CHICAGO PUBLIC SCHOOLS

2016

Guide To Appointed Local School Councils/Boards of Governors
Candidate Non-Binding Advisory Polls and Recommendations

Make a Difference – Run for Your Local School Council
2016
GUIDE TO
APPOINTED LOCAL SCHOOL COUNCILS/
BOARDS OF GOVERNORS
CANDIDATE
NON-BINDING ADVISORY POLLS
AND RECOMMENDATIONS

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FROM THE DESK OF GUILLERMO (WILLY) MONTES DE OCA

Dear Friends:

The Office of Local School Council Relations has been designated by the Chicago Board of Education to coordinate the process of selecting the candidates for appointment to Appointed Local School Councils and Boards of Governors for the new term of office beginning July 1, 2016. We believe that Local School Councils (LSCs) are the very heart of school reform and that the hard-working Councils have been a key factor in many of the positive changes taking place in our school system.

The mission of the Board of Education – as it relates to the Local School Council election and appointment processes – is to uphold the letter and intent of the School Reform Act and the Policy on the Governance of Alternative and Small Schools. That important responsibility includes conducting fair non-binding advisory polls for candidates for the parent, school staff and high school student member positions of ALSCs and BOGs and facilitating a fair process of recommendations by currently-serving ALSCs and BOGs of candidates for the community and advocate member positions. It also includes providing consistent procedures that foster public trust, and promoting broad-based candidate and voter participation throughout the city.

This 2016 Guide to the Appointed Local School Council/Boards of Governors Candidate Non-binding Advisory Polls and Recommendations has been prepared so that candidates and others may easily access information related to the polling and recommendations processes. We hope you will find it easy to understand and use.

Input and decision-making by ALSCs and BOGs have proven over and over again to be meaningful, important and far-reaching.

We are most grateful for your participation and sincerely thank you for your efforts in helping us as we continue to always put Children First.

Sincerely,

Guillermo (Willy) Montes de Oca
Director
CPS Office of Local School Council Relations
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IMPORTANT REMINDERS

- **November 2, 2015**: ALSC/BOG Candidate Nomination Period Begins.

- **3:00 p.m., February 19, 2016**: Deadline for filing ALSC/BOG candidate forms in the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor. Mailed, e-mailed, faxed or copied forms will be not accepted.

- **3:00 p.m., March 4, 2016**: Deadline for filing ALSC/BOG candidate forms in the school where the candidate intends to run. Mailed, e-mailed faxed or copied forms will be not accepted.

- **3:00 p.m., March 11, 2016**: Deadline to submit Applications for Election Judge to schools and W-9 IRS Form and CPS Internal Accounts Vendor Request Contact Forms to the Office of School Financial Services (fax: 773/553-2704).

- **12:00 p.m. (Noon), April 1, 2016**: Deadline for school staff candidates to deliver campaign literature to principal for Candidate Literature Distribution Day.

- **3:00 p.m., April 1, 2016**: Deadline for parent candidates to deliver campaign literature to school for Candidate Literature Distribution Day.

- **6:00 a.m. to 7:00 p.m., April 13, 2016**: Elementary School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.

- **6:00 a.m. to 7:00 p.m., April 14, 2016**: High School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.

- **8:00 p.m., May 6, 2016**: Deadline for ALSC/BOG to certify Non-binding Advisory Preference Polls Results and to recommend candidates for community and advocate member positions.

- **June 22, 2016**: Board appoints all members of Appointed Local School Councils and Boards of Governors.

For additional information, contact:

LSC Election Central
Office of Local School Council Relations
2651 West Washington Blvd., 3rd Floor
Chicago, Illinois 60612
773.553.1400 (phone)
773.553.1402 (fax)
## 2016 APPOINTED LSC/BOG
### CANDIDATE POLLS AND RECOMMENDATIONS TIMELINE

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Period for Principal to distribute Letter I to parents and school staff and post letter and ALSC/BOG Appointment Process materials at school.</td>
</tr>
<tr>
<td>11/02-11/06</td>
<td>Period for filing original ALSC/BOG candidate forms in person in schools where the candidates seek appointment. <strong>Mailed, faxed, e-mailed or copied forms will NOT be accepted.</strong></td>
</tr>
<tr>
<td>2015-2016</td>
<td>Period for filing original ALSC/BOG candidate forms in person in schools where the candidates seek appointment. <strong>Mailed, faxed, e-mailed or copied forms will NOT be accepted.</strong></td>
</tr>
<tr>
<td>11/18 - 2/26</td>
<td>Period for filing original ALSC/BOG candidate forms in person in schools where the candidates seek appointment. <strong>Mailed, faxed, e-mailed or copied forms will NOT be accepted.</strong></td>
</tr>
<tr>
<td>11/02 - 3/11</td>
<td>Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.</td>
</tr>
<tr>
<td></td>
<td>Period for ALSC/BOG to set and publicize date of Candidate Forum (to be held between 3/23 and 4/01) and set date of meeting to certify parent, staff and, if applicable, student non-binding advisory poll results and recommend candidates for community and advocate positions (to be held between 4/25 and 8:00 p.m. on 5/06).</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If ALSC/BOG does not set date of Candidate Forum, the Principal shall do so.</td>
</tr>
<tr>
<td>11/02 - 4/01</td>
<td>Principal/ALSC/BOG to publicize date of Campaign Literature Distribution (4/04).</td>
</tr>
<tr>
<td>2016</td>
<td>3:00 p.m. Deadline for filing ALSC/BOG candidate forms in person at the Office of LSC Relations (“OLSCR”), 2651 W. Washington Blvd., 3rd Floor. Mailed, faxed e-mailed or copied forms will NOT be accepted.</td>
</tr>
<tr>
<td>2/19</td>
<td>3:00 p.m. Deadline for filing ALSC/BOG candidate forms in person at the school where the candidate seeks appointment. Mailed, faxed, e-mailed or copied forms will NOT be accepted.</td>
</tr>
<tr>
<td>3/04</td>
<td>12:00 Noon. Principal to post final List of Candidates For the ALSC/BOG (Form 8-16) and Candidate Statement Forms (Form 4-16), if any.</td>
</tr>
<tr>
<td>3/08</td>
<td>3:00 p.m. Principal to forward, in envelope provided: a copy of the final List of Candidates for the ALSC/BOG (Form 8-16); copies of all Candidate Statements (Form 4-16); and originals of all other candidate forms (Form 1-16, 2-16, 3-16, 5-16 and 6-16) to OLSCR, 2651 W. Washington Blvd., 3rd Floor, GSR 34 (and copies of Form 8-16 and all candidate forms to Network Office).</td>
</tr>
<tr>
<td>3/11</td>
<td>12:00 Noon. Deadline for anyone requiring sign language interpreter at the Candidate Forum to inform the school.</td>
</tr>
<tr>
<td>3/14</td>
<td>3:00 p.m. Deadline for the Principal to notify the OLSCR of need for a sign language interpreter at the Candidate Forum.</td>
</tr>
<tr>
<td>3/11</td>
<td>3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form.</td>
</tr>
<tr>
<td>3/14</td>
<td>Deadline for ALSC/BOG to set date of Candidate Forum (between 3/23 and 4/01) and date of meeting to certify non-binding advisory poll results and recommend community and advocate member candidates (between 4/25 and 8:00 p.m., 5/06).</td>
</tr>
<tr>
<td>3/14</td>
<td>Principal to set date of Candidate Forum between 3/23 and 4/01 if ALSC/BOG fails to do so by 3/11 and to inform all candidates of date and time of Forum in writing and by telephone at least seven (7) days in advance.</td>
</tr>
<tr>
<td>3/14</td>
<td>Principal to distribute Letter II to classrooms for parents and to school staff and post letter at school (include date, time and location of Candidate Forum and Form 8-16, List of Candidates for the ALSC/BOG).</td>
</tr>
<tr>
<td>3/18</td>
<td>Suggestion: Copy Form 8-16 on the back of Letter II.</td>
</tr>
<tr>
<td>3/18</td>
<td>3:00 p.m. Deadline for Principal to notify the OLSCR of the need for non-binding advisory poll judges who speak a language other than English.</td>
</tr>
</tbody>
</table>

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**NOTES:**

- **Period for filing ALSC/BOG candidate forms:**
  - **Mailed, faxed, e-mailed or copied forms will NOT be accepted.**
  - The Principal is responsible for notifying parents, school staff, and school networks of the date of the Candidate Forum.

- **Campaign Literature Distribution:**
  - ALSC/BOG must notify parents and school networks of the date of the Candidate Forum.

