**ELECTION**

**PROTECTION**

**YOU**

**HAVE THE**

**RIGHT TO**

**VOTE**

**LSC Elections 2022**

Frequently Asked Questions

**Disclaimer:** This guide is designed for informational purposes only. It is not legal advice and is not intended to create an attorney-client relationship. Chicago Lawyers’ Committee for Civil Rights does not warrant any information contained in this guide, nor do we suggest that the information in this guide should be used as a basis to pursue legal advice or decision-making.

**Note:** This FAQ is not exhaustive. Situations or inquiries may arise that are not answered below. In those circumstances, contact the Chicago Lawyers’ Committee for Civil Rights. The information contained in the FAQ is taken directly from the Chicago Public Schools 20222022 Local School Council Election Guide (along with recent updates on the CPS site).

CLC HOTLINE NUMBER FOR VOTERS: **262-729-3082**

|  |  |  |
| --- | --- | --- |
| **CONTACT INFORMATION FOR VOLUNTEERS** | | |
| Chris Bridges | cbridges@clccrul.org | (312) 202-3655 |
| CPS election number (CPS Office of LSC Relations) | (773) 553-1400 | |

|  |  |
| --- | --- |
| HELPFUL LINKS FOR VOLUNTEERS | |
| **CPS FAQ** (most up-to-date document from CPS) | https://www.cps.edu/globalassets/cps-pages/about-cps/local-school-councils-lscs/lsc-elections/2022-lsc-election-faq-sheet.pdf |
| **CPS Official 2022LSC Election Guide** (not updated since spring 2020) | https://www.cps.edu/globalassets/cps-pages/about-cps/local-school-councils-lscs/lsc-elections/2022/2022-lsc-election-guide-----box-1-v1-paginated.docx.pdf |
| **Raise Your Hand (RYH) 2022LSC Election Guide**  (RYH is a community partner) | https://docs.google.com/document/d/1kwUMfwm4964zSGzP1eJLvepbz\_biKeYNfs0GrD\_xrT8/edit |
| **Chicago Lawyers’ Committee Infographic on LSC Elections** | https://www.clccrul.org/events/2022/4/15/your-communitynbsp-your-schoolnbsp-your-votenbsp |
| **CPS LSC Districts Map** | <https://cpsdata.github.io/lscdistricts/> |
| **CPS LSC Candidates Map** | <https://schoolinfo.cps.edu/Map-LSCElection/> |
| **CPS Election Judge training slides** | <https://drive.google.com/file/d/1Pro1GmywojNfGU2UtHlxsswxyID0FX14/view> |

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# General Questions:

## WHAT DAY & TIME IS VOTING?

* 1. Election day is 6am to 7pm, **April 20th** **for elementary schools**, **aApril 21st for high schools**. CPS is NOT using mail-in ballots this year.
  2. If polls open after 6am, they must remain open after 7:00 p.m. the same number of minutes as they opened late. Escalate questions about late-opening polls to your LSC Facilitator who is assigned by geographic network. Their cell phones are listed here: <https://www.cps.edu/about/local-school-councils/lsc-staff/>
  3. Anyone in line at 7pm must be allowed to vote.

## AM I ELIGIBLE TO VOTE?

* 1. The following categories of individuals are eligible to vote in a school’s election for parent and community representatives:
     1. Parents, legal guardians and temporary custodians of students enrolled in the school;
     2. Persons at least 17 years old who reside within the school’s attendance area or voting districts.

Community and parent voters **do not** need to be U.S. Citizens in order to vote, and CPS does not track or check immigration status.

## FOR COMMUNITY MEMBERS: WHERE CAN I VOTE?

* 1. Community members may vote in the LSC elections for the schools whose attendance area or voting districts they live in. This means both the elementary and high school district they live in. Look up districts:
     1. <https://cpsdata.github.io/lscdistricts/>

## WHO CAN I VOTE FOR/WHO ARE THE CANDIDATES AT MY SCHOOL?

* 1. Parent and community voters may vote for up to 5 parent and/or community candidates, with 1 vote per candidate (see #5 below for more info on voting).
  2. Candidates names for each school can be found on this document: <https://schoolinfo.cps.edu/Map-LSCElection/>
  3. For a list of schools with appointed LSC’s, see: [https://www.cps.edu/globalassets/cps-pages/about/local-school-councils-lscs/lsc-elections/2020springandfallelections.pdf&sa=D&ust=1605569308217000&usg=AOvVaw1bYxwPbZ2zOAww67WQOXJk](https://www.google.com/url?q=https://www.cps.edu/globalassets/cps-pages/about/local-school-councils-lscs/lsc-elections/2020springandfallelections.pdf&sa=D&ust=1605569308217000&usg=AOvVaw1bYxwPbZ2zOAww67WQOXJk)

