



2022
GUIDE TO
APPOINTED LOCAL SCHOOL COUNCILS/
BOARDS OF GOVERNORS
CANDIDATE
NON-BINDING ADVISORY POLLS
AND RECOMMENDATIONS

Office of Local School Council Relations
2651 W. Washington Blvd., 3rd Floor
Chicago, IL 60612
773-553-1400

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FROM THE DESK OF KISHASHA WILLIAMS-FORD

Dear Friends:

It is both an honor and a privilege to play a role in the upward trajectory of a student's life. The ability to positively impact a child has a resounding effect on the student, the family, and the community. This is at the heart of what we do at the Chicago Public Schools. This is at the heart of who we are. And we need you.

Local School Councils are an integral component of school reform by ensuring innovative leadership, expanded learning, and excellence in student achievement. In conjunction with the Chicago Board of Education, the Office of Local School Council Relations has been designated to coordinate the process of selecting qualified candidates for the Appointed Local School Councils and Boards of Governors for the new term of office beginning July 1, 2022.

The 2022 Guide to the Appointed Local School Councils and Boards of Governors Candidate Non-binding Advisory Polls and Recommendations is designed so that potential candidates might easily access and better understand the polling and recommendation process. We hope that you'll find the insight and details helpful. The Chicago Board of Education is committed to its role in the election and appointment process: to uphold the letter and intent of the School Reform Act and the Policy on the Governance of Alternative and Small Schools.

This important responsibility includes: 1) conducting fair non-binding advisory polls for candidates for the parent, school staff, and high school student member positions of ALSCs and BOGs, 2) facilitating a fair process of recommendations by currently-serving ALSCs and BOGs on behalf of candidates for the community and advocate member positions, and 3) providing clear and consistent procedures that foster public trust and promote broad-based candidate and voter participation.

CPS, as the third largest school district in the United States, LSCs provide valuable collaboration that propels the District's vision. This continuing commitment helps to bring positive change and continued advancement at all levels of our educational system. For your dedication, we are most grateful. We sincerely thank you for your efforts and look forward to continued collaboration that promotes the mission of Chicago Public Schools to provide a high-quality public education for every child, in every neighborhood, that prepares each for success in college, career and civic life. With your support, we certainly can. Please join us by running for a seat on your school's council.

Sincerely,



*Kishasha Williams-Ford, JD, MEd, MPA
Director, CPS Office of Local School Council Relations*

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IMPORTANT REMINDERS

- **January 3, 2022:** ALSC/BOG Candidate Nomination Period Begins.
- **Small schools will now have traditional LSCs**
- **3:00 p.m., February 25, 2022:** Deadline for filing ALSC/BOG candidate forms **in the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor. Mailed, e-mailed, faxed, or copied forms will not be accepted.**
- **3:00 p.m., March 4, 2022:** Deadline for filing ALSC/BOG candidate forms **in the school where the candidate intends to run. Mailed, e-mailed, faxed or copied forms will not be accepted.**
- **3:00 p.m., March 9, 2022:** Deadline to submit Applications for Election Judge to schools and email the **W-9 IRS Form** and **CPS Internal Accounts Vendor Request Forms** to the Office of School Financial Services at LSCJudge@cps.edu .
- **3:00 p.m., April 4, 2022:** Deadline for school staff candidates to deliver campaign literature to the based on principal for Candidate Literature Distribution Day.
- **3:00 p.m., April 4, 2022:** Deadline for parent candidates to deliver campaign literature to school for Candidate Literature Distribution Day.
- **April 18 or 19: The Student Non-binding Advisory Polls are conducted by the schools with Student LSC members.**
- **6:00 a.m. to 7:00 p.m., April 20, 2022: Elementary School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.**
- **6:00 a.m. to 7:00 p.m., April 21, 2022: High School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.**
- **8:00 p.m., April 28, 2022: Deadline for ALSC/BOG to certify Non-binding Advisory Preference Polls Results and to recommend candidates for community and advocate member positions.**
- **June 22, 2022:** Board appoints all members of Appointed Local School Councils and Boards of Governors.

For additional information, contact:
LSC Election Central
Office of Local School Council Relations
2651 West Washington Blvd., 3rd Floor
Chicago, Illinois 60612
773.553.1400 (phone)

2022 APPOINTED LSC AND BOG CANDIDATE POLLS AND RECOMMENDATION TIMELINE

DATES	ACTIVITY
2022 1/03 - 1/07	Period for Principal to distribute Letter I to parents and school staff and post letter. ALSC/BOG Election materials will be made available at the school in paper form. The principal will post Letter 1 and the link to the nomination forms on the school website.
1/03 - 3/04	<p>Period for filing original ALSC/BOG candidate forms in-person in schools where the candidates seek appointment. Emailed, mailed, faxed, e-mailed, or copied forms will <u>NOT</u> be accepted.</p> <p>The principal will print the submitted forms and make all forms except Telephone Disclosure Form 3-22, available for review by the public and will post Forms 4-22 and 4S-22.</p> <p>Principal will enter the candidate's name on Form 8-22 and post the updated Form 8-22 within 24 hours of submitting the nomination forms.</p>
1/03 - 3/08	<p>Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.</p> <p>Period for the ALSC/BOG to complete the following tasks:</p> <ul style="list-style-type: none"> ● Set and publicize the date of the Candidate Forum. The candidate forum must be held between 3/21 and 3/25. Candidate forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website. ● Set date of meeting to certify parent, staff and if applicable, student non-binding advisory poll results and recommend candidates for community and advocate positions. The certification meetings are to be held: <ul style="list-style-type: none"> ○ For elementary schools between 4/21 – 4/28 (8:00 p.m.) ○ For high schools between 4/22 – 2/28 (8:00 p.m.). <p>Note: If ALSC/BOG does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</p>
1/03 - 3/10	<p>File Pre-Election Challenges. Challenge forms must be emailed to LSElectionchallenge@cps.edu or filled in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p>

DATES	ACTIVITY
1/03 - 4/07	Principal/ALSC/BOG to publicize the date for Campaign Literature Distribution (4/18).
2/25	3:00 p.m. Deadline to file ALSC/BOG candidate paper forms in person at the Office of LSC Relations (“OLSCR”), 2651 W. Washington Blvd., 3rd Floor. Emailed, mailed, faxed, e-mailed or copied forms will <u>NOT</u> be accepted.
3/04	3:00 p.m. Deadline to file ALSC/BOG candidate forms in person at the school where the candidate seeks to run. Emailed, mailed, faxed, e-mailed, or copied forms will <u>NOT</u> be accepted.
3/08	<p>12:00 Noon. Principal to post final List of Candidates for the ALSC/BOG (Form 8-22) and Candidate Statement Forms (Form 4-22), if any.</p> <p>3:00 p.m. Principal to complete a form that Lists all Candidates for the ALSC/BOG (Form 8-22). Nomination Forms submitted in paper including copies of Candidates Statements(Form 4-22 and/or Form 4S-22), candidate Identification, and originals of all other candidate forms (Form 1-22, 2-22, 3-22, 5-22 and 6-22) must be sent to OLSCR using the enclosed, envelope to (2651 W. Washington Blvd., 3rd Floor, GSR 384 (and copies of Form 8-22, all IDs and candidate forms to Network Office).</p> <p>Final date for ALSC/BOG to complete the following tasks:</p> <ul style="list-style-type: none"> ● Set and publicize the date of the Candidate Forum. The forum may also be held virtually. Forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website. ● The candidate forum must be held between 3/21 and 3/25. ● Set date of meeting to certify election results and break parent or community candidate vote total ties. The certification meetings are to be held <ul style="list-style-type: none"> ○ For elementary schools between 4/21 - 4/28 (8:00pm) ○ For high schools between 4/22 - 4/28 (8:00pm) <p>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</p> <p>3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form. Schools are to email IRS W-9 Form and CPS Internal Accounts Vendor Request Form to LSCJudge@cps.edu and return the original forms to the judge applicants.</p> <p>The principal is to set the date of the Candidate Forum between 3/21 and 3/25 if ALSC/BOG fails to do so by 8:00 p.m. on March 8, 2022. The principal is to inform all candidates of the date and time of the Forum in writing and by telephone at least seven (7) days in advance.</p>

DATES	ACTIVITY
3/09	Principal to distribute Letter II to classrooms for students to take home to parents and to school staff and post letter II at school (include the date, time, and location of Candidate Forum and Form 8-22, List of Candidates for the ALSC/BOG). If the forum has a virtual component, include the meeting link in the letter. Suggestion: Copy Form 8-22 on the back of Letter II.
3/10	5:00 p.m. Deadline to file Pre-Election Challenges. Challenge Forms must be emailed to LSCelectionchallenge@cps.edu or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.
3/11	<p>12:00 Noon. Deadline for anyone requiring a sign language interpreter or other accommodation at the Candidate Forum to inform the school.</p> <p>3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of the need for a sign language interpreter or other accommodation at the Candidate Forum.</p> <p>3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for non-binding advisory poll judges who speak a language other than English.</p>
3/14	<p>12:00 Noon. Law Department to send concerned schools a list of challenged candidates.</p> <p>3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for non-binding advisory poll judges who speak a language other than English.</p>
3/21 – 3/25	<p>Schools conduct Candidate Forums. ALSC/BOG or Principal to post notice and agenda for Forum at school and post on school website at least 48 hours in advance. If the forum has a virtual component, the meeting link shall be included on the meeting agenda and school website. The recording of the virtual forum will be posted on the school website and shared with the school community.</p> <p>At Forum:</p> <ol style="list-style-type: none"> 1. All Candidates are allowed equal time to address the public in attendance. 2. ALSC/BOG or Principal conducts ballot position lotteries. 3. Principal distributes three (3) Poll Watcher Credentials to all candidates in attendance and mail credentials to those not in attendance. 4. ALSC/BOG and Principal announce election date, time, and polling place location. 5. Principal enters candidate ballot positions on LSC Dashboard using LSC update and candidate information. <p>NOTE: Pre-election Challenged Candidates must be included in the Candidate Forum.</p>

DATES	ACTIVITY
3/16 – 3/30	The Law Department conducts reviews of Pre-election Candidate Challenges and conducts hearings if necessary.
3/23	3:00 p.m. Deadline for Principal to report any missing non-binding poll day materials (Box 2; Ballot Box; privacy screens; Spindle for the Applications for Ballot) to OLSCR (773/553-1400).
4/04	<p>3:00 p.m. Deadline for parent and community candidates to deliver campaign literature to school.</p> <p>3:00 p.m. Deadline for school staff candidates to deliver campaign literature to the principal.</p> <p>3:00 p.m. Deadline for candidates to withdraw without a notarized signature (NOTE: Principal may require a notarized signature). Withdrawing candidates' names are to be coded as "withdrawn" and a line drawn through their name in the List of Candidates for the LSC (Form 8-22). Schools are to code as "withdrawn" all withdrawn candidates from LSC Dashboard and to email all Withdrawal of Candidacy Forms (Form 7-22) to OLSCR lscrelations@cps.edu and the Network Office.</p> <p>5:00 p.m. Chief Executive Officer or designee to rule on Pre-Election Candidate Challenges and forward results to challenger(s), challenged candidate, and concerned school.</p>
4/05	<p>12:00 Noon. Principal posts list of full-time CPS staff assigned to school eligible to vote in staff poll.</p> <p>3:00 p.m. Principal prepares and posts Specimen Ballot(s) listing candidates in lottery order (the names of any withdrawn candidates or against whom a pre-election challenge was successful shall be excluded, with all other candidates' names remaining in lottery order).</p> <p>5:00 p.m. Deadline for civic organizations to apply to OLSCR for Pollwatcher Credentials.</p>
4/06	<p>12:00 Noon. Deadline for schools to code as "withdrawn" all withdrawn candidates from LSC Dashboard. Schools are to email all Withdrawal of Candidacy Forms (Form 7-22) to lscrelations@cps.edu.</p> <p>3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform the principal of errors.</p>

DATES	ACTIVITY
4/18 - 4/19	<p>High School conducts a Non-Binding poll for students. Remove student candidate statements prior to the poll.</p> <p>NOTE: Student Candidate Statements (Form 4-22 and/or 4S-22) to be removed the day before student poll.</p>
4/18	<p>9:00 a.m. Principal posts revised List of Candidates for the ALSC/BOG (Form 8-22 and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew or against whom a pre-election challenge was successful. The revised ballots shall have all other candidates' names in lottery order.</p> <p>At Student Dismissal: "Candidate Literature Distribution Day" for All Candidates. Candidates make their own copies of materials for distribution to the school community. Principal to send parent and community representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes.</p> <p>3:00 p.m. Deadline for staff to inform the Principal of errors on the list of staff eligible to vote in the staff poll.</p>
4/19	<p>12:00 Noon. Deadline for parent, community and school staff candidates to inspect and inform the Principal of errors on revised Specimen Ballots.</p> <p>1:00 p.m. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots.</p> <p>3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-22).</p>

