CANDIDATE PACKET

City of Hyattsville
Election

Tuesday, May 7, 2019
The City Election will be held on Tuesday, May 7, 2019. The Election is to fill the at-large Mayoral seat and five (5) City Council seats, one seat for each of the five wards, serving four (4) year terms.

The deadline for filing for Candidacy for this election is 5:00 p.m., Friday, March 29, 2019.

The Candidate Packet provides information to assist in identifying the requirements to become a qualified candidate and other election information. The material is assembled into seven (7) categories:

I. General Information
II. Voter Information
III. Candidate Information
IV. Campaign Finance Requirements
V. Election Day & Early Voting
VI. Council Responsibilities
VII. Appendix

Questions regarding candidacy not covered in this material should be directed to the Board of Supervisors of Elections. This packet of material is not intended to substitute the candidate’s responsibility to read and understand the laws governing elections and ethics in the Annotated Code of Maryland and the Charter and Code of the City of Hyattsville.

General information regarding the City and our governmental organization, City Council agendas and meeting minutes can be found on our web site www.hyattsville.org.

Hyattsville also has notification system that sends alerts on City news/events via email or text. To receive information, go to www.hyattsville.org/notifyme and sign up.

Additionally, the City has an electronic civic engagement platform, called Speak Up, HVL. This platform enables the City to lead focused online conversations to collect feedback from residents on City ideas, initiatives and projects. To view comments or participate in discussions, visit www.speakuphvl.com.
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GENERAL INFORMATION
## I. General Information

### 2019 Election Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY JANUARY 28, 2019</strong></td>
<td>Applications for Vote-by-Mail Ballots available at the City Building, 3rd Floor or</td>
<td>online at <a href="http://www.hyattsville.org/election">www.hyattsville.org/election</a></td>
</tr>
<tr>
<td><strong>MONDAY, FEBRUARY 25, 2019</strong></td>
<td>Candidates may begin registering, Candidate Packets available for pick up at City Building</td>
<td>or online at <a href="http://www.hyattsville.org/election">www.hyattsville.org/election</a> (drop off times between 8:30 AM – 5:00 PM or by appointment, email <a href="mailto:cityclerk@hyattsville.org">cityclerk@hyattsville.org</a>)</td>
</tr>
<tr>
<td><strong>MONDAY, MARCH 4, 2019</strong></td>
<td>Candidate Information Session, 6:00 PM – 8:00 PM City Building, 2nd Floor, Prangley Room</td>
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</tr>
<tr>
<td><strong>SATURDAY, MARCH 23, 2019</strong></td>
<td>Candidate Information Session, 10:00 AM – 12:00 PM City Building, 1st Floor, Multipurpose Room</td>
<td></td>
</tr>
</tbody>
</table>
| **FRIDAY, MARCH 29, 2019**    | Deadline to file for candidacy, 5:00 PM Candidates must turn in the following:            | - Candidate Registration Form  
- Certificate of Candidate Qualifications  
- Financial Disclosure Statement  
- Appointment and Acceptance of Treasurer  
- Campaign Account Registration  |
| **MONDAY, APRIL 1, 2019**     | Candidate Deadline to withdraw from candidacy, 5:00 PM                                    |                                                                                                                                          |
| **THURSDAY, APRIL 4, 2019**   | Mandatory Certified Candidate Information Session, 6:00 PM – 8:00 PM, City Building, 2nd Floor, Prangley Room |                                                                                                                                          |
| **TUESDAY, APRIL 16, 2019**   | Candidate Deadline: Initial Campaign Finance Reports, 1:00 PM                             |                                                                                                                                          |
| **FRIDAY, APRIL 19, 2019**    | Candidate Deadline: Amended Initial Campaign Finance Reports, 1:00 PM                     |                                                                                                                                          |
| **SATURDAY, APRIL 27, 2019**  | Voter Deadline to request a Vote-by-Mail ballot to be sent via USPS, 5:00 PM              |                                                                                                                                          |
| **SATURDAY, APRIL 27, 2019**  | EARLY VOTING (Magruder Park, 11:00 AM – 7:00 PM)                                           |                                                                                                                                          |
| **TUESDAY, APRIL 30, 2019**   | Candidate Deadline: Second Campaign Finance Reports, 1:00 PM                              |                                                                                                                                          |
| **FRIDAY, MAY 3, 2019**       | Candidate Deadline: Amended Second Campaign Finance Reports, 1:00 PM                       |                                                                                                                                          |
| **SATURDAY, MAY 4, 2019**     | EARLY VOTING (Magruder Park, 9:00 AM – 7:00 PM)                                           |                                                                                                                                          |
| **MONDAY, MAY 6, 2019**       | Voter Deadline to request pick up of Vote-by-Mail ballot, 10:00 AM                        | *Ballots must be picked up at the City Building*                                                                                     |
| **TUESDAY, MAY 7, 2019**      | CITY ELECTION, 7:00 AM – 8:00 PM                                                          |                                                                                                                                          |
| **MONDAY, MAY 20, 2019**      | CITY COUNCIL MEETING, 8:00 PM                                                            | Certified Election Results accepted by the Council New Elected Officials are issued the Oath of Office                                    |
| **TUESDAY, SEPTEMBER 3, 2019**| Candidate Deadline: Annual Campaign Finance Reports, 1:00 PM                              |                                                                                                                                          |
| **FRIDAY, SEPTEMBER 6, 2019** | Candidate Deadline: Amended Annual Campaign Finance Reports, 1:00 PM                     |                                                                                                                                          |
Board of Supervisors of Elections

Hyattsville Charter Section C4-2 through C4-16 details the appointment and duties of the Board of Supervisors of Elections. The Board may be reached via email at electionboard@hyattsville.org.

Greta Mosher, Chair  
Ann Frankle  
Lisa Pineda  
Andrea Ross  
Bessie McLean

Ethics Commission

Hyattsville City Code Section 10-2 details the appointment and duties of the Ethics Commission. The Commission may be reached via email at ethics@hyattsville.org.

T. Carter Ross, Chair  
Chris Arthur  
Chris Currie  
Frankie Thomas  
Larry Weston

Office of the City Clerk

The Office of the City Clerk may be reached via email at cityclerk@hyattsville.org.

Laura Reams, City Clerk  (301) 985-5009  
Nicola Konigkramer, Deputy City Clerk  (301) 985-5001
VOTER INFORMATION
II. Voter Information

Voter Qualification and Registration

Every person who

- Is at least sixteen (16) years of age;
- Has the City of Hyattsville as the applicant’s primary residence, and has resided within the corporate limits of the City for thirty (30) days;
- Does not claim the right to vote elsewhere in the United State;
- Has not been found by a Court to be unable to communicate a desire to vote;
- Is registered in accordance with the provisions of the Charter of the City of Hyattsville is qualified to vote in a City of Hyattsville election.

The Maryland State Voter Registration Form is available in the Office of the City Clerk and on the State Board of Elections website: [http://www.elections.state.md.us/voter_registration](http://www.elections.state.md.us/voter_registration). The Voter Registration Form may be completed online or printed and returned to the Prince George’s County Board of Elections (instructions and the mailing address are on the form). Those who are eligible to register with the State, are encouraged to do so. Registering with the State allows the applicants to also vote in County and National Elections.

In 2017, the City Council authorized the establishment of a City-Only Voter Registry maintained by the Office of the City Clerk. The City Only Voter Registration Form is available online at [www.hyattsville.org/elections](http://www.hyattsville.org/elections) or for pickup at the City Building. Completed forms may be returned via mail, emailed to [electionboard@hyattsville.org](mailto:electionboard@hyattsville.org), OR dropped off in person to the Office of the City Clerk.

Upon receipt and processing of the voter registration form, the County Board of Elections or Office of the City Clerk will mail a Voter’s Information Card to the voter to confirm that the registration has been recorded. Please note that it may take several weeks to receive verification.

Anyone who has moved from one place to another (even within the City) and has not already done so, must fill out a Maryland or City-Only Voter Registration Form noting the change of address. Anyone registered with the State, who is not certain of his or her status, should call the Board of Supervisors of Elections, Prince George’s County at (301) 731-7300. For questions on the City-Only Registry please contact Deputy City Clerk, Nicola Konigkramer at (301) 985-5001 or via email at [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org).

Same Day Voter Registration

In 2016, the City Council passed a Charter Amendment that authorized the implementation of Same Day Voter Registration for the 2019 Election. Residents from all wards can register to vote and cast their ballot on Election Day at the City Building.
Vote-by-Mail

Any qualified and registered voter in the City of Hyattsville may vote by Vote-by-Mail ballot.

To receive an application for the Vote-by-Mail Ballot, follow the procedures for Obtaining Forms listed below. Applications must be submitted no later than 10:00 a.m. on Monday, May 6, 2019.

The Board of Supervisors of Elections will begin mailing Vote-by-Mail Ballots to qualified voters who have completed a Vote-by-Mail Ballot Application on April 8, 2019. The ballot will include instructions on how the ballot is to be marked and returned.

The Board of Supervisors of Elections must receive the Vote-by-Mail Ballot NO LATER than the closing of the polls on Election Day (Tuesday May 7, 2019, by 8:00 p.m.). A ballot received after 8:00 p.m. on Election Day will not be counted.

Please note that once a voter has applied for and is sent a Vote-by-Mail Ballot by the Board, the voter must use the Vote-by-Mail Ballot to vote in this election.

Obtaining Forms

A. Maryland State Voter Registration Form
B. Hyattsville City-Only Voter Registration Form
C. Vote-by-Mail Ballot Instructions/Application
D. Application for Candidacy – Mayor
E. Application for Candidacy – Council Member
F. Financial Disclosure Instructions Statement (Instructions & Appendix)
G. Appointment of Treasurer
H. Acceptance by Treasurer
I. Candidate Biography
J. Campaign Finance Report Cover
K. Certificate of Contribution Threshold
L. Campaign Account Registration
M. Campaign Finance Workbook
N. Certificate of Disposition of Funds
O. Instructions to Poll Watcher
P. Candidate Change of Name Affidavit

The forms necessary for candidacy (D-O) are included in the Candidate Packet. Other forms and additional copies of forms can be obtained by the following methods:

1. In Person
   Voter forms and Candidate Packets are available at the City Building, 4310 Gallatin Street in the Office of the City Clerk (between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday).

2. By Phone
   Call the Office of the City Clerk (301) 985-5001 and request that a form be mailed.
3. **By Mail**
   Send a letter to the Board of Supervisors of Elections, City of Hyattsville, 4310 Gallatin Street, Hyattsville, Maryland 20781. Include the name of the applicant, a complete address, a telephone number, the name of requested form, and the date.

4. **By E-mail and Online**
   Send your request to the Board of Supervisors of Elections at electionboard@hyattsville.org. Include the same information as required above.

   **Note:** The Vote-by-Mail Ballot Application (both English and Spanish versions) is available on the City website at www.hyattsville.org/elections. Vote-by-Mail Ballot Applications may be returned in person, mail or via email to votebymail@hyattsville.org. Please note that applications returned via email must be signed and scanned as a .pdf copy and sent to the Office of the City Clerk by the applicant.

   **Candidates, agents of candidates, or political committees may not return, or handle, completed Voter Registration Forms or Vote-by-Mail applications.**
CANDIDATE INFORMATION
III. Candidate Information

City Council Composition, Selection, and Term

The Council is composed of ten (10) members and the Mayor. All are elected to a four-year term. Candidates must be registered to vote in Prince George's County, Maryland or on the Hyattsville City-Only Voter Registry. Candidates for the Office of Council Member must reside in the Ward for which they are running. Candidates for the Office of Mayor may reside in any of the City’s five (5) Wards. All Candidates must be a minimum of eighteen (18) years of age upon the day of election. Valid identification is required.

Filing for Candidacy

Any qualified resident of the City who desires to be a candidate for the Office of Mayor or Council Member must file an application on or before 5:00 p.m., Friday March 29, 2019, in the Office of the City Clerk, 4310 Gallatin Street, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., or by appointment. To schedule an appointment, please call the Office of the City Clerk at (301) 985-5001 or contact the Board of Supervisors of Elections at electionboard@hyattsville.org. The application must include the Application for Candidacy, Financial Disclosure Statement, Appointment of Treasurer, Acceptance by Treasurer, Candidate Biography, and Campaign Registration Account (if applicable) Forms.

Voter Registration Lists

State Voter lists can be obtained from the Board of Elections, Prince George's County, (301) 341-7300. County staff strongly urges that you do this in person. The required form, entitled Application for Electronically Reproduced List of Registered Voters, is available on the Prince George’s County’s website: http://www.princegeorgescountymd.gov/sites/elections/Pages/default.aspx under Services. There is a $30.00 fee. The cost is set by the County and checks are made payable to Prince George’s County, Maryland.

The City-Only Voter List can be obtained from the Office of the City Clerk, by email to cityclerk@hyattsville.com.

Campaign Signs

Campaign signs may be placed on private property with the permission of the owner.

Campaign signs may not be placed on any property owned by a government entity. Signs may not be placed in the public rights-of-way; signs may not be placed on/in medians, utility poles, or parks.

Candidates and political committees are responsible for all campaign signs that include reference to their campaign.
Campaign Material

Please read this section carefully. If you have any questions, contact the Office of the City Clerk immediately to have them addressed by the Board of Supervisors of Elections.

Campaign material means any material that:

1. Contains text, graphics, or other images;
2. Relates to a candidate, a prospective candidate, or the approval or rejection of a question;
3. Is published or distributed to anyone by, at the request of, or under the authority of, a candidate.

Authority Line Requirement on Campaign Material

Each item of Campaign Material shall contain an authority line, set apart from any other message, that states the name, title, and address of the person responsible for the publication or distribution of the same, except that an address need not be included if the responsible person is registered with the City Clerk.

Any material that is published or distributed in support of, or in opposition to, a candidate, referendum, or election question without being directly or indirectly authorized by the candidate as provided in the Hyattsville City Code, Chapter 8 Section 8-22, shall include the following statement:

“Authorized and paid for by (name of payer or any organization affiliated with the payer). This message has not been authorized or approved by any candidate.”

These provisions apply to all campaign materials, including those that are distributed and published electronically and through social media.

The material need not contain an authority line if the item is too small to include all of the information required by Hyattsville City Code, Chapter 8 Section 8-22, in a legible form, except that reasonable effort shall be made to include as much legible information as possible, even in truncated form.

It shall be unlawful for any person to knowingly publish or distribute for the purpose of influencing votes any materials with a false or incorrect authority line. Any person who violates Hyattsville City Code, Chapter 8 Section 8-22 shall be guilty of a misdemeanor and subject to penalties including a fine of up to five hundred dollars ($500.00).
CAMPAIGN FINANCE REQUIREMENTS
IV. Campaign Finance Requirements

Please read this section carefully. If you have any questions, contact the Office of the City Clerk immediately to have them addressed by the Board of Supervisors of Elections.

Campaign Finance Reports Required

A. Each candidate for the Office of Mayor or City Council Member must file a Financial Disclosure Statement with their application for candidacy in order to be a certificated candidate for election.

B. Each candidate for the Office of Mayor or City Council Member and their designated campaign treasurer shall file with the City Clerk reports as specified below which shall list individually each contribution and expenditure in furtherance of the candidate’s nomination and election. The report shall also include a total amount of all contributions and expenditures.

C. Unless otherwise provided, any report as described above shall include contributions received or expenditures made by the candidate or candidate’s treasurer. Reportable contributions and expenditures shall include: cash, campaign signs, brochures, postage, advertisements, in-kind contributions and any other material used for the campaign.

D. All reports filed shall be available for examination by any member of the public during normal office hours of the City Clerk (8:30 a.m. to 5:00 p.m. – Monday through Friday, except for holidays). Filed reports will be posted on the City’s website.

Deadline for Filing Reports

A. Financial Disclosure Statement – Due at the time of filing for candidacy, no later than Friday, March 29, 2019 at 5:00 p.m.

B. Initial Report – An initial report shall be filed on the twenty-first (21st) day preceding Election Day.

C. Second Report – A second report shall be filed on the seventh (7th) day preceding Election Day.

D. Annual Report – An annual report shall be filed on or before the first (1st) Tuesday in September of each year until the cash balance, unpaid bill(s) or deficit is eliminated and a final annual report reflecting the disposition of funds is filed with the Office of the City Clerk per Hyattsville City Code, Chapter 8 Section 8-32.

E. Reports must be filed with the Office of the City Clerk by 1:00 p.m. of the day they are due.

F. The City Clerk shall promptly send a written notice to any candidate and the candidate’s treasurer who fails to timely file a campaign finance report. Such notice shall also be posted on the City’s website and on the City’s bulletin board.
Campaign Finance Forms and Affirmation of Report

The reports shall be made on forms or in a format provided by the City Clerk and approved by the City Attorney. The reports shall be subscribed and sworn to (or affirmed) by the candidate and by the candidate’s treasurer.

Special Reporting Requirements

A. **Family Contributions** – A report need not identify separately the campaign contributions made by the candidate or the candidate’s spouse or domestic partner but may aggregate such under one line or total.

B. **Separate Campaign Account** – when the contributions received by a candidate exceed a total of one thousand dollars ($1,000.00), all funds must be deposited in an account opened with a financial institution and designated with the City of Hyattsville as the candidate’s campaign account. Such funds must not be commingled with any other funds or accounts.

Restrictions on Campaign Contributions

A. Maximum contribution – the maximum contribution per contributor for any one candidate shall be no more than a total five hundred dollars ($500.00) for any City election.

B. No candidate may accept any contribution from an anonymous contributor or a foreign national as defined in Hyattsville Code, Chapter 8 Elections.

C. No candidate may accept any contribution from a political action committee, corporation, business or legal entity.

Restrictions on Use of Campaign Funds

1. Personal use of campaign funds is prohibited. No candidate may use campaign funds for any personal use, which is an obligation or expense of any person that would exist irrespective of the campaign of a candidate. Personal use includes, but is not limited to:
   a. Household food items or supplies;
   b. Clothing, other than items of de minimis value that are used in the campaign (examples of de minimis campaign clothing include, but are not limited to, campaign logo “t-shirts” and caps with campaign slogans);
   c. Mortgage or rent payments for the personal residence or property of a candidate or the candidate’s family;
   d. Vacations;
   e. Tickets or admission to entertainment, such as a concert or theater performance; and
   f. Salary payments to a member of the candidate’s family.

2. Campaign funds may not be utilized in any election other than one held by the City.
3. Cash withdrawals are prohibited.

4. Campaign Funds shall not be used to pay a fine or violation of Hyattsville City Code, Chapter 8 Elections.

5. No person other than a candidate, treasurer, or other agent with specific written authorization by the candidate shall make an expenditure from any campaign account.

Appointment of Campaign Treasurer

A. Each candidate shall appoint one campaign treasurer and shall file the name, address and contact information of the campaign treasurer, together with the treasurer's acceptance of the appointment in writing, on the Appointment and Acceptance of Treasurer Forms provided by and returned to the Clerk’s Office, by March 29, 2019.

B. A candidate may serve as the treasurer for their own campaign so long as the candidate has not received and does not intend to receive a total of reportable contributions of more than one thousand ($1,000.00), excluding contributions by the candidate or the candidate’s spouse/domestic partner.

C. In the event the contributions exceed the amount in subsection (B) immediately above, the candidate must report such to the Office of the City Clerk and appoint a treasurer and file the appropriate forms within two (2) days.

D. In the event of the resignation of an appointed treasurer, the candidate must immediately inform the Board and shall within seventy-two (72) hours, appoint a new treasurer and so inform the Board in writing.

Failure to Appoint a Treasurer or File Reports

A. The City Clerk shall promptly send a written notice to any candidate who fails to appoint a treasurer or to file timely campaign finance reports. Such notice shall be posted on the City’s website and in the lobby of the City Municipal Building.

B. The Board of Supervisors of Elections is responsible for ensuring that all forms and campaign finance reports are in substantial compliance with Hyattsville City Code, Chapter 8 Elections. If the Board or their designee discover a reporting inaccuracy or other deficiency in a report filed pursuant to Article VII Campaign Finance, it shall notify in writing the candidate and the treasurer of the candidate, if any, and a corrected report shall be filed by the treasurer within:
   a. Forty-eight (48) hours after the City Clerk sends notice if the report is to be corrected was filed pursuant to Section 8-27(A); or
   b. Seven (7) days after the City Clerk sends notice if the report is to be corrected is an annual report required to be filed pursuant to Section 8-27(A).

C. Failure to file a corrected report within applicable time shall render the report overdue and may result in the penalties below.
Penalties

A. Any person who commits any violation set forth in Subsection (B) of § 8-36 of Article IX, or knowingly aids or abets another in committing such a violation, shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than one thousand dollars ($1000.00), imprisonment of not more than six (6) months, or both, at the discretion of the Court.

B. The Board may impose a fine of up to five hundred dollars ($500.00) on any person who fails to:
   1. Include an authority line on campaign materials, if required, that is in substantial compliance with the requirements set forth in § 8 22 of this Chapter;
   2. Timely appoint a treasurer and file the correct forms as required by § 8-24 of this Chapter;
   3. Promptly establish, and properly maintain, a campaign account as required by § 8 30 of this Chapter; or
   4. Comply with an order of the Board.

C. The Board or its designee may impose a fine of up to five hundred dollars ($500.00) on any candidate and/or any treasurer of a candidate if any report or affidavit required by Article VII is not timely filed.

D. The Board or its designee may impose a fine of up to one hundred dollars ($100.00) for any violation of this Chapter, including the prohibited conduct set forth in § 8 36 of this Article, except that a person may not be fined under this Subsection if a fine or penalty is imposed under Subsections (A), (B), or (C) of this Section.

