**NOTICE OF SPRING ELECTION**

**(insert name of village)**

**(insert date of election)**

**Election Details**

There will be an election to be held in the Village of (insert name of village), on Tuesday, April (enter 1st Tuesday), (enter year). The following offices are to be elected to succeed the present incumbents listed:

Office Incumbent

Village President Incumbent Name

Village Trustee Incumbent Name

Village Trustee Incumbent Name

Village Clerk Incumbent Name

Village Treasurer Incumbent Name

Village Assessor Incumbent Name

Municipal Judge Incumbent Name

Constable Incumbent Name

**Office Terms**

The term for village president and village trustees will begin on April 20, (enter year). The term for all other offices will begin on May 1, (enter year). All terms are for two years unless otherwise indicated.

**Caucus for Candidates**

Between December 1, (enter year) and January 1, (enter year), a date for the village caucus will be scheduled for the purpose of nominating candidates to appear on the spring election ballot for the above listed offices. The caucus will be held between January 2nd and January 21st. Notice of the scheduled date of the caucus will be given at least five (5) days before the caucus.

**Additional Information**

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the Division of Motor Vehicles.

Done in the Village of (insert name of village), on

November (insert date of signing).

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(Signature of Village Clerk)

(**Note:** The Type A Notice is published by the municipal clerk on the 4th Tuesday of November preceding the spring election, when municipal or school district candidates are to be elected §10.06(3)(a); at least 40 days preceding a special municipal primary and election\* §10.06(3)(f).)

\*If needed for a special election, modify the sample notice to indicate “Special Election” and reflect applicable dates.