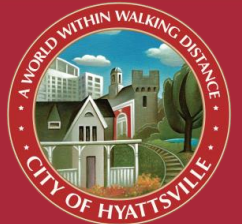


**CITY OF HYATTSVILLE
BIENNIAL ELECTION
Tuesday, May 2, 2017**

Candidate Information Session

HYATTSVILLE





AGENDA

- Welcome & Introductions
- City Board Responsibilities
- Candidate Responsibilities
 - Campaign Finance Procedures
 - Campaign Signage Procedures
 - Vote-by-Mail Procedures
- Election Days
- Adjourn
- Open Q&A with City Council and Boards



INTRODUCTIONS

- Mayor and Council
 - Mayor Candace Hollingsworth
 - Ward 2 Councilmember, Shani Warner
 - Ward 3 Councilmember, Tom Wright
 - Ward 3 Councilmember, Patrick Paschall
 - Ward 5 Councilmember, Joseph Solomon



INTRODUCTIONS

- Board of Supervisors of Elections
 - Greta Mosher, Chair
 - Ann Frankle
 - Bessie McLean
 - Lisa Pineda
 - Andrea Ross
- How to Contact?
 - electionboard@hyattsville.org



RESPONSIBILITIES OF BOARD OF ELECTIONS

- Election Notification and Outreach
- Procurement of Election Equipment
- Certification of Candidates for Election
- Enforcement of Campaign Rules & Requirements
- Election Day Procedures
- Certification of Election Results



INTRODUCTIONS

- Ethics Commission
 - Carter Ross, Chair
 - Chris Currie
 - Chris Arthur
 - Larry Weston
- How to Contact?
 - ethics@hyattsville.org



RESPONSIBILITIES OF ETHICS COMMISSION

- Ensure **Financial Disclosure Forms** are completed in accordance with State Law
 - Receive and maintain forms from Candidates & Elected Officials
- Ensure **Campaign Finance Reports** are completed in accordance with *Hyattsville City Code, Chapter 8, Elections*
- Investigate and violations of the *Hyattsville City Code, Chapter 8, Elections, Campaign Finance*



RESPONSIBILITIES OF CANDIDATES

Required Forms

- **Required Forms due March 31, 2017 @ 5 PM**
 - Candidate Certificate of Nomination/Qualification Forms
 - Financial Disclosure Statement
 - Campaign Account Registration Form
 - Appointment & Acceptance of Treasurer
- **Campaign Finance Reports**
 - **Initial Report** due April 17, 2017 @ 5 PM
 - **Second Report** due April 25, 2017 @ 5 PM
 - **Final Report** due May 9, 2017 @ 5 PM
 - **Further Report** due December 31, 2017 @ 5 PM



RESPONSIBILITIES OF CANDIDATES

Campaign Account Registration

- **A Separate Campaign Bank Account** is required when contributions received by a candidate exceed a total of **\$200**
 - Funds must not be comingled with any other funds or accounts



RESPONSIBILITIES OF CANDIDATES

Campaign Finance Reports

- **Contributions**
 - **Maximum contribution amount per contributor may not exceed \$500**
 - **Candidates may not accept contributions from anonymous contributors or foreign nationals**
 - Reportable contributions shall include all: cash, check, electronic payments, in-kind donations
 - Paypal is an acceptable fundraising tool
 - Partisan websites are **NOT** acceptable fundraising tools
- **Expenditures**
 - Reportable expenditures shall include: campaign signs, brochures, postage, advertisements, professional services, or any other materials used for the campaign
 - Each expenditure must be accompanied with a copy of the receipt
 - Cash withdrawals are forbidden, except for petty cash one time a week, not to exceed \$20.00



RESPONSIBILITIES OF CANDIDATES

Campaign Finance Procedures

- **Failure to Appoint a Treasurer or File Reports**
 - The Board of Elections or Elections Coordinator shall send a written notice to any candidate who fails to appoint a treasurer or file timely Campaign Finance Reports
- **Resignation of Treasurer**
 - Must be reported to the Board of Elections within 24 hours
- **Corrected Campaign Finance Reports**
 - If the Board identifies a reporting inaccuracy, they shall notify the Candidate & Treasurer in writing. **A corrected report shall be filed within 7 days of such notice or be rendered overdue.**



RESPONSIBILITIES OF CANDIDATES

Penalties

- A candidate shall not be seated & sworn as an elected official and shall not receive a salary until all reports are filed in compliance with the *Hyattsville City Code*
- It shall be a misdemeanor for any person to willfully violate or cause or allow a violation of *Hyattsville City Code, Chapter 8, Elections – Article II Campaign Finance*
- The Board may impose a fine of \$200 on any unsuccessful candidate and the candidate's treasurer if the **Campaign Finance Final Report** is more than seven (7) days late.
- The Board may impose a fine of up to \$100 on the Candidate and/or Treasurer if any other report or information required herein is not provided timely & correctly.



