

# TRADITIONAL LOCAL SCHOOL COUNCIL 2022 ELECTION TIMELINE

DATES	ACTIVITY
<b>2022</b>  1/03 - 1/07	Period for Principal to distribute Letter I to parents and school staff and post letter. LSC 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	Period for filing <b>original</b> LSC candidate forms in-person in schools where the candidates seek appointment. <b>Emailed, mailed, faxed, e-mailed, or copied forms will <u>NOT</u> be accepted.</b>  <b>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.</b>  <b>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.</b>
1/03 - 3/08	Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.  Period for the LSC to complete the following tasks: <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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"> <li>○ For elementary schools between 4/21 – 4/28 (8:00 p.m.)</li> <li>○ For high schools between 4/22 – 2/28 (8:00 p.m.).</li> </ul> </li> </ul> <b>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8<sup>th</sup>.</b>
1/03 - 3/10	<b>File Pre-Election Challenges.</b> Challenge forms must be emailed to <a href="mailto:LSElectionchallenge@cps.edu">LSElectionchallenge@cps.edu</a> or filled in person in the lobby at 42 W. Madison St., Chicago, Illinois.
1/03 - 4/07	Principal/LSC to publicize the date for Campaign Literature Distribution (4/18).

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2/25	<b>3:00 p.m. Deadline to file LSC candidate paper forms in person at the Office of LSC Relations (“OLSCR”), 2651 W. Washington Blvd., 3<sup>rd</sup> Floor. Emailed, mailed, faxed, e-mailed or copied forms will <u>NOT</u> be accepted.</b>
3/04	<b>3:00 p.m. Deadline to file LSC 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.</b>
3/08	<p>12:00 Noon. Principal to post final List of Candidates for the LSC (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 LSC (Form 8-22). Nomination Forms submitted in paper including copies of Candidates Statements (Form 4-22 and/or Form 4S-22), candidate Identification, and <b>originals</b> 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 LSC to complete the following tasks:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● The candidate forum must be held between 3/21 and 3/25.</li> <li>● 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"> <li>○ For elementary schools between 4/21 - 4/28 (8:00pm)</li> <li>○ For high schools between 4/22 - 4/28 (8:00pm)</li> </ul> </li> </ul> <p><b>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</b></p> <p><b>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 <a href="mailto:LSCJudge@cps.edu">LSCJudge@cps.edu</a> and return the original forms to the judge applicants.</b></p> <p>The principal is to set the date of the Candidate Forum between 3/21 and 3/25 if LSC 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>

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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 LSC). If the forum has a virtual component, include the meeting link in the letter. <b>Suggestion: Copy Form 8-22 on the back of Letter II.</b>
3/10	<b>5:00 p.m. Deadline to file Pre-Election Challenges.</b> Challenge Forms must be emailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.
3/11	12:00 Noon. Deadline for anyone requiring a sign language interpreter or other accommodation at the Candidate Forum to inform the school.  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.  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.
3/14	12:00 Noon. Law Department to send concerned schools a list of challenged candidates.  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.
3/21 – 3/25	Schools conduct Candidate Forums. LSC 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.  At Forum: <ol style="list-style-type: none"> <li>1. All Candidates are allowed equal time to address the public in attendance.</li> <li>2. LSC or Principal conducts ballot position lotteries.</li> <li>3. Principal distributes three (3) Poll Watcher Credentials to all candidates in attendance and mail credentials to those not in attendance.</li> <li>4. LSC and Principal announce election date, time, and polling place location.</li> <li>5. Principal enters candidate ballot positions on LSC Dashboard using LSC update and candidate information.</li> </ol> <b>NOTE: Pre-election Challenged Candidates must be included in the Candidate Forum.</b>

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DATES	ACTIVITY
3/16 – 3/30	The Law Department conducts reviews of Pre-election Candidate Challenges and conducts hearings if necessary.
3/23	<b>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).</b>
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 (<b>NOTE: Principal may require a notarized signature</b>). 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 <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a> 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>

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DATES	ACTIVITY
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 <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a>.</p> <p>3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform the principal of errors.</p>
4/18 - 4/19	<p>School conducts a Non-Binding poll for students. Remove student candidate statements prior to the poll.</p> <p><b>NOTE: Student Candidate Statements (Form 4-22 and/or 4S-22) to be removed the day before student poll.</b></p>
4/18	<p>9:00 a.m. Principal posts revised List of Candidates for the LSC (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><b>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.</b></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>

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DATES	ACTIVITY
▶ ▶ 4/20 & 4/21 ◀◀  Election Days	<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><b>6:00 a.m. Polls Open.</b></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><b>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.)</b></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 <a href="mailto:LSElectionchallenge@cps.edu">LSElectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p> <p>8:00 p.m. Deadline for LSCs 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 <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a>.</p>
5/4 - 5/20	<p>Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.</p>

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DATES	ACTIVITY
5/6	<p>2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs 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>
5/9	<p>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 <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a></p>
5/11	<p>3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard</p> <p>5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.</p>
5/24	<p>5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.</p>
5/25 - 6/01	<p>Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates, and concerned school Principal.</p>
6/22	<p>The Board of Education appoints all members of ALSCs/BOGs, for the new two-year term of office beginning July 1.</p>
7/01 – 7/14	<p>LSCs conduct annual organizational meetings.</p>