E. After notification of a violation and for each day the violation continues, the Board may impose additional fines up to the amounts indicated in Subsections (B), (C), and (D) of this Section, respectively, if an infraction set forth in those Subsections is not abated within a reasonable time.

F. The Board may impose a fine of up to two hundred dollars ($200.00) on any person that fails to appear at a hearing after receiving a summons from the Board.

G. In addition to any other fine, penalty, or sanctions, the City Council may, after notice and a hearing, impose such censure or penalty on any person elected who has violated Article VII of this Chapter that the Council deems reasonable and appropriate, including a refusal to seat the individual, removal from office, and a declaration that the seat is vacant.
ELECTION DAY
&
EARLY VOTING
V. Election Day & Early Voting

The Board of Supervisors of Elections has authorized two (2) days of Early Voting for the May 2019 Election. Early Voting will take place at the Magruder Park Recreation Center from 11:00 a.m. to 7:00 p.m. on Saturday, April 27, 2019 and 9:00 a.m. to 7:00 p.m. on Saturday May 4, 2019. All City Wards will vote at one (1) location for early voting.

Location of Polling Places for Election Day, May 7, 2019

Polls are open from 7:00 a.m. until 8:00 p.m. All polling locations are accessible to the disabled.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Hyattsville City Building</td>
</tr>
<tr>
<td></td>
<td>4310 Gallatin Street</td>
</tr>
<tr>
<td></td>
<td>First Floor, Multipurpose Room</td>
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<tr>
<td>2</td>
<td>Magruder Park Recreation Center</td>
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<tr>
<td></td>
<td>3911 Hamilton Street</td>
</tr>
<tr>
<td></td>
<td>Rear Multipurpose Room</td>
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<tr>
<td>3</td>
<td>University Christian Church</td>
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<tr>
<td></td>
<td>6800 Adelphi Road</td>
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<tr>
<td></td>
<td>Sanctuary Room</td>
</tr>
<tr>
<td>4</td>
<td>St. Matthew’s Episcopal/Anglican Church</td>
</tr>
<tr>
<td></td>
<td>5901 36th Avenue</td>
</tr>
<tr>
<td></td>
<td>Entrance off 36th Avenue</td>
</tr>
<tr>
<td>5</td>
<td>Magruder Park Recreation Center</td>
</tr>
<tr>
<td></td>
<td>3911 Hamilton Street</td>
</tr>
<tr>
<td></td>
<td>Front Multipurpose Room</td>
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Same Day Voter Registration

Hyattsville City Building
4310 Gallatin Street
Second Floor, Prangley Room

Candidate Rules for Election Day

1. No person is permitted to canvass or electioneer in the polling room or within a radius of one hundred (100) feet from the entrance of the building being used as the polling place. A painted line, or sign, will mark these distances.

2. All placards, posters and other material used by candidates must be removed from the area of distribution at the close of the polls.

3. It will be unlawful for any person, other than the judges, poll watchers, and City officials to remain in polling places at the City election after the close of the polls, except employees of the building.
Poll Watchers

Poll watchers 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.

Poll watchers may represent established political parties, candidates, qualified civic organizations, or organized proponents or opponents of ballot propositions. Each poll watcher must present to the Chief Judge a Watcher's Certificate issued by the City Clerk to be admitted as a poll watcher at a polling location.

Anyone wishing to be a poll watcher must present credentials to the City Clerk by 5:00 p.m. the day prior to the advance voting day or the Election Day. (Credentials include a valid driver’s license and letter signed by a candidate or a letter on letterhead from an organization.)

One poll watcher may be present in the polling place representing a candidate or group at any given time. When overcrowding interferes with the orderly conduct of the election, the Election Judge may ask all poll watchers to leave. The Election Judge may cause the removal of any poll watcher who is disrupting the election process.

Functions of a poll watcher:

A. Before the first ballot is cast, poll watchers may observe machine preparation. During the preparation of the machine, the counters will be verified, witnessed, and posted for inspection by the poll watcher.

B. Poll watchers will be positioned near enough to the election judges to hear and see procedures. Chairs will be set up in the designated area.

C. Poll watchers may challenge a person's right to vote, only on the basis of identity, that is, the person is not whom they purport to be. The poll watcher should politely inform the Chief Judge of the challenge.

D. The Chief Judge determines whether or not to sustain a challenge.

E. Poll watchers may observe the tally procedures after the polls close.

F. If an error or violation continues after the Chief Judge has been informed, the poll watcher should record their observations, immediately contact the Hyattsville Board of Supervisors of Elections at (301) 985-5001 and remain at the polling place until proper authorities arrive. Under no circumstances should a poll watcher argue with the Election Judge or interfere with the election process.

The Judges of Election are the sole authority in the polling place on Election Day. No person except a judge may handle or touch election supplies or materials. A police officer may be in the polling place to preserve order and carry out lawful directions given by the judges. If the poll watcher(s) at any polling location become disruptive or interfere with the election process, they will be asked to leave.

Poll watchers may not enter into the area of the voting machines/booths and shall be assigned a position inside the polling room to enable them to see any person who offers to vote. Only the Chief Judge may give the number of voters to poll watchers. Such watchers may be permitted to remain within the polling room until the returns are completed. No watchers shall be permitted to enter a polling place before the opening of polls, unless they are present.
one-half hour before the opening. They are not to confer in the polling room with any voter. Questions pertaining to this should be directed to the Board of Supervisors of Elections on Election Day.

Complaints

A. The Board shall investigate and resolve any written complaints or contests relating to voting, the validity of any ballot, candidate certification, violations of this Chapter, or other City election matters within the authority granted to the Board by the City Charter or Code.

B. When reviewing a complaint, contest, or other potential violation within its authority pursuant to this Article, the Board has the power to:

1. conduct a reasonable investigation;
2. conduct one or more hearings;
3. adopt reasonable rules and procedures for the conduct of hearings that are not inconsistent with this Article;
4. summon concerned parties and/or necessary witnesses to hearings;
5. dismiss a complaint;
6. conciliate a complaint;
7. issue orders;
8. implement enforcement actions as provided by this Section; and
9. extend the time for any hearing and the issuance of any finding, opinion, and/or orders.
COUNCIL
RESPONSIBILITIES
VI. Council Responsibilities

Council Meetings

It is the responsibility of Council Members to attend the following meetings:

Regular Council Meetings
Council Meetings are held on the first and third Monday of each month (see schedule of meeting dates). The Council Meetings typically begin at 8:00 p.m. and are an opportunity for Council Members to discuss issues and take formal action. The Council Meetings are televised on Comcast Cable Channel 71 and Verizon FIOs Channel 12. Additionally, Council Meetings are available online at http://www.hyattsville.org/88/City-Council-Meetings.

Special Council Meetings & Council Work Sessions
Special Council Meetings are scheduled as needed by the Mayor and Council. The Special Council Meetings/Work Sessions typically begin at 8:00 p.m. and are an opportunity for Council Members to discuss specific issues. No action may be taken during a work session, however formal action may be taken during a Special Council Meeting. Special Council Meetings and Work Sessions are televised on Comcast Cable Channel 71 and Verizon FIOs Channel 12 and are available online at http://www.hyattsville.org/88/City-Council-Meetings.

Closed Sessions
Closed Sessions are held occasionally to discuss personnel or legal issues and are called by the Mayor or by majority vote of the Council. On occasions, when the presence of the City Attorney is required, Closed Sessions may begin at 7:00 p.m. or 7:30 p.m.

Other Meetings
Public hearings, special meetings, community meetings, or rescheduled meetings are occasionally held.

Council Packets

Packets of information are delivered to Council Members via email the Friday prior to each Council Meeting. These packets contain background information on items to be discussed at the meetings and are public documents. The Council Members must review all packet information and come to the meeting prepared for discussion. Council Members are encouraged to solicit the opinion of their constituents.

Council Orientation

The City will host an orientation for newly elected Council Members shortly after the election to provide an overview of City operations and the role of the Mayor and Council. The date of this orientation will be determined shortly after the Election.
Salaries

The Salary of the Mayor and Council will be set as follows:

A. Effective in the first pay period after July 1, 2018 the annual salary of the Mayor shall be $12,914.00, and the annual salary of all Council Members shall be $8,643.00; and

B. Effective in the first pay period after July 1, 2019 the annual salary of the Mayor shall be $14,340.00, and the annual salary of all Council Members shall be $9,597.00; and

C. Effective in the first pay period after July 1, 2020 the annual salary of the Mayor shall be $15,834.00, and the annual salary of all Council Members shall be $10,597.00.

Legislative Conferences

The Mayor and Council Members typically attend the annual summer conference hosted by the Maryland Municipal League. The 2019 conference will be held June 23 – June 26 in Ocean City, Maryland. Additional information on the conference can be found at [www.mdmunicipal.org](http://www.mdmunicipal.org). The Maryland Municipal League also hosts a fall conference which is typically held in October.

Represent the City

Council Members are expected to represent the City at various functions throughout the year. Council members also often serve as Council liaisons to City Committees.

Council Responsibilities to their Constituents

Council Members perform a liaison function between the constituents of their Ward and the City. They are expected to be honest and to fairly represent their Ward.
NAME OF CANDIDATE

ADDRESS

CITY, STATE, ZIP

WARD

I, being over eighteen years of age, a citizen of the United States, a resident of the State of Maryland and of the City of Hyattsville, and a registered voter of the State of Maryland, hereby request that my name be placed on the ballot as a CANDIDATE FOR MAYOR IN THE HYATTSVILLE 2019 BIENNIAL CITY ELECTION TO BE HELD ON TUESDAY, MAY 7, 2019.

SIGNATURE OF CANDIDATE

DATE

PRINT NAME

REGISTRAR

DATE

Authority: Hyattsville City Code, Chapter 8 § 8-6
Certificate of Candidate Qualifications for Municipal Office

Hyattsville City Charter, Article II.

A. Election; tenure. The Mayor shall be elected from the city at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the city concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the city two (2) years thereafter. Each Councilman shall be elected for a term of four (4) years, except in case of an election to fill a vacancy in that office, in which case the election shall be until the next regular city election. The Mayor and Councilmen shall hold their respective offices for the several terms aforesaid and until their successors shall have been duly elected and qualified, unless otherwise terminated by operation of law. The Mayor and all Councilmen shall retain throughout their respective terms of office all the qualifications necessary for their election, and their failure to retain all such qualifications shall ipso facto cause a forfeiture of their respective offices.

B. Qualifications. No persons shall be eligible as Mayor or Councilmen except those who, upon the day of election, shall be citizens of the United States, registered voters of the City of Hyattsville, actual bona fide residents of the City of Hyattsville and, in the case of Councilmen, residents of the ward from which they shall be elected.

C. Restrictions. Neither the Mayor nor any of the Councilmen shall hold any other office with the city during their respective terms of office, neither shall they nor any other officer of the city, either directly or indirectly through the medium or agency of other persons, enter into any contract or contracts with the city.

Certificate of Qualifications

This is to certify that I have read the above and hereby state that I am eligible to be a candidate for the office indicated below in accordance with the provisions of Section C2-2, Article II, Hyattsville City Charter, as quoted above.

____________________________________________________________________________
SIGNATURE OF CANDIDATE DATE

____________________________________________________________________________
PRINT NAME

____________________________________________________________________________
WARD 2

Authority: Hyattsville City Code, Chapter 8 §8-6
NAME OF CANDIDATE

ADDRESS

CITY, STATE, ZIP

WARD

I, __________________________, being over eighteen years of age, a citizen of the United States, a resident of the State of Maryland and of the City of Hyattsville, and a registered voter of the State of Maryland, hereby request that my name be placed on the ballot as a CANDIDATE FOR COUNCILMEMBER FOR WARD ______ IN THE HYATTSVILLE 2019 BIENNIAL CITY ELECTION TO BE HELD ON TUESDAY, MAY 7, 2019.

SIGNATURE OF CANDIDATE

DATE

PRINT NAME

REGISTRAR

DATE

1

Authority: Hyattsville City Code, Chapter 8 § 8-6
Hyattsville City Charter, Article II.

A. Election; tenure. The Mayor shall be elected from the city at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the city concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the city two (2) years thereafter. Each Councilman shall be elected for a term of four (4) years, except in case of an election to fill a vacancy in that office, in which case the election shall be until the next regular city election. The Mayor and Councilmen shall hold their respective offices for the several terms aforesaid and until their successors shall have been duly elected and qualified, unless otherwise terminated by operation of law. The Mayor and all Councilmen shall retain throughout their respective terms of office all the qualifications necessary for their election, and their failure to retain all such qualifications shall ipso facto cause a forfeiture of their respective offices.

B. Qualifications. No persons shall be eligible as Mayor or Councilmen except those who, upon the day of election, shall be citizens of the United States, registered voters of the City of Hyattsville, actual bona fide residents of the City of Hyattsville and, in the case of Councilmen, residents of the ward from which they shall be elected.

C. Restrictions. Neither the Mayor nor any of the Councilmen shall hold any other office with the city during their respective terms of office, neither shall they nor any other officer of the city, either directly or indirectly through the medium or agency of other persons, enter into any contract or contracts with the city.

Certificate of Qualifications

This is to certify that I have read the above and hereby state that I am eligible to be a candidate for the office indicated below in accordance with the provisions of Section C2-2, Article II, Hyattsville City Charter, as quoted above.

______________________________
SIGNATURE OF CANDIDATE

______________________________
DATE

______________________________
PRINT NAME

______________________________
WARD

2

Authority: Hyattsville City Code, Chapter 8 §8-6
1. Fill in the preliminary information requested in the box below. Be sure to identify correctly the reporting period.

2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

I Would Like To Be Notified If Someone Looks At My Form □

Regular Reporting Period: January 1 through December 31, _____

or

Termination Report: January 1 through ________________, _____

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the City’s Ethics Ordinance with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through K.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: ________________________________

(SEAL) Date: ________________________________

Sworn to before me this ______ day of ________________________________

Signature of Notary Public: ________________________________

Printed/Typed Name of Notary Public: ________________________________

My Commission Expires: ________________________________

Instructions: Check the proper block to Questions A through K as it applies to the reporting period only. Do

Effective as of January 31, 2019.
not leave any question on the page unanswered. If you check "Yes" to any question be sure to complete the corresponding Schedule. If you check “No” you need not complete or submit the corresponding Schedule. NOTE: Most individuals are obligated to complete Schedule A (because they own or rent property) and at least one copy of Schedule H (because they and/or their spouse earn a salary from employment and/or self-employment). If you or your spouse owns a business or is self-employed, Schedule B also likely needs to be completed.

Definitions:
"Attributable": An interest is “attributable” to you if the interest is held by a trust or an estate and you (1) are a beneficiary of the trust or estate; or (2) you will in the future have the right to be the owner or beneficiary; or (3) have the authority to revoke the trust.
"Immediate family" shall include you, your spouse/domestic partner, or any child of you or of the spouse/domestic partner.

During the reporting period:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>I held an interest by ownership or by lease in real property. (If &quot;Yes,&quot; complete Schedule A.)</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>I held an interest in corporations, partnerships and similar entities. (If &quot;Yes,&quot; complete Schedule B.)</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>I or an immediate family member held an interest in a business entity which did business with the City. (If &quot;Yes,&quot; complete Schedule C.) (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>I or an immediate family member was a partner or held an office, directorship, or salaried employment in or with a business entity that did business with the City. (If &quot;Yes,&quot; complete Schedule D.) (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>I or an immediate family member owed debts (excluding retail credit accounts) to a person or entity that did business with the City. (If &quot;Yes,&quot; complete Schedule E.) (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>I or an immediate family member received any gift from persons that did business with the City, were regulated by the City, or were registered or required to register as a lobbyist for the City. (If &quot;Yes,&quot; complete Schedule F.) (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>A member of my immediate family was employed by the City of Hyattsville during the reporting period. (If &quot;Yes,&quot; complete Schedule G.)</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td>I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received. (If &quot;Yes,&quot; complete Schedule H.)</td>
<td></td>
</tr>
</tbody>
</table>
I. I represented a person for compensation before a City agency other than in a judicial or quasi-judicial proceeding. (If "Yes," complete Schedule I.)

J. I and/or a member of my immediate family, together or separately hold either 10% or more of the capital stock or stock worth $25,000.00 or more in a corporation subject to regulation by the City or any interest in a partnership, limited liability partnership or limited liability company subject to regulation by the City. (If "Yes," complete Schedule J.)

K. Is there additional information you wish to disclose? (If "Yes," complete Schedule K.)
Schedule A — Real Property Interests

Do you have any interest (as an owner or renter or tenant, including interests in timeshares) in real property in Maryland or in any other State or Country?

___ Yes
___ No (Go to Schedule B)

If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)
   Street Address ________________________________
   City/State/Zip __________________________________

2. What kind of property is it?
   Improved (indicate whether property is residential or commercial property, etc.): __________
   Unimproved (vacant lot): __________

3. Is the interest held by you or is it attributable to you? (See definition of “attributable” on page 2).
   Owned: __________ Attributable: ________________

4. Are you the owner or tenant?
   Owner ___________ Tenant ________________

5. Do you hold the interest solely or is it jointly held with another?
   Solely ________ Jointly ________ Tenants by the Entirety ______
   (owned jointly with spouse)

   If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s):
   ___________________________________________________________________
   ___________________________________________________________________

6. Are there any legal conditions or encumbrances on the property that you are obliged to pay? (Example: mortgages, liens, contracts, options, etc.)

   ___ Yes
   ___ No

Effective as of January 31, 2019.
If yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?

7. What date was the property acquired? __________

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

10. What consideration did you give in exchange for an interest in the property (i.e. how did you acquire the property: money, property, services?) and for what amount? (If the interest was acquired other than by purchase, please list the fair market value of the interest at the time acquired.)

11. Have you transferred any interest in this property during the reporting period?

___ Yes
___ No

If Yes;

11.A. What percentage of interest did you transfer: ____%

11.B. What consideration did you receive for the interest (money, property, services?):

11.C. To whom did you transfer the interest: ________________

Please complete Schedule A for each additional real property in Maryland, any other State or any other Country in which you have an interest as an owner, renter, or tenant, including timeshares.

Effective as of January 31, 2019.
Schedule B — Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period?

Note: You need not include a trust fund, 401(k), 403(b), IRA or other fund that is part of a pension or profit-sharing plan that has more than 25 participants and qualifies as a tax-exempt trust under IRS rules. You also do not need to include stock ownership if it is less than either ten percent (10%) of the total of the stock of the company or worth less than $25,000.00.

___ Yes
___ No (Go to Schedule C)

If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____________________

2. Does the stock of the corporation trade on a stock exchange?

   ___ Yes
   ___ No

   If “no,” the legal address of the entity’s principal office.

   _____________________________________________________________

3. Is the interest held by you or is it attributable to you? (See definition of “attributable” on page 2).

   Owned:__________  Attributable:_______________

4. Do you hold the interest in your name alone, or is it held jointly?

   In your name alone: __________  Jointly:___________

   If jointly, the percentage of your interest: _______%

5. What is the nature of your interest? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report your percentage of ownership.

   Type: ________________________________
   percentage of ownership:_______%
6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

___ No

___ Yes; **If yes**, name of entity holding the encumbrance: ______________

7. Did you **acquire** an interest in the entity during the reporting period?

___ Yes
___ No

**If Yes:**

7A. In what month was the interest acquired? ______________________

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): ______________________

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): ______________________

7D. What consideration did you give in exchange for an interest in the entity (i.e. how did you acquire the property: money, property, services?) and in what amount? (If the property was acquired other than by purchase, please list the fair market value of the interest at the time acquired.)

____________________

8. Have you **transferred** any interest in this entity during the reporting period?

___ Yes
___ No

**If Yes:**

8A. What portion of the interest was transferred? ______________________

8B. To whom did you transfer your interest in the entity? ______________________

8C. What consideration did you receive for the interest (money, property, services) and in what amount? ____________

**If you have additional interests in corporations or partnerships, please complete a copy of Schedule B for each additional entry.**

Effective as of January 31, 2019.
Schedule C — Interests in Business Entities
Doing Business with the City

Do you have an interest in any business entity that did business with the City during the reporting period, other than interests already reported in Schedule B? (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)

___ Yes
___ No (Go to Schedule D)

If Yes: (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?
   Name: ________________________________
   Address: ________________________________
   City/State/Zip: __________________________

2. Is the interest held by you or is it attributable to you? (See definition of “attributable” on page 2).
   Owned: _________  Attributable: ______________

3. Do you hold the interest solely or is it jointly held with another?
   Solely: _________  Jointly:________________
   If jointly, the percentage of your joint interest: ______________%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)
   ___ Yes, If yes give name of creditor: __________________
   ___ No

5. Was any interest acquired during the reporting year?
   ___ Yes
   ___ No

   If Yes:
   5A. What month was the interest acquired? ________________
5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)
________________________

5C. From whom did you acquire the interest? __________________________

5D. What consideration did you give in exchange for an interest in the entity (i.e. how did you acquire the property: money, property, services?) and in what amount? (If the property was acquired other than by purchase, please list the fair market value of the interest at the time acquired.)
________________________

6. Did you transfer any of your interest during the reporting period?
___ Yes
___ No

If yes:

6A. What percentage of interest, if less than all, was transferred? ____________%

6B. What consideration did you receive for the interest (money, property, services) and in what amount?: ______________

6C. To whom did you transfer your interest in the entity?____________________

If you have additional interests in entities that did business with the City during the reporting year, please complete a copy of Schedule C for each additional entry.
Schedule D — Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family hold any office (paid or unpaid), directorship (paid or unpaid) or salaried employment with an entity or entities that did business with the City? (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)

___ Yes
___ No (Go to Schedule E)

If Yes; (Answer each question below. A separate Schedule D will be required for each disclosure.)

