



# 2024

## LOCAL SCHOOL COUNCIL

### ELECTION GUIDE

Office of Local School Council Relations  
2651 W. Washington Blvd., 3<sup>rd</sup> Floor  
Chicago, IL 60612  
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[lscrelations@cps.edu](mailto:lscrelations@cps.edu)

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## FROM THE DESK OF KISHASHA WILLIAMS-FORD

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*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, 2024.*

*The 2024 Local School Council Election Guide is designed so potential candidates can 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 fourth 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, LL.M., MEd, MPA  
Director, CPS Office of Local School Council Relations*

## **TABLE OF CONTENTS**

Important Reminders.....	5
<b>Local School Council Election Timeline.....</b>	<b>6</b>
Part I: Parent/Community Election and Staff Poll.....	12
Before Election Day.....	12
Overview.....	12
Candidate Eligibility.....	13
Candidate Nomination Procedures.....	16
Candidate Identification Requirements .....	17
Candidate Statement.....	18
Publication of Candidates' Names.....	18
Candidate Forums.....	19
Ballot Position Lottery.....	20
Posting of Specimen Ballots.....	22
Candidate Literature Distribution Day.....	22
Use of School Resources.....	23
Campaign Contribution Disclosure Requirement.....	24
Election Judges (New ONLINE Application Process).....	24
Election Day.....	27
Voting for Parent and Community Representatives.....	27
Required Identification to Vote in Parent/Community Election.....	27
Teacher/Non-Teacher Staff Non-binding Advisory Poll.....	29
Required Identification to Vote in Staff Non-binding Advisory Poll.....	31
Student Election .....	31
Pollwatchers.....	32
Electioneering.....	32
<b>Part II: The Role of the Principal and Network Office.....</b>	<b>34</b>
Principal or Designees.....	34
Pre-election Responsibilities.....	34
Preparing for Election Day .....	39
Election Day.....	40
After Election Day.....	43
Network Offices.....	45
Before Election Day.....	45
Election Day.....	46
After Election Day.....	46
<b>Part III: The Role of the LSC After the Election.....</b>	<b>46</b>
LSC Meeting to Certify Election Results and Break Candidate Ties.....	46
Annual Organizational Meeting - First Meeting of New LSC.....	48
Filling LSC Vacancies.....	48
Documents Available to Newly Elected LSC Members.....	49
Important Reminders.....	49
<b>Part IV: Pre-Election Challenges.....</b>	<b>50</b>
<b>Part V: Post-Election Challenges.....</b>	<b>55</b>
Appendix.....	61

## IMPORTANT REMINDERS

- **October 16, 2023:** LSC Candidate Nomination Period Begins.
- **The number of students in Regular LSCs in high Schools is 3 student members.**
- ***Elementary schools with grades 7 and/or 8 have 1 student LSC member.***
- **3:00 p.m., February 8, 2024:** Deadline for filing LSC candidate forms **in person in the school where the candidate intends to run or in the Office of LSC Relations, 2651 W. Washington Blvd., 3<sup>rd</sup> Floor. Mailed, emailed, faxed or copied forms will not be accepted.**
- **3:00 p.m., February 21, 2024:** Deadline to complete the online **Application for Election Judge** and to upload the **IRS W-9 Form** and **CPS Internal Accounts Vendor Request Form**. Email [LSCJudge@cps.edu](mailto:LSCJudge@cps.edu) to obtain the link to the online Judge Application process. Call 773-553-1400 if you need assistance.
- **3:00 p. m., March 22, 2024:** Deadline for school staff candidates to deliver campaign literature to principal for Candidate Literature Distribution Day.
- **3:00 p.m., March 22, 2024:** Deadline for parent and community candidates to deliver campaign literature to school for Candidate Literature Distribution Day.
- **April 8, 9 or 11:** Elementary schools with grades seven(7) and eight (8) conduct Student LSC Election.
- **April 8, 9 or 10:** High schools conduct Student LSC Election.
- **6:00 a.m. to 7:00 p.m., April 10, 2024:** **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 11, 2024:** **High School LSC Election for Parent and Community Candidates and the School Staff Candidate Preference Poll Day.**
- **8:00 p.m., April 18, 2024:** **Deadline for LSC to break parent, community and student ties by lottery and certify Election and Non-binding Advisory Preference Polls Results.**
- **June 27, 2024:** 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., 3<sup>rd</sup> Floor  
Chicago, Illinois 60612  
773-553-1400  
[lscrelations@cps.edu](mailto:lscrelations@cps.edu)

