2022

LOCAL SCHOOL COUNCIL ELECTION JUDGES' MANUAL

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Mayor of the City of Chicago

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A Message to All Election Judges and Election Monitors:

Thank you for participating and helping to make Chicago School Reform work. The effectiveness of Local School Councils is based on fair and honest elections.

Your careful attention to detail and the care with which you perform your duties will lend integrity and credibility to the election.

Our children's future depends on the success of School Reform and your work is greatly appreciated.

The Chicago Board of Education

The Chicago Public Schools

16 Key Points for a Fair and Honest Election

1. The polls must open at 6:00 a.m. If they do not, the polls must remain open after 7:00 p.m. the same number of minutes as they opened later after 6:00 a.m.

2. No one can vote before 6:00 a.m. **There will be NO ABSENTEE VOTING**; voters must be present at the school on Election Day and **vote in person**.

3. For paper ballots, a valid vote must have two (2) lines crossing inside the box next to a candidate's name.

4. It is not necessary to be a registered voter or a U.S. citizen to vote. All Community Voters must present **two** pieces of identification, one must show their current residential address. Parent Voters must show **two** pieces of identification, one must show that they are the parent, guardian or custodian of a student attending the school or they must be listed in school records as the parent or guardian of a child in the school.

5. Parent/Community voters receive a **white** ballot. **Teacher/Non-Teacher Staff voters receive a yellow ballot. NOTE:** Teachers / Non-teacher staff may also receive a white ballot if they live in the community or have a child in the school.

6. Under **NO** circumstances can a voter receive **two** ballots of the **same** color.

7. **Parent/Community Voters may vote for up to 5 (five) candidates. They may vote for less than 5 candidates if they wish – but no single candidate may receive more than 1 vote per ballot.**

8. The Parent/Community and Teacher/Non-Teacher Staff Specimen Ballots must be posted immediately outside the location of the Polling Place so they are visible to voters as they enter the Polling Place.

9. Pollwatchers can only observe, they cannot touch or handle any election materials or disrupt the voting process. All pollwatchers need credentials to enter and remain in the polling place. **A candidate may be a Pollwatcher.**

10. **All judges are equal in authority** and should rotate duty stations during the day.

11. Election judges' decisions on disputed election matters must be made by made by majority vote. A tie vote means that the "**No**" votes win.

12. The polls must close at 7:00 p.m. or, if they opened after 6 a.m., they must close the same number of minutes after 7 p.m. that they opened after 6 a.m.

13. Voters in line at 7:00 p.m. or, if the polls opened late, when they close after 7 p.m. **must** be allowed to vote.

14. **The number of Parent/Community Applications for Ballot plus Teacher/Non-Teacher Staff sign-ins must equal the final total ballot count.**

15. On three (3) Summary of Results Forms, judges must circle the names of the candidates with the most votes:
    6 Parent Candidates
    2 Community Candidates
    4 Teacher Candidates
    2 Non-Teacher Staff Candidates

16. When the votes are counted and the Judges' Certificate of Votes and Ballots Cast and Summary of Results forms are completed, place all election materials in the corresponding envelopes and deliver to the Principal.

ELECTION DAY

Elementary Schools
Wednesday, April 20, 2022

High Schools
Thursday, April 21, 2022

For Questions and Missing Materials:

CALL
ELECTION CENTRAL

773-553-1400

Hours of Operation:
5:30 a.m. until
All Votes are Counted and Recorded

After 7:00 P.M. Reminders

- Place in Security Envelope C:
    - ✔ All used Community Sign-in Sheets
    - ✔ All used Staff Sign-in Sheets
    - ✔ All completed Applications for Ballot
    - ✔ Student "Alpha List"
- Count all spoiled ballots in Security Envelope 1, write the number of spoiled Parent/Community Election and Staff Poll Ballots on the envelope and seal envelope
- Open Ballot Box and empty contents onto an empty table
- Separate and count all defective ballots. Place in Security Envelope 2 and seal envelope
- Prepare tally sheets to tally votes for all candidates in the Parent/Community Election and the Teacher/Non-Teacher Staff Poll
- Tally votes and, after all votes are tallied, place all voted ballots in Security Envelope D and seal envelope
- Prepare and all judges sign:
    - ✔ Three (3) Official Tally Sheets for the Parent/Community Election
    - ✔ Three (3) Official Tally Sheets for the Teacher/Non-Teacher Staff Poll
    - ✔ Three (3) Certificates of Ballots and Votes Cast (Form 19-22)
    - ✔ Three (3) Summary of Results Forms for the Parent/Community Election
    - ✔ Three (3) Summary of Results Forms for the Teacher/Non- Teacher Staff Poll
- Place in Security Envelope A:
    - ✔ One (1) Certificate of Ballots and Votes Cast (Form 19-22)
    - ✔ One (1) Summary of Results for the Parent/Community Election *(P/C Ballot with votes recorded)*
    - ✔ One (1) Summary of Results for the Teacher/Non-Teacher Staff Poll *(T/NTS Ballot with votes recorded)*
    - ✔ One (1) Tally Sheet for the Parent/Community Election
    - ✔ One (1) Tally Sheet for Teacher/Non-Teacher Staff Poll
- Place in Security Envelope B:
    - ✔ Two (2) Certificate of Ballots and Votes Cast (Form 19-22)
    - ✔ Two (2) Summary of Results Forms (1 for the **P/C Election** and 1 for the **T/NTS Staff Poll**)
    - ✔ Two (2) Tally Sheets for the Parent/Community Election
    - ✔ Two (2) Tally Sheets for the Teacher/Non-Teacher Staff Poll
- Seal Security Envelopes A and B and deliver to principal

NOTE: All judges must sign across closure flaps of all envelopes after sealing.

- Pack up remaining materials and deliver to principal
- Fill out Judge of Election Payroll Form (Form 20-22) and deliver to principal.
- Receive check of $250.00 for services from the principal

I. Who May Vote

The intent of the laws and policies of Chicago school reform is that all parents of Chicago public school students, all Chicago residents, and all full time school staff members employed for <u>more than 2.5</u> days per week at a school and all full time high school students have a role in the management of Chicago Public Schools. **The process is intended to be *inclusive* and *flexible* rather than *exclusive* and *rigid*. Thus, it is <u>not</u> necessary to be a <u>registered voter</u> or even a <u>citizen</u> to vote.**

Summary of Voter Qualifications:

For the parent and community representative election:

Parent Voters

• The natural or adoptive parents or legal guardians of children attending the school

• Foster parents and primary caregivers of children attending the school

Community Voters

All persons at least 17 years of age residing within the school's attendance area or multi-area voting district who are not eligible to vote as parents

For the non-binding advisory poll for teacher and non-teacher staff representatives:

• All full-time Chicago Public School employees employed <u>more than 2.5 days</u> per week at the school except the principal

For the election poll for school student representative conducted between April 18 to19, 2022:

• All full-time students enrolled at each high school

REQUIRED IDENTIFICATION

All parent and community voters must present at least two reliable forms of identification.

For **community voters**, at least one of form of identification must bear a current residential address within the school's attendance or voting district boundaries and may be from the list below or any other form of identification deemed reliable by the election judges. The second form of identification may also be from the list below or any other form of identification deemed reliable by the election judges.

Parent voters may present one form of identification from the list below or any other form of identification deemed reliable by the election judges. They must also present at least one form of identification establishing that they are the parent, legal guardian or temporary custodian of a child enrolled at the school, such as, but not limited to, the report card or other school records. The presence of their names on the school's list of students and parents (the "Alpha List") or identification by school personnel as the parent, legal guardian or temporary custodian of an enrolled student may substitute for the form of identification establishing such status to a child enrolled at the school.

- 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

II. DUTIES AND RESPONSIBILITIES OF JUDGES AND ELECTION MONITORS

Selection of Judges

Most schools will have three (3) judges of election assigned, depending on the size of the student population and expected voter turnout. Election judges are appointed by the Office of Local School Council Relations. Persons who are candidates, school employees or are closely related to candidates or principals are not permitted to serve as election judges at the school at which they have a conflict of interest.

Selection of Monitors

A school may have one election monitor assigned in the evening. Election monitors will be lawyers, certified public accountants and other professionals with expertise and experience. These individuals will be authorized by the Board of Education as its on-site representatives in the polling place to provide direction and assistance to the judges. Persons who are candidates or are closely related to candidates or principals are not permitted to serve as election monitors at schools at which they have a conflict of interest.

Vacancies in Judge Position

If an emergency arises before Election Day which will prevent a judge from serving on Election Day, the judge must notify **the Office of Local School Council Relations at (773)553-1400 as soon as possible**. If there is a vacancy on Election Day after 8:00 a.m., the vacancy **must** be filled by a trained judge who will be assigned from the standby judge pool. In the event that a vacancy is filled and the regularly assigned judge arrives, the regularly assigned judge may report to the standby judge pool for reassignment.

The only persons permitted to serve as election judges are persons who have been trained and assigned by the Board of Education. *"Walk-in"* or *"swear-in"* judges will not be permitted.

Proper Conduct of the Election and Control of the Polling Place

Judges have the legal duty and the responsibility to conduct the election according to the procedures in this manual. **Judges *must take direction* from any duly appointed election monitor present or any Election Central personnel, who will consult the Network Office in the event of an election dispute**. Otherwise, judges have complete control of the polling place. Judges may be removed from office for misbehavior or neglect of duty, **including reporting to their assigned school while under the influence of alcohol or narcotics**. Judges must resolve disputes in consultation with duly appointed election monitors and must report interference with their assigned duties by other persons by calling Election Central at 773-553-1400.

Equal Authority of Judges

No judge has more authority than any other judge or a superior right to any particular duty station at any particular time on Election Day.

Judges should rotate duty stations during the election. However, when translation of instructions to voters is needed at the voting demonstration station, bilingual judges should serve there.