DATES	ACTIVITY
<p>▶ ▶ 4/20 & 4/21 ◀◀ Election Days</p>	<p>5:15 a.m. The Principal and Engineer arrive at school.</p> <p>5:30 a.m. Judges arrive at school to set up polling places.</p> <p>6:00 a.m. Polls Open.</p> <p>Conduct non-binding advisory polls for parents and school staff.</p> <p>12:00 Noon. The principal takes the first “spindle count” of total parent voters and enters the total in the LSC Dashboard.</p> <p>3:00 p.m. Principal takes the second “spindle count” of total parent voters and enters the total in the LSC Dashboard.</p> <p>7:00 p.m. Polls Close. (Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.)</p> <p>7:00 p.m. Principal takes the total number of parents and staff and, if applicable, student voters and enters totals in the LSC Dashboard.</p> <p>After all votes cast in the polls are counted, the Principal shall post the total votes for all candidates, enter all vote totals into the LSC Dashboard and notify OLSCR of entries before leaving the school. High schools must also enter all student poll results.</p>
4/28	<p>5:00 p.m. Deadline to file Post-election challenges. Challenge Forms must be e-mailed to LSCelectionchallenge@cps.edu or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p> <p>8:00 p.m. Deadline for ALSC/BOGs to convene a meeting to certify the results of the non-binding advisory polls for parent and school staff, if applicable, student candidates and recommend candidates for community and advocate member positions.</p>
4/29	<p>12:00 Noon. Deadline for Principal to enter results of tie-breaker lottery in the LSC Dashboard or notify Network Office of LSC failure to conduct tie-breaker lottery.</p>
5/2	<p>12:00 Noon. Deadline for Principal complete and to email Certification of Poll Results and Candidate Recommendation Form (Form 28-22) to OLSCR lscrelations@cps.edu.</p>
5/4 - 5/20	<p>Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.</p>
5/6	<p>2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose ALSC/BOGs failed to do so by 4/28.</p> <p>3:00 p.m. Deadline for schools to deliver Security Envelope B to the Network Office.</p>

DATES	ACTIVITY
5/9	3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete the Certification of Poll Results and Candidate Recommendation Form (Form 28-22) reflecting tie-breaker results to concerned school and OLSCR lscrelations@cps.edu
5/11	3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard 5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.
5/24	5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.
5/25 - 6/01	Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates, and concerned school Principal.
6/22	The Board of Education appoints all members of ALSCs/BOGs, for the new two-year term of office beginning July 1.
7/01 – 7/14	ALSCs/BOGs conduct annual organizational meetings.

PART I ALSC/BOG CANDIDATE NON-BINDING ADVISORY POLLS AND RECOMMENDATIONS

BEFORE NON-BINDING ADVISORY POLLS DAY

Overview

The Illinois School Code authorizes the Chicago Board of Education to:

- establish "alternative" schools;
- develop alternatives to traditional local school councils to involve parents, community members and school staffs in the activities of those schools;
- delegate to the parents, community members and school staff so involved powers which traditional local school councils exercise.

Pursuant to the School Code, the Board adopted the "Policy on the Governance of Alternative and Small Schools," which establishes:

- Appointed Local School Councils ("ALSCs") as the governance model for those schools (called "Boards of Governors" or "BOGs" in the Military Academy High Schools)
- the **standard** composition, membership and methods of appointment of ALSCs and BOGs*

Per the Governance Policy, the **standard composition** and membership of an ALSC is**:

- The Principal
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives
- 2 advocates
- 1 student representative (in high schools)

The **standard composition** and membership of a BOG is:

- The Principal or Academy Superintendent
- The Commandant
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives

- 2 advocates
- 1 JROTC Instructor
- 1 student representative (the Cadet Battalion Commander or other Senior Cadet)

****The Governance Policy authorizes the Board to establish a different composition and membership for ALSCs. A list of all alternative schools for which the Board has established a different composition is included in Appendix I to this Guide.***

*****Ariel Elementary Community Academy and Lindblom Math and Science Academy will maintain their appointed local school council status.***

The Policy also establishes the standard methods of appointment of the ALSC/BOG Members:

- The Principal, or the Academy Superintendent and Commandant on a BOG, are automatically members;
- The parent representatives are appointed by the Board after a non-binding advisory preference poll of the parents;
- The community representatives are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;
- The teacher representatives and, on BOGs, the JROTC Instructor, are appointed by the Board after a non-binding, advisory preference poll of the school staff*;
- The advocates are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;
- In non-Military Academies, the student representative is appointed by the Board after a non-binding, advisory preference poll of the students;
- In Military Academies, the student representative is appointed by the Board based on rank (Cadet Battalion Commander or other Senior Cadet).

****Note: Appointed Local School Councils and Boards of Governors DO NOT include a member of the school's non-teacher staff.***

The Governance Policy authorizes the Board to exercise "absolute discretion" in the appointment of all members of ALSCs and BOGs from among all of the candidates for appointment. In exercising its absolute discretion in the appointment process, the Board considers, but is not bound by, the results of the non-binding advisory preference polls for the parent candidates or school staff candidates or students or the ALSC's or BOG's recommendations of community candidates or advocate candidates. In addition to the poll results and recommendations, the Board may consider any other factors which it deems relevant in the appointment process.

The Board of Education conducts the Non-binding Advisory Preference Polls for the selection of Parent and Staff candidates for ALSCs and BOGs. The Chief Executive Officer is authorized to establish rules and procedures for the polls. The rules and procedures are contained in this Guide. The Guide is available at schools conducting advisory parent and staff polls and the Office of LSC Relations and may be reproduced as needed. **Schools are required to make at least one (1) copy of the Guide available to candidates and the public in the main office beginning January 3, 2022, until the day of the election at the school, either April 20 or 21, 2022.**

Unless the Board has approved an alternate term, the terms of the members of ALSCs and BOGs begin and end on the same dates as the terms of the members of traditional LSCs: July 1 of every even year and June 30 two years later for parent, community advocate, school staff and educational expert members and July 1 of every year and June 30 of the following year for high school student members.

Unless the Board has approved an alternate time frame consistent with an alternate term, the non-binding advisory preference polls for the parent and school staff members of ALSCs/BOGs are conducted on the same day as the parent/community election and school staff polls at schools with traditional LSCs: elementary school and high school Report Card Pick-up Day(s) in the spring in even years. Also, the ALSCs and BOGs recommend community and advocate candidates and certify the results of the parent, staff and student polls in the same timeframe that traditional LSCs certify their election and poll results.

Also, all members are appointed to the ALSCs and BOGs in June of every even year when the school staff and student members of traditional LSCs are appointed.

Candidates for appointment to an ALSC or BOG may not be a relative of the Principal. Candidates for appointment as parent, community or advocate members may not be employees of the Board of Education after July 1.

Role of ALSCs in the Appointment of Their Members

Appointed Local School Councils are encouraged to:

- Engage in outreach activities to promote wider parent and community member participation in the appointment of the parent and community representatives as either candidates or voters;
- Support Principals as they carry out their duties and responsibilities in the appointment process;
- Plan and publicize the date, time, and place of the Candidate Forum and the Parent Non-binding Advisory Preference Poll by ensuring that posters and other publicity materials are prominently displayed in the school and the school community;

- Develop a format and agenda for the Candidate Forum, including a ballot position lottery, and set rules for candidate presentations at the Forum allowing all candidates an equal opportunity to make their presentations at the Forum;
- Develop a plan for the systematic removal of campaign literature from the school community after the conclusion of the appointment process.

By March 8, 2022, the ALSC or BOG must meet to set the date of the Candidate Forum and the date of the meeting to certify the parent and staff poll results and recommend candidates for the community representative and advocate positions. The Candidate Forum must be held between **March 21 and March 25, 2022** and the meeting to certify the parent and staff poll results and to recommend community and advocate candidates must be held:

- For elementary schools between 4/21 – 4/28 (8:00 p.m.)
- For high schools between 4/22 – 2/28 (8:00 p.m.).

Note: If ALSC/BOG does not set a date for the Candidate Forum, the Principal shall do so on March 8th.

Note: The Board of Education will break any vote total ties among parent, staff or student candidates.

Candidate Eligibility

All Candidates

Generally, candidates must be qualified to serve in the positions for which they seek appointment on the date that they file their candidate forms and must remain qualified through and after **July 1, 2022**. This means that the qualifications to be a candidate are the same as the qualifications for service on the ALSC/BOG with the following exceptions:

1. CPS employees may be candidates for appointment as parent or community representatives but will be **automatically disqualified** from serving and will not be appointed if they have not resigned from their CPS employment by **June 30, 2022**.
2. Parents of a child or children enrolled in a school's highest grade may be candidates for appointment as community representatives but will be **automatically disqualified** from serving and will not be appointed if their child or children remain enrolled in the school as of **June 30, 2022**.
3. Parents of a child or children enrolled in a school's highest grade may be candidates for appointment as parent representatives but will be **automatically disqualified** from serving and will not be appointed if their child or children is/are not enrolled in and attending the school as of **June 30, 2022**.

4. All potential candidates who are related to the principal of the school where they intend to become candidates are ineligible to run for the LSC at that school.

Important Note
Clarifying Board of Education Employment

The term "volunteer" is often used loosely throughout the school system. To be accurate, a volunteer is limited to someone who receives no payment for services at the school and is reimbursed only for actual out-of-pocket expenses. Payment for any type of service at the school would result in that volunteer being considered an employee, and therefore ineligible to serve as an ALSC member. The same is true of "service vendors," "purchase order contractors," and "consultants."

All candidates must file Candidate Forms, including a Criminal Conviction Disclosure Form (Form 2-22). All candidates are required to disclose convictions for any of the offenses listed in the **Criminal Conviction Disclosure Form (Form 2-22) and Required Disclosures section of the document, "Local School Council Enumerated Offenses in Illinois School Code (Enumerated Offenses List)."** Failure to make such a disclosure will render a person ineligible for election or to serve on a local school council. Regardless of whether an offense is disclosed, a candidate who is found to have been convicted of any of the offenses outlined in the Disqualifying Offenses section of the Enumerated Criminal Offenses List (See Appendix, Section 5) is ineligible for election or appointment to a local school council.

Please refer to the **Required Disclosures and Disqualifying Convictions for Local School Council in the Appendix, Section 5** for more information.

Candidates may not be a relative of the Principal. "Relative" means a person related to the Principal as spouse, domestic partner, partner to a civil union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, domestic partnership, partnership to a civil union, or parenting relationship.

Parent Representatives

Six (6) parent representatives are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as a parent representative, a person must:

- **be the parent or legal guardian, as defined in Board Rule 6-28, of a child who is enrolled in and currently attending the school (once appointed, a parent representative's ALSC membership terminates automatically when his or her child graduates or when the parent voluntarily transfers the child from the school);**
- **not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service**

employees, bus attendants, school aides, social center aides and “paid volunteers”.

Community Representatives

Two (2) community representatives are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as a community representative, a person must:

- reside in the school's attendance area or established voting district (for "multi-area" schools);
- be at least seventeen (17) years of age;
- not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and “paid volunteers”); and
- not be the parent or legal guardian, as defined in Board Rule 6-28, of a child enrolled in the school.

Advocates

Two (2) advocates are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as an advocate, a person must:

- possess skills, expertise or experience in the field which is the school's educational focus or attributes which will contribute to the fulfillment of the school's educational mission;
- be at least eighteen (18) years of age;
- not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and “paid volunteers”); and
- not be the parent or legal guardian, as defined in Board Rule 6-28, of a child enrolled in the school.

Teacher Representatives

Two (2) teacher representatives are to be appointed. Any number of eligible teachers may be candidates for appointment. **Assistant principals are not eligible for appointment as teacher representatives.** Any other person employed full-time by the Board of Education and assigned to the school in a teaching position (or in a position

for which qualification as a teacher is required), and who works at and performs the majority of his or her employment duties at the school may be a candidate for appointment, including PAT/TAT teachers.

JROTC Instructor

One (1) JROTC Instructor is to be appointed in military academy high schools. Any number of JROTC Instructors may be candidates for appointment.

High School Student Representative

One (1) student is to be appointed to each alternative or small high school ALSC or BOG. In non-military academy high schools, any number of eligible students may be candidates for appointment. A candidate must be a full-time student in good academic standing at the high school where he or she is nominated

Candidate Nomination Procedures

To be eligible for appointment, all candidates must file **a fully completed** set of original candidate forms and must present the required identification. The candidate or a designated representative must file the forms electronically or in person. **No mailed, e-mailed, copied or faxed forms will be accepted.** While candidate forms may be filed by a candidate's representative, the candidate must sign all forms as required and must provide the representative with the required forms of identification to present with the forms.

Blank ALSC/BOG candidate forms may be obtained from any school with an Appointed Local School Council or Board of Governors and the Office of Local School Council Relations located at 2651 West Washington Blvd., 3rd Floor. Forms may also be downloaded from the CPS website at <https://cps.edu/pages/LSC Elections.aspx> Forms are also available upon request in Braille and Spanish. Blank forms may be reproduced as needed. For more information, call Election Central, (773) 553-1400.

Candidates or their representatives must file the completed original nominations forms with the required identification with the Principal of the school where the candidate seeks appointment electronically or in person by **3:00 p.m., March 4, 2022 or by the 3:00 p.m. on the last day of any extended candidate filing deadline.** The Office of Local School Council Relations will also accept original candidate forms filed in person **until 3:00 p.m., February 25, 2022.**

Complete nomination packets include:

- Form 1-22 Candidate Nomination Form
- Form 2-22 Criminal Conviction Disclosure Form
- Form 3-22 Telephone Number Disclosure Form
- Form 4-22 Candidate Statement Form *(This form is optional)*
- Form 4S-22 Student Candidate Statement Form *(This form is optional)*
- Form 5-22 Teacher or JROTC Instructor Candidate Information Form
- Form 6-22 Student Candidate Information Form

The Principal shall receive all original nomination documents filed in person and may not refuse to accept any original candidate forms during the filing period. A photocopy of

Form 1-22, the Candidate Nomination Form, or the perforated receipt at the bottom of the form reflecting the date and time when the forms were received, shall be issued to the candidate or representative filing original candidate forms. The Principal shall photocopy or record on Form 1-22 the two forms of identification submitted by or for candidates.

