

# TRADITIONAL LOCAL SCHOOL COUNCIL 2024 ELECTION TIMELINE

DATES	ACTIVITY
<b>2023</b> 10/16-10/25	Period for Principal to distribute Letter I to parents and school staff and post letter and LSC Election materials at school. Election materials should be available so that parents attending Parent-Teacher Conferences on 10/27 can complete the nomination forms.
10/16 - 2/08	Period for filing <b>original</b> LSC candidate forms in person in schools where the candidates will run or in person at the Office of Local School Council Relations (OLSCR), 2651 W. Washington Blvd., 3 <sup>rd</sup> Floor. <b>Mailed, faxed, emailed or copied forms will <u>NOT</u> be accepted.</b>
10/16 - 2/21	<p>Period for filing election judge applications online, including W-9 Form and CPS Internal Accounts Vendor Request Form.</p> <p>Period for LSC to set and publicize the date of Candidate Forum (to be held between 3/11 and 3/19) and set the date of the meeting to certify election results and break parent, community, and student candidate vote total ties. The certification meeting is to be held between 4/11 and 4/18 for elementary schools and between 4/12 and 4/18 for high schools.</p> <p><b>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on February 22<sup>nd</sup>. and the Chairperson will set the date of the Certification Meeting Special meeting if the LSC has not set the meeting date on February 22<sup>nd</sup>.</b></p>
10/16 - 2/28	<b>5:00 p.m. Deadline to file Pre-Election Challenges.</b> Challenge Forms must be emailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.
10/16 – 3/22	Principal/LSC to publicize the date that campaign literature must be submitted to the school for distribution. School campaign distribution day is April 4 <sup>th</sup> .
<b>2024</b> 2/8	<p><b>3:00 p.m. Deadline to file LSC candidate forms in person at the school where the candidate seeks to run. Mailed, faxed, emailed or copied forms will <u>NOT</u> be accepted.</b></p> <p><b>3:00 p.m. Deadline to file LSC candidate forms in person at the Office of LSC Relations (“OLSCR”), 2651 W. Washington Blvd., 3<sup>rd</sup> Floor. Mailed, faxed, emailed or copied forms will <u>NOT</u> be accepted.</b></p>

DATES	ACTIVITY
2/21	<p>12:00 Noon. Principal to post final List of Candidates For the LSC (Form 8-24) and Candidate Statement Forms (Form 4-24), if any.</p> <p>3:00 p.m. Principal to forward, in the envelopes provided: a copy of the final List of Candidates for the LSC (Form 8-24); <b>copies</b> of all Candidate Statements (Form 4-24) and candidate identification and <b>originals</b> of all other candidate forms (Form 1-24, 2-24, 3-24, 5-24 and 6-24) to OLSCR, 2651 W. Washington Blvd., 3<sup>rd</sup> Floor, GSR 38 (and copies of Form 8-24 and copies of all candidate IDs and forms to the Network Office). <i>Note: if the nomination period is extended, send the forms on the third school day after the extension deadline.</i></p>
2/21	<p><b>Deadline at 3:00 p.m.</b> to submit the Judge Application to be an Election Judge. The judge application <b>MUST</b> be completed via the <b>ONLINE FORM</b>. The <b>IRS W-9 Form</b> and <b>CPS Internal Accounts Vendor Request Form</b> must be uploaded to the <b>ONLINE</b> application. <i>The name and address information on all forms must match. The judge applicant may email <a href="mailto:LSCJudge@cps.edu">LSCJudge@cps.edu</a> to obtain a link to the <b>ONLINE</b> judge application process. Schools having LSC elections or the Office of Local School Council Relations (2651 W. Washington Blvd., 3<sup>rd</sup> Floor, Chicago Illinois 60612) can assist judge applicants in completing the <b>ONLINE</b> process.</i></p>
2/22	<p>Principal to set date of Candidate Forum between 3/11 and 3/19 if LSC fails to do so by 8:00 p.m. on February 21, 2024, and to inform all candidates of date and time of Forum in writing and by telephone at least seven (7) days in advance.</p> <p><b>If the LSC fails to set a date to certify the election results by February 21, 2024 by 8:00 p.m, the Chairperson will set the date.</b> The certification meeting shall be held between 4/11 and 4/18 for elementary schools and between 4/12 and 4/18 for high schools.</p>
2/26	<p>Principal to distribute <b>Letter II</b> to classrooms for students to take home to parents and to school staff and post-Letter <b>II</b> at the school (include date, time and location of Candidate Forum and Form 8-24, List of Candidates for the LSC).</p> <p><b>It is strongly recommended to Copy Form 8-24 on the back of Letter II.</b></p>
2/28	<p><b>5:00 p.m. Deadline to file Pre-Election Challenges.</b> Challenge Forms must be emailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p>