When Election Judges Make a Ruling

When a person's right to vote is challenged or there is need for the election judges to make a ruling, they will rule by a majority vote. When there is a ruling to be made, **all election judges present** must have the opportunity to vote on the question. When there is an odd number of judges voting on a question, the side with more votes wins. When there is an even number of judges voting on a question and the vote is tied, the action proposed by

the judges voting "yes" fails. **In other words, a tie vote means that the "no" votes win.**

No Adjournment or Recess Between 6:00 a.m. and 7:00 p.m.

The polls may not be closed and voting may not be interrupted for any reason after the polls open at 6:00 a.m. and before they close at 7:00 p.m. If necessary, judges may leave the polling place one at a time for brief periods of time. However, not more than one judge shall be absent from the polling place at any one time.

JUDGES' MEALS

FOR THE 2022 LSC ELECTIONS THE COST OF MEALS IS INCLUDED IN THE FUNDS THE SCHOOL RECEIVED TO SUPPORT THE ELECTION. PRINCIPAL WILL PROVIDE A LIGHT BREAKFAST, LUNCH AND DINNER FOR THE JUDGES. JUDGES WILL NOT BE RELEASED TO GO OUT TO OBTAIN THEIR MEALS.

Election Monitor Duties

The election monitor's duties are to serve primarily from 5:30 p.m. through the reporting of the final results to assure that the voting concludes on time and that the ballots are counted and reported properly. The election monitor may serve in whatever position he/she chooses including supervising the voting process from a position away from the judges' table.

Electioneering, Smoking and Alcoholic Beverages Prohibited

Electioneering may not take place anywhere in the school (regardless of how far away it occurs from the polling place) or within 50 feet from any entrance to the school used by voters.

Electioneering includes the display of candidate or "slate" buttons, posters or gifts, handing out sample ballots or other campaign literature, and verbally urging support for, or opposition to, a candidate or slate of candidates. While the school Principal is required to post candidate statements submitted with candidate nomination forms prior to Election Day, such statements must be removed the day before the election.

Smoking and alcoholic beverages are also *prohibited* inside the polling place and the school.

III. BEFORE ELECTION DAY – SCHOOL PRINCIPAL DUTIES

All supplies and equipment for conducting the election will be delivered to the school prior to Election Day. The Principal is responsible for:

- Ensuring that all materials have been received prior to the election.

- Securing the official ballots in a safe place until the morning of Election Day, when the election judges become responsible for their security.

- Providing the following materials and resources and making them available to the judges on Election Day: tables, chairs, pens, highlighters, masking tape, stapler, string, thumb tacks, and the election materials delivered to the school to conduct the election.

- Providing the election judges with a written description of the school attendance area boundaries and/or a map showing the boundaries (or established voting district for multi-area schools) to determine community voter eligibility. The map should note adjacent schools to enable the judges to direct community voters to other schools if they attempt to vote in the election of a school at which they are not eligible.

- Preparing a list of all CPS employees eligible to vote in the school's staff poll. The list should include only those full-time CPS employees who work the majority of their time at the school.

- Providing the judges access to a working telephone to contact Election Central for advice on resolving election disputes or issues. The working telephone should be made accessible to the judges or other election workers at all times while they are in the building, particularly at 5:30 a.m. before school opens and after 7:00 p.m. during the tallying of the votes.

- Confirming that he/she or a designee and the engineer will be present at 5:15 a.m. to open the school at 5:30 a.m. when the judges are expected to arrive on Election Day and will remain present until all votes are counted and the school is officially closed by the Principal.

- Ensuring that a polling place sign is posted on the outer building door to the voting location.

IV. PREPARING THE POLLING PLACE ON ELECTION DAY – 5:15 TO 6:00 A.M.

The judges must arrive at the polling place no later than 5:30 a.m. on election morning. Pollwatchers with proper credentials must be permitted in the polling place to observe as the judges set up all materials. **No one, including the judges of elections, may vote before the polls open at 6:00 a.m.** If assigned judges do not arrive by 5:30 a.m., the Principal must call Election Central to request replacement judges.

The polling place must be in an adequately heated and lighted location in the school which is accessible to persons with disabilities. Voting stations for voters 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.

NOTE FOR JUDGES AT MULTI-AREA SCHOOLS:

Throughout this manual, for simplicity, the voting boundaries of a school are called "attendance area." For multi-area school elections, the proper voting boundaries are the "voting district" boundaries which are supplied in your materials.

If the voting boundaries are not supplied ask the principal to obtain them by: Using the CPS Home page, select "Schools", then select "School Locator", enter school name and then click on LSC tag to get LSC Voting Boundaries.

Step 1. Set Up Judges' and Voters' Stations

Set up tables for the judges' stations and voting stations as shown on page 15.

At most schools where three or four judges are assigned, one long table should be sufficient for judges. Provide chairs for judges and the election monitor behind the judges' table and also set up a row of chairs behind the judges' chairs for the pollwatchers.

At most schools, voters will cast their ballots seated behind cardboard privacy screens placed on top of two tables set end to end. If possible, place chairs behind the voters' tables positioned so that the voters' backs will be against a wall to ensure the voters' privacy. If possible, the voters' tables should be approximately 20 feet from the judges' table.

At wheelchair access voting stations, the table for voters must have a minimum of underside clearance of 27 inches from the floor to accommodate their wheelchairs

At larger schools where as many as six judges may be assigned, two tables placed end-to-end will be needed for judges. The numbers of chairs provided for the judges and for the pollwatchers should be increased. Likewise, there should be four tables instead of two for voters, with three voting stations and chairs at each table.

Each candidate and approved civic organization is entitled to have one pollwatcher present in the polling place and there should be sufficient chairs for all persons authorized to be in the polling place, including the pollwatchers.

Step 2. Open the Box(es) of Election Materials and Complete Inventory List

Spread all election materials out on the judges' table(s). Complete the Election Inventory List to assure that all materials are present. If any materials appear to be missing, check that all

materials have been secured from the Principal. If, after inquiry, materials still appear to be missing, call Election Central at 773-553-1400 for assistance.

Chicago Public Schools – 2022 Local School Council Election
Box 2 (of 2)
Election Day Materials
Inventory List
PLEASE CALL 553-1400 TO REQUEST ANY
MISSING MATERIALS OR ADDITIONAL QUANTITIES NEEDED

Principal (P) and Election Judges (J): Check (√) each item as it is located.

√ Check P	J	Description	Quantity	Form No.
		Judge of Election Manual (English/Spanish)	4	
		Oath of Election Judges	2	16 -22
		Election Judge Badges	10	
		Principal Badge	2	
		Pollwatcher Badges	20	
		Election Coordinator Badge	2	
		Election Monitor Badges	3	
		Polling Place Signs (English/Spanish)	5	
		Local School Election Signs (English/Spanish) 3 Left Arrow, 3 Right Arrow	6	
		Who May Vote Signs (English/Spanish)	5	
		Voting Instructions Signs (English/Spanish)	5	
		Warning Signs for Casting More than 5 Votes in P/C Election (English/Spanish)	5	
		Warning Signs for Casting More than 2 Votes in Staff Poll (English/Spanish)	5	
		If You Spoil Your Ballot Signs (English/Spanish)	5	
		No Electioneering Sign (English/Spanish)	5	
		Alternative Voter Entrance Sign (English/Spanish) 2 Left Arrow, 2 Right Arrow	4	
		Application for Ballot	2 pads of 250 (Elementary Schools) / 3 pads of 250 (High Schools)	10 -22
		Community Sign-In Sheet	5	11 -22
		Staff Sign-In Sheet (yellow)	5	12 -22
		Demonstration Candidate Ballot (orange)	4	
		Affidavit of Assisted Voter	5	13 -22
		Affidavit of Challenged Voter	5	14 -22
		Official Tally Sheets for Parent/Community Election	8	
		Official Tally Sheets for Teacher / Non-Teaching Staff Poll	8	
		Judges' Certificate of Ballots and Votes Cast	5	19 -22
		Security Envelopes (A, B, C, D, E, F, 1, 2)	1 of each	
		Judge of Election Payroll Sheet (pink)	2	20 -22
		Post-Election Challenge Form	5	21 -22

Step 3. Administration of Oath to All Judges and Badges

Each judge must take the oath of office by signing **the Oath of LSC Election Officials (Form 16-22)**. The Principal should witness the signing and sign as the witness. The completed oaths are to be placed in Security Envelope F. All judges, the election monitor, pollwatchers, and the school Principal should put on the appropriate badge of office supplied in the materials.

Chicago Public Schools – 2022 Local School Council Election
Form 16-22
Oath of LSC Election Judge

Name of School: _____   Unit Number: _____

I do solemnly swear that I will support the Constitution of the State of Illinois and, to the best of my ability, faithfully discharge the duties of Judge of Election as described in the 2022 Judges' Manual for the 2022 CPS Local School Council Election.

Signed and sworn (or affirmed) to me on April _____, 2022

Signature of Election Official: _____

Signature of subscribing Election Judges:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

TO BE PLACED IN SECURITY ENVELOPE F

Step 4. Arrange the Materials Around the Polling Place and the School Entrance(s).

a. Set up privacy screens with the open side toward a wall at voters' tables, if possible. Be sure to provide one wheelchair or handicapped voting station without a chair for every five regular positions as shown in the sample arrangements on page 15.

b. Arrange materials on judges' table(s) as shown in the sample arrangements on page 15.

c. Post various signs around the inside of the polling place, taking great care to be certain that the voting instruction sheet is thumbtacked or taped to the inside of each voter's privacy screen.

d. Shake the pre-assembled cardboard ballot box to demonstrate to all persons present that it is empty, and punch out the slot at the top; place it at the end of the judges' table as shown on page 15.

e. Post "Polling Place" and "Alternative Entrance" signs on the outside of the school building and post any additional signs necessary to direct voters to the polling place inside the school.

Step 5. Check for Official and Specimen Ballots

✔ Locate Official and Specimen Ballots to ensure that the ballots contain the same candidates' names on the same lines.

