



LSC

Office of LOCAL SCHOOL
COUNCIL RELATIONS

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CONCILIOS ESCOLARES
LOCALES

2022

LOCAL SCHOOL COUNCIL

ELECTION GUIDE

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

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FROM THE DESK OF KISHASHA WILLIAMS-FORD

Dear Friends:

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

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

The 2022 Local School Council Election Guide is designed so that potential candidates might easily access and better understand the election and polling process. We hope that you'll find the insight and details helpful. The Chicago Board of Education is committed to its role in the election and appointment process: to uphold the letter and intent of the School Reform Act.

This important responsibility includes: 1) conducting fair elections and polls for candidates for the parent, school staff, and high school student member positions of LSCs, and 2) providing clear and consistent procedures that foster public trust and promote broad-based candidate and voter participation.

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

Sincerely,



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

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IMPORTANT REMINDERS

- **January 3, 2022:** LSC Candidate Nomination Period Begins.
- **The number of students in Regular LSCs in high Schools has been increased to 3 student members.**
- ***Elementary schools with grades 7 and/or 8 have added 1 student LSC member.***
- **3:00 p.m., February 25, 2022:** Deadline for filing LSC candidate forms **in the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor. Mailed, e-mailed, faxed or copied forms will not be accepted.**
- **3:00 p.m., March 4, 2022:** Deadline for filing LSC candidate forms **in the school where the candidate intends to run. Mailed, e-mailed, faxed or copied forms will not be accepted.**
- **3:00 p.m., March 8, 2022:** Deadline to submit Applications for Election Judge to schools and W-9 IRS Form and CPS Internal Accounts Vendor Request Contact Forms to the Office of School Financial Services (fax: 773/ 553-2704).
- **3:00 p. m., April 4, 2022:** Deadline for school staff candidates to deliver campaign literature to principal for Candidate Literature Distribution Day.
- **3:00 p.m., April 4, 2022:** Deadline for parent and community candidates to deliver campaign literature to school for Candidate Literature Distribution Day.
- **April 18 or 19:** Schools conduct Student LSC Election Poll.
- **6:00 a.m. to 7:00 p.m., April 20, 2022: Elementary School LSC Election for Parent and Community Candidates and the School Staff Candidate Preference Poll Day.**
- **6:00 a.m. to 7:00 p.m., April 21, 2022: High School LSC Election for Parent and Community Candidates and the School Staff Candidate Preference Poll Day.**
- **8:00 p.m., April 28, 2022: Deadline for LSC to certify Election and Non-binding Advisory Preference Polls Results.**
- **June 22, 2022:** Board appoints students and school staff members of Local School Councils.

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

TRADITIONAL LOCAL SCHOOL COUNCIL 2022 ELECTION TIMELINE

DATES	ACTIVITY
2022 1/03 - 1/07	Period for Principal to distribute Letter I to parents and school staff and post letter. LSC Election materials will be made available at the school in paper form. The principal will post Letter 1 and the link to the nomination forms on the school website.
1/03 - 3/04	<p>Period for filing original LSC candidate forms in-person in schools where the candidates seek appointment. Emailed, mailed, faxed, e-mailed, or copied forms will <u>NOT</u> be accepted.</p> <p>The principal will print the submitted forms and make all forms except Telephone Disclosure Form 3-22, available for review by the public and will post Forms 4-22 and 4S-22.</p> <p>Principal will enter the candidate's name on Form 8-22 and post the updated Form 8-22 within 24 hours of submitting the nomination forms.</p>
1/03 - 3/08	<p>Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.</p> <p>Period for the LSC to complete the following tasks:</p> <ul style="list-style-type: none"> ● Set and publicize the date of the Candidate Forum. The candidate forum must be held between 3/21 and 3/25. Candidate forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website. ● Set date of meeting to certify parent, staff and if applicable, student non-binding advisory poll results and recommend candidates for community and advocate positions. The certification meetings are to be held: <ul style="list-style-type: none"> ○ For elementary schools between 4/21 – 4/28 (8:00 p.m.) ○ For high schools between 4/22 – 2/28 (8:00 p.m.). <p>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</p>
1/03 - 3/10	<p>File Pre-Election Challenges. Challenge forms must be emailed to LSCelectionchallenge@cps.edu or filled in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p>
1/03 - 4/07	<p>Principal/LSC to publicize the date for Campaign Literature Distribution (4/18).</p>

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

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

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

DATES	ACTIVITY
4/06	<p>12:00 Noon. Deadline for schools to code as “withdrawn” all withdrawn candidates from LSC Dashboard. Schools are to email all Withdrawal of Candidacy Forms (Form 7-22) to lscrelations@cps.edu.</p> <p>3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform the principal of errors.</p>
4/18 - 4/19	<p>High School conducts a Non-Binding poll for students. Remove student candidate statements prior to the poll.</p> <p>NOTE: Student Candidate Statements (Form 4-22 and/or 4S-22) to be removed the day before student poll.</p>
4/18	<p>9:00 a.m. Principal posts revised List of Candidates for the LSC (Form 8-22 and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew or against whom a pre-election challenge was successful. The revised ballots shall have all other candidates’ names in lottery order.</p> <p>At Student Dismissal: “Candidate Literature Distribution Day” for All Candidates. Candidates make their own copies of materials for distribution to the school community. Principal to send parent and community representative candidates’ literature home with students. School staff candidates’ literature to be placed in staff mailboxes.</p> <p>3:00 p.m. Deadline for staff to inform the Principal of errors on the list of staff eligible to vote in the staff poll.</p>
4/19	<p>12:00 Noon. Deadline for parent, community and school staff candidates to inspect and inform the Principal of errors on revised Specimen Ballots.</p> <p>1:00 p.m. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots.</p> <p>3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-22).</p>

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

DATES	ACTIVITY
5/6	<p>2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs failed to do so by 4/28.</p> <p>3:00 p.m. Deadline for schools to deliver Security Envelope B to the Network Office.</p>
5/9	<p>3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete the Certification of Poll Results and Candidate Recommendation Form (Form 28-22) reflecting tie-breaker results to concerned school and OLSCR lscrelations@cps.edu</p>
5/11	<p>3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard</p> <p>5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.</p>
5/24	<p>5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.</p>
5/25 - 6/01	<p>Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates, and concerned school Principal.</p>
6/22	<p>The Board of Education appoints all members of ALSCs/BOGs, for the new two-year term of office beginning July 1.</p>
7/01 – 7/14	<p>LSCs conduct annual organizational meetings.</p>

PART I - PARENT/COMMUNITY ELECTION AND STAFF POLLS

BEFORE ELECTION DAY

Overview

Local School Councils consist of the Principal, six (6) parents, two (2) community residents, two (2) teachers, one (1) non-teacher staff member and **three (3) students in secondary attendance centers (high schools), and one (1) student in schools serving seventh or eighth grade.** Parent, community, and school staff members serve a two-year term, beginning July 1 every even-numbered year and ending June 30 two years later. The school student member(s) serve a one-year term, beginning July 1 and ending the following June 30.

