

TRADITIONAL LOCAL SCHOOL COUNCIL 2016 ELECTION TIMELINE

| DATES | ACTIVITY |
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| 2015 11/02-11/06 | Period for Principal to distribute Letter I to parents and school staff and post letter and LSC Election materials at school. |
| 2015-2016 11/02 - 3/04 | Period for filing original LSC candidate forms in person in schools where the candidates will run. Mailed, faxed, e-mailed or copied forms will NOT be accepted. |
| 11/02 - 3/11 | Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form. Period for LSC to set and publicize date of Candidate Forum (to be held between 3/23 and 4/01) and set date of meeting to certify election results and break parent or community candidate vote total ties (to be held between 4/25 and 8:00 p.m. on 5/06). Note: If LSC does not set date of Candidate Forum, the Principal shall do so. |
| 11/02 - 4/01 | Principal/LSC to publicize date of Campaign Literature Distribution (4/04). |
| 2016 2/19 | 3:00 p.m. Deadline to file LSC 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. |
| 3/04 | 3:00 p.m. Deadline to file LSC candidate forms in person at the school where the candidate seeks to run. Mailed, faxed, e-mailed or copied forms will NOT be accepted. |
| 3/08 | 12:00 Noon. Principal to post final List of Candidates For the LSC (Form 8-16) and Candidate Statement Forms (Form 4-16), if any. 3:00 p.m. Principal to forward, in envelope provided: a copy of the final List of Candidates for the LSC (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). |
| 3/11 | 12:00 Noon. Deadline for anyone requiring sign language interpreter at the Candidate Forum to inform the school. 3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of need for a sign language interpreter at the Candidate Forum. 3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form. 5:00 p.m. Deadline to file Pre-Election Challenges with the Law Department. Challenge Forms may be faxed to 773/553-1769 (only). Challenger MUST retain a fax receipt. Deadline for LSC to set date of Candidate Forum (between 3/23 and 4/01) and date of meeting to certify election results and break parent and community candidate vote total ties by lottery (between 4/25 and 8:00 p.m., 5/06), if necessary. |
| 3/14 | Principal to set date of Candidate Forum between 3/23 and 4/01 if LSC 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. 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 LSC). Suggestion: Copy Form 8-16 on the back of Letter II. |
| 3/18 | 12:00 Noon. Law Department to send list of challenged candidates, by school, to concerned schools. 3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for election judges who speak a language other than English. |

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| 3/23 - 4/01 | <p>Schools conduct Candidate Forums (LSC or Principal to post notice and agenda for Forum at school at least 48 hours in advance).</p> <p>At Forum:</p> <ol style="list-style-type: none"> 1. All Candidates are allowed equal time to address public in attendance. 2. LSC or Principal conducts ballot position lotteries. 3. Principal distributes three (3) Pollwatcher Credentials to all candidates in attendance. 4. LSC and Principal announce election date and time and polling place location. <p>NOTE: Pre-election Challenged Candidates must be included in Candidate Forum.</p> |
| 3/23 - 4/06 | Law Department conducts Pre-election Candidate Challenge Hearings. |
| 3/28 - 4/01 | <p>High schools conduct student non-binding advisory poll.</p> <p>NOTE: Student Candidate Statements (Form 4-16) to be removed day before student poll.</p> |
| 4/01 | <p>12:00 Noon. Deadline for school staff candidates to deliver campaign literature to principal.</p> <p>3:00 p.m. Deadline for parent and community candidates to deliver campaign literature to school.</p> <p>3:00 p.m. Deadline for 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 LSC (Form 8-16).</p> |
| 4/04 | <p>12:00 Noon. Principal posts list of full-time CPS staff assigned to school eligible to vote in staff poll.</p> <p>Student Dismissal: Candidate Literature Distribution Day for All Candidates. Principal to send parent and community representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes.</p> <p>3:00 p.m. Principal prepares and posts Specimen 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).</p> <p>Note: Candidates against whom pre-election challenges were filed are to be included on Specimen Ballots.</p> <p>5:00 p.m. Deadline for civic organizations to apply to OLSCR for Pollwatcher Credentials.</p> |
| 4/06 | 3:00 p.m. Deadline for Principal to report any missing election day materials (Box 2; Ballot Box; privacy screens; Spindle for Applications for Ballot) to OLSCR (773/553-1400). |
| 4/08 | <p>12:00 Noon. Deadline for candidates to withdraw with notarized signature and for schools to delete all withdrawn candidates from LSC Dashboard and to fax all Withdrawal of Candidacy Forms (Form 7-16) to OLSCR (773/553-1402) and Network Office.</p> <p>3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform principal of errors.</p> <p>5:00 p.m. Chief Executive Officer or designee to rule on Pre-Election Candidate Challenges and Law Department to forward results to challenger(s), challenged candidate, and concerned school.</p> |
| 4/11 | <p>12:00 Noon. Principal posts revised List of Candidates for the LSC (Form 8-16) and Specimen Candidate Ballots to correct any errors and to exclude any candidate who withdrew after April 4 or against whom a pre-election challenge was successful with all other candidates' names remaining in lottery order.</p> <p>3:00 p.m. Deadline for all candidates to inspect and inform Principal of errors on revised Specimen Ballots.</p> <p>3:00 p.m. Deadline for staff to inform Principal of errors on list of staff eligible to vote in staff poll.</p> |
| 4/12 | <p>12:00 Noon. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots.</p> <p>3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-16).</p> |