1. What is the name and address of the business entity?
   Name: ___________________________________
   Address: ___________________________________
   City/State/Zip: ____________________________

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)
   Self: ___________   Spouse: ___________   Dependent child:________

2A. Name of spouse or dependent child: ___________________________

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, consultant, etc.)
   __________________________________________

4. What year did the position begin? ______________________________

5. With what City Department did the business entity do business?_______
   __________________________________________

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the City)
   __________________________________________

If necessary, please complete a copy of Schedule D for each additional entry.

Effective as of January 31, 2019.
Schedule E — Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with or that was regulated by the City? (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)

[NOTE: If, on Schedule A, B or C, you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule E with regard to that indebtedness.]

___ Yes
___ No (Go to Schedule F)

If Yes; (Answer each question below. A separate Schedule E will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

______________________________________________________________

2. When was the debt incurred? ________________

3. What are the interest rate and terms of payment of the debt?

Interest Rate__________

Terms (monthly, bimonthly, annually, etc.): ___________________

4. What was the amount of the debt as of the end of the reporting period?

______ over $25,000.00 _______ under $25,000.00

5. Did the principal of the debt increase ______ or decrease ______ during the reporting period?

6. Was any security given for the debt?

___ Yes  ___ No

If Yes; Please state what type of security was given (home, car, boat, etc):

_______________________________

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction. ________________________________

If necessary, please complete additional Schedule E form(s) for any additional entries.

Effective as of January 31, 2019.
**Schedule F — Gifts**

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of $20.00 or a series of gifts from the same donor with a cumulative value of $100.00 or more from a person or entity who: 1) did business with the City; 2) engaged in an activity that was regulated or controlled by the City; or 3) was a regulated lobbyist? Gifts received from a member of your immediate family or from your parent, do not need to be disclosed. (See Appendix for a list of persons and business entities that did business with the City during the reporting period.)

___ Yes  
___ No (Go to Schedule E)

**If Yes:** (Answer each question below. A separate Schedule F will be required for each gift.)

1. Who gave you the gift?

___________________________________________

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, etc.)

___________________________________________

3. What was the value of the gift?

____________________________

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

___________________________________________

Please complete additional Schedule F form(s), if necessary, for any additional entries.
Schedule G — Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the City in any capacity?

___ Yes
___ No (Go to Schedule H)

If Yes; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the City.)

1. What is the relation and name of the immediate family member employed by the City?
   ______________________________________________________

2. What is the name of the agency that employed the member of your immediate family?
   ______________________________________________________

3. What was the title of your immediate family member’s position in the City agency during the reporting period? __________________________

If necessary, please complete additional Schedule G form(s) for any additional entries.

Effective as of January 31, 2019.
Schedule H — Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, receive any earned income from an entity other than the City of Hyattsville?

Please note that your dependent child’s employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of the City or has contracts in excess of $10,000.00 with the City.

Note: If your total income was covered by Section D, it is not necessary to complete Section H.

___ Yes
___ No (Go to Schedule I)

**If Yes:** (A separate Schedule H will be required for each member of your immediate family (yourself, your spouse or domestic partner or your dependent child(ren) if the above conditions are met) who had employment or ownership of a business entity.)

**Each question below should be answered for each individual to which Schedule H applies.**

1. This disclosure covers:

Name: ______________________________________

Relationship: ________________________________

1. If, during the reporting period, the named individual had employment from which you or they earned income, list the relation, name, and address of the employment. □ Check If Does Not Apply

Name of Employer: ____________________________

Address: ____________________________________

City/State/Zip: _______________________________

2. If, during the reporting period, the named individual wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity. □ Check If Does Not Apply

Name of Business Entity: ______________________

Address: ____________________________________

Effective as of January 31, 2019.
3. For a statement filed on or after January 1, 2019, if, during the reporting period, your spouse was a lobbyist regulated by the City of Hyattsville, list the entity that engaged your spouse for lobbying purposes. □ Check If Does Not Apply

Spouse’s Name: ____________________________________

Name of Entity: ____________________________________

Entity Address: ____________________________________

City/State/Zip: ____________________________________

If necessary, please complete additional Schedule H form(s) for any additional immediate family members or members of your household.
Schedule I — Disclosure of Interest — Representation before a City Agency

Did you represent a person for compensation before a City agency other than in a judicial or quasi-judicial proceeding?

___ Yes
___ No (Go to Schedule J)

If Yes; (Answer each question below. A separate Schedule I will be required for each interest to be disclosed.)

1. I am representing or represented for compensation.

Name: ______________________________
As an: ______________________________
Before: _____________________________
Date: ______________________________

For the following consideration (money, property, services):

__________________________________________

If necessary, please complete additional Schedule I form(s) for any additional entries.
Schedule J — Disclosure of Interest: Interest in a Business Regulated by a City Agency (i.e. business located in the City or regularly doing business in the City).

Did you, your spouse or dependent children together or separately have either 10% or more of the capital stock or stock worth $25,000.00 or more in a corporation subject to regulation by the City or any interest in a partnership, limited liability partnership or limited liability company subject to regulation by a City agency?

___ Yes
___ No (Go to Schedule K)

If Yes; (Answer each question below. A separate Schedule K will be required for each interest to be disclosed.)

I hereby report that I and/or Name of Immediate Family Member:

First: __________________
Middle: ________________
Last: __________________

My __________________ (spouse, self, dependent child) together or separately own a reportable interest in: _________________________________________

This Business Entity is subject to regulation by:

_________________________________________________________________

If necessary, please complete additional Schedule J form(s) for any additional entries.
Schedule K — Other

Is there any additional information you would like to disclose?
City of Hyattsville, Maryland
Financial Disclosure Instructions

Thank for your willingness to work to better the City of Hyattsville and its residents through public service. Under the City Charter §10-9, and in accordance with State law, elected officials, candidates for public office, and certain city staff and appointees are required to file a Financial Disclosure Statement. The goal is to make clear any potential conflicts of interest or undue influence that may exist and is necessary to ensure transparency and accordance with State ethical guidelines.

The Financial Disclosure Statement may seem complicated, but for most individuals, compliance is relatively simple. This document should help in avoiding common oversights that may occur when filling out the forms.

A. [PAGE 1] Please make certain the contact information you provide on the first page is correct and that the completed form is properly notarized. To schedule an appointment to notarize your form, please contact City Clerk, Laura Reams at (301) 985-5009 or cityclerk@hyattsville.org.

B. [PAGES 2–3] Please check “yes” or “no” for each question (A–K). If you check “no” for any of the questions, you do not need to complete or return the form associated with the question. Please check the associated form if there are any questions about the information being sought.

C. [PAGES 4–5] Schedule A asks about property you own or rent, including timeshares. You must submit a separate Schedule A for each property. If you own the property (or jointly own it with your spouse), you must answer Questions 1–10. If you rent the property, you most likely need only answer Questions 1, 2, and 4.
   a. Question 3: “Attributable” means if the property is owned by an estate or trust and you have a future ownership stake in the property.
   b. Question 4: If you rent your property, please mark yourself as the tenant.
   c. Question 6: If you have a mortgage, please check “yes” and note the loan holder on the following line.
   d. Question 10: If you sold or otherwise transferred some or all of your interest in the property over the past year, please answer Questions 11A–11C.

D. [PAGES 6–7] Schedule B asks about ownership stakes you have in any business. You only should report stocks held in publicly traded corporations if you own more than 10% of the company’s shares or your stake is greater than $25,000. Please file a separate Schedule B for each business in which you hold a reportable ownership stake.

E. [PAGES 8–9] Schedule C asks specifically about an interest in a business or entity that does business with the City of Hyattsville. You may have previously reported your ownership in Schedule B.

F. [PAGE 10] Schedule D asks if you or your immediate family (spouse or children) are employed by or serve on the board or otherwise have oversight of a business or entity that does business with the City of Hyattsville. Please file a separate Schedule D for each qualifying person or position.
G. [PAGE 11] **Schedule E** asks about debts owed, excluding retail credit, personal credit card, and similar accounts, to financial entities that do business with the City.

H. [PAGE 12] **Schedule F** asks about gifts you may have received relative to your position as an elected official or candidate for office. Please complete a separate **Schedule F** for each gift-giver.

I. [PAGE 13] **Schedule G** asks if your spouse or child is employed by the City of Hyattsville in any capacity.

J. [PAGE 14-15] **Schedule H** asks about your employer and your spouse’s employer. **Complete Question 1 if you are an employee; Question 2 if you are a business owner. Complete a separate Schedule H for yourself and for your spouse if you are both employed.** Dependent children’s employment need be reported only if their employer is regulated by the City or does more than $10,000 worth of business with the city.

K. [PAGE 16] **Schedule I** asks if you have acted as a paid representative for anyone before a city agency, for example as a legal counsel, lobbyist, or consultant.

L. [PAGE 17] **Schedule J** asks about ownership stakes in a business regulated by the City.

M. [PAGE 18] **Schedule K** is an opportunity to disclose any additional potential conflicts of interest or financial encumbrances with which you may be involved.

Most people end up only filing **Schedule A** and **Schedule H** (and **Schedule B**, if they own a business). The most common mistake people make is not filing separate **Schedule H’s** for themselves and their spouse.

If you have any questions or concerns about the **Financial Disclosure Statement**, please direct your questions to the City of Hyattsville Ethics Commission at ethics@hyattsville.org, or to City Clerk, Laura Reams at (301) 985-5009 or cityclerk@hyattsville.org.
## 2018 Financial Disclosure Form - APPENDIX

### City of Hyattsville

#### Vendor History

**FY 2018**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>4IMPRINT</td>
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<tr>
<td>5132 BALTIMORE AVE LLC</td>
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<td>ANDREW WILEY</td>
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</tr>
<tr>
<td>ALANA ANDREWS</td>
<td></td>
</tr>
<tr>
<td>AA REFUSE, INC</td>
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<td>A&amp;A TRANSMISSION SERVICE</td>
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<td>AMAL AWAD</td>
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<tr>
<td>ABERDEEN LLC</td>
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<td>ALABAMA CUSTOM COINS &amp; PINS LLC</td>
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<td>AMERICAN CHAMBER OF COMMERCE RESOURCES</td>
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<tr>
<td>ACCUMAIL INC</td>
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<td>ACADEMY OF COMPUTER EDUCATION</td>
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<td>ACEK9.COM</td>
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<tr>
<td>ANTHONY DeSANTIS</td>
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<tr>
<td>ALBAN TRACTOR CO., INC</td>
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<td>ANTONIO F. GUERREIRO</td>
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<td>AARON JONES</td>
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<td>KARPINSKI, COLARESI &amp; KARP P.A.</td>
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<td>ANTHONY KNOX</td>
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<td>ANTHONY L CAMERON</td>
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<td>ALLIANCE FOR THE CHESAPEAKE BAY</td>
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<td>APWA, VA.,DC.,MD. CHAPTER</td>
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ARBOR DAY FOUNDATION
ARCMATE MANUFACTURING CORPORATION
ARK SYSTEMS, INC.
ARROW BICYCLE
ART DISPLAY COMPANY LLC
ALIAH SAARAH ABDUL-RAUF
ASCAP
AIMEE SHOCKCOR
ASN-GENERAL CONTRACTING ENGINEERING & CONSTRUCTION
ASTRO PLUMBING & HEATING, INC
ADIRONDACK TREE EXPERTS
ATEL BUS & TRUCK SERVICE INC
Anacostia Trails Heritage Area
ATLANTIC CONTRACTING GROUP INC.
AMERICAN TRAFFIC SOLUTIONS
AT & T
A1 UNIFORM SALES CO. INC.
AUTO BARN INC
AVALAURA'S HEALING CENTER INC
AVA TECH
ART WORKS NOW
AXON ENTERPRISE, INC.
BRANDON DOZIER
BANK OF AMERICA
BANCORP BANK
BARLETT TREE EXPERTS
BAY SIGNS & GRAPHICS
BIG BROTHERS BIG SISTERS
BOWIE BAYSOX BASEBALL CLUB LLC
BB&T FINANCIAL, FSB
BB&T GOVERNMENTAL FINANCE
BIG BAD WOLF
BIG COUNTRY AMUSEMENTS, INC
BRIAN C NEWCOMER
BELLY-DANCEHALL LLC
BERMAN ENTERPRISES LP
B & H PHOTO PRO VIDEO
BIG BELLY SOLAR INC
BELTWAY INTERNATIONAL, LLC
BIOBAG AMERICAN INC
BERYL JOHNSON
BLACK MASALA
BELSON OUTDOORS INC
BMI
BANK OF AMERICA NA
BOBBY'S PORTABLE RESTROOMS
BOLTON PARTNERS, INC
BOTACH TACTICAL
BOULEVARD COLLISION INC
BRENDA RIVAS
BROWNELLS INC
BSN SPORT SUPPLY GROUP, INC
F&M FIRE PROTECTION SERV
FRED PRYOR SEMINARS
FRONTLINE MOBILE TECH LLC
FORESTRY SUPPLIERS INC
FIRST UNITED METHODIST CHURCH
FUN EXPRESS
FUN FLICKS OUTDOOR MOVIES OF TEXAS
FUNK & BOLTON, ATTORNEYS AT LAW
GALETON
GALAXY DIGITAL LLC.
GARDA CL ATLANTIC INC
GASB
GLENDA S BULLOCK-WILLIS
GEMENY WINERY AND VINEYARD LLC
GEPETTO CATERING INC
GFOA
GUARDIAN FIRE PROTECTION, INC
GHA TECHNOLOGIES, INC
GHE ELECTRICAL SERVICES
GALL'S, INC.
GLOBAL EQUIPMENT COMPANY INC
GLOBAL PUBLIC SAFETY, LLC.
GRANICUS, INC
GREEN OWL DESIGN LLC
GERMAN RIVAS
GRM
GRAINGER INDUSTRIAL
GROFF TRACTOR MID ATLANTIC, LLC.
GARDEN STATE HIGHWAY PRODUCTS INC
GEOFFREY SPENCER
GRAN TURK EQUIPMENT CO. INC
GATEWAY TRACTOR & EQUIPMENT
Guernsey Office Products
GENERAL WIPING CLOTH INC
HANN AND HANN, INC
Hyattsville Community Development Corporation
HOWARD COUNTY MARYLAND
HOME DEPOT
HYATTSVILLE ELEMENTARY SCHOOL
HOLTZ INDUSTRIES, INC
HYATTSVILLE LIFE & TIMES
HYATTSVILLE MIDDLE SCHOOL
HAL METZLER
HOLBERT APPLE ASSOCIATES, INC.
HONEY'S EMPANADAS LLC
HYATTSVILLE PRESERVATION
HYDRAULICS UNLIMITED, INC
HYATTSVILLE VOLUNTEER
HIGHWAY VETERINARY HOSPITAL
IACP
INTERNATIONAL CODE COUNCIL
ICMA MEMBERSHIP
IEDC
IRVIN H. HAHN COMPANY
International Institute of Municipal Clerks
INTEGRATED MOVINGS SYSTEMS INC
INCONTACT INC
INTERCON TRUCK OF BALTIMORE
IPMA-HR
IPROMOTEU
IMAGINATION STAGE INC
INTERNATIONAL SOCIETY OF ARBORICULTURE
JESSICA MATTHEWS
JIM'S AIR COMPRESSOR, INC
JONATHAN ALEXANDER
JERRY A McCAULEY JR
JANELIASOUL ENT
JOSEPH BUCKHOLTZ
JAMES B FAHNBULLEH
JOSEPH D BREWER
JAMES D. DENAULT
JAMES E PERRY
J.E. RICHARDS, INCORPORATED
JESCO, INC
JUAN GRANADOS
JACKSON-HIRsch, INC.
JAMES J CHANDLER
JEFFREY KRAUS
DR JACK LEEB
JOHNEl METCALF
J & M SECURITY SOLUTIONS LLC
JOHNSON, MIRMIRAN & THOMPSON, INC
JIMMIE MUSCATELLO'S WASHINGTON UNIFORM CENTER
JOE BUCKHOLTZ
JESSICA RIVAS
JULIAN C ROLLOW
JEFFREY SCHNEIDER
JOSEPH SOLOMON
JOHNSON TRUCK CENTER
JULIUS J WIGGINS
JESSICA A WILLIAMS
KCI TECHNOLOGIES INC
KOHLER EQUIPMENT, INC
KELLER CONSTRUCTION MANAGEMENT LLC
KELLER TRANSPORTATION INC
K-FIT Consulting Group LLC
KELLY GENERATOR & EQUIPMENT INC
KATHERINE GERBES
KILLER TRACKS
KATELYN KOSLOSKY
K. NEAL International Trucks, INC.
KOMPAN, INC
KUSTOM SIGNALS, INC
KATHERINE SOMOK
KEVIN WARD
K & W AUTO SERVICE, INC
LANDS’ END BUSINESS OUTFITTERS
LARRY ATWATER
LAUREN BUCKHOLTZ
LETICIA LAGE SEGURA
LEYLA’S CAFE INC.
DARCARS FORD-LANHAM KIA
LITTLE FREE LIBRARY, LTD
LOCAL GOVT. INSURANCE TRUST
LOCAL GOVERNMENT
LEVEL GREEN LANDSCAPE LLC
LOW IMPACT DEVELOPMENT CENTER
LIMON LLC
LINDSEY & ASSOCIATES LLC
LONG FENCE
LAURA REAMS
LESLEY RIDDLE
LAWMEN SUPPLY COMPANY, INC
LUCIAN COMPANY, INC
MID-ATLANTIC WASTE SYSTEM
MAC-ISA
MAGLOCLEN
MALL AT PRINCE GEORGE’S
AMANDA DALTON
LEXISNEXIS MATTHEW BENDER
MONARCH BUTTERFLY ENTERPRISES LLC
MD CHIEFS OF POLICE ASSOC
MATTHEW CARL
MCCMA
MCDONALD AUTO BODY WORKS
MCGRUFF STUFF
MICHAEL MCQUADE
MATTHEW CROSS
MICHELLE DUNKLEE
MARYLAND DEPT OF THE ENVIRONMENT
MDOA
MEALS ON WHEELS OF THE COLLEGE PARK AREA
MEDIA FOUNDATION INC
MARY ELLEN HARDING
MARYLAND ENVIRONMENTAL
MARK FILUTA
MICHAEL CARE TOOLS SALES
MIDAS UTILITIES INC
MISSION BBQ CATERING MARYLAND LLC
MARYLAND LABOR LAW POSTER SERVICE
MALKIA K LYDIA
MML Police Executive Association
MIDDLETON & MEADS
MARYLAND MAYOR’S ASSOCIATION
Maryland Municipal Clerk Association
M&M FLEET MAINTENANCE SERVICES INC
MARYLAND MUNICIPAL LEAGUE
Maryland Municipal Public Works Officials Assoc.
MNCPPC
MOBILE MINI INC
MOTOROLA SOLUTIONS INC
MD POLICE & CORRECTIONAL TRAINING
MISTY RIDGE ANIMAL RESORT & KENNEL
MITCHELL 1
MARYLAND RECREATION & PARKS ASSOCIATION
MOUNT RAINIER POLICE DEPT
MARY L STARNER
MORTON SALT
MSC INDUSTRIAL SUPPLY COMPANY
MARYLAND STATE HWY ADMINISTRATION
MARYLAND TRANSIT AUTHORITY
MARYLAND UNEMPLOY INS FUND
MUNICAP INC
MOTOR VEHICLE ADMINISTRATION
METROPOLITAN WASHINGTON COUNCIL OF GOV
MOXLEY, WELDING & MACHINE
RR DONNELLEY
MYCO COMPANIES
NATIONAL AQUARIUM IN BALTIMORE
NAVPLG
NATIONAL CAPITAL INDUSTRY, INC
NATIONAL CAPITOL CONTRACTING LLC
NEIGHBORHOOD DESIGN CENTER
READYFRESH BY NESTLE
NORTHWESTERN HIGH SCHOOL
NICOLA KONIGKRAMER
NATIONAL LEAGUE OF CITIES
NEW PIG
NATIONAL RECREATION & PARK ASSOCIATION
NEWSOM SEED, INC.
NATIONAL SENIOR LEAGUE LLC
NORTHWESTERN EVENING HIGH SCHOOL
NETWORKFLEET INC
NZI Construction Corp.
O'BRIEN BUS SERVICE, INC
OURISMAN CHRYSLER DODGE JEEP RAM
OLD DOMINION BRUSH
OFFICE CARE, INC
ONE TIME VENDOR
OFFICE OF STATE FIRE MARSHALL
OSS/KROY PRODUCT CENTER
OURISMAN CHEVROLET OF BOWIE
PRESTIGE AUTO GLAS
PA SOUTHERN
PAYPAL, INC
PITNEY BOWES
CITY OF HYATTSVILLE - P & R PETTY CASH
CITY OF HYATTSVILLE-ADMIN PETTY CASH
POLICE & CORRECTIONAL TRAINING COMMISSION
CITY OF HYATTSVILLE - PD PETTY CASH
POLICE CHIEF ASSOC. OF PG
PAPER DIRECT
BREKFORD INTERNATIONAL CORP
PEPCO
PETITBON ALARM CO INC
PETROLEUM MANAGEMENT INC
PARTNERS FOR ECONOMIC SOLUTIONS LLC.
P G COUNTY ACCOUNTING DIVISION
Prince Georges County Government
PG AFRICAN AMERICAN MUSEUM & CULTURAL CENTER
PRINCE GEORGE'S COMMUNITY COLLEGE
PGCMA
PRINCE GEORGE'S COUNTY POLICE DEPT
PHILIPS LIGHTING COMPANY
PICCIRILLO CELEBRATIONS LLC
PINETUM CHRISTMAS TREES
PAR-KUT INTERNATIONAL INC
PLP COMPOSITE TECHNOLOGIES INC
PATRICK M O'HAGAN
PATRICK O'HAGAN
POLICEONE
POWER DMS INC
PAULA PERRY
PARTY PALACE RENTALS, LLC
PRECISION CONCRETE CUTTING OF DE &MD
PRESTO PRODUCTS COMPANY
PROMPT RESTORATION, INC
PROMO TOUCH
PRYOR LEARNING SOLUTIONS
PRIORITY SECURITY, INC.
PATRICIA SHAHID
PLAYGROUND SPECIALISTS, INC
PASSPORT PARKING INC
PERFORMANCE UNLIMITED INC
PYRAMID ATLANTIC INC
PYRO ENGINEERING INC
QDOBA MEXICAN GRILL-UTC
QUALIFICATION TARGETS INC.
Questron Business Communications
REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY
ROBERT CROSLIN
RCT SERVERS LLC
RE-FORM
REXEL USA, INC.
REPTILE WORLD
RETRO ENVIRONMENTAL INC.
ROXANNE FRANCE WOODS
ROOF INSPECTORS, INC.
RITCHIE LAND RECLAMATION
RMB CUSTOM LEATHER LLC
RILEIGHS OUTDOOR DECOR
ROSA L PARKS ELEMENTARY SCHOOL
RESERVE ACCOUNT
RAPHAEL TALISMAN
RUFF ROOFERS AND SHEET METAL, INC.
RED WING SHOE INDUSTRIAL STORE
S&S WORLDWIDE
SAM ALEXANDER
SAFARILAND LLC
SANTOLI INSURANCE LLC
SavATREE, LLC.
SHANNON & BAUM INC
STAPLES BUSINESS ADVANTAGE
SANJOHN COMPANY
SYDNEY CROSS
SCOTT K DUNKLEE
SECURE WASTE, INC.
SEGWAY OF ANNAPOLIS
SERCO, INC.
SESAC INC
SIRCHIE FINGERPRINTLABORATORIES
SONNY FRAZIER TOY DRIVE
SAM GORHAM
SHAFFA COFFEE & RESTAURANT
STONE HEARTH BAKERY
SHI INTERNATIONAL CORP
SHORTCAKE BAKERY
SOCIETY FOR HUMAN RESOURCE MANAGEMENT
SCOTT HURLEY
STRATEGIC INSIGHTS INC.
SHRED-IT WASHINGTON DC
SUZETTE JOHNSON
SOUTHERN KEY SYSTEMS
SMARTSHEET.COM
SMARTSIGN
SENTINEL NEWSPAPERS
SNAP ON TOOLS
SECURE PRODUCTS CORPORATION
SPICE 6 MODERN INDIAN
SCOTT P RATTY
SKILLPATH SEMINARS
SECRETARY OF STATE
SIGHT & SOUND ENTERTAINMENT INC
STAPLES CREDIT PLAN
STACEY CONLEY
SUNTRUST BANK
Maryland State Retirement & Pension System
STATE TREASURER OF MD
STORAGE GUARDIAN
STRONG CITY BALTIMORE
SHERWIN-WILLIAMS CO
SWANK MOTION PICTURES
SWIRLING SILKS INC
SHADES WINDOW TINT
TARGET
THOMAS BERGLING
TERRY CARLSON
TRACY CLARE
TREVOR D HODGES
TELTRONIC
TERMINAL SUPPLY CO
THE GUN SHOP
THE MANAGEMENT CENTER
THERESA LOVE
Tree-Mendous Maryland
T-MOBILE
TRACEY NICHOLSON-DOUGLAS
TOBMFI
TOBY’S DINNER THEATER OF COLUMBIA
TOOLE DESIGN GROUP LLC
TOTER, INC
TRAIN PRINTING, INC
TULIO QUEVEDO
TRANSPORTATION SUPPLY LLC
TRANSUNION RISK & ALTERNATIVE
TRASSIG
TR CELLULAR ACCESSORIES
TRINITY GRILL AND BAR LLC
TERRAPIN ADVENTURES LLC
TRINA WILLIAMS
THERESA WILSON
THOMAS WRIGHT
TYLER BUSINESS FORMS
TYLER TECHNOLOGIES, INC
ULINE
UNIVERSITY OF MARYLAND
University of Maryland T2 Center
University of Maryland
UNITED METRO GOLF CARTS
UNIVERSITY PARK ELEMENTARY SCHOOL PTA
UNITED RENTALS, INC
US POSTAL SERVICE
USC CANTERBURY CORP
US DIARY
UNITED STATES INSURANCE SERVICES
PAETEC-WINDSTREAM
UNEMPLOYMENT TAX SERVICE
UTAH SCIENTIFIC INC
VARIDESK LLC
VERIZON
VERSA TUBE BUILDING SYSTEMS
VINCENT GISMONDI
VAUGHN T HOLSEY
Hyattsville City Code, Chapter 8, Elections
§ 8-24(A). Appointment of Treasurer