## TRADITIONAL LOCAL SCHOOL COUNCIL 2024 ELECTION TIMELINE

DATES	ACTIVITY
2023	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.
10/16-10/25	
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> .
2024	<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>
2/8	

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  4/8, 4/9, or 4/10.	<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> .  <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
<p style="text-align: center;">Election Days</p> <p style="text-align: center;">4/10: Elementary Schools 4/11: High Schools</p>	<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	Elementary Schools conducting the student election on April 11 <sup>th</sup> will need to enter the results of the student election on the LSC Dashboard.
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:lsrelations@cps.edu">lsrelations@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.

# 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 October 25, 2024 until the day of the election at the school, either April 10 or 11, 2024.**

### 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 February 21, 2024**, 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 11 and March 19, 2024** and the meeting to certify the election results and to break vote total ties must be held between **April 11 and 8:00 p.m., April 18, 2024 for elementary schools** and between **April 12 and 8:00 p.m., April 18, 2024 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. Individuals appointed by the Board do not take office or vote at LSC meetings until the date specified in the appointment Board Report.***

### ***Candidate Eligibility***

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#### **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, 2024. 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, 2024**.
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, 2024**.
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, 2024**.
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 2-24). All candidates are required to disclose convictions for any of the offenses listed in the **Criminal Conviction Disclosure Form (Form 2-24) 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 the parent's child graduates or when the parent voluntarily transfers the child from school);**
- **not be an employee of the Board of Education after June 30, 2024 ("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, 2024 ("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 their 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 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. A candidate must be a full-time student at the school where they are 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.**

### **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, emailed, 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., 3<sup>rd</sup> Floor. Forms may also be downloaded from the CPS website <https://www.cps.edu/about/local-school-councils/lsc-elections/> Forms are available upon request in Braille, Spanish, Arabic, Chinese, Polish, Tagalog, Urdu, and Vietnamese. 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. February 8, 2024 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 8, 2024.**

### **Complete nomination packets include:**

- Form 1-24 Candidate Nomination Form
- Form 2-24 Criminal Conviction Disclosure Form
- Form 3-24 Telephone Number Disclosure Form
- Form 4-24 Candidate Statement Form *(This form is optional)*
- Form 4S-24 Student Candidate Statement Form *(This form is optional)*  
*(Student candidates only)*
- Form 5-24 Teacher or Non-Teacher Staff Candidate Information Form  
*(Teacher and Non-Teacher staff candidates only)*
- Form 6-24 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 1-24, 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 the original candidate forms. The Principal shall photocopy or record on Form 1-24 the two forms of identification submitted by or for candidates.

The period for filing nomination papers for all candidates begins October 16, 2023. Candidate forms will be accepted at the school where the candidate is running or at the Office of LSC Relations until 3:00 p.m., February 8, 2024 or by 3:00 p.m. of the last day of any extended filing deadline. No mailed, emailed, 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 March 22, 2024**, by submitting a **Withdrawal of LSC Candidacy Form (Form 7-24)** 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 March 22, 2024**.

### **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 they are 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 4-24)** 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 Statements 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 4-24**) as filed. The Candidate Statements shall remain posted in the school for public inspection until **3:00 p.m. on April 9, 2024, in elementary schools** and until **3:00 p.m. on April 10, 2024, in high schools**.