The period for filing candidate forms for all candidates begins January 3, 2022. Candidate forms will be accepted in the Office of Local School Council Relations until February 25, 2022, or at the school until 3:00p.m., March 4, 2022 or the last day of any extended filing deadline: No mailed, e-mailed, copied or faxed forms will be accepted.

Withdrawal of Candidacy Forms

Candidates who have filed ALSC/BOG Candidate Forms may withdraw their candidacy for any reason by **3:00 p.m. on April 4, 2022**, by submitting a **Withdrawal of LSC Candidacy Form (Form 7-22)** to the Principal. If required by the Principal, a candidate shall submit a **Withdrawal of LSC Candidacy Form** bearing the candidate's notarized signature.

Candidate Identification Requirements

All candidates must provide identification at the time of filing of their Candidate Forms to establish their eligibility to serve in the office to which they are seeking appointment. A failure to provide the required identification may result in a candidate being declared ineligible for appointment.

Community representative candidates must provide two (2) reliable forms of identification, one of which must bear a residential address within the attendance area or voting district of the school at which he or she is seeking appointment.

The forms of identification for parent voters in the first list in the "Required Identification to Vote in the Parent Non-Binding Advisory Poll" Section are acceptable forms of identification for community representative candidates.)

Parent representative candidates must provide two (2) reliable forms of identification, one of which must establish that they are the parent or legal guardian of a child enrolled in the school or such documentation must be present in the school's records.

Excluding the forms of identification establishing that a voter has temporary custody of a student enrolled in the school, the forms of identification for parent voters listed in the "Required Identification to Vote in the Parent Non-Binding Advisory Poll" Section are acceptable forms of identification for parent representative candidates.

School staff candidates must present two (2) reliable forms of identification, one of which must be the candidate's CPS Employee ID.

Candidate Statement

The **Candidate Statement Form (Form 4-22)** and/or **Student Candidate Statement Form (Form 4S-22)** are optional. The Statement allows each candidate to briefly state their qualifications and goals as an ALSC/BOG member if appointed. The Candidate

Statement may be completed in the candidate's native language. If desired, candidates must arrange for the translation of their Statement into other languages. The Candidate Statement must be no more than one side of one (1) page 8.5 inches x 11 inches in size. The originals of all Candidate Statements (Form 4-22 or Form 4S-22) filed shall remain posted in the school for public inspection until **3:00 p.m. on April 7, 2022 for students and until 3 :00 p.m. April 19, 2022 for all other candidates.**

Publication of Candidates' Names

The Principal shall maintain an original (master) list of candidates, in the order of filing and by category of candidate (parent, community, advocate, teacher, JROTC Instructor and high school student, if applicable) using the **List of Candidates for the ALSC/BOG Form (Form 8-22)**. At the end of each day that there is a candidate filing, the Principal shall add the names of the new candidates to the master list, photocopy the updated list and sign and date the photocopy. The Principal shall post the updated photocopy by 10:00 p.m. of the following school day.

By 12:00 p.m. (Noon) on March 8, 2022 or the first school day following the end of any extended candidate filing deadline, the Principal shall post a final **List of Candidates for the ALSC/BOG Form (Form 8-22) with the word "Final" added at the top of the Form.**

The Principal shall include a copy of **Form 8-22** with Letter II, which is to be distributed to the parents and the school staff and posted in the school by **March 9, 2022.**

Schools may also facilitate the posting of the list of candidates in public places in the community.

Candidate Forums

*All schools conducting a parent and staff poll **must** conduct a forum or forums to which all candidates must be invited to make presentations to parent and school staff members. The school may conduct one forum for all candidates or one forum for the parents and another for the staff candidates. At the forums, candidates may distribute campaign literature to the parents and staff members in attendance. Candidates will be responsible for ensuring that no campaign literature is left in the school when the forum ends. Forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website.*

After **January 3, 2022, but no later than March 8, 2022**, the ALSC/BOG must, by a vote in an open meeting, set the date and time of a Candidate Forum, to be held **between March 21, 2022 and March 25, 2022**, for the parent representative candidates. If the ALSC/BOG does not set the date or time of the Forum by March 8, the Principal shall do so. The date and time of the Forum shall be included in Letter II, which is to be distributed to parents and the school staff and posted in the school by **March 9, 2022.** If the forum has a virtual component, the meeting link shall be included in Letter II and posted on the school website.

All parent representative candidates shall be notified in writing and by telephone of the date and time of the Forum at least seven (7) days before the Forum. All parent representative candidates shall be invited to make a presentation at the school's Candidate Forum.

The Forum may also include the school staff representative candidates, community representative candidates, advocate candidates and, if applicable, the high school student representative candidates. If included in the Forum, those candidates must be afforded the same notice of the date and time of the Forum as the parent representative candidates. If not included in the Forum, the principal must provide the school staff representative candidates at least one separate opportunity to address the staff and, if applicable, the high school student representative candidates at least one separate opportunity to address the students.

If the Board extends the candidate filing deadline beyond **March 4, 2022** and additional candidates file to run in a school's parent or staff poll during the extension, the school shall provide those candidates notice of the date and time of the Candidate Forum in writing and by telephone call at least seven (7) days in advance if the date of the Forum is more than seven (7) days after the extended filing deadline. If the date of the Candidate Forum is seven (7) or fewer days after the extended candidate filing deadline, the school shall provide the candidates notice of the date and time of the Forum by telephone call at least two (2) school days before the Forum.

Under the 1990 Americans with Disabilities Act, (ADA), the Candidate Forum(s) must be held in a location accessible to persons with disabilities, even if it is necessary to hold the forum in a location other than the school. Minimal accessibility includes a location without even a single step at the entrance and no steps to the site where the forum takes place unless there is also a ramp, lift or elevator to provide access. There should be a clear path of travel from the entrance to the forum area at least 32" wide and free of any obstacles. If possible, there should be a restroom with a wheelchair accessible stall, again with a clear path of travel from the entrance and forum site.

The ALSC/BOG shall develop and post a notice and agenda for the Forum. The agenda shall allow all candidates equal time to present their qualifications and goals and shall include the Ballot Position Lottery. The agenda shall also state whether the location for the Forum is wheelchair accessible.

If the LSC fails to do so, the Principal shall develop and post the notice and agenda for the Forum. **The notice and agenda shall be posted at least forty-eight (48) hours before the Forum.** Letter II, to be distributed on **March 9, 2022**, shall include the date and time of the Candidate Forum. If the forum has a virtual component, include the meeting link in the letter.

Any person requiring a sign language interpreter or other accommodation at the Candidate Forum must submit their request to the school **by 12:00 p.m. (Noon) on March 11, 2022.** The Principal shall notify the Office of LSC Relations of a request for a sign language interpreter at the Candidate Forum by **3:00 p.m. on March 11, 2022.**

The Principal shall distribute **three (3) Pollwatcher Credential Forms (Form 15-22)** to each parent and school staff candidate attending the Forum.

Ballot Position Lottery at Candidate Forums

At the Candidate Forum, the ALSC/BOG shall conduct a public lottery to determine the randomly selected ballot position for the parent representative candidates and, if included in the forum, the school staff representative candidates. **Other methods of determining ballot order, such as alphabetical listing or order of filing are not permitted.**

Should the ALSC/BOG fail to hold a ballot position lottery complying with these rules, the Principal shall ensure that the lottery is conducted at the Forum

The ballot position lottery shall be conducted in the following manner:

- The ballot position numbers assigned to the candidates must correspond to the official parent/community and school staff candidate ballots:

parent candidates must be assigned ballot positions 1 through 25.

teacher candidates must be assigned ballot positions 26 through 45.

JROTC Instructor candidates must be assigned ballot positions 46 through 65.

- A separate lottery shall be conducted for each category of candidate in a non-binding advisory preference poll (parent, teacher, JROTC Instructor, student).
- The names of every candidate in every category in a poll shall be written on separate slips of paper of the same size, color and shape.
- The slips of paper with the names of the parent candidates shall be folded in the same manner so that the candidate's name is not visible and placed in a large bowl or other receptacle. Someone other than the Principal, a candidate, or a known supporter of a candidate shall be chosen to draw the names. The person selected to draw the names shall reach into the bowl or receptacle and vigorously stir the folded slips of paper bearing parent candidate names. While looking away from the receptacle, the person shall draw one folded slip of paper, open it, and announce the name. The name shall then be written on a blackboard, flip chart, poster board, or something large enough for the public present to view. The first parent candidate name drawn shall be placed on line 1, the second parent candidate name drawn shall be placed on line 2 and the third parent candidate name drawn shall be placed on line 3, etc. Continue to draw parent candidates' names and assign ballot positions in the same manner until all are drawn.
- If there are fewer than 13 parent candidates, the candidates' names may be placed on every other line beginning with line 1 if all parent candidates agree.

- The ballot position lotteries for the school staff candidates and high school student candidates (if necessary) may also be conducted at the Candidate Forum and shall be conducted in the same manner. Alternatively, those ballot position lotteries may be conducted as follows:
 - For the school staff candidates, the lottery (or lotteries) may be conducted at an open staff meeting during the school day at which the candidates are to be given an equal opportunity to address the staff.
 - For high school student candidates, the lottery may be conducted at a school assembly (or similar student gathering) at which the candidates are to be given an equal opportunity to address the students.

Posting of Specimen Ballots

By **3:00 p.m. on April 5, 2022**, the Principal shall post outside the school office, for public and candidate inspection, one Parent Candidate SPECIMEN Ballot and one School Staff Candidate SPECIMEN Ballot with the word "SPECIMEN" appearing at the bottom.

The Principal shall notify all parent representative candidates by letter or telephone call and all school staff representative candidates in person or by leaving a message in their school mailboxes that the Specimen Candidate Ballots will be posted for inspection at **3:00 p.m. on April 5, 2022**. It is incumbent upon candidates to inspect the ballot(s) prior to **3:00 p.m. on April 6, 2022**, to ensure that their names are: (a) included; (b) spelled correctly; (c) in lottery order; and (d) on the correct ballot. Candidates must notify the Principal of any errors in the Specimen Ballots by **3:00 p.m. on April 6, 2022**.

If necessary, due to errors in the original Specimen Ballot(s) or the withdrawal of candidates, Principals shall post a revised **List of Candidates for the ALSC/BOG (Form 8-22)** and revised Specimen Candidate Ballot(s) by **9:00 a.m. on April 18, 2022**. Parent and school staff candidates shall inspect the revised Specimen Ballot(s) and inform the principal of errors by **12:00 p.m. (Noon) on April 19, 2022**. The Principal shall correct any errors in the Specimen Ballot(s) and post the final Specimen Ballot(s) by **1:00 p.m. on April 19, 2022**. The Principal shall also print and secure the official ballot(s) by **3:00 p.m. on April 19, 2022**.

Candidate Literature Distribution Day

Monday, April 18, 2022 is the date for the distribution of campaign literature through the school for all parent representative candidates or groups of candidates and for all school staff representative candidates.

For parent representative candidates' campaign literature to be distributed:

- **it must be delivered to the school by 3:00 p.m. on April 4, 2022. Late deliveries will not be accepted. No exceptions;**

- it must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides)*;
- it must be divided into sets of 35 or fewer or in sets as directed by the school for distribution to classrooms**.

*Candidates may provide some of their one-page literature translated into foreign languages or may provide foreign language translations on one side of their literature.

**Candidates may obtain information about total student enrollment and class size from the school.

For school staff representative candidates' literature is to be distributed in the staff's mailboxes:

- Staff candidates must submit their campaign literature to the Principal by 3:00 p.m. on April 4, 2022. Late submissions will not be accepted. No exceptions;
- the literature must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides);

Candidates must produce or reproduce campaign literature at their own expense. As more fully described below, no school resources may be used to produce or reproduce campaign literature.

Use of School Resources

Illinois law prohibits the use of school resources to endorse, promote or support any candidate or group (slate) of candidates. School resources include both human and material resources, such as staff services during working hours, copying facilities, paper or supplies, space for meetings and use of CPS telephone, computer and e-mail systems.

Staff members who either use, or allow the use of, school resources to support candidates are put on notice that they are subject to disciplinary action that may include suspension of up to thirty (30) days without pay.

Campaign Contributions - Disclosure Requirement

The law requires a candidate or slate of candidates receiving a campaign contribution that exceeds \$1,000.00 (one thousand dollars) from any person or group to file an initial D-1 Statement of Organization form no later than thirty (30) days after receiving the contribution with the Cook County Clerk's Office or the State Board of Elections disclosing said contribution. Call (312) 603-5656 or (312) 814-6440 for further information.

Non-binding Advisory Poll Judges

Persons who wish to serve as judges for the parent and staff polls may apply between **January 3, 2022 and March 8, 2022**. All applicants must complete an **Application for Judge of Election (Form 18-22)**, an **IRS W-9 Form** and **CPS Internal Accounts Vendor Request Form**. **Note: The name and address information on all forms must match.** The

forms will be available at alternative or small schools with an ALSC or BOG and the Office of Local School Council Relations. To serve as a poll judge, applicants must be verified by the IRS.