Each Candidate shall appoint one (1) treasurer and shall file the name and address of the treasurer, together with the treasurer’s acceptance of the appointment in writing, on a form provided by, and returned to, the City Clerk prior to the filing deadline for candidacy set forth in § 8-6 of this Chapter.

________________________

DATE

In compliance with Section 8-24(A) of the City Code, I ________________ NAME OF CANDIDATE appoint ________________ NAME OF TREASURER to serve as treasurer for my campaign in the 2019 City of Hyattsville Election.

________________________

NAME OF TREASURER

________________________

ADDRESS

________________________

CITY, STATE, ZIP

________________________

PHONE

________________________

CELL

________________________

EMAIL

________________________

SIGNATURE OF CANDIDATE

________________________

PRINT NAME

1

Authority: Hyattsville City Code, Chapter 8 § 8-24(A)
Hyattsville City Code, Chapter 8, Elections
§ 8-24(A). Appointment of Treasurer

Each Candidate shall appoint one (1) treasurer and shall file the name and address of the treasurer, together with the treasurer’s acceptance of the appointment in writing, on a form provided by, and returned to, the City Clerk prior to the filing deadline for candidacy set forth in § 8-6 of this Chapter.

DATE

In compliance with Section 8-24(A) of the City Code, I accept the foregoing appointment to serve as treasurer for ________________

NAME OF CANDIDATE

for the term designated or until my successor is duly chosen and qualified as provided by law. I certify that the matters set forth in the foregoing appointment are correct, and that I am not a candidate for any public office in the election for which the appointment is made.

SIGNATURE OF TREASURER

PRINT NAME

Authority: Hyattsville City Code, Chapter 8 § 8-24(A)
The City of Hyattsville will publish the 2019 Election Guide with a photograph and a 150-word biography from all registered candidates.

Please provide information for the publication in the 2019 Election Guide as follows:

**Candidate Biography**

The biography must not exceed 150 words. Candidates may add up to three (3) lines for contact information and social media. This will not count towards the 150 words unless it is incorporated into the text of the biography.

**Photograph**

Submit a photograph showing head and shoulders taken with a digital camera or phone, using the highest quality setting on the camera. *In order to allow for the best reproduction in the Election Guide, we ask that the photograph be current and submitted in a .pdf, .png, or .jpeg format.*

**Deadline**

In order to appear in the 2019 Election Guide, biographies and photographs must be submitted to the City Clerk by **5:00 p.m. on Friday, March 29, 2019.**

If the City Clerk does not receive a biography or photograph by March 29, 2019, the Election Guide will include the name of the candidate and a statement that the individual declined to submit the Candidate Biography.

Biographies and photographs must be submitted via e-mail to cityclerk@hyattsville.org.
CANDIDATE NAME: ________________________________

TREASURER NAME: ________________________________

OFFICE SOUGHT: ________________________________

REPORTING PERIOD: Start with day following end of last report; end one (1) day before due date. Enter Date as MM/DD/YYYY
FROM: ________________ THROUGH: ________________

REPORT TYPE: All reports must be filed by 1:00 p.m. of the day they are due.

☐ Amended Report (Explain Correction Below) ☐ Contribution Threshold Certification ☐ Disposition of Funds Report

SUMMARY OF REPORT

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>Beginning Cash Balance</td>
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<td>2.</td>
<td>Contributions Received (Schedule A + B)</td>
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<tr>
<td>3.</td>
<td>Expenditures Made (Schedule C + D)</td>
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<td>4.</td>
<td>Ending Cash Balance If this is a Disposition of Funds Report, ending balance must be zero.</td>
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<td>5.</td>
<td>Outstanding Loan Totals (Schedule E) If this is a Disposition of Funds Report, balance must be zero.</td>
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CANDIDATE CERTIFICATION
I hereby swear or affirm, under penalty of perjury, that the report filed herewith is, to the best of my knowledge, a complete and full disclosure of all contributions and expenditures. I understand that the submission of false, erroneous, or incomplete information may be subject to penalties in accordance with the Hyattsville City Code.

Signature of Candidate  Date  Signature of Treasurer  Date

ETHICS COMMISSION CERTIFICATION
Date/Time Report Received: ________________________________ Staff: ________________
Ethics Commission Signature: ________________________________ Date: ________________
Print Commissioner Name:
This certification is used to declare or withdraw a candidate's intent to accept contributions of more than $1,000 in the current election cycle.

Candidates who do not accept contributions of more than $1,000 are exempt from the requirement to open a separate campaign bank account, report the account, and to appoint a campaign treasurer. See Hyattsville City Code, Chapter 8, §8-24(C, D) and §8-30.

This certification does not remove the requirement for all candidates to submit campaign finance reports.

☐ I certify that this campaign does not intend to receive contributions of more than $1,000 during the current election cycle. This certification will remain in effect until the end of the election cycle unless it is withdrawn. If this campaign accepts contributions of more than $1,000 during this election cycle, I understand that I must, within two (2) days, report such to the City Clerk, open a campaign bank account, appoint a treasurer, and file all appropriate forms.

☐ I am withdrawing my Certification to remain at or under the $1,000 threshold for contributions. I will now be required to open a campaign bank account, report the account, appoint a treasurer, and file all appropriate forms.

Signature of Candidate ___________________________ Date ___________________________

OFFICE USE ONLY

Date/Time Received: ___________________________ Staff: ___________________________
**Hyattsville City Code, Chapter 8, Elections**  
§ 8-30. Campaign Accounts

If contributions received by a candidate exceed a total of one thousand dollars ($1,000.00), all campaign funds must be deposited into one account opened with a financial institution and such funds shall not be commingled with any other funds or accounts.

<table>
<thead>
<tr>
<th>CANDIDATE NAME</th>
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<tr>
<td>NAME OF BANK</td>
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<td>ADDRESS</td>
<td>CITY, STATE, ZIP</td>
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<td>NAME OF ACCOUNT</td>
<td>ACCOUNT TYPE</td>
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<td>ACCOUNT NUMBER</td>
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I hereby affirm under the penalties of perjury that I have personal knowledge of the information set forth above, and that all such information is true:

<table>
<thead>
<tr>
<th>SIGNATURE OF TREASURER</th>
<th>DATE</th>
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<tbody>
<tr>
<td>SIGNATURE OF CANDIDATE</td>
<td>DATE</td>
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1

Authority: Hyattsville City Code, Chapter 8 § 8-30
# ITEMIZED MONETARY CONTRIBUTIONS

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<thead>
<tr>
<th>Date Received</th>
<th>Contributor Name</th>
<th>Complete Address (Including City/State/Zip)</th>
<th>Method of Contribution (Cash, Check, Credit, Paypal)</th>
<th>Amount of Current Contribution</th>
<th>Amount of Previous Contribution</th>
<th>Cumulative Contribution this Election</th>
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TOTAL ITEMIZED MONETARY CONTRIBUTIONS: $ – 

From: MM/DD/YY through: MM/DD/YY
**ITEMIZED IN KIND CONTRIBUTIONS**

In-kind contribution: The fair market value, which shall be the usual and normal charge of anything of value other than direct contributions of money including goods, or services for which the contributor normally charges, and payments made on behalf of a candidate, except that volunteering the contributor’s own time or use of a personal vehicle to a campaign shall not constitute an in kind contribution.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Contributor Name</th>
<th>Complete Address (Including City/State/Zip)</th>
<th>Brief Description of Contribution</th>
<th>Fair Market Value of Contribution</th>
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## CITY OF HYATTSVILLE, MARYLAND
### 2019 CANDIDATE CAMPAIGN FINANCE REPORT

**SCHEDULE C**

**EXPENDITURES**

Receipts must be numbered corresponding to the report

<table>
<thead>
<tr>
<th>CANDIDATE NAME:</th>
<th>TREASURER NAME:</th>
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<tbody>
<tr>
<td>REPORT PERIOD:</td>
<td>FROM: MM/DD/YY</td>
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<tr>
<td>TOTAL EXPENDITURES:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Date of Expenditure</th>
<th>Person/Entity to Whom Expenditure was Made</th>
<th>Complete Address (Including City/State/Zip)</th>
<th>Purpose of Expenditure</th>
<th>Amount of Expenditure</th>
<th>OFFICE USE ONLY Receipt Verification</th>
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CANDIDATE NAME: 
TREASURER NAME: 

REPORT PERIOD: FROM: MM/DD/YY THROUGH: MM/DD/YY

TOTAL CONTRIBUTIONS RETURNED $ ____________ 

<table>
<thead>
<tr>
<th>Date Contribution Originally Accepted</th>
<th>Date Returned</th>
<th>Person/Entity whose Contribution was Returned</th>
<th>Address (Including City/State/Zip)</th>
<th>Reason for Return</th>
<th>Amount</th>
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SCHEDULE E
CAMPAIGN LOANS

SCHEDULE E must be accompanied by documentation indicating the nature, terms, and status of each loan. The total amount of all loans shall not exceed $5,000 and no one person/entity may loan a candidate more than $1,000. The term of a loan may not exceed one (1) year.

CANDIDATE NAME: 
TREASURER NAME: 

REPORT PERIOD: 
FROM: MM/DD/YY THROUGH: MM/DD/YY

TOTAL ITEMIZED MONETARY CONTRIBUTIONS: $ -

<table>
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<th>Address (Including City/State/Zip)</th>
<th>Term of Loan</th>
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<th>Remaining Principal Loan Balance</th>
<th>Status (Open, Closed)</th>
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CANDIDATE NAME: ____________________________________________________________

TREASURER NAME: __________________________________________________________

OFFICE SOUGHT: _____________________________________________________________

This certification is used to close the campaign account after all funds have been properly disbursed. The annual report must be submitted with this certification within 30 days of the disposition of funds or on/before the 1st Tuesday in September (whichever is earlier). The annual report must have a zero balance with no outstanding loans or debts. See Hyattsville City Code, Chapter 8, §8-32(F).

Indicate the Method of Disbursement by Checking Below. Supporting documentation must be submitted with the Annual Report.

☐ Funds returned, pro rata, to contributors by the Treasurer;

☐ Paid to a charitable organization registered or exempt from registration pursuant to Maryland Code, Title 6 of the Business Regulation Article, which may be amended from time to time;

☐ Paid to a local board of education or to a recognized nonprofit organization providing services or funds for the benefit of pupils or teachers; and/or

☐ Paid to any public or private institution of education in the State for scholarship or loan purposes.

☐ Paid to any public or private institution of higher education in the State for scholarship or loan purposes.

CANDIDATE CERTIFICATION
I certify, under the penalty of perjury, that this campaign is closed, and no further contributions or expenditures are anticipated. Upon signing this certification, I declare that all funds have been distributed and reported. In addition, no contributions will be accepted, or disbursements made after the annual report is filed (due within 30 days of the disposition of funds or on/before the 1st Tuesday in September, whichever is earlier) and this form is signed and submitted. I understand that the submission of false, erroneous, or incomplete information may be subject to penalties in accordance with the Hyattsville City Code.

Signature of Candidate ___________________________ Date ____________

Signature of Treasurer ___________________________ Date ____________

OFFICE USE ONLY

Date/Time Received: ___________________ Staff: __________________
Anyone wishing to be a poll watcher must present credentials to the City Clerk no later than 5:00 PM on Election Day, Tuesday, May 7, 2019. (Credentials include a valid driver’s license and letter signed by a candidate or a letter on letterhead from an organization.)

You must have this certificate when you are acting as a watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a watcher, you have the right to:
- Enter or be present in the voting area at any time during voting hours no later than a half hour prior to the close of polls;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Be positioned in an area designated by the Chief Election Judge.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter’s access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

CERTIFICATE DESIGNATING POLL WATCHER

At the request of __________________________ has designated __________________________ to act as a challenger for the 2019 City of Hyattsville Election.

__________________________________________  ______________________________
SIGNATURE OF POLLWATCHER  DATE

__________________________________________
PRINT NAME

__________________________________________
DRIVER’S LICENCE/ID NUMBER

Authority: Board of Supervisors of Elections Rules and Regulations § 5.3(b)
CHARTER AMENDMENT RESOLUTION 2015-01

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council lower the voting age to 16 years old for City elections.

WHEREAS, the Mayor and City Council believe it is important to allow as many City residents as possible to vote in City elections; and

WHEREAS, the Mayor and Council deem it advisable to lower the voting age to 16 years of age.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville, Maryland, in regular session assembled:

Section 1: That Section C4-1 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

§ C4-1. Qualifications of voters. [Amended 2-24-71; 5-1-72]

Every person who is a citizen of the United States, is at least eighteen (18) SIXTEEN (16) years of age, resides in the State of Maryland, resides within the corporate limits of the City and is registered in accordance with the provisions of this Charter shall be a qualified voter of the City. Every qualified voter of the City shall be entitled to vote at any or all City elections.

Section 2: That the date of the adoption of this Resolution is JANUARY 20, 2015, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on MARCH 11, 2015 [50 days], unless a proper petition for a referendum hereon shall be filed by MARCH 1, 2015 [40 days], and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City not less than four (4) times at weekly intervals by MARCH 1, 2015 [40 days].

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any, held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the Charter Amendment.

Section 4: That the Clerk be, and he/she is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk
shall cause to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the newspaper in which the fair summary of the Amendment shall have been published; and (2) records of mailing referred to in Section 3, and shall further complete and execute a Certificate of Compliance.

**INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on **JANUARY 5, 2015**, at which meeting copies were available to the public for inspection.

**ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on **JANUARY 20, 2015**, at which meeting copies were available to the public for inspection.

Adopted: ____________________________

Signed: ____________________________

Attest: ____________________________

Laura Reams, City Clerk

Marc Tartaro, Mayor

[ ] indicate deletions

CAPS/BOLD indicate additions

**EFFECTIVE DATE: MARCH 11, 2015**
CHARTER AMENDMENT RESOLUTION 2016-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council amend the City Charter to change the qualifications for registering as a voter in City elections so that (1) being a citizen of the United States is no longer a requirement to be a voter or a member of the Board of Elections and (2) residency for thirty (30) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further establishes a voter registry separate from the State and County voter registry and further allows for same day registration of voters in City elections which will be effective on or before January 1, 2019 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days after the election.

WHEREAS, the Mayor and City Council deem it appropriate to allow to vote in City elections those who are not United States citizens if their primary residence is in the City for more than thirty (30) days; and

WHEREAS, the Mayor and City Council to accomplish this goal, establish a City only voter registry and allow such registration by affidavit in order to extend the voting franchise in the City; and

WHEREAS, the Mayor and City Council deem it appropriate to allow same day registration for the City and to extend to ten (10) days the deadline for the vote in any City election to be certified.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Hyattsville, Maryland, in regular session assembled:

Section 1: That Section C4-1, C4-6 and C4-11 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

ARTICLE IV - Legislation, Nominations, and Elections
§ C4-1. Qualifications of voters. [Amended 2-24-71; 5-1-72, Amended 1-20-15 by HR 2015-01]

Every person who is a citizen of the United States, (1) is at least sixteen (16) years of age, resides in the State of Maryland, resides within the corporate limits of the City, (2) HAS THE CITY OF HYATTSVILLE AS THE APPLICANT'S OR HER PRIMARY RESIDENCE, (3) HAS RESIDED WITHIN THE CORPORATE LIMITS OF THE CITY FOR THIRTY (30) DAYS, (4) DOES NOT CLAIM THE RIGHT TO VOTE ELSEWHERE IN THE UNITED STATES, (5) HAS NOT BEEN FOUND BY A COURT TO BE UNABLE TO
COMMUNICATE A DESIRE TO VOTE, and (6) is registered in accordance with the provisions of this Charter shall be a qualified voter of the City. Every qualified voter of the City shall be entitled to vote at any or all City elections.

§ C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]

There shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be appointed by the Mayor with the approval of the Council. Three (3) of the members shall be appointed and approved on or before the second Monday in January of 2011 and thereafter in every second odd-numbered year. Two (2) members shall be appointed and approved on or before the second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the effective date of this Charter provision, the current three members of the Board shall retain their membership on the Board and the Mayor with the approval of the Council may appoint an additional two (2) members, one (1) member whose term of office shall be until January of 2011, and the other member whose term of office shall be until January 2013. The terms of THE members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the City and shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

* * *

§ C4-6. Registration. [Amended 1-30-89 by HR No. 1-89]

A. In accordance with the State Universal Registration Act, as contained in Article 33, Section 3-2 of the Annotated Code of Maryland, as amended, any person residing in the City who is registered with the Board of Supervisors of Elections of Prince George’s County shall be deemed to be registered to vote in City elections.

