

LSC Election Q&A

General Election Questions

- 1) **What are the Dates of the Election?**
 - a) The student election poll shall be conducted between **April 18, 2022 and April 19, 2022**
 - b) Elementary School Elections will be held on **April 20, 2022 from 6:00 a.m. – 7:00 p.m.**
 - c) High School Elections will be held on **April 21, 2022 from 6:00 a.m. – 7:00 p.m.**
- 2) **How do I apply to be a Candidate?** To be a candidate, you have to submit a completed application packet with two (2) forms of identification in person to the school where you are eligible by March 9, 2022 at 3:00 p.m., or at the Office of Local School Council Relations at 2651 W. Washington Blvd by February 25, 2022 at 3:00 p.m.
- 3) **What documents do I need to complete to apply?** Each candidate must submit the following forms based on their candidacy:
 - a) Form 1-22 Candidate Nomination Form
 - b) Form 2-22 Criminal Conviction Disclosure Form
 - c) Form 3-22 Telephone Number Disclosure Form
 - d) Form 4-22 Candidate Statement Form (*This form is optional*)
 - e) Form 4S-22 Student Candidate Statement Form (*This form is optional*) (*Student candidates only*)
 - f) Form 5-22 Teacher or Non-Teacher Staff Candidate Information Form (*Teacher and Non-Teacher staff candidates only*)
 - g) Form 6-22 Student Candidate Information Form (*Student candidates only*)
- 4) **Can I send my candidate forms electronically?** No. All candidate nomination forms must be submitted in person to the school you are applying to run at or the Office of Local School Council Relations (2561 West Washington, Chicago, IL 60612).
- 5) **Who is eligible to be a Parent Representative?** To run and serve as a parent representative a person must be:
 - a) be the parent or legal guardian, as defined in Board Rule 6-28, of a child who is enrolled in and currently attending the school (once elected, a parent representative's LSC membership terminates automatically when his or her child graduates or when the parent voluntarily transfers the child from school);
 - b) not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and "paid volunteers");
 - c) Not be related to the principal.

- 6) Who is eligible to be a Community Representative?** To run and serve as a community representative, a person must:
- a) reside in the school's attendance area or established voting district (for "multi-area" schools);
 - b) Be seventeen (17) years of age or older;
 - c) not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and "paid volunteers");
 - d) not be the parent or legal guardian, as defined in Board Rule 6-28, of a child enrolled in the school and
 - e) Not be related to the principal.
- 7) How can I find out who is running at my school?** Each school will post and update all candidates that have submitted an application for nomination. The Office of Local School Council Relations also posts a live map of candidates on our website. To view candidates for each school [click here](#)
- 8) How do the current Legislative changes affect the upcoming LSC Election?**
- a) 13 Schools will transition to traditional LSCs. These schools will have candidates running this spring as traditional candidates. The following thirteen schools will transition to traditional LSCs effective July 1, 2022 (TELPOCHCALLI, WOODLAWN, RABY HS, WILLIAMS HS, BRONZEVILLE HS, INFINITY HS, MULTICULTURAL HS, ORR HS, WORLD LANGUAGE HS, UPLIFT HS, SUDER, FRAZIER PROSPECTIVE and SOCIAL JUSTICE HS)
 - b) Increased student membership from one to three students for traditional high schools LSCs
 - c) Elementary schools with grades seven and eight, effective July 1, 2022 will have one student member.
- 9) Can we vote online or by mail?** No, all votes must be cast in person
- 10) If I miss the deadline to apply, can I still submit my application to be a candidate?** No!
- 11) Can CPS Employees run to be a Parent/Community Representative?**
CPS/Board of Education employees can **NOT** serve as Parent/Community Representatives. Any CPS/Board of Education employee that runs in the upcoming election will be disqualified if they are employees of CPS after June 30, 2022.
- 12) What is the procedure for withdrawing my candidacy? What happens if I miss the deadline?** The candidate completes a withdrawal form and gives it to the principal. If the deadline is missed the candidate's name will remain on the ballot. If elected the candidate may serve or may resign after June 30, 2022 by giving a letter of resignation to the LSC.

- 13) **What are the guidelines for distributing literature? Does this guideline apply for student representatives too?** All candidates may distribute literature. Candidates should make enough copies of their literature, and give it to the principal by April 4th. The literature should be grouped in sets of 35. Literature will be given to students on April 18th to take home. The school will indicate the number of classroom sets needed. The school may also indicate a different number of pages per set for classrooms.
- 14) **How do I challenge a candidate's eligibility?** Complete a pre-election challenge form 9-22. The challenge needs to be submitted in person to 42 W. Madison or emailed to LSCelectionchallenge@cps.edu by the March 10, 2022 at 5:00 p.m. deadline.