Applicants must complete all sections of the application form and must answer all questions asked on the form, including the names of the school(s) where the applicant prefers to serve, the applicant's previous experience and bilingual proficiency (if any), and whether the applicant is an LSC candidate or related to the principal or an LSC candidate at the school where the applicant is applying or prefers to serve.

The applicant must file **the Application for Judge of Election (only)** at a school or the Office of LSC Relations. The applicant must also file **the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form** with the Office of School Financial Services via email to LSCJudge@cps.edu or mail to Business Services, 42 West Madison Street, 2nd Floor, Chicago, Illinois 60602). Applicants may request that the school or the Office of LSC Relations email their IRS W-9 Form and Vendor Request Form to Business Services at LSCJudge@cps.edu. **Note: Schools or LSC Relations that email the original IRS W-9 Form and Vendor Request Form are to return the original forms to the applicant.** (See "Eligibility to Serve as a Judge" Section for additional information about the application process).

No later than 24 hours after receipt of a judge application, the Principal shall enter the applicant's information in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils"** icon then using **"Election Update," "Add Judge"**. After entering the applicant's information, the Principal shall make a copy of the application for the school, fax the application to the Office of Local School Council Relations (to 773/553-1402) and forward the original application to the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, via the mailrun (GSR 38).

Between **January 3, 2002 and March 8, 2022**, the Principal must send all judge applications received at the school to the Office of Local School Council Relations (GSR 38) on an on-going basis. After **March 8, 2022**, the Principal should call the Office of Local School Council Relations to ask whether applications should still be accepted.

The number of judges assigned to a particular school will be based on the availability of judges, student enrollment, number of candidates, and anticipated voter turnout.

Principals shall ensure that the individual judges assigned to their school have been verified and registered with CPS. Prior to allowing a person to serve as a judge, the Principal must confirm that the person has been added to the IAMS database by the Business Services and has a vendor number. The judge must also provide the principal with the "Attendance Receipt For Judge of Election Training".

Note: judges cannot serve or be paid unless they have a vendor number.

If a judge applicant's name is in IAMS, the applicant has been approved as a vendor and can be paid for serving as a judge. If the applicant's name is not in IAMS, the applicant has not been approved as a vendor, cannot be paid for serving as a judge and must not be allowed to serve as a judge. Principals shall record the judges' names and vendor numbers on the **Judge of Election Payroll Sheet (Form 20-22)**. Upon the

completion of all required tasks and duties on Non-binding Advisory Poll Day, judges will receive compensation for their services, including their attendance at a mandatory training session.

Eligibility to Serve as a Judge

To be eligible to serve as judges, applicants:

- must be 18 years of age or older (except Chicago Public School high school students, who may serve as election judges at high schools they do not attend);
- must submit an IRS W-9 Form and a CPS Internal Accounts Vendor Request Form to Business Services, be validated by the Internal Revenue Service;
- must be able to speak, read, and write English, be skilled in basic mathematics, and be generally competent;
- cannot be employees or candidates for appointment to the ALSC/BOG at the school where they serve as judges;
- cannot be Immediate family members (spouse, domestic partner, partner to a civil union, parents, children, grandparents, and grandchildren) of ALSC/BOG parent or school staff candidates or the Principal (or of persons residing in the same household as ALSC/BOG candidates or the Principal) at the school where they serve as judges;
- must attend a training session and receive the “Attendance Receipt for Judge of Election Training”.

Note: Board of Education employees may serve as judges with the approval of their direct supervisor at a school where they are not employed. However, they cannot receive compensation for serving as judges.

Judge Training

All judge applicants who are verified by the IRS must attend a mandatory training session in order to serve as judges. All verified applicants will receive information concerning the mandatory training by mail. Applicants who fail to attend the mandatory training may not serve as judges. Any applicant who serves as a judge without having attended the mandatory training will not be paid. All applicants who complete the mandatory training will receive a receipt for attending the training that must be presented to the Principal at the beginning of the Non-binding Advisory Preference Poll Day. Any applicant who does not present a training receipt to the Principal will not be allowed to serve as a judge and will not be paid.

Criteria for Selection and Assignment of Judges

The ideal panel of judges should include:

- Judges who are bilingual in English and in the home language of any substantial number of the school's parents.

- Judges who have experience with previous LSC elections, ALSC/BOG polls or regular elections.
- Judges who are non-partisan and are trained in detecting vote fraud.
- Judges who reflect the racial and ethnic makeup of the student body.
- Judges who are familiar with the boundaries and streets around the school and who live close enough to arrive at the school by 5:30 a.m. on the morning of the parent and school staff polls.

Judge Placement

Judge Placement Officers in the Office of Local School Council Relations will screen and assign IRS-verified judge applicants. Screening will assure that judges meet eligibility requirements and criteria. All judge applicants recruited by a school may not be assigned to the recruiting school. Judges will be assigned to schools where and as needed. The names and addresses of the judge applicants assigned to schools will be entered in and accessible through the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> using the “**Local School Councils**” icon then using “**Election Update,**” “**Judge Assignment**”. Applicants will be informed by mail or phone call of their assignment on Non-binding Advisory Preference Poll Day.

Judges' Duties

Judges will be responsible for conducting the non-binding advisory parent and staff preference polls at the schools to which they are assigned. Judges will arrive at 5:30 a.m. to set up the polling place to open by 6:00 a.m. Judges will decide questions of voter eligibility and perform all other required poll procedures described in detail in the Judge of Election Manual, including the counting and recording of the votes for the parent and staff representative candidates. They will have the authority to arbitrate and adjudicate disputes in the polling place. They are encouraged to address questions to any Election Monitor present or to Election Central at (773)553-1400. **The decision of the Election Monitor or Election Central shall be final.**

The Office of LSC Relations reserves the rights to determine the qualification of applicants to serve as election judges and to not assign as election judges applicants determined to be unqualified to serve.

NON-BINDING ADVISORY POLLS DAY

Non-binding Advisory Poll for Parent Representatives

The only individuals eligible to vote in a school's Non-binding Advisory Preference Poll for parent representatives are:

- Parents, legal guardians and temporary custodians of students enrolled in the school.

Each eligible voter in the poll shall be entitled to cast **one (1) ballot and one (1) vote per candidate for up to, but no more than, any five (5) candidates in the poll.**

Casting more than five (5) valid votes will SPOIL the voter's ballot, while casting fewer than five (5) valid votes on a ballot will not SPOIL the ballot. Voters may cast only one (1) ballot for parent representatives at each school at which they are eligible to vote.

To vote, voters must be present at the school and vote in person. There will be no absentee voting and no one may give his or her votes to a substitute or proxy. For example, a wife cannot vote twice, once for her husband and once for herself.

In the event that a person with a disability who is eligible to vote cannot enter a school, election judges must provide a ballot at curbside. Additionally, any voter with a disability who requests assistance in voting shall be assisted by a judge or person of his or her choice after the voter and person assisting the voter to vote complete and sign an **Affidavit of Assisted Voter (Form 13-22)**. No person who is otherwise eligible will be denied the opportunity to vote on the basis of a disability.

Board of Education employees may vote in the Parent Non-binding Advisory Preference Poll of any ALSC/BOG school their children attend.

Required Identification to Vote in the Parent Non-Binding Advisory Poll

All parent voters must present at least two (2) **current (unexpired)** forms of identification which are determined to be reliable by the election judges to establish their eligibility to vote in a school's Parent Non-binding Advisory Preference Poll.

One (1) of the forms of identification may be from the list below or any other **current** identification determined to be reliable by the election judges.

Examples of Acceptable Forms of Identification

- Driver's License
- State of Illinois ID
- Voter Registration Card
- MediPlan/Medicaid Card
- IDPA Card
- Permanent Resident Card
- Matrícula Consular
- Student ID
- Public Library Card
- Other Governmental Agency I.D.
- Current Lease
- Current Utility Bill
- Credit or Debit Card
- Employment ID
- Court Documents

The second form of identification must establish that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school and must be from the list below.

- **Student's Report Card**
- **Student's Birth Certificate** naming the voter as a parent
- **Court Documents** naming the voter as the Legal Guardian
- **Illinois State Board of Education Affidavit of Enrollment and Residency** previously filed with the school naming the voter as temporary custodian of a child enrolled in the school
- **Letter** from a parent or legal guardian previously filed with the school **naming the voter as Temporary Custodian** of a child enrolled in the school
- **Tax Return** for the voter listing the student as a dependent
- **Other Legal Documents or Records** determined to be reliable by the judges

If the voter does not present a form of identification or documentation establishing that he or she is the parent, legal guardian or temporary custodian of a child enrolled in the school, the judges shall examine the Student "Alpha List." If the Alpha List contains the voter's name, the judges shall allow the voter to vote as a parent.

If the Student "Alpha List" does not contain the voter's name, the election judges shall, if feasible, request that the Principal or a designee verify that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school. If it is not feasible for the election judges to request such verification, the voter may do so. Upon verification of the voter's status by the Principal or a designee, the election judges shall allow the voter to vote as a parent.

If a parent voter does not present identification or documentation to establish that he or she is the parent, legal guardian or temporary custodian of child enrolled in the school and the voter's name does not appear in the Student Alpha List and the Principal or a designee does not verify the voter's status as a parent, legal guardian or temporary custodian of a child enrolled in the school, the judges shall allow the voter to vote:

- as a Challenged Voter pursuant to the **Challenged Voter Procedure**, as described in the Judge of Election Manual.

Non-Binding Advisory Polls for Teacher and JROTC Instructor Representatives

The Teacher and JROTC Instructor Non-binding Advisory Preference Polls are conducted on the same day and in the same place as the Parent Non-binding Advisory Preference Poll.

In the Teacher Non-binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference for **up to, but no more than, two (2) candidates from among the teacher candidates on the ballot**. Casting more than two (2) valid votes will

SPOIL the voter's ballot, while casting fewer than two (2) valid votes will not. Voters may cast only one (1) ballot for the teacher representatives.

In the JROTC Instructor Non-binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference for **no more than any one (1) candidate from among the JROTC Instructor candidates on the ballot**. Casting more than one (1) valid vote will SPOIL the voter's ballot. Voters may cast only one (1) ballot for the JROTC Instructor representative.

"School staff" means all certificated and uncertificated school personnel, including all assistant principals, classroom teachers, administrative staff (other than the principal) all custodial, food service and other civil service employees, who are full-time employees of the Board of Education assigned to perform the majority of their employment duties at one attendance center served by the same local school council.

If a school staff member is not a full-time CPS employee or does not perform a majority of his or her duties at a particular school, he or she is not entitled to vote at the school. (The principal is not entitled to vote in the staff poll and shall not in any way influence the outcome of the poll.)

Examples:

- Full-time food service and custodial personnel **employed full-time by CPS** are eligible to vote. Any food service or custodial personnel not employed full-time by CPS are not eligible to vote.
- A teacher or other full-time Board employee who works at a school more than fifty percent (50%) of their scheduled time is eligible to vote.
- A teacher, or other full-time Board employee who works 5 days a week for the system and works at a particular school two and a half (2.5) days or less per week is not eligible to vote at the school.

Inasmuch as the School Code defines "school staff" as personnel employed and assigned to perform the majority of their duties at one attendance center, there will be instances in which full-time Board employees are not entitled to vote in the Staff Non-Binding Advisory Polls of a school at which they work. In no case should a Board employee be entitled to vote in the Staff Non-Binding Advisory Polls at more than one school.

Persons employed by third party vendors who work in the school may not vote in the Staff Non-binding Advisory Polls.

Neither proxy nor absentee voting is permitted.

All school staff members who are eligible to vote in the Teacher and JROTC Instructor Non-binding Advisory Polls shall be included on a list prepared by the Principal for use

by the judges. This list shall be comprehensive and include all full-time employees who perform the majority of their duties at the attendance center, including TAT and PAT teachers. The list should include faculty, staff, career/civil service employees, custodial personnel and food service personnel who are employed full-time by CPS at the school. The staff list will be posted at the school no later than **12:00 p.m. (Noon) on April 5, 2022**. Staff must bring any errors in the list of staff eligible to vote to the Principal's attention by **3:00 p.m., April 18, 2022**. The Network Office shall settle any disputes relating to staff eligibility to vote.

Required Identification to Vote in the Staff Non-Binding Advisory Poll

Members of the school staff must present two forms of identification, at least one of which shall be a valid CPS Employee I. D.

The second form of identification may be from the list on pages 29-30 or any other form of identification determined to be reliable by the election judges.

If a staff member does not have a second form of identification, the judges may rely on the inclusion of the staff member's name on the List of Staff Eligible to Vote provided by the Principal and the staff member shall be allowed to vote.

If persons present themselves to vote in the Teacher/JROTC Instructor Non-binding Advisory Polls whose names do not appear on the staff list, the election judges shall consult with the Principal.

High School Student Non-Binding Advisory Poll

In non-military academy high schools, students enrolled full-time may indicate their preferences for student representative candidates by participating in the Student Non-binding Advisory Preference Poll. To be eligible to vote, a high school student must provide a student ID. The Student Non-binding Advisory Poll must be conducted between **April 18, 2022 and April 19, 2022**. Neither proxy nor absentee voting is permitted. The Principal shall allow the student representative candidates and any student pollwatchers designated by the candidates to observe the counting and recording of votes in the Student Poll.