- **LSC Election Judge applications:**
  - Applications will be accepted for the LSC Election Judge position on 3/1.
  - Applications must be submitted in person at the Office of LSC Relations (OLSCR) or mailed, faxed or e-mailed to the OLSCR.

- **Candidate Forum:**
  - The Candidate Forum will be held between 3/23 and 4/01.
  - The Principal or ALSC/BOG must set the date of the Candidate Forum.
  - A copy of the final List of Candidates will be distributed at the Candidate Forum.

- **Candidate Statement Forms:**
  - The ALSC/BOG is responsible for collecting and certifying the Candidate Statement Forms and advising the Principal of the needs of candidates.

- **Sign Language Interpreter:**
  - The Principal or ALSC/BOG must inform candidates of the need for a sign language interpreter at least seven (7) days in advance.

- **OLSCR:**
  - The OLSCR is responsible for certifying the final List of Candidates and advising the ALSC/BOG of the results.

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**Date and Time:**

- **3/04:** 3:00 p.m. Deadline for filing ALSC/BOG candidate forms in person at the school where the candidate seeks appointment. Mailed, faxed, e-mailed or copied forms will NOT be accepted.

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**Location:**

- **OLSCR:** 2651 W. Washington Blvd., 3rd Floor, GSR 34.

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**Forms:**

- **Form 1:** Name of Candidate
- **Form 2:** Name of Candidate Statement Form
- **Form 3:** Resume
- **Form 4:** Candidate Statement Form
- **Form 5:** IRS W-9 Form
- **Form 6:** CPS Internal Accounts Vendor Request Form
- **Form 7:** Letter I
- **Form 8:** ALSC/BOG Election Judge Application Form
- **Form 9:** Vendor Request Form

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**Communications:**

- Mailed, faxed, e-mailed or copied forms will be accepted.

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**Contact:**

- For questions regarding the Candidate Forum, please contact the ALSC/BOG at 773-549-8900 or via email at alsc boobg@cps.edu.
<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/23 – 4/01</td>
<td>Schools conduct Candidate Forums (ALSC/BOG or Principal to post notice and agenda for Forum at school at least 48 hours in advance). At Forum: 1. All Candidates are allowed equal time to address public in attendance. 2. ALSC/BOG or Principal conduct ballot position lotteries for parent and school staff candidates, if included in the Forum. 3. Principal distributes three (3) Pollwatcher Credentials to all parent and school staff candidates (if included in the Forum) in attendance. 4. ALSC/BOG and Principal announce date of non-binding parent and staff polls and polling place location.</td>
</tr>
<tr>
<td>3/28 – 4/01</td>
<td>High schools conduct student non-binding advisory poll.</td>
</tr>
<tr>
<td>4/01</td>
<td>12:00 Noon. Deadline for school staff candidates to deliver campaign literature to principal. 3:00 p.m. Deadline for parent candidates to deliver campaign literature to school. 3:00 p.m. Deadline for candidates to withdraw without a notarized signature. (NOTE: Principal may require a notarized signature). Withdrawing candidates’ names to be deleted from List of Candidates for the ALSC/BOG (Form 8-16).</td>
</tr>
<tr>
<td>4/04</td>
<td>12:00 Noon. Principal posts list of full-time CPS staff assigned to school eligible to vote in staff poll. Student Dismissal: Candidate Literature Distribution Day for Parent and School Staff Candidates. Principal to send parent representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes. 3:00 p.m. Principal prepares and posts Specimen Parent and Staff Poll Ballot(s) listing candidates in lottery order (the names of any withdrawn candidates shall be excluded, with all other candidates' names remaining in lottery order). 5:00 p.m. Deadline for civic organizations to apply to OLSCR for ALSC/BOG Pollwatcher Credentials.</td>
</tr>
<tr>
<td>4/06</td>
<td>3:00 p.m. Deadline for Principal to report any missing non-binding poll day materials (Box 2; Ballot Box; Privacy Screens, Spindle for Applications for Ballot) to OLSCR (773/553-1400).</td>
</tr>
<tr>
<td>4/08</td>
<td>12:00 Noon. Deadline for candidates to withdraw with notarized signature and for schools to delete all withdrawn candidates from LSC Dashboard and fax all Withdrawal of Candidacy Forms (Form 7-16) to OLSCR (773/553-1402) and Network Office. 3:00 p.m. Deadline for parent and school staff candidates to inspect Specimen Ballot(s) and inform principal of errors.</td>
</tr>
<tr>
<td>4/11</td>
<td>12:00 Noon. Principal posts revised List of Candidates for the ALSC/BOG (Form 8-16) and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew after April 4 with all other candidates' names remaining in lottery order. 3:00 p.m. Deadline for parent and school staff candidates to inspect Revised Specimen Ballot(s) and inform principal of errors. 3:00 p.m. Deadline for staff to inform Principal of errors on list of staff eligible to vote in staff poll.</td>
</tr>
<tr>
<td>4/12</td>
<td>12:00 Noon. Principal to correct errors on Specimen Ballots and post final Specimen Ballots. 3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-16).</td>
</tr>
</tbody>
</table>
Non-Binding Advisory Polls Days 4/13 & 4/14

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13</td>
<td>5:15 a.m. Principal and Engineer arrive at school.</td>
</tr>
<tr>
<td>5/14</td>
<td>5:30 a.m. Judges arrive at school to setup polling place.</td>
</tr>
<tr>
<td>5:00 a.m. Polls open.</td>
<td>Conduct Non-binding Advisory Polls for parent and school staff candidates.</td>
</tr>
<tr>
<td>12:00 Noon.</td>
<td>Principal takes first “spindle count” of total parent voters and enters total in LSC Dashboard.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Principal takes second “spindle count” of total parent voters and enters total in LSC Dashboard.</td>
</tr>
<tr>
<td>7:00 p.m. Polls close.</td>
<td>(Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.)</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Principal takes total number of parent and staff and, if applicable, student voters and enters totals in LSC Dashboard.</td>
</tr>
<tr>
<td>After all votes cast in the parent and staff polls are counted, Principal shall post the total votes for all candidates, enter all vote totals into LSC Dashboard and notify OLSCR of entries</td>
<td>before leaving the school. High schools must also enter all student poll results.</td>
</tr>
<tr>
<td>5/06</td>
<td>8:00 p.m. Deadline for ALSC/BOG to convene meeting to certify the results of the non-binding advisory polls for parent, school staff and, if applicable, student candidates and recommend candidates for the community and advocate member positions.</td>
</tr>
<tr>
<td>5/09</td>
<td>12:00 Noon. Principal to fax Certification of Poll Results and Candidate Recommendations Form (Form 28-16) to OLSCR (773/553-1402) and call 773/553-1400 to confirm receipt.</td>
</tr>
<tr>
<td>5/11</td>
<td>3:00 p.m. Deadline for schools to deliver Security Envelope B to Network Office.</td>
</tr>
<tr>
<td>5/13</td>
<td>5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.</td>
</tr>
<tr>
<td>6/22</td>
<td>Board of Education appoints all members of ALSCs/BOGs for new two-year term of office beginning July 1, 2016.</td>
</tr>
<tr>
<td>7/01 – 7/14</td>
<td>Annual ALSC/BOG Organizational Meeting.</td>
</tr>
</tbody>
</table>
PART I
ALSC/BOG CANDIDATE
NON-BINDING ADVISORY POLLS
AND
RECOMMENDATIONS

BEFORE NON-BINDING ADVISORY POLLS DAY

Overview

The Illinois School Code authorizes the Chicago Board of Education to:

- establish “alternative” and “small” schools;
- develop alternatives to traditional local school councils to involve parents, community members and school staffs in the activities of those schools;
- delegate to the parents, community members and school staffs so involved powers which traditional local school councils exercise.

Pursuant to the School Code, the Board adopted the “Policy on the Governance of Alternative and Small Schools,” which establishes:

- Appointed Local School Councils ("ALSCs") as the governance model for those schools (called “Boards of Governors” or "BOGs" in the Military Academy High Schools)
- the standard composition, membership and methods of appointment of ALSCs and BOGs*

Per the Governance Policy, the standard composition and membership of an ALSC is:

- The Principal
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives
- 2 advocates
- 1 student representative (in high schools)

The standard composition and membership of a BOG is:

- The Principal or Academy Superintendent
- The Commandant
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives
2 advocates  
1 JROTC Instructor  
1 student representative (the Cadet Battalion Commander or other Senior Cadet)

*The Governance Policy authorizes the Board to establish a different composition and membership for ALSCs. A list of all alternative or small schools for which the Board has established a different composition is included in Appendix I to this Guide.