The Student **Candidate Statement Form (Form 4S-24)** is optional. The Student 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 Student Candidate Statements (**Form 4S-24**) as filed. The Student Candidate Statements shall remain posted in the school for public inspection until **3:00 p.m. on the day before the student election. The candidate statement removal time is 3:00 p.m. on April 5<sup>th</sup> for elections conducted on April 8<sup>th</sup>, 3:00 p.m. on April 8<sup>th</sup> for elections conducted on April 9<sup>th</sup>, 3:00 p.m. on April 9<sup>th</sup> for elections conducted on April 10<sup>th</sup>, and 3:00 p.m. on April 10<sup>th</sup> for elections conducted on April 11<sup>th</sup>.**

### **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 8-24)**. 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, 2024**, 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 8-24) with the word "Final" added at the top of the Form.**

The Principal shall include a copy of **Form 8-24** with Letter II, which is to be distributed to the parents and the school staff and posted in the school by **February 26, 2024.**

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, another forum for the staff candidates and one for student candidates. At the forums, candidates may distribute campaign literature to the parents, community members and staff members and to students 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. If a virtual option is provided then 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 forums and post the recordings on the school website.

**On or after October 16, 2023, but no later than February 21, 2024**, the LSC must, by a vote in an open meeting, set the date and time of a Candidate Forum, to be held **between March 11, 2024 and March 19, 2024**, for the parent and community representative candidates. If the LSC does not set the date or time of the Forum by February 21, 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 **February 26, 2024**. 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 **February 8, 2024**, 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 **February 26, 2024**, 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 1, 2024**. 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 1, 2024**.

The Principal shall distribute **three (3) Candidate Pollwatcher Credential Forms (Form 15-24)** to each candidate attending the Forum.

### ***Ballot Position Lottery***

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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 be 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.

- o 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.
- o Principal is to enter the candidate's ballot position number in Dashboard using Election Update and then Candidate Information.

***Posting of Specimen Ballots***

**By 12:00 Noon, on March 20, 2024**, 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 **12:00 Noon on March 20, 2024**. It is incumbent upon all candidates to inspect the ballot(s) before **3:00 p.m. on April 3, 2024**, 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 3, 2024**.

If necessary, due to errors in the original Specimen Ballot(s), Principals shall post a revised **List of Candidates for the LSC (Form 8-24)** and revised Specimen Candidate Ballot(s) by **9:00 a.m. on April 4, 2024**. Candidates shall inspect the revised Specimen Ballot(s) and inform the principal of errors by **12:00 Noon on April 5, 2024**. 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 5, 2024**. The Principal shall also print and secure the official ballot(s) by **3:00 p.m. on April 5, 2024**.

**Important Note**

The Specimen Ballot posted on March 20, 2024. **If a challenge is sustained or a candidate has withdrawn, the candidate's name will not be included in the Specimen Ballot posted on March 20, 2024, 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***

**Thursday, April 4, 2024**, 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 March 22, 2024. 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 March 22, 2024. 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 described below, no school resources may be used to produce or reproduce campaign literature. School resources include the school website/newsletter and the use of CPS email.**

### **Use of School Resources**

Illinois law prohibits using 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.

**Note:** Principals who choose to post the candidate statements (Form 4-24) on the school's website must post the statements for ALL candidates. The candidate statements must be removed from the school's website the day before the LSC Election. This posting does not constitute an endorsement, promotion, or support of any candidate but is informational only.

## **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 (NEW ONLINE APPLICATION PROCESS)**

Persons who wish to serve as judges for the LSC election may apply **between October 16, 2023, and February 21, 2024 at 3:00 p.m.** The judge application **MUST be completed via the ONLINE FORM.** The **IRS W-9 Form** and **CPS Internal Accounts Vendor Request Form** must be uploaded to the online application. **The name and address information on all forms must match.** The judge applicant may email [LSCJudge@cps.edu](mailto:LSCJudge@cps.edu) to obtain a link to the online judge application process.

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 as an election judge.