DATES	ACTIVITY
3/1	<p>12:00 Noon. Law Department to send a list of challenged candidates, by school, to concerned schools.</p> <p>12:00 Noon. Deadline for anyone requiring a sign language interpreter or other accommodation at the Candidate Forum to inform the school principal or election coordinator.</p> <p>3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of need for a sign language interpreter or other accommodation at the Candidate Forum OR the need for election judges who speak a language other than English.</p>
3/11 – 3/19	<p>Schools conduct Candidate Forums (LSC or Principal to post notice and agenda for Forum at school at least 48 hours in advance).</p> <p>At Forum:</p> <ol style="list-style-type: none"> <li>1. All Candidates are allowed equal time to address the public in attendance.</li> <li>2. LSC or Principal conducts ballot position lotteries.</li> <li>3. Principal distributes three (3) Pollwatcher Credentials to all candidates in attendance.</li> <li>4. LSC and Principal announce election date and time and polling place location.</li> </ol> <p><b>NOTE: Pre-election Challenged Candidates must be included in the Candidate Forum.</b></p>
2/05-3/19	<p>The Law Department conducts reviews of Pre-election Candidate Challenges and conducts hearings if necessary.</p>
3/20	<p><b>12:00 Noon. Principal posts list of full-time CPS staff assigned to the school who are eligible to vote in the staff poll.</b></p> <p><b>12:00 Noon. Deadline for the Law Department to send Hearing Officer Recommendations to the Chief Executive Officer or designee.</b></p> <p><b>5:00 p.m. Deadline for civic organizations to apply to OLSCR for Pollwatcher Credentials.</b></p>
3/21	<p><b>3:00 p.m. Deadline for Principal to report any missing election day materials (Box 2; Ballot Box; privacy screens; Spindle for Applications for Ballot) to OLSCR (773/553-1400).</b></p>
3/22	<p>3:00 p.m. Deadline for parent and community candidates to deliver campaign literature to school.</p> <p>3:00 p.m. Deadline for school staff candidates to deliver campaign literature to the principal.</p> <p>3:00 p.m. Deadline for candidates to withdraw without a notarized signature (<b>NOTE: The Principal may require a notarized signature</b>). Withdrawing candidates' names are to be coded as "withdrawn" and a line drawn through their name in the List of Candidates for the LSC (Form 8-24). Schools are to code as "withdrawn" all withdrawn candidates from LSC Dashboard and to email all Withdrawal of Candidacy Forms (Form 7-24) to OLSCR <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a> and the Network Office.</p> <p>5:00 p.m. Chief Executive Officer or designee to rule on Pre-Election Candidate Challenges and forward results to challenger(s), challenged candidate, and concerned school.</p>