✔ If the candidates' names or numbers are not the same on both ballots, consult with the Principal to resolve the discrepancy and report the discrepancy to **Election Central at 773-553-1400.**

✔ Look for Specimen Ballots identical to the Official Ballots being posted immediately outside of the location being used as the polling place.

✔ If Specimen Ballots are not posted, create your own by taking an official ballot and writing "SPECIMEN" at the bottom in big, bold letters and post it.

Step 6. Ballot Box Placement

✔ Locate and assemble the ballot box.

✔ Shake the Ballot box to make sure it is empty before closing the top flaps.

✔ Place ballot box away from judges' table and voting stations – but in an area that is visible to all

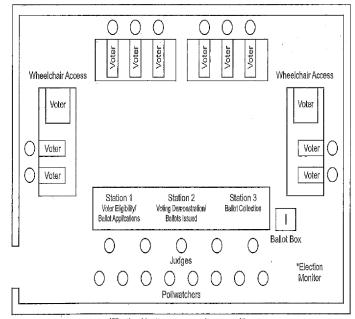## Step 7. Decide Duty Station Assignments

All judges should rotate duty stations during the day. However, if the school has a large number of non-English-speaking voters any judge who may be fluent in their language should remain available to interpret and to demonstrate the correct voting procedures at Station 2.

SAMPLE POLLING PLACE ARRANGEMENTS

Election Monitor may serve in any position.

Station 1: Verify Voter Eligibility

At Station 1, judges will verify eligibility to vote and issue ballot applications in the following manner:

For parent and community voters:

✔ Request two (2) pieces of identification

✔ If voter provides requested identification and is eligible to vote, hand voter Application for Ballot to complete

  ✔ Accept, initial and number completed Applications for Ballot

✔ Place completed Applications on Spindle

✔ Request that community voters also complete the **Community Sign-in Sheet (Form 11-22)** and place the number of the voter's Application for Ballot on the same line as the voter's information on the Sign-in Sheet

✔ Announce the name and address of the voter

✔ Direct the voter to Judge's Station 2

For school staff voters:

✔ Request two (2) pieces of identification, including a CPS Employee I. D

✔ If voter provides requested identification and is eligible to vote, request that voter sign **Staff Sign-in Sheet (Form 12-22)**

✔ Initial on same line as voter's information

✔ Direct the voter to Judge's Station 2

Station 2: Demonstrate Correct Voting Procedure and Issue Ballots

At Station 2, judges will demonstrate the correct voting procedures and will issue official ballots in the following manner:

1. Explain to the voter:

✔ To cast a valid vote, voter must draw two (2) lines crossing (+, x) inside of the box on the same line as the name of the candidate the voter wishes to vote for;

✔ That the voter may vote for up to, but not more than, any five (5) parent candidates and community candidates or any two (2)

school staff candidates **(use the orange Demonstration Ballots for this purpose)**

✔ That, if the voter spoils their ballot by not drawing two lines crossing, by voting for a wrong candidate or by voting for more than the allowed number of candidates, they may request a new ballot

✔ To fold the ballot in half twice along the lines on the back of the ballot after voting

2. Initial the back of a blank ballot, hand it to the voter and direct the voter to the voting stations

Station 3: Ballot Box

At Station 3, after the voters cast their votes, judges will:

✔ Check to ensure that ballots were initialed by a judge at Station 2 and either:

✔ Observe the voter deposit their ballot in the ballot box; or

✔ Take the ballot from the voter and deposit in the ballot box in the voter's presence

Step 8. Open the Polling Place

The Polls must open by 6 a.m. If they open late, they must remain open after 7 p.m. the same number of minutes as they opened late.

V. PEOPLE IN THE POLLING PLACE

Pollwatchers

A pollwatcher is a representative of a candidate or civic organization who is legally in the polling place for the purpose of observing the conduct of the election. All pollwatchers must deliver proper credentials to election judges in order to remain in the polling place.

Credentials

All persons present in the polling place, other than the judges of election, the election monitor, the school Principal, election coordinator and voters while in the process of voting, must have pollwatcher credentials. This requirement applies to all political organization workers, all Local School Council members, all candidates and all candidate supporters.

All pollwatcher credentials are issued by the Board of Education. Each candidate was to receive three (3) credentials from the Principal.

Civic organization credentials must be signed by, or bear a stamped signature of, the leader of a civic organization approved by the Board of Education and must bear the printed name and signature of the pollwatcher. Candidate credentials must be signed by or bear a stamped signature of a candidate listed on the ballot and must bear the printed name and signature of the pollwatcher.

Upon entering the polling place, a pollwatcher must surrender a credential to the judges of election. Upon surrendering the credential, judges shall give the pollwatcher a Pollwatcher badge to wear while in the polling place. After a credential has been surrendered, the pollwatcher may enter and leave the polling place at will without presenting an additional credential. However, a pollwatcher leaving the building must return the pollwatcher badge to the Election Judge.

A pollwatcher who refuses to surrender a credential to the judges must leave the polling place.

Signed pollwatcher credentials are to be placed in Security Envelope F.

Number of Pollwatchers in the Polling Place

Only one pollwatcher representing each candidate or approved civic organization is permitted in the polling place at any one time. *(If there are 8 Parent Candidates, 3 Community, 5 Teacher and 3 Non-Teacher Staff candidates then there could be 19 pollwatchers (one for each candidate) plus the pollwatchers from civic organizations in the polling place.)*

Rights of Pollwatchers

Pollwatchers may be present in the polling place before the polls open, throughout the day and after the polls close. After the close of the polls, the pollwatcher may leave and re-enter if necessary as long as they do not disrupt the counting process. **Pollwatchers may not handle any election materials.**

Pollwatchers may stand or sit behind the judges. *Judges must call out the name and address of each voter so that the pollwatchers can hear the name and address.*

Pollwatchers may periodically inspect each voting station **when not in use by a voter** to see that no campaign literature or other electioneering materials are left in the voting booth. While the judges are counting the votes, pollwatchers have the right to be present and close enough to observe all processes.

If the pollwatcher sees or hears something and believes it to be a violation of the law, or an improper procedure, the pollwatcher should bring it to the attention of the judges. The judges should consult this manual and/or an election monitor if present for the proper procedures to follow.

If a pollwatcher's complaint is correct, the judges should take the necessary steps to resolve the matter.

If the judges or pollwatchers have any questions, they should call Election Central at 773-553-1400.
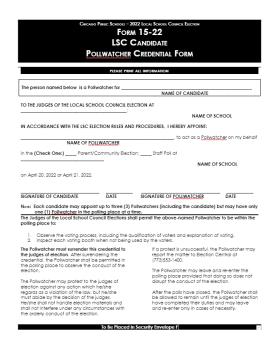
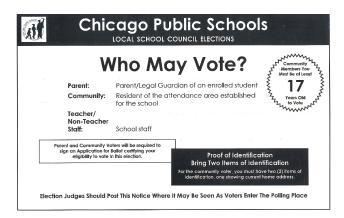**Other Persons Who May Be Present in the Polling Place**
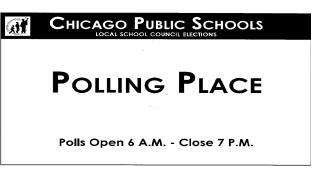
Law Enforcement Personnel

The normal school security personnel may be present in the polling place as necessary to preserve order. In addition, the Chicago Police Department may be called in case of extreme problems. All law enforcement personnel will carry their standard photo identification.

Election Administrators

This election is being administered by the Chicago Board of Education. In case of shortages of election materials or other unusual problems, persons representing this agency may be present in a polling place to assist with problems. They will carry a credential issued by the Board of Education.

VI. ASSISTANCE FOR VOTERS WITH DISABILITIES AND THE ELDERLY

Temporary Access

Temporary alternative entrances must be provided (when possible) for buildings at which the main entrance is wheelchair "inaccessible." These entrances should be marked with the "Alternate Voter Entrance" signs provided in the judges' materials. If ramps are needed for this purpose and have not been provided at the time of the arrival of the judges, the judges should immediately contact the Principal.

Voting Procedures for Voters with Disabilities

Judges of election must be alert to the needs of voters with disabilities.

If the judges of election can assist a voter with a disability in entering the room where the voting is taking place, they should do so, provided that such assistance can be given safely and is requested by the voter.

If a disabled voter cannot enter the polling place, even with assistance, the judges should aid the voter by allowing the voter to vote at the point along the route of access closest to the door that the voter can reach (even if this point is the curb at the street). The voter's identification should be checked and the voter given privacy while voting. When judges are made aware of disabled persons waiting outside to vote, these voters should be allowed to vote immediately on a priority basis.

Affidavit Voting

Formal assistance is available for a voter who is physically unable to actually cast a ballot without assistance. The voter must request assistance and may be assisted either by a person of his or her choice or two election judges. The voter and the persons assisting the voter must complete the **Affidavit of Assisted Voter (Form 13-22)**. The voter may also be assisted in completing the Affidavit. Consult page 25 regarding the completion of the **Affidavit of Assisted Voter**.
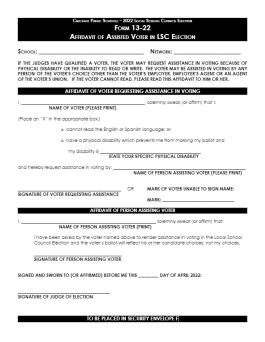
Courtesies

Be considerate of the extra time it might take for a person with a disability or who is elderly to vote. Give unhurried attention to a person who has difficulty speaking.

Speak directly to the person who has a disability rather than to a companion who may be along.

Speak calmly, slowly and directly to a person with a hearing problem. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person with a hearing problem.

Before pushing someone in a wheelchair, ask if he or she wishes you to do so and how you should proceed.

Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms.

VII. ELECTION DAY

Remember the Do's . . .

- Be alert to persons with disabilities outside an inaccessible polling place who are waiting to vote "curbside."

