



Takoma Park City Council Meeting – July 19, 2017 Agenda Item 4

Work Session

Discussion of the 2017 City Election

Recommended Council Action

Receive the briefing

Context with Key Issues

The City Board of Elections has been finalizing plans for the November 2017 election. This will be the last election where voters from all wards vote at a single location on election day. Candidates in this election will be elected to a three-year term. The transition to even-year elections will begin in 2020 when two-year terms will resume.

This work session has been scheduled to brief the Council on election plans and important dates and to provide an opportunity for questions and suggestions from Council in advance of the fall election season. An election ordinance formalizing the arrangements will be scheduled for September.

- The Nominating Caucus will take place on Tuesday, September 12.
- Eric Bond, Editor of the Takoma Voice, has agreed to moderate a city-wide election forum with candidates on Monday, October 23, 7:30 p.m.
- Early voting dates, times, and locations:
 - Wednesday, November 1, Takoma Park Community Center, 2:00 p.m. to 8:00 p.m.
 - Thursday, November 2, Takoma Park Community Center, 8:00 a.m. to 2:00 p.m.
 - Friday, November 3, Takoma Park Recreation Center, 2:00 p.m. to 8:00 p.m.
 - Saturday, November 4, Takoma Park Community Center, 10:00 a.m. to 4:00 p.m.
 - Sunday, November 5, Washington Adventist University, Wilkinson Hall, 12:00 noon to 6:00 p.m.
- Election day voting will take place at the Community Center, as usual, from 7:00 a.m. to 8:00 p.m.
- Again this year, voters will cast paper ballots that will be hand counted on election night.
- Election judge compensation is planned as follows: \$45 for closers and counters; \$90 for early voting workers; \$115 for single-shift workers on election day; \$240 for full day workers on election day.

Council Priority

Engaged, Responsive & Service-oriented Government

Environmental Impact of Action

N/A

Fiscal Impact of Action

\$15,000 has been included in the FY 2018 budget for the election

Racial Equity Impact of Action

While we do not believe that conducting the election will disproportionately impact any particular group, special efforts are needed to encourage voting and participation by all eligible residents. One day of early voting is scheduled to take place at the New Hampshire Avenue Recreation Center. In 2015, that location was particularly effective in encouraging voting by residents of color and those whose first language is not English.

Attachments and Links

- Election Calendar

**City of Takoma Park, Maryland
2017 Election Calendar**

Tuesday, September 12, 2017 7:30 pm (Auditorium)

- Nominating Caucus ([Charter, Section 604\(a\)](#))

Wednesday, September 13, 2017

- Apartment building access permitted for qualified candidates ([City Code, Ch. 6.04, Section 6.04.040 Access to multi-unit residential facilities](#))

Friday, September 15, 2017, 5:00 pm

- Nominations become final. Deadline for candidates nominated at Caucus to withdraw. Declination must be filed in writing with the City Clerk's office. ([Charter, Section 604\(b\)](#))

Monday, September 18, 5:00 pm

- Candidates' Financial Disclosure Statements due to City Clerk ([Takoma Park Code, Chapter 3.04.080\(D\)](#)).
- Certificate of Candidacy form due to City Clerk.
- Candidate Profile Sheet and Designation of Campaign Manager / Treasurer due to City Clerk

Thursday, September 21 (tentative)

- Deadline to provide candidate's statement and photo to the City Clerk (via e-mail) for publication in the Takoma Park Newsletter

Tuesday, October 17

- Takoma Park residency must be met by October 17 (21 days prior to the election) in order to vote in the election. ([Charter, Section 601\(a\)](#))
- Voter registration through the Montgomery County Board of Elections closes at 5:00 pm on October 17. After this date, all residents should register at the City Clerk's Office or at the polling place when arriving to vote. ([Charter, Section 603\(e\)](#))

Wednesday, October 18

- For residents not yet registered to vote, registration takes place at the City Clerk's Office from October 18 through election day. ([Charter, Section 603\(e\)](#))

Monday, October 23

- City-Wide Election Forum with Candidates (hosted by the Takoma Voice), 7:30 pm, Community Center Auditorium

Monday, October 30, 5:00 pm

- Candidates' Initial Campaign Contribution Reports due to City Clerk - to include contributions received since the last preceding election to fill the office for which the candidate is running. ([Takoma Park Code, Chapter 5.12.020\(A\)\(1\)](#)). Candidates must also send copy of the form to the State Board of Elections.

Tuesday, October 31, 4:00 pm

- Last day to request a ballot by mail. ([Takoma Park Code, Chapter 5.20.020\(B\)](#))

Wednesday, November 1

- Absentee ballot applications must be presented in person. ([Takoma Park Code, Chapter 5.20.030](#))
- Early voting at the Takoma Park Community Center, 7500 Maple Avenue (2:00 pm to 8:00 pm)

Thursday, November 2

- Early voting at the Takoma Park Community Center, 7500 Maple Avenue (8:00 am to 2:00 pm)

Friday, November 3

- Early voting at the Takoma Park Recreation Center, 7315 New Hampshire Avenue, 2:00 pm to 8:00 pm
- Any write-in candidate for Mayor or Councilmember who wishes to be pre-registered as a write-in candidate and to have his/her name posted in the voting booth for the purpose of identifying him/her as a candidate for office, must file his/her name with the City Clerk by 5:00 pm. ([Charter, Section 605](#)) A pre-registered write-in candidate's Financial Disclosure Statement must be filed at the same time or before pre-registering as a write-in candidate. ([Takoma Park Code, Ch. 3.04, Section 3.04.080\(D\)\(6\)](#))

Saturday, November 4

- Early voting at the Takoma Park Community Center, 7500 Maple Avenue (10:00 am to 4:00 pm)

Sunday, November 5

- Early voting at Washington Adventist University, Wilkinson Hall (12:00 noon to 6:00 pm)

Monday, November 6

- In person absentee voting (9:00 am to 5:00 pm)

Tuesday, November 7, 2017

- **ELECTION DAY, Polls open 7:00 am to 8:00 pm** ([Charter, Section 606\(a\)](#); [Section 607\(b\)](#))
- Absentee ballots must be received by the City Clerk prior to the official closing of the polls on election day. ([Takoma Park Code, Chapter 5.16.060\(B\)\(1\)](#))

Wednesday, November 8, 2017

- Board of Elections – Election Certification meeting, 7:30 pm, Room TBA

Thursday, November 9, 7:30 pm

- Special meeting of the City Council to receive the certification of the election results. ([Charter, Section 613](#))

Friday, November 10, 5:00 pm

- Deadline for contesting the results of the election. ([Takoma Park Code, Chapter 5.16.070\(A\)](#))

Monday, November 13, 4:00 pm

- Final Campaign Contribution Report due to City Clerk. ([Takoma Park Code, Chapter 5.12.020\(A\)\(2\)](#))

Wednesday, November 15, 7:30 pm

- Inauguration - Mayor and Councilmembers are sworn in and take office. ([Charter, Section 301](#))