**In the event the school is assisting a prospective judge, the original forms should be returned to the prospective judge. The school is not to scan and email the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form to the judge applicant as this violates Board Policy (Section 102.9) and state law (5 ILCS 179/1 et seq.). The school will NOT retain a copy of the IRS W-9 Form.**

**Note: Judges may not serve in schools where they work, are candidates, or are related to the principal or other candidates.**

Between **October 16, 2023 and February 21, 2024**, the Principal or Election Coordinator at the school and the Office of Local School Council Relations can support judge candidates in uploading their documents to the Judge Application online form. Be sure to return the original documents to the applicant. After **February 21, 2024**, the Principal should call the Office of LSC Relations to ask whether judge applications are still being received via the online form.

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" This receipt will



have the Judge's Vendor Number. **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 20-24)**. Upon the completion of all required election tasks and duties on LSC Election Day, judges will receive compensation (\$275.00) for their services, including their attendance at a mandatory training session. Remember to obtain the second signature on the checks early in the day.

### **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 a high school they do not attend);
- must submit an **Application for Judge of Election, IRS W-9 Form and CPS Internal Accounts Vendor Request Form** online. Email [LSCJudge@cps.edu](mailto:LSCJudge@cps.edu) to obtain the link to the **ONLINE** judge application. School Financial Services will use the W-9 Form to validate their ability to work with the Internal Revenue Service and issue their vendor number;
- 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 (principal) 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 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 attending 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 <http://cps.edu/Pages/Staff.aspx> scroll down to "Schools" Section and using the "Local School Councils" icon then using "Election Update," "Judge Assignment". Applicants will be informed by mail, email or phone call of their assignment at a school for one or both of the Election/Non-binding Advisory Preference Poll Day(s).

### **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 right 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 in voting complete and sign an **Affidavit of Assisted Voter (Form 13-24)**. No person who is otherwise eligible will be denied the opportunity to vote based on 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
- Chicago CityKey Card

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 14-24)** 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 a 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.

Any staff member seeking candidacy shall be allowed to inquire in writing to the Board to determine if the Board may deny the appointment of the staff member.

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.**

**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 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 March 20, 2024. Staff must bring any errors in the list of staff eligible to vote to the Principal's attention by 3:00 p.m., April 4, 2024. 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 page 28 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**

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. To be eligible to vote, a school student must present a student ID. The student election shall be conducted between **April 8, 2024 and April 11, 2024**. 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.

The results of the Student Election shall be entered in the LSC Dashboard at **<http://cps.edu/Pages/Staff.aspx> and go to the "Schools" Section and using "Local School Councils" icon then** after the polls close on **April 10 or 11, 2024** using, "**Election Update,**" "**Candidate Vote Totals**". For elementary schools conducting the student election on April 11, 2024, the student election results should be entered in LSC Dashboard on April 12, 2024.

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. Students with the largest vote total(s) will be appointed. In the case of a tie vote the Local School Council shall determine the winner by lottery.

## **Pollwatchers**

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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 15-24)**. 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 15-24A)** from the Office of LSC Relations, 2651 West Washington Blvd., 3<sup>rd</sup> 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 (**FORM 15-24A**) is **5:00 p. m., March 20, 2024**.

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**

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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 Student Candidate statements and other posted candidate campaign materials by 3:00 p.m. on the day before the student election.

Principals shall take down all Candidate Statements and any election materials posted in the school by **3:00 p.m. on April 9, 2024, for elementary schools and by 3:00 p.m., on April 10, 2024, for high schools.** 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 enforcing 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., 3<sup>rd</sup> Floor  
Chicago, Illinois 60612  
773.553.1400  
[lsrelations@cps.edu](mailto:lsrelations@cps.edu)

## 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 **October 16, 2023 and October 25, 2023** 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 **October 25, 2023** 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](http://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 October 16, 2023 through February 8, 2024, 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 1-24)**, the two (2) forms of identification submitted by or for candidates. The principal shall issue a photocopy of Form 1-24 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 3-24 and 6-24 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 the **"Schools" Section and using "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 8-24 (List of Candidates for the Local School Council)**
- (ii) all original **Candidate Statement Forms (Form 4-24 and/or Form 4S-24)** filed; and
- (iii) information relating to the availability of candidate forms and materials for public inspection.