The Policy also establishes the standard methods of appointment of the ALSC/BOG Members:

- The Principal, or the Academy Superintendent and Commandant on a BOG, are automatically members;
- The parent representatives are appointed by the Board after a non-binding advisory preference poll of the parents;
- The community representatives are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;
- The teacher representatives and, on BOGs, the JROTC Instructor, are appointed by the Board after a non-binding, advisory preference poll of the school staff*;
- The advocates are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;
- In non-Military Academies, the student representative is appointed by the Board after a non-binding, advisory preference poll of the students;
- In Military Academies, the student representative is appointed by the Board based on rank (Cadet Battalion Commander or other Senior Cadet).

*Note: Appointed Local School Councils and Boards of Governors DO NOT include a member of the school's non-teacher staff.

The Governance Policy authorizes the Board to exercise "absolute discretion" in the appointment of all members of ALSCs and BOGs from among all of the candidates for appointment. In exercising its absolute discretion in the appointment process, the Board considers, but is not bound by, the results of the non-binding advisory preference polls for the parent candidates or school staff candidates or the ALSC’s or BOG’s recommendations of community candidates or advocate candidates. In addition to the poll results and recommendations, the Board may consider any other factors which it deems relevant in the appointment process.

The Board of Education conducts the Non-binding Advisory Preference Polls for the selection of Parent and Staff candidates for ALSCs and BOGs. The Chief Executive Officer
is authorized to establish rules and procedures for the polls. The rules and procedures are contained in this Guide. The Guide is available at schools conducting advisory parent and staff polls and the Office of LSC Relations and may be reproduced as needed. Schools are required to make at least one (1) copy of the Guide available to candidates and the public in the main office beginning November 2, 2015 until the day of the election at the school, either April 13 or 14, 2016.

Unless the Board has approved an alternate term, the terms of the members of ALSCs and BOGs begin and end on the same dates as the terms of the members of traditional LSCs: July 1 of every even year and June 30 two years later for parent, community advocate, school staff and educational expert members and July 1 of every year and June 30 of the following year for high school student members.

Unless the Board has approved an alternate timeframe consistent with an alternate term, the non-binding advisory preference polls for the parent and school staff members of ALSCs/BOGs are conducted on the same day as the parent/community election and school staff polls at schools with traditional LSCs: elementary school and high school Report Card Pick-up Day(s) in the spring in even years. Also, the ALSCs and BOGs recommend community and advocate candidates and certify the results of the parent, staff and student polls in the same timeframe that traditional LSCs certify their election and poll results.

Also, all members are appointed to the ALSCs and BOGs in June of every even year when the school staff and student members of traditional LSCs are appointed.

Candidates for appointment to an ALSC or BOG may not be a relative of the Principal. Candidates for appointment as parent, community or advocate members may not be employees of the Board of Education after July 1.

All candidates must file Candidate Forms, including a Criminal Conviction Disclosure Form (Form 2-16). No candidate may have been convicted at any time of any crime listed in section I of the Criminal Conviction Disclosure Form or of any crime listed in Section II of the Criminal Conviction Disclosure Form within ten (10) years from the date of nomination or appointment to a Local School Council. Candidates must also disclose any conviction of any crime listed in Section III of the Criminal Conviction Disclosure Form, although such convictions do not prevent candidates from serving as local school council members.

Role of ALSCs in the Appointment of Their Members
Appointed Local School Councils are encouraged to:

- Engage in outreach activities to promote wider parent and community member participation in the appointment of the parent and community representatives as either candidates or voters;

- Support Principals as they carry out their duties and responsibilities in the appointment process;
Plan and publicize the date, time, and place of the Candidate Forum and the Parent Non-binding Advisory Preference Poll 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 conclusion of the appointment process.

By March 11, 2016, the ALSC or BOG must meet to set the date of the Candidate Forum and the date of the meeting to certify the parent and staff poll results and recommend candidates for the community representative and advocate positions. The Candidate Forum must be held between March 23 and April 1, 2016 and the meeting to certify the parent and staff poll results and to recommend community and advocate candidates must be held between April 25 and 8:00 p.m., May 6, 2016.

Note: The Board of Education will break any vote total ties among parent, staff or student candidates.

**Candidate Eligibility**

**All Candidates**

Generally, candidates must be qualified to serve in the positions for which they seek appointment on the date that they file their candidate forms and must remain qualified through and after July 1, 2016. This means that the qualifications to be a candidate are the same as the qualifications for service on the ALSC/BOG with the following exceptions:

1. CPS employees may be candidates for appointment as parent or community representatives but will be automatically disqualified from serving and will not be appointed if they have not resigned from their CPS employment by June 30, 2016.

2. Parents of a child or children enrolled in a school’s highest grade may be candidates for appointment as community representatives but will be automatically disqualified from serving and will not be appointed if their child or children remain enrolled in the school as of June 30, 2016.

3. Parents of a child or children enrolled in a school’s highest grade may be candidates for appointment as parent representatives but will be automatically disqualified from serving and will not be appointed if their child or children is/are not enrolled in the school as of June 30, 2016.

All candidates must disclose convictions for any of the offenses listed in the Criminal Conviction Disclosure Form (Form 2-16).
In addition, candidates may not have been convicted at any time of any of the following offenses: indecent solicitation of a child, sexual exploitation of a child, pandering, keeping a place of juvenile prostitution, pimping, juvenile pimping, exploitation of a child, child pornography, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse, aggravated criminal sexual abuse compelling a person to become a prostitute, promoting juvenile prostitution or aggravated child pornography.

Candidates must also not have been convicted within ten years of nomination or appointment of the offenses of: controlled substance trafficking; criminal drug conspiracy; or street gang criminal drug conspiracy.

Please refer to the Criminal Conviction Disclosure Form (Form 2-16) 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 or as any of the following, whether by blood, marriage or adoption; parent, son, daughter, step-son, step-daughter, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-brother, step-sister, half-brother, half-sister, or first cousin.

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

To be eligible for appointment 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 appointed, a parent representative’s ALSC membership terminates automatically when his or her child graduates or when the parent voluntarily transfers the child from the school);

- not be an employee of the Board of Education after June 30, 2016 ("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 appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as a community representative, a person must:

- reside in the school’s attendance area or established voting district (for "multi-area" schools);

- be at least eighteen (18) years of age;
• not be an employee of the Board of Education after June 30, 2016 ("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.

Advocates
Two (2) advocates are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as an advocate, a person must:

• possess skills, expertise or experience in the field which is the school's educational focus or attributes which will contribute to the fulfillment of the school’s educational mission;

• be at least eighteen (18) years of age;

• not be an employee of the Board of Education after June 30, 2016 ("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.

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 would result in that volunteer being considered an employee, and therefore ineligible to serve as an ALSC member. The same is true of “service vendors,” “purchase order contractors,” and “consultants.”

Teacher Representatives
Two (2) teacher representatives are to be appointed. Any number of eligible teachers may be candidates for appointment. Assistant principals are not eligible for appointment as teacher representatives. Any other 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 at and performs the majority of his or her employment duties at the school may be a candidate for appointment, including PAT/TAT teachers.

JROTC Instructor
One (1) JROTC Instructor is to be appointed in military academy high schools. Any number of JROTC Instructors may be candidates for appointment.
High School Student Representative
One (1) student is to be appointed to each alternative or small high school ALSC or BOG. In non-military academy high schools, any number of eligible students may be candidates for appointment. A candidate must be a full-time student at the high school where he or she is nominated.

Candidate Nomination Procedures
To be eligible for appointment, all candidates must file a fully completed set of original candidate forms and must present the required identification. The candidate or a designated representative must file the forms in person. No mailed, e-mailed, copied or faxed forms will be accepted. While 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 ALSC/BOG candidate forms may be obtained from any school with an Appointed Local School Council or Board of Governors and the Office of Local School Council Relations located at 2651 West Washington Blvd., 3rd Floor. Forms may also be downloaded from the CPS website at www.cps.edu/pages/LSCElections Forms are also available upon request in Braille and Spanish. Blank forms may be reproduced as needed. For more information, call Election Central, (773) 553-1400 (voice) or (773) 553-3332 (TTY).

Candidates or their representatives must file the completed original nominations forms with the required identification with the Principal of the school where the candidate seeks appointment in person by 3:00 p.m., March 4, 2016 or by the 3:00 p.m. on the last day of any extended candidate filing deadline. The Office of Local School Council Relations will also accept original candidate forms filed in person until 3:00 p.m., February 19, 2016 or 3:00 p.m. on the last day of any extended candidate filing deadline.