- Give a voting demonstration to all voters. If a voter becomes confused while voting and needs additional instruction, the voter must return to Station 2 for another demonstration. *Use the orange ballots for demonstration only.*

- **Issue the proper color ballot to each voter. Parent and community voters are issued a white ballot. School staff voters are issued a yellow ballot.**

- If a voter makes an error while voting, write "spoiled" on the back of the ballot and issue a new ballot to the voter. **Place all spoiled ballots in Security Envelope 1; do not seal the envelope.**

- *Initial each ballot only when issued.*

- To be valid, a vote must have two (2) lines crossing inside the box next to candidate's name.

- Inspect voting stations regularly. Remove any campaign materials or messages from the voting stations.

Watch Out for the Don'ts . . .

- Electioneering anywhere in the school or outside the school within 50 feet of any door to the school used by voters to enter the building

- Intimidating or preventing a person from lawfully voting

- Illegal voter assistance

- Willfully destroying, mutilating, defacing, falsifying, forging, or removing official election materials

- Tampering with ballots in the polling place

- Offering money or other compensation in exchange for a vote

- Selling a vote for money or other compensation

- Pre-initialing of ballots

As judges of election, ensure that only proper activities take place at the polling place.

Report Any Violation to Election Central at 773-553-1400.

VIII. During Voting Hours – 6 A.M. TO 7 P.M.

At 6:00 am announce that the Polls are open

Station 1 - Verify Voter Eligibility and Issue Applications for Ballot

The judge(s) at Station 1 must check each voter's identification to determine his/her eligibility to vote. Each parent or community voter who presents the required identification must complete an **Application for Ballot (Form 10-22)**. Refer to page 9 for a list of reliable forms of identification.
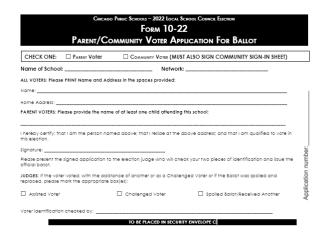
Remember: Number each valid application starting with number 1. If a ballot application is spoiled for any reason, it should be marked "spoiled" and placed crosswise, face up, and not numbered on the stack of valid ballot applications on the spindle.

NOTE: If a person appears at the polling place who is not qualified to vote there but fills out a ballot application before the error is discovered, the ballot application should be marked "*void*" and placed crosswise, face up on the spindle stack. For voters found not qualified who insist on their right to vote there, see the **Challenged Voter Affidavit Procedure** on page 27. Voided applications are not numbered.

1. Parent Voters

Parent voters must provide two reliable forms of identification bearing the voter's name. At least one form of identification must establish that they are the parent, guardian or primary caregiver of a child attending the school. The second form of identification may be from the list on page 9 or any other identification determined to be reliable by the judges. If determined to be eligible to vote as a parent, the judges then hand the voter an Application for Ballot and the voter must sign his/her name

on the ballot application, print the residence address, check the box for parent voter and print the name of the voter's child attending the school. The judges are then to initial and number the Application for Ballot, place it on the spindle and direct the voter to Station2.

If the voter does not provide identification to demonstrate that he or she is the parent of a child attending the school, the judges shall consult the student "Alpha List." If the voter's name appears on the list as parent or guardian, the judges are to hand the voter an Application for Ballot and, after it is completed, initial and number the Application for Ballot, place it on the spindle and direct the voter to Station 2. A judge must also place his or her initials beside the voter's name on the student list. This step is to prevent double voting. In some instances, the parent voter's address and ID may not be the same as the address listed for the student. If there is an address discrepancy, write the address on the parent voter's ID on the student list.

If the voter's name does not appear on the student Alpha List, a judge or the voter may seek out the Principal or another member of the school staff to verify that the voter is the parent, guardian or primary caregiver of a child

attending the school. If the principal or other member of the school staff verifies the voter's identity as a parent, guardian or primary caregiver, the voter is to be allowed to vote as a parent.

If the voter's name does not appear on the Student Alpha List and neither the principal nor any other school staff member verifies the voter's identity, the voter may still vote as a community resident if the identification the voter provides bears a residential address within the school attendance area boundaries. The judge(s) need not question the voter further since the voter is eligible to vote as a community voter. The judge must also line-out the box on the ballot application if the voter has selected "parent voter," place an X in the box for "community voter," and initial the application. **See the instructions below for qualifying community voters.**

2. Community Voters

A community voter must provide two reliable forms of identification bearing his/her name. Both forms of identification may be from the list on page 9 or any other identification determined to be reliable by the judges. At least one of the forms of identification must bear the

description of the school's attendance area boundaries to confirm that the voter resides within the boundaries and is eligible to vote as a community voter. if determined to be eligible to vote as a community voter, the judges then hand the voter an Application for Ballot and the voter must sign his/her name on the application, print their residence address and check the box for community voter. The judges are then to initial and number the Application for Ballot and place it on the spindle.

Community voters must also write their name and address on the **Community Sign-in Sheet (Form 11-22)** and a judge must write the number of the voter's Application for Ballot on the same line on the Sign-in Sheet on which the voter's information appears.

After writing their information on the **Community Sign-in Sheet**, direct community voters to Station 2.

ELIGIBILITY TO VOTE IN PARENT/COMMUNITY ELECTION AND STAFF POLL

All Chicago residents at least 17 years old are entitled to vote in at least one local elementary school and at least one high school. In addition, there are many multi-area schools in Chicago with very large voting districts which overlap numerous local school attendance areas. Thus, many Chicago residents are entitled to vote at multiple schools as a community resident; however, no person is entitled to vote more than once as parent or community resident at the same school. For example, a person with more than one child at the school votes only once, as a parent, in the parent/community election. Similarly, a person with one or more children at the school who also lives in the attendance area also votes only once, either as a parent or community member, in the parent/community election. A teacher who lives in the attendance area or who has a child enrolled at the school is eligible to vote once in the parent/community election, as community member or parent, and once in the staff poll.

---

voter's current residential address. The judge(s) must consult the map or street-by-street

	NAME	ADDRESS	APPLICATION FOR BALLOT NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

CHICAGO PUBLIC SCHOOLS – 2022 LOCAL SCHOOL COUNCIL ELECTION
LSC PARENT AND COMMUNITY CANDIDATE
OFFICIAL BALLOT

This Official Ballot contains the list of Candidates for Parent and Community Representative in the Election for the Local School Council of _____ School

NAME OF SCHOOL

Voting instructions:

Cast only 1 vote per candidate.   DO NOT VOTE FOR MORE THAN ANY FIVE (5) CANDIDATES IN TOTAL.

To vote, place an "X" in the box before the name of the candidates of your choice.

If you make an error, return the ballot to the judge to receive a new ballot.

After voting, review your ballot; check for judge's initials on the back of the ballot; fold the ballot in quarters, along the dotted lines on the back; and return it to the election judge, who will deposit it in the ballot box.

WARNING: IF MORE THAN FIVE (5) VALID VOTES ARE CAST, NO VOTES WILL BE COUNTED.
THIS WARNING SUPERSEDES ANY CONTRARY JUDGES' INSTRUCTIONS.

PARENT REPRESENTATIVE CANDIDATES	COMMUNITY REPRESENTATIVE CANDIDATES
☐ 1.	☐ 26.
☐ 2.	☐ 27.
☐ 3.	☐ 28.
☐ 4.	☐ 29.
☐ 5.	☐ 30.
☐ 6.	☐ 31.
☐ 7.	☐ 32.
☐ 8.	☐ 33.
☐ 9.	☐ 34.
☐ 10.	☐ 35.
☐ 11.	☐ 36.
☐ 12.	☐ 37.
☐ 13.	☐ 38.
☐ 14.	☐ 39.
☐ 15.	☐ 40.
☐ 16.	☐ 41.
☐ 17.	☐ 42.
☐ 18.	☐ 43.
☐ 19.	☐ 44.
☐ 20.	☐ 45.
☐ 21.	☐ 46.
☐ 22.	☐ 47.
☐ 23.	☐ 48.
☐ 24.	☐ 49.
☐ 25.	☐ 50.

3. Voters with Insufficient Identification

Voters with insufficient identification should be treated courteously. Judges must make every attempt to determine if the voter has any reliable identification showing the voter's name, age, and residence within the voting boundaries. The judge(s) should show the voter the list of acceptable identification on page 9 and determine whether the voter has any of the identification. If not, the voter should be encouraged to return home to get two pieces of acceptable identification.

If the judges are in disagreement as to whether a person should be allowed to vote because of partial but less than perfect identification, they should decide by majority vote.   If a voter

denied the vote for lack of reliable identification later returns with reliable identification, the voter should be permitted to vote.

If a voter's residence address is not within the school's attendance area and the voter is not eligible to vote as a parent, the voter must be denied the opportunity to vote at that school except by the *Challenged Voter Procedure* outlined below. If possible, the voter should be directed to a school at which he/she is eligible to vote.

After verifying a voter's eligibility to vote:

1. Issue a white Application for Ballot to each parent or community voter.

2. After the voter completes the Application for Ballot, initial and number the application and place ballot application face up on the spindle.

3. Announce the name of each voter determined eligible to vote and direct the voter to Station 2.

Station 2 - Demonstrate Correct Voting Procedure and Issue Ballots

Each voter should receive a voting demonstration using the sign showing valid and invalid marks and the orange demonstration ballot.   **Never use an official ballot to demonstrate.**   More than one voter at a time may receive the demonstration.

Step 1. Explain that parent and community voters have a maximum of five (5) votes to cast. The voter can use all five votes for parent candidates, can use all five votes for community candidates or can divide his/her five votes between parent and community candidates. Caution voters that if they vote for more than five candidates, their ballot will be over voted and no candidate votes will be counted. Point out that they may vote for fewer than five candidates if they wish.

Step 2. Explain that a valid vote must have two (2) lines crossing in the box next to a candidate's name.

Step 3. Show the voter that an "X" or "+" inside the box is a valid vote. Emphasize that a checkmark ("√") is not a valid vote.