B. The Board of Supervisors of Elections shall maintain any list of voters, and shall restrict its activities with respect to the registration of voters to the circulation of applications for registration with the Board of Supervisors of Elections of Prince George’s County and otherwise cooperating with the County Board A SUPPLEMENTAL VOTER REGISTRY, SEPARATE FROM THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE’S COUNTY BOARD OF ELECTIONS, WHICH SHALL INCLUDE THE NAMES OF THOSE WHO ARE REGISTERED TO VOTE IN CITY ELECTIONS PURSUANT TO C4-1 OF THIS CHARTER AND ARE NOT ON THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE’S COUNTY BOARD OF ELECTIONS.

C. VOTER REGISTRATION FOR THE SUPPLEMENTAL VOTER REGISTRY SHALL BE ACCOMPLISHED BY THE BOARD OF SUPERVISORS OF ELECTIONS’ ACCEPTANCE OF A COMPLETED AND SIGNED REGISTRATION APPLICATION AS OUTLINED IN THE CITY ELECTIONS CODE.

D. SAME DAY VOTER REGISTRATION. NO LATER THAN JANUARY 1, 2019, THE BOARD OF SUPERVISORS OF ELECTIONS SHALL INSTITUTE A SAME DAY
REGISTRATION PROGRAM SO THAT CITY RESIDENTS WHO ARE ELIGIBLE TO VOTE IN CITY ELECTIONS PURSUANT TO THIS CHARTER, BUT WHO ARE NOT REGISTERED TO VOTE, MAY, WHEN THEY ARRIVE TO VOTE, REGISTER TO VOTE IN A CITY ELECTION BY SUBMITTING AND COMPLETING A SIGNED REGISTRATION APPLICATION AND THEN HAVE THE OPPORTUNITY TO VOTE THAT SAME DAY. SAME DAY REGISTRATION SHALL OCCUR AT A MINIMUM ON ANY DAY DURING THE TIME THE POLLS ARE OPEN IN THE CITY.

* * *

§ C4-11. Vote count. [Amended 12-19-83 by HR No. 10-83, Amended 12-1-14 by HR 2014-03]

Within forty-eight (48) hours TEN CALENDAR DAYS after the closing of the polls, the Board of Supervisors of Elections shall determine the votes cast for each person, candidate, or question, and shall certify the results of the election to the Clerk of the City, who shall record the results in the minutes of the Council. Write-in votes for individuals not registered as candidates shall be counted. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in the at large mayoral election shall be declared elected as Mayor. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in each ward shall be declared elected as Councilmember for that ward.

Section 2: That the date of the adoption of this Resolution is December 5, 2016, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on January 24, 2017 [50 days], unless a proper petition for a referendum hereon shall be filed by January 17, 2017 [40 days], and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City not less than four (4) times at weekly intervals by January 17, 2017 [40 days].

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any, held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the Charter Amendment.

Section 4: That the Clerk be, and is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the newspaper in which the fair summary of the Amendment shall have been published; and (2) records of mailing referred to in Section 3, and shall further complete and execute a Certificate of Compliance.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on November 21, 2016, at which meeting copies were available to the public for inspection.
ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on December 5, 2016, at which meeting copies were available to the public for inspection.

Adopted: 12/5/16

Attest:  
Laura Reams, City Clerk  
Candace B. Hollingsworth, Mayor

[-] indicate deletions
CAPS/BOLD indicate additions

Date of Adoption: December 5, 2016
Effective Date: January 24, 2017
CITY OF HYATTSVILLE

ORDINANCE 2018-06

An ordinance whereby the City Council repeals and replaces, in its entirety,
Chapter 8 of the Hyattsville Code to update, reorganize, and refine Chapter 8
to improve its overall clarity and better define the City’s election policies and
procedures.

WHEREAS, Maryland Annotated Code, The Local Government Article, Section 5-202
grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the
power to protect the health, comfort, and convenience of their citizens; and

WHEREAS, after the 2017 City election, the Mayor and City Council recognized that the
City’s election laws needed updating; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to
update and clarify the elections Chapter to ensure that residents, City officials, and election
participants alike can understand their rights, responsibilities, and obligations in City elections
rules, to facilitate efficient and fair elections.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville
in regular session assembled that Chapter 8 of the Hyattsville Code is hereby REPEALED in its
entirety, and it is hereby REPLACED as follows:

Chapter 8

ELECTIONS

ARTICLE I

General Provisions

§ 8-1 Definitions.
§ 8-2 Powers and Duties of the Board of Supervisors of Elections.

ARTICLE II

General Election Procedures

§ 8-3 Election Day.
§ 8-4 Early Voting.
§ 8-5 Special Elections.
§ 8-6 Applications for Candidacy; Certification of Candidates; Withdrawal.
§ 8-7 Qualifications for Election Judges; Oath of Office.
ARTICLE III

City Supplemental Voter Registry

§ 8-8. Supplemental Voter Registry.

ARTICLE IV

Provisional Ballots

§ 8-10. Eligibility for a Provisional Ballot
§ 8-11. Application.
§ 8-12. Locations and Procedure.
§ 8-13. Canvass of Provisional Ballots.

ARTICLE V

Vote-by-Mail Ballots

§ 8-16. Rejection or Approval of Applications for Vote-by-Mail Ballots.
§ 8-17. Form and Contents of Vote-by-Mail Ballots and Related Materials.

ARTICLE VI

Campaign Material and Other Persuasive Election Material

§ 8-22. Authority Lines.

ARTICLE VII

Campaign Finance

§ 8-25. Duties and Authority of a Campaign Treasurer.
§ 8-26. Reports Required.
§ 8-27. Filing Reports.
§ 8-28. Form and Contents of Reports.
§ 8-29. Review of Reports; Financial Advisors.
§ 8-30. Campaign Accounts.
ARTICLE VIII

Complaints

§ 8-34. Scope of Duty and Authority.

ARTICLE IX

Enforcement, Prohibited Conduct, Penalties, and Appeals

§ 8-35. Enforcement.
§ 8-36. Prohibited Conduct.
§ 8-37. Penalties.
§ 8-38. Appeals.

[HISTORY: Adopted by the Mayor and Council of the City of Hyattsville 12-1-69. Section 8-7C amended at time of adoption of Code; see Ch. 1, amended 02-20-07 by HO-2007-03 General Provisions, Art. I. Other amendments noted where applicable.]

GENERAL REFERENCES
Registration, nominations and elections - See Charter, Art. IV.
Administration of government - See Ch. 4.
Code of Ethics - See Ch. 10.
Peace and good order - See Ch. 87.

ARTICLE I

General Provisions

§ 8-1. Definitions.

As used in this chapter, the following terms have the meanings indicated:

Board: Board of Supervisors of Elections for the City.

Campaign funds: Money that is contributed or loaned to a candidate.

Campaign material: Any material that: (1) contains text, graphics, or other images; (2) relates to a candidate, a prospective candidate, or the approval or rejection of a question; and (3) is published or distributed to anyone by, at the request of, or under the authority of, a candidate.

Candidate: Individual who seeks nomination for election, or seeks election, to City office.

Contribution: A donation, grant, or gift, or a promise to make a donation, grant, or gift, whether money or in-kind, to any candidate or representative, with exception to certain loans as set forth in this Chapter.
Contributor: Any person who makes a contribution.

Corporation: Any organization or entity that is formed or organized under the laws of Maryland, the United States, or any other state or foreign government.

Domestic Partner: Means an individual who is in a “domestic partnership” with another person that meets the requirements set forth in Maryland Code, § 6-101 of the Health-General Article, which may be amended from time to time.

Early voting day: A day close to, but in advance of, Election Day on which the City Council has authorized the polls to be open to qualified voters (referred to in the Charter, § C4-9 as “advance voting day”).

Election: General or special elections, referenda, or other questions at any election held by the City.

Election Day: The day on which voting for the offices of Mayor and Council and any other included referenda is regularly scheduled to occur as set forth by the City Charter and § 8-3 of this Chapter, which does not include special elections or early voting days.

Expenditure: Any transfer, disbursement, or promise of money or valuable thing, to include in-kind expenditures, by a candidate, treasurer, or other agent of a candidate to promote or assist in the promotion of the success or defeat of a candidate or proposition submitted to a vote at any election.

Financial institution: Any bank licensed to receive deposits and make loans which is insured by the Federal Deposit Insurance Corporation or a credit union insured by the National Credit Union Insurance Fund.

In-kind contribution: The fair market value, which shall be the usual and normal charge of anything of value other than direct contributions of money including goods, or services for which the contributor normally charges, and payments made on behalf of a candidate, except that volunteering the contributor’s own time or use of a personal vehicle to a campaign shall not constitute an in-kind contribution.

Political committee: Any combination of two (2) or more persons formed in any manner, which independently collects or expends a cumulative amount of one hundred dollars ($100.00) or more to assist in the promotion of the success or defeat of any candidate or slate of candidates for City elective office or any cause to be submitted to the voters.

Report: A report of expenditures, loans, and contributions received by any candidate.

Surplus campaign funds: Unexpended funds contributed to a candidate that remain after the election is certified and all campaign debts, including all loans, have been paid.

Treasurer: Any person appointed by a candidate to receive or disburse money or other items of value to promote or assist in the promotion of any candidate or proposition.
Vote-by-Mail: The process whereby voters make application for and submit completed ballots by either mail or in-person drop-off at a location authorized by the Board.

§ 8-2. Powers and Duties of the Board of Supervisors of Elections.

A. Assistance from City Staff. In addition to any power, duty, or responsibility provided in the City Charter, the Board may obtain the assistance and support of City staff, with the approval of the City Administrator, to aid the Board in its official duties.

B. Administration and record-keeping. In addition to any power, duty, or responsibility provided in the City Charter, the Board shall have the authority to direct the City Clerk in:

(1) Issuing and maintaining all election records in a separate filing system provided by the City; and

(2) Keeping, maintaining, administering, and updating the City Supplemental Voter Registry and accepting, examining, and, as appropriate, approving registration applications for the Supplemental Voter Registry.

C. Campaign finance. The Board shall have authority to provide, receive, and review campaign reports, and certify that campaign reports are timely and complete as outlined in this Chapter, and the Board may delegate some or all of these responsibilities.

D. Election duties. In addition to any power, duty, or responsibility provided in the City Charter, the Board shall:

(1) Provide for the nominations for elected City officers;

(2) Verify the eligibility of election candidates and certify eligible candidates;

(3) Select and train election judges to assist in the operation of the polling places for City elections;

(4) Issue the official election ballot;

(5) Provide a form for the certificate of polling place challengers and watchers;

(6) Provide for voting by Vote-by-Mail ballot and provisional ballot;

(7) Prescribe and print or obtain all necessary election forms and related materials in sufficient time for their respective use, including applications for candidacy, Vote-by-Mail applications, Vote-by-Mail ballots, voter instructions, ballot envelopes, and related affidavits and statements as the Board deems necessary;

(8) Oversee the operations of the polling places;

(9) Validate the authenticity of returned Vote-by-Mail ballots and completed provisional ballots;
(10) Certify all election results; and

(11) Provide for recount of ballots.

E. Enforcement and review. In addition to any power, duty, or responsibility provided in the City Charter, the Board shall:

(1) Administer and enforce all election laws;

(2) Conduct administrative review of complaints as set forth in Article VIII of this Chapter; and

(3) Delegate the investigation and review of violations of Article VII to the City Ethics Commission per Chapter 10, § 10-1 of the City Code.

ARTICLE II

General Election Procedures

§ 8-3. Election Day.

Elections, other than special elections, shall be held on the first Tuesday in May of each year an election for Mayor and/or Council regularly occurs. Polls shall be open to qualified voters and public notice provided in accordance with C4-9 of the City Charter.

§ 8-4. Early Voting.

A. The City Council or Board may provide for one or more early voting days in any election.

B. Any early voting day shall be held no more than fifteen (15) days prior to the Election Day established in § 8-3 of this Article.

C. On a designated early voting day, the polls shall be open to qualified voters at the times and places specified and advertised by the Board, which shall be open a minimum of eight (8) hours if early voting is conducted on a Saturday and at least four (4) hours if early voting is conducted on any other day of the week.

§ 8-5. Special Elections.

A. Generally. In addition to regularly scheduled elections, other special elections shall be held to resolve tie votes in any election and/or to fill vacancies that arise a substantial amount of time before the next regularly scheduled election, which shall be conducted pursuant to this Section.

B. Runoff elections.

(1) If, in any election directed by the Charter, any two (2) or more candidates for the office of Mayor or Councilmember who have received the highest number of votes receive an
equal number of votes, or the vote upon any binding referendum results in a tie, a runoff
special election between these candidates and/or tied referenda shall be ordered and
conducted by the Board.

(2) Any runoff special election required by Paragraph (1) of this Subsection shall be held
within seventy-five (75) days of the election in which the tie vote occurred, shall include
those offices for which the equal number of votes was cast or referendum questions which
resulted in a tie vote.

C. Special elections to fill vacancy.

(1) If, at any point the office of Mayor and/or one or more seats on the Council become
vacant, the Board shall, at the direction of the Council, conduct a vacancy special election
to fill the vacancies.

(2) Except as provided in the City Charter, any special election shall be held within
seventy-five (75) days of the date the vacancy was created.

(3) Notwithstanding any other provision of this Subsection, no special election to fill a
vacancy shall be held if the special election can be conducted on any day that is within one
hundred fifty (150) days of any regularly scheduled City election, and the office shall
remain vacant until the regularly scheduled City election.

D. Combination special elections. If, in the event that an additional seat on the Council
becomes vacant after a general election, but before a necessary runoff special election is held
pursuant to Subsection (B) of this Section, the Board may extend the time for the runoff special
election to any day within seventy-five (75) days of the date the vacancy was created and both
the runoff and the vacancy elections shall be conducted at the same time.

§ 8-6. Applications for Candidacy; Certification of Candidates; Withdrawal.

A. All individuals wishing to have their name included on a ballot as a candidate for the offices
of Mayor or Councilmember shall:

(1) file an application for candidacy on a form prescribed by the Board on or before 5:00
p.m. on the last Friday in March in the year that the election is to be held;

(2) comply with any financial disclosure requirements of Chapter 10, § 10-9 of the City
Code.

B. The Board shall timely review all applications for candidacy and conduct any necessary
investigations to determine the eligibility of each applicant for candidacy, including verifying
that candidates are residents of the City

C. The Board may refuse to certify for candidacy any individual who, in any previous election,
failed to file all reports required by this Chapter or has repeatedly or consistently failed to
observe required election procedures.
D. The Board shall consider any mitigating circumstances in ruling on whether to certify an application for candidacy.

E. Candidates may withdraw their candidacy at any time on or before the Monday following the filing deadline for applications for candidacy set forth in this Section. Any candidate who withdraws shall file a disposition of funds report.

§ 8-7. Qualifications for Election Judges; Oath of Office.

A. All Election Judges appointed by the City Council or by the Board shall be registered voters of the City.

B. All persons listed in Subsection (A) of this Section shall, before engaging in their duties, take the oath set forth in § C12-1 of the City Charter and Article I, § 9 of the Maryland Constitution.

ARTICLE III

City Supplemental Voter Registry

§ 8-8. Supplemental Voter Registry.

A. The City Clerk shall maintain a supplemental voter registry of qualified voters who are not registered to vote pursuant to the State Universal Registration Act at the direction of the Board.

B. Any person qualified to vote in a City election and who is not registered to vote pursuant to the State Universal Registration Act is eligible to register for the City Supplemental Voter Registry.

C. Upon satisfaction of the application requirements as set forth in this Article, the City Clerk shall register the applicant on the City Supplemental Registry unless otherwise directed by the Board.


A. Any qualified person who wishes to be placed on the City Supplemental Voter Registry shall complete and submit an application to the Board.

B. Each City Supplemental Voter Registry application shall include, and each applicant shall be required to provide:

(1) the applicant's full name;

(2) the address of the applicant's primary residence;

(3) a declaration that the applicant meets the qualifications to vote in a City election as set forth in § C4-1 of the City Charter;
(4) a statement executed under the penalties of perjury declaring that all of the information included in the application is true to the best of the applicant's knowledge; and

(5) the applicant's signature.

C. In addition to the statements set forth in Subsection (B) of this Section, applicants are required to show proof of identity, age, and residency within the City.

D. Notwithstanding Subsection (C) of this Section, if the applicant is unable to provide sufficient documentary proof, the Board may shall waive one or more of those requirements if the applicant provides an additional affidavit executed under the penalties of perjury, stating that the applicant does not currently possess documentation that could be used to prove identity, age, and/or residency.

ARTICLE IV

Provisional Ballots

§ 8-10. Eligibility for a Provisional Ballot.

An individual is eligible to cast a provisional ballot if:

A. The individual declares in a written affirmation under oath submitted with the provisional ballot that the individual is a registered voter in the State or the City and is eligible to vote in that election; and

B. (1) The individual's name does not appear on the City's election register or list of voters; or

(2) An election official asserts the individual is not eligible to vote.

§ 8-11. Application.

Before an individual may cast a provisional ballot, the individual shall:

A. Complete and sign the provisional ballot application prescribed by the Board of Supervisors of Elections; and

B. Be provided a data sheet on how the individual may obtain information on whether the provisional vote was counted or not counted and the reasons therefore.

§ 8-12. Locations and Procedure.

A. An eligible voter who completes an application shall be issued and may cast a provisional ballot at a polling location on Election Day or at an early voting location during early voting.
B. When cast, a provisional ballot shall either be enclosed in an envelope and secured in a locked box designated for such ballots or stored in an electronic format as specified by the Board.

§ 8-13. Canvass of Provisional Ballots.

A. The Board shall adopt regulations regarding the handling and canvassing of provisional ballots.

B. The envelope of a provisional ballot shall not be opened until the Board has approved the provisional ballot application for that ballot.

C. The Board may not reject a provisional ballot except by unanimous vote.

D. The Board shall reject a provisional ballot if:

   (1) The individual is not qualified to vote in the election;

   (2) The individual failed to sign the oath on the provisional ballot application;

   (3) The individual cast more than one (1) ballot for the same election; or

   (4) The provisional ballot is marked by an identifying mark that is clearly evident and can be used to identify the ballot.

E. The Board shall establish a system that permits individuals who have cast provisional ballots to determine whether their ballot was counted.

ARTICLE V

Vote-by-Mail Ballots


A. Any person qualified to vote in any election may use a Vote-by-Mail ballot pursuant to the provisions of this Article.

B. Subject to the provisions set forth in § 8-14. E., voters that have applied for and received a Vote-by-Mail ballot may only vote in that election by Vote-by-Mail ballot and are prohibited from voting in person at any polling place for that election.

C. No Vote-by-Mail ballot, completed or otherwise, shall be handled or delivered by a candidate or any individual volunteering or working for a candidate, except for their own ballot or that of their immediate family member or a member of their household.

D. No person may cast a vote using a Vote-by-Mail ballot that was issued by the City for another person.
E. Voters may choose to Vote-by-Mail permanently by completing the required form provided by the City Clerk's office. The form must be submitted to the City Clerk no less than 10 days before any City election. The City Clerk shall maintain a list of all permanent Vote-by-Mail voters. Any permanent Vote-by-Mail voter may revoke their status as a permanent Vote-by-Mail voter at any time. The City Clerk shall remove from the list any permanent Vote-by-Mail voter who has not voted in three two consecutive election cycles.


A. Printed forms of applications for Vote-by-Mail ballots in accordance with the requirements of this Chapter shall be provided by the Board and shall be available to any qualified voter.

B. A qualified voter desiring to vote at any election with a Vote-by-Mail ballot shall make an application, in writing, to the Board prior to the deadline established in Subsection (D) of this Section.

C. Applications for Vote-by-Mail ballots shall include the following:

(1) the applicant's name and residence address, including the street and number;

(2) a statement indicating that the applicant is a qualified voter at the residence address given;

(3) whether the ballot should be held for pick-up at the City Municipal Building or mailed to the applicant, and if mailed, the address to which the ballot is to be delivered if different from the applicant's resident address;

(4) an affidavit executed under the penalties of perjury stating that all of the information included in the application is true to the best of the applicant’s knowledge; and

(5) the applicant’s signature.

D. Application deadlines. (1) Applications that request a ballot be held for pick-up at the City Municipal Building shall be filed with the Board no later than 10:00 a.m. on the last day the City offices are open for regular business before Election Day.

(2) Applications that request delivery of a ballot by mail shall be filed with the Board no later than the close of business ten (10) days prior to Election Day.

§ 8-16. Rejection or Approval of Applications for Vote-by-Mail Ballots.

A. Review of applications. (1) The Board shall review and approve or reject all Vote-by-Mail applications as soon as reasonably practicable and without delay.

(2) All applications that request delivery of a Vote-by-Mail ballot by mail shall be approved or rejected no later than seven (7) days prior to Election Day.
B. Rejection of applications. (1) The Board shall reject any application for a Vote-by-Mail ballot if:

(a) the application is not filed before the applicable deadline;
(b) the application is missing any of the information required by § 8-15 of this Article;
(c) the applicant is not eligible to vote;
(d) the Board has already granted a previous application filed by that applicant; or
(e) the voter has already voted in person on an early voting day.

(2) The Board may not reject the Vote-by-Mail application of any person except by unanimous vote.

(3) If a Vote-by-Mail application is rejected, the Board shall promptly notify the applicant of the reason(s) therefore.

C. Approval of applications; delivery of Vote-by-Mail ballots. (1) If an application is not rejected under Subsection (B) of this Section, the Board shall, as soon as reasonably practicable, mail the applicant’s ballot or make the ballot available for pickup at the office of the Board if the applicant so indicated on their application.

(2) The Board shall mail all ballots that approved applicants have requested to be delivered by mail no later than seven (7) days prior to Election Day.

(3) If the applicant is entitled to free postage privileges under any federal law, rule, or regulation, the Board shall take full advantage of these privileges.