RESPONSIBILITIES OF CANDIDATES

Campaign Signage

- **Campaign Signs are no longer permitted in Public Rights of Way**
- Once notified by the Board of Elections that a sign is in violation, the candidate has 24 hours to remove the sign or the City's Code Compliance Department will remove the sign(s)



RESPONSIBILITIES OF CANDIDATES

Vote-by-Mail Do's & Don'ts

- **Do's**
 - Encourage Voter Registration & Vote-by-Mail
 - Candidates may hand out blank Voter Registration & Vote-by-Mail applications
- **Don'ts**
 - Candidates are **NOT** to handle completed Voter Registration & Vote-by-Mail applications
 - Candidates, *or individuals working on behalf of a candidate*, are **NOT** to distribute pre-paid envelopes to return Vote-by Mail Applications **or** Ballots
 - Candidates, *or individuals working on behalf of a candidate*, are **NOT** to handle ballots



VOTER REGISTRATION CLOSES MONDAY, APRIL 11, 2017

- **Requesting County Voter Roll**
 - Prince George's County Board of Elections can be reached via email election@co.pg.md.us or by phone at **(301) 341-7300**
- **Requesting City Voter Roll**
 - The Hyattsville City Voter Roll can be obtained **through a Public Information Act Request**
 - Contact cityclerk@hyattsville.org to receive the list



EARLY VOTING

- **Saturday, April 22, 2017**
 - Magruder Park Recreation Center, 9 AM – 7 PM
- **Saturday, April 29, 2017**
 - Magruder Park Recreation Center, 11 AM – 7 PM

PLEASE NOTE: The City's 131st Anniversary Carnival will be taking place from April 27th – 31st.



ELECTION DAY

Polling Locations

TUESDAY, MAY 2, 2017 7:00 AM – 8:00 PM

- **Ward One:** Hyattsville Municipal Building
- **Ward Two:** Magruder Park Recreation Center
- **Ward Three:** University Christian Church
- **Ward Four:** St. Matthew's Episcopal/Anglican Church
- **Ward Five:** Magruder Park Recreation Center



ELECTION DAY

General Information

- **Voter Turnout Information**

- Estimated voter turn out numbers will be posted outside of the polling location at the following times: **12PM, 3PM, 6PM**

- **Close of Polls**

- Anyone in line at the close of polls will be allowed to vote but no additional voters will be allowed in line after the close of polls.

- **Announcement of Results – Election Day**

- **Unofficial Results** will be announced at the City Municipal Building, 3rd Floor Council Chambers. Results will be announced live on the City's Cable Channel and online.
- *Provisional Ballots* will be counted on **Thursday, May 4th**.
- *Official Results* will be certified no later than **Friday, May 12th**.



ELECTION DAY

General Information

- **Distance From Polls**
 - **Candidates, and individuals campaigning for candidates, are required to remain at least **one hundred (100) feet** from the front door to any voting location when greeting voters or handing out materials.**



ELECTION DAY

General Information

- **Pollwatchers**
 - *Pollwatchers are intended to observe the conduct of election and their prime concern is the integrity and fairness of the election*
 - **Anyone wishing to be a poll watcher must present credentials to the City Clerk by 5 PM** the last business day prior to Early Voting & Election Days. (Credentials include a valid driver's license and letter signed by a candidate or a letter on letterhead from an organization.)
 - Pollwatchers may be present in the polling place during an election. Poll watchers are intended to observe the conduct of the election and their prime concern is the integrity and fairness of the election. They may observe the election before, during and after the polls close.
 - The Board of Elections may remove a pollwatcher that disrupts the election process.



GENERAL INFORMATION

- The Hyattsville Life & Times and the City of Hyattsville Teen Advisory Committee are partnering to host a **Candidate Forum**
 - **Wednesday, April 19, 2017** from **7:00 PM – 9:00 PM** @ City Municipal Building, Council Chambers
- If you decide to file a Withdrawal of Candidacy, please submit your withdrawal in writing by **Friday, March 31, 2017** at **5:00 PM**.



QUESTIONS?

THANK YOU!!!

HYATTSVILLE