Principals shall maintain and update an original **Form 8-24** 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 8-24** in the order in which they file their forms. A photocopy of the updated **Form 8-24** shall be signed, dated and posted by 10:00 a. m. of the following school day.

**By 12:00 p.m. (Noon) February 21, 2024**, 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 8-24) 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 1-24 Candidate Nomination Form
- Form 2-24 Criminal Conviction Disclosure Form
- Form 4-24 Candidate Statement Form (*if filed, as this form is optional*)
- Form 4S-24 Candidate Statement Form (*if filed, as this form is optional*)
- Form 5-24 Teacher or Non-Teacher Staff Candidate Information Form

**Note: The Telephone Number Disclosure Form (Form 3-24) and Student Candidate Information Form (Form 6-24) 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 to render unreadable from the photocopies any other information not relevant to a candidate's eligibility that 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 1-24), Criminal Conviction Disclosure Forms (Form 2-24), Telephone Number Disclosure Forms (Form 3-24), Teacher/Non-Teacher Staff Information Forms (Form 5-24) and Student Information Forms (Form 6-24), along with a copy of the final **List of Candidates for the LSC Form (Form 8-24)** and **copies** of all Candidate Statements (Form 4-24), Student Candidate Statements (Form 4S-24) and all submitted forms of identification, to the Office of LSC Relations, 2651 West Washington Blvd., 3<sup>rd</sup> Floor, GSR 38, by **3:00 p.m. on February 21, 2024** or on the third (3<sup>rd</sup>) school day after any extended candidate filing deadline. The Principal shall also forward a copy of the final Form 8-24 and copies of all LSC candidate forms to the Network Office by **February 21, 2024**.

**If the LSC has not set the date of the candidate Forum by 8:00 p.m., February 21, 2024, then the principal will set the date on February 22, 2024. The date of the Candidate Forum will be between March 11, 2024, and March 19, 2024.** The principal will notify all candidates in writing and by telephone at least seven (7) days in advance of the date, time, and location of the candidate forum(s).

**If the LSC fails to set the Certification of Election Results meeting date by 8:00 p.m., February 21, 2024, then the LSC Chair will set the Certification of Election Results meeting date on February 22, 2024. The Certification Meeting will be scheduled between April 11, and April 18, 2024, for elementary schools and between April 12, and April 18, 2024, for high schools. The LSC will break any ties for parent, community, and student seats by lottery.**

### **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 **February 26, 2024**. The **List of Candidates for the Local School Council Form (Form 8-24)** 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 will 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 **pollwatcher 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 4, 2024**. 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 March 22, 2024**, by filing a **Withdrawal of LSC Candidacy Form (Form 7-24)** 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 March 22, 2024**.

When a candidate withdraws, the Principal shall delete or omit their name from the posted **List of Candidates for the LSC (Form-8-24)**. 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.

**Deadline of 12:00 Noon, April 3, 2024, for the** the Principal to **code all withdrawn candidates' names from the LSC Dashboard** at <http://cps.edu/Pages/Staff.aspx> **and go to the "Schools" Section and use "Local School Councils" icon then** using the "Election Update," "Candidate," "Withdraw." The Principal shall also email to [OLSCR lsrelations@cps.edu](mailto:OLSCRlsrelations@cps.edu) and to **Network Office** by **5:00 p.m. on April 3, 2024**, 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***

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#### **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 to deliver 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 before 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 before Election Day.

#### **School Staff List**

The Principal shall prepare and post, by **12:00 p.m. (Noon), March 20, 2024**, 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 4, 2024**. 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, and 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 10, 2024 – Elementary Schools  
Thursday, April 11, 2024 – 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 they prepared for the conduct of the election by the judges; an adequate number of tables and chairs for the judges' stations, voting stations and; pollwatchers; 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 with the establishments' menus to allow them to select their meals. **Schools are not to exceed a total of \$45.00 per judge for all the judge's meals combined.** Example: \$9.54 Breakfast, \$15.25 lunch, and \$19.17 dinner for \$43.96. Keep receipts for documentation.

