



Office of Local School Council Relations

*The following timeline provides an accurate and concise overview of actions and deadlines involved in the election of Local School Council members.*

DATES	ACTIVITY
2011 11/14 – 11/22	Principal sends Letter I to parents. Include the nomination procedures, election timeline, candidate eligibility, and challenge rules.
2011-2012 11/14 - 3/8	Filing period for filing candidate nomination papers at the school where the candidate will run. Faxed nomination forms will <u>NOT</u> be accepted.
11/14 - 3/9	Principal receives judge applications at the attendance center and forwards them to the Office of Local School Council Relations on an on-going basis.
2012 By 1/12	LSC develops plan to publicize election, sets Candidate Forum date, sets meeting date for certification of election results, and informs the Network Office of these dates.
1/12 - 4/11	Principal/LSC publicizes date of Candidate Forum and Literature Distribution Day.
3/1	3:00 p.m. Deadline for candidates who wish to submit their nomination papers to the Office of LSC Relations, 125 S. Clark, 5th Floor, Suite 502. Faxed nomination forms will <u>NOT</u> be accepted.
3/8	Schools receive candidate poll watcher credentials.  3:00 p.m. Final Deadline for submission of nomination papers to the school where the candidate is running. Faxed nomination forms will <u>NOT</u> be accepted. <u>There will be NO EXTENSION.</u>  <b>Note: Nomination papers will not be accepted at the Office of LSC Relations on this date.</b>
3/9	3:00 p.m., Deadline to submit applications to be an LSC election Judge, including submitting the W-9 and W-9 Contact Form to School Financial Services.
3/12	Principal posts final list of candidates (Form 4-12) and candidate statements, if any.  Principal sends Letter II to parents: Include the list of candidates, date of forum, and date of the election. Suggestion: <i>Copy Form 4-12 on the back of Parent Letter II.</i>
3/13	3:00 p.m. Deadline for the principal to notify the Office of LSC Relations of need for a sign language interpreter for Candidate Forum.  3:00 p.m. Deadline for the principal to notify the Office of LSC Relations of the need for judges who speak a language other than English.  12:00 Noon Deadline for the principal to forward all original nomination papers and a copy of Candidate Form 4-12 to the Office of LSC Relations, Attention: Guillermo Montes de Oca, 125 S. Clark Street, 5 <sup>th</sup> Flr., Suite 502, GSR 125.  12:00 Noon Principal delivers a copy of all the nomination papers, ( <i>Forms 01-12, 02-12, 10-12, 13-12, 14-12 and 25-12</i> ), copies of 2 IDs, and, a copy of Candidate Form 4-12 to the Network Office. <b>NOTE: School retains a copy of all nomination forms.</b>
3/15	5:00 p.m. Deadline to file Pre-Election Challenge Candidate Eligibility forms with the Law Department.  Challenge Forms may be faxed to 773-553-1769 or 1702. <u>Challenger MUST retain the fax receipt.</u>

2012 LOCAL SCHOOL COUNCIL ELECTION TIMELINE



Office of Local School Council Relations

The following timeline provides an accurate and concise overview of actions and deadlines involved in the election of Local School Council members.

DATES	ACTIVITY
3/19	12:00 Noon - Law Department sends list of challenged Candidates, by school, to the appropriate school and Network Offices.
3/19– 3/26	Principal/LSC provides notice to parents and the community and holds Candidate Forum at each school.  Principal distributes pollwatcher credentials to candidates at Candidate Forum.  Principal/LSC conducts lottery for ballot position for candidates during the Candidate Forum.  Principal/LSC publicizes election date, time, and location.
3/26 – 4/03	Pre-election Candidate Challenge Hearings, if deemed necessary.
3/26-3/30	Election Day materials and election equipment delivered to schools.  Principal inspects election materials and immediately reports any missing material to the Office of LSC Relations.
3/27	3:00 p.m. - Deadline to file notarized Withdrawal of Candidacy form with the local school.
3/28	Deadline to select election judges for each school.  8:30 a.m. - Network Office conducts ballot position lottery for schools that failed to do so. Information on candidate positions on the ballot will be faxed to the appropriate schools by the Network Office.  12:00 Noon - Principal prepares and posts specimen ballot in lottery order by candidate type; parent, community, teacher, non-teacher staff, and student, if applicable.  <i>Note: Include all candidates, even candidates who were challenged.</i>  3:00 p.m. - Deadline for the local school to fax the Withdrawal of Candidacy forms to the Network Office and Office of LSC Relations.
3/29	12:00 Noon - Network Office faxes Certification of Candidates Form (Form 26-12) to schools.  12:00 Noon - Principal posts list of staff eligible to vote.  3:00 p.m. - Deadline for civic organizations to apply for pollwatcher credentials.
4/09	3:00 p.m. - Candidates inspect Candidate Ballot Lists and inform principal of errors.
4/10	The Chief Executive Officer or designee rules on Pre-Election Candidate Challenges and the Law Department forwards challenge results to all relevant parties.