Step 4. Explain that if the voter makes a mistake and spoils their ballot, the voter may return the ballot to the judge at Station 2, who will mark it "spoiled" and issue a new ballot to the voter.

Step 5. Explain to the voter to fold the ballot in half two times along the lines on the back of the ballot and deposit in the ballot box after voting or to hand it to the judge at Station 3 to do so.

During a demonstration, election judges must not influence a voter in his/her choice of candidates.

Step 6. Initial an Official Ballot, hand it to the voter and direct the voter to the voting stations.

Station 3 – Ballot Box

After voting, voters are to return with their folded ballots to the judge at Station 3, who checks for the initials of a judge at Station 2 (being careful not to observe how the voter voted). The judge then observes the voter deposit the ballot into the ballot box or receives it from the voter and deposits it in the ballot box in the voter's presence.

The judge then thanks the voter for participating in LSC Elections.

IX. SPECIAL VOTER PROCEDURES

Spoiled Ballot Procedure

If a voter returns his/her ballot to the Station 2 judge and requests another, the Station 2 judge must write "**SPOILED**" in large letters under the judge's initials on the returned ballot and must not observe the voter's markings. The judge at Station 1 checks the "Spoiled Ballot" box on the voter's Application for Ballot. The spoiled ballot is then placed in Security Envelope 1 and the voter is given a new ballot. The judge must issue a new ballot of the same color and initial the new ballot. The voter is then allowed to return to a voting station to vote.

Voters in Need of Instruction

No one is permitted to help a voter at a voting station or to use an official ballot while giving instruction.

If a voter needs further instruction, he/she must be told to leave the voting station and return to Station 2. The judge at Station 2 will re-instruct the voter using the orange demonstration ballot. The judge will answer the voter's questions and ask the voter if he/she needs a new ballot; and if the voter needs a new ballot, the judges will use the spoiled ballot procedure explained above. If not, the voter will be directed to return directly to the voting station to cast his/her votes.

Occasionally during instruction, if it becomes evident to the judges that the voter is both eligible for and in need of assistance, the voter should fill out the **Affidavit of Assisted Voter (Form 13-22)** and be assisted as explained below.

Assisted Voters

A voter who *cannot read the English language (or another language in which ballots are available in the polling place)* or who, because of a physical disability, cannot mark his/her own ballot is eligible for assistance in voting. A voter who is intoxicated or is suffering from mental disabilities, etc. is not qualified for assistance. The voter may be assisted by two judges of election or by a person of the voter's choosing. The assistance procedure can only be initiated at the request of the voter or by an election judge who, after giving the demonstration, determines that the voter will be physically unable to vote without assistance.

The voter must read or have read to him/her and complete the **Affidavit of Assisted Voter (Form 13-22)**. The person(s) assisting the voter must also sign the Affidavit. The completed affidavit is to be placed in Security Envelope F.

After the judges determine that the voter is both qualified to vote at the school and is entitled to assistance, the judge at Station 2 issues the appropriate ballot and the voter and the person(s) assisting are directed to a voting station.

At the voting station, the person(s) assisting must cast the ballot as the voter directs. The person(s) assisting may read the ballot to a blind voter or translate it from English. Under no circumstances should the person(s) giving assistance suggest how the voter should vote. If the voter is unable to direct for whom the votes are to be cast, the person(s) assisting must not cast any votes and the ballot must be returned to the judges and marked "SPOILED" and placed in Security Envelope 1.

Primary Caregiver Parent Voters (Station 2)

For the purpose of this election, "parent" includes "primary caregivers" who function as a parent would in a traditional family and who care for the child's school affairs. Such persons might not be listed on the student "Alpha" List but, under the policies of school reform, are eligible to vote in the Local School Council Election as "parents".

If such a voter appears at the polling place seeking to vote and is not either on the student list or qualified to vote as a community voter, the judge(s) should first confirm that the child identified by the voter is listed on the student "Alpha" List. If the child's name does appear on the list but the primary caregiver's name does not, the person attempting to vote should be asked to show documentation showing the relationship to the child. For example, some student listings will show the Illinois Department of Children and Family Services (DCFS) as the legal guardian. Voters who are foster parents should be able to produce documents from DCFS. Such documents, court documents, copies of tax returns showing the student as a claimed dependent, or other documents determined to be reliable by the judges are sufficient to establish that the that a voter is likely the "parent." (The fact that the student "Alpha" list shows that the child on the list identified by the voter has the same address as the voter or does not show judges' initials indicating that the student's parents have already voted may also be considered.)

Even when the primary caregiver relationship is not documented, the school Principal or other school staff member may verify that the voter is the primary caregiver of a child attending the school.

If the voter's name is not on the student ALPHA list and they are not identified by the Principal or a school staff member, the voter must be denied the opportunity to vote at that school except by the Challenged Voter Procedure.

High School Student Parent and Community Voters

Full-time high school students may vote in their school's parent/community election as parents if they are the parent, guardian or primary caregiver of a student attending the school or as community residents if they are at least 17 years old and reside within the school's attendance area boundaries. Their eligibility to vote is to be determined in the same manner as any other parent or community voter.

Similarly, a teacher or non-teacher staff member who has a child enrolled at the school where they work or who lives in the school's attendance area may vote in the school's parent/community election as a parent or community resident and in the school's staff poll as school staff member.

Challenged Voter Procedure

Pollwatchers or other interested parties such as the Principal may formally challenge the right to vote of a voter who the judges at Station 1 found qualified to vote in the parent/community election and who completed an Application for Ballot.

Voters who are formally challenged must complete an **Affidavit of Challenged Voter (Form 14-22)**.

The judges must then vote on whether the voter should be allowed to vote.

If, by majority vote, the judges determine that the voter **should be allowed to vote**, the voter must be issued a ballot and allowed to vote. After voting, the voter folds the ballot and deposits it in the Ballot Box or hands it to a judge to do so. The voter's **Affidavit of Challenged Vote**r is placed in Security Envelope F.

Special Affidavit Procedure (Successfully Challenged Voters)

If, by majority vote, the judges determine that the voter **should not be allowed to vote and the voter accepts the judge's decision and does not vote**, a judge at Station 1 must check the "Challenged Voter" box on the voter's Application for Ballot (Form 10-22), write under it, "**Did Not Vote,**" and place the Application **cross-wise, face up and not numbered** on the stack of ballot applications on the spindle. The voter's **Affidavit of Challenged Voter** is placed in Security Envelope F.

If, by majority vote, the judges determine that the voter **should not be allowed to vote but the voter insists on voting**, the voter must be issued a ballot and allowed to vote. **After voting, the voter folds the ballot and must hand it to a judge at Station 2.** *The ballot is NOT deposited in the Ballot Box.* A judge at Station 2 must write "Challenged" on the back of the ballot below the judge's initials and must attach the ballot (by staple, paperclip or tape) to the voter's **Affidavit of Challenged Voter** and place both the ballot and the affidavit in Security Envelope F. A judge at Station 1 must check the "Challenged Voter" box on the Application for Ballot, write under it, "**Ballot in Security Envelope F**" and place the Application cross-wise, face up **and not numbered** on the stack of ballot applications on the spindle.

The Applications for Ballot completed by all successfully challenged voters must be placed **crosswise, face up and unnumbered** on the stack of ballot applications on the spindle whether they voted or did not vote.

Chicago Public Schools – 2022 Local School Council Election
Form 14-22
Affidavit of Challenged Voter

School: _____   Network: _____

I, _____, do solemnly swear (or affirm) that I:
NAME OF CHALLENGED VOTER (PLEASE PRINT)

reside at _____ in _____, County of _____
ADDRESS   CITY   COUNTY

and State of _____; am a duly qualified voter eligible to vote as a:

(place an "X" in the appropriate box):

☐ Parent   ☐ Community Member   ☐ School Staff Member

In the Local School Council Election of _____ School.
NAME OF SCHOOL

_____
SIGNATURE OF CHALLENGED VOTER

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS _____ DAY OF APRIL 2022.

_____
SIGNATURE OF JUDGE OF ELECTION

PARENT/COMMUNITY VOTER BALLOT APPLICATION NUMBER: _____

TO BE PLACED IN SECURITY ENVELOPE F

school staff list, the school Principal must be

NOTE:

The voter's name may not be on the school staff list because the person is not an employee who works a majority of his/her time at the school. In such cases, the judge should draw a line through that person's entry on the yellow school staff sign-in sheet and not authorize a ballot except under the Challenged Voter Procedure if the voter insists on voting.

Principals cannot vote as school/staff members.

School staff voters must sign the yellow School Staff Sign-in Sheet (Form 12-22) and do not complete an Application for Ballot (Form 10-22). As noted above, in some instances, a school staff member will be qualified to vote in the teacher/non-teacher staff non-binding advisory poll and also as a parent or community resident. Such voters must sign the yellow school staff sign-in sheet for the teacher/non-teacher staff poll and complete a white Application for Ballot for the parent/community election. If voting as a community resident, they must also complete the **Community Sign-in Sheet (Form 11-22)**. The judges must verify their eligibility to vote in both the staff poll and the parent/community election and, if they find the voter eligible, must issue one ballot of each type to the voter. **Remember: No one is entitled to vote more than once in either the parent/community election or the teacher/non-teacher staff poll.**

Station 1 - Voter Eligibility

At Station I, the voter must present his or her identification, including a CPS Employee I.D.

The judges must consult the school staff list provided by the Principal to verify that the voter is eligible to vote at the school. If eligible, the voter completes the **Staff Sign-in Sheet (Form 12-22)** and a judge initials the sign-in sheet on the same line on which the voter signed in.

If the voter does not present the required identification or if the voter's name is not on the

consulted. If the Principal identifies the voter as eligible to vote, he or she must be allowed to do so. If the voter's name was inadvertently omitted from the school staff list, it should be handwritten on the list with an "X" placed to the left of the name.