If possible, judges' dietary restrictions are to be considered when selecting the establishment from which their meals will be purchased. Still, 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 a 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 where they can 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 7:00 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, election results are posted in a public location 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.; *The Judge Training Receipt should have the number.*
  - 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 20-24)** 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 the “Schools” Section and using “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.
- **Judge Check preparation:** Noon is a good time to prepare the checks for the election judges while the second signatory is still in the building.
- 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 the 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 the “Schools” Section and use “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 the “Schools” Section and using “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 10 or 11, 2024** 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.** *Note: the Summary of Results is an unused ballot with “Summary of Results” printed at the top and with the number of votes each candidate received following their name.*
- 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**

**By 8:00 p. m. on April 18, 2024**, the LSC must meet to certify the parent, community, school staff and, if applicable, student election/poll results and, if necessary, break ties for the sixth parent representative and second community representative seat. For the student 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 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 28-24)**. 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 18, 2024**, the Principal shall not open Security Envelope B to insert a Certification of Results Form.

**By 12:00 p.m. (Noon) on Monday, April 22, 2024** 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 the "Schools" Section and using "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"**.

If the LSC fails to break ties for the sixth parent representative position or the second community representative position or the student ties by **April 18, 2024**, then the Principal shall notify the Network Office by **12:00 p.m. (Noon), April 22, 2024 that the Network will need to break the ties.**

**By 3:00 p.m. on Wednesday, April 24, 2024**, the Principal shall also email the **Certification of LSC Election Results Form (Form 28-24)** to the Office of LSC Relations [lscrelations@cps.edu](mailto:lscrelations@cps.edu) and to the Network Office.

**By 3:00 p.m. on Thursday, April 25, 2024**, 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 19-24)**;
- 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 28-24)**.

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

#### **Tie-Breaking Lottery by Network Office**

**By 2:00 p.m. April 26, 2024**, 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 18, 2024. 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 8th grades whose LSC did not break ties by April 18, 2024. After conducting the tie-breaker, the Network Office shall complete the section at the bottom of the **Certification of LSC Election Results Form (Form 28-24)** with the tie-breaker information and shall email the form to the concerned school and the Office of LSC Relations [lscrelations@cps.edu](mailto:lscrelations@cps.edu) **by 3:00 p.m. on April 30, 2024**. The Network office will unseal the Security Envelope B and insert the **Certification of LSC Election Results Form (Form 28-24)** with the tie-breaker information and reseal the **Envelope B**

**By 3:00 p.m., on May 3, 2024**, 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.

The **Network office** will deliver the **Security Envelope B** to the Office of Local School Council Relations, 2651 W. Washington Blvd., by **5:00 p.m. on May 3, 2024**.

#### **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 and List of Candidates**

On **February 21, 2024**, Network Offices will receive a copy of the final **List of Candidates for the LSC Form (Form 8-24)** 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 1-24);
- Criminal Conviction Disclosure Form (Form 2-24);
- Telephone Number Disclosure Form (Form 3-24);
- Candidate Statement Form (Form 4-24, if filed);
- Student Candidate Statement (Form 4S-24, if filed);
- Teacher/Non-Teacher Staff Candidate Information Form (Form 5-24); and
- Student Candidate Information Form (Form 6-24), 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](mailto:lscrelations@cps.edu) any **Withdrawal of LSC Candidacy Forms (Form 7-24)** 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***

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Wednesday, April 10, 2024 – Elementary Schools  
Thursday, April 11, 2024 – 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., the Network Offices and the 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***

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### **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., April 25, 2024**. 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 3, 2024** to 2651 W. Washington Blvd, 3<sup>rd</sup> Floor.

