



City of Takoma Park, Maryland

NOMINATING CAUCUS

Tuesday, September 10, 2024

7:30 PM

Takoma Park Community Center Auditorium
7500 Maple Avenue, Takoma Park, MD

AGENDA

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 who will record all nominations and seconds for the record.
4. **Nomination of Candidates for City Councilmember in the Following Order:**

Ward 5 -- Ward 2 -- Ward 3 -- Ward 6 -- Ward 1 -- Ward 4
5. **Nomination of Candidates for the Office of Mayor**
6. **Reading of the Names of Candidates Nominated for Office**
7. **Other Business and Brief Announcements**
8. **Adjournment – Motion to Adjourn**

(See notes to participants on the next page.)

Requests for Accommodations for the Meeting (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 as early as possible.

**SEPTEMBER 10, 2024 - 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.

1. The meeting is open to all. However, only registered Takoma Park voters can speak to nominate a candidate for office or to second the nomination of a candidate. The meeting will be recorded.

- *If you are nominating or seconding a nomination, arrive early to check in and have your voter registration confirmed. You will receive a card to submit after you speak.***

2. Nominations and seconds over Zoom will be accepted. (Zoom registration by 5:00 PM on the day of the meeting is required.)

3. At the call for nominations for each office, speakers should approach the podium to be recognized. The nominator will have up to three (3) minutes to speak. After a nomination, the Chair will call for seconds to the nomination. Anyone seconding a nomination will have up to 3 minutes to speak.

4. The process continues until there are no further nominations for that office.

5. 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.

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

7. Instructions for Speakers at the Meeting:

- 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.**
- If you are nominating or seconding the nomination of a candidate for City Councilmember, you must be a registered voter at an address in the same ward.**
- When called upon, approach the podium to use the microphone. Turn in your card. State your name, street, and ward before speaking. Please plan for your remarks to be no more than 3 minutes.**

8. Names of eligible candidates who receive a nomination and a second will be placed on the ballot for the November 5, 2024 City Election.

The meeting will be streamed live and recorded. View on City TV, [Facebook](#), or [YouTube](#).