Upon verification of eligibility to vote, the voter is handed a yellow Non-binding Advisory Staff Poll Ballot and directed to Station 2. The judge must call the name of the voter for the pollwatchers to hear.

CHICAGO PUBLIC SCHOOLS – 2022 LOCAL SCHOOL COUNCIL ELECTION			
FORM 12-22			
NON-BINDING STAFF ADVISORY POLL			
STAFF SIGN-IN SHEET			

NAME OF SCHOOL: _____   NETWORK: _____

CERTIFICATION OF ELIGIBILITY TO VOTE IN STAFF POLL

By signing below, I certify that I am a full-time employee of the Chicago Public Schools assigned to this school for all, or at least the majority, of my work time.

	Name (Printed)	Signature	Position	Judge's Initials
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Page _____ of _____

TO BE PLACED IN SECURITY ENVELOPE C

Station 2 - Voting Demonstration

At the voting demonstration station, the judges must instruct school staff members that they have a maximum of two (2) votes to cast in the advisory poll for both teacher/non-teacher staff candidates. Caution the voters that if they cast more than two votes, their ballot will be spoiled and no votes will be counted. Point out that they may cast less than two votes if they wish.

Station 3 - Ballot Box

After voting, voters are to return with their folded ballots to the judge at Station 3, who checks for the initials of a judge at Station 2 (being careful not to observe how the voter voted). The judge then observes the voter deposit the ballot into the ballot box or receives it from the voter and deposits into the ballot box in the voter's presence.

XI. AFTER THE POLLS CLOSE AT 7 P.M.

At 6:30 p.m. the judges announce that the polling place will close in 30 minutes. Promptly at 7:00 p.m., the judges announce that the polls are closed.

NOTE: If the polls opened after 6 a.m., they must remain open after 7 p.m. the same number of minutes as they opened late.

Voters already in line at 7:00 p.m., or when the polls will close after 7:00 p.m. if they opened late, must be allowed to vote. However, they must leave the polling place as soon as they have voted.

Pollwatchers, with proper credentials, must be permitted to remain in the polling place or enter after the polls close. Pollwatchers may leave and re-enter in the case of necessity provided it does not interfere with the counting process. In addition, any federal, state, county, city officials or Board of Education personnel on Election Day assignment may remain in the polling place or enter to observe after the polls close.

Step 1. Place Voters Lists in Security Envelope C

1. Place in Envelope C:
✔ The Student "Alpha" List(s)
✔ All used Community Sign-in Sheets
✔ All used Staff Sign-In Sheets
✔ All used Applications for Ballot

2. Seal the envelope and all judges sign across closure flap.

Step 2. Count all Spoiled Ballots

1. Remove all spoiled ballots from Security Envelope 1and count.
2. Enter the number on the Envelope.
3. Replace the ballots in Envelope 1.
4. Seal the envelope and all judges sign across closure flap.

Step 3. Separate and Count Defective Ballots in Ballot Box

1. Open and empty ballot box on a table.
2. Display the empty ballot box to all present.
3. Sort white and yellow ballots.
4. Separate all Defective Ballots: **(None of the votes on Defective Ballots may be counted.)**

   a. Check all ballots for judge's initials. **Ballots with no judge's initials are defective.**

   b. Check all ballots for the number of valid votes. **Parent/Community Ballots with more than 5 valid votes are over-voted and defective. Staff Poll Ballots with more than 2 valid votes are over-voted and defective.**

   c. Count the number of White defective ballots.

   d. Count the number of Yellow defective ballots.

   e. Total all defective ballots and place in Security Envelope 2.

   f. Write the totals on the envelope.

5. Seal the envelope and all judges sign across closure flap.

Step 4. Count the Valid Votes

Count all <u>valid votes </u>on the remaining non-defective ballots.

Judges must use the tally sheets provided to record white and yellow ballot votes. Write candidates' names on tally sheets exactly as they appear on white and yellow ballots.

1. One judge is designated as **Ballot Reader Judge** – this judge will announce votes on each ballot **by calling out the number (not the names) of the candidates** receiving valid votes on each ballot.

2. One or two judges are designated as **Tally Judges** – they will record each ballot vote by candidate.

3. **Tally Judges** will record votes by making a vertical line (I) for every four votes a candidate receives and by making, for every fifth (5th) vote received, a horizontal (---) or diagonal (/) slash **over every four votes received** as follows: ⊞ ⊞.

4. **Tally Judges** will call out "Tally" for every fifth (5th) vote a candidate receives.

5. Complete the tally for all yellow ballots.

6. Complete the tally for all white ballots.

Step 5. Complete Official Tally Sheets.

After completing the vote tallies for the parent/ community election and the teacher/non-teacher staff poll, complete:

1. Three (3) Official Tally Sheets for the Parent/Community Election; and

2. Three (3) Official Tally Sheets for the Teacher/Non-Teacher Staff Poll.

Step 6. Seal all Voted Ballots in Security Envelope D.

1. Rubber-band all the voted ballots.

2. Place the voted ballots in Security Envelope D.

3. Place Security Envelopes 1 and 2 in Envelope D.

4. Seal the envelope and all judges sign across closure flap.

Step 7. Complete Three (3) Certificate of Ballots and Votes Cast Forms (Form 19-22)

Each judge of election and each election monitor must sign each **Certificate of Ballots and Votes Cast (Form 19-22)**. Judges should resolve any disputes or differences concerning defective ballots, valid votes or candidate vote counts by majority consensus or vote. Should any judge or election monitor disagree with the final report of results, he/she may note such

disagreement and the precise reason for such disagreement. The backside of the Certificate of Votes and Ballots Cast Form may be used for this purpose. Any judge objecting to majority rulings and any other judge having comments may use this section. If there is insufficient space, additional pages of notes may be added. Complete the comment section in the same way on each of the Certificate of Votes and Ballots Cast Forms.

A signature on these forms does not indicate the complete agreement of each election judge with each and every result. It does, however, certify that the results recorded are the true results based on the rulings of the judges by majority consensus or vote.

Chicago Public Schools - 2022 Local School Council Election

FORM 19-22

JUDGES' CERTIFICATE OF BALLOTS AND VOTES CAST

NAME OF SCHOOL: _____   NETWORK: _____

We, the Judges of the Local School Council Election, do hereby certify that: we conducted this election in accordance with the rules and instructions contained in the Judge of Election Manual; the polls were open from 6:00 a.m. to 7:00 p.m.; and that:

1. Total Parent/Community Applications for Ballot Voided (Not Numbered) =   _____

2. Total <u>Valid</u> Parent/Community Applications for Ballot (Issued and Numbered) =   _____

3. Total <u>Defective</u> Parent/Community (White) Ballots Cast =   _____

4. Total <u>Valid</u> Parent/Community (White) Ballots Cast =   _____

5. Total Parent/Community Challenged Voter Ballots in Security Envelope F =   _____
   (Note: No. 3 + No. 4 + No. 5 should equal No. 2)

6. Total School Staff Members Who Signed Staff Poll Sign-in Sheet =   _____
   (Note: From Yellow Staff Poll Sign-in Sheet(s))

7. Total <u>Defective</u> School Staff (Yellow) Ballots Cast =   _____

8. Total <u>Valid</u> School Staff (Yellow) Ballots Cast =   _____

9. Total School Staff Poll Challenged Voter Ballots in Security Envelope F =   _____
   (Note: No. 7 + No. 8 + No. 9 should equal No. 6)

10. Total <u>Valid</u> White and Yellow Ballots Cast =   _____
    (Note: No. 4 plus No. 8)

We further certify that the vote totals recorded on the attached Tally Sheets are a true and accurate count of the votes cast for each candidate at this election.

Name of Judge of Election (Print):	Signature
1.	
2.	
3.	
4.	
5.	
6.	

ONE (1) FORM 19-22 TO BE PLACED IN SECURITY ENVELOPE A
TWO (2) FORMS 19-22 TO BE PLACED IN SECURITY ENVELOPE B

Step 8. Complete Three (3) Summary of Results Forms

Prepare the Summary of Results Forms as follows:

1. Print "Summary of Results" at the top of three (3) white parent/community election

ballots and three (3) yellow teacher/non-teacher staff ballots.

2. To the right of the name of each candidate, enter the total number of valid votes received as reflected on the tally sheets.

3. Circle the names of the six (6) candidates receiving the highest votes for **parent representative**. In case of tie votes for parent representative, circle the names of all candidates with the six (6) highest vote totals.

4. Circle the names of the two (2) candidates receiving the highest votes for community representative. In case of tie votes for **community representative**, circle the names of all candidates with the two (2) highest vote totals.

5. Circle the names of the four (4) candidates receiving the highest votes for teacher representative. In case of tie votes for **teacher representative**, circle the names of all candidates with the two (2) highest vote totals.

6. Circle the names of the two (2) candidates receiving the highest votes for **non-teacher staff representative**. In case of tie votes for non-teacher staff representative, circle the names of the all candidates with the two (2) highest vote totals.

Provide the Summary of Results Forms to the Principal to copy and post in prominent locations in the schools.