LSC Election Judge Q&A

- 1) **Who is Eligible to be an LSC Election Judge** individuals 18 years old or older who are not related to the principal of the school they are assigned to nor are they a candidate or relative of a candidate at the school where they are assigned to be a judge. Judges must complete 2 hours of training in order to be a judge. They must be approved by the IRS to work.
- 2) **How do I apply to become an LSC Election Judge?** Submit an application at the school where you would like to serve, or at the Office of LSC Relations, 2651 W. Washington Blvd. AND email a copy of the completed **Judge Application, W-9 Form** and **CPS Internal Accounts Vendor Form** to LSCJudge@cps.edu.
- 3) **Where can I get the forms to apply?** At the school where you would like to serve (Only schools that have an LSC or ALS), the Office of LSC Relations, 2651 W. Washington Blvd or on our website (CPS.edu/LSC).
- 4) **Can LSC Candidates and/or their family members apply to be an LSC Election Judge?** Yes, LSC Candidates and/or their family members can apply, but they **cannot** serve as an LSC Election Judge at the school where they are running or where a relative candidate is running.
- 5) **How much are election judges paid?** LSC Election Judges will receive a \$250 stipend per day served at an election site.
- 6) **What are the hours?** LSC Election Judges are expected to arrive at their assigned school at 5:30 a.m. and remain until all ballots are counted and all election materials are delivered to the principal.
- 7) **Does my application guarantee that I am selected as an LSC Election Judge at the school where I applied? No, it does not guarantee a placement as a judge.** Judge Placement Officers in the Office of Local School Council Relations will screen and assign IRS-verified judge applicants. Screening will assure that judges meet eligibility requirements and criteria. All judge

applicants recruited by a school may not be assigned to the recruiting school. Judges will be assigned to schools where and as needed.

- 8) **Am I required to attend training? Yes!** All LSC Election Judges must attend the required training to work at a school on Election Day! Any judge that does not attend training will lose their assignment.
- 9) **How will I know if I am selected to be an election judge?** You will receive a commission letter at the address you listed on your application.
- 10) **Will there be standby judges this year?** Stand by judges will be available if we have surplus judges for the election.
- 11) **Is it possible for an LSC Election Judge to work both days?** The OLSCR will make every effort to ensure each verified LSC Judge Applicant is placed in at least one school. Depending on the number of verified judges, it may be possible to assign a judge for two days to work an Elementary School and High School Election.

Candidate Forum

- 1) **Are Candidate Forums required?** Yes! All schools are required to hold a candidate forum. Candidate Forums may be held in person or virtually.
- 2) **What happens at the candidate Forum?** Each candidate will have the opportunity to address the public. The LSC shall conduct the ballot lottery. The Principal will distribute three (3) poll watcher credentials to each candidate in attendance.
- 3) **What happens if I cannot attend the candidate forum?** The candidate may ask someone to read a statement for the candidate. The candidate should contact the school to find out how long the candidates will have to speak. The person reading the statement will be asked to stop once the time limit is reached.

Election Day

- 1) **What time does the polls open?** The polls open at 6:00 a.m.
- 2) **What happens if the polls are open late?** If the polls open late, they must remain open the same amount of time
- 3) **What should I do if I am denied the opportunity to vote?** If you believe you are eligible to vote, please request a challenged voter application. Complete the application and vote. Your ballot and the application will be placed in a security envelope and if it is determined that you were eligible to vote your ballot will be counted.
- 4) **What should I do if my name is incorrect on the ballot?** Please contact your Principal or Election Coordinator so they can correct the error.
- 5) **What should I do if I discover a candidate is Electioneering?** Please let the LSC Election Judge know immediately. Note: candidates may campaign for votes on election day if they are more than 50 feet from entrance to the school.
- 6) **Can candidates watch the polls?** Yes, if they have Poll watcher credentials. Only one poll watcher per candidate may be in the polling place.
- 7) **Where can I find election results for my school?** Election Results are posted at the school

- 8) **What do I do if I want to challenge the Election Results at my school?**
Challenges to the election results (post-election challenges) must be filed in the Law Department, 42 W. Madison, and directed to the attention of "Deputy General Counsel, School Law Unit" no later than **5:00 p.m. on April 28 2022**. Challenges must be filed in person to 42 W. Madison or by email at LSElectionchallenge@cps.edu . **Post-Election Challenge Petition Forms (21-22)** will be available at the school, Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the cps website: <http://cps.edu/pages/LSCElections.aspx>.