Complete nomination packets include:
- Form 1-16 Candidate Nomination Form
- Form 2-16 Criminal Conviction Disclosure Form
- Form 3-16 Telephone Number Disclosure Form
- Form 4-16 Candidate Statement Form (This form is optional)
- Form 5-16 Teacher or JRTOC Instructor Candidate Information Form
- Form 6-16 Student Candidate Information Form

The Principal shall receive all original nomination documents filed in person and may not refuse to accept any original candidate forms during the filing period. A photocopy of Form 1-16, the Candidate Nomination Form, or the perforated receipt at the bottom of the form reflecting the date and time when the forms were received, shall be issued to the candidate or representative filing original candidate forms. The Principal shall photocopy or record on Form 1-16 the two forms of identification submitted by or for candidates.

The period for filing candidate forms for all candidates begins November 2, 2015. Candidate forms will be accepted in the Office of Local School Council Relations until February 19, 2016 or the last day of any extended filing deadline. No mailed, e-mailed, copied or faxed forms will be accepted.
Withdrawal of Candidacy Forms
Candidates who have filed ALSC/BOG Candidate Forms may withdraw their candidacy for any reason by 3:00 p.m. on April 1, 2016, by submitting a Withdrawal of LSC Candidacy Form (Form 7-16) to the Principal. If required by the Principal, a candidate shall submit a Withdrawal of LSC Candidacy Form bearing the candidate's notarized signature by 3:00 p.m. on April 1, 2016. After April 1, 2016, and until 12:00 p.m. (Noon), April 8, 2016, candidates may withdraw only by submitting a notarized Withdrawal of LSC Candidacy Form (Form 7-16) to the Principal.

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

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 of the school at which he or she is seeking appointment.

The forms of identification for parent voters in the first list in the “Required Identification to Vote in the Parent Non-Binding Advisory Poll” 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 to Vote in the Parent Non-Binding Advisory Poll” Section are acceptable forms of identification for parent representative candidates.

School staff candidates must present two (2) reliable forms of identification, one of which must be the candidate’s CPS Employee ID.

Candidate Statement
The Candidate Statement Form (Form 4-16) is optional. The Statement allows each candidate to briefly state their qualifications and goals as an ALSC/BOG member if appointed. The Candidate Statement may be completed in the candidate’s native language. If desired, candidates must arrange for the translation of their Statement into other languages. The Candidate Statement must be no more than one side of one (1) page 8.5 inches x 11 inches in size. The originals of all Candidate Statements filed shall remain posted in the school for public inspection until 3:00 p.m. on April 12, 2016.
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, advocate, teacher, JROTC Instructor and high school student, if applicable) using the List of Candidates for the ALSC/BOG Form (Form 8-16). 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 p.m. of the following school day.

By 12:00 p.m. (Noon) on March 8, 2016 or the first school day following the end of any extended candidate filing deadline, the Principal shall post a final List of Candidates for the ALSC/BOG Form (Form 8-16) with the word "Final" added at the top of the Form.

The Principal shall include a copy of Form 8-16 with Letter II, which is to be distributed to the parents and the school staff and posted in the school by March 14, 2016.

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

Candidate Forums

All schools conducting a parent poll and staff poll must conduct a forum or forums to which all parent and school staff candidates must be invited to make presentations to parents and school staff members. The school may conduct one forum for all candidates or one forum for the parent candidates and another for the staff candidates. At the forums, candidates may distribute campaign literature to the parents and staff members in attendance. Candidates will be responsible for ensuring that no campaign literature is left in the school when the forum ends.

After November 2, 2015 but no later than March 11, 2016, the ALSC/BOG must, by a vote in an open meeting, set the date and time of a Candidate Forum, to be held between March 23, 2016 and April 1, 2016, for the parent representative candidates. If the ALSC/BOG does not set the date or time of the Forum by March 11, the Principal shall do so. The date and time of the Forum shall be included in Letter II, which is to be distributed to parents and the school staff and posted in the school by March 14, 2016.

All parent 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 representative candidates shall be invited to make a presentation at the school’s Candidate Forum.

The Forum may also include the school staff representative candidates, community representative candidates, advocate candidates and, if applicable, the high school 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 representative candidates. If not included in the Forum, the principal must provide the school staff representative candidates at least one separate opportunity to address the staff and, if
applicable, the high school student representative candidates at least one separate opportunity to address the students.

If the Board extends the candidate filing deadline beyond March 4, 2016 and additional candidates file to run in a school's parent or staff poll after 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(s) 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 ALSC/BOG shall develop and post a notice and agenda for the Forum. The agenda shall allow all candidates equal time to present their qualifications and goals and shall include the Ballot Position Lottery. The agenda shall also state whether the location for the Forum is wheelchair accessible.

If the LSC fails to do so, the Principal shall develop and post the notice and agenda for the Forum. The notice and agenda shall be posted at least forty-eight (48) hours before the Forum. Letter II, to be distributed on March 14, 2016, shall include the date and time of the Candidate Forum.

Any person requiring a sign language interpreter or other accommodation at the Candidate Forum must submit their request to the school by 12:00 p.m. (Noon) on March 11, 2016. The Principal shall notify the Office of LSC Relations of a request for a sign language interpreter at the Candidate Forum by 3:00 p.m. on March 11, 2016.

The Principal shall distribute three (3) Pollwatcher Credential Forms (Form 15-16) to each parent and school staff candidate attending the Forum.

**Ballot Position Lottery at Candidate Forums**

At the Candidate Forum, the ALSC/BOG shall conduct a public lottery to determine the randomly selected ballot position for the parent representative candidates and, if included in the forum, the school staff representative candidates. Other methods of determining ballot order, such as alphabetical listing or order of filing are not permitted. Should the ALSC/BOG fail to hold a ballot position lottery complying with these rules, the Principal shall ensure that the lottery is conducted at the Forum.
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 school staff candidate ballots:
  - parent candidates must be assigned ballot positions 1 through 25.
  - teacher candidates must be assigned ballot positions 26 through 45.
  - JROTC Instructor candidates must be assigned ballot positions 46 through 65.

- A separate lottery shall be conducted for each category of candidate in a non-binding advisory preference poll (parent, teacher, JROTC Instructor, student).

- The names of every candidate in every category in a poll 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.

- If there are fewer than 13 parent candidates, the candidates’ names may be placed on every other line beginning with line 1 if all parent candidates agree.

- The ballot position lotteries for the school staff candidates and high school student candidates (if necessary) may also be conducted at the Candidate Forum and shall be conducted in the same manner. Alternatively, those ballot position lotteries may conducted as follows:
  - For the school staff candidates, the lottery (or lotteries) may be conducted at an open staff meeting during the school day at which the candidates are to be given an equal opportunity to address the staff.
  - For high school 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.
**Posting of Specimen Ballots**

By 3:00 p.m. on April 4, 2016, the Principal shall post outside the school office, for public and candidate inspection, one Parent Candidate SPECIMEN Ballot and one School Staff Candidate SPECIMEN Ballot with the word “SPECIMEN” appearing at the bottom.

The Principal shall notify all parent representative candidates by letter or telephone call and all school staff representative candidates in person or by leaving a message in their school mailboxes that the Specimen Candidate Ballots will be posted for inspection at 3:00 p.m. on April 4, 2016. It is incumbent upon candidates to inspect the ballot(s) prior to 3:00 p.m. on April 8, 2016, to ensure that their names are: (a) included; (b) spelled correctly; (c) in lottery order; and (d) on the correct ballot. Candidates must notify the Principal of any errors in the Specimen Ballots by 3:00 p.m. on April 8, 2016.

If necessary, due to errors in the original Specimen Ballot(s) or the withdrawal of candidates, Principals shall post a revised List of Candidates for the ALSC/BOG (Form 8-16) and revised Specimen Candidate Ballot(s) by 12:00 p.m. (Noon) on April 11, 2016. Parent and school staff candidates shall inspect the revised Specimen Ballot(s) and inform the principal of errors by 3:00 p.m. on April 11, 2016. The Principal shall correct any errors in the Specimen Ballot(s) and post the final Specimen Ballot(s) by 12:00 p.m. (Noon) on April 12, 2016. The Principal shall also print and secure the official ballot(s) by 3:00 p.m. on April 12, 2016.