An election for the parent and community representatives and a non-binding advisory preference poll for the school staff representatives who will serve for the new LSC term are held every even-numbered year on Spring Report Card Pick-up Day (a poll for the student representative(s) is held earlier in the spring every year). Parents and community members elect parent and community representative candidates and school staff members vote for school staff representative candidates, who are appointed by the Board of Education.

The Board of Education conducts the elections and polls in consultation with Local School Councils. The Chief Executive Officer is authorized to establish rules and procedures for the election. The rules and procedures are contained in this Guide to Local School Council Elections. The Guide is available at schools conducting elections and the Office of LSC Relations and may be reproduced as needed. **Schools are required to make at least one (1) copy of the LSC Election Guide available to candidates and the public in the main office beginning January 3, 2022 until the day of the election at the school, either April 20 or 21, 2022.**

Role of the LSC in the Election

During the election process, Local School Councils are encouraged to:

- Engage in outreach activities to promote wider parent and community member participation in the election of the parent and community representatives as either candidates or voters;
- Support Principals as they carry out their election-related duties;
- Plan and publicize the date, time, and place of a Candidate Forum and the Election by ensuring that posters and other publicity materials are prominently displayed in the school and the school community;
- Develop a format and agenda for the Candidate Forum, including a ballot position lottery, and set rules for candidate presentations at the Forum allowing all candidates an equal opportunity to make their presentations at the Forum;

- Develop a plan for the systematic removal of campaign literature from the school community after the election.

By March 8, 2022, the LSC must meet to set the date of the Candidate Forum and the date of the meeting to certify the election results and to break parent, community representative and student candidate vote total ties, if necessary, by lottery. The Candidate Forum must be held between **March 21 and March 25, 2022** and the meeting to certify the election results and to break vote total ties must be held between **April 21 and 8:00 p.m., April 28, 2022 for elementary schools** and between **April 22 and 8:00 p.m., April 28, 2022 for high schools**.

Note: The Board of Education will break ties among the teacher and non-teacher staff. The Board of Education will appoint the student members to the LCS.

Candidate Eligibility

All Candidates

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

1. CPS employees may run for election as a parent or community representative but will be **automatically disqualified** from taking office if they have not resigned from their CPS employment by **June 30, 2022**.
2. Parents of a child or children enrolled in a school's highest grade may run for election as a community representative, but will be **automatically disqualified** from taking office if their child or children remain enrolled in the school as of **June 30, 2022**.
3. Parents of a child or children enrolled in a school's highest grade may run for election as a parent representative but will be **automatically disqualified** from taking office if their child or children is/are not enrolled in the school as of **June 30, 2022**.
4. All potential candidates who are related to the principal of the school where they intend to become candidates are ineligible to run for the LSC at that school. Ethics Policy Section VI (H).
5. **ALL** schools that have any of the following grades: nine, ten, eleven, and twelve will have three (3) student LSC representative seats. These schools may also have grades lower than grade nine.
6. All schools that have grades seven and eight, but no grade higher than grade eight will have one (1) student LSC representative seat. All full time

students in grades six and above are eligible to be candidates for the student LSC representative seat(s).

7. **ALL STUDENTS** in the school **are eligible to vote** to elect the LSC student representative(s). Each student who votes, may cast only one vote.

Important Note

Clarifying Board of Education Employment

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

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

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

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

Parent Representatives

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

To be nominated and to serve as a parent representative, a person must:

- **be the parent or legal guardian, as defined in Board Rule 6-28, of a child who is enrolled in and currently attending the school (once 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);**
- **not be an employee of the Board of Education after June 30, 2022 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and "paid volunteers").**

Community Representatives

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

To be nominated and to serve as a community representative, a person must:

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

Teacher Representatives

Two (2) teacher representatives are to be appointed to the LSC by the Board of Education following a non-binding advisory staff preference poll. Any number of candidates may be nominated. Any person employed full-time by the Board of Education and assigned to the school in a teaching position (or in a position for which qualification as a teacher is required), and who works and performs the majority of his or her employment duties at the school may be nominated, including PAT/TAT teachers. **Assistant principals are not eligible for appointment as teacher representatives.**

Non-Teacher Staff Representative

One (1) member of the non-teacher staff is to be appointed to the LSC by the Board of Education following the non-binding advisory staff preference poll. Any number of candidates may be nominated. Any person employed full-time by the Board of Education and assigned to the school in a non-teacher position (i.e. in a position for which qualification as a teacher is not required) and who works and performs the majority of his or her employment duties at the school may be nominated. **Assistant**

principals and other staff members in a position requiring teaching credentials are not eligible for appointment as the non-teacher staff representative.

The School Student Representative

Following a student election poll the Board of Education will appoint three (3) students to each high school LSC and one (1) student in schools with grades 7th and or 8th. Any number of eligible students may be nominated as candidates for the election poll. A candidate must be a full-time student at the school where he or she is nominated. **ALL** students who are full time students in schools with the following grades: 7th, 8th, 9th, 10th, 11th and 12th may vote for a student representative. Students in grades 6th-12th may run for a student member seat. **All students in the school are eligible to vote in the student election poll.**

Candidate Nomination Procedures

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

Blank LSC Candidate forms may be obtained from any Chicago public school conducting a local school council election and the Office of LSC Relations located at 2651 West Washington Blvd., 3rd Floor. Forms may also be downloaded from the CPS website <http://cps.edu/pages/LSC Elections.aspx>. Forms are available upon request in Braille and in Spanish. Blank forms may be reproduced as needed. For more information, call the Office of LSC Relations, (773) 553-1400.

