



City of Takoma Park, Maryland

**NOMINATING CAUCUS**

**Tuesday, September 15, 2020**

**7:30 PM**

**Remote/Virtual Meeting**

**AGENDA**

[Link to register for the meeting on Zoom.](#)

7:30 PM

1. **Call to Order**
2. **Statement of Purpose and Order of Procedure. Review of the nomination process.**
3. **Selection of Secretary for the Meeting**  
**The Chair will request a motion to select a secretary for the meeting.**
4. **Nomination of Candidates for City Council in the Following Order:**  
  
**Ward 1 -- Ward 2 -- Ward 3 -- Ward 4 -- Ward 5 -- Ward 6**
5. **Nomination of Candidates for the Office of Mayor**
7. **Adjournment – Motion to Adjourn**

*(See notes to participants on the back of this form.)*

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**ADA Compliance Notice**

The City of Takoma Park is committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone planning to attend a City of Takoma Park public meeting or public hearing, and who wishes to receive auxiliary aids, services, or accommodations is invited to contact Jessie Carpenter, City Clerk, at 301-891-7267 or [JessieC@takomaparkmd.gov](mailto:JessieC@takomaparkmd.gov) at least 48 hours in advance.

## SEPTEMBER 15, 2020 - NOMINATING CAUCUS

### NOTES TO PARTICIPANTS

**The purpose of this meeting is to nominate candidates for the office of mayor, and for the office of city councilmember for each of the six wards.**

Anyone can view the meeting on CityTV, on Facebook, or on YouTube. Because the meeting will be conducted over Zoom, registration is required to participate in the meeting or view it on Zoom.

The Zoom registration form will ask for information to confirm that you are a registered voter (first and last name, home address, ward, and month/day of birth).

If you are not registered to vote, you may request to register to vote before the meeting by contacting Jessie Carpenter at [JessieC@takomaparkmd.gov](mailto:JessieC@takomaparkmd.gov) or 301-891-7267. Your voter registration must be completed, accepted, and confirmed before 5 PM on November 15.

- 1. If you are nominating or seconding the nomination of a candidate for mayor, you must be a registered voter at an address in the City of Takoma Park.**
- 2. If you are nominating or seconding the nomination of a candidate for city council, you must be a registered voter at an address in their ward.**
- 3. When called upon, state your name, street, and ward before speaking. Please limit your remarks to three (3) minutes.**

### **Tips for meeting:**

**During the meeting, if you have questions about the process, you may enter them in the Q&A box. Someone will answer in the Q&A box or the answer will be provided by the chair.**

**To help the meeting run more smoothly, declared candidates will be given the opportunity to provide the name of the person nominating them for office and the names of any persons seconding their nomination.**

**At the call for nominations for each office, persons registered to nominate will be called upon. After a nomination, persons registered to second that nomination will be called upon.**

**At the call for additional nominations, persons registered to nominate another candidate will be called. After that nomination, persons registered to second that nomination will be called.**

**Once this process is completed for an office, there will be a call for any additional nominations, followed by seconds to that nomination.**

**When there are no further nominations, the chair will request a motion to close the nominations for the office. When the motion is seconded, there will be a vote to close nominations for the office.**

**This process will continue until nominations for all offices are completed.**