing."

Printed Name of Ethics Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Preferred e-mail address (optional): \_\_\_\_\_

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            )  
  )  
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)



## THE ELECTION PROCESS

Park district boards in Illinois are comprised of five or seven members called commissioners or trustees. To be eligible to serve as an elected commissioner or trustee, you must live in the district for at least one year prior to election day. Terms are for six years, but the board or the community can elect to change terms to four years. In general, two seats are up for election in the spring of each odd-numbered year.

### Briefly, the steps to being elected are:

1. In the fall of an even-numbered year, pick up a statement of economic interest and candidate petitions at your park district office.
2. Gather signatures of eligible voters so that your name may be placed on the ballot. You must obtain 25 valid signatures or 2 percent of the number of ballots cast for commissioner or trustee in the last election, whichever number is greater.
3. File the nominating petitions and a statement of candidacy with the park district secretary between 113 and 106 days prior to election day (usually in late December of an even-numbered year).
4. File a statement of economic interests with your county clerk (and a receipt with the park district secretary) on or before the final day for filing petitions.
5. Choose whether to file with the appropriate official clerk an optional loyalty oath and a voluntary statement of compliance with the Fair Campaign Practices Act.
6. File campaign finance disclosure forms with the State Board of Elections, if you raise or spend a prescribed amount on your campaign.

For specific details, contact your park district's executive director, board secretary or county clerk. Or, check the State Board of Elections' website at [elections.il.gov](http://elections.il.gov).

Visit the IAPD online at  
**ILparks.org**

## TRAINING & RESOURCES FOR CURRENT AND FUTURE BOARD MEMBERS

The Illinois Association of Park Districts has a number of resources that are available to you as a candidate and as an elected board member.

These resources include such important publications as The Park District Code, the Illinois Park District Law Handbook, and the Guide to the Open Meetings Act and FOIA.

In addition, the IAPD helps board members understand the financial procedures of Illinois park districts with such publications as the Illinois Park District Financial Procedures and the Guide to Public Sector Employment Laws.

We encourage you to visit our website at [ILparks.org](http://ILparks.org) and take advantage of the plethora of member resources that area available to you as you build your understanding of the park district system in Illinois.

As a newly elected board member, you will be receiving the Illinois Parks and Recreation magazine which contains timely information on trends and governance issues.

The IAPD also has robust educational offerings for new and seasoned board members alike and you are encouraged to participate in these throughout the year, such as:

- The opportunity to track your board service and education by applying for IAPD Board Development Program.
- The IAPD offers the Board Self-Evaluation that allows a board to take a look at themselves to determine their level of effectiveness and efficiency of operation. This specialized training will be of great benefit to new board members as well as seasoned board members. It defines roles and responsibilities, describes duties for oversight and governance and assists in defining leadership within the agency.

To find out more about IAPD's online resources or other IAPD educational services, contact:

**Peter Murphy, Esq., CAE, IOM**  
211 East Monroe Street | Springfield, IL 62701  
217.523.4554 | [pmurphy@ILparks.org](mailto:pmurphy@ILparks.org)

## SERVING ON A PARK DISTRICT BOARD

### WHAT DOES THAT MEAN?

**IAPD**  
Illinois Association of Park Districts

# SO YOU WANT TO SERVE ON THE PARK DISTRICT BOARD... WHAT DOES THAT MEAN?

By Peter Murphy, President and CEO  
Illinois Association of Park Districts

If you are appointed or elected to the park board, you will become a leader who has accepted a major civic responsibility. You should be willing to make a commitment to give freely of your time and talents to help strengthen and further the park, recreation and conservation mission of your community.

As a board member, you will take on the responsibility for helping to set goals, formulate policies and establish services that will meet the present and future needs of the citizens of your district. The success of your agency depends to a great degree on how well you understand your role and how effectively you address your responsibilities as a board member.

More than 2,100 citizens serve on Illinois park district, forest preserve and recreation boards. Effective board members are respected citizens, well known and active in community affairs and interested in the total recreational needs of their communities.

Serving without compensation, locally elected commissioners represent their fellow citizens and interpret their views. They have the primary responsibility of spending tax monies, fees and donations designated for park and recreation services. They spend, and spend wisely, millions of dollars every year.



## BOARD OBLIGATIONS

**As a board member, it is important that you commit to the “big picture” and the long-term effects of the decisions you make. You should use sound judgment by weighing the pros and cons of each issue, be open to new ideas, and make ethical decisions. In addition, it helps to have the capacity to “take the heat” when unpopular, but necessary, decisions are made.**

### Board Members:

- Adopt policies that allow the organization to run efficiently, effectively, legally and ethically.
- Request, receive, evaluate and make decisions based on well researched guidance from the executive.
- Interpret the agency’s mission, values and vision to the public.
- Monitor operational and capital finances.
- Hire, fire, supervise, evaluate and support the executive.
- Establish policies after consideration of pros and cons of each issue.
- Help set a strategic direction that adopts goals relating to the vision and mission of the agency.
- Act as a resource, a sounding board and as the eyes and ears of the citizens of the community, making sure that the agency is meeting their needs.
- Develop, maintain and update long-range plans.
- Adopt and adhere to a code of ethics.



**The Illinois Association of Park Districts publishes books, provides training and assists board members in their desire to serve the public.**

### Effective Board Members:

- Have an attitude of cooperation, open-mindedness and objectivity.
- Are motivated only by a desire to serve the citizens and the agency.
- Work with the executive, not over or around him or her.
- Inspire the community’s confidence, respect and support.
- Spend time in board meetings on strategic planning, policies and procedures, not on operational details that are the executive’s responsibility.
- Make no disparaging remarks about the agency, other board members or their opinions.
- Keep high ethical standards.
- Display a talent for working well with others.
- Do not promise voting outcomes prior to learning the facts of any issue.
- Do not make decisions until all sides of an issue have been presented.
- Support board decisions even when a decision conflicts with personal views.

## 10 Policy Governance Principles

### Ownership



#### Citizens = Owners of the organization

The Board represents the owners and delegates the running of the organization.

### Governance Position



#### Foresight and Leadership

The Board defines success and determines optimal organizational performance.

### One Voice



#### Speaks with One Voice

The Board makes decisions as a group, and supports those decisions as a group.

### Defines Success



#### Sets Priorities – Long-term Goals (Priority Results)

The Board directs, controls, and inspires through establishing what should be achieved, for which people and at what cost.

### Rule Book



#### Governing Policies = Rules Policies

The Board defines rules for the Board, delegates authority to the Executive Director, and defines how the Executive Director is evaluated.

### Limitations



#### Executive Limitations define what is out of bounds

The Board defines what is not acceptable for the Executive Director and spells out any limits.

### Policy Size



#### Policy allows for reasonable interpretation

The Board makes policy decisions at the broadest level and can be more detailed if the Board chooses, allowing for reasonable interpretation by the Executive Director.

### Delegation to Management



#### Focus is on the organization as a whole

The Board allows and honors the authority of the Executive Director to act as they have directed in managing the organization. They hold him accountable only to collective Board expectations.

### Any Reasonable Interpretation



#### Freedom to use creativity and agility in operations

The Board gives the Executive Director freedom to use any reasonable interpretation of the policies, and allows for creativity and agility as necessary to produce the results required by the Board.

### Monitoring



#### What the Board asked for, and what it got

The Board evaluates achievement of their priorities through systematic, scheduled assessment of the results of the organization's performance. This evaluation takes place against the criteria set by the Board as a whole. Success of the organization = Success of the Executive Director.