**Candidate Literature Distribution Day**

Monday, April 4, 2016 is the date for the distribution of campaign literature through the school for all parent representative candidates or groups of candidates and for all school staff representative candidates.

For parent representative candidates' campaign literature to be distributed:

- it must be delivered to the school by 3:00 p.m. on April 1, 2016. Late deliveries will not be accepted. No exceptions;
- it must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides)*;
- it 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 school staff representative candidates' literature to be distributed in the staff's mailboxes:
• candidates must submit their campaign literature to the Principal by 12:00 p.m. (Noon) on April 1, 2016. Late submissions 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);

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

**Use of School Resources**

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

Staff members who either use, or allow the use of, school resources to support candidates are put on notice that they are subject to disciplinary action that may include suspension of up to thirty (30) days without pay.

**Campaign Contributions - 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.

**Non-binding Advisory Poll Judges**

Persons who wish to serve as judges for the parent and staff polls may apply between November 2, 2015 and March 11, 2016. All applicants must complete an Application for Judge of Election (Form 18-16), an IRS W-9 Form and CPS Internal Accounts Vendor Request Form. **Note: The name and address information on all forms must match.** The forms will be available at alternative or small schools with an ALSC or BOG, Network Offices, and the Office of Local School Council Relations. To serve as a poll judge, applicants must be verified by the IRS.

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

The applicant must file the Application for Judge of Election (only) at a school or the Office of Local School Council Relations. The applicant must also file the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form with the Office of School Financial Services by fax (to 773/553-2704) or mail (to School Financial Services, 42 West Madison Street, 2nd
Floor, Chicago, Illinois 60602). Applicants may request that the school or the Office of Local School Councils Relations fax their IRS W-9 Form and CPS Internal Accounts Vendor Request Form to School Financial Services at (773)553-2704. **Note: The original W-9 IRS Form and CPS Vendor Request Form are to be returned to the applicant.** (See “Eligibility to Serve as a Judge” Section for additional information about the application process).

No later than 24 hours after receipt of a judge application, the Principal shall enter the applicant's information in the LSC Dashboard at [https://secure2.cps.k12.il.us/LSC](https://secure2.cps.k12.il.us/LSC) using "Election Update," “Add Judge”. After entering the applicant’s information, the Principal shall make a copy of the application for the school, fax the application to the Office of Local School Council Relations (to 773/553-1402) and forward the original application to the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, via the mailrun (GSR 34).

Between **November 2, 2015 and March 11, 2016**, the Principal must send all judge applications received at the school to the Office of Local School Council Relations (GSR 34) on an on-going basis. After **March 11, 2016**, the Principal should call the Office of Local School Council Relations to ask whether applications should still be accepted.

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

Principals shall ensure that the individual 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 Office of School Financial Services and has a 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 20-16)**. Upon the completion of all required tasks and duties on Non-binding Advisory Poll Day, judges will receive compensation for their services, including their attendance of a mandatory training session.

**Eligibility to Serve as a Judge**
To be eligible to serve as judges, applicants:

- must be 18 years of age or older (except Chicago Public School high school students, who may serve as election judges at high schools they do not attend);
- must submit an IRS W-9 Form and a CPS Internal Accounts Vendor Request Form to School Financial Services, be validated by the Internal Revenue Service;
- must be able to speak, read, and write English, be skilled in basic mathematics, and be generally competent;
• cannot be employees or candidates for appointment to the ALSC/BOG 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 ALSC/BOG parent or school staff candidates or the Principal (or of persons residing in the same household as ALSC/BOG candidates or the Principal) at the school where they serve as judges;

• must attend a training session.

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

Judge Training
All judge applicants who are verified by the IRS must attend a mandatory training session in order to serve as judges. All verified applicants will receive information concerning the mandatory training by mail. Applicants who fail to attend the mandatory training may not serve as judges. Any applicant who serves as a judge without having attended the mandatory training will not be paid. All applicants who complete the mandatory training will receive a receipt for attending the training that must be presented to the Principal at the beginning of the Non-binding Advisory Preference Poll 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 judges should include:

• Judges who are bilingual in English and in the home language of any substantial number of the school’s parents.

• 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 parent and school staff polls.

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 the LSC Dashboard at https://secure2.cps.k12.il.us/LSC using "Election Update," "Judge Assignment". Applicants will be informed by mail or phone call of their assignment on Non-binding Advisory Preference Poll Day.

**Judges’ Duties**

Judges will be responsible for conducting the non-binding advisory parent and staff preference polls at the schools 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 poll procedures described in detail in the Judge of Election Manual, including the counting and recording of the votes for the parent and staff representative candidates. They will have the authority to arbitrate and adjudicate disputes in the polling place. They are encouraged to address questions to any Election Monitor present or to Election Central at (773)553-1400. The decision of the Election Monitor or Election Central shall be final.

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

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**NON-BINDING ADVISORY POLLS DAY**

**Non-binding Advisory Poll for Parent Representatives**

The only individuals eligible to vote in a school’s Non-binding Advisory Preference Poll for parent representatives are:

- Parents, legal guardians and temporary custodians of students enrolled in the school.

Each eligible voter in the poll 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 poll.

Casting more than five (5) valid votes will SPOIL the voter’s ballot, while casting fewer than five (5) valid votes on a ballot will not SPOIL the ballot. Voters may cast only one (1) ballot for parent 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 her husband and once for herself.

In the event that a person with a disability who is eligible to vote cannot enter a school, election judges must provide a ballot at curbside. Additionally, any voter with a disability who requests assistance in voting shall be assisted by a judge or person of his or her choice after the voter and person assisting the voter to vote complete and sign an Affidavit of Assisted Voter (Form 13-16). No person who is otherwise eligible will be denied the opportunity to vote on the basis of a disability.
Board of Education employees may vote in the Parent Non-binding Advisory Preference Poll of any ALSC/BOG school their children attend.

**Required Identification to Vote in the Parent Non-Binding Advisory Poll**

All parent voters must present at least two (2) **current (unexpired)** forms of identification which are determined to be reliable by the election judges to establish their eligibility to vote in a school's Parent Non-binding Advisory Preference Poll.

One (1) of the forms of identification may be from the list below or any other **current** 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

The second form of identification must establish that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school and must be from the list below.

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

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

- as a Challenged Voter pursuant to the Challenged Voter Procedure, as described in the Judge of Election Manual.

**Non-Binding Advisory Polls for Teacher and JROTC Instructor Representatives**

The Teacher and JROTC Instructor Non-binding Advisory Preference Polls are conducted on the same day and in the same place as the Parent Non-binding Advisory Preference Poll.

In the Teacher 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 the teacher candidates on the ballot**. Casting more than two (2) valid votes will SPOIL the voter’s ballot, while casting fewer than two (2) valid votes will not. Voters may cast only one (1) ballot for the teacher representatives.

In the JROTC Instructor Non-binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference for **no more than any one (1) candidate from among the JROTC Instructor candidates on the ballot**. Casting more than one (1) valid vote will SPOIL the voter’s ballot. Voters may cast only one (1) ballot for the JROTC Instructor representative.

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

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

- Full-time food service and custodial personnel employed full-time by CPS are eligible to vote. Any food service or custodial personnel not employed full-time by CPS are not eligible to vote.

- A teacher or other full-time Board employee who works at a school more than fifty percent (50%) of their scheduled time is eligible to vote.

- A teacher, or other full-time Board employee who works 5 days a week for the system and works at a particular school two and a half (2.5) days or less per week is not eligible to vote at the school.

Inasmuch as the School Code defines "school staff" as personnel employed and assigned to perform the majority of their duties at one attendance center, there will be instances in which full-time Board employees are not entitled to vote in the Staff Non-Binding Advisory Polls of a school at which they work. In no case should a Board employee be entitled to vote in the Staff Non-Binding Advisory Polls at more than one school.

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

Neither proxy nor absentee voting is permitted.

All school staff members who are eligible to vote in the Teacher and JROTC Instructor Non-binding Advisory Polls shall be included on a list prepared by the Principal for use by the judges. This list shall be comprehensive and include all full-time 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 staff list will be posted at the school no later than 12:00 p.m. (Noon) on April 4, 2016. Staff must bring any errors in the list of staff eligible to vote to the Principal's attention by 3:00 p.m., April 11, 2016. 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 17 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/JROTC Instructor Non-binding Advisory Polls whose names do not appear on the staff list, the election judges shall consult with the Principal.