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| <p style="text-align: center;"> ▲ 4/13 & 4/14 ▼ Election Days </p> | <p>5:15 a.m. Principal and Engineer arrive at school.</p> <p>5:30 a.m. Judges arrive at school to setup polling place.</p> <p>6:00 a.m. Polls Open.</p> <p>Conduct election for parent and community representatives.</p> <p>Conduct non-binding advisory poll for teachers and Non-Teacher staff.</p> <p>12:00 Noon. Principal takes first “spindle count” of total parent and community voters and enters total in LSC Dashboard.</p> <p>3:00 p.m. Principal takes second “spindle count” of total parent and community voters and enters total in LSC Dashboard.</p> <p>7:00 p.m. Polls Close. (Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.)</p> <p>7:00 p.m. Principal takes total number of parent, community, staff and, if applicable, student voters and enters totals in LSC Dashboard.</p> <p>After all votes cast in the election are counted, Principal shall post the total votes for all candidates, enter all vote totals into LSC Dashboard and notify OLSCR of entries before leaving the school. High schools must also enter all student poll results.</p> | |
| | 4/29 | 5:00 p.m. Deadline to file Post-election challenges in the Law Department. Challenge Forms may be faxed to 773-553-1769 (only). <u>Challenger must retain the fax receipt.</u> |
| | 5/06 | 8:00 p.m. Deadline for LSCs to convene meeting to certify the results of the election and break parent or community candidates ties by lottery. |
| | 5/09 | <p>12:00 Noon. Deadline for Principal to enter results of tie-breaker lottery in LSC Dashboard or notify Network Office of LSC failure to conduct tie-breaker lottery.</p> <p>3:00 p.m. Principal to fax Certification of LSC Election Results Form (Form 28-16) to OLSCR (773/553-1402) and call 773/553-1400 to confirm receipt.</p> |
| | 5/11 | 3:00 p.m. Deadline for schools to deliver Security Envelope B to Network Office. |
| | 5/13 | 5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR. |
| | 5/17 – 5/31 | Law Department conducts Post-Election Challenge Hearings. |
| | 5/27 | 3:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs failed to do so by 5/06. |
| | 5/31 | 3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete and fax Certification of LSC Election Results Form (Form 28-16) reflecting tie-breaker results to concerned school and OLSCR (773/553-1402). |
| | 6/03 | <p>3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard.</p> <p>5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.</p> |
| 6/06 - 6/10 | Law Department to mail Post-election Challenge Results to challengers, challenged or interested candidates and concerned school Principal. | |
| 6/22 | Board of Education appoints teacher, non-teacher staff and high school student LSC members for new term of office beginning July 1. | |
| 7/01 – 7/14 | LSCs conduct annual organizational meeting. | |