(4) Not more than one (1) Vote-by-Mail ballot may be mailed or provided to any applicant unless the Board has reasonable grounds to believe that the Vote-by-Mail ballot previously mailed has been lost, destroyed, or spoiled.

(5) Upon the mailing or delivery of a Vote-by-Mail ballot, the Board shall:

(a) remove the approved applicant’s voter record card from the precinct binder and place it in a separate binder marked “Registered Vote-by-Mail Voters,” which shall be retained in the office of the City Clerk; and
(b) place a marker in the regular precinct binder that indicates the voter’s name, that a Vote-by-Mail ballot has been mailed or delivered, and the date on which the ballot was sent or delivered.

§ 8-17. Form and Contents of Vote-by-Mail Ballots and Related Materials.

A. The Board shall prescribe the size, form, arrangement, and printed contents of Vote-by-Mail ballots, except that all such ballots shall:
(1) be in paper form;

(2) display the heading "Vote-by-Mail Ballot" printed in large letters in a clear space at the
top of each paper ballot;

(3) display the following instructions printed in large letters in a clear space below the
ballot heading: "Mark ballot by placing X in proper blank after each candidate or question.
Do not erase or make identifying marks.");

(4) clearly display the applicable election ward;

(5) list candidates by office and then alphabetically by last name within each office; and

(6) list referendum questions following the listing of candidates for all offices.

B. The Board shall prescribe the size, form, arrangement, and printed contents of the following
materials, which shall be included with every Vote-by-Mail ballot:

(1) Vote-by-Mail ballot material envelopes, providing for a covering envelope, a ballot
envelope, and a return envelope;

(2) printed instructions for the marking and casting of Vote-by-Mail ballots; and

(3) a certification of assistance form.


A. Any qualified voter who is unable to mark their own ballot due to a physical disability may
receive assistance in marking a Vote-by-Mail ballot.

B. Any person assisting another voter in the marking of a Vote-by-Mail ballot shall complete the
required certification of assistance included with the ballot, which shall be executed under the
penalties of perjury and returned with the completed ballot.


Completed Vote-by-Mail ballots may be delivered:

A. by mail to the address designated by the Board; or

B. by hand to any of the following:

(1) the City Clerk's office during normal business hours;

(2) the Board or a chief election judge during voting hours at any polling place on any
Election Day or early voting day; or

(3) the Board at any other place and time designated by the Board.

A. Time for opening or unfolding ballots. The Board shall not open or unfold any Vote-by-Mail ballot at any time before the closing of the polls and the beginning of the canvass of the ballots.

B. Procedure generally. (1) Immediately following the canvass of the votes cast at the regular voting places in the City on Election Day, the Board shall meet at the City Municipal Building and shall proceed to count, certify, and canvass the Vote-by-Mail ballots contained in the ballot envelopes received before the closing of the polls on Election Day.

(2) This canvass shall be conducted by ward in accordance with the applicable provisions of § C4-11 of the City Charter.

(3) All Vote-by-Mail voters’ applications, certifications, ballot envelopes, and ballots shall be kept separate and apart from other ballot types and election materials.

(4) Before opening any ballot, the Board shall inspect the ballot and determine the following:

   (a) that the provisions for filling out and signing the oath on the outside of the ballot envelope have been substantially complied with;

   (b) that the voter is entitled to vote under this Chapter in a ward of the City; and

   (c) that the voter has not already voted on Election Day.

(5) If the Board is satisfied that a ballot meets all of the criteria set forth in Paragraph (4) of this Subsection, the Board shall open the ballot envelope, remove the ballot therefrom, place the ballot in a Vote-by-Mail ballot box, and enter in the appropriate register the fact that the voter whose name appears thereon has voted, using the initials “VBM” to indicate the vote has been by a Vote-by-Mail ballot.

C. Rejection of Vote-by-Mail ballots. (1) The Board may reject a Vote-by-Mail ballot only by unanimous vote of the entire Board.

(2) Vote-by-Mail ballots may be marked by any kind of pencil or ink so long as it permits the Board to ascertain the voter’s unambiguous choices.

(3) Vote-by-Mail ballots shall be rejected and not counted if:

   (a) the ballot was received by the Board after the closing of the polls on Election Day;

   (b) the voter’s oath is not sufficiently executed;

   (c) there is more than one (1) ballot in the ballot envelope, in which case all shall be rejected;

   (d) the ballot was cast by a person not eligible to vote;
(e) the voter has already voted in person;

(f) the voter has marked more choices than is permissible for a specific contest or the ballot is marked in a manner that makes the voter's choice(s) ambiguous, in which case the Board shall invalidate only the vote(s) for the specific contest(s) that are improperly or ambiguously marked and shall not invalidate the remainder of the ballot, which shall be counted, certified, and canvassed unless rejected for another reason;

(g) the Board receives from the same person before the closing of the polls on election day more than one (1) Vote-by-Mail ballot, in which case the Board shall count, certify, and canvass only the Vote-by-Mail ballot with the earliest date and the other shall be rejected, or, if both are undated or dated the same, both ballots shall be rejected;

(h) the ballot contains a vote for a person who has ceased to be a candidate, in which case the Board shall invalidate only that vote for that specific contest and shall not invalidate the remainder of the ballot, which shall be counted, certified, and canvassed unless rejected for another reason; and/or

(i) the Board determines that the voter has died before Election Day as set forth in Subsection (D) of this Section.

D. Death of a Voter. (1) Whenever the Board determines from proof of investigation that any person who has cast a Vote-by-Mail ballot has died before Election Day, the Board shall not count the ballot of the deceased voter, but it shall be preserved with the rest of the canvassed ballots pursuant to § 8-21 of this Article.

(2) Notwithstanding Paragraph (1) of this Subsection, if, at or before the time of counting and canvassing, the Board has not determined that a person who cast a Vote-by-Mail ballot had died before Election Day, that voter’s ballot shall be counted, and the fact that the voter may later be shown to have been actually dead on Election Day shall not invalidate the ballot or the election.


A. The Board shall keep, pursuant to the City’s Record Retention Policy, a record of Vote-by-Mail applications and shall retain Vote-by-Mail ballots, ballot envelopes, certifications, and applications received.

B. The records retained pursuant to this Section shall be made available for examination by any registered voter or as the Maryland Public Information Act or other State or federal law may require or prohibit such disclosure.
ARTICLE VI

Campaign Material and Other Persuasive Election Material

§ 8-22. Authority Lines.

A. Except as otherwise provided in this section, each item of campaign material shall contain an authority line, set apart from any other message, that states the name, title, and address of the person responsible for the publication or distribution of the same, except that an address need not be included if the responsible person is registered with the City Clerk.

B. Any material that is published or distributed in support of, or in opposition to, a candidate, referendum, or election question without being directly or indirectly authorized by the candidate as provided in this Section shall include the following statement: “Authorized and paid for by (name of payer or any organization affiliated with the payer). This message has not been authorized or approved by any candidate.”

C. The provisions of this Section apply to all campaign materials, including those that are distributed and published electronically and through social media.

D. Notwithstanding any other provision in this Section, material need not contain an authority line if the item is too small to include all the information required by this Section in a legible form, except that reasonable effort shall be made to include as much legible information as possible, even if in truncated form.


The posting or display of campaign materials, including, but not limited to, signs, clothing, flyers, and other displays, shall be conducted in compliance with any applicable federal, state, and local laws.

ARTICLE VII

Campaign Finance


A. Each candidate shall appoint one (1) treasurer and shall file the name and address of the treasurer, together with the treasurer’s acceptance of the appointment in writing, on a form provided by, and returned to, the City Clerk prior to the filing deadline for candidacy set forth in § 8-6 of this Chapter.

B. In the event of the resignation of an appointed treasurer, the candidate must immediately inform the Board and shall within seventy-two (72) hours appoint a new treasurer and so inform the Board in writing.
C. A candidate may serve as treasurer so long as the candidate has not received and does not intend to receive total contributions of more than one thousand dollars ($1000.00), excluding contributions to a candidate’s campaign if made by a candidate or the candidate’s spouse or domestic partner.

D. In the event the contributions exceed the amount in Subsection (C) of this Section, the candidate must, within two (2) days, report such to the City Clerk, appoint a treasurer, and file the appropriate form(s).

E. The Board or the Clerk shall promptly send a written notice to any candidate who is required to appoint a treasurer but who fails to do so. Such notice shall also be posted on the City’s website and on the City’s bulletin board.

§ 8-25. Duties and Authority of a Campaign Treasurer.

A. All campaign assets shall be delivered to, and maintained by, a candidate’s treasurer.

B. No campaign assets may be disbursed or disposed of by any person other than the treasurer.

C. Treasurers are responsible for timely filing reports as required by this Chapter.

D. The duties of a treasurer may not be transferred or delegated to another person, except that a candidate may simultaneously be a candidate and serve as treasurer pursuant to § 8-24(C) of this Article.

§ 8-26. Reports Required.

A. The treasurer for each candidate for the office of Council or Mayor, or the candidate serving as their own treasurer, shall file reports in accordance with this Article.

B. Notwithstanding any other provision in this Article, a candidate is not required to file reports otherwise required by this Article if the candidate files an Affidavit of Limited Contributions and Expenditures averring that the candidate will not accept campaign contributions in excess of one thousand dollars ($1000.00) cumulatively or make expenditures in excess of one thousand dollars ($1000.00) cumulatively. Any candidate who files an Affidavit of Limited Contributions and then accepts or expends in excess of one thousand dollars ($1000.00) shall immediately comply with the requirements for candidates who have not filed an Affidavit of Limited Contributions and have received more than one thousand dollars ($1000.00).

CB. The City Clerk shall make all reports and/or affidavits filed pursuant to this Article available for examination by any member of the public.

DC. Any report filed with the City as required by this Chapter shall also be filed with the State Board of Elections as required by State law, including pursuant to Maryland Code, § 4-108.2 of the Local Government Article, which may be amended from time to time.
§ 8-27. Filing Reports.

A. Reports required by this Article shall be filed pursuant to the following schedule:

(1) Initial Report: An initial report shall be filed on the twenty-first (21st) day proceeding Election Day.

(2) Second Report: A second report shall be filed on the seventh (7th) day preceding Election Day.

(3) Annual Reports: An annual report shall be filed on or before the first Tuesday in September of each year until the cash balance, unpaid bill(s), or deficit is eliminated and a final annual report reflecting the disposition of funds is filed with the City Clerk’s Office per § 8-32.

(4) Corrected Reports: Corrected reports shall be filed in the time frame established in § 8-29(B) of this Article.

B. Reports must be filed with the office of the City Clerk by 1:00 p.m. on the day they are due.

C. The City Clerk shall promptly send a written notice to any candidate and the candidate’s treasurer who fails to timely file a campaign finance report. Such notice shall also be posted on the City’s website and on the City’s bulletin board.

§ 8-28. Form and Contents of Reports.

A. All reports shall be made on forms or in a format provided by the City Clerk and approved by the City Attorney.

B. Each report shall include the information set forth in Subsection C of this Section that occurred during the following time frames:

(1) The initial report shall include information from the preceding election, or the most recent annual report, if applicable, up to and including the full day before the filing of the initial report.

(2) All other reports shall include information starting from the full day that the previous report was filed up to and including the full day before the filing of the current report.

C. Each report filed shall include:

(1) the total and individual amounts of all contributions the candidate or candidate’s treasurer received;
(2) the total and individual amounts of all expenditures which the candidate or candidate’s treasurer, or any person acting on their behalf made;

(3) receipts and/or other documentation for all expenditures reported, which shall include dates, amounts, and information to identify each contributor and recipient of funds;

(4) the total and individual amounts of all loans the candidate or candidate’s treasurer received;

(5) documentation indicating the nature, terms, and status of each loan; and

(6) any balance from the prior reporting period.

D. Notwithstanding any other provision in this Article, a report need not itemize the campaign contributions made by the candidate or the candidate’s spouse or domestic partner but may aggregate these contributions under one line or total.

E. Unless otherwise provided by the Board, all reports shall be executed under the penalties of perjury by the treasurer of the candidate or by the candidate if the candidate is not required to have a treasurer.

§ 8-29. Review of Reports; Financial Advisors.

A. Responsibility to ensure accurate reporting. The Board is responsible for ensuring that all forms and campaign finance reports are in substantial compliance with this Chapter.

B. Notification and correction of deficient reporting. (1) If the Board or their designee discovers a reporting inaccuracy or other deficiency in a report filed pursuant to this Article, it shall notify in writing the candidate and the treasurer of the candidate, if any, and a corrected report shall be filed by the treasurer within:

(a) forty-eight (48) hours after the City Clerk sends notice if the report to be corrected was filed pursuant to Paragraphs (1) or (2) of § 8-27(A) of this Chapter; or

(b) seven (7) days after the City Clerk sends notice if the report to be corrected is an annual report required to be filed pursuant to Paragraph (3) of § 8-27(A) of this Chapter.

(2) Failure to file a corrected report within applicable time established by this Subsection shall render the report overdue and may result in penalties pursuant to Article IX of this Chapter.

(3) Notwithstanding any other provision of this Subsection, if the inaccuracy or deficiency in a report is de minimis or other good cause is shown, the Board may, with or without a hearing, waive the inaccuracy or deficiency and the requirement to file a corrected report.

C. Financial advisors. (1) The Board may appoint one or more individuals with some expertise in reading financial statements to aid the Board in reviewing reports filed pursuant to this Article.
(2) The Board may direct financial advisor(s) to:

(a) promptly review all reports filed pursuant to this Article;

(b) notify the candidate, treasurer, and/or Board of any irregularities, discrepancies, or errors the reports;

(c) recommend actions to the Board, if any.

§ 8-30. Campaign Accounts.

If contributions received by a candidate exceed a total of one thousand dollars ($1000.00), all campaign funds must be deposited into one account opened with a financial institution and such funds shall not be commingled with any other funds or accounts.

§ 8-31. Restrictions on Campaign Contributions.

A. Maximum contribution. No candidate or treasurer may accept from a single person, and no person may give or promise to any single candidate, contributions that total over five hundred dollars ($500.00) per election.

B. Candidate and spouse or domestic partner contributions and loans. (1) The contributions or loans of a candidate or the candidate’s spouse or domestic partner to the candidate’s own campaign shall not be subject to, or included in, the dollar limitations set forth in this Section.

(2) Any contributions or loans made by a candidate or candidate’s spouse or domestic partner to the candidate’s own campaign shall pass through the candidate’s campaign account, if any, and be reported, however, they need not be itemized and can be aggregated under one line or total.

C. Contributions from prohibited persons. No candidate shall knowingly accept or solicit a contribution from:

(1) an anonymous contributor;

(2) a corporation, including labor unions and political committees;

(3) a person making a contribution in the name of another, or

(4) a foreign national, which includes:

(a) a person outside of the United States who is not a citizen of the United States;

(b) an individual within the United States who is not a citizen of the United States and who is not lawfully admitted for permanent residence;

(c) a government of a foreign country;

(d) a political party of a foreign country;
(e) any partnership, association, corporation, organization, or other combination of persons organized under the laws of, or having its principal place of business in, a foreign country; or

(f) any other foreign person that is prohibited from making contributions by federal law, including 52 U.S.C. § 30121 and 11 CFR 110.20, which may be amended from time to time.

D. If any candidate or treasurer receives a contribution prohibited by this Section, that candidate shall either return the contribution to the contributor promptly or shall forfeit that contribution to the City promptly, which forfeiture may be used for any public purpose.

E. Campaign loans. (1) Except as set forth in Subsection (B) of this Section, the total amount of all loans to a candidate for any election shall not exceed five thousand dollars ($5,000.00), and no one person or entity may loan a candidate more than one thousand dollars ($1000.00).

(2) A loan to a candidate is considered a contribution unless:

(a) the loan is from a financial institution or other entity in the business of making loans; or

(b) the loan is to the candidate and repayment is personally guaranteed by the candidate and is due within one year of the date of the loan.

(3) If the amount of interest actually charged on a loan to a candidate is less than the prime rate on the day the loan is made, the difference between the actual interest charged and that prime rate shall constitute a contribution.

(4) All campaign loans shall be documented on campaign finance reports in a format provided by the City Clerk and approved by the City Attorney.

§ 8-32. Restrictions on the Use of Campaign Funds.

A. Personal use of campaign funds prohibited. (1) No candidate may use campaign funds for any personal use, which is an obligation or expense of any person that would exist irrespective of the campaign of a candidate.

(2) Personal use includes, but is not limited to:

(a) household food items or supplies;

(b) clothing, other than items of de minimis value that are used in the campaign (examples of de minimis campaign clothing include, but are not limited to, campaign logo "T-shirts" and caps with campaign slogans);

(c) mortgage or rent payments for the personal residence or property of a candidate or the candidate’s family;
(d) vacations;

(e) tickets or admission to entertainment, such as a concert or theater performance; and

(f) salary payments to a member of the candidate’s family.

B. Campaign funds may not be utilized in any election other than one held by the City.

C. Cash withdrawals are prohibited.

D. Campaign funds shall not be used to pay a fine for a violation of this Chapter.

E. No person other than a candidate, treasurer, or other agent with specific written authorization by the candidate shall make an expenditure from any campaign account.

F. Retention and disposition of surplus funds. (1) After an election, surplus funds may be retained and may be used by the candidate in any election to support the candidate’s election or reelection to any City office. The candidate and the candidates treasurer shall meet all applicable requirements of this Chapter with respect to maintaining and accounting for the surplus funds including, but not limited to filing all annual reports. (2) The candidate may also choose to dispose of surplus funds in accordance with § 8-32F(2)(a) – (d).

(a) Returned, pro rata, to the contributors by the treasurer;

(b) Paid to a charitable organization registered or exempt from registration pursuant to Maryland Code, Title 6 of the Business Regulation Article, which may be amended from time to time;

(c) Paid to a local board of education or to a recognized nonprofit organization providing services or funds for the benefit of pupils or teachers; and/or

(d) Paid to any public or private institution of higher education in the State for scholarship or loan purposes.

(3) Except where surplus campaign funds are returned to contributors, such funds shall not be converted to personal use.

(4) Candidates or their treasurers shall make a record of all dispositions of surplus campaign funds.

(5) Within 30 days of the disposition of all of a candidate’s surplus funds, or on or before the first Tuesday in September following the complete disposition of the candidate’s surplus funds, whichever is earlier, the candidate or the candidate’s treasurer shall file:

(a) an annual report as set forth in § 8-27(A)(3) and 8-28 of this Article VII; and

(b) an affidavit with the City Clerk stating that the campaign accounts are closed and detailing how the funds were distributed.
(c) Within 30 days of paying off a campaign loan, a candidate shall cause to be filed an affidavit stating that the loan is paid in full with supporting documentation from the lender.

§ 8-33. Investigation of Campaign Finance Violations.

A. Notwithstanding any other provision in this Chapter, the Board or their designee shall have concurrent jurisdiction to investigate any violations of this Article and enforce the provisions thereof, and the Board is not required to investigate or resolve matters being addressed by the City Ethics Commission.

B. The City Administrator and/or the City Clerk shall monitor and make appropriate recommendations to the Board and the Ethics Commission in the event of duplicative investigations or hearings.

ARTICLE VIII

Complaints

§ 8-34. Scope of Duty and Authority.

A. The Board shall investigate and resolve any written complaints or contests relating to voting, the validity of any ballot, candidate certification, violations of this Chapter, or other City election matters within the authority granted to the Board by the City Charter or Code.

B. When reviewing a complaint, contest, or other potential violation within its authority pursuant to this Article, the Board has the power to:

1. conduct a reasonable investigation;
2. conduct one or more hearings;
3. adopt reasonable rules and procedures for the conduct of hearings that are not inconsistent with this Article;
4. summon concerned parties and/or necessary witnesses to hearings;
5. dismiss a complaint;
6. conciliate a complaint;
7. issue orders;
8. implement enforcement actions as provided by this Section; and
9. extend the time for any hearing and the issuance of any finding, opinion, and/or orders.
ARTICLE IX

Enforcement, Prohibited Conduct, Penalties, and Appeals

§ 8-35. Enforcement.

The Board may enforce the provisions of this Chapter by:

A. issuing cease and desist orders;

B. imposing fines as set forth in this Article;

C. imposing conditions, mandates, or prohibitions on any violator as the Board determines to be appropriate, including requiring a violator to take corrective action;

D. seeking judicial enforcement of its decisions by application to courts of competent jurisdiction for injunctions, mandamus, and other appropriate judicial review when conducting an administrative review; and

E. referral of complaints to the Office of the State’s Attorney for prosecution as the circumstance may warrant.

§ 8-36. Prohibited Conduct.

A. It is unlawful to violate any provision of this Chapter.

B. It is unlawful for any person to knowingly and willfully:

(1) sign, under oath, affirmation, and/or the penalties of perjury any application, affidavit, or other document pursuant to this Chapter that contains false information;

(2) violate any provision of this Chapter with the intent to cast an illegal vote;

(3) apply for, cast, or attempt to cast a ballot, including a provisional or Vote-by-Mail ballot, under any name other than their own name;

(4) cast or attempt to cast a Vote-by-Mail ballot that was not issued by the City for that person;

(5) publish or distribute, for the purpose of influencing votes, any material that contains a false or substantially misleading authority line;

(6) canvass or open any Vote-by-Mail ballot or envelope, other than their own, prior to the time for canvassing set forth in Article V of this Chapter;

(7) accept, make, or solicit any contribution prohibited by this Chapter or State or federal law;
(8) fail to promptly forfeit unlawful contributions as required by this Chapter or State or federal law;

(9) use or dispose of campaign funds in violation of this Chapter or State or federal law; or

(10) handle a completed voter registration application other than the voter’s own application, except that this prohibition does not apply to City, State, or Federal government officials and employees engaging in official business.