**High School Student Non-Binding Advisory Poll**

In non-military academy high schools, students enrolled full-time may indicate their preferences for student representative candidates by participating in the Student Non-binding Advisory Preference Poll. To be eligible to vote, a high school student must provide a student ID. The Student Non-binding Advisory Poll must be conducted between March 28, 2016 and April 1, 2016. Neither proxy nor absentee voting is permitted. The Principal shall allow the student representative candidates and any student pollwatchers designated by the candidates to observe the counting and recording of votes in the Student Poll.

The results of the Student Poll shall be entered after the polls close on April 14, 2016 in the LSC Dashboard at [https:secure2.cps.k12.il.us/LSC](https:secure2.cps.k12.il.us/LSC) using "Election Update," "Candidate Vote Totals".

Pursuant to the Governance Policy, the Board exercises "absolute discretion" in the appointment of high school student representatives to ALSCs. In exercising its absolute discretion, the Board shall consider, but is not bound by, the results of the student poll. The Board may also consider other factors, including, but not limited to, school service, community service, and similar experience.

**Pollwatchers**

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

Each parent and staff representative candidate is entitled to receive three (3) Candidate’s Pollwatcher Credential Forms (Form 15-16). Principals shall distribute Pollwatcher Credentials to all parent and staff representative candidates attending a Candidate Forum at the Forum. All other parent and staff representative candidates shall be entitled to receive the Pollwatcher Credentials prior to, or on, Non-binding Advisory Preference Poll Day.

Civic not-for-profit organizations with an interest in the ALSC/BOG Non-binding Advisory Polls may also apply to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, Chicago, Illinois 60612, for a Civic Organization’s Pollwatcher Credential Form (Form 15-16A). 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 a Non-Binding Advisory Preference Poll Day. The deadline for civic organizations to apply for pollwatcher credentials is 5:00 p.m., April 4, 2016.

Each candidate or qualified civic organization is entitled to one pollwatcher in the polling place at a time. A candidate may serve as his or her own pollwatcher. Pollwatchers are authorized to observe the polling process upon surrendering an official, signed credential.
to the judges on Non-binding Advisory Preference Poll Day. Other than voters and judges, election monitors, the Principal and security/police, only credentialed pollwatchers may be present in the polling place on Non-binding Advisory Preference Poll Day. This applies to all political organization workers, all ALSC/BOG members, all candidates and their candidate supporters.

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

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

**Electioneering**

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

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

*All forms of electioneering are prohibited in school buildings on Non-binding Advisory Preference Poll Day.* To comply with this prohibition, Principals shall take down all Candidate Statements and any election materials posted in the school by 3:00 p.m., on April 12, 2016. 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 Non-binding Advisory Preference Poll Day to enter the school building in which the polling place is located. School security personnel shall be utilized to assist in the enforcement of the prohibition. Supervisory security personnel and Chicago Police Department officers shall be deployed as needed.

If candidates wish to electioneer in the school or on school grounds through nonverbal means on any day(s) other than the date of the Candidate Forum or the Non-binding Polls, 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 electioneer in
the school or on school grounds through nonverbal means on days other than the dates
of the Candidate Forum or Non-binding polls with his or her permission.

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

PRINCIPALS OR DESIGNNEES

Principals or their designees are charged with the performance of selected administrative duties and responsibilities before, on and after Non-binding Advisory Preference Poll Day, as outlined in this Guide.

Before Non-Binding Advisory Polls Day

Letter I to Parents, School Staff and Community Members
The Office of Local School Council Relations will provide a letter announcing the ALSC/BOG appointment process (Letter I) to all schools in English and Spanish and, upon request, in other languages and in Braille. Between November 2 and 6, 2015, the Principal shall distribute Letter I to all parents through the children and to all school staff and post it throughout the school.

Notices of Appointment Process
By November 6, 2015, the Principal shall post signs provided by the Office of LSC Relations announcing the candidate nomination procedures, candidate eligibility requirements and the timeline for the parent and school staff non-binding advisory polls and community and advocate candidate recommendations throughout the school.

Receipt of ALSC/BOG Candidate Forms
From November 2, 2015 through March 4, 2016, or any extended candidate filing deadline, the Principal shall make blank ALSC/BOG candidate forms available in the main office and shall receive all original candidate forms filed in person during the original and any extended candidate filing period and may not refuse to accept any original candidate 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 1-16), the two (2) forms of identification submitted by or for candidates. The principal shall issue a photocopy of Form 1-16 or the perforated receipt at the bottom of the form reflecting the date and time when ALSC/BOG candidate forms were received to the candidate or representative filing original forms.

If any of the ALSC/BOG candidate forms are incomplete or the candidate does not submit the required identification, the Principal must immediately contact the Office of Local School Council Relations. Upon the request of the Principal, the Office of LSC Relations will review ALSC/BOG candidate forms or submitted identification and will determine the candidate's eligibility to be a candidate for appointment to the school's ALSC or BOG. 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 final deadline for filing candidate forms to supplement incomplete filings. Any candidate failing to supplement incomplete forms by the final filing deadline may be ruled ineligible to be a candidate for appointment to the school's ALSC or BOG by the Office of LSC Relations.

A failure to bring deficiencies in the candidate forms or forms of identification of parent representative candidates to the attention of the Office of LSC Relations will constitute a waiver of such deficiencies and the parent representative candidate whose forms or identification are deficient must be included in the Parent Non-binding Advisory Preference Poll.

In recommending candidates for the community representative and advocate positions, the incumbent ALSC or BOG may take into consideration any deficiencies in the candidate forms or forms of identification of those candidates.

In making appointments to an ALSC/BOG, the Board of Education may also consider any deficiencies in the candidate forms or forms of identification of any candidates for appointment.

**Computer Entry of Candidates' Information**

The Principal shall ensure that candidate information is correctly entered in the LSC Dashboard at [https://secure2.cps.k12.il.us/LSC](https://secure2.cps.k12.il.us/LSC) 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:

(a) Form 8-16 (List of Candidates for the ALSC/BOG)
(b) all original Candidate Statement Forms (Form 4-16) filed; and
(c) information relating to the availability of candidate forms and materials for public inspection.

Principals shall maintain and update an original Form 8-16 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 8-16 in the order in which they file their forms. A photocopy of the updated Form 8-16 shall be posted by 10:00 a.m. of the following school day.

**By 12:00 p.m. (Noon) March 8, 2016,** 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 ALSC/BOG Form (Form 8-16) with the word "Final" added at the top of the form.
The Principal shall photocopy all original ALSC/BOG Candidate Forms, including the forms of identification submitted by candidates to establish their eligibility.

The Principal shall make photocopied of the following ALSC/BOG Candidate forms available for public inspection:

- Form 1-16 Candidate Nomination Form
- Form 2-16 Criminal Conviction Disclosure Form
- Form 4-16 Candidate Statement Form (if filed, as this form is optional)
- Form 5-16 Teacher or Non-Teacher Staff Candidate Information Form

Note: The Telephone Number Disclosure Form (Form 3-16) and Student Candidate Information Form (Form 6-16) shall not be made available for public inspection.

Principals 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, Principals 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*

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

**Delivery of Candidate Forms**

The Principal shall forward, in the pre-addressed envelope provided, all original Candidate Nomination Forms (Form 1-16), Criminal Conviction Disclosure Forms (Form 2-16), Telephone Number Disclosure Forms (Form 3-16), Teacher/JROTC Instructor Information Forms (Form 5-16) and Student Information Forms(Form 6-16), along with a copy of the final List of Candidates for the ALSC/BOG Form (Form 8-16) and copies of all Candidate Statements (Form 4-16) and all submitted forms of identification, to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, GSR 34, by 3:00 p.m. on March 8, 2016 or five (5) school days after any extended candidate filing deadline. The Principal shall also forward a copy of the final Form 8-16 and copies of all ALSC/BOG Candidate Forms to the Network Office by 3:00 p.m. on March 8, 2016.
Letter II to Parents, School Staff and Community Members
The Office of Local School Council Relations will provide a letter to all schools to announce the date, time, and location of the Candidate Forum, the date and hours of the Parent and Staff Non-binding Advisory Preference Polls 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 and shall distribute Letter II to all parents through the children and to all school staff and post it throughout the school on March 14, 2016. A List of Candidates for the ALSC/BOG Form (Form 8-16) 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.

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, Non-binding Advisory Preference Poll day, the Principal shall distribute three (3) Candidates' Pollwatcher Credentials to each candidate or his or her designee.

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

See the Pollwatcher Section for more information.