The results of the Student Poll shall be entered after the polls close on **April 21, 2022** in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils"** icon then using **"Election Update," "Candidate Vote Totals"**.

Pursuant to the Governance Policy, the Board exercises "absolute discretion" in the appointment of high school student representatives to ALSCs. In exercising its absolute discretion, the Board shall consider, but is not bound by, the results of the student poll. The Board may also consider other factors, including, but not limited to, school service, community service, and similar experience.

Pollwatchers

Pollwatchers play a critical role as part of the checks and balances which assure that every voter's vote is counted and recorded properly.

Each parent and staff representative candidate is entitled to receive three (3) **Candidate's Pollwatcher Credential Forms (Form 15-22)**. Principals shall distribute Pollwatcher Credentials to all parent and staff representative candidates attending a Candidate Forum at the Forum. All other parent and staff representative candidates shall be entitled to receive the Pollwatcher Credentials prior to, or on, Non-binding Advisory Preference Poll Day.

Civic not-for-profit organizations with an interest in the ALSC/BOG Non-binding Advisory Polls may also apply to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, Chicago, Illinois 60612, for a **Civic Organization's Pollwatcher Credential Form (Form 15-22A)**. To qualify, an organization requesting credentials must provide proof of 501(c)(3) status. A civic organization is entitled to one (1) credential for every school within the area it covers. Citywide organizations are entitled to one (1) credential for every school holding a Non-Binding Advisory Preference Poll Day. The deadline for civic organizations to apply for pollwatcher credentials is **5:00 p. m., April 5, 2022**.

Each candidate or qualified civic organization is entitled to one pollwatcher in the polling place at any given time. A candidate may serve as his or her own pollwatcher. Pollwatchers are authorized to observe the polling process upon surrendering an official, signed credential to the judges on Non-binding Advisory Preference Poll Day. Other than voters and judges, election monitors, the Principal and security/police, only credentialed pollwatchers may be present in the polling place on Non-binding Advisory Preference Poll Day. This applies to all political organization workers, all ALSC/BOG members, all candidates and their candidate supporters.

After surrendering a signed credential to the judges, pollwatchers may: (a) be present before the polls open as judges are setting up the polling place; (b) enter and leave the polling place at any time; and (c) observe the closing of the polling place, including the counting of the votes and recording of the poll results.

Pollwatchers have the right to observe the process of identification of qualified voters, challenge a voter's right to vote (*See Special Voter Procedures in the Judge of Election Manual*), inspect each voting station when not in use, and be present and close enough to observe all counting and recording processes. They may not, however, interfere with voters in the voting process or with judges in the voter qualification process or handle any election materials.

Electioneering

Electioneering is attempting to persuade voters in an election, through verbal or nonverbal means, to vote for or against a particular candidate or group (slate) of candidates. Nonverbal means of electioneering include displaying or distributing items bearing:

- o names or images of candidates; and/or

- o statements of, or information on, the qualifications or positions of candidates; and/or
- o information on how to cast a vote for a candidate or candidates.

All forms of electioneering are prohibited in school buildings on Non-binding Advisory Preference Poll Day. To comply with this prohibition, Principals shall take down all Candidate Statements and any election materials posted in the school by **3:00 p.m., on April 19, 2022.** Principals shall also inform all school staff that they may not discuss any candidates during the report card pickup process.

Electioneering is also prohibited within fifty (50) feet of any entrance used by the public on Non-binding Advisory Preference Poll Day to enter the school building in which the polling place is located. School security personnel shall be utilized to assist in the enforcement of the prohibition. Supervisory security personnel and Chicago Police Department officers shall be deployed as needed.

If candidates wish to campaign in the school or on school grounds through nonverbal means on any day(s) other than the date of the Candidate Forum or the Non-binding Polls, they must first obtain the principal's permission per **Board Rule 6-18 ("Circulation and Distribution of Unauthorized Written Materials")**. If the Principal grants a candidate such permission, the Principal shall inform all candidates of the opportunity to campaign in the school or on school grounds through nonverbal means on days other than the dates of the Candidate Forum or Non-binding polls with his or her permission.

For additional information, contact:

Election Central
Office of Local School Council Relations
 2651 West Washington Blvd., 3rd Floor
 Chicago, Illinois 60612
 773.553.1400 (phone)

PART II – THE ROLE OF THE PRINCIPAL AND THE NETWORK OFFICE

PRINCIPALS OR DESIGNEES

Principals or their designees are charged with the performance of selected administrative duties and responsibilities before, on and after Non-binding Advisory Preference Poll Day, as outlined in this Guide.

Before Non-Binding Advisory Polls Day

Letter I to Parents, School Staff and Community Members

The Office of Local School Council Relations will provide a letter announcing the ALSC/BOG appointment process (Letter I) to all schools in English and Spanish and, upon request, in other languages and in Braille. Between **January 3, 2022 and January 7, 2022** the Principal shall distribute Letter I to all parents through the children and to all school staff and post it throughout the school.

Notices of Appointment Process

By **January 7, 2022**, the Principal shall post signs provided by the Office of LSC Relations announcing the candidate nomination procedures, candidate eligibility requirements and the timeline for the parent and school staff non-binding advisory polls and community and advocate candidate recommendations throughout the school.

Receipt of ALSC/BOG Candidate Forms

From January 3, 2022 through March 4, 2022, or any extended candidate filing deadline, the Principal shall make blank ALSC/BOG candidate forms available in the main office and shall receive all original candidate forms filed in person during the original and any extended candidate filing period and may not refuse to accept any original candidate forms filed during the original or any extended filing period.

The Principal shall photocopy and attach to, or record on, the **Candidate Nomination Form (Form 1-22)**, the two (2) forms of identification submitted by or for candidates. The principal shall issue a photocopy of **Form 1-22** or the perforated receipt at the bottom of the form reflecting the date and time when ALSC/BOG candidate forms were received to the candidate or representative filing original forms.

If any of the ALSC/BOG candidate forms are incomplete or the candidate does not submit the required identification, the Principal must immediately contact the Office of Local School Council Relations. Upon the request of the Principal, the Office of LSC Relations will review ALSC/BOG candidate forms or submitted identification and will determine the candidate's eligibility to be a candidate for appointment to the school's ALSC or BOG. The Office of LSC Relations may authorize the Principal to contact the candidate to provide an opportunity to supplement incomplete filings. In such cases, the candidates will have until the final deadline for filing candidate forms to supplement incomplete filings. Any candidate failing to supplement incomplete forms by the final filing deadline may be ruled ineligible to be a candidate for appointment to the school's ALSC or BOG by the Office of LSC Relations.

Alternatively, the Principal may challenge the candidacy of any candidate whose forms or forms of identification are incomplete on the last day of filing pursuant to the Pre-election Challenge procedures.

A failure to bring deficiencies in the candidate forms or forms of identification of parent representative candidates to the attention of the Office of LSC Relations will constitute a waiver of such deficiencies and the parent representative candidate whose forms of identification are deficient must be included in the Parent Non-binding Advisory Preference Poll.

In recommending candidates for the community representative and advocate positions, the incumbent ALSC or BOG may take into consideration any deficiencies in the candidate forms or forms of identification of those candidates.

In making appointments to an ALSC/BOG, the Board of Education may also consider any deficiencies in the candidate forms or forms of identification of any candidates for appointment.

Computer Entry of Candidates' Information

The Principal shall ensure that candidate information is correctly entered in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to "Local School Councils" icon then using "**Election Update**," "**Candidate**," "**Add New Candidate**".

New candidates' information must be entered no later than twenty-four (24) hours after receipt of their candidate forms.

Public Candidate Information

Within 24 hours after the first candidate filing, the Principal shall post in a public place in the school:

- (a) **Form 8-22 (List of Candidates for the ALSC/BOG)**
- (b) all original **Candidate Statement Forms (Form 4-22)** filed; and
- (c) information relating to the availability of candidate forms and materials for public inspection.

Principals shall maintain and update an original **Form 8-22** at the end of every day that a candidate or representative files candidate forms at the school. The candidates shall be listed on the original **Form 8-22** in the order in which they file their forms. A photocopy of the updated **Form 8-22** shall be posted by 10:00 a. m. of the following school day.

By 12:00 p.m. (Noon) March 8, 2022, or by 12:00 p.m. (Noon) on the first school day following any extended candidate filing deadline, the Principal shall post a final **List of Candidates For the ALSC/BOG Form (Form 8-22) with the word "Final" added at the top of the form.**

The Principal shall photocopy all original ALSC/BOG Candidate Forms, including the forms of identification submitted by candidates to establish their eligibility.

The Principal shall make **photocopies** of the following ALSC/BOG Candidate forms available for public inspection:

- Form 1-22 Candidate Nomination Form
- Form 2-22 Criminal Conviction Disclosure Form
- Form 4-22 Candidate Statement Form *(if filed, as this form is optional)*
- Form 4S-22 Student Candidate Statement Form *(if filed, as this form is optional)*
- Form 5-22 Teacher or JROTC Instructor Candidate Information Form

Note: The Telephone Number Disclosure Form (Form 3-22) and Student Candidate Information Form (Form 6-22) shall not be made available for public inspection.

Principals shall also make photocopies of the forms of identification submitted by candidates to establish their eligibility available for public inspection.

However, prior to making the photocopies available, Principals shall redact (or obscure in some manner) so as to render unreadable from the photocopies:

- Social Security Numbers
- Driver's License Numbers
- Credit and Debit Card Numbers
- Employee Numbers
- Bank Account Numbers
- Telephone Numbers
- E-mail Addresses
- Home Addresses*
- Birthdates*

Principals shall also obscure from the photocopies so as to render unreadable any other information not relevant to a candidate's eligibility which the candidate requests be redacted or obscured from the photocopy.

***Example:** Community representatives must be at least seventeen (17) years old and must reside in a school's attendance area so this information, birthdate and address, is not redacted.

Delivery of Candidate Forms

The Principal shall forward, in the pre-addressed envelope provided, all **original** Candidate Nomination Forms (Form 1-22), Criminal Conviction Disclosure Forms (Form 2-22), Telephone Number Disclosure Forms (Form 3-22), Teacher/JROTC Instructor Information Forms (Form 5-22) and Student Information Forms (Form 6-22), along with a copy of the final **List of Candidates for the ALSC/BOG Form (Form 8-22)** and **copies** of all Candidate Statements (**Form 4-22**) and all submitted forms of identification, to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, GSR 38, by **3:00 p.m. on March 8, 2022** or five (5) school days after any extended candidate filing deadline. The Principal shall also forward a copy of the final Form 8-22 and copies of all ALSC/BOG Candidate Forms to the Network Office by **3:00 p.m. on March 8, 2022**.

Letter II to Parents, School Staff and Community Members

The Office of LSC Relations will provide a letter (Letter II) to all schools to announce the date and time of the Candidate Forum. The letter will include the link to if the forum has a virtual component, the date and hours of the LSC election, and the location within the school of the polling place. The letter will be provided in English and Spanish and, upon request, in other languages and in Braille. The Principal shall fill in the date and time of the Candidate Forum and the location of the polling place. Letter II shall be

*distributed to all parents through the children, to all school staff, and posted throughout the school on **March 9, 2022**. A List of Candidates for the ALSC/BOG Form (Form 8-22) shall be included with Letter II.*

Candidate Forum

See Candidate Forum Section.

Ballot Position Lottery

If the LSC does not conduct the Ballot Position Lottery, the Principal shall do so. For further information, see the Ballot Position Lottery Section.

Pollwatcher Credentials

Schools will receive a sufficient number of Pollwatcher credentials for all candidates. At the Candidate Forum or other date prior to, or on, Non-binding Advisory Preference Poll day, the Principal shall distribute three (3) Candidates' Pollwatcher Credentials to each candidate or his or her designee.

The Principal shall provide secure storage for all undistributed credentials and shall maintain a complete record, including the signatures of the candidates who have received their credentials.

See the Pollwatcher Section for more information.

Candidate Literature Distribution Day

The Principal shall oversee the distribution of all candidates' literature on **April 18, 2022**. The Principal shall provide information to parent representative candidates regarding the school's enrollment and class sizes to allow candidates to produce campaign literature in sufficient quantities for distribution.

See the **Candidate Literature Distribution Day** Section for more information.

Withdrawal of Candidacy

Candidates who have filed nomination papers may withdraw their candidacy for any reason by **3:00 p.m. on April 4, 2022**, by filing a **Withdrawal of ALSC/BOG Candidacy Form (Form 7-22)** with the Principal of the school where they are running. If required by the Principal, a candidate shall submit a Withdrawal of ALSC/BOG Candidacy Form bearing the candidate's signature witnessed by a Notary Public by **3:00 p.m. on April 4, 2022**.

When a candidate withdraws, the Principal shall omit their name from the posted **List of Candidates for the ALSC/BOG (Form-8-22)**. The names of any withdrawn parent or school staff candidates shall also be omitted from any Specimen Ballots and the Official Ballot. The line on the Specimen and Officials Ballots assigned to a candidate who withdraws after the Ballot Lottery shall be left blank and the names of all other candidates in the same category will remain on their assigned lines on the Ballot.