## HOW MANY VOTES AM I ABLE TO CAST?

* 1. Parent and community voters may vote for up to 5 parent and/or community candidates, with 1 vote per candidate
     1. Because each LSC (ideally) is composed of 6 elected parent members and 2 elected community members, this means that each voters gets less votes than there are open slots
     2. Voters may distribute these 5 votes any way they wish among parent and community candidates (but cannot vote more than one time for each candidate).
     3. You might get asked whether community members can only vote for community candidates (or whether parents can only vote for parent candidates). The answer is no: Community voters are free to distribute their votes among parents and community candidates, and the same is true for parent voters.
  2. Ballots should be marked with an “X” in the box of each candidate.
  3. **LSC ballots can be confusing.** If a voter makes an error during in-person voting, they can return the ballot to the judge to get a new ballot.

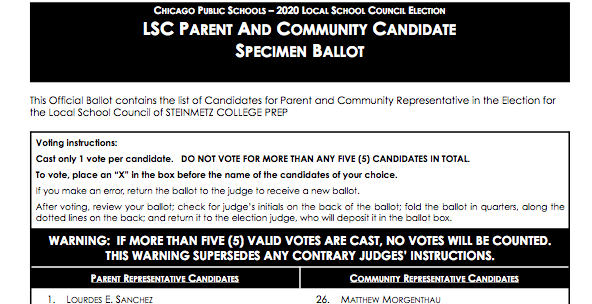
## HOW MAY I VOTE?

* 1. **Parents/Guardians:** in-person **ONLY**
     1. Mail-in ballots will NOT be used for the 2022 elections.
     2. Parents & guardians **must** vote in-person.
  2. **Community Members:** in-person only
     1. Because the district does not have a roster of all residents living within the attendance boundary, community members must vote in person.

## HOW SHOULD VOTERS FILL OUT THE BALLOT?

1. Parent and community voters may vote for up to 5 parent and/or community candidates, with 1 vote per candidate.
   1. For example, you could vote for 3 parents and 2 community candidates, or 5 parents and 0 community candidates. You cannot give a candidate multiple votes.
2. Ballots should be marked with an “X” in the box of each candidate.
3. If a voter makes an error, they can return the ballot to the judge to get a new ballot.

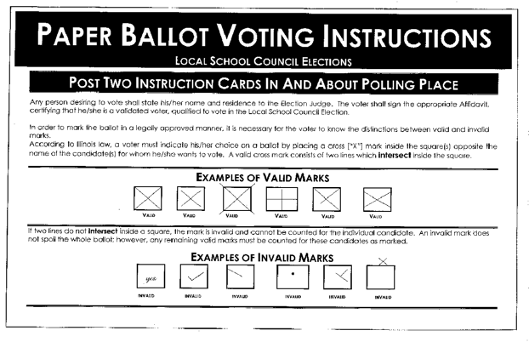
*For reference, here is part of a sample ballot:*



## WHAT HAPPENS IF A VOTER USES A MARK OTHER THAN AN “X”?

* 1. CPS says that a voter must use an “X”, or intersecting lines in the box, for their ballot to be counted. We have heard reports of election judges throwing out ballots because the voter used a mark other than an “X” (such as a check-mark or initials).

These are the instructions from CPS:



* 1. Our position, based on Illinois case law, is that any mark that makes it clear how the voter intended to fill out the ballot should be counted. But based on CPS’ instructions, any vote not marked with an “X” or intersecting lines risks not being counted.
  2. During in-person voting, if a voter is concerned about this issue while filling out their ballot (and has not yet submitted their ballot), they can return the ballot to the judge to get a new ballot.

## WHAT HAPPENS IF A VOTER MAKES A MISTAKE FILLING OUT THEIR BALLOT?

* 1. During in-person voting, if a voter makes an error on their ballot, they can return the ballot to the judge to get a new ballot.

## HOW WILL CPS KEEP BALLOTS SAFE/PROCESS BALLOTS/AVOID TAMPERING OR MULTIPLE VOTES?

1. **Specific concerns about ballot safety or tampering can be escalated to Chris.**
2. Here are the security/integrity measures CPS has informed us about:
   1. On election day, judges will deposit in-person ballots in a ballot box.
      1. In-person voting ballots will be secured at the end of each election day on April 20th and April 21st.
      2. All in-person votes placed in ballot boxes will be secured as follows:
         1. A judge seals the ballot box by placing tape across the opening of the ballot box (where ballots were inserted);
         2. Judges sign their name on the tape;
         3. The sealed ballot box will be given to principal to secure in the school safe/vault until May 6, 2022;;