DATES	ACTIVITY
4/02	12:00 Noon. Deadline. 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).
4/03	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 7-24) to <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a> and to their Network Office by 5:00 p.m.  3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform principal of errors.
4/04	9:00 a.m. Principal posts revised List of Candidates for the LSC (Form 8-24 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 with all other candidates' names remaining in lottery order.  <b>At Student Dismissal: Candidate Literature Distribution Day for All Candidates (including Students). Principal to send parent, community and student representative candidates' literature home with students. (Make sure that all teachers have picked up the campaign literature by noon and understand that it is to be sent home with students at the end of the day.) School staff candidates' literature is to be placed in staff mailboxes.</b>
4/05	<b>12:00 Noon Deadline</b> Last opportunity for candidates to examine the ballot and report errors to the principal by 12:00 Noon.  1:00 p.m. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots.  3:00 p.m. Principal to print and secure Official Ballots.  <b>NOTE: Student Candidate Statements (Form 4-24) to be removed the day before the student election.</b>
4/8, 4/9, or 4/11	<b>(Elementary schools with 7<sup>th</sup> and 8<sup>th</sup> grades).</b> The School conducts the Binding Election for Students. All students are eligible to vote in the election. Remove the student candidate statements prior to the election. The principal should enter election results on the LSC Dashboard for elementary elections conducted on 4/8 or 4/9 after 7 pm on April 10 <sup>th</sup> . If the election is held on 4/11 please enter the Election Results on the LSC Dashboard by the end of the day on April 12 <sup>th</sup> .
4/8, 4/9, or 4/10.	<b>(High Schools)</b> the School conducts Binding Election for Students. Remove the student candidate statement prior to the election. Please remember to enter the Student Election Results on the LSC Dashboard after 7:00 p.m. on April 11 <sup>th</sup> .
4/9	(ELEM) Principal or designee removes all staff candidate and parent/community candidate literature and statements.
4/10	(HIGH SCHOOL) Principal or designee removes all staff candidate and parent/community candidate literature and statements

DATES	ACTIVITY
Election Days 4/10: Elementary Schools 4/11: High Schools	<p>5:15 a.m. The Principal and Engineer arrive at school.</p> <p>5:30 a.m. Judges arrive at the school to set up polling place.</p> <p><b>6:00 a.m. Polls Open.</b></p> <p>Conduct election for parent and community candidates.            Conduct non-binding advisory poll for staff.</p> <p>12:00 Noon. Principal takes the first “spindle count” of total parent and community voters and enters total in the LSC Dashboard.</p> <p>3:00 p.m. Principal takes the second “spindle count” of total parent and community voters and enters the total in the LSC Dashboard.</p> <p><b>7:00 p.m. Polls Close. (Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.)</b></p> <p>7:00 p.m. Principal takes total number of parent, community and staff voters and, if applicable, student voters and enters totals in LSC Dashboard.            After all votes cast in the parent and community election and staff 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. Schools conducting elections must also enter all student election results. <b>Note:</b> Elementary schools conducting the election on 4/11 will need to go back into the Dashboard and record the student results on 4/12.</p>
	4/12
4/18	<p>5:00 p.m. Deadline to file Post-election challenges. Challenge Forms must be emailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois</p> <p>8:00 p.m. Deadline for LSCs to convene the meeting to break parent, community or student ties by lottery and to certify the results of the parent and community election, the staff polls and if applicable, the student election.</p>
4/18 - 5/13	Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.
4/22	12:00 Noon. Deadline for Principal to enter results of tie-breaker lottery in LSC Dashboard or notify Network Office of LSC failure to conduct tie-breaker lottery.
4/24	3:00 p.m. Principal to email Certification of Election Results Form (Form 28-24) to OLSCR <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a> .
4/25	3:00 p.m. Deadline for schools to deliver Security Envelope B to the Network Office.

DATES	ACTIVITY
4/26	2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs failed to do so by 4/18.
4/30	3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete and email Certification of LSC Election Results Form (Form 28-24) reflecting tie-breaker results to concerned school and OLSCR <a href="mailto:lscrelations@cps.edu">lscrelations@cps.edu</a>
5/3	3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard  5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.
5/14	12:00 Noon. Deadline for the Law Department to send the Hearing Officer's Recommendations to the Chief Executive Officer or designee.
5/22	5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.
5/24-5/30	Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates and concerned school Principal.
6/27	The Board of Education appoints teachers, non-teacher staff, and students as LSC members for new term of office beginning July 1, 2024 at the June Board meeting.
7/01 – 7/14	LSCs conduct the annual organizational meeting.