2012 LOCAL SCHOOL COUNCIL ELECTION TIMELINE



Office of Local School Council Relations

*The following timeline provides an accurate and concise overview of actions and deadlines involved in the election of Local School Council members.*

DATES	ACTIVITY
4/11	<p>3:00 p.m. - Deadline for Principal to distribute pollwatcher credentials to remaining candidates.</p> <p>3:00 p.m. - Deadline for candidates to deliver candidate literature to school in packages of 35.</p>
4/13	<p>12:00 Noon - Network Office faxes Supplemental Certification of Candidates (Form 27-12) to affected schools.</p>
4/16	<p>9:00 a.m. - Principal posts revised Specimen Candidate Ballots, if necessary, with names in lottery order.</p> <p>Literature Distribution for parent and community candidates. Principal sends all candidates' literature home with students</p> <p>3:00 p.m. - Deadline for all candidates to inspect Revised Candidate Ballot Lists and inform principal of errors.</p> <p>3:00 p.m. - Deadline for staff to inform Principal of errors on staff list.</p>
4/16 – 4/18	<p>High schools conduct student non-binding advisory poll.</p> <p>NOTE: <i>Remember to remove student campaign literature the day before the student non-binding poll.</i></p>
4/17	<p>Principal corrects errors on Ballots, prints Official Ballot, and secures Ballots until the day of election.</p> <p>Principal posts Official Candidate Specimen Ballot.</p> <p>3:00 p.m. - Principal removes all campaign literature and posted Candidate Statements.</p>
<p>▲▲ 4/18 &amp; 4/19 ▼▼ Election Days</p>	<p>5:15 a.m. - Principal and Engineer arrive at the school.</p> <p>5:30 a.m. - Judges arrive at the school.</p> <p>Polls open 6:00 a.m. and close at 7:00 p.m. <i>If polls open late, then they must remain open after 7:00 p.m. for the same number of minutes they opened late.</i></p> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <p>Elementary Schools – Wednesday, April 18 High Schools – Thursday, April 19</p> </div> <p>Conduct elections for parents and community representatives.</p> <p>Conduct non-binding advisory poll for teachers and non-teacher staff.</p> <p>After the count is final on election night, the Principal will post the total vote for all candidates, enter all vote totals into computer, and notify the Network Office before leaving the school. High schools must also enter all student vote results.</p>

2012 LOCAL SCHOOL COUNCIL ELECTION TIMELINE



Office of Local School Council Relations

*The following timeline provides an accurate and concise overview of actions and deadlines involved in the election of Local School Council members.*

DATES	ACTIVITY
4/20	<p>12:00 Noon - Deadline for Security Envelope B to be forwarded to Network Office by principal.</p> <p>NOTE: <i>All other Security Envelopes (A, C, D, E and F) should be stored in the school safe for two years. Ballot Boxes, Privacy Screens and Spindles must be secured for pick-up by Board of Education trucks.</i></p> <p>5:00 p.m. - Deadline for the Network Office to deliver Security Envelope B for all schools to Office of LSC Relations.</p>
4/27	<p>5:00 p.m. - Deadline to file Post-election challenges with the Law Department.</p> <p>Challenge Forms may be faxed to 773-553-1769 or 1702. <u>Challenger must retain the fax receipt.</u></p> <p>8:00 p.m. - Deadline for LSCs to convene meeting to certify the results of the election and break any parent or community ties by lottery.</p>
4/30	<p>12:00 Noon- Deadline for LSCs to file Certification of Results with Network Office.</p> <p>3:00 p.m. – Deadline for Network Offices to break parent or community ties and to certify election results if LSC fails to hold its certification meeting or if no quorum was present.</p>
5/02 – 5/25	Post-Election Challenge Hearings.
5/10	Network Office sends check list of schools and their Certification of Election Results to the Office of LSC Relations, 5 <sup>th</sup> floor, 125 S. Clark St, Chicago, IL 60603, GSR 125
5/30	The Chief Executive Officer, or designee, rules on Post-Election challenges
6/05	Mail Post-election Challenge Results
6/27	Board of Education appoints teacher, non-teacher staff member and high school student representatives.
7/01 – 7/14	Annual LSC Organizational Meeting.

2012 LOCAL SCHOOL COUNCIL ELECTION TIMELINE