§ 8-37. Penalties.

A. Any person who commits any violation set forth in Subsection (B) of § 8-36 of this Article, or knowingly aids or abets another in committing such a violation, shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than one thousand dollars ($1000.00), imprisonment of not more than six (6) months, or both, at the discretion of the Court.

B. The Board may impose a fine of up to five hundred dollars ($500.00) on any person who fails to:

(1) include an authority line on campaign materials, if required, that is in substantial compliance with the requirements set forth in § 8-22 of this Chapter;

(2) timely appoint a treasurer and file the correct forms as required by § 8-24 of this Chapter;

(3) promptly establish, and properly maintain, a campaign account as required by § 8-30 of this Chapter; or

(4) comply with an order of the Board.

C. The Board or its designee may impose a fine of up to five hundred dollars ($500.00) on any candidate and/or any treasurer of a candidate if any report or affidavit required by Article VII is not timely filed.

D. The Board or its designee may impose a fine of up to one hundred dollars ($100.00) for any violation of this Chapter, including the prohibited conduct set forth in § 8-36 of this Article, except that a person may not be fined under this Subsection if a fine or penalty is imposed under Subsections (A), (B), or (C) of this Section.

E. After notification of a violation and for each day the violation continues, the Board may impose additional fines up to the amounts indicated in Subsections (B), (C), and (D) of this Section, respectively, if an infraction set forth in those Subsections is not abated within a reasonable time.

F. The Board may impose a fine of up to two hundred dollars ($200.00) on any person that fails to appear at a hearing after receiving a summons from the Board.
G. In addition to any other fine, penalty, or sanctions, the City Council may, after notice and a hearing, impose such censure or penalty on any person elected who has violated Article VII of this Chapter that the Council deems reasonable and appropriate, including a refusal to seat the individual, removal from office, and a declaration that the seat is vacant.

§ 8-38. Appeals.

A. Any person who is aggrieved by any decision or action of the Board, or the City Ethics Commission when it is enforcing any provision of this Chapter, shall have the right to appeal the decision within thirty days to the Council by submitting a written petition to the City Clerk within fifteen (15) days of the decision or action. Circuit Court for Prince George's County, which shall review the matter de novo and without a jury.

B. If any person who appeals pursuant to Subsection (A) of this Section is aggrieved by the decision of the Council, they may appeal the Council's decision to the Circuit Court for Prince George's County, which shall review the matter de novo and without a jury.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on November 19, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on December 3, 2018.

Adopted: 12/3/18

Attest:  

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

H indicate deletions

/BOLD indicates additions
Asterisks *** Indicate matter retained in existing law but omitted herein

Effective Date: December 23, 2018
CITY OF HYATTSVILLE
ORDINANCE 2018-02

An Ordinance whereby the City of Hyattsville amends its ethics provisions to conform to recent updates to State law as to financial reporting and conflicts of interest.

WHEREAS, Maryland Code, §§ 5-801, et seq., of the General Provisions Article requires municipal corporations to enact ethics laws and requires that the State Ethics Commission approve all municipal ethics ordinances; and

WHEREAS, the Maryland General Assembly enacted House Bill 879 during the 2017 legislative session, which added new laws to the Maryland Public Ethics Law and requires local governments to incorporate certain changes into their respective ethics ordinances; and

WHEREAS, the Council finds it necessary and in the public interest to amend Chapter 10 of the City of Hyattsville Code to comply with the State-mandated ethics code requirements.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 10 is hereby amended as follows:

§ 10-6. Conflicts of interest and prohibitions.

* * *

B. Unless otherwise permitted by Commission regulation or opinion or in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter at issue, an official or employee may not participate on behalf of the City in:

* * *

5. A former regulated lobbyist who is or becomes subject to this chapter as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former
regulated lobbyist if the former regulated lobbyist previously assisted or represented another
party for compensation in the matter.

65. All persons subject to this chapter shall file a statement with the Commission disclosing
any interest or employment, the holding of which would require disqualification from
participation pursuant to § 10-6 of this chapter, as soon as possible and at least seven (7) days
before such matter is scheduled to occur.

* * *

D. Post-employment limitations and restrictions.

* * *

2. Until the conclusion of twelve months after the elected official leaves office, a former
member of the City A former elected official may not assist or represent another party for
compensation in a matter that is subject of legislative action for one calendar year after the
elected official leaves office.

F. Use of prestige of office

1. i. An official or employee may not intentionally use the prestige of office or public
position for:

a. For the private gain of that official or employee or the private gain of another; or

b. To influence, except as part of the official duties of the official or employee or
   as a usual and customary constituent service without additional compensation, the
   award of a state or local contract to a specific person.

ii. An official may not directly or indirectly initiate a solicitation for a person to retain
the compensated services of a particular regulated lobbyist or lobbying firm.
2. This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

3. i. An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.

   ii. An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.

   * * *


   * * *

C. The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section. Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.

   * * *

3. For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual’s home address that the individual has designated as the individual’s home address.

4. The Commission or the office designated by the Commission shall make financial disclosure statements or a summary thereof available online. The Commission or the office designated by the Commission shall take appropriate measures to mitigate the risk of identify theft. Those steps may include posting online a redacted version of the financial disclosure statement or posting a summary of the financial disclosure statement that is
completed by the official or employee for the purpose of the online posting. Under all circumstances the original, unaltered financial disclosure statement shall be maintained by the Commission or office designated by it but not posted online.

* * *

E. At a minimum the financial disclosure statement form shall contain the following information:

* * *

6. Indebtedness to entities doing business with or regulated by the individual’s City of Hyattsville unit or department.

i. A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual’s City of Hyattsville unit or department owed at any time during the reporting period:

* * *

8. Sources of earned income

i. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual’s immediate family was a sole or partial owner and form which the individual or member of the individual’s immediate family received earned income, at any time during the reporting period.

ii. A minor child’s employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
For a statement filed on or after January 1, 2019, if the individual’s spouse is a lobbyist regulated by the City of Hyattsville, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

***

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on July 16, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on August 6, 2018.

Adopted: 8/6/18

Attest: Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor
[ ] indicate deletions
Underline indicates additions
Asterisks *** Indicate matter retained in existing law but omitted herein
Effective Date: August 26, 2018
CITY OF HYATTSVILLE
ORDINANCE 2018-07

An Ordinance whereby the City of Hyattsville amends its ethics provisions to conform with contemporaneous changes to the City’s Election laws.

WHEREAS, the City of Hyattsville repealed and re-enacted Chapter 8 of its Code which governs the City’s elections; and

WHEREAS, the Council finds it necessary and in the public interest to amend Chapter 10 of the City of Hyattsville Code to be consistent with the repealed and re-enacted Chapter 8.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 10 is hereby amended as follows:


* * *

B. Candidates to be local elected officials. . .

* * *

3. If a candidate fails to file a statement required by this section after written notice is provided by the City Clerk or Board of Election Supervisors at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy in accordance with the deadline for filing applications for candidacy established in Chapter 8 of this Code, the candidate must file the statement required by this section no later than 5:00 p.m. on the second full business day after the City Clerk sends written notice to the candidate of the deficiency or the candidate is deemed to have withdrawn the application for candidacy. For the purposes of this subparagraph, time commences running upon the Clerk transmitting the written notice by electronic or other means.
AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on November 19, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on December 3, 2018.

Adopted: 12/3/18

Attest: 
Laura Reams, City Clerk
Candace B. Hollingsworth, Mayor

[ ] indicate deletions
Underline indicates additions
Asterisks ** * Indicate matter retained in existing law but omitted herein

Effective Date: December 23, 2018
CITY OF HYATTSVILLE  
BOARD OF SUPERVISORS OF ELECTIONS  
RULES & REGULATIONS  

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PART 1—BOARD OF SUPERVISORS OF ELECTIONS

Sec. 1.1 – The Board.

(a) Composition. The Board of Supervisors of Elections (hereinafter the “Board”) shall consist of five (5) members who shall be appointed by the Mayor with the approval of the Council for a four (4) year term as set forth in § C4-2 of the City Charter.

(b) Qualifications. The members of the Board shall be qualified voters for City elections and shall not hold or be candidates for any other City office during their term. (Charter, §§ C4-1, C4-2).

(c) Oath. Prior to assuming the duties of office, each member of the Board shall take an oath before any officer of Maryland duly authorized to take an affidavit to the effect that they will obey the Constitution of the United States, the Constitution and laws of the State of Maryland, and the laws of the City of Hyattsville, and will fairly and impartially administer the duties of this office.

(d) Participation in Elections. Members of the Board and their designees must maintain an appearance of impartiality with respect to City electoral issues, and therefore, Board members are strictly prohibited from campaigning for any City candidate or referendum issue or otherwise participating in any City election other than voting and carrying out official duties. This prohibition includes contributing to any campaign or political committee, offering public support for any candidate or electoral issue, and/or engaging in any activity that might give the appearance of bias or partiality.

(e) Removal. The Council may remove any member of the Board for good cause provided that the Board member is given a written copy of the charges and an opportunity for a hearing before the Council. (Charter, § C4-3).

(f) Chairperson. The Board shall elect a Chairperson from among their members.

(g) Counsel. The City Attorney serves as counsel to the Board. The Board should seek advice from the City Attorney on all matters of law.

(h) Role of the City Clerk. The City Clerk shall coordinate communication between the Board and the City Council and between Board members and shall generally facilitate the conduct of City elections. The City Clerk shall also be the record-keeper for the Board.

Sec. 1.2 – Duties and Powers.

(a) General. The Board shall be in charge of the conduct of all City elections and may appoint election judges or other employees to assist the Board. (Charter, § C4-4)
(b) Powers.

(1) The Board shall have all the powers described in § C4-4 of the City Charter and § 8-2 of Chapter 8 of the City Code.

(2) Additionally, the Board shall have the power to make and publish regulations regarding the conduct of City elections and make decisions on all disputes and controversies arising from the administration of the City election laws consistent with Article IV of the City Charter and Chapter 8 of the City Code.

Sec. 1.3 – Meetings.

(a) Quorum. For the exercise of its powers and duties, a majority of the members of the Board shall be sufficient for quorum and decision.

(b) Meetings. The Board shall meet at regular intervals and shall be authorized to hold such special meetings as the Board may require. Meetings will be called as needed by the Chairman or by the request of any other two members.

(c) Attendance of the City Clerk. The City Clerk, or their designee, shall attend all meetings of the Board.

(d) Notice of Meetings; Open Meetings Act. All Board meetings shall be publicly advertised and open to the public unless otherwise permitted by State law. The Board shall comply with the notice and other requirements of the Maryland Open Meetings Act.

(e) Rules. To the extent parliamentary guidance is required, and consistent with the City Charter and Code, the Board may use Roberts Rules of Order, Revised, during internal deliberations a guide.

(f) Minutes. Minutes of each meeting shall be kept by a person appointed by the Board. After the minutes are reduced to a writing, a copy shall be promptly forwarded to City Clerk who shall retain them consistent with the City’s record retention policy.

PART 2—ELECTION JUDGES

Sec. 2.1 – Election Judges.

(a) Appointment. The Board must appoint such election judges as allowed by the City budget and as needed for the election.

(b) Removal. The Board must remove or replace any judge if in the Board’s estimation such is necessary.
(c) Oath. Prior to assuming the duties of office, each judge shall take an oath before any officer duly authorized to take an affidavit, to the effect that the judge will obey the Constitution of the United States and the constitution and laws of the State of Maryland, and the laws of the City of Hyattsville, and will fairly and impartially administer the duties of the office.

Sec. 2.2 – Responsibilities.

Judges shall assist the Board in the conduct of elections in the manner prescribed by the Board.

Sec. 2.3 – Training and Qualifications.

The Board shall provide each judge with appropriate instructions and training prior to each general or special election and as otherwise required. Judges shall be thoroughly familiar with procedures for registration of voters, Vote-by-Mail ballot procedures, and candidate petition procedures. Judges shall be thoroughly familiar with operation of the polls on election days and such other matters relating to maintenance of the election days and such other matters relating to maintenance of the election rolls as may be pertinent to their assigned duties.

Sec. 2.4 – Compensation.

Compensation of the Board members and judges of elections and expenditure for their duty shall be determined by the Council in the annual budget.

PART 3—QUALIFICATION AND REGISTRATION OF VOTERS

Sec. 3.1 – Voter Qualifications.

The qualifications of a voter are set forth in § C4-1 of the City Charter, which may be amended from time to time.

Sec. 3.2 – Registration Generally.

(a) Generally. A person who is qualified to vote in a City election may register for the purposes of voting in a City election in one of two ways:

(1) By applying to become a registered voter of Prince George’s County; or

(2) By submitting an application on a form provided by the Board to be placed on the City Supplemental Voter Registry, which is maintained by the City Clerk.

(b) Proof of Identity, Age, and Residency. An applicant may prove identity, age, and residency for the purposes of registering for the City Supplemental Voter Registry as follows:

(1) Identity may be established through a valid photo identification card or document issued by a federal, state, or local government entity of the United States, any foreign
country, or any school, provided that the identification card or document contains, at minimum, a clear photo, the person’s full name, and the name or identifying marks of the document’s issuer.

(2) Age may be established though the identity documents set forth in Paragraph (1) of this Subsection if the documents include proof of the applicant’s age, or through other documentation such as a birth certificate.

(3) Residency may be established though the identity documents set forth in Paragraph (1) of this Subsection if the documents include proof of residency, or through other documentation, including a copy of a deed, house or apartment lease, utility bill, paycheck, bank statement, school record, or other official or government document that shows the applicant’s name and current address in the City.

(4) If the applicant is unable to provide sufficient documentary proof, the Board shall waive one or more of those requirements that the applicant produce documentation if the applicant provides an additional affidavit executed under the penalties of perjury, stating that the applicant does not currently possess documentation that could be used to prove identity, age, and/or residency. The affidavit shall be executed under the penalties of perjury and contain the following information:

(i) The applicant’s name and residence address including street number.

(ii) A statement that the applicant meets the registration requirements of the City Charter to be a qualified voter in the City.

(iii) That the address on the application is the applicant’s primary residence;

(iv) The applicant has lived in the City of Hyattsville for at least (30) days, and

(v) The applicant does not claim the right to vote elsewhere in the United States.

Sec. 3.3 – Same Day Registration.

(a) Same Day Registration Permitted. A qualified voter who is not already registered with the City or County may register to vote on any City Election Day or Early Voting Day.

(b) Choice of Registry. Pursuant to Article III of Chapter 8 of the City Code, a voter may not remain registered in both the City Supplemental Voter Registry and the County election registry. In order to vote in a City election on the same day the voter registers, the applicant must be registered in the City Supplemental Voter Registry, at least temporarily for the purposes of that election. Applicants may then choose to remain registered in the City Supplemental Voter Registry only, or they may elect to have their application forwarded to the Prince George’s County Board of Elections to apply for County registration. If the applicant chooses to have their application forwarded to the Prince George’s County Board of Elections, pursuant to Subsection (e) of this
Section, the voter's name must be removed the City Supplemental Voter Registration upon verification that the voter application has been processed by the County.

(c) Procedure for Same Day Registration. Same day registration shall be conducted in accordance with the following procedures:

(1) Applicants shall be given a Prince George's County Board of Elections voter registration application or a City supplemental voter registration application.

(2) To register, the applicant must present a completed application and provide verification of identity, age, and residency per § C4-1 of the City Charter, § 8-9 of the Hyattsville City Code, and § 3.2 of these Regulations.

(3) The City Clerk or their designee shall then verify the following:

(i) review the application to ensure that all the necessary information has been provided and that it has been signed by the applicant;

(ii) verify that the applicant satisfies the age requirements

(iii) verify that the applicant's address is within City limits; and

(iv) check the City Supplemental Voter Registry and contact the Prince George's County Board of Elections to verify that the applicant is not registered in either voter database.

(4) If it is determined that the applicant is a qualified City voter and is not already a registered voter with either the City or County, the City Clerk or their designee shall:

(i) enter the applicant's registration information into the City Supplemental Voter Registry system;

(ii) issue the applicant a voter identification number;

(iii) prepare and issue a Same Day Voter Registration Voter Authority Card by completing the voter authority card, entering the voter identification number on the certificate, and having the voter sign the voter authority card; and

(iv) forward the application to the Prince George's County Board of Elections to be processed by the County Board if the applicant so desires.

(5) If it is determined that the applicant is not a qualified City voter, by reason of age, residence, or otherwise, the City Clerk or their designee:

(i) shall not register the voter in the City Supplemental Voter Registry;

(ii) shall promptly inform the applicant of the reason for rejection;
(iii) shall promptly inform the applicant that the voter is not permitted to vote in any City election until the voter becomes qualified and registered; and

(iv) may forward the application to the Prince George's County Board of Elections to be processed by the County Board if the applicant so desires.

(d) Authorization to Vote Same Day. An applicant who has been registered in the City Supplemental Voter Registry and issued a Same Day Voter Registration Voter Authority Card after completing the same day registration process as set forth in this Section may proceed to vote in that election.

(e) Post Same Day Registration Procedures. Within three business days after Election Day, the City Clerk or their designee shall forward all Prince George's County voter registration applications to the Prince George's County Board of Elections except those applications where the applicants opted to be registered in the City Supplemental Voter Registry only. Upon verification from the Prince George's County Board of Elections that voter registrations have been processed, the City Clerk or their designee shall remove the voter from the City Supplemental Voter Registry.

(f) In the event that a same day voter registration applicant's information cannot be verified, the applicant may cast a provisional ballot if otherwise eligible to do so.

Sec. 3.4 – Registration Lists.

The Board shall annually obtain from the County Board an alphabetical list of County-registered voters who were shown as residing within the corporate boundaries of the City immediately prior to the period beginning thirty (30) days before each general and special election, which list shall be utilized as the registration roll of County-registered voters for purpose of a City election. The Board may also periodically request the County Board of Election Supervisors to provide the registration status of City residents on such occasions and in such form as the Board deems necessary. As required, the Board shall obtain a list of registered voters from the County Board, which may be utilized as the registration roll of County-registered voters for purposes of eligibility to sign a candidate petition under § C4-8 of the City Charter (see Part 4 of these Regulations). Such list is requested to be provided in two (2) formats: alphabetical (entire City) and by ward (street listing).

Sec. 3.5 – Reporting Voter Participation.

The Board assists the County Board in maintaining its registration records by advising the County Board of the participation of voters in City elections. Such participation is credited by the County Board and ensures that no voter who has voted in a City election will be stricken from the County registration polls.
PART 4—CANDIDATES FOR OFFICE AND PETITIONS

Sec. 4.1—Candidate Applications.

(a) Applications. Any qualified person desiring to be a candidate for an elective office shall file an application with the City Clerk on or before 5:00 p.m. on the last Friday in March in the year that the election is to be held for any elected position that will become vacant after the upcoming election. The application shall be on a form provided by the Board. No fee shall be charged for such filing. (Charter, § C4-8 and Code, § 8-6).

(b) Contents of Application. An application for candidacy shall be executed under oath and shall state:

(1) That said candidate is a registered voter of the City;

(2) That said candidate will be a resident of the City at the date of election;

(3) The ward in which said candidate will reside on Election Day; and

(4) The name of the office sought. (Charter, § C2-2(B) and Code, § 8-6).

(c) Reports Required. Each application for candidacy shall include a Financial Disclosure Statement pursuant to Chapter 10, § 10-9 of the City Code.

(d) Notice. The Board shall publicly announce the time and place by which candidates must formally file their applications as set forth in Subsection (a) of this Section. Notice of the availability of applications at the time and place for their filing shall be given twice in a newspaper of general circulation in the City once a week during the two (2) weeks preceding the filing deadline as well as on the City website and other publications. (Charter, § C4-8(B))

(e) Filing of Applications. When any application is received by the Board, the Board member or City Clerk will note the time and date of receipt in the upper right corner of the first page and initial under the time and date. All applications will be kept in a secure place until they are verified at a certification meeting.

Sec. 4.2—Evaluation and Certification of Candidate Applications.

As soon as reasonably practicable, the Board will meet and review each application to determine whether it conforms to the City’s Charter and Code requirements. The qualifications of the prospective candidate shall be verified and the Board will certify to the Mayor and City Council the name of each person filing a verified application of candidacy and the respective office for which the person has filed. This certification shall be sent to the City Council at its first regular meeting following the last Friday in March of each election year.

Sec. 4.3—Publication.

The Board shall publicize within the City the names of certified candidates and the offices each candidate seeks, and shall post all such names and offices conspicuously at the polls.
Sec. 4.4 – Candidate Notices.

Prior to the opening of the polls on Election Day or the first Early Voting Day, each candidate is to be provided with a notice concerning candidate rights and responsibilities during the conduct of the election procedure. Such notice includes a statement in a form approved by the City Attorney describing restrictions on size and placement of signs, banners and other written messages.

Sec. 4.5 – Certification of Petitions for Referenda and Ballot Initiatives.

In the event the Board is called upon by the Mayor and City Council or the Charter to certify any petition, the Board shall meet as soon as reasonably practicable to verify the signatures on such petition using the following criteria:

(1) Only original signatures supporting a petition are valid. The Board shall not verify any signature on any petition or certify any petition unless the Board has received the original document with original signatures. Documents with petition signatures that are copied, scanned, or faxed (i.e., documents do not include the original signature) shall not be accepted by the Board as a timely filing or for any other purpose.

(2) Each person signing a petition shall indicate thereon their name, their address and ward. It is preferred that the person signing also print their name prior to signing to facilitate verification.

(3) No signature may be verified if it was obtained more than one (1) year prior to the date the petition is filed with the Clerk.