After 12:00 p.m. (Noon) April 6, 2022, the Principal shall **also Code all withdrawn candidates' from the LSC Dashboard** at <https://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils" icon then using "Election Update," "Candidate," "Withdraw"**. The Principal shall also email a copy of all Withdrawal of LSC Candidacy Forms to lscrelations@cps.edu and to the Network Office by **12:00 p.m.(Noon) on April 6, 2022**.

Non-Binding Poll Judges

See the Non-binding Poll Judges Section.

Use of School Resources to Promote Candidates

The Principal shall take all steps to ensure that no school resources (human or material) are used to promote the candidacy of any candidate or group of candidates. Members of the school staff that either use, or allow the use of, school resources in violation of this provision are put on notice that they will be subject to disciplinary action. Violations shall be reported to (773) 553-1400.

Preparing for Non-binding Advisory Polls Day

Receipt of Poll Materials

Prior to Non-binding Advisory Poll Preference Day, the Principal shall accept delivery of, and sign for, all materials for the Parent and Staff Non-binding Advisory Preference Polls. The Principal shall ensure that all poll materials listed in the enclosed inventory have been received. If any materials are missing, Principals must call the Office of LSC Relations at 773/553-1400 for delivery of the missing materials.

Polling Place Location

Prior to Non-binding Advisory Preference Poll Day, the Principal shall determine the location of the polling place in an adequately heated and lighted location in the school which is accessible to individuals with disabilities. Voting areas for individuals with disabilities must be located in an accessible area with a clear path of travel from a primary entrance or one well marked as an alternate entrance for persons with disabilities. The path of travel must be at least 32 inches wide and free from any obstacles. In addition, at wheelchair access voting stations, tables must have a minimum height of 27 inches from the floor to accommodate wheelchairs. Such a table must be located prior to Election Day and placed in the voting room. If such a table is unavailable, wooden blocks shall be securely placed under the legs of an otherwise appropriate table to raise the table to the required height. The location or conversion of such a table should take place prior to Non-binding Polls Day.

School Staff List

The Principal shall prepare and post, by **12:00 p.m., (Noon) April 5, 2022**, a list of all full-time staff eligible to vote in the Teacher and, if applicable, JROTC Instructor, Non-binding Advisory Preference Polls at the school. This list should include only those staff members that work the majority of their time at that attendance center. Errors in the list must be brought to the Principal's attention by **3:00 p.m., April 18, 2022**. The Principal shall inform the Network Office of any unresolved disputes concerning the eligibility of any school staff member to vote in the staff poll and request that the Network Office resolve the dispute.

Specimen Ballots

The Principal shall prepare and post specimen candidate ballots as described in the Posting Specimen Ballots Section.

Engineer and School Security

At least two (2) weeks before the election, the Principal shall confirm to the Network Office that the Principal or designee, the school engineer and a school security person, if any, will be present at 5:15 a.m. on Non-binding Advisory Preference Polls Day to open the school to the election judges (and any pollwatchers present) and will remain present until all votes are counted and recorded and the Principal or designee officially closes the school. If the school does not have security personnel, the Principal should contact the Department of Safety and Security, (773) 553-3030.

Electioneering by Staff

The Principal shall inform all staff of the prohibition against electioneering in the school or within fifty (50) feet of any voter entrance on Non-binding Advisory Preference Poll Day. Prohibited electioneering includes the display or distribution of candidate signs, posters, handouts, lists and the mention or discussion of candidates or slates of candidates during parent conferences. The Principal shall warn all staff that offending staff members will be disciplined.

Non-binding Advisory Polls Day

Wednesday, April 20, 2022 – Elementary Schools
Thursday, April 21, 2022 – High Schools

On Non-binding Advisory Preference Poll Day, principals or their designees must be on site by 5:15 a.m. and remain until the polls close and the parent and staff poll results are entered in the LSC Dashboard. Principals are to arrange for administrative coverage for the day. [No vacation day will be granted for working on Non-binding Advisory Preference Poll Day.]

On Non-binding Advisory Preference Poll Day, the Principal's role is that of a resource person. The judges have sole responsibility for the conduct of the parent and staff polls. They will follow the procedures outlined in the Judge of Election Manual and will contact the Poll Hotline or consult a Poll Monitor, if available, if they have questions. Decisions of the Monitor and Election Central shall be followed.

Polling Place Materials and Supplies

By 5:30 a.m. on Non-binding Advisory Preference Poll Day, the Principal shall provide the following materials and supplies in the polling place: the poll materials delivered to the school and the official ballots for the conduct of the parent and staff polls by the judges; an adequate number of tables and chairs for the judges' stations and voting stations; pens or pencils for the judges' stations and voting stations; and masking tape, a stapler, string and thumbtacks for the judges' stations.

Telephone Access

The Principal shall provide the judges and any Poll Monitors access to a working telephone between 5:30 a.m. and the conclusion of the tallying of the poll results after 7 p.m.

Principal's Administrative Duties on Non-binding Advisory Preference Poll Day

The chief administrative duties of the Principal on Non-binding Advisory Preference Poll Day are:

- The Principal shall arrange and ensure administrative coverage from 5:15 a.m. until the polls close, all votes are tallied and the poll results are entered in the computer database.
- Upon the arrival of the judges at 5:30 a.m., the Principal shall confirm that each judge:
 - has been assigned a vendor number In IAMS by School Financial Services;
 - has been assigned to work at the school by the Office of LSC Relations; and
 - possesses a receipt for attending the mandatory judges' training.
- If a judge meets all of the foregoing requirements, the Principal shall record the judge's name and vendor number on the **Judge of Election Payroll Sheet (Form 20-22)** and staple the judge's training receipt to the Judge of Election Payroll Sheet.
- During the parent poll, at the request of the judges or voters, the Principal shall verify whether persons seeking to vote in the parent poll are the parents, legal guardians or temporary custodians of a child or children enrolled in the school.
- Spindle Count – at **12:00 p.m. (Noon) and 3:00 p.m.**, the Principal shall enter the total number of parent voters in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to **“Local School Councils” icon then using “Election Update,” “Enter Spindle/Voter Category Counts”**. The total number of parent voters will be the same as the total number of completed Applications for Ballot.
- At **7:00 p.m.**, the Principal shall enter the total number of voters by category (parents, school staff and, if applicable, high school students) in the CPS main computer system. The exact number of parent voters will be determined from the total number of completed Applications for Ballot. The total number of staff voters will be determined by counting the number of staff members' signatures on the Staff Sign-In Sheet(s). The Principal shall enter separate totals for parent, staff and, if applicable, high school student voters in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to **“Local School Councils” icon then using “Election Update,” “Enter Spindle/Voter Category Counts”**.
- The Principal shall enter final vote totals for each candidate in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to **“Local School**

Councils" icon then using **"Election Update," "Candidate Vote Totals" as soon as all votes are tallied.**

- High school Principals must also remember to enter the results of the student non-binding poll after **7:00 p.m. on April 21, 2022** in the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> and go to "Local School Councils" icon then using, **Election Update," "Candidate Vote Totals"**.
- **The Principal must post a "Summary of Results" for the parent poll and a "Summary of Results" for the staff poll in publicly accessible locations in the school after all votes are tallied on poll night.**
- The Principal will receive all security envelopes (A, B, C, D, E and F) from the election judges for placement in a locked school safe. These envelopes shall contain:
 - The completed Applications for Ballot for the Parent Poll;
 - The used School Staff Sign-in Sheets;
 - All Official Ballots (used and counted, challenged, spoiled, defective, i.e., over-voted, and unused);
 - The used Vote Tally Sheets;
 - Two (2) Judges' Certificates of Ballots and Votes Cast; and
 - Two (2) Summary of Results Form.
- Judge Payment - The Principal shall prepare the checks to pay the judges while the required signatories of the checks are still in the school. The Principal shall pay the judges after all votes are counted and recorded, all poll materials are packed and the spindle, ballot box, and privacy screens are turned in. Central Office staff or Network staff deployed as standby judges will not receive a check.

After Non-binding Advisory Polls Day

Certification of Poll Results and Recommendations of Candidates

By **8:00 p. m. on April 28, 2022**, the ALSC/BOG must meet to certify the parent, staff and, if applicable, student poll results and to recommend candidates for the community representative and advocate positions. After the ALSC/BOG meets, the ALSC/BOG Chair or Vice-Chair and Principal shall complete and sign the **ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-22)**.

If the ALSC/BOG fails to certify the poll results then by April 30, 2022, the Principal shall certify the poll results by completing the parent, staff and, if applicable, student poll certification portions of the **ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-22)**.

If the ALSC/BOG fails to recommend any candidates for the community representative or advocate positions, the Principal **may** do so by completing the community representative and advocate candidate recommendations portion of the **ALSC/BOG**

Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-22).

After completion of the Form, the Principal shall make and retain a copy, open Security Envelope B, place the original in Security Envelope B and re-seal Security Envelope B.

By 12:00 Noon May 2, 2022, the Principal shall also email the completed ALSC/BOG Certification of Poll Results and Candidate Recommendations Form to the Office of LSC Relations at lscrelations@cps.edu .

Note: If the Principal does not email ALSC/BOG Certification of Poll Results and Candidate Recommendations Form by 12:00 Noon on May 2, 2022 the Office of LSC Relations will bear no responsibility to forward to the Board the names of any candidates for appointment to the school's ALSC/BOG as of July 1, 2022.

Delivery of Security Envelope B

By 3:00 p.m. on May 6, 2022, the Principal shall deliver Security Envelope B to the Network Office. The Security Envelope must contain:

- two (2) Judges' **Certificates of Ballots and Votes Cast (Form 19-22)**;
- two (2) **Judges' Summary of Results Forms** for the Parent Non-Binding Advisory Preference Poll;
- two (2) **Judges' Summary of Results Forms** for the Teacher/JROTC Instructor Non-Binding Advisory Poll(s), as applicable ; and
- the **ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-22)**.

Security Envelopes A, C, D, E, and F, remain in the school safe for two years.

Funds Provided for Judges and Reconciliation of Unused Funds Provided for Judges

Each school will receive an electronic transfer from CPS to cover payment to the poll judges for their services, for miscellaneous election supplies and the judges' meals. **These funds must be deposited into the school's internal accounts under the 27901 subaccount.** Prior to Non-binding Advisory Preference Poll Day, Principals will receive a memorandum from the Office of LSC Relations with detailed information on the transfer to the internal accounts and the process for returning any unused funds.

NETWORK OFFICES

Network Offices are charged with the performance of certain administrative tasks prior to, on and after Non-binding Advisory Preference Poll Day.

Before Non-binding Advisory Polls Day

ALSC/BOG Candidate Forms

On **March 8, 2022**, Network Offices will receive a copy of the final **List of Candidates for the ALSC/BOG Form (Form 8-22)** and copies of all candidate forms and the forms of identification submitted by the candidates from each school. The forms will include:

Candidate Nomination Form (Form 1-22)
Criminal Conviction Disclosure Form (Form 2-22)
Telephone Number Disclosure Form (Form 3-22)
Candidate Statement Form (Form 4-22), if filed
Teacher/JROTC Instructor Information Form (Form 5-22) and
High School Student Information Form (Form 6-22), if applicable.

If a school does not transmit the copies of the Candidate Nomination Forms to the Network Office, we ask that the Network Office call the school to obtain the copies.

Withdrawal of Candidacy Forms

April 4, 2022 the Principals will email to their Network Office and the Office of Local School Council Relations at lscrelations@cps.edu any **Withdrawal of ALSC/BOG Candidacy Forms (Form 7-22)** received (See *Withdrawal of Candidacy Section*).

Resolution of Staff Voter Eligibility Disputes

If the Principal does not identify a school staff member as eligible to vote in the Teacher or JROTC Instructor Non-binding Advisory Poll and the staff member disputes that determination, the Principal shall inform the Network Office and request that the Network Office resolve the dispute.

Non-binding Advisory Polls Day

Wednesday, April 20, 2022 – Elementary Schools
Thursday, April 21, 2022 – High Schools

Network Offices are asked to assist the Office of Local School Council Relations with ensuring that Principals or their designees and school engineers arrive at school by 5:15 a.m. to ensure that the school is opened by 5:30 a.m. for the Poll Judges and that the polls open on time at 6:00 a.m.

If a school is not opened for the judges by 5:30 a.m., Network Offices and Network Officers will be asked to contact the Principal to direct them or their designee to arrive at and open the school to the judges as soon as possible.

After Non-binding Advisory Polls Day

Receipt of Security Envelope B

Schools shall deliver to their Network Offices a sealed Security Envelope B containing documentation of the parent, staff and, if applicable, student poll results by **3:00 p.m., May 6, 2022**. If the envelope is not delivered by that time, we ask that the Network Office contact the principals of the schools that are not in compliance. We ask that the Network Offices deliver their schools' Security Envelopes B to the Office of LSC Relations by **5:00 p.m. on May 11, 2022** to 2651 W. Washington Blvd, 3rd Floor.

PART III - THE ROLE OF THE ALSC/BOG AFTER THE POLLS

ALSC/BOG Meeting to Certify Results of Non-binding Advisory Polls and Recommend Candidates

After Non-binding Advisory Preference Poll Day, the ALSC/BOG must meet to certify the results of the parent and school staff polls conducted on Non-binding Advisory Preference Poll Day as determined by the poll judges and, if applicable, the results of the student poll. The ALSC/BOG certification of the parent and staff poll results does not certify the correctness of the results; only that they were the results declared by the poll judges. At the same meeting, the ALSC/BOG shall vote to recommend candidates, in order of preference, for the community and advocate member positions.