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

Complete nomination packets include:

- Form 1-22 Candidate Nomination Form
- Form 2-22 Criminal Conviction Disclosure Form
- Form 3-22 Telephone Number Disclosure Form
- Form 4-22 Candidate Statement Form *(This form is optional)*
- Form 4S-22 Student Candidate Statement Form *(This form is optional)*
(Student candidates only)
- Form 5-22 Teacher or Non-Teacher Staff Candidate Information Form
(Teacher and Non-Teacher staff candidates only)
- Form 6-22 Student Candidate Information Form

(Student candidates only)

The Principal shall receive all original nomination documents filed in person and may not refuse to accept any original LSC Candidate forms during the filing period. A photocopy of Form 1-22, the Candidate Nomination Form, or the perforated receipt at the bottom of the form stating the date and time when candidate forms were received, shall be issued to the candidate or representative filing original candidate forms. The Principal shall photocopy or record on Form 1-22 the two forms of identification submitted by or for candidates.

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

Withdrawal of Candidacy

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

Candidate Identification Requirements

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

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

The forms of identification for community voters listed in the "Required Identification for Voters in the Parent/Community Election" Section are acceptable forms of identification for community representative candidates.

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

Excluding the forms of identification establishing that a voter has temporary custody of a student enrolled in the school, the forms of identification for parent voters listed in the "Required Identification for Voters in the Parent/Community Election" Section are acceptable forms of identification for parent representative candidates.

Teacher and non-teacher staff representative candidates must present two (2) reliable forms of identification, one of which must be the candidate's CPS Employee I. D.

Candidate Statement

The **Candidate Statement Form (Form 4-22)** is optional. The Statement allows candidates to briefly state their qualifications and goals as an LSC member if elected. The Candidate Statement may be completed in the candidate's native language. If desired, candidates must arrange for the translation of their Statement into other languages. The Candidate Statement must be no more than one side of one (1) page 8.5 inches x 11 inches in size. Principals shall post the originals of all Candidate Statements (**Form 4-22**) as filed. The Candidate Statements shall remain posted in the school for public inspection until **3:00 p.m. on April 19, 2022**.

Publication of Candidates' Names

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

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

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

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

Candidate Forums

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

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

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

The Forum may also include the teacher and non-teacher staff representative candidates and, in schools eligible to have student members, the student representative candidates. If included in the Forum, those candidates must be afforded the same notice of the date and time of the Forum as the parent and community representative candidates. If not included in the parent and community representative forum, the Principal shall provide the teacher and non-teacher staff representative candidates at least one separate opportunity to address the staff and, if applicable, the school student representative candidates at least one separate opportunity to address the students. If necessary, ballot position lotteries for the school staff and student representative candidates shall be conducted during such opportunities.

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

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

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

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

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

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

Ballot Position Lottery

At the Candidate Forum, the LSC shall conduct a public lottery to determine the randomly selected ballot position for each candidate. **Other methods of determining ballot order, such as alphabetical listing or order of filing are not permitted.** Should the LSC fail to hold a ballot position lottery complying with these rules, the Principal shall ensure that the lottery is conducted at the Forum. The Principal shall record the ballot position of all candidates for use in preparing the sample and official ballots.

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

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

Parent candidates must be assigned numbers 1 through 25.

Community candidates must be assigned numbers 26 through 50.

Teacher candidates must be assigned numbers 51 through 70.

Non-Teacher staff candidates must be assigned numbers 71 through 90.

- A separate lottery shall be conducted for each category of candidate (parent, community, teacher, non-teacher staff and student, if applicable).
- The names of every candidate in every category shall be written on separate slips of paper of the same size, color and shape.
- The slips of paper with the names of the parent candidates shall be folded in the same manner so that the candidate's name is not visible and placed in a large bowl or other receptacle. Someone other than the Principal, a candidate, or a known supporter of a candidate shall be chosen to draw the names. The person selected to draw the names shall reach into the bowl or receptacle and

vigorously stir the folded slips of paper bearing parent candidate names. While looking away from the receptacle, the person shall draw one folded slip of paper, open it, and announce the name. The name shall then be written on a blackboard, flip chart, poster board, or something large enough for the public present to view.

- The first parent candidate name drawn shall be placed on line 1, the second parent candidate name drawn shall be placed on line 2 and the third parent candidate name drawn shall be placed on line 3, etc. Continue to draw parent candidates' names and assign ballot positions in the same manner until all are drawn.
- The ballot position lottery for the community candidates shall proceed in the same manner. The first community candidate's name drawn shall be placed on line 26, the second name drawn shall be placed on line 27 and the third name drawn shall be placed on line 28, etc. Continue to draw community candidates' names and assign ballot position numbers until all are drawn.
- If there are fewer than either 13 parent or community candidates, the candidates' names may be placed on every other line beginning with line 1 for parent candidates and line 26 for community candidates If all candidates in the category agree.
- The ballot position lotteries for teacher, non-teacher staff and student candidates (if necessary) may also be conducted at the Candidate Forum and shall be conducted in the same manner. Alternatively, those ballot position lotteries may conducted as follows:
 - For teacher and non-teacher staff candidates, the lotteries may be conducted at an open staff meeting during the school day at which the candidates are to be given an equal opportunity to address the staff.
 - For student candidates, the lottery may be conducted at a school assembly (or similar student gathering) at which the candidates are to be given an equal opportunity to address the students.
 - Principal is to enter the candidate's ballot position number in Dashboard using Election Update and then Candidate Information.

Posting of Specimen Ballots

By 3:00 p.m. on April 5, 2022, the Principal shall post outside the school office, for public and candidate inspection, a Parent/Community Candidate SPECIMEN Ballot and a Teacher/Non-Teacher Staff Candidate SPECIMEN Ballot, with the word "SPECIMEN" appearing at the bottom.

The Principal shall notify all parent and community representative candidates by letter or telephone call and all school staff representative candidates in person or by leaving

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

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

Important Note

The Specimen Ballot posted on April 5, 2022. **If a challenge is sustained or a candidate has withdrawn, the candidate's name will not be included in the Specimen Ballot posted on April 5, 2022, and will not be printed on the Official Ballot. The space next to the ineligible or withdrawn Candidate's ballot position number will remain blank. This will allow all other candidates to retain their assigned ballot position and line number**

Candidate Literature Distribution Day

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

For parent and community representative candidates' campaign literature to be distributed:

- **Candidates must deliver their campaign literature to the school by 3:00 p.m. on April 4, 2022. Late deliveries will not be accepted. No exceptions;**
- **The literature must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides)*;**
- **The literature must be divided into sets of 35 or fewer or in sets as directed by the school for distribution to classrooms**.**

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

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

For teacher and non-teacher staff representative candidates' literature to be distributed in the staff's mailboxes:

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

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

Use of School Resources

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

Staff members who either use, or allow the use of, school resources to support candidates are put on notice that they are subject to disciplinary action.

