



Takoma Park City Council Meeting – September 13, 2017

Agenda Item 1

Voting Session

Second Reading Ordinance Providing for the November 7, 2017 City Election

Recommended Council Action

Vote for the ordinance at second reading.

Context with Key Issues

The draft ordinance sets forth details about the November 7 City Election, including some not specifically defined in the City Charter and Code:

- The election will be conducted using paper ballots.
- Election Day voting will take place at the Community Center. Polls will be open from 7:00 a.m. to 8:00 p.m.
- Early voting days, hours 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, 7315 New Hampshire Avenue, 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, 7715 Flower Avenue, noon to 6:00 p.m.
- Election Judges (Board of Elections members) and Election Worker pay is as follows:
 - \$240 for working the full day of the election and for helping to set up the polling place the night before the election.
 - \$115 for working one shift Election Day.
 - \$90 for each day of early voting worked.
 - \$45 for Election Day closers/counters.

Council Priority

Engaged, Responsive & Service-oriented Government

Environmental Impact of Action

N/A

Fiscal Impact of Action

\$15,000 is included in the FY 2018 budget for this election.

Racial Equity Impact of Action

Translation of voter materials and two days of off-site early voting are intended to attract more voters of color, particularly those who live in apartment buildings and in Wards 5 and 6.

Attachments and Links

Draft Ordinance

Election Calendar

<https://takomaparkmd.gov/election-2017/>

Introduced by:

First Reading:
Second Reading:
Effective Date:

CITY OF TAKOMA PARK, MARYLAND

**ORDINANCE NO. 2017-
2017 Takoma Park City Election**

- WHEREAS, Section 606(a) of the City Charter provides that an election shall be held on the first Tuesday after the first Monday in November of 2017 to elect six Councilmembers by ward and one Mayor elected at large; and
- WHEREAS, pursuant to Section 301(a) of the City Charter, the term of the Councilmembers and Mayor elected in the 2017 regular election is three (3) years, with two-year terms resuming with the 2020 regular election; and
- WHEREAS, the newly elected Councilmembers and the Mayor will take office on November 15, 2017; and
- WHEREAS, the City Charter, in Section 607, provides that the Council, by ordinance, shall provide for said election by designating a convenient polling place or places, appointing judges of election, designating the manner of holding said election, providing the voting system to be used, and conducting said election in accordance with the Charter; and
- WHEREAS, at the Nominating Caucus convened on September 12, 2017, voters of the City nominated candidates for Mayor and for Councilmember from each of the six wards.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

- SECTION 1. A City Election shall be held at the Takoma Park Community Center – Sam Abbott Citizens’ Center on Tuesday, November 7, 2017 for the purpose of electing a Mayor and six Councilmembers, as follows:
- A. The polls shall be open from 7:00 a.m. to 8:00 p.m. on November 7;
 - B. The Mayor shall be elected at large and one Councilmember for each ward shall be elected by the voters of that ward only;
 - C. Votes shall be cast in the City Election by paper ballots;

D. An instant runoff voting system shall be used to allow voters to rank candidates in order of choice;

E. Voting by mail shall be permitted and available to all eligible voters as set forth in Section 608 of the City Charter; and

F. If necessary, an individual shall be permitted to cast a provisional ballot as set forth in Section 610 of the City Charter.

SECTION 2. Section 609 of the City Charter provides that early voting locations, days, hours and mechanisms shall be established for all elections. For the November 7, 2017 City Election, early voting shall begin on November 1 and end on November 5. The format for early voting will be substantially the same as voting on Election Day. Days, hours, and locations of early voting shall be as follows:

A. On Wednesday, November 1, early voting will be available at the Takoma Park Community Center from 2:00 p.m. to 8:00 p.m.

B. On Thursday, November 2, early voting will be available at the Takoma Park Community Center from 8:00 a.m. to 2:00 p.m.

C. On Friday, November 3, early voting will be available at the Takoma Park Recreation Center, 7315 New Hampshire Avenue, from 2:00 p.m. to 8:00 p.m.

D. On Saturday, November 4, early voting will be available at the Takoma Park Community Center from 10:00 a.m. to 4:00 p.m.