Step 9. Prepare Security Envelope A

1. Place in Envelope A:
   ✔ One (1) Certificate of Ballots and Votes Cast Form
   ✔ One (1) Summary of Results Form for the Parent/Community Election
   ✔ One (1) Summary of Results Form for the Teacher/Non-Teacher Staff Poll

   ✔ One (1) Tally Sheet for the Parent/Community Election
   ✔ One (1) Tally Sheet for the Teacher/Non-Teacher Staff Poll

2. Seal the envelope and all judges sign across closure flap.

Step 10. Prepare Security Envelope B

1. Place in Envelope B:
   ✔ Two (2) Certificate of Ballots and Votes Cast Forms
   ✔ One (1) Summary of Results Form for the Parent/Community Election
   ✔ One (1) Summary of Results Form for the Teacher/Non-Teacher Staff Poll
   ✔ Two (2) Tally Sheets for the Parent/ Community Election
   ✔ Two (2) Tally Sheets for the Teacher/Non-Teacher Staff Poll

2. Seal envelope and deliver to Principal.

Step 11. Final Steps

1. Place in Security Envelop E:
   ✔ All unused Ballots
   ✔ All unused Applications for Ballot

2. Seal the envelope.

3. Place all signed pollwatcher credential forms in Security Envelope F and seal.

4. All Judges sign all Security Envelopes across closure flaps.

5. Deliver all Security Envelopes and the spindle for the ballot applications to Principal.

6. Remove all election signs from privacy screens; fold and stack screens.

7. Take down all other election signs; gather all other election materials and place in a box.

8. Deliver privacy screens and election materials to Principal.

Step 12. Prepare Payroll Form

1. Complete **Judge of Election Payroll Form (Form 20-22)**.

2. Deliver to Principal.

3. Receive Check for $250.00

CHICAGO PUBLIC SCHOOLS – 2022 LOCAL SCHOOL COUNCIL ELECTION
FORM 20-22
JUDGE OF ELECTION PAYROLL SHEET

NAME OF SCHOOL: _____   CPS SCHOOL ID: _____

INSTRUCTIONS

1. Provide all requested information.
2. The principal must sign where indicated at the bottom of the pay voucher.
3. Attach proof of training form for each person who served as an election judge.
4. By signing this form, judges acknowledge that he/she attended training and served as an election judge at the school named above on April 20 or April 21, 2022.

5. Complete these statements:
   There were _____ persons who served as Judges of Election.

   The school was open for voting at _____ a.m. on April _____, 2022.

Name	Residence Address	Vendor Number	Phone Number	Arrival	Departure	Signature	Amount	Check Number
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	

Your signature acknowledges that you attended training and served as an election judge in the school indicated above on April 20 or April 21, 2022.

Principal's Signature:_____

Reconciliation of Funds

Amount deposited in your Internal Accounts for the Election: $_____ - $50 - $_____ - $_____ = $_____
Election supplies   ($250 x # of Judges Paid)   Cost of Food for judges (Up to $30 x # Judges)   (Funds to be returned)

Email Form 20-22 to lscrelations@cps.edu Office of LSC Relations and Fax the Network Office by May 2, 2022. Retain the original Form 20-22 for possible audit.

XII. SAMPLE FORMS AND MATERIALS

Election Kit Inventory

Oath of Election Officials

Pollwatcher Credential

Application for Ballot

Community Voter Sign-in Sheet

Non-Binding Advisory Poll Staff Sign-in Sheet

Affidavit of Assisted Voter

Affidavit of Challenged Voter

Certificate of Ballots and Votes Cast

Judge of Election Payroll Form

Security Envelopes 1, 2, A, B, C, D, E, F (Face Only)

BOX 2 (OF 2)
ELECTION DAY MATERIALS
INVENTORY LIST

PLEASE CALL 553-1400 TO REQUEST ANY
MISSING MATERIALS OR ADDITIONAL QUANTITIES NEEDED

Principal (P) and Election Judges (J): Check (√) each item as it is located.

√ CHECK P	J	DESCRIPTION	QUANTITY	FORM NO.
		Judge of Election Manual (English/Spanish)	4	
		Oath of Election Judges	2	16 -22
		Election Judge Badges	10	
		Principal Badge	2	
		Pollwatcher Badges	20	
		Election Coordinator Badge	2	
		Election Monitor Badges	3	
		Polling Place Signs (English/Spanish)	5	
		Local School Election Signs (English/Spanish) 3 Left Arrow, 3 Right Arrow	6	
		Who May Vote Signs (English/Spanish)	5	
		Voting Instructions Signs (English/Spanish)	5	
		Warning Signs for Casting More than 5 Votes in P/C Election (English/Spanish)	5	
		Warning Signs for Casting More than 2 Votes in Staff Poll (English/Spanish)	5	
		If You Spoil Your Ballot Signs (English/Spanish)	5	
		No Electioneering Sign (English/Spanish)	5	
		Alternative Voter Entrance Sign (English/Spanish) 2 Left Arrow, 2 Right Arrow	4	
		Application for Ballot	2 pads of 250 (Elementary Schools) / 3 pads of 250 (High Schools)	10 -22
		Community Sign-In Sheet	5	11 -22
		Staff Sign-In Sheet (yellow)	5	12 -22
		Demonstration Candidate Ballot (orange)	4	
		Affidavit of Assisted Voter	5	13 -22
		Affidavit of Challenged Voter	5	14 -22
		Official Tally Sheets for Parent/Community Election	8	
		Official Tally Sheets for Teacher / Non-Teaching Staff Poll	8	
		Judges' Certificate of Ballots and Votes Cast	5	19 -22
		Security Envelopes (A, B, C, D, E, F, 1, 2)	1 of each	
		Judge of Election Payroll Sheet (pink)	2	20 -22
		Post-Election Challenge Form	5	21-22

FORM 16-22
OATH OF LSC ELECTION JUDGE

NAME OF SCHOOL: _____   UNIT NUMBER: _____

I do solemnly swear that I will support the Constitution of the State of Illinois and, to the best of my ability, faithfully discharge the duties of Judge of Election as described in the 2022 Judges' Manual for the 2022 CPS Local School Council Election.

Signed and sworn (or affirmed) to me on April _____, 2022

Signature of Election Official: _____

Signature of subscribing Election Judges:

1.
2.
3.
4.
5.
6.

TO BE PLACED IN SECURITY ENVELOPE F

FORM 15-22
LSC CANDIDATE
POLLWATCHER CREDENTIAL FORM

PLEASE PRINT ALL INFORMATION

The person named below is a Pollwatcher for _____
                                                                    NAME OF CANDIDATE

TO THE JUDGES OF THE LOCAL SCHOOL COUNCIL ELECTION AT
_____:
                                                                    NAME OF SCHOOL

IN ACCORDANCE WITH THE LSC ELECTION RULES AND PROCEDURES, I HEREBY APPOINT:

_____, to act as a Pollwatcher on my behalf
                        NAME OF POLLWATCHER

in the (Check One:) _____ Parent/Community Election; _____ Staff Poll at _____.
                                                                                                    NAME OF SCHOOL

on April 20, 2022 or April 21, 2022.

_____   _____   _____   _____
SIGNATURE OF CANDIDATE   DATE   SIGNATURE OF POLLWATCHER   DATE

NOTE: Each candidate may appoint up to three (3) Pollwatchers (including the candidate) but may have only one (1) Pollwatcher in the polling place at a time.

The Judges of the Local School Council Elections shall permit the above-named Pollwatcher to be within the polling place to:

1. Observe the voting process, including the qualification of voters and explanation of voting.
2. Inspect each voting booth when not being used by the voters.

The Pollwatcher must surrender this credential to the judges of election. After surrendering the credential, the Pollwatcher shall be permitted in the polling place to observe the conduct of the election.

The Pollwatcher may protest to the judges of election against any action which he/she regards as a violation of the law, but he/she must abide by the decision of the judges. He/she shall not handle election materials and shall not interfere under any circumstances with the orderly conduct of the election.

If a protest is unsuccessful, the Pollwatcher may report the matter to Election Central at (773)553-1400.

The Pollwatcher may leave and re-enter the polling place provided that doing so does not disrupt the conduct of the election.

After the polls have closed, the Pollwatcher shall be allowed to remain until the judges of election have completed their duties and may leave and re-enter only in cases of necessity.

To Be Placed in Security Envelope F

CHICAGO PUBLIC SCHOOLS – 2022 LOCAL SCHOOL COUNCIL ELECTION

FORM 10-22

PARENT/COMMUNITY VOTER APPLICATION FOR BALLOT

Application number: _____

CHECK ONE: ☐ **PARENT VOTER**   ☐ COMMUNITY VOTER (MUST ALSO SIGN COMMUNITY SIGN-IN SHEET)

Name of School: _____   **Network:** _____

ALL VOTERS: Please PRINT Name and Address in the spaces provided:

Name: _____

Home Address: _____

PARENT VOTERS: Please provide the name of at least one child attending this school:

_____

I hereby certify; that I am the person named above; that I reside at the above address; and that I am qualified to vote in this election.

Signature: _____

Please present the signed application to the election judge who will check your two pieces of identification and issue the official ballot.

JUDGES: If the voter voted: with the assistance of another or as a Challenged Voter or if the Ballot was spoiled and replaced, please mark the appropriate box(es):

☐ Assisted Voter   ☐ Challenged Voter   ☐ Spoiled Ballot/Received Another

Voter identification checked by: _____

TO BE PLACED IN SECURITY ENVELOPE C

FORM 11-22
COMMUNITY SIGN-IN SHEET

SCHOOL: _____   NETWORK: _____

ALL COMMUNITY VOTERS MUST PRINT THEIR NAMES AND ADDRESSES ON THIS SHEET

NAME	ADDRESS	APPLICATION FOR BALLOT NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Page _____ of _____

TO BE PLACED IN SECURITY ENVELOPE C

Chicago Public Schools – 2022 LOCAL SCHOOL COUNCIL ELECTION
Form 12-22
Non-Binding Staff Advisory Poll
Staff Sign-In Sheet

Name of School: _____ Network: _____

Certification Of Eligibility To Vote In Staff Poll

By signing below, I certify that I am a full-time employee of the Chicago Public Schools assigned to this school for all, or at least the majority, of my work time.

Name (Printed)	Signature	Position	Judge's Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Page _____ of _____

TO BE PLACED IN SECURITY ENVELOPE C

Chicago Public Schools – 2022 Local School Council Election
Form 13-22
Affidavit of Assisted Voter in LSC Election

School: _____   Network: _____

IF THE JUDGES HAVE QUALIFIED A VOTER, THE VOTER MAY REQUEST ASSISTANCE IN VOTING BECAUSE OF PHYSICAL DISABILITY OR THE INABILITY TO READ OR WRITE. THE VOTER MAY BE ASSISTED IN VOTING BY ANY PERSON OF THE VOTER'S CHOICE OTHER THAN THE VOTER'S EMPLOYER, EMPLOYER'S AGENT OR AN AGENT OF THE VOTER'S UNION.   IF THE VOTER CANNOT READ, PLEASE READ THIS AFFIDAVIT TO HIM OR HER.