Campaign Contribution Disclosure Requirement

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

Election Judges

Persons who wish to serve as judges for the LSC election may apply **between January 3, 2022 and March 8, 2022**. All applicants must complete an **Application for Judge of Election (Form 18-22)**, an **IRS W-9 Form** and **CPS Internal Accounts Vendor Request Form**. **Note: The name and address information on all forms must match.** The forms will be available at schools conducting an election and the Office of LSC Relations. To serve as an election judge, applicants must be verified by the IRS.

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

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

and Vendor Request Form are to return the original forms to the applicant. (See "Eligibility to Serve as a Judge" Section for additional information about the application process).

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

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

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

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

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

If a judge applicant's name is in IAMS, the applicant has been approved as a vendor and can be paid for serving as a judge. If the applicant's name is not in IAMS, the applicant has not been approved as a vendor, cannot be paid for serving as a judge and must not be allowed to serve as a judge. Principals shall record the judges' names and vendor numbers on the **Judge of Election Payroll Sheet (Form 20-22)**. Upon the completion of all required tasks and duties on LSC Election Day, judges will receive compensation for their services, including their attendance at a mandatory training session.

Eligibility to Serve as a Judge:

To be eligible to serve as judges, applicants:

- must be 18 years of age or older (except Chicago Public School high school students, who may serve as election judges at high schools they do not attend);
- must submit an **IRS W-9 Form and CPS Internal Accounts Vendor Request Form** to Business Services and have their eligibility to work validated by the Internal Revenue Service;
- must be able to speak, read, and write English, be skilled in basic mathematics, and be generally competent;

- cannot be employees or candidates for the Local School Council at the school where they serve as judges;
- cannot be Immediate family members (spouse, domestic partner, partner to a civil union, parents, children, grandparents, and grandchildren) of LSC candidates or the Principal (or of persons residing in the same household as LSC candidates or the Principal) at the school where they serve;
- must attend a training session and receive the “Attendance Receipt for Judge of Election Training”.

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

Judge Training

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

Criteria for Selection and Assignment of Judges

The ideal panel of election judges should include:

- Judges who are bilingual in English and the home language of any substantial number of the school's parents and community residents.
- Judges who have experience with previous LSC elections or regular elections.
- Judges who are non-partisan and are trained in detecting vote fraud.
- Judges who reflect the racial and ethnic makeup of the student body.
- Judges who are familiar with the boundaries and streets around the school and who live close enough to arrive at the school by 5:30 a.m. on the morning of the election.

Judge Placement

Judge Placement Officers in the Office of Local School Council Relations will screen and assign IRS-verified judge applicants. Screening will assure that judges meet eligibility requirements and criteria. All judge applicants recruited by a school may not be assigned to the recruiting school. Judges will be assigned to schools where and as needed. The names and addresses of the judge applicants assigned to schools will be

entered in and accessible through the LSC Dashboard at <https://cps.edu/Pages/Staff.aspx> using the “**Local School Councils**” icon then using “**Election Update,**” “**Judge Assignment**”. Applicants will be informed by mail or phone call of their assignment on Non-binding Advisory Preference Poll Day.

Judges' Duties

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

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

ELECTION DAY

Voting for Parent and Community Representatives

The following individuals are eligible to vote in a school's election for parent and community representatives:

- Parents, legal guardians and temporary custodians of students enrolled in the school;
- Persons at least 17 years old who reside within the school's attendance area or voting district.

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

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

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

In the event that a person with a disability who is eligible to vote cannot enter a school, election judges must provide a ballot at curbside. Additionally, any voter with a disability who requests assistance in voting shall be assisted by a judge or person of his

or her choice after the voter and person assisting the voter to vote complete and sign an **Affidavit of Assisted Voter (Form 13-22)**. No person who is otherwise eligible will be denied the opportunity to vote on the basis of a disability.

Board of Education employees may vote in the parent and community representative election at any school their children attend and any school in whose attendance area or voting district they reside.

Required Identification to Vote in the Parent/Community Election

To establish their eligibility to vote in a school's parent/community election, all voters must present at least two (2) **current (unexpired)** forms of identification which are determined to be reliable by the election judges

Community Voters

Community voters must present at least one (1) form of identification which bears **the voter's current residential address within the school's attendance area or voting district (for "multi-area" schools)** and which may be from the list below. The second form of identification may also be from the list below or any other identification determined to be reliable by the election judges.

Examples of Acceptable Forms of Identification

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

If a community voter does not provide the required identification and insists on voting, the voter shall be allowed to vote after completing an **Affidavit of Challenged Voter (Form 14-22)** pursuant to the **Challenged Voter Procedure**, as described in the Judge of Election Manual.

Parent Voters

Parent voters must present at least one (1) form of identification or documentation which establishes that the voter is **the parent, legal guardian or temporary custodian of a child enrolled in the school and which must be from the list below**.

The second form of identification may be from the list of "Examples of Acceptable Forms of Identification" above, from the list below or any other identification determined to be reliable by the election judges.

The forms of identification or documentation that the parent must present to establish that he or she is the parent, legal guardian or temporary custodian of a child enrolled at the school are:

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

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

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

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

- a community member if the voter presents two (2) reliable forms of identification and at least one (1) bears a residential address within the school's attendance area or voting district (for "multi-area" schools);
- or
- a Challenged Voter pursuant to the **Challenged Voter Procedure**, as described in the Judge of Election Manual.

Teacher/Non-Teacher Staff Non-Binding Advisory Poll

The teacher and non-teacher staff representative candidates run in a **Non-Binding Advisory Preference Poll** of the school staff conducted on the same day and in the same location as the election for the parent and community representatives.

The poll is a *non-binding advisory preference poll* because the Illinois School Code authorizes the Board of Education to appoint the teacher and non-teacher staff members of the local school council and to exercise "absolute discretion" in the appointment process. In exercising its absolute discretion in the appointment process, the Board may consider, but is not bound by, the results of the staff poll. The Board may also consider other factors, including, but not limited to: professional development, membership in professional organizations, and other similar experiences.