Candidate Literature Distribution Day
The Principal shall oversee the distribution of all candidates' literature on April 4, 2016. The Principal shall provide information to parent 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 nomination papers may withdraw their candidacy for any reason by 3:00 p.m. on April 1, 2016, by filing a Withdrawal of ALSC/BOG Candidacy Form (Form 7-16) with the Principal of the school where they are running. If required by the Principal, a candidate shall submit a Withdrawal of ALSC/BOG Candidacy Form bearing the candidate's signature witnessed by a Notary Public by 3:00 p.m. on April 1, 2016.

After April 1, 2016, and until 12:00 p.m. (Noon), April 8, 2016, candidates may withdraw only by submitting a notarized Withdrawal of ALSC/BOG Candidacy Form (Form 7-16) to the Principal.
When a candidate withdraws, the Principal shall delete or omit their name from the posted **List of Candidates for the ALSC/BOG (Form-8-16)**. The names of any withdrawn parent or school staff candidates shall also be deleted or 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 shall be left blank and the names of all other candidates in the same category will remain on their assigned lines on the Ballot.

**After 12:00 p.m. (Noon) April 8, 2016, the Principal shall also delete all withdrawn candidates’ from the LSC Dashboard at https://secure2.cps.k12.il.us/LSC using "Election Update," "Candidate," "Withdraw".** The Principal shall also fax a copy of all Withdrawal of LSC Candidacy Forms to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, Fax: (773)553-1402, and to the Network Office by **12:00 p.m. (Noon) on April 8, 2016**.

**Non-Binding Poll Judges**
See the Non-binding Poll Judges Section.

**Use of School Resources to Promote Candidates**
The Principal shall take all 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 Non-binding Advisory Polls Day**

**Receipt of Poll Materials**
Prior to Non-binding Advisory Poll Preference Day, the Principal shall accept delivery of, and sign for, all materials for the Parent and Staff Non-binding Advisory Preference Polls. The Principal shall ensure that all poll materials listed in the enclosed inventory have been received. If any materials are missing, Principals must call the Office of LSC Relations at 773/553-1400 for delivery of the missing materials.

**Polling Place Location**
Prior to Non-binding Advisory Preference Poll 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 individuals with disabilities. Voting areas for individuals with disabilities must be located in an accessible area with a clear path of travel from a primary entrance or one well marked as an alternate entrance for persons with disabilities. The path of travel must be at least 32 inches wide and free from any obstacles. In addition, at wheelchair access voting stations, tables must have a minimum height of 27 inches from the floor to accommodate wheelchairs. Such a table must be located prior to Election Day and placed in the voting room. If such a table is unavailable, wooden blocks shall be securely placed under the legs of an otherwise appropriate table to raise the table to the required height. The location or conversion of such a table should take place prior to Non-binding Polls Day.
School Staff List
The Principal shall prepare and post, by 12:00 p.m., (Noon) April 4, 2016, a list of all full-time staff eligible to vote in the Teacher and, if applicable, JROTC Instructor, Non-binding Advisory Preference Polls at the school. This list should include only those staff members that work the majority of their time at that attendance center. Errors in the list must be brought to the Principal’s attention by 3:00 p.m., April 11, 2016. 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 Non-binding Advisory Preference Polls 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 Non-binding Advisory Preference Poll Day. Prohibited electioneering includes the display or distribution of candidate signs, posters, handouts, lists and the mention or discussion of candidates or slates of candidates during parent conferences. The Principal shall warn all staff that offending staff members will be disciplined.

Non-binding Advisory Polls Day

| Wednesday, April 13, 2016 – Elementary Schools | Thursday, April 14, 2016 – High Schools |

On Non-binding Advisory Preference Poll Day, principals or their designees must be on site by 5:15 a.m. and remain until the polls close and the parent and staff poll results are entered in the LSC Dashboard. Principals are to arrange for administrative coverage for the day. [No vacation day will be granted for working on Non-binding Advisory Preference Poll Day.]

On Non-binding Advisory Preference Poll Day, the Principal’s role is that of a resource person. The judges have sole responsibility for the conduct of the parent and staff polls. They will follow the procedures outlined in the Judge of Election Manual and will contact the Poll Hotline or consult a Poll Monitor, if available, if they have questions. Decisions of the Monitor and Election Central shall be followed.
Polling Place Materials and Supplies
By 5:30 a.m. on Non-binding Advisory Preference Poll Day, the Principal shall provide the following materials and supplies in the polling place: the poll materials delivered to the school and the official ballots for the conduct of the parent and staff polls by the judges; an adequate number of tables and chairs for the judges’ stations and voting stations; pens or pencils for the judges’ stations and voting stations; and masking tape, a stapler, string and thumbtacks for the judges’ stations.

The Principal shall also purchase a light breakfast, lunch and dinner (after 7:00 p.m.) for the judges with the funds for supplies provided by the Office of LSC Relations. The school may select the establishment from which the judges' meals will be purchased. Once the selection is made, the schools must provide the judges the establishments' menus to allow them to select their meal.

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

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

Principal's Administrative Duties on Non-binding Advisory Preference Poll Day
The chief administrative duties of the Principal on Non-binding Advisory Preference Poll Day are:

- The Principal shall arrange and ensure administrative coverage from 5:15 a.m. until the polls close, all votes are tallied and the poll results are entered in the computer database.

- Upon the arrival of the judges at 5:30 a.m., the Principal shall confirm that each judge:
  - has been assigned a vendor number in IAMS by School Financial Services;
  - has been assigned to work at the school by the Office of LSC Relations; and
  - possesses a receipt for attending the mandatory judges' training.

- If a judge meets all of the foregoing requirements, the Principal shall record the judge's name and vendor number on the Judge of Election Payroll Sheet (Form 20-16) and staple the judge's training receipt to the Judge of Election Payroll Sheet.

- During the parent poll, at the request of the judges or voters, the Principal shall verify whether persons seeking to vote in the parent poll 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 voters in the LSC Dashboard at https://secure2.cps.k12.il.us/LSC using "Election Update," "Enter Spindle/Voter Category Counts". The total number of parent voters will be the same as the total number of completed Applications for Ballot.

• At 7:00 p.m., the Principal shall enter the total number of voters by category (parents, school staff and, if applicable, high school students) in the CPS main computer system. The exact number of parent voters will be determined 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, staff and, if applicable, high school student voters in the LSC Dashboard at https://secure2.cps.k12.il.us/LSC using "Election Update," "Enter Spindle/Voter Category Counts".

• The Principal shall enter final vote totals for each candidate in the LSC Dashboard at https://secure2.cps.k12.il.us/LSC, using "Election Update," "Candidate Vote Totals" as soon as all votes are tallied.

• High school Principals must also remember to enter the results of the student non-binding poll after 7:00 p.m. on April 14, 2016 in the LSC Dashboard at https://secure2.cps.k12.il.us/LSC, Election Update," "Candidate Vote Totals".

• The Principal must post a “Summary of Results” for the parent poll and a “Summary of Results” for the staff poll in publicly accessible locations in the school after all votes are tallied on poll night.

• The Principal will receive all security envelopes (A, B, C, D, E and F) from the election judges for placement in a locked school safe. These envelopes shall contain:
  
  The completed Applications for Ballot for the Parent Poll;

  The used School Staff Sign-in Sheets;

  All Official Ballots (used and counted, challenged, spoiled, defective, i.e., over-voted, and unused);

  The used Vote Tally Sheets;

  Two (2) Judges’ Certificates of Ballots and Votes Cast; and

  Two (2) Summary of Results Form.

• 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 poll materials are packed
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 Non-binding Advisory Polls Day**

**Certification of Poll Results and Recommendations of Candidates**

By 8:00 p.m. on May 6, 2016, the ALSC/BOG must meet to certify the parent, staff and, if applicable, student poll results and to recommend candidates for the community representative and advocate positions. After the ALSC/BOG meets, the ALSC/BOG Chair or Vice-Chair and Principal shall complete and sign the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-16).

If the ALSC/BOG fails to certify the poll results by May 6, 2016, the Principal shall certify the poll results by completing the parent, staff and, if applicable, student poll certification portions of the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-16).

If the ALSC/BOG fails to recommend any candidates for the community representative or advocate positions, the Principal may do so by completing the community representative and advocate candidate recommendations portion of the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-16).

After completion of the Form, the Principal shall make and retain a copy, open Security Envelope B, place the original in Security Envelope B and re-seal Security Envelope B.

By 3:00 p.m. on May 9, 2016, the Principal shall also fax the completed ALSC/BOG Certification of Poll Results and Candidate Recommendations Form to the Office of LSC Relations at 773/553-1402. The Principal shall call the Office of LSC Relations at 773/553-1400 to confirm receipt of the form.