(4) A petition may consist of several pages, but each page shall contain the exact subject matter of the petition. At the bottom of each page of signatures shall be an affidavit of the person procuring the signatures on such page that to the best knowledge and belief of that person, every signature on the page is genuine and bona fide and that the signers are qualified voters of the City.

(5) The Board shall certify all petitions to the Mayor and City Council if they conform to the Charter or ordinances or regulations of the City. Whether or not the Board certifies a petition, it shall list the number of verified signatures, the total number of voters registered to vote at (or as close in time as practicable to) the time the petition was submitted to the Mayor and City Council, and the date used for counting the total number of registered voters in the City. When the Board fails to certify a petition, it shall notify the Mayor and City Council as soon as reasonably practicable.

(6) Petitions that require signatures of registered voters must have typewritten at the top of each signature page the purpose of the petition stated in such a manner as to define the issue at hand without confusion. The Board, in certifying such petitions, may comment to the Mayor and City Council on the adequacy of the language of the petition, the form of the petition, or any other matter regarding the petition. However, the Board cannot ordinarily withhold certification of a petition unless the number of verifiable signatures on the petition is inadequate,
the issue is not typewritten at the top of each page of the petition, or the petition lacks essential information necessary to verify signatures.

(7) In verifying signatures on a petition, the Board need not compare a signature sample of the registered voter with the signature on the petition. However, each signer of a petition shall sign their name as it appears on the election records of the City, and under each signature may be typed or printed each petitioner’s name, address and ward. If the name of a petitioner is not identical to the name as it appears in the City’s election records, the Board may certify the name if there is no reasonable doubt that the petitioner is the particular registered voter in question, and that all other requirements have been met.

INTERPRETATION: As a general matter, a signature “A. Jones” will never suffice, and “Tony Jones” will ordinarily not suffice for “Anthony Jones.” Further, the signature “John L. Smith, Jr.” will not ordinarily suffice for “John L. Smith,” or the signature “John L. Smith” for “John L. Smith, Jr.” Further, the signature “John Jones” will not suffice for “John L. Jones” because the name is so common, and the Board cannot be certain that no other person bearing that name lives in the City or at that address. However, a signature “Frank Carmane” may suffice for “Frank L. Carmane”—as well as the signature “Frank L. Carmane” for “Frank Carmane,”—but only if there are no other persons with that name within the City and all other information (address and ward) is identical to the City’s election records and the Board has personal knowledge that no other person with a similar name lives at that address.

(8) Regardless of whether the Board finds sufficient signatures on the petition to make it effective for the stated purpose, the Board shall keep locked in a secure place the original petition and shall not return the same to any petitioner. Working copies of such petition shall be copies made by the Board and certified by the Board or its authorized representative as a true and complete reproduction of the original petition.

PART 5—ELECTIONS

Sec. 5.1 – Election Procedure, Generally.

(a) Voting Days. Election Day and any Early Voting Days shall be scheduled pursuant to § C4-9 of the City Charter and Article II of Chapter 8 of the City Code.

(b) Wards. The Mayor shall be elected by the combined vote of all the wards of the City, and Ward Council members shall be elected by the votes of the wards in which they reside.

(c) Voting Machines. All City elections shall be conducted using mechanical or electronic machines or computers.

(d) Vote Count. Votes shall be counted and the winner of each contest or question shall be determined pursuant to § C4-11 of the City Charter.
Sec. 5.2 – Public Notice of Election.

In all City elections, it shall be the duty of the Board of Elections to give public notice of the times, place and purpose thereof. (Charter, § C4-5). Such public notice shall be given on the City’s website, on government access cable channel, in the City newsletter, in a newspaper of general circulation within the City and in the City’s public notice board in the Municipal Building. Such public notice shall be given at least ten (10) days before the date of election. In the case of notice in a newspaper of general circulation in the City, notice shall be posted twice prior to the election. In the case of notice on the government access cable channel and the public notice board, such notice shall continue to be advertised until the date of the election. At the discretion of the Board, notices may also be posted in such public places in each ward in such manner as the Board may determine.

Sec. 5.3 – Candidate Rules.

(a) Distance from Polls.

(1) Candidates and persons campaigning for candidates, whether or not authorized to do so by the candidate, are required to remain at least 100 feet from the entrance door to any voting location when campaigning, greeting voters, or handing out materials. Candidates and persons campaigning for candidates may enter the building to use the rest rooms, to use a telephone for non-election purposes, and to go via the office corridor to get refreshments provided no contact is made with voters to promote any candidate or issue. Candidates and persons campaigning for candidates using the building shall not linger in the voting location.

(b) Pollwatchers.

(1) Each candidate may designate by the appropriate form one (1) observer who shall be present in a polling place 5:00 p.m. the day prior to the election prior to the opening of the polls and may be present during the period of the election and thereafter until the results are tallied.

(2) The observer may not participate in or interfere with the conduct of the election in any way and, while in the polling place, must remain at a position designated by the Board. The observer must direct any questions or comments concerning conduct of the election to a Board member, and the Board member may require that the discussion be conducted outside the immediate polling place.

(3) A Board member may require the observer to leave the polling place for cause, including disruption of election activities and/or any attempt to influence the casting of a ballot.

Sec. 5.4 – Polls Opened and Closed; Attendance.

(a) General. The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. on Election Day. The polls may be open at specified Early Voting Days prior to Election Day, as specified by the Board.

(b) Prior to Opening of Polls.
(1) Prior to Election Day and any Early Voting Day, the Board and election judges should review the procedures for Election Day or Early Voting.

(2) All judges shall report to their designated polling place at least one (1) hour before the polls open, unless specifically authorized by the Board to report at a later time. Board members will report in at the City Building no later than 6:00 a.m.

(3) It is the policy of the Board that it shall only allow an absence of a judge or Board member in the case of an emergency.

(4) If any judge has not taken the required oath of office prior to this time, an authorized officer will administer it. The judge(s) will sign the certificate, which shall be filed with the City Clerk.

(c) Continuous Presence.

(1) No judge shall leave the polling place until it closes unless excused by the Board for valid reasons.

(2) No Board member or judge may leave the polling place until completion of the tally, unless excused by the Board for valid reasons.

Sec. 5.5 – Inspection of Voting Machines.

The chief judge shall conduct an appropriate inspection of each machine prior to the opening of the polls to determine that they are set up correctly and operating properly.

Sec. 5.6 – Responsibility of Judges.

(a) Judges. Judges will be assigned, as required in the judgment of the Board, to serve as poll book judges or voting machine judges (or both). The Board may change such assignments during the course of an election day as it may see fit.

(b) Responsibility of Chief Judges. A chief judge is responsible for:

(1) supervising other election judges;

(2) inspecting voting machines to ensure machines are operating correctly;

(3) ensuring proper order and election procedures are followed;

(4) ensuring that candidates, supporters of candidates, and others comply with the distance rule and refrain from electioneering in and near the polling place.

(c) Responsibility of Poll Book Judges. A poll book judge is responsible for:

(1) checking voter identification by requesting the voter’s month and day of birth and checking the information declared by the voter against a relevant portion of the list of registered voters prepared for polling;
(2) assigning the voter a sequential number on a tally sheet;

(3) completing an authorization card for each registered voter who seeks to vote bearing the judge’s initials and presenting the card to the voter; and

(4) making a record that the authorization card has been presented by putting a checkmark (✓) in the poll book next to the voter’s name.

(d) Responsibility of Voting Machine Judges. The voting machine judge is responsible for:

(1) accepting the authorization card;

(2) directing the voter to the proper ward machine and, if necessary, aiding the voter in preparing or initializing the machine; and

(3) providing instruction to voters regarding the operation of the voting machine as necessary.

(4) The voting machine judge will enter the voting machine polling booth only for the purpose of explaining the functioning of the machine prior to the voter entering the polling booth to cast his/her ballot.

Sec. 5.7 – Arrangement of Polling Places.

Within the polling place, the area shall be divided as follows:

(1) A sample ballot display near the entrance to the polling place containing the names and ward designations of all duly certified candidates;

(2) A table for polling book judges, with responsibility divided on an alphabetical basis and signs prominently indicating this arrangement; and

(3) An area for one or more voting booths, as required.

Sec. 5.8 – Voting Procedures.

(a) Authorization.

(1) Upon entering the polling place, the voter shall approach the proper polling book desk which shows the first letter of the voter’s surname and state the voter’s name. The polling book judge should find the name in the registration list and shall ask the voter for their address (even if the voter is known to the judge).

(2) The polling book judge will check the voter’s authority card to ensure that the signature is as required and then initial the card on the line provided and present the card to the voter.

(b) Status Changes Not Reflected in Registration Books, Procedure on Election Day.
(1) **Voter moved within the City.** If a City voter has moved to a new address in the City, whether within a ward or from one ward to another ward, the voter may still vote from the voter’s new address, provided all other voting requirements are met upon demonstration of convincing evidence of the change. The chief judge shall immediately call a Board member to ensure that the change is made on all appropriate records. The voter shall complete a change of address card. A copy of such card shall be provided to the County Board with the request that the County Board commence appropriate action under its own procedures.

(2) **Voter has moved into the City.** A voter registered with the County Board who has moved from a residence elsewhere in the County to a residence in the City may vote in the City election with a provisional ballot.

(3) **Change of name by marriage or decree.** In the event an otherwise qualified registered voter presents themselves by a name other than that shown on the voting rolls on account of a change of the voter’s name by marriage or court decree (or other means sufficient under the laws of the pertinent jurisdiction), the poll book and/or chief judge shall refer the voter to a Board member. The voter shall be instructed to take action appropriate to correct the registration maintained by either the Prince George’s Board of Election Supervisors or the City Supplemental Voter Registry, whichever is applicable.

(4) **Disqualifying condition.** If an allegation is lodged on Election Day that a voter is not currently qualified to vote because of guardianship for mental disability or other cause, the the voter denies such disqualifying condition, and the Board has no personal knowledge of the disqualifying condition, the voter is permitted to vote unless the person alleging such disqualification presents a certified true copy of the judgment or order giving rise to such disqualification.

(5) **Voter Purged from Registration.** If the voter has been purged for any reason and the voter claims this is erroneous, the judge will ask a Board member to have the applicant voter execute a provisional ballot application. The voter may then vote with a provisional ballot.

(c) **Voting.**

(1) Voter will form a line approaching the polling booths, if necessary, and shall, in turn, present their authorization cards to the voting machine judge. The judge will set the machine, if necessary, as the voter approaches the machine. The voter shall then approach and/or enter the polling booth enclosure and make ballot selections.

(2) The voting machine judge will retain the authorization cards until they are presented to the Board.

(3) The voter must make ballot selections at or in a voting booth alone, except that a parent or guardian may be accompanied by children not more than seven (7) years of age. If a
voter, because of infirmity, blindness or unfamiliarity with the voting machine shall need and request assistance, they will be provided with an affidavit of assistance form or audio assist.

(d) Periodic Checks. If voting machines are used, periodically during the day, the Board will check voter tally sheets against authorization cards and the voting machine counters to ensure that proper recording and documentation of vote action.

Sec. 5.9 – Vote-by-Mail Voting.

(a) Generally. Vote-by-Mail voting shall be conducted in strict conformity with Article V of the City Code.

(b) Applications.

(1) Applications for Vote-by-Mail ballots may be obtained from the City Clerk, the Board, or the City website. Requests may be made by mail, telephone, or in person. Copies will be kept in the files of the Board.

(2) Clerks and Board members receiving applications for Vote-by-Mail ballots shall enter the date and time of receipt of such applications on the upper right-hand corner of the application, together with the initials of the person accepting receipt. (If a time stamp is used, the stamp is endorsed with the initials of the person accepting receipt).

(c) Processing of Applications.

(1) Vote-by-Mail ballot applications shall be promptly placed in a secure cabinet or file pending review by the Board. Delivery will be made to the Board as soon as possible by the City Clerk.

(2) Pursuant to § 8-16 of Chapter 8 of the City Code, the Board shall review the applications regularly to determine that the application is from a registered voter and, if so, that the application is correctly and completely executed and no known impediment exists to the voter’s eligibility.

(d) Application Rejected. If an application is rejected, the Board must notify the applicant, in writing and by phone, of the reasons. The notice will be sent within 24 hours of the Board decision. A full record of each such action will be kept for one year in the file folder for the particular election in the Board’s files.

(e) Application Approved. If an application is approved, the Board shall update the precinct and Vote-By-Mail binders and other registers accordingly.

(f) Restrictions on Vote-by-Mail Ballots. No more than one (1) Vote-by-Mail ballot shall be mailed or delivered to any one applicant unless the Board has reasonable grounds to believe that the Vote-by-Mail ballot previously mailed has been lost, stolen, destroyed or spoiled. When a voter designates an agent to pick up or to return a ballot, neither the Mayor, a Councilmember, a candidate for such office, an individual working for a candidate, nor any member of their
immediate families may serve as such agent. A Board member may pick up or drop off applications or ballots when need requires it.

(g) Receipt of Ballot; Handling. The Clerk or Board member receiving a Vote-by-Mail ballot shall note date and time of receipt and initial on the left front of the envelope. (If a date stamp is used, the stamp is endorsed with the initials of the person accepting receipt). The envelope shall not be opened by anyone until the time for canvassing. All ballots received prior to the closing of the polls will be placed in a secure file. Ballots received at the City Office will be delivered to the custody of a Board member or the Clerk as soon as practicable. The name of the person doing this will be entered in the register described below.

(h) Election Day. On Election Day, the Board will maintain all Vote-by-Mail ballots in a separate secure file box with the register and related poll book cards, until the polls close. Any Vote-by-Mail ballot, including any emergency Vote-by-Mail ballot, received after the time of closing of the polling place on Election Day shall not be counted.

(i) Register. The Board will maintain a register of applications for Vote-by-Mail ballots in which applications shall be entered chronologically by receipt. A separate line entry will be made for each application and will be extended to show final disposition of the application and the sending and return of the ballot. Items to be recorded are as follows:

(1) Application received. The Board shall enter the following items after resolving any discrepancies between the application and the information on the registration books:

(i) Applicant’s name;

(ii) Applicant’s address (street, number, apartment number);

(iii) Applicant’s ward; and

(iv) Date and time received by Board or City Office.

(2) Board action. Check under “Approved” or “Disapproved” and enter date of action. (See Sec. 5.9(c) for procedures on processing of application).

(3) Ballot package sent. Enter date, time and method of sending the absentee ballot package to the applicant.

(4) Ballot received back. Enter date and time of receipt and method of delivery and to whom delivered (Clerk at City Office, Board member).

(5) Securement of ballot. Upon receipt, the Board member secures the ballot (with envelopes unopened).
Sec. 5.10 – Canvassing and Reporting Election Results.

(a) Generally. Immediately upon closing of the polls, the judges of the election shall proceed to count the ballots. The counting of the ballots or checking of the votes on voting machines shall be announced publicly.

(b) Ballots Not Counted. No ballot cast by a voter dwelling in one ward for a candidate for the office of Councilmember of another ward, and no ballot cast for more than one candidate for the office of Mayor, shall be counted.

(c) Written Returns. The Board shall prepare written returns of the vote counts fully completed with the names of the judges and Board signed thereon. One (1) copy of such returns shall be sent to the City Clerk for filing among the records of the City.

(d) Dissenting Judge. Any judge or member of the Board who declines to sign said return shall immediately prepare, sign, and seal in an envelope and send as aforesaid an individual return, giving their reasons therefor.

(e) Sealing of Voting Information. Upon completion of the tabulation of the votes cast, the voting machines shall be sealed as provided by law for general elections of state and county officials. There shall be no postponement or adjournment of the above actions until they are completed. The voting cartridges, if any, shall then be retained by the Board for a period of thirty (30) days, exclusive of Sundays and legal holidays, provided, however, that if there be a contest of the election, said cartridge shall not be destroyed or unsealed until after the decision of the Circuit Court for Prince George’s County.

Sec. 5.11 – Eligibility to Serve.

The Charter does not confer upon the Board the power or responsibility for determining whether a successful candidate is qualified to serve (as distinct from determining whether a candidate is qualified to stand for election at the time a petition is filed). Therefore, the Board certifies elected candidates based exclusively upon the votes cast by registered voters qualified to vote. Certification is without prejudice to the jurisdiction of any other appropriate body or court to ascertain the eligibility of the successful candidate to serve in the capacity to which the individual was elected.

PART 6—COMPLAINTS

Sec. 6.1 – Complaints, Generally.

All disputes as to election results or any of the policies and procedures set forth in Chapter 8 of the City Code or these Regulations shall be governed by Article VIII of Chapter 8 of the City Code and the rules and regulations set forth in this Part.
Sec. 6.2 – Procedure for Filing Complaints.

(a) Eligibility to File a Complaint.

(1) Any applicant whose application or certification pursuant to Chapter 8 of the City Code has been denied by the Board;

(2) Any person who is a qualified voter of the City and believes that a violation of Chapter 8 of the City Code or a provision of the City Charter related to an election matter has occurred, except for those set forth in Paragraph (1) of this Subsection, which must be filed by the person whose application or certification was denied.

(b) Time for Filing a Complaint.

(1) A complaint regarding denial of certification of candidacy must be filed within seven (7) days of the Board’s decision on certification.

(2) All other complaints must be filed within one hundred eighty (180) days from the date that the alleged violation was discovered or reasonably could have been discovered with the exercise of due diligence, but in no case may a complaint be filed more than one hundred eighty (180) days after the election to which the alleged violation pertains.

(c) Contents of Complaint. Complaints shall include:

(1) a reasonably detailed explanation of the allegation(s);

(2) supporting documentation if necessary; and

(3) the name, address, and signature of the complaining party.

Sec. 6.3 – Initial Review of Complaint by Board.

(a) Initial Review. Upon the filing of any complaint, the Board shall conduct an appropriate investigation to ascertain whether there are reasonable grounds to believe the allegation is true.

(b) Assistance. The Board may request the assistance of the City Clerk and/or other City employees in this investigation.

(c) Post-Investigation Procedure.

(1) If, after conducting a reasonable investigation of a complaint, the Board determines there are no reasonable grounds to believe that the allegations in the complaint are true, the Board shall issue a written order dismissing the complaint.

(2) If, after conducting a reasonable investigation of a complaint, the Board determines that there are reasonable grounds to believe that the allegations in the complaint are true, the Board or its designee shall attempt to conciliate the matter by methods of initial
conference and persuasion with all interested parties and such representative as the parties may choose to assist them.

(3) If a complaint is conciliated, the terms of the conciliation agreed to by the parties may be reduced to writing and incorporated into a consent agreement as needed.

(4) If a complaint is not conciliated after the Board concludes that there are reasonable grounds to believe the complaint is true, the Board shall conduct one or more hearings as set forth in this Article.

Sec. 6.4 – Conduct of Hearing by Board.

(a) General Procedure.

(1) If a complaint is not dismissed or conciliated as set forth in Sec. 6.3 of these Regulations, the Board shall:

   (i) serve upon the person against whom the complaint has been filed (designated as the “respondent”), if any, a summons and statement of charges;

   (ii) schedule and hold one or more hearings;

   (iii) serve upon all interested parties a copy of the statement of charges and notice of the time and place of hearings; and

   (iv) promptly inform the City Clerk of the time and place of any hearing.

(2) Hearings shall be held not less than seven (7) days and not more than thirty (30) days after service of the statement of charges and summons, unless the Board determines that emergency circumstances require an earlier hearing.

(3) Hearings conducted by the Board shall be open to the public.

(4) Notwithstanding paragraph (3) of this Subsection, the Board may conduct a closed hearing if:

   (i) one of the parties submits a written request;

   (ii) the Board finds a compelling reason to conduct a closed hearing; and

   (iii) closing the hearing to the public is not otherwise prohibited by State law.

(5) The parties or their representatives may file statements prior to any hearing and present testimony and evidence at hearings.

(6) Any testimony given shall be under oath or affirmation.

(b) Summons, Appearance, and Representation.
(1) Any summons to a hearing held pursuant to this Section must be signed by the chairperson of the Board or their designee and shall require the attendance of named persons and/or the production of relevant documents and records.

(2) The parties may, at their option, appear before the Board in person or by one or more duly authorized representatives and may have the assistance of an attorney.

(3) Unless otherwise provided, the City Attorney shall advise the Board during the administrative review of any complaint.

Sec. 6.5 – Deliberation and Decision by Board.

(a) Deliberation. After all necessary hearings are conducted, the Board shall deliberate and make a determination as to alleged violations of the elections provisions of the Charter or City Code or related disputes within its authority.

(b) Confidentiality. The deliberations of the Board shall not be public.

(c) Disposition and Orders.

(1) If, after deliberation, the Board determines, upon the preponderance of the evidence of record, that the respondent has not violated Chapter 8 of the City Code or any applicable election law, or that the complainant is not entitled to relief, the Board shall state and publish its findings and issue an order dismissing the complaint.

(2) If, after deliberation, the Board determines, upon the preponderance of the evidence of the record, that the respondent has violated Chapter 8 of the City Code or any applicable election law, or that the complainant is entitled to relief, the Board shall state and publish its findings and issue an order requiring any party to cease and desist conduct in violation of this Chapter or other applicable election laws and/or granting any appropriate relief as permitted by Article IX of Chapter 8.

Sec. 6.6 – Records.

The Board shall keep a full record of all hearings, decisions, and other records relevant to any review conducted under this Section which shall be transmitted to the City Clerk and retained pursuant to the City’s record retention policy.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on November 19, 2018.
Adopted: 11/19/18

Attest: 

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

Greta Mosher, Chair
Board of Supervisors of Elections

[+] indicate deletions

Underline indicates additions

Asterisks ** * Indicate matter retained in existing law but omitted herein

Effective Date: November 19, 2018