In the Staff Non-Binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference **for up to, but no more than, two (2) candidates** from among **both** the teacher and non-teacher staff candidates on the ballot. **Casting more than two (2) valid votes on the ballot will SPOIL the ballot**, while casting one (1) valid vote will not. Voters may cast only one (1) ballot for the teacher and non-teacher staff representatives.

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

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

Examples:

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

Inasmuch as the School Code defines "school staff" as personnel employed and assigned to perform the majority of their duties at one attendance center, there will be

instances in which full-time Board employees are not entitled to vote in the Staff Non-Binding Advisory Poll of any school at which they work. In no case should a Board employee be entitled to vote in the Staff Non-Binding Advisory Poll at more than one school.

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

Neither proxy nor absentee voting is permitted.

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

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

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

The second form of identification may be from the list on pages 28 and 29 or any other form of identification determined to be reliable by the election judges.

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

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

Student Election Poll

All students enrolled full-time in a school with a student LSC representative seat may indicate their preference for only one candidate from among those who are student representative candidates by participating in the student election poll. To be eligible to vote, a school student must present a student ID. The student election poll shall be conducted between **April 18, 2022 and April 19, 2022**. Neither proxy nor absentee voting is permitted. The Principal shall allow the student candidates and/or pollwatchers designated by the student representative candidates to observe the counting and recording of votes in the Student Election Poll.

The results of the Student Election Poll shall be entered in the LSC Dashboard at <http://cps.edu/Pages/Staff.aspx> and go to “**Local School Councils**” icon then after the polls close on **April 20 or 21, 2022** using, “**Election Update,**” “**Candidate Vote Totals**”.

The Illinois School Code authorizes the Board to appoint three (3) high school student representatives and one (1) elementary student in schools serving 7th and or 8th grade.

Pollwatchers

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

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

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

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

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

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

Electioneering

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

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

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

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

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

For additional information, contact:

Election Central

Office of Local School Council Relations

2651 West Washington Blvd., 3rd Floor

Chicago, Illinois 60612

773.553.1400 (phone)

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

PRINCIPALS OR DESIGNEES

Principals or their designees are charged with the performance of selected administrative duties and responsibilities before, on and after Election Day, as outlined in this Guide to Local School Council Elections.

Pre-election Responsibilities

Letter I to Parents, School Staff and Community Members

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

Election Notices

By **January 7, 2022** the Principal shall post signs provided by the Office of LSC Relations announcing the candidate nomination procedures, candidate eligibility requirements and the election timeline throughout the school.

Map

Principals shall post in a prominent location within the school a clear and accurate map depicting the school's attendance area boundaries or, for "multi-area" schools, established voting district boundaries. The map and a written description of the school's boundaries shall be made available to potential candidates for determining eligibility and campaign boundaries. (The map shall also be made available to the Election Judges on Election Day.)

Maps for schools with attendance areas are available on the CPS website, www.cps.edu. To obtain a map of your school's attendance area boundaries:

- Go to <http://www.cps.edu>
- Click on "Schools" link at top of the homepage
- Click on "School Locator" link
- Click on the "Select a School" Window and scroll down to your school
- Click on your school's name
- X out of the School Information Window to reveal attendance area map completely
- If desired, click inside of shaded school attendance area map to increase size
- Print Page

For "multi-area" schools that enroll students from throughout the city, the Board has established community voting district boundaries. If the Principal of a "multi-area"

school does not know the school's voting district boundaries, please call the Office of LSC Relations, (773) 553-1400.

Receipt of LSC Candidate Forms

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

The Principal shall photocopy and attach to, or record on, the **Candidate Nomination Form (Form 1-22)**, the two (2) forms of identification submitted by or for candidates. The principal shall issue a photocopy of Form 1-22 or the perforated receipt at the bottom of the form reflecting the date and time when the LSC candidate forms were received to the candidate or representative filing original nomination forms. The principal will print the two forms of identification. All forms except forms 3-22 and 6-22 must be made available for public examination.

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

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

A failure to bring deficiencies in LSC candidate forms or forms of identification to the attention of the Office of LSC Relations or to file a Pre-election Challenge based on the deficiencies shall constitute a waiver of such deficiencies and any candidate whose forms of identification are deficient shall be included in the official election ballot.

Entry of Candidates' Information in LSC Dashboard

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

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

Public Candidate Information

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

- (i) **Form 8-22 (List of Candidates for the Local School Council)**
- (ii) all original **Candidate Statement Forms (Form 4-22)** filed; and
- (iii) information relating to the availability of candidate forms and materials for public inspection.

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

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

The Principal shall photocopy all original LSC candidate forms, including the forms of identification submitted by candidates to establish their eligibility.

The Principal shall make photocopies of the following LSC candidate forms available for public inspection:

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

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

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

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

Social Security Numbers
Driver's License Numbers
Credit and Debit Card Numbers

Employee Numbers
Bank Account Numbers
Telephone Numbers
E-mail Addresses
Home Addresses*
Birthdates*

*Because community representatives must be at least **seventeen (17)** years old and must reside in a school's attendance area or voting district, the date of birth and home address information of such community candidates may not be redacted or obscured.

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

Delivery of Candidate Forms

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

After 8:00 p.m. March 8, 2022 Principal sets the forum and certification dates if the LSC has not set the dates.

Letter II to Parents, School Staff and Community Members

The Office of LSC Relations will provide a letter (Letter II) to all schools to announce the date and time of the Candidate Forum. The letter will include the link to if the forum has a virtual component, the date and hours of the LSC election, and the location within the school of the polling place. The letter will be provided in English and Spanish and, upon request, in other languages and in Braille. The Principal shall fill in the date and time of the Candidate Forum and the location of the polling place. Letter II shall be distributed to all parents through the children, to all school staff, and posted throughout the school on **March 9, 2022**. **The List of Candidates for the Local School Council Form (Form 8-22)** shall be included with Letter II.

Candidate Forum

See Candidate Forum Section.

Ballot Position Lottery

If the LSC does not conduct the Ballot Position Lottery, the Principal shall do so. For further information, see the Ballot Position Lottery Section. The **Principal is to enter the candidate's ballot position number in Dashboard using the "Election Update" and then "Candidate Information" options.**

Pollwatcher Credentials

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

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

See the **Pollwatcher** Section for more information.