*Note: If the Principal does not fax the form or call to confirm receipt of the form by the Office of LSC Relations by 3:00 p.m. on May 9, 2016, the Office of LSC Relations will bear no responsibility to forward to the Board the names of any candidates for appointment to the school's ALSC/BOG as of July 1, 2016.*

**Delivery of Security Envelope B**

By 3:00 p.m. on May 11, 2016, 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 19-16)**;
- two (2) Judges' Summary of Results Forms for the Parent Non-Binding Advisory Preference Poll;
- two (2) Judges' Summary of Results Forms for the Teacher/JROTC Instructor Non-Binding Advisory Poll(s), as applicable; and
• the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-16).

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

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

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**NETWORK OFFICES**

Network Offices are charged with the performance of certain administrative tasks prior to, on and after Non-binding Advisory Preference Poll Day.

**Before Non-binding Advisory Polls Day**

**ALSC/BOG Candidate Forms**
On March 8, 2016, Network Offices will receive a copy of the final **List of Candidates for the ALSC/BOG Form (Form 8-16)** and copies of all candidate forms and the forms of identification submitted by the candidates from each school. The forms will include:

- Candidate Nomination Form (Form 1-16)
- Criminal Conviction Disclosure Form (Form 2-16)
- Telephone Number Disclosure Form (Form 3-16)
- Candidate Statement Form (Form 4-16), if filed
- Teacher/JROTC Instructor Information Form (Form 5-16)
- High School Student Information Form (Form 6-16), if applicable.

If a school does not transmit the copies of the Candidate Nomination Forms to the Network Office, we ask that the Network Office call the school to obtain the copies.

**Withdrawal of Candidacy Forms**
Principals will forward to their Network Office and the Office of Local School Council Relations any **Withdrawal of ALSC/BOG Candidacy Forms (Form 7-16)** received (See **Withdrawal of Candidacy Section**).

**Resolution of Staff Voter Eligibility Disputes**
If the Principal does not identify a school staff member as eligible to vote in the Teacher or JROTC Instructor 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.

**Non-binding Advisory Polls Day**
Network Offices are asked to assist the Office of Local School Council Relations with ensuring that Principals or their designees and school engineers arrive at school by 5:15 a.m. to ensure that the school is opened by 5:30 a.m. for the Poll Judges and that the polls open on time at 6:00 a.m.

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

**After Non-binding Advisory Polls Day**

**Receipt of Security Envelope B**

Schools shall deliver to their Network Offices a sealed Security Envelope B containing documentation of the parent, staff and, if applicable, student poll results by **3:00 p.m., May 11, 2016**. 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 13, 2016** to 2651 W. Washington Blvd, 3rd Floor.

**PART III - THE ROLE OF THE ALSC/BOG AFTER THE POLLS**

**ALSC/BOG Meeting to Certify Results of Non-binding Advisory Polls and Recommend Candidates**

After Non-binding Advisory Preference Poll Day, the ALSC/BOG must meet to certify the results of the parent and school staff polls conducted on Non-binding Advisory Preference Poll Day as determined by the poll judges and, if applicable, the results of the student poll. The ALSC/BOG certification of the parent and staff poll results does not certify the correctness of the results; only that they were the results declared by the poll judges. At the same meeting, the ALSC/BOG shall vote to recommend candidates, in order of preference, for the community and advocate member positions.

The meeting to certify the poll results and to recommend candidates shall be held between **April 25 and 8:00 p.m., May 6, 2016**. The ALSC/BOG shall set the date of the meeting between **November 2, 2015 and March 11, 2016**. The ALSC/BOG 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 ALSC/BOG meetings must be held in locations accessible to persons with disabilities.

**Annual Organizational Meeting - First Meeting of New ALSC/BOG**

Between July 1 and 14, 2016, the newly-appointed ALSC/BOG must conduct an annual organizational meeting at the school. The outgoing ALSC/BOG may set the date and time of the meeting by voting in an open meeting prior to June 30, 2016. Alternatively, prior to the end of his or her term on June 30, the outgoing chairperson may set the date and time of the meeting by calling it as a special meeting. Alternatively, either before or
after June 30, any four members, including the principal, may set the date and time of the meeting by calling it as a special meeting.

At the organizational meeting, the ALSC/BOG 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.

Under the Open Meetings Act, notice of the meeting and an 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 majority of a quorum, all other ALSC/BOG 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 ALSC/BOG Vacancies**

If, as of July 1, vacancies exist in any parent member positions, the newly-appointed ALSC/BOG may vote to recommend candidates for appointment to the vacancy or vacancies by the Board of Education. If, as of July 1, any community or advocate member positions are vacant, the newly-appointed ALSC/BOG may also vote to recommend candidates for appointment to those vacancies by the Board of Education.

Any teacher, JROTC instructor or student member vacancies are to be filled by the Board after considering the preferences of the school's staff or students as ascertained through non-binding advisory polls.

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

**Documents Available to Newly-Appointed ALSC/BOG Members**

Newly-appointed ALSC/BOG members are entitled to receive copies of the following documents from the Principal:

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

The Office of LSC Relations will also provide, upon request, a Local School Council Reference Guide or the Principal's contract to all incoming ALSC/BOG members.

**Important Reminders**

- All ALSC/BOG members must complete a fingerprint-based criminal background check during every two-year term that they serve. If a member has not previously
provided his or her fingerprints for completion of the criminal background check
during a previous term, he or she will be asked to do so during the new term.

- All ALSC/BOG members are required to complete a 16-hour training program within
  6 months of taking office.

- All ALSC/BOG 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, community or advocate member of an ALSC/BOG may be
  employed by the Board of Education to work at the school where he or she
  serves.

- No ALSC/BOG 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 ALSC/BOG 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.

- ALSC/BOG 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 relative.
APPENDIX I

The ALSCs of the schools listed below have compositions differing from the standard ALSC compositions for elementary or high schools. In addition to the Principal, they consist of:

**Telpochcalli Elementary School**
4 Parents; 4 Teachers; 2 Advocates

**Vick Early Childhood and Parent Center** *
4 Parents; 2 Community, 2 Teachers; 2 Advocates

**Al Raby High School**
7 Parents; 1 Community; 2 Advocates; 2 Teachers; 1 Student

**Austin Polytechnical High School**
3 Parents; 2 Community; 5 Advocates; 2 Teachers; 1 Student

**Jefferson Alternative High School**
2 Community; 2 Teachers; 6 Advocates; The Presiding Judge of the Cook County Juvenile Court (or designee); The Superintendent of the Cook County Juvenile Temporary Detention Center (or designee)

**Simpson High School for Young Women**
2 Parents; 2 Community; 2 Teachers; 4 Advocates; 1 Student

**York Alternative High School**
3 Community; 2 Teachers; 4 Advocates; The Director of the Cook County Department of Corrections (or designee)

**Chicago Academy Elementary School**
**Chicago Academy High School**
**Collins High School**
**Dodge Academy Elementary School**
**National Teachers Academy Elementary School**
**Orr High School**
**Solorio High School**
**Tarkington Elementary School** **
2 Parents; 2 Teachers; 2 Community; 2 Educational Experts; the Chief Executive Officer (or designee)

* The ALSCs of Vick Early Childhood Parent Center and DeVry Advantage Academy High School are appointed to two-year terms beginning December 1 of every even-numbered year.

**The ALSCs of Chicago Academy Elementary School and the five schools following are appointed based on recommendations by the Chief Executive Officer (no non-binding advisory polls are conducted).
APPENDIX II

1. Letter I Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
2. ALSC/BOG Candidate Packet Cover Letter
3. Candidate Nomination Form (Form 1-16)
4. Criminal Conviction Disclosure Form (Form 2-16)
5. Telephone Number Disclosure Form (Form 3-16)
6. Candidate Statement Form (Form 4-16)
7. Teacher/JROTC Instructor Candidate Information Form (Form 5-16)
8. Student Candidate Information Form (Form 6-16)
9. Withdrawal of ALSC/BOG Candidacy Form (Form 7-16)
10. List of Candidates for the ALSC/BOG Form (Form 8-16)
11. Letter II Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
12. ALSC/BOG Certification of Non-Binding Advisory Polls Results and Candidate Recommendations Form (Form 28-16)
13. Judge of Election Applicant Packet Letter
14. Application for Judge of Election Form (Form 18-16)
15. IRS W-9 Request for Taxpayer Identification Number and Certification Form
16. CPS Internal Accounts Vendor Request Form