## WHAT ARE THE RULES FOR ELECTIONEERING?

* 1. **What is 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:
     1. Names or images of candidates; and/or
     2. Statements of, or information on, the qualification or positions of candidates; and/or
     3. Information on how to cast a vote for a candidate or candidates
  2. **All forms of electioneering are prohibited in the school buildings on Election Day.** To comply with this prohibition, Principals shall take down all Candidate Statements and any election materials posted in the school prior to the election.
  3. **Electioneering is also prohibited within fifty (50) feet of any entrance used by the public on Election Day to enter the school building in which the polling place is located**.
     1. From Election Guide: 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.
     2. We suggest that voters ask Election Judges for assistance and that volunteers contact Amy/Evelyn if electioneering-related issues persist
  4. If candidates wish to campaign in the school or on school grounds through nonverbal means **on any day(s) other than the date of the Candidate Forum or Election Day**, they must first obtain the principal’s permission per **Board Rule 6-18 (“Circulation and Distribution of Unauthorized Written Materials”**). If the Principal grants a candidate such permission, the Principal shall inform all candidates of the opportunity to campaign in the school or on school grounds through nonverbal means **on days other than the dates of the Candidate Forum or election** with his or her permission.

# Voting In-Person

## WHAT SAFETY PROTOCOLS ARE USED FOR IN-PERSON VOTING?

1. Before entering the building, it is recommended all in-person voters:
   1. wear a cloth face covering or mask,
   2. sanitize their hands,
   3. maintain social distancing, and
   4. complete a health screener and temperature check.
2. Curbside voting should be available for anyone who chooses not to enter the polling place (see below).

## WILL CURBSIDE VOTING BE AVAILABLE?

* 1. The school will post a phone number outside the building. Once a voter arrives at the school, they can call the number and an election judge will meet them outside. The judge will confirm the voter’s two forms of identification, ask the voter to complete the appropriate application, and then will give the voter a ballot. The voter will complete and fold the ballot and return it to the judge.

## WHO IS CURBSIDE VOTING AVAILABLE FOR?

* 1. Curbside voting will be available for those voters who are living with disabilities, and those who have pre-existing health conditions.
  2. In practice, anyone who is eligible and does not feel comfortable entering the building should be able to call the phone number posted outside the building and ask to vote curbside.

## WHAT ARE THE VOTING OPTIONS FOR A DISABLED PERSON?

* 1. In the event that a person with a disability who is eligible to vote cannot enter a school, election judges must provide a ballot at curbside. Additionally, any voter with a disability who requests assistance in voting shall be assisted by a judge or person of his or her choice after the voter and person assisting the voter to vote complete and sign an Affidavit of Assisted Voter (Form 13-22). No person who is otherwise eligible will be denied the opportunity to vote on the basis of a disability.

## WHAT ARE THE VOTING OPTIONS FOR PERSON WITH LIMITED ENGLISH PROFICIENCY?

* 1. Any voter who cannot read in English is entitled to assistance with the ballot, according to the [CPS election judge training](https://drive.google.com/file/d/1Pro1GmywojNfGU2UtHlxsswxyID0FX14/view).
  2. This likely means that the voter can 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 13-18).
  3. Schools are supposed to recruit election judges who are bilingual in English and the home language of any substantial number of the school’s parents and community residents. If no judge is bilingual or the voter does not feel comfortable being assisted by the election judge, the voter should be able to find another person to assist in translating them, and both the voter and that person will need to complete and sign the Affidavit of Assisted Voter.

## IS A PHOTO ID REQUIRED TO VOTE IN-PERSON?

1. No. Two forms of ID are required, but it’s fine if neither has a photo. See below (#7) for more information about the voter ID rules for in-person voting.

## WHAT ARE THE VOTER ID RULES FOR IN-PERSON VOTING?

### How many forms of ID are required to vote in-person?

* + 1. ALL those voting in-person must bring **TWO** (2) forms of ID. A photo ID is not required.
    2. EXAMPLES OF ACCEPTABLE ID:
       - Driver’s license
       - State of IL ID
       - Voter registration card
       - MediPlan/MediCaid card
       - IDPA card
       - Permanent resident card
       - Matricula consular
       - Student ID
       - Public Library card
       - Other governmental agency ID
       - Current lease
       - Current utility bill
       - Credit or debit card
       - Employment ID
       - Court documents

### What identification is required for community members voting in person?

* + 1. Community members voting in-person must bring at least one (1) form of identification **which bears the voter’s current residential address within the school’s attendance area** or voting district (for “multi-area” schools) (along with an additional form of ID to satisfy the two forms requirement)