The meeting to certify the poll results and to recommend candidates shall be held between **April 21 and 8:00 p.m., April 28, 2022 for Elementary schools** and between **April 22 and 8:00 p.m., April 28, 2022 for High Schools**. The ALSC/BOG shall meet between **January 3, 2022 and March 8, 2022** to set the date of the April certification meeting. The ALSC/BOG shall provide notice of the meeting to the public pursuant to the Open Meetings Act. Under the Americans with Disabilities Act of 1990 (ADA), all ALSC/BOG meetings must be held in locations accessible to persons with disabilities.

Annual Organizational Meeting - First Meeting of New ALSC/BOG

Between July 1 and July 14 the newly-appointed ALSC/BOG must conduct an annual organizational meeting at the school. The outgoing ALSC/BOG may set the date and time of the meeting by voting in an open meeting prior to June 30, 2022. Alternatively, prior to the end of his or her term on June 30, the outgoing chairperson may set the date and time of the meeting by calling it as a special meeting. Alternatively, either before or after June 30, any four members, including the principal, may set the date and time of the meeting by calling it as a special meeting.

At the organizational meeting, the ALSC/BOG is required to select a Chairperson (must be a parent member) and a Secretary (may be any member) and to set a regular meeting schedule for the coming school year.

Under the Open Meetings Act, notice of the meeting and an agenda must be posted at the school at least 48 hours before the meeting. If called as a special meeting by the outgoing chairperson or by majority of a quorum, all other ALSC/BOG members must also be given written notice of the time, place and purpose of the meeting prior to the meeting.

All votes must take place in the open; secret ballots are prohibited.

Filling ALSC/BOG Vacancies

If, as of July 1, vacancies exist in any parent member positions, the newly-appointed ALSC/BOG may vote to recommend candidates for appointment to the vacancy or vacancies by the Board of Education. If, as of July 1, any community or advocate member positions are vacant, the newly-appointed ALSC/BOG may also vote to recommend candidates for appointment to those vacancies by the Board of Education.

Any teacher, JROTC Instructor or student member vacancies are to be filled by the Board after considering the preferences of the school's staff or students as ascertained through non-binding advisory polls.

A Candidate Nomination Form, Criminal Conviction Form, Statement of Economic Interests, and Telephone Number Disclosure Form shall be required of all persons considered for a vacancy.

Documents Available to Newly-Appointed ALSC/BOG Members

Newly-appointed ALSC/BOG members are entitled to receive copies of the following documents from the Principal:

- The School's current Continuous Improvement Work Plan;
- The School's current Budget and a current Position Report;
- The Principal's Contract, if any;
- The LSC Bylaws, if any.

Important Reminders

- All ALSC/BOG members must complete a fingerprint-based criminal background check *during every two-year term that they serve*. If a member has previously provided his or her fingerprints for completion of the criminal background check during a previous term, he or she will be asked to do so during the new term.
- All ALSC/BOG members are required to complete a 16-hour training program within 6 months of taking office.
- All ALSC/BOG members must complete and submit a Statement of Economic Interests for the 12 months preceding the beginning of their term and for each year of their term.
- No parent, community or advocate member of an ALSC/BOG may be employed by the Board of Education.
- No ALSC/BOG member may be employed by a third party to work at the school where he or she serves.
- Except for the school staff members, former ALSC/BOG members cannot be employed to work in any capacity at the school where they served for at least one year after their LSC membership ends.
- ALSC/BOG members related to any school staff member may not vote on the school's Continuous Improvement Work Plan (CIWP), Budget or any Budget transfers that may directly or indirectly benefit their relative(s).

PART IV - PRE-ELECTION CHALLENGES

Overview

Challenges to candidate eligibility (Pre-Election Challenges) must be filed at 42 W. Madison, and directed to the attention of "Deputy General Counsel, School Law Unit " no later than **5:00 p.m. on March 10, 2022**. Challenges must be filed in person or by email at LSCelectionchallenge@cps.edu. **Pre-Election Challenge Petitions (Form 9-22)** will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the CPS website: <https://cps.edu/pages/LSC Elections.aspx>

Any person is entitled to file a Pre-Election Challenge Petition. However, no Petition will be favorably considered unless the challenger states specific facts, which, if true, demonstrate that the candidate challenged is not legally eligible to serve in the office he or she seeks and/or at the school at which he or seeks to serve.

The Law Department will review all challenges to determine whether a challenge requires a hearing or shall be determined without a hearing. If the Law Department determines that a hearing is warranted, it shall notify the challenged candidate. The notification shall include a copy of the petition, any evidence which was attached to the petition and the date, time and place of the hearing on the petition. A copy of the notification shall be forwarded to the challenger.

Board-appointed independent Hearing Officers, with the assistance of the Law Department, may hold hearings on referred petitions. The appointed Hearing Officers will be responsible for conducting hearings and issuing a recommended decision to the Chief Executive Officer or designee.

If any hearings on pre-election challenges to candidate eligibility are held, they will be held between **March 16** and **March 30, 2022**.

The Chief Executive Officer or designee shall consider the recommendation of the Hearing Officer in making a written decision. The decision of the Chief Executive Officer or designee will be final.

The Chief Executive Officer or designee's rulings on Pre-Election Challenge Petitions shall be issued by **5:00 p.m. on April 4, 2022**.

Candidates whose eligibility has not been challenged within the filing period for a Pre-Election Challenge will be presumed eligible. Their names will be printed on the official Candidate Ballot.

Remedies

When the pre-election challenge proceedings are over, the Chief Executive Officer or designee shall order appropriate remedies for any deficiencies proved, including, but not limited to, the declaration that the particular Local School Council candidate is ineligible to be a candidate for the office to which, or at the school at which, he or she seeks election and that his or her name shall not appear on the Candidate Ballot.

Examples:

- If a candidate has filed for an office for which he or she is ineligible but is eligible for election to another office, the Chief Executive Officer or designee shall order the appearance of the candidate's name on the Candidate Ballot as a candidate for the office for which he or she is eligible, if the candidate consents.
- If a candidate has filed for an office at a school at which he or she is ineligible to be a candidate but is eligible at a different school, the Chief Executive Officer or designee shall order the candidate forms corrected and delivered to the school at which the candidate is eligible and order the appearance of that candidate's name on the Candidate Ballot of the school at which he or she is eligible, if the candidate consents.

THE PRE-ELECTION CHALLENGE RULES OF PROCEDURE

1. **Qualification of Petitioners.** Any person may file a Pre-Election Challenge Petition against any parent, community, teacher, JROTC Instructor, Advocate, Educational Expert or high school student representative candidate.

2. **Filing Deadline.** Pre-Election Challenge Petitions must be filed by **5:00 p.m. on March 10, 2022**, in the Law Department (Attn: Deputy General Counsel, School Law Unit) in person at 42 West Madison, Chicago, Illinois 60602 or by email at LSCElectionchallenge@cps.edu.

3. **Requirements of a Pre-Election Challenge Petition.** The Petition must state specific facts which, if true, would demonstrate that the challenged candidate is (or was on the last day for filing of candidate forms) not eligible to be a candidate for the office for which the candidate has filed to run or is not eligible to be a candidate at the school at which the candidate has filed to run.

The Petition must be signed by the petitioner and must have been prepared and filed in conformity with all applicable rules.

Any Petition which does not, on its face, state specific facts upon which relief can be granted or is not filed in conformity with all applicable rules is subject to a determination without a hearing by the Law Department. All other Petitions may be referred for a hearing by the Law Department.

4. **Hearings.** Pre-Election Challenge Petitions may be referred for hearings. Hearings pursuant to these rules are public proceedings. Observation, but not public participation, is permitted.

In order to comply with the requirements of the Americans with Disabilities Act and to facilitate participation by persons who are non-English speakers, parties or observers who require sign language or other interpretation at hearings must notify the Office of LSC Relations at (773) 553-1400 of such requirement at least 48 hours in advance of any hearing.

5. **Hearing Date.** At the date and time set for hearing, both the petitioner and the candidate challenged must be prepared to present their case. There will be no continuances, except for good cause shown or on the Hearing Officer's own motion.

6. **Appearance.** The appearance of petitioners and challenged candidates at hearings must be in person or by a representative with written authorization. All parties must provide the Hearing Officer, at the time of appearance, contact information, for notification to the party of any matter requiring notice in these proceedings. The parties shall be reasonably available for receipt of such notification during the course of the proceedings.

The failure of a challenged candidate or challenger to appear or make arrangements for an alternate hearing date with the Deputy General Counsel, School Law Unit, Law

Department (773-553-1700) may result in the hearing proceeding in their absence and a waiver of the right to be heard. If no challenger appears for a hearing, the Hearing Officer may dismiss the petition.

7. Hearing Officers. The Hearing Officer shall conduct and preside over all hearings and take necessary action to avoid delay, maintain order, ensure compliance with all notice requirements, and ensure development of a clear and complete record. The Hearing Officer shall have all the powers necessary to conduct a fair and impartial hearing including, but not limited to, the power to:

- a) Conduct the hearing, set the time and place for continuances and set the time for filing of documents;
- b) Have exclusive control over the conduct of the proceedings, including the manner in which testimony and evidence will be received, the scope and extent of testimony and the exclusion or inclusion of any witness in order to minimize duplicate or redundant testimony;
- c) Examine witnesses and call upon witnesses to testify;
- d) Order any party to produce documents or evidence relevant to the proceeding;
- e) Consider all evidence presented;
- f) Consider and rule on all motions;
- g) Maintain a record of the proceedings. A transcript will not be prepared as a matter of course. Any party may record the proceedings with an audio tape recorder or may employ, at the party's own expense, a certified court reporter. A party relying on a transcript must present a complete and certified copy to the Hearing Officer and all relevant parties at the time of such use. The official record of proceedings, however, shall be that record kept by the Hearing Officer; and
- h) Issue Findings of Fact or Law and make a recommendation to the Chief Executive Officer or designee concerning the final disposition of the Pre-Election Challenge Petition.

8. Order of Presentation/Burden of Proof. Petitioners shall have the burden of going forward and of proving, by a preponderance of the evidence, that a Pre-Election Challenge Petition should be sustained.

At the conclusion of the petitioner's case, the challenged candidate may present his or her case, including offering testimony and evidence in support thereof.

9. Failure to Adhere to Rules. Failure to adhere to these Rules may be grounds for dismissal of the Pre-Election Challenge Petition or for granting the Petition.

10. Final Decision By the Chief Executive Officer or Designee. Upon receipt of a Hearing Officer's findings and recommended final disposition of a Pre-Election Challenge Petition, the Chief Executive Officer or designee shall issue a written decision on the Petition. The decision shall take into consideration the testimony and evidence presented in the hearing and the Hearing Officer's recommendation. The decision of the Chief Executive Officer or designee shall be final.

11. Notice of Final Decision. The person filing a Pre-Election Challenge Petition, the challenged candidate and the Principal of the affected school will be notified of the final decision on the Petition. Notification shall be given by U.S. Mail. If practicable, the final decision may also be communicated to the parties by email.

12. Filings with the Law Department or Hearing Officer. Parties to Pre-Election Challenges may file motions, pleadings or other documents, along with an executed Notice of Filing, with the Law Department or the Hearing Officer.

Unless the Hearing Officer has provided an address at which to deliver or transmit filings to the Hearing Officer directly, all filings, along with the Notice of Filing, shall be directed to the Law Department (Attn: Deputy General Counsel, School Law Unit), Chicago Board of Education, 42 W. Madison, Chicago, Illinois 60602, by personal delivery or e-mail at LSCElectionchallenge@cps.edu.

The filing party shall also serve a copy of the filing and Notice of Filing upon the other parties to the proceeding by personal delivery or e-mail. If the filing party does not have the address(es) or e-mail(s) of the other party or parties to the proceeding, the filing party shall attempt to give notice of the filing by telephone call and shall, if necessary, make at least three (3) calls to give such notice, with not less than thirty (30) minutes between each call.

The Notice of Filing shall contain a verified statement that:

- a) the filing and the notice of filing have been served by personal delivery or e-mail upon the other party or parties to the proceeding; or
- b) notice of the filing was given by telephone (stating the party called, the number called and the time the call was made); or
- c) notice of the filing was attempted by telephone at least three times (stating the party called, the number called and the time the calls were made).

Unless otherwise agreed to, all documents to be filed with the Law Department or Hearing Officer shall be filed in the manner prescribed above.

13. Legal Authority. The Board promulgates the foregoing rules to "ensure fair elections." 105 ILCS 5-34-2.1(n). Because the Illinois School Code is silent on the definition of "fair elections," the Hearing Officer may look to general election law for guidance to accomplish the purposes of 105 ILCS 5/34-2.1(n).

PART V - POST-ELECTION CHALLENGES

Overview

Challenges to the election results (post-election challenges) must be filed at 42 W. Madison, and directed to the attention of "Deputy General Counsel, School Law Unit " no later than **5:00 p.m. on April 28, 2022**. Challenges must be filed in person or by email at LSCelectionchallenge@cps.edu . **Post-Election Challenge Petition Forms (17-22)** will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the cps website: <https://cps.edu/pages/LSCElections.aspx>.