Candidate Literature Distribution Day

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

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

Withdrawal of Candidacy

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

When a candidate withdraws, the Principal shall delete or omit their name from the posted **List of Candidates for the LSC (Form-8-22)**. Their names shall also be omitted from any Specimen Ballots and the Official Ballot. The line on the Specimen and Officials Ballots assigned to a candidate who withdraws after the Ballot Lottery or against whom a pre-election challenge was successful shall be left blank and the names of all other candidates in the same category will remain on their assigned lines on the Ballot.

After 12:00 Noon, April 6, 2022, the Principal shall **also code all withdrawn candidates' names from the LSC Dashboard** at <http://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils" icon then** using **"Election Update," "Candidate," "Withdraw"**. The Principal shall also email to **OLSCR** lsrelations@cps.edu and to **Network Office** by **5:00 p.m. on April 6, 2022** a copy of all Withdrawal of LSC Candidacy Forms.

Election Judges

See the **Election Judges** Section.

Use of School Resources to Promote Candidates

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

Preparing for Election Day

Receipt of Election Materials

Prior to LSC Election Day, the Principal shall accept delivery of, and sign for, all election materials. The Principal shall ensure that all election materials listed in the enclosed inventory have been received. If any materials are missing, Principals must call the Office of LSC Relations at (773)553-1400 for delivery of the missing materials.

Polling Place Location

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

School Staff List

The Principal shall prepare and post, by **12:00 p.m. (Noon), April 5, 2022**, a list of all full-time staff eligible to vote in the Teacher/Non-Teacher Staff Non-binding Advisory Poll. Errors in the list must be brought to the Principal's attention by **3:00 p.m., April 18, 2022**. The Principal shall inform the Network Office of any unresolved disputes concerning the eligibility of any school staff member to vote in the staff poll and request that the Network Office resolve the dispute.

Specimen Ballots

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

Engineer and School Security

At least two (2) weeks before the election, the Principal shall confirm to the Network Office that the Principal or designee, the school engineer and a school security person,

if any, will be present at 5:15 a.m. on Election Day to open the school to the election judges (and any pollwatchers present) and will remain present until all votes are counted and recorded and the Principal or designee officially closes the school. If the school does not have security personnel, the Principal should contact the Department of Safety and Security, (773) 553-3030.

Electioneering by Staff

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

Election Day

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

On Election Day, principals or their designees must be on site by 5:15 a.m. and remain until the polls close and the election results are entered into the LSC Dashboard. Principals are to arrange for administrative coverage for the day. [No vacation days will be granted for working on Election Day.]

On Election Day, the Principal's role in the election process is that of a resource person. The election judges have sole responsibility for the conduct of the election. They will follow the procedures outlined in the Judge of Election Manual and will contact the Election Hotline or consult an Election Monitor, if present, if they have questions. Decisions of the Election Monitor and Election Central shall be followed.

Election Day Materials and Supplies

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

The Principal shall also purchase a light breakfast, lunch and dinner (after 7:00 p.m.) for the judges with the funds for election supplies provided by the Office of LSC Relations. The school may select the establishment from which the judge's meals will be purchased. Once the selection is made, the schools must provide the judges the establishments' menus to allow them to select their meal. **Schools are not to exceed a total of \$30.00 per judge for all the judge's meals combined.** Example: \$6.54 Breakfast, \$11.25 lunch and \$12.17 dinner for a total of \$29.96. Keep receipts for documentation.

If possible, judges' dietary restrictions are to be taken into consideration in selecting the establishment from which their meals will be purchased, but schools will not be obligated to provide meals satisfying such restrictions.

School's Attendance or Voting District Boundaries

The Principal shall also provide the election judges with a map and written description of the school's attendance area or voting district boundaries. Adjacent schools should be noted on the map to allow judges to redirect community voters to other schools at which they are eligible to vote.

Telephone Access

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

Principal's Administrative Duties on Election Day

The chief administrative duties of the Principal on LSC Election Day are:

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

Community Sign-In Sheet(s) and number of parents by subtracting the number of community voters from the total number of completed Applications for Ballot. The total number of staff voters will be determined by counting the number of staff members' signatures on the Staff Sign-In Sheet(s). The Principal shall enter separate totals for parent, community, staff and, if applicable, student voters into the LSC Dashboard at <http://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils" icon then** using **"Election Update," "Enter Spindle/Voter Category Counts"**.

- The Principal shall enter final vote totals for each candidate into the LSC Dashboard at <http://cps.edu/Pages/Staff.aspx> and go to **"Local School Councils" icon then** using **"Election Update," "Candidate Vote Totals" as soon as all votes are tallied on election night.**
- Principals must also remember to enter the results of the student election poll in the LSC Dashboard after **7:00 p.m. on April 20 or 21, 2022** using **"Election Update," "Candidate Vote Totals"**.
- **The Principal must obtain a "Summary of Results" for the parent/community election and a "Summary of Results" for the staff poll from the election judges and post copies of each "Summary of Results" in publicly accessible locations in the school after all votes are counted on election night.**
- The Principal will receive all security envelopes (A, B, C, D, E and F) from the election judges for placement in a locked school safe. These envelopes shall contain:
 - The completed Applications for Ballot;
 - The used School Staff and Community Sign-in Sheets;
 - All Official Ballots (used and counted, challenged, spoiled, defective, i.e., over-voted, and unused);
 - The used Vote Tally Sheets;
 - Judges' Certificates of Ballots and Votes Cast; and
 - Summary of Results Forms.
- Judge Payment - The Principal shall prepare the checks to pay the judges while the required signatories of the checks are still in the school. The Principal shall pay the judges after all votes are counted and recorded, all election materials are packed and all Security Envelopes and the spindle, ballot box, and privacy screens are turned in. Central Office staff or Network staff deployed as standby judges will not receive a check.

After Election Day

Certification of Election Results and Tie-Breaking Lotteries *NEW*

By 8:00 p. m. on April 28, 2022, the LSC must meet to certify the parent, community, school staff and, if applicable, student poll results and, if necessary, break ties for the sixth parent representative and second community representative seat. New for this election,

the LSC will break ties for the third student seat in secondary attendance centers and the first student seat in elementary attendance centers with 7th and or 8th grades.