### What identification is required for parents/guardians voting in person?

* + 1. Parents/Guardians voting in person must present **at least one form of identification that confirms their child is enrolled at the CPS school where they are voting** (along with an additional form of ID to satisfy the two forms requirement)
       - EXAMPLES:
         * **Student’s report card**
         * **Student’s birth certificate** (naming the voter as a parent)
         * **Court documents** (naming the voter as legal guardian)
         * **Illinois State Board of Education Affidavit of Enrollment and Residency** **previously filed with the school** naming the voter as the **temporary custodian** of a child enrolled in the school
         * **Letter** from a parent or legal guardian previously filed with the school **naming the voter as Temporary Custodian** of a child enrolled in the school
         * **Tax Return** for the voter identifying the student as a dependent
         * **Other Legal Documents or Records** determined to be reliable by the judges
       - If a parent doesn’t have any of these documents to confirm their relationship with the child, they can still vote if the election judge can find their name against the school’s “Alpha List” or the principal can confirm their relationship with the student. The parent will still need at least one form of ID to confirm their identity. (See details below for “Troubleshooting ID issues for Parents”)

## TROUBLESHOOTING ID ISSUES FOR PARENTS:

1. Where parent/guardian voter is unable to present a form of ID or documentation establishing that he/she is the parent, legal guardian or temporary custodian of a child enrolled in the school (i.e., unable to present any of the items in the list above):
   * + - Election Judge 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 Alpha List does **not** contain the voter’s name, the EJs shall, if feasible, request that the Principal or a designee verify that the voter is a parent, legal guardian, or temporary custodian of a child enrolled in the school

If it is not feasible for the EJ to request such verification, the voter may do so

**Upon verification of the voter’s status by the Principal or a designee, the EJ shall allow the voter to vote as a parent**

1. Where voter’s name does not appear on student Alpha List & Principal or designee is unable to verify the voter’s status as a parent, legal guardian or temporary custodian of a child enrolled in the school:
   * + - The EJ shall allow the voter to vote as:
         * A community member if the voter presents two (2) reliable forms of ID and at least one (1) bears a residential address within the school’s attendance area or voting district (for “multi-area” schools); **OR**
         * A Challenged Voter -- pursuant to the *Challenged Voter Procedure* as described in the Judge of Election Manual

## TROUBLESHOOTING ID ISSUES FOR COMMUNITY MEMBERS:

1. Election judges can accept any form of ID that they determine to be reliable, and there is no requirement that it be a photo or government-issued ID. For a community member to vote, only one form of ID need have their current residential address on it (such as a utility bill or lease); the other form can be something else that has their name on it (such as a credit/debit card, Medicaid card, or employment ID). Other pieces of mail bearing their name may work as well.

# Post-Election Challenges

## WHO CAN FILE A POST-ELECTION CHALLENGE?

* 1. Only individuals eligible to vote in that election can file a post-election challenge.

## HOW DO YOU FILE A POST-ELECTION CHALLENGE?

* 1. Those who wish to file a post-election challenge must complete the required form which can be found on the CPS website
  2. Parent/community post-election challenge petitions must be signed by five parents or community members eligible to vote in the parent/community election.

### What is the deadline for filing a post-election challenge/where should I submit my post-election challenge?

* + 1. Completed post-election challenge forms can be emailed to LSCelectionchallenge@cps.edu or filed in person in the Law Department, 42 W. Madison St. Chicago, IL and directed to the attention of “Deputy General Counsel, School Law Unit” no later than 5:00pm on April 28, 2022.
    2. Post-Election Challenge Petition Forms (21-22) will be available at the school, Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the cps website: http://cps.edu/pages/LSCElections.aspx.Files.

# Teachers & Non-Teacher Staff Member Voting

## WHAT IS THE NON-BINDING ADVISORY POLL OF THE STAFF?

* 1. A poll of the staff, conducted alongside the election of parent & community reps, which provides guidance for the appointment of the teacher and non-teacher staff members.

## HOW MAY A TEACHER/NON-TEACHER STAFF MEMBER VOTE IN THE NON-BINDING ADVISORY POLL?

* 1. Teachers & staff are allowed to vote in-person.

## HOW MAY A TEACHER/NON-TEACHER STAFF MEMBER VOTE IN THE GENERAL ELECTION (i.e., for community & parent reps)

* 1. **As a community member:** 
     1. As long as you’re a community resident, you can vote as one. There’s no exclusion if you’re a teacher (even if the school where you qualify as a community voter is the school where you teach)
  2. **As a parent/guardian:**
     1. Parent Voters: parents/guardians who are also teachers may vote as parents/guardians at the CPS school their children attend (even if it’s the same school where they teach)

# Non-Binding Advisory Poll of the Students:

## WHAT IS THE NON-BINDING ADVISORY POLL OF THE STUDENTS?

* 1. The non-binding advisory poll of the students is conducted alongside the general election (i.e., election for community and parent reps) and provides guidance for the appointment of the student representative
  2. This only applies to high schools, as they are the only LSCs with a student representative

## HOW MAY STUDENTS VOTE IN THE NON-BINDING ADVISORY POLL OF THE STUDENTS?

* 1. High school students will receive an electronic ballot from their school.
  2. Escalate any issues about deadlines with the electronic student ballot to Chris.