A separate petition must be filed for each candidate, election or poll challenged. At least five (5) persons who were eligible to vote for the candidate or in the election or poll being challenged must sign a Post-Election Challenge Petition. No petition shall be considered unless the challengers state specific facts in writing, which, if true, would change which candidates were elected in the parent/community election, or the number of votes received by the candidates in the non-binding advisory staff poll or would warrant the disqualification of a candidate or candidates or the invalidation of the results of the election or poll in their entirety.

Only persons eligible to vote in the Parent/Community election may challenge the results of the election. Only school staff eligible to vote in the Teacher/Non-Teacher Staff Non-Binding Poll may challenge the results of the poll. Only high school students eligible to vote in the Student Non-Binding Poll may challenge the results of the poll.

The Law Department will review all challenges to determine whether a challenge requires a hearing or shall be determined without a hearing. If the Law Department determines that a hearing is warranted, it shall notify the challenged candidate(s) or all candidates if the Petition requests a new election or poll. The Notification shall include a copy of the petition, any evidence which was attached to the petition and the date, time and place of the hearing on the petition. **A copy of the notification shall be sent to the first five (5) eligible challengers who validly signed the Petition and provided their address.**

Board-appointed independent Hearing Officers, with the assistance of the Law Department, will hold hearings on referred petitions. The appointed Hearing Officers will be responsible for conducting hearings and issuing a recommended decision to the Chief Executive Officer or designee.

Hearings on post-election challenges will be held between **May 4 and May 20, 2022**.

The Chief Executive Officer or designee shall consider the recommendation of the Hearing Officer in making a written decision. The decision of the Chief Executive Officer or designee will be final.

Decisions shall be finalized by **5:00 p.m., May 24, 2022** and will be mailed to the challengers, all challenged and concerned candidates and to the school Principal between **May 25 and June 1, 2022**.

Remedies

After receipt of all hearing officers' recommended decisions, the Chief Executive Officer or designee shall grant appropriate remedies for any deficiencies proved, including but not limited to:

1. Ordering a recount of votes to determine the official results of a challenged election or poll;
2. Declaring that a challenged candidate does not meet the eligibility requirements for the office for which he or she ran and is ineligible to serve in the office;
3. Declaring that, because of unrepaired gross irregularities which substantially affected the integrity and the outcome of an election or poll process, a candidate is ineligible to serve in the office for which he or she ran or a new election or poll must be conducted (**a new election or poll ordered by the Chief Executive Officer or designee will be limited to the candidates in the original election or poll.**)

Examples:

- **If a challenge alleges that a candidate is ineligible to serve in the office for which he or she ran and the challenge is upheld, the challenged candidate will be declared ineligible to serve. If the challenged candidate ran for a parent or community representative office, a vacancy in the office will be declared and the newly elected Local School Council may fill the vacancy after July 1. If the challenged candidate ran for a teacher, non-teacher staff or high school student representative office, the challenged candidate shall not be appointed to the office by the Board.**
- **If a challenge alleges that a parent or community candidate is an employee of the Chicago Public Schools, a letter of resignation from the candidate's employment with CPS, effective not later than June 30, 2022, and submitted to the Law Department prior to a hearing or to the hearing officer at a hearing will cure the defect and the candidate will be declared elected. If the candidate does not submit a letter of resignation, then the candidate with the next highest vote total in the same candidate category will be declared elected.**
- **If a challenge alleges irregularities in the counting and recording of votes and the challenge is upheld, a recount shall be ordered. The results of the recount shall determine the official results of the challenged election or poll.**

If a challenge is based on an allegation of unrepaired gross irregularities which substantially affected the integrity and outcome of the election or poll process, and the challenge is upheld, the candidate or candidates responsible for, or benefiting from, the irregularities may be disqualified from election or appointment to the LSC or the challenged election or poll may be declared null and void and a new election or poll will be ordered with any additional safeguards necessary to prevent the reoccurrence of the irregularities found. (The new election or poll will be limited to the candidates in the original election or poll.)

THE POST-ELECTION CHALLENGE RULES OF PROCEDURE

1. Qualifications of Petitioners. Only parents entitled to vote in the parent Non-Binding Advisory Poll may challenge the results of the poll. Only school staff eligible to vote in the Teacher and/or JROTC Instructor Non-Binding Polls may challenge the results of the poll(s). Only high school students eligible to vote in the Student Non-Binding Poll may challenge the results of the poll.

2. Filing Deadline. Post-Election Challenge Petitions must be filed by **5:00 p.m. on April 28, 2022**, at CPS (Attn: "Deputy General Counsel, School Law Unit") in person at 42 West Madison, Chicago, Illinois 60602 or by email at LSCelectionchallenge@cps.edu.

3. Requirements of a Post-Election Challenge Petition. The Petition must be signed by at least five (5) persons eligible to vote in the Non-binding Advisory poll(s) being challenged. Any Petition not signed by at least five (5) persons eligible to vote in the poll which is the subject of the petition or not filed in conformity with all applicable rules is subject to dismissal by the Law Department without a hearing.

The Petition must state specific facts which, if true, would demonstrate that: (1) a challenged candidate is (or was on the last day for filing of candidate forms) not eligible to be a candidate for the office for which the candidate filed to run or was not eligible to be a candidate at the school at which the candidate had filed to run; or (2) substantial and unrepaired irregularities in an election or poll process substantially affected the integrity and outcome of the election or poll, and warrant the disqualification of a particular candidate or candidates or a new election or poll.

Any Petition which does not, on its face, state specific facts upon which relief can be granted is subject to dismissal without a hearing by the Law Department.

4. Hearings. Unless dismissed by the Law Department, Post-Election Challenge Petitions will be referred for a hearing. Hearings pursuant to these rules are public proceedings. Observation, but not public participation, is permitted.

In order to comply with the requirements of the Americans with Disabilities Act and to facilitate participation and observation by persons who are non-English speakers, parties or observers who require sign language or other interpretation must notify the Office of LSC Relations at (773) 553-1400 of such requirement at least 48 hours in advance of any hearing.

5. Hearing Date. At the date and time set for hearing, both the petitioners and any challenged or interested candidate(s) must be prepared to present their cases. There will be no continuances, except for good cause shown or on the Hearing Officer's own motion.

6. Appearance. The appearance of the petitioners and challenged or interested candidates at hearings must be in person or by a representative with written authorization. All parties must provide the Hearing Officer, at the time of appearance, a telephone number, for notification to the party of any matter requiring notice in these

proceedings. The parties shall be reasonably available by telephone of such notification during the course of the proceedings.

The failure of a challenged or interested candidate or challenger to appear or make arrangements for an alternate hearing date with the Deputy General Counsel, School Law Unit, Law Department (773-553-1700) may result in the hearing proceeding in their absence and a waiver of the right to be heard. If no challenger appears for a hearing, the Hearing Officer may dismiss the petition.

7. Hearing Officers. The Hearing Officer shall conduct and preside over all hearings and take necessary action to avoid delay, maintain order, ensure compliance with all notice requirements and ensure development of a clear and complete record. The Hearing Officer shall have the powers necessary to conduct a fair and impartial hearing including, but limited to, the power to:

- a) Conduct the hearing, set the time and place for continuances and set the time for filing documents;
- b) Have exclusive control over the conduct of the proceedings, including the manner in which testimony and evidence will be received, the scope and extent of testimony, and the exclusion or inclusion of any witness in order to minimize duplicate or redundant testimony;
- c) Examine witnesses and direct witnesses to testify;
- d) Order any party to produce documents or evidence relevant to the proceeding;
- e) Consider all evidence presented;
- f) Consider and rule on all motions;
- g) Maintain a record of the proceedings. A transcript will not be prepared as a matter of course. Any party may record the proceedings with an audio tape recorder or may employ, at the party's own expense, a certified court reporter. A party relying on a transcript must present a complete and certified copy to the Hearing Officer and all relevant parties at the time of such use. The official record of proceedings, however, shall be the record kept by the Hearing Officer.
- h) Issue Findings of Fact or Law and make a recommendation to the Chief Executive Officer or designee concerning the final disposition of the Post-Election Challenge Petition.

8. Order of Presentation/Burden of Proof. Petitioners shall have the burden of going forward and of proving, by a preponderance of the evidence, that a Post-Election Challenge Petition should be sustained.

At the conclusion of the petitioners' case, any challenged or interested candidate may present his or her case, including offering testimony and evidence in support thereof.

9. Failure to Adhere to Rules. Failure to adhere to these Rules may be grounds for dismissal of the Post-Election Challenge Petition or for granting the Petition.

10. Final Decision By the Chief Executive Officer or Designee. Upon receipt of a Hearing Officer's findings and recommended final disposition of a Post-Election Challenge Petition, the Chief Executive Officer or designee shall issue a written decision on the Petition. The decision shall take into consideration the testimony and evidence presented in the hearing and the Hearing Officer's recommendation. The decision of the Chief Executive Officer or designee shall be final.

11. Notice of Final Decision. The first five (5) Petitioners who validly signed a Post-Election Challenge Petition and provided their address, all challenged and concerned candidates and the Principal of the affected school will be notified of the final decision on the Petition. Notification shall be given by U.S. Mail. If practicable, the final decision may also be communicated to the parties by either e-mail or telephone message.

12. Filings with the Law Department or Hearing Officer. Parties to Post-Election Challenge Petitions may file motions, pleadings or other documents, along with an executed Notice of Filing, with the Law Department or the Hearing Officer.

Unless the Hearing Officer has provided an address at which to deliver or transmit filings to the Hearing Officer directly, all filings, along with the Notice of Filing, shall be directed to the Law Department (Attn: Deputy General Counsel, School Law Unit), 42 West Madison, Chicago, Illinois 60602, by personal delivery or by email LSCElectionchallenge@cps.edu.

The filing party shall also serve a copy of the filing and Notice of Filing upon the other parties to the proceeding by personal delivery or e-mail. If the filing party does not have the address(es) or e-mail(s) of the other party or parties to the proceeding, the filing party shall attempt to give notice of the filing by telephone call and shall, if necessary, make at least three (3) calls to give such notice, with not less than thirty (30) minutes between each call.

The Notice of Filing shall contain a verified statement that:

- a) the filing and the notice of filing have been served by personal delivery or e-mail upon the other party or parties to the proceeding; or
- b) notice of the filing was given by telephone (stating the party called, the number called and the time the call was made); or
- c) notice of the filing was attempted by telephone at least three times (stating the party called, the number called and the time the calls were made).

Unless otherwise agreed to, all documents to be filed with the Law Department or Hearing Officer shall be filed in the manner prescribed above.

13. Legal Authority. The Board promulgates the foregoing rules to "ensure fair elections." 105 ILCS 5-34-2.1(n). Because the Illinois School Code is silent on the definition of "fair elections," the Hearing Officer may look to general election law for guidance to accomplish the purposes of 105 ILCS 5/34-2.1(n).

APPENDIX I

The ALSCs of the schools listed below have compositions differing from the standard ALSC compositions for elementary or high schools. In addition to the Principal, they consist of:

Vick Early Childhood and Parent Center*

4 Parents; 2 Community; 2 Teachers; 2 Advocates

Jefferson Alternative High School

2 Community; 2 Teachers; 6 Advocates; The Presiding Judge of the Cook County Juvenile Court (or designee); The Superintendent of the Cook County Juvenile Temporary Detention Center (or designee)

Simpson High School for Young Women

2 Parents; 2 Community; 2 Teachers; 4 Advocates; 1 Student

York Alternative High School

3 Community; 2 Teachers; 4 Advocates; The Director of the Cook County Department of Corrections (or designee)

Chicago Academy Elementary School**

Chicago Academy High School

Collins High School

National Teachers Academy Elementary School

Solorio High School

Tarkington Elementary School**

2 Parents; 2 Teachers; 2 Community; 2 Educational Experts; the Chief Education Officer (or designee)

** The ALSCs of Vick Early Childhood Parent Center and DeVry Advantage Academy High School are appointed to two-year terms beginning December 1 of every even-numbered year.*

***The ALSCs of Chicago Academy Elementary School and the five schools following are appointed based on recommendations by the Chief Executive Officer (no non-binding advisory polls are conducted).*

APPENDIX II

1. Letter I Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
2. ALSC/BOG Candidate Packet Cover Letter
3. Candidate Nomination Form (Form 1-22)
4. Criminal Conviction Disclosure Form (Form 2-22)
5. Enumerated Criminal Offenses & Disqualifying Offenses
6. Telephone Number Disclosure Form (Form 3-22)
7. Candidate Statement Form (Form 4-22) (Optional)
8. BOG Election Form 4S-22 Student Candidate Statement (Optional)
9. Teacher/JROTC Instructor Candidate Information Form (Form 5-22)
10. Student Candidate Information Form (Form 6-22)
11. Withdrawal of ALSC/BOG Candidacy Form (Form 7-22)
12. List of Candidates for the ALSC/BOG Form (Form 8-22)
13. Letter II Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
14. ALSC/BOG Pre-Election Challenge (Form 9-22)
15. ALSC/BOG Post-Election Challenge (Form 21-22)
16. ALSC/BOG Certification of Non-Binding Advisory Polls Results and Candidate Recommendations Form (Form 28-22)
17. Judge of Election Applicant Packet Letter
18. Application for Judge of Election Form (Form 18-22)
19. IRS W-9 Request for Taxpayer Identification Number and Certification Form
20. CPS Internal Accounts Vendor Request Form