AFFIDAVIT OF VOTER REQUESTING ASSISTANCE IN VOTING

I, _____, solemnly swear (or affirm) that I:
        NAME OF VOTER (PLEASE PRINT)

(Place an "X" in the appropriate box:)

☐ cannot read the English or Spanish language; or

☐ have a physical disability which prevents me from marking my ballot and

my disability is _____
        STATE YOUR SPECIFIC PHYSICAL DISABILITY

and hereby request assistance in voting by: _____
                                    NAME OF PERSON ASSISTING VOTER (PLEASE PRINT)

_____   OR   MARK OF VOTER UNABLE TO SIGN NAME:
SIGNATURE OF VOTER REQUESTING ASSISTANCE

                                    MARK: _____

AFFIDAVIT OF PERSON ASSISTING VOTER

I, _____ solemnly swear (or affirm) that:
        NAME OF PERSON ASSISTING VOTER (PRINT)

I have been asked by the voter named above to render assistance in voting in the Local School Council Election and the voter's ballot will reflect his or her candidate choices, not my choices.

_____
SIGNATURE OF PERSON ASSISTING VOTER

SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS _____ DAY OF APRIL 2022:

_____
SIGNATURE OF JUDGE OF ELECTION

TO BE PLACED IN SECURITY ENVELOPE F

FORM 14-22
AFFIDAVIT OF CHALLENGED VOTER

SCHOOL: _____   NETWORK: _____

I, _____, do solemnly swear (or affirm) that I:
NAME OF CHALLENGED VOTER (PLEASE PRINT)

reside at _____ in _____, County of _____
ADDRESS   CITY   COUNTY

and State of _____; am a duly qualified voter eligible to vote as a:

(place an "X" in the appropriate box):

☐ Parent   ☐ Community Member   ☐ School Staff Member

In the Local School Council Election of _____ School.
NAME OF SCHOOL

_____
SIGNATURE OF CHALLENGED VOTER

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS _____ DAY OF APRIL 2022.

_____
SIGNATURE OF JUDGE OF ELECTION

PARENT/COMMUNITY VOTER BALLOT APPLICATION NUMBER: _____

TO BE PLACED IN SECURITY ENVELOPE F

FORM 19-22
JUDGES' CERTIFICATE OF BALLOTS AND VOTES CAST

NAME OF SCHOOL: _____   NETWORK: _____

We, the Judges of the Local School Council Election, do hereby certify that: we conducted this election in accordance with the rules and instructions contained in the Judge of Election Manual; the polls were open from 6:00 a.m. to 7:00 p.m.; and that:

1. Total Parent/Community Applications for Ballot Voided (Not Numbered) =   _____

2. Total <u>Valid</u> Parent/Community Applications for Ballot (Issued and Numbered) =   _____

3. Total <u>Defective</u> Parent/Community (White) Ballots Cast =   _____

4. Total <u>Valid</u> Parent/Community (White) Ballots Cast =   _____

5. Total Parent/Community Challenged Voter Ballots in Security Envelope F =   _____
   (Note: No. 3 + No. 4 + No. 5 should equal No. 2)

6. Total School Staff Members Who Signed Staff Poll Sign-in Sheet =   _____
   (Note: From Yellow Staff Poll Sign-in Sheet(s))

7. Total <u>Defective</u> School Staff (Yellow) Ballots Cast =   _____

8. Total <u>Valid</u> School Staff (Yellow) Ballots Cast =   _____

9. Total School Staff Poll Challenged Voter Ballots in Security Envelope F =   _____
   (Note: No. 7 + No. 8 + No. 9 should equal No. 6)

10. Total <u>Valid</u> White and Yellow Ballots Cast =   _____
    (Note: No. 4 plus No. 8)

We further certify that the vote totals recorded on the attached Tally Sheets are a true and accurate count of the votes cast for each candidate at this election.

Name of Judge of Election (Print):	Signature
1.	
2.	
3.	
4.	
5.	
6.	

ONE (1) FORM 19-22 TO BE PLACED IN SECURITY ENVELOPE A
TWO (2) FORMS 19-22 TO BE PLACED IN SECURITY ENVELOPE B

Chicago Public Schools – 2022 Local School Council Election

Form 20-22

Judge of Election Payroll Sheet

Name of School: _____

CPS School ID: _____

Name	Residence Address	Vendor Number	Phone Number	Arrival	Departure	Signature	Amount	Check Number
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	
							$250.00	

Your signature acknowledges that you attended training and served as an election judge in the school indicated above on April 20 or April 21, 2022.

Principal's Signature: _____

Reconciliation of Funds

Amount deposited in your Internal Accounts for the Election: $ _____ - $50 Election supplies - $ _____ ($250 x # of Judges Paid) = $ _____ - $ _____ Cost of Food for judges (Up to $30 x # Judges) = $ _____ (Funds to be returned)

Email Form 20-22 to lscrelations@cps.edu Office of LSC Relations and Fax the Network Office by May 2, 2022. Retain the original Form 20-22 for possible audit.

1

SECURITY ENVELOPE

SPOILED BALLOTS ENVELOPE – USE AFTER 7:00 PM.

UNIT NO. _____

Date of Election: _____

School: _____

Network: _____

To Judges of Election:

- Place all **SPOILED** ballots in this envelope.

- Enter the number of **SPOILED** ballots here: _____

- Place this Envelope 1 in **Envelope D.**

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.

2

SECURITY ENVELOPE

DEFECTIVE BALLOTS ENVELOPE – USE AFTER 7:00 PM.

UNIT No. _____

School: _____

Network: _____   Date of Election: _____

To Judges of Election:

- Place all **DEFECTIVE** ballots in this envelope.

- Enter the number of <u>white</u> **DEFECTIVE** ballots here: _____ and on line **3** of all copies of the **Judges' Certificate of Results (Form 19-22)**.

- Enter the number of <u>yellow</u> **DEFECTIVE** ballots here: _____ and on line **7** of all copies of the **Judges' Certificate of Results (Form 19-22)**.

- Enter Total number of **DEFECTIVE** ballots here. _____

- Place this Envelope 2 in **Envelope D.**

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.
Call the Law Department (Records Management) before disposing of records.

SECURITY ENVELOPE

DELIVER TO PRINCIPAL

A

School: _____

Network: _____

Unit No. _____

Date of Election: _____

To Judges of Election:
Place in Security Envelope A:

- One (1) Judges' Certificate of Ballots and Votes Cast (Form 19-22)
- One (1) Summary of Results Form for Parent/Community Election
- One (1) Summary of Results Form for Teacher/Non-Teacher Staff Poll
- One (1) Tally Sheet for Parent/Community Election
- One (1) Tally Sheet for Teacher/Non-Teacher Staff poll
- One (1) Results of Student Non-Binding Advisory Poll *(high schools only)- obtain* from the Principal

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.

SECURITY ENVELOPE

B

DELIVER TO PRINCIPAL

School: _____

Network: _____ Unit No. _____

Date of Election: _____

To Judges of Election:
Place in Security Envelope B:

- Two (2) Judges' Certificate of Ballots and Votes Cast (Form 19-22)
- Two (2) Summary of Results Form for Parent/Community Election
- Two (2) Summary of Results Form for Teacher/Non-Teacher Staff Poll
- Two (2) Tally Sheets for Parent/Community Election
- Two (2) Tally Sheets for Teacher/Non-Teacher Staff poll
- One (1) Results of Student Non-Binding Advisory Poll *(high schools only)- obtain* from the Principal

To the Principal:

- Retain Envelope B until LSC Meeting to Certify Results
- After Meeting, Open Envelope B, Insert Certification of Election Results (Form 28-22)
- Deliver Envelope B to Network Office by 3:00 p.m., May 6, 2022

Network Office:

- Delivers to OLSCR, 2651 W. Washington Blvd. 3rd Floor, by 5:00 p.m., May 11, 2022

SECURITY ENVELOPE

DELIVER TO PRINCIPAL

C

School: _____   UNIT NO. _____

Network: _____   **Date of Election:** _____

To Judges of Election:
Place in Security Envelope C:

- The Student "Alpha" List(s)
- All USED Community Sign-in Sheets (Form 11-22)
- All USED Staff Sign-In Sheets (Form 12-22)
- All USED Applications for Ballot (Form 10-22)

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.

D

SECURITY ENVELOPE
DELIVER TO PRINCIPAL

School: _____

Network: _____

UNIT NO. _____

Date of Election: _____

To Judges of Election:
Place in Security Envelope D:

- All USED Parent/Community Ballots
- All USED School Staff Ballots
- Envelopes 1 and 2 containing Spoiled and Defective Ballots

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.

SECURITY ENVELOPE

DELIVER TO PRINCIPAL

E

UNIT NO. _____

School: _____

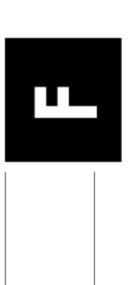Network: _____

Date of Election: _____

To Judges of Election:
Place in Security Envelope E:

- All UNUSED Ballots
- All UNUSED Ballot Applications

To the Principal:

Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.

F

SECURITY ENVELOPE

DELIVER TO PRINCIPAL

School: _____

Network: _____

Unit No. _____

Date of Election: _____

To Judges of Election:
Place in Security Envelope F:

- Judges' Credentials
- Affidavits of Challenged Voters
- Challenged Voter Ballots Not Deposited in Ballot Box
- Affidavits of Assisted Voting
- Pollwatcher Credentials
- Completed Oaths of Office

To the Principal:
Secure and retain this envelope at the school for a period of two (2) years.

Call the Law Department (Records Management) before disposing of records.