### **Breaking Candidate Ties**

**By April 26, 2024**, 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 28-24)** with the tie-breaker information and shall emailed the form to the concerned school and the Office of LSC Relations [lscrelations@cps.edu](mailto:lscrelations@cps.edu) **by 3:00 p.m. on April 30th, 2024**.

## **PART III - THE ROLE OF THE LSC AFTER THE ELECTION**

### ***LSC Meeting to Certify Election Results and Break Candidate Ties***

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#### **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 11 and April 18 by 8:00pm, 2024 for elementary schools and between April 12 and April 18, 2024 by 8:00pm for high schools**. The LSC shall meet between **October 16, 2023 and February 21, 2024** 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.

If the school has a seat or seats for student(s) the LSC will break any ties for the final student seat by lottery and the Board of Education will appoint the winning student candidates.

The Board of Education will break any ties between teacher and non-teacher staff and will appoint the staff candidates that clear a review of their disciplinary history.

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.

Thereafter, the lottery for the tied student 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 28-24)**. 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***

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**Between July 1 and 14, 2024**, 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, 2024. 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 (4) members of an elementary school or five (5) members of a high school, including the principal, may set the date and time of the meeting by calling it as a special meeting. If the meeting is a special meeting all other LSC members must also be given written notice of the time, place and purpose of the meeting prior to the 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 (4) members of an elementary school or five (5) members of a high school, 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***

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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 as ascertained through non-binding advisory polls. The student vacancies are to be filled with the winner of the student election being appointed by the Board of Education.

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***

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

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

## ***Important Reminders***

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- **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 six (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, Chicago, Illinois 60602 and directed to the attention of "Deputy General Counsel, School Law Unit" no later than **5:00 p.m. on February 28, 2024**. Challenges must be filed in person or by email at [LSCelectionchallenge@cps.edu](mailto:LSCelectionchallenge@cps.edu). **Pre-Election Challenge Petitions (Form 9-24)** will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3<sup>rd</sup> Floor, Chicago, Illinois 60612 and on the CPS website: <http://cps.edu/pages/LSCelections.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 **February 5, 2024 and March 19, 2024**.

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 March 22, 2024**.

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 February 28, 2024** 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](mailto: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, Chicago, Illinois 60612, and directed to the attention of "Deputy General Counsel, School Law Unit" no later than **5:00 p.m. on April 18 2024**. Challenges must be filed in person or by email at [LSCelectionchallenge@cps.edu](mailto:LSCelectionchallenge@cps.edu). **Post-Election Challenge Petition Forms (17-22)** will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3<sup>rd</sup> Floor, and on the cps website: <http://cps.edu/pages/LSCelections.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 Election may challenge the results of the election.

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 **April 18, 2024 and May 13, 2024**. 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 22, 2024** and will be mailed to the challengers, all challenged and concerned candidates and to the school Principal between **May 24 and May 30, 2024**.

## **Remedies**

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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, 2024, 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 18, 2024**, 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](mailto: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 at [LSCelectionchallenge@cps.edu](mailto: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 1-24)
4. Criminal Conviction Disclosure Form (Form 2-24)
5. Definition of Conviction, Required Disclosures and Disqualifying Convictions for Local School Council
6. Telephone Number Disclosure Form (Form 3-24)
7. Candidate Statement Form (Form 4-24)
8. Student Candidate Statement (Form 4S-24)
9. Teacher/Non-Teacher Staff Candidate Information Form (Form 5-24)
10. Student Candidate Information Form (Form 6-24)
11. Withdrawal of LSC Candidacy Form (Form 7-24)
12. List of Candidates for the Local School Council Form (Form 8-24)
13. Letter II Re: LSC Election
14. Pre-Election Challenge Petition Form (Form 9-24)
15. Post-Election Challenge Petition Form (Form 21-24)
16. Certification of LSC Election Results Form (Form 28-24)
17. Judge of Election Applicant Packet Letter
18. Application for Judge of Election Form (Form 18-24)
19. IRS W-9 Request for Taxpayer Identification Number and Certification Form
20. CPS Internal Accounts Vendor Request Form