After the Local School Council meets, the LSC Chair or Vice-Chair and Principal shall complete and sign the **Certification of LSC Election Results Form (Form 28-22)**. The Principal shall make and retain a copy of the Certification Form, open Security Envelope B, place the original in Security Envelope B and re-seal Security Envelope B. If the LSC fails to certify the election results by **April 28, 2022**, the Principal shall not open Security Envelope B to insert a Certification of Results Form.

By 12:00 p.m. (Noon) on Friday, April 29, 2022 the Principal shall also record the results of tie-breaker lotteries in the LSC Dashboard at <http://cps.edu/Pages/Staff.aspx> and go to **“Local School Councils” icon then** by adding one (1) vote to the total votes for the winning candidate or candidates using the LSC **“Election Update,” “Candidate Vote Totals”**.

By 3:00 p.m. on Monday, May 2, 2022, the Principal shall also email the **Certification of LSC Election Results Form (Form 28-22)** to the Office of LSC Relations lscrelations@cps.edu

If the LSC fails to break ties for the sixth parent representative position or the second community representative position by **April 28, 2022** the Principal shall notify the Network Office by **12:00 p.m. (Noon), April 29, 2022**.

By 3:00 p.m. on Monday, May 2, 2022, the Principal shall also email the Certification of LSC Election Results Form (Form 28-22) to the Office of LSC Relations lscrelations@cps.edu.

Tie-Breaking Lottery by Network Office

By 2:00 p.m. May 6 2022, the Network Office shall conduct a lottery to break ties for the sixth parent representative seat and second community representative seat at schools whose LSCs did not break the ties by April 28. New for this election, the Network Office will break ties for the third student seat in secondary attendance centers and the first student seat in elementary attendance centers with 7th and or 8th grades whose LSC did not break ties by April 28. After conducting the tie-breaker, the Network Office shall complete the section at the bottom of the **Certification of LSC Election Results Form (Form 28-22)** with the tie-breaker information and shall email the form to the concerned school and the Office of LSC Relations lscrelations@cps.edu **by 3:00 p.m. on May 9, 2022**.

Delivery of Security Envelope B

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

- two (2) **Judges' Certificates of Ballots and Votes Cast (Form 19-22)**;
- two (2) **Judges' Summary of Results Forms** for the Parent/Community Election;

- two (2) **Judges' Summary of Results Forms** for the Teacher/Non-Teacher Staff Non-Binding Advisory Poll; and
- the **Certification of LSC Election Results Form (Form 28-22)**.

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

By 3:00 p.m., on May 11, 2022, the Principal shall record the results of tie-breaker lotteries conducted by the Network Office in the LSC Dashboard by adding one (1) vote to the total votes for the winning candidate or candidates.

Funds Provided for the Election by Central Office and Reconciliation of Unused Funds

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

NETWORK OFFICES

Network Offices are charged with the performance of certain administrative tasks prior to Election Day, on Election Day and after Election Day.

Before Election Day

LSC Candidate Forms

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

- Candidate Nomination Form (Form 1-22);
- Criminal Conviction Disclosure Form (Form 2-22);
- Telephone Number Disclosure Form (Form 3-22);
- Candidate Statement Form (Form 4-22), if filed;
- Student Candidate Statement (Form 4S-22, if filed);
- Teacher/Non-Teacher Staff Candidate Information Form (Form 5-22); and
- Student Candidate Information Form (Form 6-22), if applicable.

If a school does not transmit the copies of the LSC candidate forms to the Network Office, we ask that the Network Office call the school to obtain the copies.

Withdrawal of Candidacy Forms

Principals will email to their Network Office and to the Office of LSC Relations lscrelations@cps.edu any **Withdrawal of LSC Candidacy Forms (Form 7-22)** received. (See the Withdrawal of Candidacy Section for more information.)

Resolution of Staff Voter Eligibility Disputes

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

Election Day

Wednesday, April 20, 2022 – Elementary Schools

Thursday, April 21, 2022 – High Schools

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

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

After Election Day

Receipt of Security Envelope B

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

Breaking Candidate Ties

By May 6, 2022, the Network Office shall conduct a lottery to break vote total ties for the sixth parent representative position and/or the second community representative position at any school whose LSC failed to do so. The Network Office shall notify the tied candidates by telephone call at least seven (7) days in advance of the date, time and location of the tie-breaking lottery. After conducting the tie-breaking lottery, the Network Office shall complete the section at the bottom of the **Certification of LSC Election Results Form (Form 28-22)** with the tie-breaker information and shall email the form to the concerned school and the Office of LSC Relations lscrelations@cps.edu **by 3:00 p.m. on May 9, 2022**.

PART III - THE ROLE OF THE LSC AFTER THE ELECTION

LSC Meeting to Certify Election Results and Break Candidate Ties

Certification of Parent/Community Election and Staff Poll Results

The Illinois School Code requires the Local School Council to certify the election results determined by the election judges on Election Day and to publish the results in the LSC's meeting minutes. The meeting to certify the election results and to break vote total ties shall be held between **April 21 and 8:00 p.m.; April 28, 2022 for elementary schools and between April 22, and 8:00 p.m.; April 28, 2022 for high schools**. The LSC shall meet between **January 3, 2022 and March 8, 2022** to set the date of the April certification meeting. The LSC shall provide notice of the meeting to the public pursuant to the Open Meetings Act. Under the Americans with Disabilities Act of 1990 (ADA), all LSC meetings must be held in locations accessible to persons with disabilities.

Breaking Candidate Ties

At the meeting to certify the election results, the incumbent LSC shall also break any ties for the sixth parent representative position or the second community representative position by lottery. (The Board of Education will break any ties between teacher, non-teacher staff and student representative candidates.)

The Principal shall notify all tied candidates of the date, time and place of the tie-breaking lottery in writing and by telephone call not later than seven (7) days before the meeting. If the Principal fails to notify all tied candidates of the date, time and place of the tie-breaking lottery, the lottery shall be rescheduled, with appropriate notice to the public and tied candidates.

The tie-breaking lottery shall be conducted in the following manner:

- The names of all tied parent representative candidates shall be written on slips of paper of the same size, color and shape, which are to be folded in the same manner so that the names of the candidates are not visible.
- The slips of paper with the tied parent candidates' names shall be placed in a large, clear bowl or receptacle.
- Someone other than the Principal, the tied candidates, or a known supporter of a candidate should be chosen to draw one of the slips of paper.
- The person chosen should reach into the bowl or receptacle and vigorously stir the folded slips of paper.
- While looking away from the receptacle, the person should draw out one folded slip of paper from the bowl or receptacle, open it, and announce the name.