E. On Sunday, November 5, early voting will be available at Washington Adventist University, Wilkinson Hall, 7715 Flower Avenue, from 12:00 to 6:00 p.m.

SECTION 3. Names of qualified candidates for Mayor and Councilmember duly nominated at the Nominating Caucus on September 12, 2017 shall be listed on the ballot unless the candidate declines the nomination in writing by 5:00 p.m. on Friday, September 15, 2017. Such candidates shall meet all qualifications of the office sought and shall file the required financial disclosure statement no later than 5:00 p.m. on Monday, September 18, 2017.

SECTION 4. The City Clerk shall provide paper ballots for the City Election and sufficient voting stations for use by voters. Pursuant to Chapter 5.16, Section 5.16.020 of the City Code, the names of candidates for Mayor, arranged alphabetically, shall appear first on all ballots, followed by the names of candidates for Councilmember, arranged

alphabetically, with each ward ballot displaying the names of candidates for that ward only.

- SECTION 5. If any eligible person registers as a write-in candidate for Mayor or Councilmember in accordance with Section 605 of the City Charter, then the City Clerk shall arrange to have her/his name posted in the appropriate voting booth(s) for the purpose of identifying her/him as a candidate for office.
- SECTION 6. The City Clerk shall arrange for a space on the ballot for write-in votes.
- SECTION 7. The City Clerk shall include on all ballots any advisory referendum question so adopted by resolution passed by a majority of the Council pursuant to Section 612 of the City Charter. Any advisory referendum question shall appear last on all ballots, after the names of the candidates for Mayor and Councilmember.
- SECTION 8. A specimen ballot, showing the arrangement of the candidates' names, offices, Councilmember wards, and any advisory referendum questions which will appear on the City Election ballot, shall be posted at the Community Center and at early voting locations during voting hours.
- SECTION 9. The City Clerk shall supply for the election voter lists bearing the names and addresses of all eligible voters, as certified by the Montgomery County Board of Elections, and any supplemental list of voters prepared by the City Clerk.
- SECTION 10. Eligible Takoma Park residents may register up to and including the day of the election, pursuant to Section 603(e) of the City Charter.
- SECTION 11. Members of the Takoma Park Board of Elections shall serve as Election Judges and shall recommend to the Council the names of additional persons to be designated as Election Workers for the 2017 City Election. The Election Judges and Election Workers shall be appointed by resolution of the City Council. Pursuant to Section 607(b) of the City Charter, any vacancy in the list of judges occurring between their appointment and the election shall be filled by the Mayor.
- SECTION 12. Election Judges and other Election Workers are eligible to receive payment as follows:
- A. Judges and Workers receive a stipend of \$240 for working the full day of the election and for helping to set up the polling place the night before the election.
 - B. Judges and Worker serving one shift on Election Day receive a stipend of \$115.

C. Early voting Judges and Workers receive a stipend of \$90 for each early voting day worked.

D. Election Day closers/counters receive \$45.

SECTION 13. All Election Judges and Election Workers must attend training arranged by the City Clerk and/or Board of Elections.

SECTION 14. Following the closing of the polls on Election Day, the Election Judges and Election Workers shall ensure the secrecy of the ballot, correct counting of votes, the tabulating and recording of votes by ward for or against any candidate or question, and the prompt reporting of election returns after the official closing of the polls.

SECTION 15. In each contest, the candidate receiving a majority of votes shall be declared elected. If no candidate receives a majority of first choices, the Election Judges shall conduct an instant runoff consisting of additional rounds of ballot counting as set out in Section 606(e) through 606(h) of the City Charter. Instructions provided to voters shall conform substantially to the specifications of Section 606(c) of the City Charter.

SECTION 16. The Board of Elections shall meet to determine and certify the results of the election and shall present the certification of results to the City Council at a special meeting in the Takoma Park Community Center – Sam Abbott Citizens’ Center Auditorium at 7:30 p.m. on Thursday, November 9, 2017.

SECTION 17. This Ordinance shall become effective upon adoption.

Adopted this _____ day of September, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

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 20, noon

- 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

- Beginning this day, 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, 7715 Flower Avenue (12:00 noon to 6:00 pm)

Monday, November 6

- Walk in "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, Atrium Room

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](#))