Thereafter, the lottery for the tied community representative candidates shall be conducted in the same manner.

After the meeting, the Principal and LSC Chair/Vice-Chair shall complete and sign the **Certification of Election Results by Local School Council Form (Form 28-22)**. The LSC's certification of the election results does not certify the correctness of the results; only that they were the results declared by the election judges. Any post-election challenges which may be filed do not affect the certification.

Annual Organizational Meeting - First Meeting of New LSC

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

At the organizational meeting, the LSC is required to select a Chairperson (must be a parent member) and a Secretary (may be any member) and to set a regular meeting schedule for the coming school year. **After the regular meeting schedule is set, it must be posted at the school in a location accessible to the public.**

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

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

Filling LSC Vacancies

If, as of July 1, vacancies exist in any parent or community representative positions and no post-election challenges to any parent or community candidates remain unresolved, the newly-constituted LSC may select eligible persons to fill the vacancies. Any teacher, non-teacher staff or student vacancies are to be filled by the Board of Education after considering the preferences of the school staff or students as ascertained through non-binding advisory polls.

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

All parent and community appointments to fill vacancies shall be made by majority vote of the members then serving on the LSC. Appointment shall be made at public meetings with appropriate notice under the Open Meetings Act.

Documents Available to Newly-Elected LSC Members

Newly-elected LSC members are entitled to receive copies of the following documents from the Principal:

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

Important Reminders

- **All LSC members must complete a fingerprint-based criminal background check during every two-year term that they serve.** If an LSC member has previously provided his or her fingerprints for completion of the criminal background check during a previous LSC term, he or she will be asked to do so during the new term.
- All LSC members are required to complete a sixteen (16)-hour training program within 6 months of taking office.
- All LSC members must complete and submit a Statement of Economic Interests for the 12 months preceding the beginning of their term and for each year of their term.
- No parent or community member of an LSC may be employed by the Board of Education.
- No LSC member may be employed by a third party to work at the school where he or she serves.

- Except for the school staff members, former LSC members cannot be employed to work in any capacity at the school where they served for at least one year after their LSC membership ends.
- LSC members related to any school staff member may not vote on the school's Continuous Improvement Work Plan (CIWP), Budget or any Budget transfers that may directly or indirectly benefit their relatives.

PART IV - PRE-ELECTION CHALLENGES

Overview

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

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

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

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

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

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

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

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

Remedies

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

Examples:

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

THE PRE-ELECTION CHALLENGE RULES OF PROCEDURE

1. **Qualification of Petitioners.** Any person may file a Pre-Election Challenge Petition against any parent, community, teacher, non-teacher staff or student representative candidate.

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

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

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

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

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

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

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

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

The failure of a challenged candidate or challenger to appear or make arrangements for an alternate hearing date with the Deputy General Counsel, School Law Unit, Law Department (773-553-1700) may result in the hearing proceeding in their absence and

a waiver of the right to be heard. If no challenger appears for a hearing, the Hearing Officer may dismiss the petition.

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

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

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

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

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

10. Final Decision By the Chief Executive Officer or Designee. Upon receipt of a Hearing Officer's findings and recommended final disposition of a Pre-Election

Challenge Petition, the Chief Executive Officer or designee shall issue a written decision on the Petition. The decision shall take into consideration the testimony and evidence presented in the hearing and the Hearing Officer's recommendation. The decision of the Chief Executive Officer or designee shall be final.

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

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

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

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

The Notice of Filing shall contain a verified statement that:

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

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

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

PART V - POST-ELECTION CHALLENGES

Overview

Challenges to the election results (post-election challenges) must be filed 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 or by email at LSCelectionchallenge@cps.edu. **Post-Election Challenge Petition Forms (17-22)** will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the cps website: <http://cps.edu/pages/LSC Elections.aspx>.

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

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

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

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

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

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

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

Remedies

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

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

Examples:

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

If a challenge is based on an allegation of unrepaired gross irregularities which substantially affected the integrity and outcome of the election or poll process, and the challenge is upheld, the candidate or candidates responsible for, or

benefiting from, the irregularities may be disqualified from election or appointment to the LSC or the challenged election or poll may be declared null and void and a new election or poll will be ordered with any additional safeguards necessary to prevent the recurrence of the irregularities found. (The new election or poll will be limited to the candidates in the original election or poll.)

THE POST-ELECTION CHALLENGE RULES OF PROCEDURE

1. Qualifications of Petitioners. Only parents or community members entitled to vote in the parent/community election may challenge the election results. Only school staff members entitled to vote in the teacher/non-teacher staff poll may challenge the staff poll results and only students entitled to vote in the student poll may challenge the student poll results.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Notice of Filing shall contain a verified statement that:

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

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

13. Legal Authority. The Board promulgates the foregoing rules to "ensure fair elections." 105 ILCS 5-34-2.1(n). Because the Illinois School Code is silent on the

definition of “fair elections,” the Hearing Officer may look to general election law for guidance to accomplish the purposes of 105 ILCS 5/34-2.1(n).

APPENDIX

1. Letter I Re: LSC Election
2. LSC Candidate Packet Letter
3. Candidate Nomination Form (Form 1-22)
4. Criminal Conviction Disclosure Form (Form 2-22)
5. Required Disclosures and Disqualifying Convictions for Local School Council
6. Telephone Number Disclosure Form (Form 3-22)
7. Candidate Statement Form (Form 4-22)
8. Student Candidate Statement (Form 4S-22)
9. Teacher/Non-Teacher Staff Candidate Information Form (Form 5-22)
10. Student Candidate Information Form (Form 6-22)
11. Withdrawal of LSC Candidacy Form (Form 7-22)
12. List of Candidates for the Local School Council Form (Form 8-22)
13. Letter II Re: LSC Election
14. Pre-Election Challenge Petition Form (Form 9-22)
15. Post-Election Challenge Petition Form (Form 21-22)
16. Certification of LSC Election Results Form (Form 28-22)
17. Judge of Election Applicant Packet Letter
18. Application for Judge of Election Form (Form 18-22)
19. IRS W-9 Request for Taxpayer Identification Number and Certification Form
20. CPS Internal Accounts Vendor Request Form